

# Graduate Program in Biomedical Sciences



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# ADMINISTRATION

## INTRODUCTION

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

The Graduate Program in Biomedical Sciences (BMS) is 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. (TNPRC) The Program is coordinated by a Steering Committee composed of representatives from the participating departments/units. The goal of the Biomedical Sciences Program is 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. and Master of Science programs for diverse careers in biomedical science.

### *Student Responsibility*

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 Program Guide and other Tulane University policies and should familiarize themselves with these regulations.

## ACADEMIC CALENDAR 2019-2020

### Fall – 2019

Aug. 26, Fall Semester begins  
Aug 30, Last Day to Confirm Registration  
Sept. 2, Labor Day (**Holiday**)  
Sept. 6, Last Day to Register/Add Classes  
Sept. 19, Yom Kippur (**Holiday**)\*  
Sept. 27, Last Day to Drop without Record  
Oct. 28, Last Day to Drop  
Nov. 27 – Dec 1, Thanksgiving (**Holiday**)  
Dec. 6, Last Day of Class  
Dec. 9-17, 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 (Tue, Oct 8) and ends at nightfall on the day of observance.

### Spring – 2020

Jan. 6, Spring Semester Begins  
(Note: Individual Course Directors may start their courses as late as the week of Jan 13)  
Jan. 17, Last Day to Confirm Registration  
Jan. 20, Martin Luther King Day (**Holiday**)  
Jan. 24, Last Day to Register/Add Classes  
Feb. 14, Last Day to Drop without Record  
Feb 24, Lundi Gras (**Holiday**)  
Feb 25, Mardi Gras (**Holiday**)  
Feb 26, Classes Resume for BMS Students  
Mar. 18, Last Day to Drop  
Apr. 6-10, Spring Break for Undergraduates  
(BMS Students continue in Classes/Labs)  
April 10, Good Friday (**Holiday**)  
April 28, Last Day of Class  
May 1-9, Exam Period  
May 15, Commencement (BMS)  
May 16, Unified Commencement

## DIRECTORY

### *Graduate Program Administration*

Assistant Dean	Robert F. Garry, Ph.D.	504-988-2027	rfgarry@tulane.edu
Co-Director	Diane A. Blake, Ph.D.	504-988-2478	blake@tulane.edu
Asst. Director, Admissions	Jake Korn, MSIA	504-988-5043	jkorn@tulane.edu
Program Manager	Zylkia Lozano, BS Bus Admin	504-988-3441	zlozano@tulane.edu
BMS Office	Main Contact	504-988-5226	bms@tulane.edu

The Graduate Program in Biomedical Sciences is responsible for the registration of all BMS students. Graduate Program Administrative Offices are located in the Medical School Building, Room 1524. Office hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday. The program website is <https://medicine.tulane.edu/education/biomedical-sciences-graduate-program>.

### *BMS Departments/Centers*

<b>Department/Center</b>	<b>Chair/Director</b>	<b>Telephone</b>	<b>Location</b>
Biochemistry/Molecular Biology	Hua Lu	504-988-5293	Med School Rm 6000
Clinical/Translational Research Center	Vivian Fonseca	504-988-6061	JBJ Building, Suite 128
Hayward Genetics Center	Hans Andersson	504-988-5229	Med School Rm 5554
Microbiology/Immunology	Chad Steele	504-988-5159	Med School Rm 5055
Pathology	Byron Crawford	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
Tulane Nat Primate Research Center	Jay Rappaport	985-871-6201	3 Rivers Rd, Covington, LA

### *Services*

<b>Downtown Campus</b>	<b>Telephone</b>
Mail Services	504-988-5299
Financial Aid Office	504-988-6135
Matas Medical Library	504-988-5155
Parking Services	504-988-5577
Student Health Center	504-988-6929
Technology Services	504-988-8888
School of Medicine Bookstore	504-988-5204

<b>Uptown Campus</b>	<b>Telephone</b>
Registrar's Office	504-865-5231
General Information	504-862-8000
Student Directory	504-865-4000
Accounts Receivable	504-865-5368
Bookstore University Center	504-865-5913
Bursar	504-865-5398
Tulane Counseling and Psychological Services	504-314-2277
International Student Center	504-865-5208
Howard Tilton (Main) Library	504-865-5604
Reily Recreation Center:	
Membership	504-865-5431
General/Court Reservations	504-865-5242
Student Records & Registration	504-865-5231

## **BMS STEERING COMMITTEE**

The Assistant Dean and Co-Director of the BMS Program use a Steering Committee composed of faculty members from each major basic science department to help administer the program by providing guidance, approving changes and additions to the program and making decisions on individual student issues as necessary. Graduate students also have input on this committee via a representative from the Biomedical Sciences Student Association (BMSSA). The Steering Committee meets monthly and may also conduct business electronically for time-sensitive issues. Contact the BMS program office to add an agenda item for consideration by this committee.

## **BIOMEDICAL SCIENCES STUDENT ASSOCIATION (BMSSA)**

The Biomedical Sciences Student Association (BMSSA) is a young organization established in 2006. BMSSA represents the interests of graduate students to the Tulane Student Government Association, the administration, and at local, state and national levels. The BMSSA also provides a forum for discussion of relevant issues and acts to organize, promote and conduct activities to benefit Tulane graduate students. In addition, the BMSSA informs graduate students of pertinent developments in the Tulane community and recommends graduate students for appointment to faculty and university committees. *All currently enrolled graduate students (Master's and PhD) in good standing can be members of the BMSSA.*

The BMSSA has many exciting events and workshops planned for the year. A research forum is held each spring, in the JBJ Building and a one-day offsite retreat is held in October. BMSSA officer elections are held at the end of each academic year in the spring. A special election for 1<sup>st</sup> year PhD representative typically occurs one month after the Fall semester starts. There are also several master's representative positions. Visit the website for more information on upcoming meetings and events. BMSSA sends announcements and updates by e-mail. The BMSSA lounge is located in SOM 1507 and can be accessed with your student ID.

Contact Information: [bmssa@tulane.edu](mailto:bmssa@tulane.edu)

Website: <https://tulanebmssa.wordpress.com/> or link through BMS website



# DEGREES AND REQUIREMENTS

## ***DEGREES OFFERED***

### **Doctor of Philosophy**

- Ph.D. in Biomedical Sciences
- Ph.D. for DVM's

### **Doctor of Philosophy and MD**

- M.D./Ph.D. Degree (Physician Scientist)

### **Master of Science**

- Biochemistry and Molecular Biology (1-yr and 2-yr degrees)
- Bioethics and Medical Humanities (2-yr)
- Biomedical Sciences (awarded only to Ph.D. students under special circumstances)
- Clinical Research (2-3-yr)
- Clinical Research Methods (1-yr)
- Medical Genetics & Genomics (1-yr)
- Microbiology & Immunology (1-yr) (thesis option)
- Pathology & Laboratory Medicine
  - Molecular Medicine (1-yr)
  - Molecular and Cellular Pathobiology (2-yr thesis)
  - Anatomic Pathology (Pathology Assistant, 2-yr non-thesis)
- Pharmacology (1-yr)
- Physiology (1-yr)
- Structural & Cellular Biology (Anatomy)
  - Anatomy (1-yr)
  - Clinical Anatomy (2-yr non-thesis)
  - Anatomy Research (2-yr thesis)

### **MD/Master of Science Dual Degree**

- M.D./M.S. Anatomy (4-yr)
- M.D./M.S. Bioethics and Medical Humanities (4-yr)

## ***DEGREE REQUIREMENTS***

### **DOCTOR OF PHILOSOPHY IN BIOMEDICAL SCIENCES**

Students undertaking work for the degree of Doctor of Philosophy should understand that this degree is awarded not only for an accumulation of course credits, but primarily for superior attainment and accomplishment in research. The student must demonstrate the ability to carry out independent study and research in a chosen field, as evidenced by the dissertation.

#### **Time Allowed for Degree Completion**

Ordinarily students are expected to finish all course requirements in two full years of graduate study and complete their dissertation by the end of the fifth year. Students should complete the requirements for the Ph.D. degree within seven years from the date of matriculation in the program. Students will be asked for a plan to complete their degree at the beginning of their sixth year in the program. Students who wish to continue study beyond the seventh year must request permission from the BMS Steering Committee and have the support of their thesis mentor. A minimum of one year of full-time study in residence at Tulane is required.

#### **Course Requirements**

A minimum of 48 credit hours of course work and independent study is required for the Ph.D. In the first two semesters, students take identical core courses, totaling 27 hours. Students also have the option to specialize in an area of research emphasis (Departmental Track). Specialization may require additional didactic courses besides the core courses required by the Biomedical Sciences Graduate Program. Second year students must complete at least 21 credits hours combined for the Fall and Spring semester. Coursework in the second year must include at least 6 credit hours of lecture-based course work (Electives), with the remaining credit hours consisting of Independent Study and/or Special Topics (Research). Students may take Independent Study (BMSP 7990 or equivalent) and/or Special Topics (BMSP 7500) for 1-6 credits each per semester for a maximum of 12 credits each until course completion. Electives 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 Office for Steering Committee approval (*see Appendix A pg. 51 for Ph.D. course curriculum and pgs. 55-56 for Ph.D. electives*).

#### **Laboratory Rotations**

Research Methods courses are part of the core curriculum in Appendix A. Students will do one 6-week lab rotation in the Fall Semester of the first year and two lab rotations in the Spring Semester of the first year in conjunction with the Research Methods courses. The goal is to choose a Dissertation Advisor from one of the three rotations. Students are strongly encouraged to do all three rotations before choosing a Dissertation Advisor and must receive Steering Committee approval to do less than three rotations. This is to gain knowledge of different researchers and experience the breadth and depth of research being conducted in the School of Medicine. Additionally, it is important to select a Dissertation Advisor who is compatible, as you will be working together closely for several years. Although you may come into the program with a specific area of research in mind, this experience may lead you to an

entirely different focus. Refer to Appendix A, Rules Governing Laboratory Rotations and Grading Criteria, page 54, for more detail.

### **Transferring Credits**

Students must make a written request to transfer credits from other programs. To transfer credits, a course must be deemed equivalent to a course in the BMS curriculum. The number of credits transferred will be the lesser of the credits awarded from the transferring course and the BMS equivalent course. A maximum of 24 credit hours may be transferred. Credit hour transfers can only occur after one semester of coursework has been completed. Only in unusual cases, with the approval of the Assistant Dean or Co-Director, will credit be approved for courses taken more than six years before first registration for graduate work (*see pg. 67 for sample letter*).

### **Maintaining Full Time Status**

Students must maintain full-time status every semester for the duration of their PhD training. All students must register for at least 9 credit hours each spring and fall semester to maintain their full-time status, tuition scholarships, and fellowship awards until course requirements are completed. Registering for Dissertation Research (BMSP 9990), even though it is zero credit hours, maintains your full-time status. ***Therefore, all students should register for BMSP 9990 every summer and every semester after completing the coursework requirements in their second year for the remainder of their academic tenure until graduation. Failure to register for BMSP-9990 will likely result in having more taxes withdrawn from your stipend income, which will lower your bi-weekly take-home pay. You will not be able to recover the lost pay until you file taxes at the end of the year because it will already have been sent to the IRS.***

### **Teaching Assistantships**

BMS PhD students are ***required*** to perform Teaching Assistant (TA) duties for the Department of Cell and Molecular Biology in the School of Science and Engineering on the Uptown Campus. This involves one course section per semester during program years 1 and 2, unless this service requirement is in conflict with donor or sponsor funding conditions. If additional TAs are needed, the BMS office may offer positions to senior BMS students. These senior BMS students should obtain the permission of their Dissertation Advisor before accepting TA responsibilities. These excess responsibilities will carry monetary compensation, to be agreed upon between BMS administration and the TA. 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.

TAs 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 coordinated with the course director and should not interfere with 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 are required to attend the Cell and Molecular Biology TA Orientation during the week before classes begin. This session will provide information about how each Coordinator organizes their course and what is expected of the BMS TAs. 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 pg. 75-76.

### **BMS Annual Retreat**

Students are required to attend the BMS Annual Retreat usually held in October. Students should expect to do an oral presentation at least once during their academic career and present a poster at every other retreat. Students do not have to attend the retreat in the year in which they are graduating unless the oral presentation requirement has not been met.

### **Ph.D. Milestones and Timelines**

Failure to meet any hard deadline outlined below may lead to disciplinary action, including dismissal from the program.

**Timetable for Milestone Completion:** A timeline that shows the milestones for the Ph.D. degree is provided below, along with an outline of the responsibilities of the Dissertation Committee and the Student. Students will be assigned a temporary advisor in their first semester, who will perform the functions of the Dissertation Advisor until one is selected. The Dissertation Committee should meet at least annually. At the beginning of each Dissertation Committee meeting, the student should be briefly dismissed and the Dissertation Advisor should candidly discuss the student's progress with the dissertation committee before the student is readmitted.

<b>Year</b>	<b>Semester</b>	<b>Dissertation Committee Functions</b>	<b>Student Functions</b>
1	Fall		Student contacts temporary advisor
1	Summer (after 1 <sup>st</sup> academic year)	Initial meeting with Committee to 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 meeting to BMS Office.
2	Summer (after 2 <sup>nd</sup> academic year)	Committee reviews and approves academic record for 2 <sup>nd</sup> year, reviews research progress, approves topic for Preliminary Examination.	Send documentation of meeting to BMS Office.
3	Fall	Take Preliminary Examination	Provide signed form indicating result of exam to BMS office.
End of year 3/ beginning of year 4	Summer/Fall	Committee Reviews research progress. Approves Prospectus	Provide documentation to the BMS Office.
4	Fall	Committee Reviews Progress or Dissertation Defense.	Submit documentation of meeting or dissertation to BMS Office.
5	Any	Committee Review Progress or Dissertation Defense.	Submit documentation of meeting or dissertation to BMS Office.
6	Any	Committee Review Progress or Dissertation Defense.	Submit documentation of meeting or dissertation to BMS Office.
7	Any	Defend Dissertation	Submit dissertation to BMS Office.

**Choosing a Dissertation Advisor:** During the first two semesters, 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 and must begin their dissertation research during the summer of their first year. If the student fails to choose a Dissertation Advisor by the end of the second semester of their first year, they must explain the delay to their temporary advisor and the BMS Co-Director and perform additional research rotations during the summer semester. In this case, a student must choose a Dissertation Advisor by the end of the summer semester. Failure to match with a Dissertation Advisor can lead to dismissal.

**Choosing a Dissertation Committee:** After choosing a Dissertation Advisor, students select a research topic or project in consultation with their advisor. With a topic or project agreed upon, the Dissertation Advisor and student consult to appoint a committee of at least three additional members who are faculty members of the BMS program, with the Dissertation Advisor to serve as chair of the committee. The Dissertation Advisor may require additional members. The student's proposed committee requires approval of the BMS Assistant Dean or Co-Director. This committee is usually involved in administering the Preliminary 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 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 Assistant Dean or Co-Director, the student may change the composition of the dissertation committee (*see Appendix B, page 58 for Dissertation Committee Form*).

### **Preliminary (General) Examination**

**Timeline:** Upon meeting the course requirements (and no earlier than the Spring Semester of the 2<sup>nd</sup> year), the student shall undertake the 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 but must be taken by the end of the Spring semester in year 3. A student who fails to take the test by the end of the fall semester in year 3 may be subject to disciplinary action.

**Content:** 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 on her/his powers of bibliographical criticism. Finally, the examination affords the examiners the basis for constructive recommendations on any subsequent programs of study to be undertaken by the student. The 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 postdoctoral research project outlining specific experimental plans designed to address the central scientific question identified by the student. The proposition should be 7 to 12 single-spaced pages, excluding references and should include the following sections: 1) Specific Aims, 2) Significance, 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.

**Proposition Selection Process:** 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 6-8 weeks to write the proposal and to prepare for the oral examination. The proposal must represent the student's own work.

**Evaluation:** The written proposal and oral defense 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 valid 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 (*see pg. 59 under Appendix B for Preliminary Examination Form*).

### **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 PhD, a student must have completed course requirements, performed some independent research 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 Dissertation Advisor 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 (*see Appendix B, page 60, for Admission to Candidacy Form*).

## **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 (*see Appendix B, page 61, for Prospectus Approval Form*).

## **Dissertation Requirements General**

The dissertation is an essential part of the candidate's degree work and 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 agree 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" below.

**Preparation:** 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 and committee members must be typed under the signatures. A full list of authorities and books consulted and a short biographical sketch must be appended. Bound thesis copies prepared by former BMS PhD students can be examined in the BMS Office. 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.

**Submission:** Students must submit two unbound copies of the thesis with original signatures of the committee on acid-free, 100% cotton paper of at least 20 LB. weight to the BMS Office. The student should also 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 before it is uploaded to ProQuest. If students want a personal bound copy of their thesis, they may submit an additional copy to the BMS office and pay the binding fee of \$65 at that time.

### **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 no 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 (*see Appendix B, page 62, for Final Examination Form*).

## **GRADUATION**

Degrees earned in the School of Medicine are awarded three times a year; December, May, and August. 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.

**Prerequisites:** In addition to turning in their approved thesis for binding, students must complete and submit the following forms or proof of submission to the BMS office after they have stood and passed the Dissertation Defense:

1. Application for degree
2. Final Exam/Oral Defense Form
3. Complete online survey of Earned Doctorates <https://sedsurvey.org/>
4. Upload and submit final thesis with signatures to ProQuest MNI website <https://www.etdadmin.com/main/home?siteId=61> (uploading is free unless copyrighted)
5. Upload and submit final thesis with signatures to the Tulane Howard Tilton Thesis Archive [https://digitallibrary.tulane.edu/user/login?destination=islandora/object/tulane%3Asudent\\_submission\\_collection/manage/overview/ingest](https://digitallibrary.tulane.edu/user/login?destination=islandora/object/tulane%3Asudent_submission_collection/manage/overview/ingest).

**Commencement Exercises** are held at the end of the Spring semester only. There are no ceremonies at the end of the Summer or Fall semesters. An application for graduation must be completed 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 their Gibson account to be sure there are no payments due.

### **DOCTOR OF PHILOSOPHY FOR DVM'S**

The Tulane National Primate Research Center offers DVMs to apply for an opportunity to complete a Ph.D. while conducting research on their campus. Please contact Dr. Jay Rappaport, Director of the Tulane National Primate Research Center for more information. Students enrolled in this program must follow the curriculum in **Appendix A, Page 52**. Up to 24 credit hours of coursework can be transferred from the student's DVM degree. The transfer process requires approval from the BMS Steering Committee and the candidate must match their DV- courses with Core or Elective courses within the BMS curriculum (*see pg. 51 for Ph.D. curriculum and pgs. 55-56 for Ph.D. electives*). Credit hour transfers can only occur after one semester of coursework has been completed. All other requirements of the Ph.D. component of this program (Summer Research, choosing a Dissertation Committee, Preliminary Exam, Prospectus, Dissertation Requirements and Final Examination are the same as those of the doctoral degree (*see pages 6-13 of this Handbook*), except that DVM's must complete their Preliminary Exam by the end of the Third (Spring) Semester

### **M.D./PH.D. (PHYSICIAN SCIENTIST PROGRAM, PSP)**

The primary aim of the Physician Scientist Program is to provide an integrated learning environment that supports the development of physicians committed to the advancements of the medical sciences. Students will acquire the necessary skills to become both sound clinicians and accomplished scientists. More importantly, it is intended to promote a view of medicine and science as unified endeavors rather than distinct disciplines. There are two tracks ("A" and "B") that lead to a dual M.D./Ph.D. degree:

**Track A:** Students 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 their 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 both medical and graduate school. Track A is a selective program and students must apply before entering medical or graduate school. If selected, Track A students will begin their first laboratory rotation the summer before entering medical school.

**Track B:** 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. Track B students begin rotations as soon as possible after joining the program.

**Program Duration:** The PSP is designed to take a total of 7 to 8 years. Students rotate in a lab the first summer prior to beginning medical school. 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. Students will have chosen a Dissertation Advisor prior to transferring to their Ph.D. training. Ideally, the Ph.D. portion should take 3-4 years.

**Course Requirements:** The first and second year consist of formal didactic courses. If a student chooses a Dissertation Advisor within a specific area of research emphasis (a Departmental Track), further elective requirements may be necessary. 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 (*see pg. 53 under Appendix A for PSP course curriculum*).

**Maintaining Full Time Status:** All students must register for at least 9 credit hours each semester to maintain their full-time status, tuition scholarships, and fellowship awards. Registering for Dissertation Research (BMSP 9990), even though it is zero credit hours, maintains your full-time status. *Therefore, all students should register for BMSP 9990 every summer and every semester after completing the coursework requirements in their second year for the remaining of their academic tenure. Failure to register will affect your stipend, primarily by having more taxes withdrawn which will lower the bi-weekly take-home pay. This requirement applies to PSP students who may be between the MD and PHD portions of their program, if they take less than 9 credits in any semester.*

**Transfer of Credits from Medical School:** Students may transfer up to 24 credit hours of coursework from their medical school coursework. These credits should be transferred after one semester of graduate coursework has been completed. Student should submit a written request to BMS office for BMS Steering Committee to approve their request (*see Appendix B, Page 67 for transfer of credits request sample letter*).

All other requirements of the Ph.D. component of this program (Summer Research, choosing a Dissertation Committee, General Exam, Prospectus, Dissertation Requirements and Final Examination) are the same as those of the doctoral degree (*see pages 6-13 of this Handbook*).

## MASTER OF SCIENCE DEGREE

There are programs leading to a Master of Science degree in the departments of Biochemistry & Molecular Biology, Clinical Research & Training, the Hayward Genetics Center, Microbiology & Immunology, Pathology & Laboratory Medicine, Pharmacology, Physiology and Structural & Cellular Biology.

**One-Year Programs:** One-year programs are designed to attract those students who are interested in improving their credentials to compete for admission to a professional school including medical school or dental school, as well as those individuals who are interested in achieving their professional goals and advancement within their chosen profession. Microbiology/Immunology is the only one-year program that offers the option of a thesis track program. Although Clinical Research Methods is a one-year program, it is designed for recent MD graduates and is included in “Specialized Master’s Degrees” below.

Department	Degree
Biochemistry and Molecular Biology	Biochemistry and Molecular Biology
Hayward Genetics Center	Medical Genetics and Genomics
Microbiology & Immunology	Microbiology & Immunology
Pathology and Laboratory Medicine	Molecular Medicine
Pharmacology	Pharmacology
Physiology	Physiology
Structural and Cellular Biology	Anatomy

### Specialized Master’s Degrees

- **MD/MS Anatomy Combined Degree:** This is a 4-year non-thesis program of study for current Tulane 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>.
- **Master of Science in Anatomic Pathology (Pathologists’ Assistant Program):** This is a full-time two-year post-baccalaureate program leading to a Master of Science in Anatomic Pathology with the goal of becoming a Pathology Assistant. Students receive a broad range of clinical exposure in surgical pathology, clinical pathology, and autopsy pathology under the guidance of experienced pathologists’ assistants, anatomic, clinical, and forensic pathologists, as well as laboratory specialists. The professional curriculum is arranged with the presumption that students devote their full time and energy to their university experience. Students are encouraged to limit their outside employment during the program. More information is available at the program

website:<https://medicine.tulane.edu/departments/pathology-laboratory-medicine/academic-programs/pathologists-assistant-program>.

- **Master of Science Anatomy Research:** This is a 2-year thesis program of study of gross anatomy, embryology, cell biology, and histology leading to a Master of Science degree in Anatomy by research. It is designed specifically for candidates who wish to develop research careers in biomedical science and medical education. In the first year, students in the program take anatomy and histology courses along with other graduate courses. All courses in the program are taught within the School of Medicine by full time faculty. In the second year, students carry out mentored research in the Department of Structural and Cellular Biology. More information is available at the program website: <https://medicine.tulane.edu/departments/structural-cellular-biology/academic-programs/masters-programs/ms-anatomy-research>.
- **Master of Science Biochemistry & Molecular Biology:** This is a two-year thesis-required program for the study of biochemistry and molecular biology leading to a Master of Biomedical Science in Biochemistry and Molecular Biology degree. The program is designed to improve academic credentials and scientific research experience of graduates. Our distinctive program emphasizes student development in five areas (coursework, laboratory skills, independent thought, presentation skills, and personal growth), allows students to broaden and strengthen their academic foundation, and equips students with basic and advanced lab skills for a career in academic or industrial research. More information can be found at the program website: <https://medicine.tulane.edu/departments/biochemistry-molecular-biology/academic-programs/masters-2-year>
- **Master of Science Bioethics and Medical Humanities:** This is a 2-yr, 33 credit hour post-baccalaureate program leading to a Master of Science in Bioethics and Medical Humanities. This program is designed to improve the credentials of learners who are: 1) Dual-degree students in Medicine, Law, Public Health and Social Work; 2) Interested in applying for admission to medical, dental and other health-related professional schools; and 3) Mid-Career Professionals who wish to enhance their scholarly and clinical background in these areas for future service or scholarship. More information is available at <https://medicine.tulane.edu/education/biomedical-sciences-graduate-program/mdms-bioethics>.
- **Master of Science Clinical Anatomy:** This is a two-year non-thesis program designed for bachelor's degree graduates and physicians who intend to follow a career in teaching the morphological sciences in colleges as well as research and scholarship in health sciences education. With a MS Clinical Anatomy degree, graduates can apply for teaching positions in anatomy, histology, embryology, neuroanatomy and biomedical sciences. More information is available at: <https://medicine.tulane.edu/departments/structural-cellular-biology/academic-programs/masters-programs/ms-clinical-anatomy>.

- **Master of Science Clinical Research:** This is a 38 credit, 2 to 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 at the program website: <https://medicine.tulane.edu/clinical-research-masters>
- **Master of Science Clinical Research Methods:** 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 full time. More information about admission and course requirements can be found on the School of Medicine website: <https://medicine.tulane.edu/research/clinical-research-training/clinical-research-methods-masters>.
- **Master of Science in Molecular and Cellular Pathobiology:** This is a full-time two-year program leading to a Master of Science in Molecular and Cellular Pathobiology. This program is designed to enrich the scientific research experience and improve the academic credentials of students interested in careers in the biotech and pharmaceutical industries, as well as in academia. The degree requirements in this program include 30 credit hours of coursework with a cumulative GPA  $\geq 3.0$ , plus preparation and successful defense of a thesis. In the second year, students will conduct mentored research in the Department of Pathology. Recipients of the Master of Science in Molecular and Cellular Pathobiology will demonstrate advanced knowledge in the molecular and cellular basis of disease and develop quantitative and qualitative research skills in data collection and analyses. Graduates of this program will possess the required skills to conduct independent research. More information is available at: <https://medicine.tulane.edu/departments/pathology-laboratory-medicine/academic-programs/masters-programs>.

#### **Thesis Requirements (only for programs where a thesis is a part of the curriculum)**

- **Process:** 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 department 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.
- **Submission:** An electronic copy of the final, approved thesis must be submitted to the BMS 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 of 350 words should follow the abstract title page. The student must also upload the thesis to the ProQuest MNI website <https://www.etdadmin.com/main/home?siteId=61>.

- **Formatting:** 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.
- **Deadlines:** The candidate should submit the thesis prior to the end of the exam period for the appropriate semester as listed in the BMS Calendar **on Page 2**. If the department in which a master's thesis has been written finds there is sufficient reason to protect the contents by copyright, there will be a fee charged from ProQuest.

## Graduation

Commencement exercises are held at the end of the Spring semester only. 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. Applications filed in previous terms are not valid. This application can be obtained in the BMS Program Office or on the website. Students are responsible for checking their Tulane issued email accounts daily since all graduation information will be sent to them via these accounts.

- **Prerequisites:** Master's Students must complete the following forms: 1) Application for degree (available in BMS Graduate Program Office); 2) Final Examination/Oral Defense Form (see **Appendix B, page 62** for students who have completed a thesis). Students are also required to upload their thesis to ProQuest. 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 the 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.

# STUDENT AFFAIRS

## ***REQUIREMENT TO STAY INFORMED***

Students are responsible for checking their Tulane issued email accounts daily since announcements from the BMS Program Office, School of Medicine Departments or other entities at Tulane are frequently sent via email. 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.

## ***ENROLLMENT REQUIREMENTS***

A student admitted to any degree program in BMS must be continuously enrolled in a degree-granting division of the University during the 12-month calendar year and maintain full-time status. 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 every semester, including the summer, in order to remain in continuous registration. Although these courses are zero-credit-hour courses, registration will maintain full-time status.

## ***PROCESSES***

### **Absences**

- **Medical or Psychological Leave:** Medical or psychological leave should be requested in accordance with the Case Management Victim Support Services processes. See [https://cmvss.tulane.edu/sites/cmvss.tulane.edu/files/Medical\\_withdrawal\\_policy\(1\).pdf](https://cmvss.tulane.edu/sites/cmvss.tulane.edu/files/Medical_withdrawal_policy(1).pdf).
- **Vacation:** Ph.D. students are entitled to 2 weeks of vacation (10 days) per year in addition to holidays approved by Tulane University (See Academic Calendar). Foreign students holding a student visa who wish to temporarily leave the United States must obtain permission of their department chairman (if applicable) and submit a written request to the BMS Program Office at least **30 days prior to their travel** and/or before making any travel arrangements. Students granted permission then apply for a new I20 or IAP-66 in order to return to the United States. Any foreign student who leaves the United States without the consent of the BMS Program Office will be subject to disciplinary action. Students not returning from leave of absence within the approved date may have their stipends suspended and may be required to re-apply to the Graduate Program in Biomedical Sciences.
- **Other than Vacation:** Master's students should coordinate absences with their individual Program Director. Any Ph.D. student desiring to take a leave of absence from the Program for any reason except medical/psychological for an extended period of time (more than one week) must submit the request in writing to their Dissertation Advisor and to the BMS Office, 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 Ph.D. students in the BMS Program.

## **Change of Name/Address**

Students must 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>).

## **Course Audits**

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;

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. Students paying audit tuition and fees are entitled to copies of handouts, assignments and/or other class materials. The conditions for student participation and evaluation of student work will be agreed upon in advance by the student and the instructor. Courses taken for Audit will not appear on final transcript.

## **Course Changes**

**Student-Driven:** 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. 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. Students may add or withdraw from a course with approval of the instructor and the BMS Program Office. Refer to the BMS Calendar for the last days to drop a course with and without record. A student wishing to add a course after general registration should complete the Drop/Add 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.

**Department-Driven:** 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.



## **Course Registration**

Students register using 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. Registration for Summer and Fall semester courses opens in March and Registration for Spring semester courses opens in November. The schedule is updated twice annually. 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.

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.

### **Registering for Independent Study:**

Students must register for Independent Study (BMSP-7990) and Special Topics (BMSP-7500) in person with the BMS Office at the beginning of the semester. If registration is delayed, students run the risk of not receiving credit in that semester. *Please submit forms to the BMS office to register.*

### **Missed Deadlines:**

Registration deadlines are in the calendar section of the BMS website. If registration deadlines are missed, you will not be able to use Gibson to register and must fill out a drop/add form, available in the forms section of the BMS website or in the BMS Office.

### **Registration Holds:**

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. The BMS Program Office can help with identifying the nature of registration holds.

### **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)

## **Professionalism and the Environment of our Learning Program**

The Tulane University School of Medicine (SOM) is committed to creating and maintaining a positive environment for its faculty and learners. This environment is based on mutual respect and accountability. The BMS Program is designed to provide an environment that is professional, respectful, inclusive, and intellectually-stimulating. Our program allows for individuals to report concerns. Most important is early intervention to prevent concerning behavior from escalating. Exemplary behavior by individuals who are exceptional role models for professionalism can also be acknowledged within the system.

The School of Medicine has developed a reporting/tracking system for concerns about the environment of learning and workplace. Incidents are reported by a variety of mechanisms, documented in the system, and recorded in a confidential database. Each report will be investigated following the method of the Professionalism Pyramid for Graduated Interventions (first developed at the Vanderbilt School of Medicine).

<https://medicine.tulane.edu/education/professionalismenvironment-learning-program>

## **Transferring 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. 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 through the BMS Office, who will review the transfer request and make a recommendation for approval (*see Appendix B, page 67, for a sample letter requesting credit transfer*).

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 or Co-Director in unusual cases only.

## **Updating Grade of Incomplete (I)**

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.

## Withdrawals

- **Voluntary:** A student who has registered for a semester and plans to withdraw from the program must inform the BMS Program Office in writing. After appropriate action has been completed with the Assistant Dean or Co-Director, confirmation of withdrawal will be sent to the student. The official date of the withdrawal from the program 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 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 or Co-Director, will receive WF grades. A W grade will be recorded if withdrawal has been approved for medical reasons.
  - **Medical:** Students may experience medical and/or psychological conditions as well as problems around substance misuse that significantly impacts their ability to complete their academic pursuits. During such circumstances, a medical withdrawal and leave of absence from the University provides the student an opportunity to remain a matriculated student while also allowing time away for appropriate treatment and recovery. Students must request a medical withdrawal in accordance with the checklist on the Case Management and Victim Support Services Website: <https://cmvss.tulane.edu/content/medical-withdrawal-leave-return>. *Students must notify the BMS Office of their intent to request a medical withdrawal or leave prior to beginning the process.*
  - **Involuntary Withdrawals:** A student may be required to withdraw from any course or from the University, temporarily or permanently, for any of the following reasons:
    1. Work below the standard specified by the college in which the student is enrolled.
    2. Violation of the honor system or other misconduct.
    3. Possibility of danger to the health of the student or to other students if enrollment is continued.
    4. 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.

## GENERAL POLICIES

### Academic Standard

**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.

If a student receives one B- grade, the student is immediately considered for probation. 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 student's 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.

Grades in BMS are reported as shown below.

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		

I -- 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.

**Grade or Academic Complaints:** University procedures for grade and other academic complaints are available in the BMS Office or on the website:

[https://advising.tulane.edu/sites/g/files/rdw1166/f/Grade%20Grievance%20PROCEDURESON GRADEANDOTHERACADEMICCOMPLAINTS\\_000.pdf](https://advising.tulane.edu/sites/g/files/rdw1166/f/Grade%20Grievance%20PROCEDURESON%20GRADEANDOTHERACADEMICCOMPLAINTS_000.pdf)

**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 through the BMS office, 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.

### **Class Attendance**

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. See Absences and Withdrawals in the Process section of this Handbook.

### **Code of Graduate Student Academic Conduct**

The Graduate Program in Biomedical Sciences expects students to conduct their academic endeavors with honesty and integrity. Activities covered by the Code of Academic Conduct include course work, examinations, and research. This 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 in BMS are subject to these regulations and should be familiar with this Code of Academic Conduct. A copy of the Code of Academic Conduct is available in the program office, in **Appendix D pg. 74**, and online: <https://ogps.tulane.edu/sites/g/files/rdw1126/f/Unified-Code-of-GS-Academic-Conduct-06-18-13.pdf>. Principles and activities not covered by this 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.

### **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.

## Student Employment

PhD students are not permitted to be employed off campus during their entire program. Any off-campus employment for remuneration may disqualify a student from receiving financial aid from the Graduate Program in Biomedical Sciences.

## 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:

- a. **Observation:** The candidate must be able to acquire knowledge by direct observation of demonstrations, experiments, and experiences within the research and instructional setting.
- b. **Intellectual/Conceptual Abilities:** The candidate must be able to measure, calculate, analyze, reason, integrate and synthesize information to solve problems.
- c. **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.
- d. **Communication:** The candidate must be able to communicate and discuss his or her experimental hypotheses and results to the scientific community.
- e. **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.

## The Tulane University Code

The University requires of all of its student's 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, page 72**, or at: [https://conduct.tulane.edu/sites/conduct.tulane.edu/files/2018-19%20Code%20Pre%20edits\\_0.pdf](https://conduct.tulane.edu/sites/conduct.tulane.edu/files/2018-19%20Code%20Pre%20edits_0.pdf).

# FINANCES

## ***FEDERAL INCOME TAX***

Determination of the tax status of an individual receiving compensation from any grant is the responsibility of the Internal Revenue Service. According to the IRS, fellowships and scholarships made to US students are tax-free for degree-seeking students ONLY if used for tuition, fees and other required educational expenses. Scholarship and Fellowship awards made to foreign students are not subject to any service conditions; however, depending upon the treaties in effect between the student's country and the US government, taxes may be withheld from this portion of the award. Foreign students should contact [https://www2.tulane.edu/wfmo/payroll/international\\_tax.cfm](https://www2.tulane.edu/wfmo/payroll/international_tax.cfm) for more information.

Tulane University withholds Federal Income taxes for Service-required Stipends over a certain threshold for full-time students. Service-required stipends include Teaching Assistantships and Research Assistantships. 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).

## ***FINANCIAL AID***

The Tulane Financial Aid Office maintains a website for School of Medicine graduate students: <https://financialaid.tulane.edu/graduate/medicine>. The website includes a Financial Aid Application Checklist and a list of financial advisors.

## ***GIBSON ONLINE***

Gibson Online can help you stay in control of your student account and financial aid. Use the Student Accounts menu to view your fee invoice and student account history.

- Remember to check your fee invoice in the Student Accounts section, immediately after enrolling each semester, each time you add or drop courses, just before classes begin, and just before you pay your tuition and fees bill.
- Read your fee invoice carefully.
- Review the courses listed to be sure they are correct. If not, go to **GIBSON** and add/drop.
- Check the “Bills” to be sure your tuition and fees are calculated correctly for your residency and courses. Graduate and undergraduate courses are charged different rates.
- Review the “Payment History” section to see payments you have made yourself. If you are expecting a graduate tuition waiver, payment from a Tulane account, or payment from an external agency or employer, check this section to see if the payments are showing on your account as credits. Often payments from other sources do not show until after the add/drop period ends.
- Check the “Recent Activity.” This amount due is calculated based on your current enrollment and all credits.
- Subtract your Estimated Aid from the Amount Due if you meet all eligibility

requirements to receive the aid.

- Estimated aid and graduate tuition waivers are not immediately updated when your enrollment status changes. For graduate tuition waivers, awards will start showing during the first month of class each semester. Remember to wait at least 24 hours after enrolling or making enrollment changes, and then check your fee invoice again for graduate tuition waivers.

**Responsibility to Pay:** Students are responsible for paying their fee bill by the published payment deadline printed on your billing statement. See the Accounts Receivable website at for more information about payment procedures.

### ***STIPENDS***

Stipends, fellowships and tuition waivers are not available for Master's students. Stipends for Ph.D. students are coordinated by the BMS Program Office. All students must be paid via direct deposit. 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.

Student stipends are funded from BMS program funds until July of their second year in the program. This funding normally includes both a Fellowship and a Teaching Assistantship stipend. Dissertation Advisors are responsible for stipend funding after BMS funding has ended. Stipends provided by the Dissertation Advisor are Research Assistantships. Upon accepting a student into the laboratory, the faculty member is required to inform the BMS Program Office in writing of that acceptance.

### ***TUITION AND FEES***

For Ph.D. students, tuition is waived for all semesters in the program and fees are paid by the BMS program for the first two years. After year two, students are responsible for paying their own fees. However, after year two, Student Health and the Reily Student Recreation Center fees are optional and other fees are based on credit hours, so are minimized after year two. For Master's students, tuition and fees are due at the time of registration. Tuition is listed under the School of Medicine for all BMS Master's programs in the following website which shows the current fee schedule for Tulane University: <https://studentaccounts.tulane.edu/content/tuition-and-fees>.



# UNIVERSITY SERVICES

## ***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 or tuition.

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 if desired. 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.

**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 (<https://studentaccounts.tulane.edu>). Checks are to be mailed using the return payment envelope included with your statement. Payments by cash, check or money order must be taken to the Bursar's Office at Bruff Commons on the uptown campus. You cannot pay by debit or credit card at the Bursar's Office. 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, and 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 (<https://studentaccounts.tulane.edu/content/refund-disbursement>).

**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.

## ***ATHLETICS AND RECREATION***

### **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 are 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, functional fitness 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 **504-865-5242** 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 **504-865-5431**.

### **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, kickball 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, who can be seen at the Superdome. Tulane's football team, the Green Wave plays at Yulman Stadium on the uptown campus. Tulane also has many other men's and women's sports. All Tulane games are free unless otherwise stated, if you bring your ID. For horse racing fans, the Fairgrounds has a complete racing schedule.

## ***CAREER SERVICES***

The Office of Graduate and Postdoctoral studies provides career resources specific to graduate students (<https://ogps.tulane.edu/career-resources>). Additional resources are available via Tulane Career Services (<https://hiretulane.tulane.edu>). 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, 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.

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 specific needs of BMS students.

### ***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 are also computers for BMS students in the BMSSA student lounge, Room 1507 in the Medical School Building. These computers also have 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. This center may charge 10 cents per page of printing after the first copy.

### ***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.

## ***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 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

**Testing:** goldmantesting@tulane.edu

## ***HOUSING***

**On-Campus Housing:** University housing for graduate students is limited to one residence hall and is allotted on a first come, first served basis. One, two, and three-bedroom and studio apartments (furnished) are available in the Deming Pavilion, located across the street from the School of Medicine (<https://www2.tulane.edu/deming/>). Accommodations are assigned on a lease basis. There is usually a waiting list for Deming so applications should be submitted early.

New Orleans has excellent public transportation, including the St. Charles Avenue and Canal Street streetcar 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, Mid-City 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. 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)

The best way to start may be to check the classified ads in the Tulane Classified, the New Orleans Advocate/Times Picayune, and Craig's List, or to look at student notice boards at the School of Medicine and the uptown campus. 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 on pg. 41-44*).

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. Off-campus, the apartments in the vicinity are of generally poor standards 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 either in Mid-City or between the uptown and downtown campuses.

### ***LEGAL ASSISTANCE***

The Tulane Legal Assistance Program (TULAP) is a legal services program funded by the Tulane University Associated Student Body. It provides free legal advice and low-cost representation to current Tulane University students, staff, and faculty. TULAP also provides free notarial services and informs Tulane community members of their legal rights. With funding from the university, TULAP is only able to provide representation to current students, staff, and faculty, and cannot represent one member of the Tulane community against another, as that would present a conflict of interest.

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, immigration and other legal problems. Call for an appointment: 504-865-5515, University Square, room 202. Students may use the school notary, free of charge with a Tulane ID, located in Tidewater, Suite 2417.

### ***LIBRARIES***

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

Tulane University  
6800 St. Charles Avenue Tel: 504-865-5605  
[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: 504-988-5155

The Tulane Medical School 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.

**Tulane 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. Tulane 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 on the Mezzanine 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 Tulane 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 does not own an item, our libraries can borrow it from another library via Tulane's Interlibrary Loan System <https://library.tulane.edu/about/directories/department/interlibrary-loan>. Depending on the source, a fee may be assessed. Most requested items will arrive electronically in a day or two, but you should allow at least a week or longer, so plan ahead. Make sure Tulane does 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 Tulane 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: 504-862-8040, 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: 504-568-6105

**New Orleans Public Library**

219 Loyola Avenue

(Orleans Parish proof of residence required)

Tel: 504-596-2550

***OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS***

The Office of International Students and Scholars (OISS), located in Tate House, provides auxiliary services and support for international students. The aim of the OISS is to help Foreign Nationals have meaningful educational, cultural and social experiences at Tulane. The staff serves 2,000 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. 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.

## ***PARKING***

**Uptown parking:** In order to park at the Uptown Campus, a parking permit is required (except at meters). The cost is \$575.00 for the school year. Parking permits are available online or on a walk-in basis. Visit <https://campusservices.tulane.edu/departments/parking/uptown/permit-options> or contact: parking@tulane.edu, (504) 865-5441

**Downtown Parking:** Student 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: 504-988-5577. Tulane Parking Service has a list of several private lots close to the Medical School that offer monthly parking contracts. There are also several websites with parking options. Visit <https://www.bestparking.com/new-orleans-la-parking-11/monthly-parking/>.

Students may park free after hours in downtown medical center parking lots. For sign-up information visit <https://campusservices.tulane.edu/departments/parking/downtown/after-hours-parking>.

## ***SHUTTLE AND SAFETY ESCORTS***

*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. 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 that precautions should be taken. The Tulane Security force at the Downtown Campus has also published a Downtown Walking Map to guide you to the well-lighted 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).

There are several fixed shuttle lines serving the Tulane Community. The Uptown/Downtown Shuttle Service runs between several downtown locations and the Uptown campus on weekdays on a regular basis. A Tulane ID is required to use the shuttle. We encourage all students to make use of this service. As a service to the staff and students of the Medical Center, Tulane provides a safety escort to and from parking areas, satellite buildings, and nearby hotels. If you have to travel alone within this vicinity, call for an escort (504-865-5381). There is also a smart phone app called “**TAP RIDE**” which can be downloaded and used for transport outside the shuttle stops. You can also schedule a ride from this website: <https://shuttles.tulane.edu/content/tulane-tapride-0/>.

- **City of New Orleans Emergency Only Phone Number: 911 (Fire, Ambulance, and Police)**
- **City of New Orleans Non-Emergencies or minor incidents 504-821-2222**

### ***STUDENT HEALTH INSURANCE***

Student health insurance can help with some of the costs of services incurred at health care providers. All students should be covered by a good health insurance plan. The State of Louisiana requires international students to have health insurance coverage. Some students have health insurance from a family policy or other source and can waive coverage from Tulane. Enrollment or waivers must be submitted by the September 19<sup>th</sup> deadline.

We encourage incoming Ph.D. students to accept the student health insurance that is part of the BMS offer. BMS will fund health insurance for the first two years. The student's Dissertation Advisor/department will cover the cost of this health plan in July of the second year. Master's students must arrange for their own health insurance. The Student Health Center accepts only certain types of health insurance (other than the student health insurance). So, before going to the Student Health Center, students should check first if to make sure the Health Center accepts their non-Tulane student health insurance.

The university-offered health plan is with United Healthcare Student Resources Insurance.

### ***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 1:00 PM from September to May. The phone number is 504-865-5255. 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.

Nurse Advice is available after hours at (855)487-0290. The Crisis support number is (504) 264-6074.

**Tulane University Hospital and Clinic**  
1415 Tulane Ave., New Orleans, LA 70112  
Tel. 988-5263

**Tulane Hospital Emergency Room**  
220 LaSalle, New Orleans, LA 70112  
Tel. 504-988-5711

**Downtown Student Health Center**  
127 Elk Place, Room 261, New Orleans, LA 70112  
Tel. 504-988-6929

**Uptown Student Health Center**  
Willow Street & Newcomb  
Tel. 504-865-5255

### ***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 Canvas.

#### **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 **504-988-8888 or long distance at 1-866-276-1428**. Support analysts are available 24 hours a day, 7 days a week.

## ***TULANE RELIGIOUS LIFE COUNCIL***

Religious Life is a support service of the Office of Multicultural Affairs (OMA). 504-865-5181 or oma@tulane.edu. There are many student Christian, Jewish, Muslim and interfaith organizations identified in the below website. Religious Life Staff exist to offer students the opportunity to continue life as a spiritual person while on campus through worship, community, service and more; to increase religious awareness and understanding on campus; and to offer religious counseling for students who request it. For information see: <https://the-o.tulane.edu/content/religious-life-council>

Contact: Reverend R. Josiah Carey, Religious Life Chair [josiah.carey@ruf.org](mailto:josiah.carey@ruf.org).

## **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.

### ***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 Street Shopping/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
- NOLA Gold- Major League Rugby

#### **Movies**

Palace Theater (2 locations)  
1200 Elmwood Park Blvd.  
4486 Veterans Blvd.  
  
Canal Place  
End of Canal Street  
Prytania Theatre  
5539 Prytania Street  
  
Hollywood Cinemas 9  
Esplanade Mall, Kenner

## ***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.

## ***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 placing 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: 504-865-5381

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.

## ***RESTAURANTS***

New Orleans is a city of good restaurants, bars and coffee houses. As with any city, they come and go. For a more complete and up to date list, see area newspapers (Times Picayune/Advocate 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).

## ***Shopping***

### **Major Shopping Centers**

Riverwalk

1 Poydras

Tel: 504-522-1555

Clearview Mall

4436 Veterans Blvd.

Tel: 504-885-0202

Jackson Brewery

620 Decatur

Tel: 504-524-4410

Lakeside Mall

3301 Veterans Blvd.

Tel: 504-835-8000

Causeway North and I-10 West

The Esplanade Mall

1401 W. Esplanade

Kenner, LA

Tel: 504-468-6116

### **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.

### ***TRANSPORTATION SYSTEMS***

**Buses and Streetcars:** The N.O. Regional Transit Authority (RTA) boasts a fairly extensive bus system, 3 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 504-248-3900 RTA Administration 504-242-2600 <https://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).

#### **Taxis Companies**

United Cabs: 504-522-9771  
Checker Cabs: 504-943-2411  
Yellow Cabs: 504-525-3311  
White Fleet: 504-948-6605

**Ride Share:** Both Uber and Lyft operate in the city and surrounding areas.

**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.

1. **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 Carrolton (~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 Carrolton 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 504-818-1077. <https://jeffersontransit.org/route/e2-airport-route/>.

2. **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 504-522-3500, for reservations call 504-592-0555.
3. **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 may be required.



# LAGNIAPPE

## ***TULANE’S 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.

Tulane pursues this mission by cultivating an environment that focuses on learning and the generation of new knowledge; by expecting and rewarding teaching and research of extraordinarily high quality and impact; and by fostering community-building initiatives as well as scientific, cultural and social understanding that integrate with and strengthen learning and research. This mission is pursued in the context of the unique qualities of our location in New Orleans and our continual aspiration to be a truly distinctive international university.

## ***TULANE’S 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, Harriett 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 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. It 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, over time; 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.

### ***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 29th, 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 Hurricane since 1928. Today the city is back to pre-storm population levels. New Orleans still retains its old-world aura, carefully preserving its heritage and reputation as the jazz and Creole cuisine capital of the nation.

## **APPENDIX A: BMS PH.D. CURRICULUM**

## ***PH.D. CURRICULUM***

### **First Year- Fall (must complete 27 credit hours)**

<b>Course</b>	<b>Credit</b>	
Advanced Cell Biology (BMSP 6070)	3	
Biochemistry (GBCH 6010)	4	
Seminar (BMSP 7140)	1	
Research Methods (BMSP 7120) <sup>1</sup>	4	2 credits for seminar, 2 credits 1st rotation
Workshop (BMSP 7100)	1	
Responsible Conduct of Research (INTD-6010)	0	

### **First Year- Spring**

<b>Course</b>	<b>Credit</b>	
Biostatistics (GBCH-7250)	2	
Human Molecular Genetics (EPID 7810)	3	
Systems Biology (BMSP-7770)	3	
Seminar (BMSP 7150)	1	
Research Methods (BMSP- 7130) <sup>1</sup>	4	2 credits each for 2 <sup>nd</sup> & 3 <sup>rd</sup> rotation
Workshop (BMSP 7110)	1	

### **First Year- Summer**

<b>Course</b>	<b>Credit</b>
Dissertation Research (BMSP 9990)	0

### **Second Year- Fall ( must complete at least 21 credit hours)**

<b>Course</b>	<b>Credit</b>	
Seminar (BMSP 7140)	1	
Workshop (BMSP 7100)	1	
Independent Study (BMSP 7990) and/or Special Topics (BMSP 7500) <sup>2</sup>	1-6	
Electives <sup>3</sup>		(minimum 6 credit hours in Fall+Spring, combined)

### **Second Year- Spring**

<b>Course</b>	<b>Credit</b>	
Workshop (BMSP 7110)	1	
Independent Study (BMSP 7990) and/or Special Topics (BMSP 7500) <sup>2</sup>	1-6	
Electives <sup>3</sup>		(minimum 6 credit hours in Fall+Spring, combined)

### **Second Year- Summer and Beyond**

<b>Course</b>	<b>Credit</b>
Dissertation Research (BMSP 9990)	0

---

<sup>1</sup> See Appendix A. Rules Governing Laboratory Rotations & Grading Criteria pg. 50

<sup>2</sup> Must visit BMS office to register.

<sup>3</sup> Elective courses should be chosen in consultation with Dissertation Advisor. See pg. 55-56 for available electives.

## *PH.D./DVM CURRICULUM*

### **Fall- First Year**

<b>Course</b>	<b>Credit</b>	
Workshop (BMSP 7100-02)	1	
Biomedical Sci Seminar (BMSP 7140)	1	
Independent Study (BMSP 7990) <sup>1</sup>	3	
Research Methods (BMSP- 7120)	4	2 credit hrs. for each 6-week rotation.
Responsible Conduct in Research (INTD-6010)	0	
Attend BMS Retreat	0	

### **Spring**

<b>Course</b>	<b>Credit</b>
Biostatistics (GBCH-7250)	2
Workshop (BMSP 7110)	1
Seminar (BMSP 7150)	1
Special Topics (BMSP 7500) <sup>1</sup>	4
Independent Study (BMSP 7990) <sup>1</sup>	1

### **Summer**

<b>Course</b>	<b>Credit</b>
Dissertation Research (BMSP 9990)	0

### **Fall-Second Year**

<b>Course</b>	<b>Credit</b>
Seminar (BMSP 7140)	1
Workshop (BMSP 7100-02)	1
Independent Study (BMSP 7990) <sup>1</sup>	3
Special Topics (BMSP 7500) <sup>1</sup>	4
Attend BMS Retreat	0
Complete General Preliminary Examination	

### **Spring**

<b>Course</b>	<b>Credit</b>
Workshop (BMSP 7110)	1
Seminar (BMSP 7140)	1
Independent Study (BMSP 7990) <sup>1</sup>	3
Special Topics (BMSP 7500) <sup>1</sup>	4

### **Summer and Beyond**

<b>Course</b>	<b>Credit</b>
Dissertation Research (BMSP 9990)	0

---

<sup>1</sup> Must visit BMS office to register.



## *M.D./PH.D. CURRICULUM*

### **Fall-First Year**

<b>Course</b>	<b>Credit</b>
Workshop (BMSP 7100-01)	1
Biomedical Sci Seminar (BMSP 7140)	1
Independent Study (BMSP 7990) <sup>1</sup>	4-6
Special Topics (BMSP 7500) <sup>1</sup>	1-6
Elective <sup>2</sup>	

### **Spring**

<b>Course</b>	<b>Credit</b>
Biostatistics (GBCH-7250)	2
Workshop (BMSP 7110)	1
Seminar (BMSP 7150)	1
Special Topics (BMSP 7500) <sup>1</sup>	1-6
Independent Study (BMSP 7990) <sup>1</sup>	2-4
Elective	

### **Course Transfer from Medical School – 24 credits**

### **Summer**

<b>Course</b>	<b>Credit</b>
Dissertation Research (BMSP 9990)	0

### **Fall- Second Year**

<b>Course</b>	<b>Credit</b>
Seminar (BMSP 7140)	1
Workshop (BMSP 7100-02)	1
Independent Study (BMSP 7990) <sup>1</sup>	1-6
Special Topics (BMSP 7500) <sup>1</sup>	1-6
Elective	

### **Spring**

Workshop (BMSP 7110)	1
Seminar (BMSP 7140)	1
Independent Study (BMSP 7990) <sup>1</sup>	1-6
Special Topics (BMSP 7500) <sup>1</sup>	1-6
Elective	

### **Summer and Beyond**

<b>Course</b>	<b>Credit</b>
Dissertation Research (BMSP 9990)	0

---

<sup>1</sup> Must visit BMS office to register for Independent Study and/or Special Topics. Amount of credits depending upon Elective chosen. Must consult with dissertation advisor.

<sup>2</sup> See Electives Available to Ph.D. Students on pg. 55-56. Elective courses should be chosen in consultation with Dissertation Advisor. Dissertation Advisor may require track course or may suggest that no elective is needed.

## ***RULES GOVERNING LABORATORY ROTATIONS***

### **Research Methods Class**

Eligible BMS affiliated professors who are potentially interested in funding students in their lab will present their research during the first half of the Research Methods course in your first semester. The first half of the Research Methods course is your opportunity to identify labs in which you may want to rotate. Research Methods presentations offer you a chance to ask about projects, funding and potential grant writing (F31 and NSF) opportunities. The second half of the Research Methods course will be your first lab rotation (2<sup>nd</sup> if one was completed over the summer).

### **Laboratory rotations**

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

1. Find potential projects and 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 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:

1. A description of the project (including background, hypothesis, and rationale);
2. Methods;
3. Results of the performed research. This section must include data generated by the student in the form of figures and tables;
4. Conclusions and future directions;
5. References.

### **Grading**

F-A scale will be used for grading. Grades are associated with each Research Methods class. If four rotations are done, only 3 are graded.

The final grade will be based on the following criteria:

1. Time spent in the lab to perform experiments (at least 10 hours per week, but spending more time in the lab is highly encouraged);
2. Contribution to the rotation project;
3. Quality of the generated laboratory note book;
4. Quality of the written summary of the rotation.

## *ELECTIVE COURSES AVAILABLE TO PH.D. STUDENTS*

### **Fall Semester Electives**

#### **Biochemistry and Molecular Biology**

Academic Writing & Critique (GBCH 7560)	2
Biochem & Molec Bio Seminar (GBCH 6020) <sup>1</sup>	1
Intro to Bioinformatics (GBCH 7230)	3
Human Med Cellular Biochem (GBCH 7500)	5

#### **Structural and Cellular Biology**

Graduate Anatomy (ANAT 7065) <sup>2</sup>	11
Anatomy Research Sem I (ANAT 7120) <sup>1</sup>	1
Advances in Anatomical Sci I (ANAT 7240) <sup>1</sup>	1

#### **Microbiology and Immunology**

Graduate Microbiology (MIIM 7500) <sup>1</sup>	4
Graduate Journal Club (MIIM 7020) <sup>2</sup>	1
Medical Immunology (MIIM 7600) <sup>1</sup>	4
Microbiology Lab (MIIM 7550) <sup>2</sup>	3
Research Methods (MIIM 7210) <sup>1</sup>	2
Seminar in Microbiology (MIIM 7010) <sup>1</sup>	1

#### **Pathology and Laboratory Medicine**

Advances in Pathology Research (PATH 2003)	1
Mechanism of Disease I (PATH 6300) <sup>2</sup>	5
Pathology Research Methods (PATH 6100)	2
Cancer Biology and Pathology (PATH 7600)	3

#### **Pharmacology**

Advances in Pharmacology (GPHR 7210) <sup>1</sup>	1
Medical Pharmacology (GPHR 7250) <sup>1</sup>	6
Principles of Pharmacology (GPHR 7190) <sup>1</sup>	3
Pharmacology Seminar (GPHR 7200) <sup>1</sup>	1

#### **Physiology**

Translational Physiology I (GPSO-7350-01)	2
Medical Physiology (GPSO-6010-01)	6

---

<sup>1</sup> Enrollment restricted to students in the track of the department. Contact department.

<sup>2</sup> Enrollment restricted. Contact course instructor.

## Spring Semester Electives

### Biochemistry and Molecular Biology

	Credit
Biochem & Molec Bio Seminar (GBCH 6020) <sup>1</sup>	1
Principles of Genetics (GBCH 7170)	4
Metabol Biochem Human Disease (GBCH 7520)	5
Basic Medical Biochemistry (GBCH 6110)	3
Molec Basis Pediatric Disease (GBCH 4060) <sup>1</sup>	2
Advanced Bioinformatics (GBCH TBD)	3
Cases in Research Ethics (GBCH 7590)	2
Methods in Biochemistry (GBCH 7580)	2

### Structural and Cellular Biology

Signal Transduction/Hormone (ANAT 7560) <sup>1</sup>	2
Anatomy Research Sem II (ANAT-7130) <sup>1</sup>	1
Advances in Anatomical Sci II (ANAT 7250) <sup>1</sup>	1

### Microbiology and Immunology

Advanced Immunology (MIIM 7620) <sup>2</sup>	2	Offered every other year. Opens again in 2021.
Topics in Microbiology (MIIM 7030) <sup>1</sup>	1	
Responsible Conduct Res (MIIM 7400)	2	
Advanced Research Methods (MIIM 7220) <sup>2</sup>	2	
Medical Parasitology (MIIM 7750) <sup>1</sup>	3	
Vaccine Biology (MIIM 7250) <sup>2</sup>	3	
Advanced Virology (MIIM 7120) <sup>2</sup>	4	
At the Interface: Immunol. Microb. (MIIM xxxx) <sup>2</sup>	3	
Seminar in Microbiology (MIIM 7010) <sup>1</sup>	1	

### Pathology and Laboratory Medicine

Advances in Pathology Research (PATH 2003) <sup>2</sup>	1
Mechanism of Disease II (PATH 6310) <sup>2</sup>	5
Molecular & Cellular Pathobiology (PATH 6400) <sup>2</sup>	4

### Pharmacology

Advances in Pharmacology (GPHR 7220) <sup>1</sup>	1
Medical Pharmacology (GPHR 7260) <sup>1</sup>	4
Principles of Pharmacology (GPHR 7240) <sup>1</sup>	2
Pharmacology Seminar (GPHR 7200) <sup>1</sup>	1
Neuropharmacology (GPHR 7040) <sup>1</sup>	2
Environ Pharm & Medicine (GPHR 7160) <sup>1</sup>	2
Cellular Control Mechanisms (GPHR 7050) <sup>1</sup>	2
Endocrine Pharmacology (GPHR 7060) <sup>1</sup>	2

### Physiology

Renal Physiology (GPSO 7320) <sup>2</sup>	3
Vascular Physiology (GPSO 7600) <sup>2</sup>	3
Membrane Physiology (PHYS 6250) <sup>2</sup>	2
Translational Physiology II (GPSO 7650-01)	2
Signal Transduction/Hormone (PHYS 7560)	2

<sup>1</sup> Enrollment restricted to students in the track of the department. Contact department.

<sup>2</sup> Enrollment restricted. Contact course instructor.

## **APPENDIX B. FORMS AND LETTER TEMPLATES**



MEDICAL SCHOOL  
*Graduate Program in  
Biomedical Sciences*

Graduate Program in Biomedical Sciences  
Dissertation Committee Confirmation

To the Assistant Dean or Co-Director:

I, \_\_\_\_\_ request that the Graduate Program in Biomedical Sciences approve the following faculty members who have agreed to serve on my Dissertation Committee by signing below:

\_\_\_\_\_  
Dissertation Advisor, and  
Chairman, Dissertation Committee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dissertation Committee Member

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dissertation Committee Member

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dissertation Committee Member

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dissertation Committee Member

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Student Signature

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_



MEDICAL SCHOOL  
*Graduate Program in  
Biomedical Sciences*

## Preliminary Examination

Date: \_\_\_\_\_

TO: Graduate Program in Biomedical Sciences

FROM: \_\_\_\_\_

This is to confirm that on \_\_\_\_\_ my student, \_\_\_\_\_  
successfully passed the Preliminary Examination for the Ph.D. degree in Biomedical Sciences. The  
proposition was entitled \_\_\_\_\_

---

---

### *Examination Committee*

\_\_\_\_\_  
Dissertation Advisor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dissertation Committee Member

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dissertation Committee Member

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dissertation Committee Member

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dissertation Committee Member

\_\_\_\_\_  
Signature



MEDICAL SCHOOL  
*Graduate Program in  
Biomedical Sciences*

**ADMISSION TO CANDIDACY – BIOMEDICAL SCIENCES  
TULANE UNIVERSITY SCHOOL OF MEDICINE**

**Date:** \_\_\_\_\_

**To:** Assistant Dean or Co-Director, Graduate Program in Biomedical Sciences

I recommend that Mr./Ms. \_\_\_\_\_ TU ID \_\_\_\_\_ be admitted to candidacy for the Ph.D. degree.

Student’s current mailing address: \_\_\_\_\_  
\_\_\_\_\_.

I certify that this student qualifies for admission by virtue of the following:

1. Completed one year of residency at Tulane University Medical School by the time Ph.D. degree is awarded.
2. Completed all normal field and course requirements for the Ph.D. (including transfer credits and removal of any incomplete grades).
3. Fulfilled department language(s), if required.
4. Passed Ph.D. preliminary examination.
5. Progressing well in the research project directed by his/her thesis mentor.

I request that this student be admitted to candidacy for the Ph.D. degree.

Sincerely,

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

Chair of the Department of \_\_\_\_\_

---

**BMS Office Checklist:**

- 48 credit hours of coursework or transfer credits
  - No incomplete grades
  - Signed Preliminary Exam form is on file
- 

**Approved:** \_\_\_\_\_  
Assistant Dean or Co-Director, Biomedical Sciences

\_\_\_\_\_  
Date





MEDICAL SCHOOL  
*Graduate Program in  
Biomedical Sciences*

To: Graduate Program in Biomedical Sciences  
From: Department: \_\_\_\_\_

Re: Recommendation for approval of the Prospectus for a dissertation submitted by  
Mr. /Ms. \_\_\_\_\_ ID \_\_\_\_\_

One copy of the prospectus for the Ph.D. dissertation is enclosed. It is approximately three double spaced typewritten pages. Members of a formally appointed dissertation committee have approved the prospectus. The prospectus provides the following information: (1) title of the dissertation; (2) name of student; (3) name of department; and (4) names of the dissertation advisor (designated) and members of the dissertation committee. The prospectus includes: (1) a summary of earlier work on the problem; (2) the plan for the investigation; (3) a statement of the expected results; (4) major sources used and (5) a selective bibliography.

I recommend that the Assistant Dean or Co-Director approve this prospectus.

Sincerely,

\_\_\_\_\_  
Signature of Dissertation Advisor

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Signature of Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Committee Member

Additional signature if required: \_\_\_\_\_

---

**(For Assistant Dean or Co-Director Use Only)**

This prospectus has been approved

This prospectus has not been approved



MEDICAL SCHOOL  
*Graduate Program in  
Biomedical Sciences*

To the Assistant Dean and/or Co-Director of the Graduate Program in Biomedical Sciences:

This is to certify that \_\_\_\_\_ ID \_\_\_\_\_ has stood  
and passed the final examination, and the thesis/dissertation titled \_\_\_\_\_

\_\_\_\_\_ has been approved by the committee. Therefore, he/she is recommended for the degree of (check one):

Doctor of Philosophy

Master of Science

in \_\_\_\_\_ to be conferred at the Commencement to be held on

\_\_\_\_\_.

\_\_\_\_\_  
Date of Examination

\_\_\_\_\_  
No Examination Required

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Committee Member Signature

## BMS Ph.D. Student Tracking Record

**Student Name:** \_\_\_\_\_ **Advisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Advisor's Name:** \_\_\_\_\_

*Students should refer to the BMS Handbook for current Core Courses and timeline requirements for degree completion.*

### **Year 1, First (Fall) Semester:**

- \_\_\_\_\_ Enroll in Core Courses per BMS Handbook Appendix A
- \_\_\_\_\_ Meet with Temporary Advisor
- \_\_\_\_\_ Attend Retreat

### **Year 1, Second (Spring) Semester:**

- \_\_\_\_\_ Enroll in Core Courses per BMS Handbook
- \_\_\_\_\_ Meet with Temporary Advisor
- \_\_\_\_\_ Complete 2<sup>nd</sup> and \_\_\_\_\_ 3<sup>rd</sup> lab rotations
- \_\_\_\_\_ Choose Dissertation Advisor

### **Year 1, Summer Semester:**

- \_\_\_\_\_ Enroll in BMSP-9990, Dissertation Research
- \_\_\_\_\_ Perform research full time over the summer

### **Year 2, Third (Fall) Semester:**

- \_\_\_\_\_ Enroll in Seminar, Workshops, Research and Electives per BMS Handbook
- \_\_\_\_\_ Turn in complete Dissertation Committee Form to the BMS Office
- \_\_\_\_\_ Attend Retreat and \_\_\_\_\_ Present Poster

### **Year 2, Fourth (Spring) Semester:**

- \_\_\_\_\_ Enroll in Seminar, Workshops, Research and Electives per BMS Handbook
- \_\_\_\_\_ Successfully completed at least 48 credit hours

### **Year 2, Summer Semester:**

- \_\_\_\_\_ Enroll in BMSP-9990, Dissertation Research
- \_\_\_\_\_ Meet with Dissertation Advisor and Committee
- \_\_\_\_\_ Send meeting documentation to BMS Office
- \_\_\_\_\_ Perform research full time over the summer

### **Year 3, Fifth (Fall) Semester:**

- \_\_\_\_\_ Enroll in BMSP-9990, Dissertation Research
- \_\_\_\_\_ Take Preliminary (General) Examination
- \_\_\_\_\_ Submit Completion Exam form to BMS Office
- \_\_\_\_\_ Request Admission to Candidacy
- \_\_\_\_\_ Attend Retreat and \_\_\_\_\_ Present Poster or \_\_\_\_\_ Make Oral Presentation

**Year 3, Sixth (Spring) Semester**

\_\_\_\_\_ Enroll in BMSP-9990, Dissertation Research

**Year 3, Summer Semester**

\_\_\_\_\_ Enroll in BMSP-9990, Dissertation Research

\_\_\_\_\_ Perform research full time over the summer

**Year 4, Seventh (Fall) Semester**

\_\_\_\_\_ Enroll in BMSP-9990, Dissertation Research

\_\_\_\_\_ Meet with Dissertation Advisor and Committee sometime in the fourth year to evaluate progress on Dissertation Research

**Year 4, Eighth (Spring) Semester**

\_\_\_\_\_ Enroll in BMSP-9990, Dissertation Research

\_\_\_\_\_ Attend Retreat and \_\_\_\_\_ Present Poster or \_\_\_\_\_ Make Oral Presentation

**Remaining Semesters until Graduation**

\_\_\_\_\_ Enroll in BMSP-9990, Dissertation Research

\_\_\_\_\_ Meet with Dissertation Advisor and Committee at least annually to evaluate progress

**The following items are completed prior to graduation:**

\_\_\_\_\_ Meet with Committee and approve Prospectus (6-12 months prior to graduation)

\_\_\_\_\_ Send Prospectus approval to BMS Office

\_\_\_\_\_ Prepare Dissertation and submit to Dissertation Committee

\_\_\_\_\_ Defend Thesis

\_\_\_\_\_ Final Examination/Dissertation Oral Defense Form to BMS office

\_\_\_\_\_ Submit Application for degree to BMS Office

\_\_\_\_\_ Submit Final thesis to BMS Office

\_\_\_\_\_ Complete online Survey of Earned Doctorates (receipt to BMS Office)

\_\_\_\_\_ Upload final thesis to ProQuest (receipt to BMS Office)

\_\_\_\_\_ Upload final thesis to Howard Tilton Library (receipt to BMS Office)

## BMS MD/PHD Student Tracking Record

**Student Name:** \_\_\_\_\_ **Advisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Advisor's Name:** \_\_\_\_\_

*Students should refer to the BMS Handbook for current Core Courses and timeline requirements for degree completion. PSP-A students perform lab rotations in their first summer prior to starting medical school and in the summer after their T-1 year and choose their Dissertation Advisor prior to beginning the PhD part of their program.*

### **Year 1, First (Fall) Semester:**

\_\_\_\_\_ Enroll in Core Courses per BMS Handbook

\_\_\_\_\_ Attend Retreat

### **Year 1, Second (Spring) Semester:**

\_\_\_\_\_ Enroll in Core Courses per BMS Handbook

### **Year 1, Summer Semester:**

\_\_\_\_\_ Enroll in BMSP-9990, Dissertation Research

\_\_\_\_\_ Perform research full time over the summer

### **Year 2, Third (Fall) Semester:**

\_\_\_\_\_ Enroll in Seminar, Workshops, Research and Electives per BMS Handbook

\_\_\_\_\_ Turn in complete Dissertation Committee Form to the BMS Office

\_\_\_\_\_ Attend Retreat and \_\_\_\_\_ Present Poster

### **Year 2, Fourth (Spring) Semester:**

\_\_\_\_\_ Enroll in Seminar, Workshops, Research and Electives per BMS Handbook

\_\_\_\_\_ Successfully complete at least 48 credit hours, which may include up to 24 transferred from Medical School

### **Year 2, Summer Semester:**

\_\_\_\_\_ Enroll in BMSP-9990, Dissertation Research

\_\_\_\_\_ Meet with Dissertation Advisor and Committee

\_\_\_\_\_ Send meeting documentation to BMS Office

\_\_\_\_\_ Perform research full time over the summer

### **Year 3, Fifth (Fall) Semester:**

\_\_\_\_\_ Enroll in BMSP-9990, Dissertation Research

\_\_\_\_\_ Take Preliminary (General) Examination

\_\_\_\_\_ Submit Completion Exam form to BMS Office

\_\_\_\_\_ Request Admission to Candidacy

\_\_\_\_\_ Attend Retreat and \_\_\_\_\_ Present Poster or \_\_\_\_\_ Make Oral Presentation

### **Year 3, Sixth (Spring) Semester**

\_\_\_\_\_ Enroll in BMSP-9990, Dissertation Research

### **Year 3, Summer Semester**

\_\_\_\_\_ Enroll in BMSP-9990, Dissertation Research

\_\_\_\_\_ Perform research full time over the summer

**Year 4, Seventh (Fall) Semester**

- \_\_\_\_\_ Enroll in BMSP-9990, Dissertation Research
- \_\_\_\_\_ Meet with Dissertation Advisor and Committee sometime in the fourth year to evaluate progress on Dissertation Research

**Year 4, Eighth (Spring) Semester**

- \_\_\_\_\_ Enroll in BMSP-9990, Dissertation Research

**The following items are completed prior to graduation:**

- \_\_\_\_\_ Meet with Committee and approve Prospectus (6-12 months prior to graduation)
- \_\_\_\_\_ Send Prospectus approval to BMS Office
- \_\_\_\_\_ Prepare Dissertation and submit to Dissertation Committee
- \_\_\_\_\_ Defend Thesis
- \_\_\_\_\_ Send Final Examination/Dissertation Oral Defense Form to BMS office
- \_\_\_\_\_ Submit Application for degree to BMS Office
- \_\_\_\_\_ Submit Final thesis to BMS Office
- \_\_\_\_\_ Complete online Survey of Earned Doctorates (receipt to BMS Office)
- \_\_\_\_\_ Upload final thesis to ProQuest (receipt to BMS Office)
- \_\_\_\_\_ Upload final thesis to Howard Tilton Library (receipt to BMS Office)

## Transfer of Credit(s) Request Sample Letter

DATE

Your Name

Address

Email

Tulane Biomedical Sciences Steering Committee

Biomedical Sciences Program

1430 Tulane Ave, Mailcode 8656

New Orleans, LA 70112

Re: Transfer Credit Request

Dear Steering Committee Members:

I am a \_\_\_\_ year student in my \_\_\_\_ semester and I work in the lab of **FACULTY NAME** in the **DEPARTMENT NAME**. My date of enrollment to the graduate program is **MONTH AND YEAR** and my current GPA is \_\_\_\_.

Please accept this letter as a formal request to transfer of credits from my **DEGREE** to my Ph.D. degree at Tulane, which I obtained from the **NAME OF SCHOOL** in **DATE DEGREE WAS AWARDED**. I have attached the syllabus that details the course content of earned credits that I wish to transfer, copy of transcript that demonstrate grades obtained, and a breakdown of the BMS elective or core courses matching the courses that I wish to transfer.

Please contact me for additional information.

Sincerely,

Your name and signature

Name and signature of your mentor/PI

**Note:** On a separate page create a breakdown of the course(s) you wish to transfer and include the matching BMS core or elective course(s).

### Breakdown example

Other School Course	Credit	Grade	Tulane Course	TU Credit	Transfer
BIO-7150 Biochemistry	4	A	GBCH-6010 Biochemistry	3	3
BIO-7111 Bio Sample	2	B	BMSP-7770 Systems Biology	3	2

## ***APPENDIX C: ADMISSION TO BMS PROGRAM***

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.

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.

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 <https://applygrad.tulane.edu/apply/>. The program will not admit any student until all the following documents 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 objectives and (5) an official score report for the Graduate Record Examination (GRE) General Test (PhD curriculum) or the MCAT, DAT or GRE (MS curricula). 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 90 or an overall band score of 7.0 for the IELTS 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 are required to submit official transcripts of all undergraduate records and of any previous graduate work. Applicants must contact BMS office for additional information about application process.

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.

### **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.

### **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).

## **APPENDIX D: GENERAL TULANE POLICIES**

## *CORE OF STUDENT CONDUCT*

Welcome to Tulane University! We share a common goal—working to make the most of your educational experience. Our long history of delivering a world class liberal arts education to a diverse and multicultural student body in the heart of America’s most vibrant cultural city has taught us that the best way to assist students in their learning process is with a managed educational experience. Your learning experience at Tulane will be more than attending classes taught by dedicated instructors; your learning experience will be immersive and holistic, with learning opportunities inside and outside the classroom.

We will be here to facilitate your learning process in a variety of ways, including asserting the University’s expectations of your time in this educational community. Tulane’s expectations are encapsulated in this code. We will expect you to take primary responsibility for your well-being and educational growth. And though we may be engaged actively in your learning experience, we will not make choices for you or assume your responsibilities, as this is how you learn.

The Tulane University educational experience is a *voluntary educational* community. As willing participants in our community, we rely on your best efforts. We expect you to accept the core values of our community. All of our values, policies and rules are connected to, and support, our academic mission.

The Tulane University Division of Student Affairs embraces [Seven Core Values](#):

1. Live in Community
2. Lead Lives of Integrity
3. Model Inclusive Excellence
4. Educate the Whole Person
5. Be Person-Centered
6. Encourage Creativity and Innovation
7. Commit to Healthy Living

We rely upon the Seven Core Values in our educational interventions. Our Seven Core Values are not mere platitudes. We utilize them in the administration and functioning of the Tulane Code to facilitate your learning process. The Seven Core Values will also guide *you* in your decision-making. We expect members of the Tulane community to understand and accept the rules of the Tulane Code and the Seven Core Values. Even when there is no clear rule for behavior, we expect community members to act in accordance with our Seven Core Values: Remember that the absence of a rule never justifies poor decision-making.

In addition to our Seven Core Values, members of the Tulane University community believe deeply in respect for the rule of law. Respect for the rule of law includes respecting the important space the law carves out for educational interactions without excessive external interference. We are not a court system nor will we behave like one. Some of our standards, principles, and practices have similarities to the legal system—and sometimes the law actually dictates what we must do and say—but legal mandates exist in the Tulane Code for educational purposes.

Our relationship with students is fundamentally aspirational and emergent—we seek to work together to create positive educational experiences for the members of our educational community. Our motto “*non sibi sed suis*”—Latin meaning “not for one’s self but for one’s own”—inspires us to this goal. As such, what you will learn from your Tulane University experience depends upon what you put into it, how you treat others, and how faithfully you adhere to our shared core values and the rules that flow from those values.

The Tulane Code is a pillar of the educational systems we use to guide and manage the learning experience and is a living document. Our Code operates through the people who administer it, and you! This is your Code and we expect you to operate in accordance with the Code without intervention by us. Most times, Tulane students follow the Code without any intervention from us. When choices do not align with our Code, we will insist upon accountability. Choices have consequences and we will ask you to accept those consequences. You will note that we highly value candor, respect for our processes, and good faith efforts at constructive self-assessment in the Tulane Code and in our core values.

## ***CODE OF GRADUATE STUDENT ACADEMIC CONDUCT***

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.

For a full copy of the Unified Code of Graduate Student Academic Conduct is available at: <https://ogps.tulane.edu/sites/g/files/rdw1126/f/Unified-Code-of-GS-Academic-Conduct-06-18-13.pdf>.

## ***PROCEDURES FOR GRADES AND OTHER ACADEMIC COMPLAINTS***

These procedures do not apply to cases under the Code of Academic Conduct 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<sup>1</sup>.
2. If student and teacher cannot arrive at a mutually satisfactory solution within seven days<sup>2</sup>, the grievance should be immediately be referred to by the student to the department chair for resolution<sup>3</sup>.
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

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<sup>1</sup> 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.

<sup>2</sup> Here and throughout, days refer to working days.

<sup>3</sup> Chair of the department responsible for the course.

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.



## ***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 (TA's) 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.
3. 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 TA's. To the extent possible, departments are encouraged to make assignments that contribute to the intellectual and professional development of graduate students.

Whether graduate TA's 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 TA's**

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 TA's, you will be able to decide who will lecture each week. Both TA's 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 proper marked and stored and that the TA's 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 Dr. Abboud immediately. If possible, arrange for another TA to cover for you. Failure to notify both the instructor and Dr. Abboud that you are not able attend you 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.

## ***POLICY ON TUTORING UNDERGRADUATES BY GRADUATE STUDENTS***

### **Definitions**

1. **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.
2. **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.
3. **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.