



LSU Health New Orleans

School of Public Health

2014-2015 STUDENT HANDBOOK

**2020 GRAVIER STREET
NEW ORLEANS, LA 70112
504.568.5700**

MISSION

To advance the public's health and well-being through education, research, and service with a focus on issues affecting Louisiana.

VISION

To become nationally recognized as an inter-disciplinary community of outstanding teaching and research scholars and professionals who educate, innovate, and improve the public's health and well-being.

CORE PURPOSES

High quality public health education

Innovative high impact research

Community service through public health advocacy, collaboration, and practice

CORE VALUES

Engaging in professional behavior that incorporates honesty, integrity, fairness, respect, and resilience

Reducing health disparities and optimizing health and well-being for all

Demonstrating an enduring commitment and drive to be the best, including creativity and innovation

Embracing the contributions of diverse cultures, backgrounds, experiences, and perspectives

Responding to community needs through collaboration

DIVERSITY STATEMENT

LSUHSC School of Public Health is committed to increasing diversity in public health education, research and practice by providing impartial opportunities to individuals and populations, regardless of race, ethnicity, economic status, gender, sexual orientation, age, disability, religion, political affiliation, veteran status or national origin. This commitment is reflected in its recruitment; admission; employment; and retention of students, faculty and staff.

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PRIMARY CONTACTS

[RICHARD CULBERTSON, PhD](#)

Interim Dean

[SCOTT DESSENS, CPA](#)

Associate Dean for Finance and Administration

[DONALD E. MERCANTE, PhD](#)

Associate Dean for Academic Affairs

[EDWARD TRAPIDO, ScD](#)

Associate Dean for Research

[DAESY BEHRHORST](#)

Academic Coordinator

[VALARIE EVANS](#)

Administrative Coordinator

[ISABEL BILLIOT, MEd](#)

Coordinator, Student Affairs

[ANN CLESI, MEd](#)

Research Associate

[MARTHA CUCCIA, MPH](#)

Coordinator, Academic Affairs

[LAURA ELLER](#)

Business Manager

[LEZEL GAAS](#)

Administrative Coordinator

[RANDI KAUFMAN, PhD](#)

Director, Practice and Community Engagement

[ALICE LEBLANC, MPH](#)

Director, Admissions & Student Affairs

[STEPHEN PHILLIPPI, PhD](#)

Academic Program Director, Behavioral & Community Health Sciences

[ZHIDE FANG, PhD](#)

Academic Program Director, Biostatistics

[JAMES DIAZ, MD, DrPH](#)

Academic Program Director, Environmental & Occupational Health Sciences

[EDWARD PETERS, DMD, ScD](#)

Academic Program Director, Epidemiology

[RICHARD CULBERTSON, PhD](#)

Academic Program Director, Health Policy and Systems Management

ADMINISTRATIVE COUNCIL

Interim Dean	RICHARD CULBERTSON, PhD
Associate Dean for Research	EDWARD TRAPIDO, ScD
Associate Dean for Academic Affairs	DONALD MERCANTE, PhD
Associate Dean for Business Affairs	SCOTT DESSENS, CPA
Faculty Assembly President	DANIEL HARRINGTON, ScD
Academic Program Director, Behavioral & Community Health Sciences	STEPHEN PHILLIPPI, PhD
Academic Program Director, Biostatistics	ZHIDE FANG, PhD
Academic Program Director, Environmental & Occupational Health Sciences	JAMES DIAZ, MD, DrPH
Academic Program Director, Epidemiology	EDWARD PETERS, DMD, ScD
Academic Program Director, Health Policy and Systems Management	RICHARD CULBERTSON, PhD
Director of Public Health Practice and Community Engagement	RANDI KAUFMAN, DrPH
Director of Admissions & Student Affairs	ALICE LEBLANC, MPH
Academic Affairs Coordinator	MARTHA CUCCIA, MPH
Learning Technologies	DAESY BEHRHORST
Senior Faculty	KARI BRISOLARA, ScD, MSPH
Junior Faculty	HENRY NUSS, PhD

ACADEMICS

The Louisiana State University Health Sciences Center School of Public Health (LSUHSC SPH) provides five competency-based degree programs: Master of Public Health; Master of Science; Doctor of Philosophy in Biostatistics; Doctor of Philosophy in Community Health Sciences; and Doctor of Philosophy in Epidemiology. Through their chosen degree, students attain the requisite knowledge and skills to engage successfully in today's public health practice, research and teaching. Courses are developed in direct relationship with the degree's competencies to ensure all students achieve the needed competencies.

MASTER OF PUBLIC HEALTH

The Master of Public Health (MPH) is a 45-credit professional degree program designed to prepare individuals to improve the health of the population through evidence-based practice and research.

The MPH degree offers in-depth education in concentration areas that are responsive to the interests of students and the needs of the workforce. The student chooses from one of five concentrations: biostatistics, behavioral and community health sciences, environmental and occupational health sciences, epidemiology, and health policy and systems management.

Students build upon existing strengths and previous experiences to develop the skills needed to define, evaluate and solve complex problems encountered in 21st century public health.

Students demonstrate successful application of the [MPH competencies](#) through the practice experience and the culminating experience.

PUBH 6800 Practice Experience

Every MPH student is required to demonstrate competency in public health knowledge, principles and skills acquired through previous public health coursework in actual efforts to improve health, and reduce morbidity and mortality of a population.

Under the guidance of a preceptor, the student provides 200 hours to an organization/agency in one or more aspects of public health operations: community health education/health promotion; program planning; organization or management; surveillance; database development; statistical analysis; environmental or occupational health; and/or grant writing. The practice experience may be a small project or part of a larger project as long as it benefits both the student and the organization.

The placement site (organization, agency, center or program) must be devoted to the health of populations through the prevention of disease, promotion of health, and/or advocacy for healthcare programs and delivery of services. Clinical positions are not allowed.

The fieldwork is to be taken in its entirety within one semester. Exceptions to the one-semester rule may be made with prior approval in writing by the course director for students with the following circumstances: a formal internship that spans two semesters; dual degree-seeking students; and students working full-time.

PUBH 6600 Culminating Experience

A culminating experience is one that requires a student to synthesize and integrate knowledge acquired in coursework and other learning experiences and to apply theory and principles in a situation that approximates some aspect of professional practice.

(Accreditation Criteria Schools of Public Health, The Council on Education for Public Health, Amended June 2011).

All MPH graduates are able to integrate and apply the knowledge and skills they have acquired in their core courses and through other experiences during master's level training. It is also the means by which students show mastery of a body of public health core knowledge and the way in which students demonstrate their mastery of core and academic concentration competencies.

ACADEMIC CONCENTRATIONS

[Master of Public Health – Behavioral and Community Health Sciences](#)

Stephen Phillippi, PhD - Academic Program Director

MPH - Behavioral and Community Health Sciences Concentration Competencies

- Prioritize individual, organizational and community concerns, assets, resources and deficits for social and behavioral science interventions and policy change.
- Design, implement and evaluate public health programs, policies and interventions.
- Analyze the role of individual, social and community factors in both the onset and solution of public health problems through intervention or policy change.
- Evaluate evidence-based approaches in the development and evaluation of social and behavioral science interventions, studies and programs.
- Examine the cultural, social, and behavioral determinants of health and health disparities.
- Prepare approaches to health promotion issues that take into account cultural differences.

[Master of Public Health - Biostatistics](#)

Zhide Fang, PhD - Academic Program Director

MPH - Biostatistics Area Concentration Competencies

- Examine the role that probability and statistical distributions play in inferential statistics and decision-making.
- Advise researchers and public health professionals on translating research questions into testable hypotheses to advance public health.
- Prepare appropriate analytic approaches for public health research questions, use corresponding statistics method to test the null hypotheses, and draw conclusions based on the testing results.
- Selectively apply hypothesis tests for comparing treatment strategies and exposure groups appropriate to the type of response measurement (e.g., binary, ordinal, continuous)
- Perform power analysis and sample size calculations to aid in the planning of public health studies.
- Communicate to colleagues and clients the assumptions, limitations, and (dis)advantages of commonly used statistical methods and describe preferred methodological alternatives when assumptions are not met.
- Use computer software for acquisition, management and analysis of data and presentation of results.
- Create and present oral and written reports of the methods, results and interpretations of statistical analyses to both statisticians and non-statisticians.

[Master of Public Health - Environmental and Occupational Health Sciences](#)

James H. Diaz, MD, MHA, DrPH, MPH&TM - Academic Program Director

MPH - Environmental and Occupational Health Sciences Concentration Competencies

- Collect, analyze, and interpret environmental and occupational health outcomes data.
- Examine the direct and indirect human, ecological, and safety effects of environmental and occupational exposures in order to protect the health of workers and the public.
- Evaluate biological, genetic, physiological, and psychological factors that affect human susceptibility to adverse health outcomes following exposures to environmental and occupational health hazards.
- Select appropriate human health risk assessment methods for a variety of environmental and occupational data.
- Recommend corrective strategies for mitigating and preventing environmental and occupational exposures that pose human health and safety risks.
- Exhibit knowledge of federal and state regulatory programs, guidelines, and authorities appropriate to environmental and occupational health and safety.
- Apply risk management and risk communication methodologies to address issues of environmental justice, equity, and policy.
- Propose environmental and occupational health promotion and injury prevention strategies for communities and workplaces.

[Master of Public Health - Epidemiology](#)

Edward S. Peters, DMD, SM, ScD - Academic Program Director

MPH - Epidemiology Concentration Competencies

- Estimate advanced epidemiologic measures for descriptive and etiologic studies.
- Examine basic ethical and legal principles pertaining to the collection, maintenance, use and dissemination of epidemiologic data.
- Inspect the processes involved in the design, analysis and evaluation of an epidemiologic study.
- Appraise the direction and magnitude of bias on measures of association and draw appropriate inferences from epidemiologic data.
- Apply biological principles to development and implementation of disease prevention, control, or management programs.
- Identify the principles and limitations of public health screening programs.
- Employ statistical computer packages to calculate and display descriptive statistics.
- Analyze categorical data for case control and cohort studies and perform multiple logistic regression analysis and describe the essential elements of survival analysis.
- Examine data for confounding and effect modification, and handle appropriately.
- Evaluate the strengths and limitations of epidemiologic reports and be able to communicate epidemiologic information to lay and professional audiences.

[Master of Public Health - Health Policy & Systems Management](#)

Richard Culbertson, PhD - Academic Program Director

MPH - Health Policy and Systems Management Concentration Competencies

- Apply quality and performance improvement concepts to address organizational and systems performance issues and use "systems thinking" for solving organizational problems.
- Demonstrate leadership skills in public health and communicate health policy and management issues, using appropriate channels and technologies.
- Appraise the current issues in planning, resources allocation, and financing and their effects on consumers, providers, and payers in a health system.
- Analyze the impact of political, social, and economic policies on health systems at the local, state, national, and international levels and formulate solutions to key problems.
- Select evidence-based principles, law and ethics to critical evaluation and decision making in health care delivery.
- Propose policy development, analysis, and evaluation processes for improving the health status of populations.

MASTER OF SCIENCE

Master of Science - Biostatistics

Zhide Fang, PhD - Academic Program Director

MS – Biostatistics Competencies

- Examine the role that probability and statistical distributions play in inferential statistics and decision-making.
- Work with public health colleagues to translate research questions into testable hypotheses to advance public health.
- Prepare appropriate analytic approaches for public health research questions, use corresponding statistics method to test the null hypotheses, and draw conclusions based on the testing results.
- Construct hypothesis tests for comparing treatment strategies and exposure groups appropriate to the type of response measurement (e.g., binary, ordinal, continuous).
- Conduct power analysis and sample size calculations to aid in the planning of research studies.
- Assess assumptions, limitations, and (dis)advantages of commonly used statistical methods and describe preferred methodological alternatives when assumptions are not met.
- Manage computer software for acquisition, management and analysis of data and presentation of results.
- Create oral and written reports of the methods, results and interpretations of statistical analyses to both statisticians and non-statisticians.
- Identify and implement innovative statistical approaches for solving problems of biological, biomedical, or public health importance.

THESIS

All work towards a Master of Science must be completed in no more than four years. Any requests for extension of this policy are subject to approval by the student's thesis committee and the Dean.

When the thesis is nearly complete, the candidate will be required to successfully present the thesis in an open seminar. After the open seminar, the student will meet with the thesis committee for an oral examination. To pass the examination, there may be no more than one negative vote among committee members. The committee is comprised of three graduate faculty of the LSUHSC School of Graduate Studies, two of whom must also be fulltime faculty in Biostatistics.

The Registrar requests that the defense be scheduled at least four weeks before the end of the semester. The student must submit the completed [Request for Dissertation/Thesis Defense and Final Examination](#) and a copy of the thesis abstract to the Office of Admissions and Student Affairs two weeks prior to his/her defense date. The Office of Admissions and Student Affairs will archive the original in the student's file, and will forward an electronic copy to the Office of Academic Affairs.

The student must submit the completed [Dissertation/Thesis Defense Final Examination Report](#) to the Office of Admissions and Student Affairs after the defense. The Office of Admissions and Student Affairs archives the original in the student's file, and forwards an electronic copy to the Office of Academic Affairs.

DOCTOR OF PHILOSOPHY DEGREE REQUIREMENTS

The School offers doctoral degrees in biostatistics, community health sciences and epidemiology that are comprised of formal classroom instruction, guided research and supervised teaching experiences with faculty. Students are expected to develop in-depth working relationships with their advisors/mentors. The degree is awarded jointly by the School of Public Health and the School of Graduate Studies.

All students entering one of the doctoral programs will receive a foundation in public health knowledge and an understanding of the manner in which their specific field of study contributes to achieving the goals of public health.

QUALIFYING PROCESS

Each program will be responsible for the qualifying process and will develop appropriate policies, which will be on file in the Dean's Office. Complete details can be found in the School of Public Health Student Handbook. All PhD students will be required to pass a set of preliminary examinations before being admitted to candidacy for the PhD degree. Each program may impose additional requirements.

The student must pass a series of written comprehensive examinations after completing their PhD core courses. After passing the written comprehensives, the student must pass an oral defense of the student's research prospectus. This oral examination will be given by the student's Doctoral Committee and will assess the student's research prospectus and the student's mastery of discipline in the dissertation area. The student's PhD advisor will be the Committee Chair.

If the student fails either the written or oral examination, the program faculty or Doctoral Advisory Committee determines the conditions to be met before another examination may be given.

The Doctoral Advisory Committee will ordinarily consist of the student's major professor and at least four other faculty members representing major and minor (if applicable) disciplines. One member must be from a program outside the School of Public Health and a member of the Graduate Faculty of the LSUHSC School of Graduate Studies or equivalent at an institution outside of the Health Sciences Center. The Dean may make substitutions or additions of committee members after consultation with the major professor and Academic Program Director, but continuity of membership is sought to provide consistent guidance of the student through the program. This examination is the most thorough in the doctorate program. It should require the candidate to demonstrate competence in a broad segment of the major and minor (if applicable) fields. If there is no more than one negative ballot out of a minimum of five, the student becomes a "candidate" after the Dean has been notified by the student's major professor and Academic Program Director of successful completion of the preliminary examination.

Students must complete the Request for Preliminary Examination and Report of Preliminary Examination.

DISSERTATION

The dissertation must make a significant contribution to the field, suitable for publication in a peer reviewed journal of international repute. Refer to the LSUHSC School of Graduate Studies Dissertation and Thesis Guidelines for preparation of dissertation. For the planned graduation date, the student should check the academic calendar for the final date for submission of the dissertation to the School of Graduate Studies.

Dissertation Defense - Permission to hold the final examination will be granted by the Dean of the School of Public Health only after all the foregoing conditions are satisfied and one calendar year has elapsed since the student passed the prospectus. The defense may be preceded by an open seminar of the student's dissertation research. The student must petition the Dean for permission to take the examination. The doctoral committee is made up of no less than five graduate faculty members, one of whom must be from outside the School of Public Health and a member of the faculty of the School of Graduate Studies or equivalent at another institution. The Dean may serve as a member or may appoint members to the Committee.

Traditionally, this examination is a test of the student's intimate knowledge of the area of the field in which the student is working. However, at the discretion of the Committee or the Dean, the examination may include

questions from the major or minor fields, in general. Voting is by secret ballot, and to pass the examination there may be no more than one negative vote. Prior to the Dissertation Defense, the student must complete the [Request for Dissertation/Thesis Defense and Final Examination](#).

The student must submit the completed [Dissertation/Thesis Defense Final Examination Report](#) to the Office of Admissions and Student Affairs after the defense. The Office of Admissions and Student Affairs archives the original in the student's file, and forwards an electronic copy to the Office of Academic Affairs.

CERTIFICATION

If not more than one member of the examining committee dissents and if the dissertation is accepted, the candidate will be certified to the School of Public Health Faculty, Graduate Faculty and Chancellor as having met all requirements for the degree of doctor of philosophy.

TIME LIMIT

The School of Public Health requires that all work towards a PhD degree be completed in not more than eight calendar years. Any requests for extension of this policy are subject to approval by the student's doctoral committee and the Dean.

DOCTOR OF PHILOSOPHY in BIOSTATISTICS

Zhide Fang, PhD - Academic Director

PhD – Biostatistics Competencies

- Apply and extend as needed current statistical methods to address current and emerging issues in medicine and public health.
- Identify situations requiring an innovative statistical approach and develop the necessary statistical methods to solve problems of biological, biomedical, or public health importance.
- Determine appropriate study designs to evaluate interventions and risk factors.
- Integrate the latest advances in statistical methods and theory into research and practice.
- Develop algorithms and programs to solve non-standard statistical problems through computer simulation.
- Mentor and train students in effective teaching methods.
- Construct complex power analysis and estimates of sample size for the planning of clinical and research studies.
- Communicate to clients and colleagues the assumptions, limitations, and (dis)advantages of commonly used statistical methods, and describe preferred methodological alternatives when assumptions are not met.
- Design and develop databases to facilitate statistical analysis.
- Formulate written statistical analysis plans for clinical trials and research studies that accurately address the study hypotheses and design.
- Present oral and written reports of methods, results and interpretations of the statistical analyses to both statisticians and non-statisticians.
- Develop collaborations with researchers in other disciplines.

Biostatistics Qualifying Process

All PhD students in Biostatistics are required to pass a set of preliminary examinations before being admitted to candidacy for the PhD degree. All PhD students are required to pass a set of written comprehensive examinations based on the material in the first year core PhD courses (BIOS 6210, 6212, 7200, 7202, and 7204). These exams consist of three in-class, closed-book written sessions and a take-home applied/data analysis session. These examinations will be written, graded and scored anonymously by the faculty of the Biostatistics Program. A consensus score of Pass or Fail will be assigned to each examination session for each student.

In addition to the written comprehensive examinations a student must pass an oral examination involving the defense of the student's research prospectus. The oral preliminary examination will be given by the student's Doctoral Committee and will assess the student's research prospectus and the student's mastery of discipline in the dissertation area. The student's PhD advisor will be the Committee Chair. If a student fails either the written or oral exam, the Doctoral Advisory Committee determines the conditions to be met before another examination may be given.

DOCTOR OF PHILOSOPHY in COMMUNITY HEALTH SCIENCES

Stephen Phillippi, PhD - Academic Director

PhD – Community Health Sciences Competencies

- Assess and evaluate the role of cultural, social, and behavioral determinants of health and health disparities.
- Distinguish and prioritize individual, organizational, and community concerns, assets, resources and deficits relevant to theory-driven and theory-informed CHS interventions and research.
- Design and conduct CHS research and interventions using advanced socio-ecological theory, multi-level and multi-method techniques, and advanced statistical procedures.
- Formulate policy changes needed to support and sustain evidence-based CHS interventions.
- Synthesize and evaluate research results for the purpose of oral and written communication, instruction, and dissemination for scientific and lay audiences.
- Teach basic and advanced CHS methods and theory to students.
- Formulate CHS research using current knowledge of causes of disease.
- Develop community partnerships to support CHS interventions.
- Prepare grant proposals for extramural peer-reviewed funding.
- Demonstrate responsible and ethical conduct in the practice of community health policies.

Community Health Sciences Qualifying Process

A series of examinations are required for all PhD students in Community Health Sciences prior to being admitted as a candidate for the PhD degree. The examinations are taken after completion of all PhD core courses and are based on material contained within these courses. Two of these examinations will be written, graded and scored anonymously by the Community Health Sciences ad hoc Qualifying Exam Committee. One of these examinations will be an oral qualifying exam given by the PhD student's Doctoral Committee. The PhD student's academic advisor will serve as the chair of the Doctoral Committee.

The written examinations consist of one in-class, closed-book written session and one take-home, applied writing session based on a list of approved Community Health Science topics. A consensus score of Pass or Fail will be assigned to each examination session for each PhD student. If the PhD student fails either exam, remediation is suggested and the student may attempt the exam again the following year.

Following successful completion of the two written qualifying exams, PhD students will identify a research area and then prepare a prospectus of original research in the field of Community Health Science. The PhD student will then participate in the oral portion of the qualifying process and will present his/her prospectus to the Doctoral Committee. Approval of the prospectus will be determined by this Committee. After successful defense of the prospectus, the student will become a candidate for the PhD degree and will focus his/her work on independent research. If a student fails the oral defense of the prospectus, the Doctoral Committee will determine the conditions that will need to be met before another examination may be given.

DOCTOR OF PHILOSOPHY in EPIDEMIOLOGY

Edward S. Peters, DMD, SM, ScD - Academic Director

PhD – Epidemiology Competencies

- Produce the descriptive epidemiology of a given condition, including case definition, calculation of the primary measures of disease morbidity and mortality, and appropriate comparisons by person, place and time.
- Explain the strengths and limitations of descriptive studies.
- Apply course work or equivalent in human physiology and pathophysiology, with special competence in the disease addressed in the student's dissertation.
- Review and critically evaluate the literature.
- Synthesize available information.
- Identify meaningful gaps in knowledge.
- Formulate an original and key hypothesis or statement of the research problem.
- Design a study using any of the main study designs
- Outline the advantages and limitations of each design for addressing specific problems, as well as the practical aspects of their uses, including trade-offs. This understanding will be reflected in selecting the most appropriate and efficient design for a designated problem.
- Calculate the requisite sample size or power.
- Identify and minimize sources of bias; describe both the direction and magnitude of the bias and the effect of potential biases on the measures of association.
- Apply basic population sampling methods.
- Use methods of measurement – design data collection forms assessing both exposures and outcomes; determine the validity of the instrument; identify the presence and magnitude of measurement error; adjust for measurement error when appropriate data are available.
- Demonstrate and monitor the conduct and progress of data collection; develop, implement and assess quality control measures.
- Prepare data files appropriate for analysis; carry out the steps needed to create new variables, clean the data sets, etc.
- Use statistical computer packages to calculate and display descriptive statistics, analyze categorical data, and perform multivariable regression, survival analysis, and longitudinal analysis.
- Examine data for the presence of confounding and interaction (effect modification), identify their presence, and manage them appropriately.
- Interpret the research results, make appropriate inferences based on results, and recognize the implications of the research results.
- Summarize research results orally and in writing to both scientists and non-scientists (includes preparation of a manuscript suitable for publication in a scientific journal and presentation of research proposals).
- Illustrate the concepts of human subjects protections and confidentiality, and awareness of particular issues relevant to the study of specific populations.
- Apply this understanding as evidenced in the design and conduct of their research.
- Demonstrate mastery of a substantive area, including knowledge and application of that knowledge in conducting original research related to a specific topic.

Epidemiology Qualifying Process

All PhD students will be required to pass comprehensive written and oral examinations before registering for research credit and embarking upon their dissertation work. These exams confirm that students have a command of epidemiologic concepts and reasoning sufficient to undertake doctoral research.

Preliminary written exam

The written examination will be a comprehensive exam written and graded by the Epidemiology faculty. The examination is taken after completion of all PhD core courses and a majority of elective courses. The examination is comprised of two sections, core and electives. Students must answer all questions in the core section and then select four questions to answer in the elective section best matched to their areas of interest

and focus. If the student fails the exam, remediation is suggested and the student may attempt the exam again the following year.

Oral qualifying exam

The oral qualifying examination will be given by the student's Doctoral Committee and will assess the student's research prospectus. The student's PhD advisor will be the Chair of the Committee.

Prior to the exam the student must complete a formal outline of their proposed plan of research and distribute this plan to the Oral Examination Committee approximately three weeks prior to the exam. The usual format of the research proposal should be similar to that submitted to a granting agency or foundation and should include the following:

- research objectives
- methods of procedure
- anticipated problems and results
- the overall significance of the research

The Oral Qualifying Examination should be scheduled to take place after completion of the core course sequence and major electives specified by the student and their Committee Chair; this should be no later than the end of the fifth semester for full-time students (the committee will set a time table for part-time students). All course work listed should be completed with a grade of B or better. Students who have received an MPH degree are encouraged to schedule their Oral Examination as early as their third semester.

If a student fails the exam, the Doctoral Advisory Committee determines the conditions to be met before another examination may be given.

For students who must repeat an examination, the second examination must be taken within one year after the first exam.

TIME LIMITS

PhD students must complete the qualifying exam within three years of matriculation, the candidacy exam within five years of matriculation, and their degree within eight years of matriculation.

HEALTH REQUIREMENTS

It is the student's responsibility to check with LSUHSC Office of Student Health Services prior to registration to make certain that health records are current. Students will be unable to register if health records are not current. Health insurance coverage is an LSUHSC requirement for all students. If a student does not have health insurance, LSUHSC offers an optional health insurance plan. For more information, please visit <http://www.lsuhs.edu/orgs/studenthealth/faq.aspx#insure>.

REGISTRATION

Preregistration is required of all continuing students, with the start date posted on the Academic Calendar. Related dates and deadlines are also listed on the Academic Calendar.

LSUHSC uses an online course registration system. To use it, you need to access your academic self-serve from the LSUHSC homepage, using your LSUHSC login and password. However, once you have used the online system to add and register for classes you still need to get the approval of your advisor. Additionally, it is highly recommended you consult your advisor before you pick your classes. Your advisor is here to help you and will guide you in making the best choices for your academic career path while you are here. On the follow page, there are instructions and screenshots that demonstrate how to register for classes using the online course registration system.

Additionally, it is highly recommended you consult your advisor before you pick your classes. Your advisor is here to help you and will guide you in making the best choices for your academic career path while you are here.

Students register online via [Self Service](#) on the LSUHSC website. Under the Training header, the student proceeds on via [Student Self-Service](#) to access instructions for *Enrollment: Add Classes*, *Enrollment: Drop Classes*, plus a number of additional services.

After the online registration step, the student must meet with their academic advisor for signatory approval.

Specific dates for adding and dropping courses are listed in the LSUHSC catalog and on the SPH Academic Calendar.

COURSES AND CREDIT HOURS

Full-time students carry at least nine hours in the fall and spring semesters and six hours in the summer. Students are not allowed to pursue more than 15 hours in any semester without the permission of the Associate Dean for Academic Affairs. Graduate assistants must be full-time students in fall and spring semesters. Fellowship preceptors may also be required to register in the summer semester.

TRANSFER OF CREDITS

The School of Public Health allows a maximum of credits be transferred into the School of Public per degree program as follows:

MPH (nine semester hours)

The MPH course syllabus must be reviewed and found by faculty to be consistent with the LSUHSC SPH's corresponding course's learning objectives and competencies. No transfer credit is permitted for coursework receiving a grade below B and transfer credits used for another earned degree will not reduce credit hour requirements. To investigate whether course credit from another university will be accepted, the student must follow the procedure below.

- 1) The MPH student submits a [Request for Transfer Credit](#) with the syllabus of the course taken at the other university to the LSUHSC SPH course director for the course the student is attempting to substitute.
- 2) If the course director approves the transfer, s/he signs the [Request for Transfer Credit](#) as Transfer Credit Evaluator and forwards both the form and syllabus to the Office of Admissions and Student Affairs.
- 3) The Director of the Office of Admissions and Student Affairs will send a copy of the completed [Request for Transfer Credit](#) to the student requesting transferred credits to inform the student of the approval, to notify him/her that s/he is required to have an official transcript from the university for the approved course(s) sent directly to the Office of Admissions and Student Affairs.
- 4) The Director of the Office of Admissions and Student Affairs sends the transcript with the form to the LSUHSC Registrar. The grade will appear on the unofficial transcript.

MS (nine semester hours)

PhD (eighteen semester hours, may differ per program)

- 1) The MS or PhD student submits a [Request for Transfer Credit](#) with the syllabus of the course taken at the other university to the Graduate Coordinator of the appropriate degree program. The Program Director and Graduate Coordinator in consultation with Program Faculty will determine whether to approve transfer credit.
- 2) If approved the transfer, the Graduate Coordinator signs the [Request for Transfer Credit](#) as Transfer Credit Evaluator and forwards both the form and syllabus to the Office of Admissions and Student Affairs.
- 3) The Director of the Office of Admissions and Student Affairs will send a copy of the completed [Request for Transfer Credit](#) to the student requesting transferred credits to inform the student of the

approval, to notify him/her that s/he is required to have an official transcript from the university for the approved course(s) sent directly to the Office of Admissions and Student Affairs.

- 4) The Director of the Office of Admissions and Student Affairs sends the transcript with the form to the LSUHSC Registrar. The grade will appear on the unofficial transcript.

DROP/ADD PROCESS

The student consults with the course director and completes a [Schedule of Courses](#) form. The student then meets with their academic advisor who signs the form. The student then signs the form and submits it to the SPH Office of Admissions and Student Affairs.

CHANGE OF ADVISOR

A student wanting to change advisors must complete the top section of the [Change of Advisor Form](#), then have the current and proposed advisors sign the form. The student will then submit the form to the Office of Academic Affairs for the Associate Dean's signature.

MULTI-CAMPUS REGISTRATION PROCEDURES

Graduate students enrolled full-time in the LSU System may cross-enroll after completing registration with their home LSU campus.

The student must submit documentation that fees have been paid at the home campus, a course schedule form, and copies of LSU System Multi-Campus Registration Form (available at the LSUBR Office of the University Registrar, and the LSUHSC Registrar's Office) to the School of Public Health Office of Admissions and Student Affairs for the signatures at least two weeks prior to the SPH registration.

STANDARDS AND FAILURE TO MEET STANDARDS

EQUAL OPPORTUNITY

The LSUHSC School of Public Health assures equal opportunity for all qualified persons without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, or veteran's status in the admission to, participation in, or employment in its programs and activities.

TECHNICAL STANDARDS

1. The sufficient use of the senses of vision, hearing, and the somatic sensation necessary to participate in the SPH-required practice experience.
2. The ability to analyze, synthesize, extrapolate, solve problems, and reach appropriate conclusions in a timely manner.
3. The ability to establish and maintain professional relationships with faculty, peers, and community members.
4. The ability to communicate effectively, both orally and in writing with lay and professional audiences.

Failure to meet these standards is cause for review by the Associate Dean for Academic Affairs.

STUDENTS WITH DISABILITIES

Statement on Accommodation

Under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, LSUHSC School of Public Health instructors must make reasonable accommodations for students who have physical, mental, or learning disabilities.

Responsibilities of the Student

Upon acceptance to the School of Public Health, students are asked to submit a [Notification of Disability](#) if accommodations are needed.

1. The student must complete a [Request for Reasonable Accommodations](#) and submit to Associate Dean for Academic Affairs (ADAA).
2. The student must provide documentation to confirm the disability.
 - a. For verifying disabilities, the Louisiana State University Health Sciences Center and the School of Public Health require that the student use an appropriately credentialed clinician in the diagnosis and documentation of the disability.
 - b. In all cases, the student must provide the SPH ADAA documentation from a clinician that certifies the diagnosis of the specific disability and suggests the specific accommodations that are needed.
 - c. The SPH ADAA will determine whether the clinician's credentials are appropriate for the defined disability.
 - 1) If deemed appropriate, the request for accommodations will be granted.
 - 2) If deemed inappropriate for the type of disability in question, the ADAA will require the student to use a university psychiatrist or clinical psychologist, or an approved psychiatrist or clinical psychologist with a valid certification. An approved list of psychiatrists and clinical psychologists will be given to the student regarding learning disabilities; and a list of appropriate clinical specialties will be provided for physical disabilities.
3. Once the final documentation has been approved, the course directors will be notified of the approved accommodations by the student who will submit to them a Notice of Disability form.
4. The student should submit this form to each course director within one week of the course start date during each semester he/she is enrolled in the SPH.
5. If the student and course director do not agree on the accommodations then they should contact the Director of Admissions and Student Affairs for referral to the LSUHSC ADA liaison.
6. If the diagnosis is not confirmed, the student will be denied accommodation in writing.

Responsibilities of Faculty

The following should appear on the course syllabus:

A student who qualifies for special academic accommodations under the Americans with Disabilities Act must notify the course director so that appropriate arrangements may be made. The student must complete the Notification of Disability form and email it to the course director within one week of the course start date.

Faculty members are to make reasonable course-related accommodations for qualified persons with disabilities, as prescribed by the appropriate healthcare provider described above. These may include, but are not limited to:

- allowing extended, but not unlimited, time for completion of examinations;
- allowing examinations to be written in a quiet, low-stimulus environment;
- permitting the use of dictionaries during in-class writing assignment;
- using alternative methods to assess mastery of course content (e.g., narrative tape instead of journals);
- allowing papers to be proofread for spelling and grammatical errors (stating who can proofread);
- providing specially trained tutors for course content;
- using computer software to assist in the completion of assignments (e.g., spell check, computer-based adaptive devices);
- allowing the use of taped materials and resources to assist the student in reading, listening, and speaking;
- allowing students to dictate essays to a scribe.

PROFESSIONAL STANDARDS

[Chancellor's Memorandum 56 \(CM-56\)](#) outlines the expectations of LSUHSC students with regard to personal, academic professional and ethical behavior. CM56 also provides procedures for addressing issues that arise where these expectations are not met.

Students are responsible for complying with all policies/procedures, rules and regulations and other information published by the LSUHSC. In addition, students are expected to abide by all federal, state and local laws. As outlined in the [LSUHSC Code of Conduct](#), faculty and students alike must agree to the following expectations:

- Exhibit the highest standard of personal, academic professional and ethical behavior.
- Treat faculty, staff, peers, clients, patients, and others with dignity and respect.
- Perform professional duties as best a possible.

New students are required to sign the [LSUHSC School of Public Health Code of Conduct](#) in which students promise to abide by Chancellor's Memorandum 56 and the School's Professional, Academic and Technical Standards laid out on the following pages of this handbook.

The School of Public Health's professional standards include the mandate that each student must:

1. Demonstrate respect for all people, inclusive of all ethnic backgrounds, religions, ages, sexual orientations, and gender.
2. Acknowledge and accept constructive criticism.
3. Deal responsibly and civilly with conflict.

Only after attempts to resolve matters at the individual level have failed, reports of failure to adhere to the professional codes of conduct (considered types of professional misconduct) are submitted to the Associate Dean for Academic Affairs (ADAA) who will then review the accuracy and nature of the charge. The ADAA shall then take one of the following actions: dismiss the complaint; or propose an administrative decision with sanctions that may include counseling, referral to the Campus Assistance Program, formal censure, temporary separation or permanent dismissal from the School of Public Health. The student may either accept the administrative decision which closes the case or he/she may appeal. Appeals are taken to the LSU Health Sciences Center Vice Chancellor for Academic Affairs who may refer the appeal to the Grievance Committee. The Vice Chancellor and the Committee have the same sanctions at their disposal.

ILLICIT DRUG POLICY

The unlawful possession, use, manufacture, distribution or dispensation of illicit drugs or unsanctioned use of alcohol on LSUHSC property, in the workplace/school of any employee or student of LSUHSC, or as any part of any functions or activities by any employee or student of LSUHSC is prohibited.

Violations of the [LSUHSC Code of Conduct](#) by individuals covered under this policy will result in disciplinary action. Depending upon the nature of the offense, disciplinary action can take the form of written reprimand, suspension, or termination of the individual's association with LSUHSC and referral for prosecution by civil authorities in accordance with local, state, and federal law.

ACADEMIC STANDARDS

All students must maintain a cumulative GPA (CGPA) of 3.0 or higher to be considered in good standing and permitted to graduate.

The School of Public Health requires a grade of C or higher in all course work. If the student earns a lower grade, the student must repeat the course and achieve a grade of C or higher.

If a student's cumulative grade point average CGPA falls below 3.0, he/she will be placed on academic probation. The probationary period is one semester during which time the student must return to good standing by raising his/her CGPA to a 3.0. It is recommended that the student develop a plan with the academic advisor to raise their CGPA. If the student does not raise the CGPA, he/she will be subject to dismissal at the discretion of the

Program and the Associate Dean for Academic Affairs. Probationary status is not recorded on a student's transcript or elsewhere in the student's permanent academic record.

GRADING SYSTEM

The School of Public Health uses a letter grading system. Letter grades are assigned numerical values called Quality Points based on semester hour. These Quality Points are used to compute the student's Grade Point Average (GPA). A=4; B=3; C=2; D=1; F=0; I (incomplete) = 0.

No letter grades are given for the Practice Experience; students receive a Pass/Fail which is not included in the calculation of the student's Cumulative Grade Point Average (CGPA). Letter grades are also not given for the thesis (MS) or dissertation (PhD) requirements, so these courses are not included in the CGPA.

INCOMPLETE GRADES

Class work of passing quality, but because of circumstances beyond the student's control, is not complete, may be marked "I" for incomplete. If an excuse is not received, the instructor is to consider that the incomplete work is of failing quality and an F grade is to be given. It is the student's responsibility to seek approval from the instructor. A grade of "I" will be converted to "F", unless it is removed prior to the deadline for adding courses for credit in the subsequent semester as published in the School calendar. The Associate Dean for Academic Affairs may authorize an extension of time for removing the grade.

GRADE APPEALS

If a student receives a grade which he or she feels is unwarranted, the student may appeal this grade. It is the intention of the school administration and faculty that grade appeals are resolved quickly and fairly at the lowest level of the process.

1. The student must first meet with the course director and discuss the basis for appealing the grade within three working days of receiving the grade.
2. If dissatisfied with the results of this meeting, the student may submit a formal written appeal of the grade no later than five working days of the discussion with the course director. This written appeal is sent to the course director and academic program director.
3. Within five working days from receiving the student's appeal, the course director and academic program director must examine the appeal, discuss it with the student and respond with a written decision regarding the appeal. If dissatisfied with these results, the student may submit a final formal written appeal of the grade to the Associate Dean for Academic Affairs within five working days of the course director and academic program director's decision. The document must include the basis for appealing the grade.
4. Within ten working days of receiving the appeal, the Associate Dean for Academic Affairs will appoint an ad hoc committee of five including two students and three faculty members, none of which will be members of the academic program to evaluate the merits of the appeal. The committee must review the appeal and advise the Associate Dean for Academic Affairs of their recommendation in writing within five working days of the appointment of the committee.
5. Within five working days, the Associate Dean for Academic Affairs will review the findings of the Committee and render a decision. The Associate Dean for Academic Affairs will forward the decision to the Dean as the final step of due process in the School.

COURSE EVALUATIONS

Course evaluations are distributed in each course. Students are actively encouraged to submit these anonymous evaluations, since they are effective in measuring the success of the teaching and learning environment.

ACADEMIC DISMISSAL FOR UNSATISFACTORY PERFORMANCE

If the faculty of the academic program deems, by majority vote, that a student should be dismissed because of academic failure, it submits this recommendation to the Associate Dean for Academic Affairs, who will:

1. Uphold the dismissal; or
2. Due to extenuating circumstances, refer the matter back to the academic program to reassess the student's record.

If dismissed from the school, a student has the right to appeal the decision of the Associate Dean in writing within 15 calendar days of the notification of dismissal. The Associate Dean may proceed in one of two ways:

- a. If additional information is presented which may alter the decision to dismiss, the Associate Dean may reconvene the same academic program to review the new information and its bearing on the case. The student may be represented by a faculty advocate who will support his or her case. At the end of the meeting, the faculty makes a recommendation to the Associate Dean for a final decision.

- b. The Associate Dean may appoint an ad hoc committee comprised of three faculty members: one chosen by the Associate Dean; one chosen by the student; and one chosen by the first two faculty members. The student is given the opportunity to present his or her case to the committee. The committee reviews and evaluates the facts of the case and makes a recommendation to the Associate Dean to uphold or rescind the dismissal.

The Associate Dean then forwards the recommendation regarding the student's dismissal to the Dean as the final step of due process in the School of Public Health.

GRIEVANCE COMMITTEE

The Grievance Committee is under Faculty Assembly and is composed of five faculty members (elected and appointed). Two students (elected by the student body) serve on the committee when matters of student grievances are being considered. All grievance procedures shall be conducted in accordance with School of Public Health policies and procedures.

Any committee member believing it to be inappropriate for him/herself to hear and vote on a particular case due to a perceived conflict of interest shall recuse him/herself prior to the formal hearing. A minimum of four committee members must be present at each session. When additional faculty or students are needed to address any issue brought before the Grievance Committee, the Dean shall appoint replacements. In the instance of parts of terms left vacant, the Dean shall appoint interim replacements.

Matters are referred to the Grievance Committee only when attempts to resolve them at an individual level have failed. Generally, grievances include those between members of the SPH faculty and/or students and not outside parties. Such matters include academic misconduct, professional misconduct, and other types of grievances. Grievances referred to the Grievance Committee do not include grade appeals.

The committee functions in the following manner:

- Determine whether the issue brought forth merits review by the Grievance Committee.
- Conduct hearings on unresolved complaints involving faculty work situations or student academic and professional situations that assert that: a policy, rule, or regulation has been violated or applied improperly (see professional standards and CM56 above and student academic misconduct below); no policy, rule, or regulation exists where one should; or there has been unfair or inequitable treatment.
- Conduct any independent investigation necessary including calling witnesses.
- Render a written report to the ADAA (professional misconduct or academic misconduct) or to the Dean (other types of grievances) on each case.

STUDENT ACADEMIC MISCONDUCT

The faculty and administration in the School of Public Health are committed to maintaining the integrity of its academic requirements and procedures and fostering an environment of honest intellectual inquiry. This policy establishes the School's definition of student misconduct, provides examples of the categories of unacceptable misconduct, describes the procedures to be followed in suspected cases and outlines the penalties which may be appropriate in proven cases.

A student who in any manner engages or assists in any form of academic dishonesty, including but not limited to the following, is guilty of academic misconduct and shall be subject to discipline.

Plagiarism - directly copying from a written or pictorial material, without crediting the source or paraphrasing someone else's work, without crediting the source;

Cheating – using or attempting to use another person's exam or quiz answers, material or information without the expressed permission of the instructor;

Fabrication – presenting, as genuine, any invented or falsified citation, credential, record or material;

Academic theft or forgery – obtaining examinations, quizzes, or other academic materials without authorization;

Resubmission of work – resubmission of work (the same paper or assignment) that was created for another course constitutes academic misconduct, unless,

- the course director expressly agrees to accept the same work from a previous semester, or
- the course directors expressly agree to accept the same work submitted in their respective courses during the same semester

If the student submits new work built substantially upon work previously conducted for another course, the student must cite the previous work in the submission (course name, course director, title of previously submitted work and date of previous submission);

Bribery – offering, giving, receiving or soliciting anything of value to influence a grade or other academic evaluation;

Unfair/disruptive conduct - deliberately hindering the education of other students;

Facilitating academic dishonesty – knowingly contributing to another's violation of the school's policies on academic misconduct or planning with others to commit academic misconduct.

Any questions regarding these definitions or clarification of the terminology used in the section above should be directed to the course instructor to whom the work is being submitted. Questions regarding material submitted outside of a specific course (i.e. journal article, poster, abstract) should be submitted to the student's advisor or the Associate Dean for Academic Affairs.

A. Procedures for addressing alleged misconduct

Any student or faculty member may initiate an action charging a student with academic misconduct by filing a written, signed complaint with the Associate Dean for Academic Affairs (ADAA) ([See CM-56](#)). The ADAA shall inform the Dean and the chair of the Committee that a complaint has been made and give the chair copies of the complaint and any materials accompanying it or relevant to it.

The ADAA shall investigate the complaint and recommend on further action. The ADAA's investigation may entail reviewing the complaint and any documentation accompanying it and interviewing the complainant, the charged student, the course instructor, or any other person the ADAA deems relevant to the complaint. In this investigation, the ADAA shall not disclose the existence of the complaint or the identities of any person relevant to the complaint unnecessarily.

After completing this investigation, the ADAA shall inform the Dean and the Committee chair of the results of the investigation and of the recommended action. The Dean shall then take one of the following actions:

1. Dismiss the complaint.
2. Propose an administrative decision with sanctions (see Possible Sanctions below). Within one working day, the charged student may accept or may not accept the proposed administrative decision. The student and the ADAA sign a statement documenting the student's decision.

If the student accepts, the ADAA reports the administrative decision and the student's response to the Dean and GC chair, and the case is closed.

If the student rejects, the ADAA calls for proceedings before the Grievance Committee¹.

These proceedings - the ADAA's investigation, the communication with the GC chair, and the action by the ADAA - must be completed within four working days of the day the ADAA receives the complaint.

Within four working days, the Committee will be convened and at this time the complaint will be read, relevant information will be presented, and the Committee will deliberate and reach a decision by a simple majority. Relevant information includes the presentation of all evidence and testimony. The Committee shall subsequently deliberate privately and determine its finding.

The Grievance Committee must submit the *finding* to the Dean within two working days of the decision. The *finding* must be a written statement including the guilty status; the recommended sanction of the Committee based on the gravity of the misconduct; and a transcript of the notes of the proceedings. A second copy of the *finding* is provided to the accused student.² If the Committee finds that the charged student has not committed academic misconduct, then the case is closed.

Notes and any other records/documentation of the proceedings shall be sealed. Furthermore, all persons and only those persons cognizant of the complaint and the ensuing proceedings shall be informed of this disposition.

¹Prior to the Grievance Committee meeting, the student shall be given a list of the Committee members to allow the student the opportunity to challenge a committee member for conflict of interest. The chair of the committee shall make the decision regarding this. The ADAA shall review the decision and either uphold the decision or appoint a substituted committee member within five working days. Conflicts of interest may include the following:

- a personal relationship, i.e. family or friendship, between the accused and a hearing committee member;
- an advisor/student relationship between the accused and a hearing committee member; and
- a professional or business relationship between the accused or a member of the accused family and a committee member or a member of the committee family.

A Grievance Committee member may recuse her/himself from a hearing panel if she/he believes that it is in the best interest of any party in the matter. Should a committee member recuse her/himself, another committee member will be appointed from the faculty or student body respectively as needed.

²If the student is dissatisfied with the Committee's decision, the student must submit a written request for review of the decision to the Associate Dean of Academic Affairs (ADAA) within three working days of receiving the decision.

B. Possible Sanctions

A student found in violation of the acceptable standards of student conduct may receive a consequence of censure, separation or expulsion.

- Censure
Censure is a written statement reprimanding a student for violating school regulations and stating that another offense will result in more serious action. The censure will state the violation, the persons involved, and will be dated. A copy will be placed in the student's official school file and an electronic copy in the office of academic affairs, but not noted on the student's transcript. Upon graduation from the student's current degree program, both copies are to be permanently removed. An

email will be sent directing parties involved in censure to remove and destroy their records. Censure may be recommended only for minor, first-time infractions.

- **Separation**

Separation is suspension from enrollment with a date established for applying for readmission to the SPH. The period of separation shall be for at least two semesters. After the period of separation, if the student wishes to return, the student must apply for readmission to the LSUHSC School of Public Health. Separation may be issued for first-time infractions that are not minor. A permanent notation of involuntary suspension shall be made on the student's transcript.

- **Expulsion**

Expulsion is the termination of the student for an indefinite period, intended to be permanent. Expulsion is recommended for a second infraction; and may be recommended for a first infraction depending on the nature of the infraction. A notation of expulsion for student misconduct shall be made on the student's transcript. Such notation shall be permanent.

Should a recommendation of either "separation" or "expulsion" be issued, the director for the course in which the infraction occurred has the authority to assign the student a grade of "F" for the course, or if a grade has already been assigned, to change it to "F".

C. Appeals

An accepted administrative decision by the ADAA and student may not be appealed. The GC finding and/or recommended sanction may be appealed by the student to the ADAA on grounds of procedural shortcomings within four working days of the issuance of the decision. On such an appeal, the Associate Dean for Academic Affairs may either deny the appeal or require that the case be heard by another hearing panel convened by the Vice Chancellor under CM56.

D. Reporting Requirements

All meeting proceedings, correspondence, etc. will be scanned and archived in an electronic folder for the Office of Academic Affairs. The virtual files/folders will be organized by academic year and case name. All such electronic documentation noted above will be protected by the most recent LSUHSC security protocols.

All faculty, staff, and students involved in a misconduct investigation shall keep the identity of the accused individual/s, witnesses or other people involved as well as the content of any hearing strictly confidential except as required by law or as is necessary to protect the integrity of the school and its employees. Failure to respect the confidentiality of persons or the proceedings shall be grounds for disciplinary actions based on LSU Health Sciences Center policies.

TECHNOLOGY STANDARDS

Computer Requirements for All Students in the LSUHSC School of Public Health

Although the LSUHSC School of Public Health (SPH) has a computer laboratory of personal computers (PCs), that resource is available primarily for use as a classroom. While it is available during non-class times, it is not available at night and on weekends.

Hence, the LSUHSC SPH requires that all of its students own computers that have the following specifications:

- PC-based laptop/workstation that can run Windows 7
- AMD/Intel processor at least an i5 or better
- Minimum 4 GB of RAM, more is better
- At least a 160 GB hard drive
- Wireless capability

Programs such as SAS and ArcGIS, which only run on the Windows OS, not on the Mac OS, are generally needed by Biostatistics students. If students prefer a MAC, they will need to install Boot Camp and Windows 7 on their system.

Students who do not possess their own computer may seek a reimbursement up to \$1400 of the purchase price from financial aid funding when the student is entering the program in his/her first semester. If the computer meets the specifications listed above, the student seeking reimbursement must present the receipt for the computer purchase to a School of Public Health IT staff member to initial, certifying the purchase. The students may then take the initialed receipt to the LSUHSC Student Financial Aid Office to request reimbursement.

RESEARCH REQUIREMENTS

By the end of the student's first semester, students are required to successfully complete the Health Insurance Portability and Accountability Act (HIPAA) Compliance Training and the Collaborative Institutional Training Initiative (CITI). Students will not be allowed to register for the next semester without successful completion of the above-mentioned HIPAA and CITI training.

[HIPAA Compliance Training](#)

The LSUHSC Office of Compliance notifies currently enrolled students via e-mail of online training required for all students. All students are required to complete the HIPAA Privacy Training and HIPAA Security Training. Upon successful completion of the HIPAA Compliance Training, students must print the congratulations certificates for these two trainings, and submit directly to the SPH Office of Admissions and Student Affairs.

Upon successful completion of the training, students must print and provide a copy of their completion certificates to the SPH Office of Admissions and Student Affairs.

[Collaborative Institutional \(CITI\) Training Initiative](#)

All students are required to complete the Biomedical Research course or the Social & Behavioral Research course. Upon successful completion of the training, students must email their certificate of completion to the SPH Office of Academic Affairs. Ever three years, individuals must complete the online refresher training course.

[Research Review Process](#)

All research and human subject data collection must be reviewed and approved by the LSUHSC Institutional Review Board. The LSUHSC IRB application must be completed by the student and the student's faculty advisor.

After the faculty advisor grants approval, the student forwards the application to the SPH Office of Research for review. The review involves an assessment of the procedures to ensure the research design can yield the expected knowledge and protects human subjects involved.

Per the approval of the SPH Office of Research, the application is then forwarded to the LSUHSC-NO Office of Research Services for a separate, yet required review and approval process.

For any questions regarding Institutional Review Board (IRB) issues, students are encouraged to consult with the SPH IRB representative.

FINANCIAL

The [LSUHSC Student Financial Aid Office](#) offers assistance to students through federal long-term loan programs. Repayment of these loans is deferred as long as the borrower is enrolled for at least a half-time course load. Depending on funds available, assistantships and fellowships are sometimes available. Please visit the program-specific webpage or contact the Program Director for more information about these opportunities. Students are required to notify the Student Financial Aid Office promptly of any aid received from outside sources. The office is located at 433 Bolivar Street, Room 215.

Any student intending to use school funds in anyway must familiarize themselves with the following:

The [LSUHSC Travel Department](#) audits travel expense vouchers for compliance with state and university regulations, to provide timely and accurate reimbursement of travel expenses to employees and non-employees traveling on official University business, and to provide education and training to LSUHSC employees on the travel regulations imposed by the University.

Consult the [Office of State Purchasing and Travel](#) for postings of the most recent travel policies.

The student should consult and use the [LSUHSC Travel Guide](#) for details before planning any travel and submitting requests for reimbursements.

RECOGNITION OF EXCELLENCE

FELLOWSHIPS AND INTERNSHIPS

[American Public Health Association \(APHA\) internships](#)

[Association of Schools and Programs of Public Health Fellowships and Internships](#)

[Congressional Hunger Center: Emerson National Hunger Fellows Program](#)

[Congressional Hunger Center: Leland International Hunger Fellows Program](#)

[Dana-Farber Cancer Institute Administrative Fellowship](#)

[Ochsner Health System Administrative Fellowship Program](#)

[Our Lady of the Lake Regional Medical Center](#)

[Society of Public Health Education \(SOPHE\) Student Awards/Fellowships](#)

[Stuart A. Wesbury, Jr. Postgraduate Fellowship](#) (American College of Healthcare Executives – ACHE)

[US Department of Energy Mickey Leland Energy Fellowship \(MLEF\)](#)

[US Environmental Protection Agency \(EPA\) STAR Fellowship Program](#)

[US Environmental Protection Agency \(EPA\) National Network for Environmental Management Studies \(NNEMS\)](#)

[U.S. Schweitzer Fellows Program](#)

Recent projects include:

Community Site: Daughters of Charity WIC Clinic and Hollygrove Market

To implement a multifaceted social marketing campaign that will attempt to increase the number of fruits and vegetables purchased with Louisiana Purchase Cards in a New Orleans farmers market.

Community Site: Louisiana Public Health Institute

To improve birth outcomes in New Orleans by promoting interpregnancy healthcare.

Community Site: ReNew Charter Management Association

To address childhood obesity and malnutrition by expanding and sustaining a school-based nutrition education program for K-2nd grade students.

Community Site: New Orleans Charter Science and Math Academy

To modify, expand, and sustain a program that utilizes LSUHSC students to deliver comprehensive sexual and reproductive health education to high school students.

DELTA OMEGA PUBLIC HEALTH HONOR SOCIETY

Students are inducted at the annual School of Public Health award ceremony each spring preceding commencement. The chapter may elect new members from four groups according to national standards:

- Students must be a candidate for a graduate degree in public health. Only 10% of the graduating class may be selected and must fall in the upper 25% academically of the class (across the academic year from the previous summer through the current spring semester).
- Faculty members at the school of public health: Either five members or 3% of the full-time faculty, whichever is less.
- Alumni actively engaged in the practice of public health and serve a model for future graduates of the school.
- Honorary members possessing exceptional qualifications: This membership shall be limited to one every year conferred only upon persons possessing exceptional qualifications, who have attained meritorious distinction in the field of public health

Election from all groups is based on outstanding performance—student scholarship, faculty in teaching and research, and alumni in public health practice. Election to membership in Delta Omega is intended, not only to recognize merit, but also to encourage further excellence in, and devotion to, public health work

Membership in Delta Omega reflects the dedication of an individual to quality in the field of public health and to protection and advancement of the health of all people

Election from all four groups is based on outstanding performance-scholarship in students, teaching and research in faculty members, and community service in alumni.

DISSERTATION AWARD

The Delta Omega Distinguished Dissertation Award will be given at least biennially to one doctoral level graduate to recognize excellence in research and overall contribution to the field of public health. The winner will be selected by a committee appointed by the active membership of the Alpha Psi chapter of Delta Omega Public Health Society.

CHANCELLOR'S AWARD

At the spring School of Public Health Awards ceremony, one graduate is selected based upon his/her academic excellence, contribution and leadership ability and commitment to the field of public health.

DEAN'S AWARD

At the spring School of Public Health Awards ceremony, one graduate is selected based upon his/her contribution to the School of Public Health, promoting the school in the community, and academic achievement.

ELIZABETH T.H. FONTHAM AWARD FOR OUTSTANDING COMMUNITY SERVICE

The Fontham Award is given in recognition of outstanding achievement in community service outside of the classroom. This award is presented at the School of Public Health Commencement Awards Ceremony each May to the MPH, MS or PhD student who demonstrates the highest level of commitment and success in working with community members and organizations/systems that serve them. The student's service must take place during time enrolled at the School of Public Health. Students can self-nominate or be nominated by another student, faculty or staff member, or by a community organization or member.

COMMENCEMENT GONFALONIERE

Each school of the LSU Health Sciences Center selects a graduating student to lead their school's degree candidates at spring Commencement. This student is called the gonfaloniere because he/she carries the school's gonfalon, a banner that hangs down from a crosspiece and bears that school's name and symbol. The tradition is rooted in a prestigious post, the gonfaloniere, in Italian Medieval and Renaissance communities. The School of Public Health gonfaloniere is selected based upon outstanding achievement in leadership and service at the university.

PROFESSIONAL ORGANIZATIONS

Students are strongly encouraged to become involved in one or more professional organizations. Members enjoy a wealth of benefits and resources, including information on latest trends, research, legislation, advocacy and policy issues through multiple print and online publications, expert commentaries and many networking opportunities. Since many organizations publish professional journals, members receive subscriptions to the latest published research in the field. Professional organizations also host conferences and meetings with opportunities for oral presentations and poster sessions.

Students are usually offered a reduced membership student rate. Look into one or more of the professional organizations below, and consult with your advisor to find the right match for you.

[American Public Health Association \(APHA\)](#) – for all public health disciplines

[Society for Public Health Education \(SOPHE\)](#)

[American Psychological Association \(APA\)](#)

[American Sociological Association \(ASA\)](#)

[Air and Waste Management Association \(AWMA\)](#)

[American Industrial Hygiene Association \(AIHA\)](#)

[Association for Professionals in Infection Control and Epidemiology \(APIC\)](#)

[Society for Epidemiologic Research \(SER\)](#)

[American Statistical Association \(ASA\)](#)

[International Biometric Society \(ENAR\)](#)

[American College of Healthcare Executives \(ACHE\)](#)

[AcademyHealth](#)

[Healthcare Information and Management Systems \(HIMSS\)](#)

[Association of University Programs in Health Administration \(AUPHA\)](#)

CAREER SERVICES

The SPH Office of Admissions and Student Affairs provides information and assistance on numerous career development topics: career advice, job search mechanisms, internship and job announcements, interview preparation, resume and cover letter composition through workshops and individual appointments. We strive to provide the information necessary for students to be well-prepared, confident, and competitive during the job search, and to make wise and realistic career decisions.

Faculty members also assist students and graduates with networking introductions, letters of recommendation, and involvement in publications, posters and presentation engagements.

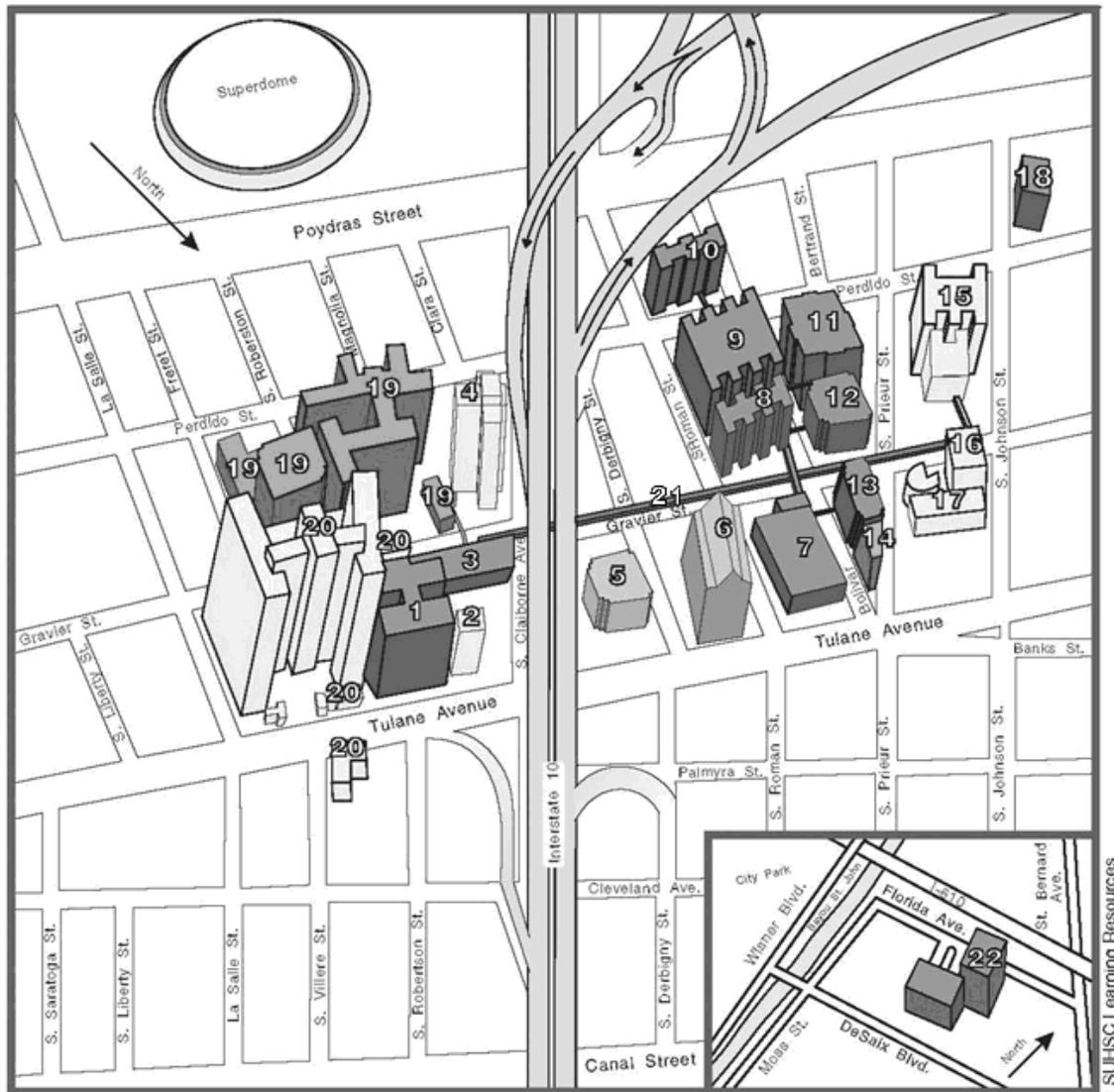
[LSU \(Baton Rouge\) Olinde Career Center](#) has a number of resources you may access, one of which is their [2013-2014 LSU Career Services Student Career Guide](#) which offers excellent resources for the individual embarking on a job search.

You may access the more up-to-date information on careers in public health by searching through the many public health jobs and opportunities on [publichealthjob.net](#) that are currently being offered by employers across the nation and abroad. Job seekers can register as "Students/Alumni" to search and save job postings, and to receive daily, weekly, or monthly updates of new jobs that are posted.

[Idealist](#) is online site providing resources from more than 100,000 organizations listing jobs, internships and volunteer opportunities for individuals wishing to follow their desire to improve the world while developing their career.

The [Best Places to Work in the Federal Government 2013 Rankings](#) lists the most comprehensive and authoritative ratings and analyses of employee satisfaction and commitment in the federal government.

[American Public Health Association \(APHA\) Public Health CareerMart](#) offers online services for students' career needs.



MAP OF LSUHSC-NO BUILDING LOCATIONS

- | | |
|--|---|
| [1] Medical School Clinical Education Building | [12] LSUHSC – Lions Clinic |
| [2] L&M Building (not currently in use) | [13] Administration, Library, & Resource Center |
| [3] Entergy Parking Garage | [14] Vacant Lot |
| [4] Stanislaus Hall | [15] Interim LSU Hospital |
| [5] LA Cancer Research Center (under construction) | [16] University Hospital Office Building |
| [6] St. Joseph’s Church | [17] Vacant Lot |
| [7] Roman Street Parking Garage | [18] Not currently in use |
| [8] LSU Schools of Nursing & Allied Health | [19] VA Medical Center |
| [9] LSU Medical Education Building | [20] Medical Center of Louisiana (not currently in use) |
| [10] LSU Student Residence Hall | [21] Walk to Wellness |
| [11] LSU Clinical Sciences Research Building | [22] School of Dentistry |

STUDENT LIFE

I. STUDENT GOVERNMENT

It is the right and responsibility of each student enrolled in the LSUHSC School of Public Health (SPH) to participate in the Student Government Association (SGA). The LSUHSC School of Public Health SGA's mission/purpose is to develop and further academic achievement; to maintain a high standard of ethics; to ensure consistency and cohesion in the regulation of the student body; to promote understanding among students, faculty, administration and alumni; to coordinate student activities of the SPH and to guide all current and future students in the tradition of excellence in scholarship and public service. Details are included in the [SGA Constitution](#).

This association represents student interests in two ways. It provides a forum for student expression within and through an organized body, and it elects student representatives for many of SPH's Standing and Ad Hoc Committees, thereby formally assuring the voice of students is heard in major school decisions.

SGA is involved in a variety of activities around SPH, the LSUHSC campus, and the community of Greater New Orleans. It serves as a common meeting ground for students across programs and class years through volunteer opportunities, networking initiatives, social events, and intramural sports. The SGA actively promotes participation in community service activities. It has hosts a "job board" on the SPH website to highlight employment opportunities locally, nationally and internationally. It has developed an electronic newsletter through which it communicates volunteer opportunities and school activities. It coordinates intramural sports, sponsors a "Mentor Match-Up" each year for students and faculty interested in research. The SGA has developed several new initiatives including an international student committee to welcome new international students and help them transition successfully to a new culture. The SGA has worked with other LSUHSC schools to establish an LGBT organization.

The Student Government Association Achievement Award allows our SGA to deepen its commitment to the students of LSUHSC School of Public Health. This monetary award will be presented to one master and one doctoral student per academic year. Selection criteria will be based on excellent academic merit, public health engagement, leadership, and character.

The association selects/elects SGA executive officers and representatives annually.

The Executive Committee is comprised of the following offices:

- President
- Vice President
- Secretary
- Treasurer

Students serving in the following positions aid in producing volunteer efforts, community visibility, and social & sporting events.

- Student Representatives from each program (ENHS, BCHS, HPSM, EPI, and BIOS MPH or MS, and PhD)
- Intramural Sports Liaison

At the beginning of each fall, students elect/select representatives for the following Faculty Assembly committees. Student members of these committees have the same voting rights as all other members.

Curriculum Committee

To plan, review and monitor academic programs to ensure consistency with the philosophy and mission of the LSUHSC SPH and the LSUHSC and in accordance with the criteria of the Council on Education for Public Health; to provide educational oversight and strategic policy recommendations for the development of instructional courses and programs offered by the school; and to coordinate curricula among SPH and partner institutions (e.g. LSUHSC School of Graduate Studies).

Three student representatives selected by the SGA: two MPH and one PhD student
Rights: Full membership with voting privileges

Faculty and Student Grievance Committee

To provide formal recommendations to the Dean on unresolved matters of grievance; to represent the School faculty position on unresolved matters of grievance;

Two students elected by the student body serve on the committee only when matters of student grievances are being considered.

Rights: Full membership with voting privileges

At the beginning of each fall, students elect/select representatives for the following SPH committees. Student members of these committees have the same voting rights as all other members.

SPH Evaluation Committee

To participate in all evaluations needed related to the school's strategic plan, including but not limited to student exit surveys, alumni surveys, employer/agency surveys, focus groups, and other annually; to render advice and assistance for self-study to ensure effectiveness in meeting School mission, goals and objectives; to report the findings of all evaluations to the Administrative Council and faculty in a timely fashion.

Two student representatives elected by the SGA

Rights: Full membership with voting privileges

SPH Multicultural/Diversity Committee (linked to the LSUHSC Multicultural Advisory Committee)

In conjunction with the LSUHSC Multicultural Advisory Committee, to promote and develop a culture of collaboration and a climate of inclusion without regard for race, color, gender, age, national origin, handicap, veteran status, or any non-merit factor. The committee will initiate policies and actions delineated in the strategic plans of the SPH and the LSUHSC and share information on SPH efforts to increase representation of those currently underrepresented in faculty, staff, and student body of the SPH, LSUHSC, and in the public health workforce.

Diverse volunteers from faculty, students and staff including SPH members on the LSUHSC Multicultural Advisory Committee

SPH Research Committee

To assist the School in achieving its research goals by developing and reviewing SPH policies related to research; assisting with their implementation; discussing interprogrammatic research; providing a forum for discussion of research resources; and review of proposals upon request.

PhD students, one each BIOS, EPID, CHS

MPH students, one each in five programs

SPH Information Technology Steering Committee

To assess and direct efforts to meet the School's current IT infrastructure needs, including website design and applications; to evaluate and assess asynchronous and synchronous lecture capture technology to ensure adequate infrastructure exists to support distance learning initiatives and plans; identify and evaluate emerging technologies that support the School's current and future operational plans and goals; and to coordinate all plans with HSC central administration IT to ensure the School's initiatives are aligned with HSC initiatives and are mutually supporting.

Representatives from faculty, staff, students, and IT support personnel who are knowledgeable about information technology issues, School plans and goals, and needs of all users.

SPH Fundraising Committee

To develop fundraising campaigns for existing faculty and staff, alumni and other interested parties to increase philanthropic support for the School and its needs.

Volunteer representatives from faculty, staff and students.

SPH Student Recruitment/Open House Committees

To develop new approaches for recruiting in coordination with Student Admissions; to ensure participation of faculty and students in recruiting outreach efforts, visits to schools, open houses at SPH, and other activities as needed.

Faculty and students from each program.

II. LIBRARY

Two library collections support the LSUHSC schools. The John P. Isché Library is located on the third and fourth floors of the Resource Center, 433 Bolivar Street, phone: 504.568.6100. For more information, you may access the library homepage: <http://www.lsuohsc.edu/no/library/>. Carolyn Bridgewater, the SPH contact, may be reached at cbridg@lsuohsc.edu or 504.568.6102.

III. TECHNOLOGY

Students may access computers in the SPH computer lab, 2020 Gravier Street, 2nd floor, during regular business hours (8-6pm) when a class or training is not in session. The John P. Isché LSUHSC Library, 433 Bolivar Street, also provides numerous computers for student use. There are also two computers in LEC 304 with SAS. Wireless internet access is available throughout the Health Sciences Center campus. Students can purchase a student license of SAS from Public Health IT Support for \$25/year.

IV. BOOKSTORE

The LSUHSC Bookstore, located on the second floor of the Resource Center, sells required and suggested text books. A variety of other items, including software programs, reference and leisure books, apparel, supplies, etc., are also available. Special book orders may also be made. The bookstore is located in the Resource Building at 433 Bolivar Street, 2nd floor. Call 568-2504 for additional information.

V. BUSINESS OFFICE

The LSUHSC Business Office receives tuition payments and distributes student loans checks. It is open Monday through Friday from 9:00 a.m. to 3:00 p.m.

VII. VETERANS

Benefits under the GI bill may be available to veterans attending LSUHSC on a full-time basis. Contact the New Orleans VA Regional Office, 701 Loyola Avenue, New Orleans, La. 70112, or phone 503-561-0121 for further information. All VA forms may be filed with the Registrar's Office (fourth floor of Resource Center).

VIII. CREDIT UNION

Students may open an account at [Campus Federal Credit Union](#) located in the Administration Resource Building. Checking is free, and members qualify for ATM cards, VISA or MasterCard, the Campus Choice ATM/VISA, and perform transactions over the telephone. Campus Federal has offices in Shreveport and Baton Rouge, as well as in New Orleans. Campus Federal is also very involved in the USAF Student Loan Program and in the Guaranteed Student Loans Program. The LSUHSC branch is located in the Resource Building at 433 Bolivar Street, 2nd floor.

IX. VOLUNTEER OPPORTUNITIES

As a student, it is favorable to gain as much experience in public health as possible. Volunteering is a vital component of the SPH Community and having students involved in volunteer opportunities is an integral part of the SPH Strategic Plan. All LSUHSC students are encouraged to become invested in the New Orleans community through volunteer activities. Volunteer experience is also included in the selection criteria for the Student Government Association Achievement Award. Emails frequently are sent by the Student Government Association and/or the Office of Admissions and Student Affairs to students about upcoming volunteer events. In addition, individuals can reference [HandsOn New Orleans!](#) to identify additional opportunities to fit your schedule and interests.

Some opportunities include the following:

- Volunteering for a non-profit direct services organization, such as a health clinic or a local chapter of the Red Cross.
- Volunteering at a school that is promoting health to its students.
- Volunteering at a non-profit organization that is directly involved in public health advocacy and policy.
- Volunteering for the state or local health department.

Whether you want to give back, learn a new skill, apply your public health knowledge, connect with public health professionals or get to know the city better and meet other New Orleanians, volunteering is great!

X. ANNUAL SPRING SOCIAL

Students, faculty, staff and their families gather every spring for a school-sponsored celebration. Whether crawfish boil or school picnic, the social is a great time to relax, reconnect with friends and former teachers, as well as meet new individuals and forget new relationships.

XI. BUILDING ACCESS AND SECURITY

Students should carry their student ID at all times. IDs permit students access to all of the LSU Health Sciences Center buildings.

Students should observe safety precautions at all times. Park in the student parking lot, and when possible, travel in pairs or groups. Students can request University Police Officer escorts to their cars after dark. (568-8999)

XII. PARKING

Please check <http://www.auxent.lsuhscc.edu/parking/> for information about student parking.

Be sure to access the online [Student Survival Guide](#) to learn of more resources for students at LSUHSC School of Public Health.