



# **BACHELOR OF SCIENCE IN PUBLIC HEALTH PROGRAM**

## **STUDENT HANDBOOK**

**2023-2024**

**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**

A healthier Louisiana with a workforce addressing the core functions of public health, equipped with data and knowledge, and supported by LSU's faculty, students and staff.

### **Values**

*Collaborative.* We foster a culture that values and rewards collaboration at all levels of the university: across disciplines; among faculty, staff, and students; with other universities and institutions; and those we serve.

*Creative.* We nurture ingenuity throughout all areas of the university by creating a culture that encourages excellence, risk-taking, and an open-minded approach to challenges, while also recognizing and rewarding emerging talent and ingenuity.

*Culturally Adept.* We celebrate our own uniqueness combined with an awareness and respect of local and global values and beliefs, which help to strengthen the intellectual environment and support our commitment to diversity and inclusion.

*Globally Engaged.* We understand that global events and culture affect our university, just as our scholarship, discovery, and experiences contribute to the world around us. Only through a conscious and consistent effort to connect with our global neighbors can we ensure that we advance the greater good for our entire planet.

*Innovative.* We innovate in the classroom, through discovery, and during engagement with the community. Innovative thinking across the university can help solve the challenges of those we serve and enhance LSU's role as a global leader.

*Transformative.* We are a catalyst for transformation; a force for good that changes lives and makes a significant, positive impact on the world around us.

### **Diversity Statement**

As a community of students, faculty and staff from diverse backgrounds and perspectives, we, the members of the LSUHSC School of Public Health, claim diversity, equity and inclusion as central to higher education and public health. We leverage our strengths, similarities and differences to develop and adapt policies and practices that ensure an inclusive and equitable structure, operations, and a climate in which we can advance our collective capabilities and achieve our School's mission. We aim to build clear lines of accountability, inclusive decision making and other forms of power sharing on all levels of institutional life. We recognize creating, supporting, and investing in DEI efforts is crucial to addressing **all** determinants of health across the State and beyond.

*Diversity:* Our School works to increase the diversity of our community members (students, staff, faculty and administrators) and of those populations with whom we collaborate – with regards to race and ethnicity, sex, gender identity, gender expression, sexual orientation, socioeconomic status, marital status, language, culture, national origin, religious affiliation, political perspective, age, physical appearance, veteran status, (dis)ability status and political perspective.

*Equity:* Our School actively challenges and responds to bias, harassment, and discrimination on the bases of race and ethnicity, sex, gender identity, gender expression, sexual orientation, socioeconomic status, marital status, language, culture, national origin, religious affiliation, political perspective, age, physical appearance, veteran status, (dis)ability status and political perspective. We support members to provide a climate in which each member has the full opportunity to thrive.

*Inclusion:* Our School creates a vibrant climate by intentionally welcoming differences, respectfully hearing varied perspectives and providing a sense of belonging.

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Louisiana State University Health Sciences Center at New Orleans (LSUHSC-NO) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctoral degrees. Questions about the accreditation of LSUHSC-NO may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).



The LSUHSC School of Public Health received official notice in June 2019 the Council on Education for Public Health and the CEPH Board of Councilors acted at its June 13-15, 2019 meeting to accredit the School of Public Health at Louisiana State University Health Sciences Center for an additional seven-year term. The accreditation term extends until July 1, 2026, pending the school's continued documentation of compliance through the interim report, annual reporting, and any other reporting required by the Council. [www.ceph.org](http://www.ceph.org)

## SPH ADMINISTRATION

### OFFICE OF THE DEAN

[EDWARD TRAPIDO, ScD](#)

Dean

[LEZEL GAAS](#)

Coordinator

### OFFICE OF ACADEMIC AFFAIRS

[KARI BRISOLARA, ScD](#)

Associate Dean for Academic Affairs

[ISABEL BILLIOT, MEd](#)

Coordinator, Admissions

[MARTHA CUCCIA, MPH](#)

Coordinator, Academic and Student Activities

JOHN FRUGE, Med

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[COURTNEY MARTIN](#)

Director of Marketing and Enrollment

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Associate Dean for Research

[PATRICIA ARTEAGA, MBA](#)

Coordinator, Research

### OFFICE OF PRACTICE AND COMMUNITY ENGAGEMENT

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Associate Dean for Practice and Community Engagement

[YVETTE MERRITT, MPH](#)

Coordinator, Practice and Community Engagement

### BSPH PROGRAM

[ELIZABETH LEVITZKY, PhD](#)

Program Director

[DESTINY WILLIAMS](#)

BSPH Student Affairs Coordinator

### GRADUATE ACADEMIC PROGRAM

#### DIRECTORS

[TEKEDA FERGUSON, MPH, PHD – EPID](#)

ADRIENNE KATNER, DEnv, MS - ENHS

[ELIZABETH LEVITZKY, PHD - BSPH](#)

[STEPHEN PHILLIPPI, PHD – BCHS/CHS](#)

DEAN SMITH, PhD, - HPSM

QINGCHAO YU, PHD - BIOS

### SPH BUSINESS OFFICE

[AMEE BARATTINI, MBA](#)

Assistant Dean for Finance and Administration

[LAURA ELLER, MBA](#)

Business Manager

[CLARENCE OSTEEN, MA](#)

Assistant Business Manager

[DYLAN HAWKINS](#)

Program Coordinator of Contracts and Administration

### PUBLIC HEALTH IT SUPPORT

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[CARL KLUTTZ](#)

IT Analyst

[JASON ARMAND](#)

IT Analyst

[JOSEPH GAUTIER](#)

IT Analyst

## LSUHSC CONTACTS

### REGISTRAR

**Address:** 433 Bolivar Street, 1<sup>st</sup> Floor

**Telephone:** (504) 568-4829

**Email:** [registrar@lsuhsc.edu](mailto:registrar@lsuhsc.edu)

### FINANCIAL AID

**Address:** 433 Bolivar Street, Room 215

**Telephone:** (504) 568-4820

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### BURSAR'S OFFICE

**Address:** 433 Bolivar Street, Room 144

1<sup>st</sup> Floor of Resource Building

**Telephone:** (504) 568-4694

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### TITLE IX OFFICE

**Leigh Smith-Vaniz - Coordinator**

**Telephone:** (504) 568-2211

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### INTERNATIONAL SERVICES

**Address:** 433 Bolivar Street, Room 206B

**Telephone:** (504) 568-4802

**Email:** [InternationalServices@lsuhsc.edu](mailto:InternationalServices@lsuhsc.edu)

### HOUSING

**Address:** 1900 Perdido Street, 2<sup>nd</sup> Floor

**Telephone:** (504) 568-6260

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### OFFICE OF DISABILITY SERVICES

**Leigh Smith-Vaniz - Director**

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### CAMPUS ASSISTANCE PROGRAM

**Address:** 411 S. Prieur Street, Suite 233

**Telephone:** (504) 568-8888

**Email:** [cap@lsuhsc.edu](mailto:cap@lsuhsc.edu)

### JOHN P. ISCHE LIBRARY

**Address:** 433 Bolivar Street, 3<sup>RD</sup> Floor

**Telephone:** (504) 568-6100

### STUDENT HEALTH SERVICES

**Office Address:** 2020 Gravier Street, 7<sup>th</sup> Floor

**Office Telephone:** (504) 525-4839 **Clinic**

**Address:** 478 S. Johnson Street New Orleans, LA 70112

**Clinic Telephone:** (504) 412-1995

**Email:** [studenthealthstaff@lsuhsc.edu](mailto:studenthealthstaff@lsuhsc.edu)

### WELLNESS CENTER

**Address:** 2021 Perdido Street

**Telephone:** (504) 568-3700

**Email:** [wellness@lsuhsc.edu](mailto:wellness@lsuhsc.edu)

## **BACHELOR OF SCIENCE IN PUBLIC HEALTH**

[\*Elizabeth Levitzky, PhD - Academic Program Director\*](#)

The Bachelor of Science in Public Health (BSPH) program is a 2 + 2 program that prepares students with the necessary knowledge and skills to address current and emerging challenges for improving and extending the lifespan of the population, with particular attention to the needs of those in Louisiana. Students complete 60 hours of prerequisite course hours at a college or university, transferring to LSU Health Sciences Center - New Orleans to complete 60 credits hours in the School of Public Health.

The coursework integrates the core disciplines of public health providing students with skills in communication and teamwork, problem solving, health economics, environmental health assessment, leadership, management and planning, and information management. Service-learning partnerships with local and regional organizations give students the opportunity to utilize their knowledge and professional skills to address complex public health problems such as climate change, global health, chronic disease prevention and control, and youth risk behaviors.

The BSPH prepares students through education and training for employment in entry-level and mid-level positions in a wide array of health-related organizations, including public health departments, non-profits, research centers, and healthcare businesses. Students may also choose to pursue a graduate degree in the public health or other health professions.

The core coursework for the BSPH degree ensures graduates obtain the required core competencies and foundational knowledge for all accredited BSPH programs.

| <b>16 REQUIRED COURSES</b> |  |
|----------------------------|--|
| <b>Course Number</b>       | <b>Course Title</b>                          |
| BSPH 3100                  | Introduction to Public Health                |
| BSPH 3102                  | Writing for Public Health Professionals      |
| BSPH 3200                  | Essential Global Public Health               |
| BSPH 3300                  | Introduction to Biostatistics                |
| BSPH 3302                  | Data Analysis in Public Health               |
| BSPH 3400                  | Introduction of Environmental Science        |
| BSPH 3500                  | Communications for Public Health             |
| BSPH 3600                  | U.S. Health Care Systems                     |
| BSPH 3700                  | Essentials of Epidemiology                   |
| BSPH 4100                  | Public Health in Action                      |
| BSPH 4102                  | Health Equity                                |
| BSPH 4104                  | Evidence-based Practice in Public Health     |
| BSPH 4400                  | Climate Change - a Public Health Perspective |
| BSPH 4500                  | Project Implementation                       |
| BSPH 4600                  | Public Health Policy and Advocacy            |
| BSPH 4602                  | Public Health Organizations and Leadership   |

The foundational domains and competencies\* are listed below along with the linkage to the corresponding coursework.

| BSPH Domains   | Course number(s) and name(s)   |
|--|--|
| <b>Overview of Public Health:</b> Address the history and philosophy of public health as well as its core values, concepts, and functions across the globe and in society  | BSPH 3100, BSPH 3200, BSPH 3400, BSPH 3700, BSPH 4100, BSPH 4102, BSPH 4104, BSPH 4400, BSPH 4500  |
| <b>Role and Importance of Data in Public Health:</b> Address the basic concepts, methods, and tools of public health data collection, use, and analysis and why evidence-based approaches are an essential part of public health practice  | BSPH 3100, BSPH 3200, BSPH 3300, BSPH 3302, BSPH 3700, BSPH 4100, BSPH 4102, BSPH 4102, BSPH 4104  |
| <b>Identifying and Addressing Population Health Challenges:</b> Address the concepts of population health, and the basic processes, approaches, and interventions that identify and address the major health-related needs and concerns of populations                           | BSPH 3100, BSPH 3200, BSPH 3700, BSPH 4100, BSPH 4102, BSPH 4104, BSPH 4500                        |
| <b>Human Health:</b> Address the underlying science of human health and disease including opportunities for promoting and protecting health across the life course   | BSPH 3200, BSPH 3400, BSPH 3700, BSPH 4100, BSPH 4400  |
| <b>Determinants of Health:</b> Address the socio-economic, behavioral, biological, environmental, and other factors that impact human health and contribute to health disparities  | BSPH 3100, BSPH 3200, BSPH 3400, BSPH 4100, BSPH 4102, BSPH 4400, BSPH 4500                        |
| <b>Project Implementation:</b> Address the fundamental concepts and features of project implementation, including planning, assessment, and evaluation   | BSPH 4100, BSPH 4104, BSPH 4500  |
| <b>Overview of the Health System:</b> Address the fundamental characteristics and organizational structures of the U.S. health system as well as to the differences in systems in other countries  | BSPH 3200, BSPH 3600, BSPH 4600, BSPH 4602   |
| <b>Health Policy, Law, Ethics, and Economics:</b> Address the basic concepts of legal, ethical, economic, and regulatory dimensions of health care and public health policy, and the roles, influences and responsibilities of the different agencies and branches of government | BSPH 3100, BSPH 3200, BSPH 3400, BSPH 3600, BSPH 4102, BSPH 4400, BSPH 4600, BSPH 4602             |
| <b>Health Communications:</b> Address the basic concepts of public health-specific communication, including technical and professional writing and the use of mass media and electronic technology   | BSPH 3100, BSPH 3102, BSPH 3200, BSPH 3302, BSPH 3700, BSPH 4100, BSPH 41002, BSPH 4104, BSPH 4400 |

| BSPH Competencies  | Course number(s) & name(s) or other educational requirements                                      |
|--|---|
| <b>Public Health Communication:</b> Students should be able to communicate public health information, in both oral and written forms and through a variety of media, to diverse audiences. | BSPH 3100, BSPH 3102, BSPH 3200, BSPH 3302, BSPH 3700, BSPH 4100, BSPH 4102, BSPH 4104, BSPH 4400 |
| <b>Information Literacy:</b> Students should be able to locate, use, evaluate and synthesize public health information   | BSPH 3100, BSPH 3200, BSPH 3300, BSPH 3302, BSPH 3700, BSPH 4100, BSPH 4102, BSPH 4102, BSPH 4104 |

\*The LSUHSC School of Public Health has selected to use the Undergraduate Domains and Competencies set forth by the Council for Education in Public Health (CEPH), the national accrediting body for schools and programs in public health. LSUHSC SPH is a CEPH-accredited school.



## SERVICE-LEARNING EXPERIENCE

The BSPH Service-Learning Experience (Public Health in Action, BSPH 4100) is an experiential learning course that allows students to explore the principles of public health learned in the first-year course work within a community setting and reflect on those experiences. This course utilizes a service-learning approach. Service-learning emphasizes hands-on experiences that address real-world concerns. The service experience provides a context for testing, observing, or trying out discipline-based theories, concepts, or skills. Likewise, the academic context enriches the service experience by raising questions about real-world concerns and providing a forum for probing these concerns in-depth. Service-learning fosters reciprocal learning and critical engagement, preparing students to be full and responsible participants in both their profession and their communities.

Students complete a minimum of 40 hours of fieldwork and earn 3 credit hours towards graduation. Registration for BSPH 4100 is required to earn credit.

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Prerequisites for the Service Learning Experience (BSPH 4100):

1. Students must successfully complete at least 30 credit hours including: BSPH 3100, 3102, 3200, 3300, 3302, 3400, 3500, 3600, 3700
2. Students must successfully complete annual HIPAA training.
3. Students must successfully complete CITI training.
4. Students must successfully complete SPH Code of Conduct.
5. Students must have at least a 2.5 cumulative grade point average.
6. Students on academic probation are ineligible to take the Service-Learning course.

Contact Information: Office of Public Health Practice & Community Engagement

Phone: 504-568-5874 /Email: <mailto:publichealthpractice@lsuhsc.edu>

## DIRECTOR'S HOUR

Students are required to meet with the BSPH program director and other faculty via sessions scheduled every other week during the fall and spring semesters. The sessions are to inform students about special program events, career development and employer presentations, schedules, announcements, etc. In addition, the event serves as a forum for students to provide feedback to the program about the curriculum, testing, and other program topics as well as to accomplish various administrative tasks such as instructor evaluations, etc. **Attendance is mandatory.**

## TIME TO DEGREE COMPLETION

Students must complete the 60-credit hour curriculum for the BS in Public Health in no more than 6 years after initial enrollment in the program. Any requests for extension of this policy are subject to approval by the Program Director and Associate Dean for Academic Affairs.

## ADVISING AND REGISTRATION

Prior to registering, students are required to meet with their academic advisors to discuss their current status and course selection per their degree schedule. Advisors and students make the best choices, given the students' interests and career path. Students must complete the process by the deadline noted on the academic calendar. Meeting the deadline helps to ensure disbursement of financial aid and secure enrollment for electives.

LSUHSC uses an online course registration system. Students access the academic self-serve from the [LSUHSC homepage](#), using their LSUHSC login and password.

On the LSUHSC website, students follow [Student Self-Service](#) to access instructions for *Enrollment: Add Classes*, *Enrollment: Drop Classes*.

### **DROP/ADD PROCESS**

Students consult with the course director, and then their academic advisor. The deadlines regarding withdrawing and grades are noted on the academic calendar. Students follow [Student Self-Service](#) to access instructions for *Enrollment: Add Classes*, *Enrollment: Drop Classes*.

### **CHANGE OF ADVISOR**

Students 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. Students then submit the form to the Office of Academic Affairs for the Associate Dean's signature.

### **COURSES AND CREDIT HOURS**

A full-time academic load for undergraduate students is 12 semester hours in the fall and spring semesters.

All students who choose to enroll in summer semesters must have an academic load of at least 6 semester hours to be considered full time.

### **AUDITING COURSES**

Students may audit courses with the SPH; however, it should be noted that once a course has been audited, students will not be allowed take it for academic credit in the future. To register to audit a course, students should contact Isabel Billiot [ibilli@lsuhsc.edu](mailto:ibilli@lsuhsc.edu) for the necessary form after discussion with their academic advisor. The same tuition and fees will be charged for audited courses as for those courses taken for credit.

### **TRANSFER OF CREDITS**

The transfer of prerequisite courses needed for admission into the BSPH program (completed prior to matriculation) must take place before beginning the second semester of the degree program. This process will be facilitated by Academic Affairs.

- Students will have official transcript/s sent from each college or university they attended to the SPH Coordinator of Student Affairs.
- The Coordinator and Program Director will complete the LSUHSC [Request for Transfer Credit](#) form
- The LSUHSC Registrar will review the form and input the transfer course number, title, credit hours and grade earned into PeopleSoft with notation of the original college or university.
- The transfer course information will be reflected on the students' LSUHSC transcript

In addition, the School of Public Health allows undergraduates accepted to the program to transfer a maximum of 9 credits completed at another accredited college/university toward the BSPH degree after starting the program. Course credits completed prior to starting the program are outside of the required program prerequisites, must be health related and meet the criteria for a required program course or program elective. Students interested in enrolling in a course at an outside college or university as a program elective course must request permission from the Program Director and Associate Dean for Academic Affairs prior to enrolling in a course at another accredited college or university. The student must complete the transfer of these credits before beginning their final semester in the program.

No transfer credit is permitted for coursework receiving a grade below C- and transfer credits used for another earned degree will not reduce credit hour requirements. Students must follow the procedure above for any transfers outside of admission requirements.

#### **INDEPENDENT STUDY**

Students may take a maximum of six (6) credit hours designated as "Independent Study." The procedure for the registration of these courses begins with discussion with their academic advisor. The [Independent Study Form](#) should be initiated once a faculty member has agreed to participate. The completed form must be submitted to the Office of Academic Affairs by the deadline indicated on the academic calendar.

#### **HEALTH REQUIREMENTS**

All Students are required to comply with the Health Sciences Center student health requirements for online students. Upon acceptance, the Bursar's Office distributes the LSU Health Sciences Center Student Accident and Sickness Plan and LSUHSC Optional Fee Checklist forms for students to complete and return before classes begin. All LSUHSC students are required to either pay the Needle Stick Fee or enroll in the student Health Insurance Plan which includes the needle stick coverage.

#### **REAPPLICATION**

Students who wish to resume studies after an absence of more than one semester from the School of Public Health may be required to submit an application for re-admission at least ten days before registration. Supplementary transcripts must be submitted if any work has been taken at another institution during the interim. Exceptions to this requirement must be by successful petition to the Dean.

#### **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, speech, 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.

##### **ACCOMMODATIONS**

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 required to work with the [Office of Disability Services](#) to submit a [Student Intake Form](#) to their office if accommodations are needed. Once the final documentation has been approved, **it is the responsibility of the student to notify the course directors** of the approved accommodations as noted by the Office of Disability Services.

### ACCOMMODATION PROCEDURES

- Self-disclose to the Office of Disability Services by completing and submitting the [Student Intake Form](#).
- Submit appropriate documentation from a licensed professional evaluator or medical professional. Documentation must include the following:
  - Specific diagnosis
  - Detailed testing results
  - Current functional limitations
  - Evidence of any past accommodations or medications
  - Recommendations for academic accommodations
  - Credentials of the professional
- Participate in an Intake Meeting with Disability Services to set up an accommodation plan.
- Provide your accommodation letter and set up accommodation arrangements with faculty members and school.
- Request a new accommodation letter every term/semester.

### ACCOMMODATION GUIDELINES

- Accommodations are not official unless they have been created through the Office of Disability Services
- Accommodations are not retroactive; they are active once a plan has been created through this office and disclosed to faculty members.
- Documentation and diagnosis information will remain completely confidential.
- The Office of Disability Services reserves the right to request more documentation if documentation submitted is deemed dated or insufficient; documentation needs to be current within the last three (3) years

### Responsibilities of Faculty

Faculty are not expected to make any accommodations unless documented by ODS. The student will receive an accommodation letter from ODS after completing the intake form and submitting required documentation. It is the responsibility of the student to provide that letter to each course director. The following should appear on the course syllabus:

*LSUHSC-New Orleans is committed to creating an inclusive and accessible environment according to the ADA, ADAA, and Section 504 of the Rehabilitation Act of 1973. Students in need of classroom accommodations should contact the Office of Disability Services at [ods@lsuhsc.edu](mailto:ods@lsuhsc.edu). Please keep in mind that accommodations are effective when an accommodation letter has been generated; they are not retroactive. More information can be found at <https://www.lsuhs.edu/administration/academic/ods/>.*

Faculty members are to make reasonable course-related accommodations for qualified persons as certified by the Office of Disability Services. 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

[Student Responsibilities and Rights \(CM-56\)](#) 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 as possible.

New students are required to sign the [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 in 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 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](#) 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 undergraduate students must maintain a cumulative GPA (CGPA) of 2.5 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 CGPA falls below 2.5, 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 2.5. The student must develop a plan with his/her academic advisor to raise their CGPA. Failure to meet the CGPA requirement will result in the dismissal of the student at the discretion of the Program and the Associate Dean for Academic Affairs. Students on academic probation are not eligible for graduation. Probationary status is not recorded on transcripts 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.

Those courses with a Pass/Fail designation do not positively affect the CGPA, however, it should be noted a Fail designation will be calculated into the CGPA as an F (receiving 0 points).

## **WITHDRAWALS**

Students should refer to the Academic Calendar, which lists the dates upon which they may withdraw from courses.

## **INCOMPLETE GRADES**

A student in good standing in a course, unable to complete the course requirements due to circumstances beyond the student's control may request the grade of an "I" for incomplete. This grade does not imply a deficiency on the part of the student. On completion of the required course work, the grade of "I" will be changed to an appropriate grade as determined by the course director. The assignment of an "I" as the official course grade is at the discretion of the course director and requires sufficient documentation from the student as to the extenuating circumstances.

Students with Incomplete status in a course must finish all required work in a manner specified by the course director.

Incomplete grades must be cleared with a final grade assigned no later than 14 days past the start of the next semester. After this date, the "I" will be converted to an "F." Extensions to this deadline may only be granted by the Vice Chancellor for Academic Affairs upon formal request by the Associate Dean for Academic Affairs.

Please see Academic Affairs for assistance with this process.

## **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 ADAA 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 ADAA 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 ADAA of their recommendation in writing within five working days of the appointment of the committee.
5. Within five working days, the ADAA will review the findings of the Committee and render a decision. The ADAA 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 within the SPH at both undergraduate and graduate levels. The Associate Dean for Academic Affairs (ADAA) is responsible for administering, summarizing and reporting results from course evaluations to course instructors and Academic Program Directors. The Academic Program Directors are responsible for discussing each course evaluation summary with the faculty instructor for that course. The findings of course evaluations are used to improve individual teaching performance, to assess the overall program-specific curriculum and to make modifications when needed. Students are actively encouraged to submit these anonymous evaluations, since they are effective in measuring the curriculum, instruction and learning environment.

### **ACADEMIC DISMISSAL FOR UNSATISFACTORY PERFORMANCE**

If the Program Director deems, in consultation with faculty, that a student should be dismissed because of academic failure, he/she submits this recommendation to the Associate Dean for Academic Affairs (ADAA), 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 ADAA in writing within 15 calendar days of the notification of dismissal. The ADAA 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 ADAA for a final decision.
- b) The ADAA may appoint an ad hoc committee comprised of three faculty members: one chosen by the ADAA; one chosen by the student; and one chosen by the first two faculty members. The student and a representative of the academic program are given the opportunity to present their case to the committee. The committee reviews and evaluates the facts of the case and makes a recommendation to the ADAA to uphold or rescind the dismissal.

The ADAA 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

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 CM-56 sections above and student academic misconduct section 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 (ADAA).

#### **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 ADA (See CM-56). The ADAA shall inform the Dean and the chair of the Grievance 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 make a recommendation 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 Grievance 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 Grievance Committee chair, and the case is closed.

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

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

- Personal relationship, i.e., family or friendship, between the accused and a hearing committee member.
- Advisor/student relationship between the accused and a hearing committee member; and
- 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.

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. If the Committee finds that the charged student has not committed academic misconduct, then the case is closed. If the Committee finds the charged student has committed academic misconduct and 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 within three working days of receiving the decision.

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

#### **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".

#### **Appeals**

An accepted administrative decision by the ADAA and student may not be appealed. The Grievance Committee finding and/or recommended sanction may be appealed by the student to the ADAA on grounds of procedural shortcomings within three working days of the issuance of the decision. If the conflict cannot be resolved to the complainant's satisfaction within a period of 10 working days, the Associate Dean will refer the matter to the Vice Chancellor for Academic Affairs of the Health Sciences Center. The referral will include the complainant's formal written request plus a statement of actions taken by the Associate Dean to resolve this matter.

#### **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

### 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 suggests that all students own a PC or Mac with the following specifications:

- PC laptop/workstation that can run Windows 10/11 or Mac with OS 10.11 or newer
- 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, may be needed by students. If students prefer a Mac and need SAS or ArcGIS, they will be responsible to install Apple [Boot Camp](#) or [Parallels](#) and purchase a copy of Windows Professional 10/11 to install on their system. SAS needs the Professional version of Windows, not the Home version.

Stata statistical software platform can be run on either Windows OS or Mac OS. Students can purchase an academic copy of SAS for \$25/year and STATA can be purchased online with Academic Pricing.

Students who do not possess their own PCs may purchase one and request reimbursement up to \$1400 from Financial Aid funding. This is only available when a student is entering the program in his/her first semester and who has applied for Financial Aid. This does not apply to international students.

Students seeking reimbursement must visit Carl Kluttz or Jason Armand, IT staff for the School of Public Health, to have one of them initial the receipt for the computer purchase. This will be done if the computer meets the specifications listed above. The students may then take the initialed receipt to the Financial Aid Department to request reimbursement.

This computer cost reimbursement will be part of the expenses portion of the student loan. It will be paid to the student after the tuition is paid to LSUHSC from the financial aid loan.

### Computer Labs

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. Open 6:00 to 12:15 AM, there are six additional computers for students in the 3<sup>rd</sup> floor Student Lounge.

Students can also find computers in the John P. Ische Library in the Resource Building. Since this computer lab is available to all LSUHSC students, computers are not always immediately available so there may be a wait time.

LSUHSC operates a wide area network with a connection to the Internet. It should only be used in a manner consistent with and in support of your roles and responsibilities with the University. The University policy regarding use of its infrastructure is CM-42. It can be found at: [CM-42 – Information Technology \(IT\) Infrastructure](#).

## IT Support

Email: [Public Health IT Support](mailto:Public Health IT Support); Website: <https://sph.lsuhsu.edu/resources/computer-support/>

Location: LEC, Room 335 and Room 305

Public Health IT Support provides assistance with the following resources and services:

- Resetting passwords
- Webmail
- Outlook
- Wi-Fi access
- Moodle
- MediaSite
- Zoom
- Remote access from off campus
- Emergency access
- Internet usage
- Help with classroom and conference room AV equipment and computers

Personal network drive - "O:" drive

Student network drive – "S" drive

Microsoft OneDrive – 5TB of storage

It can be accessed from any computer on campus. Alternatively, you can set it up to be accessed remotely from your personal computer. You can find the drive under the "Computer" file on any desktop Start menu. The drive is titled after your @lsuhsc.edu email address along with the letter "O." This drive is a personal storage space for you to use and keep any computer files you might need, create, or document that is School related. It is recommended that you save anything important to the O: drive and not to the computer you are using. Every night the computers are rebooted and wiped clean in order to maintain computer security. Do not save to a particular computer's hard drive; it will be deleted at 12:15am (instead, save it to your personal O: drive).

The LSUHSC network is protected by a firewall that limits connectivity from outside the network. Pulse Secure Remote Access Portal allows you to pass through the firewall and access these systems such as your network drives and use the Outlook client on your laptop.

To access Remote Access Portal, go to <https://remote.lsuhsu.edu>. Instructions for using the portal can be found [here](#) or you can run Pulse Secure VPN.

\*Use Microsoft Edge when accessing the remote access portal. MicroSoft Edge works better than Chrome or Firefox for this application. Mac users may have a better connection using Safari.

## 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) Training. Students will be required to complete the Collaborative Institutional Training Initiative (CITI) at the beginning of their Senior year and/or after earning at least 30 credit hours in the BSPH program. Students will receive reminders to complete the training and will not be allowed to register for the next semester without successful completion of the trainings.

### [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 completion certificates for these two trainings, and submit directly to the SPH Office of Academic Affairs.

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

All students are required to complete the Biomedical Research and the Social & Behavioral Research modules. ***Upon completion of CITI Training the certificate provided through the online module should***

be sent by email to [Patricia Arteaga](#) in the SPH Office of Research. Individuals must complete the online refresher training course every three years. The LSUHSC Office of Research Services information and instructions: [https://www.lsuohsc.edu/administration/academic/ors/docs/CITI\\_Instructions.pdf](https://www.lsuohsc.edu/administration/academic/ors/docs/CITI_Instructions.pdf)

#### Student Research

There are multiple opportunities for students to become engaged in Public Health research during their education. These include (1) in-class research assignments, (2) working individually with faculty on their research projects, or (3) as part of their Public Health Practice experience. Interested students should contact the Associate Dean for Research for further information [etrap@lsuohsc.edu](mailto:etrap@lsuohsc.edu).

#### Research Review Process

All research involving human subjects and/or human subject data may require review and be approved by the LSUHSC Institutional Review Board (IRB) prior to implementation of the project. All students **must first** consult with the [Office of Research for Public Health \(ORPH\)](#) to review the research plan and determine the appropriate action regarding the need for IRB approval. That decision will frequently result in the need for the student to complete an IRB application. All student-conducted research must be supervised and submitted to the IRB office by the student's faculty advisor. **The Associate Dean for Research at the School of Public Health, in conjunction with the IRB Chair or his designee, determines whether the study needs IRB review, not by the student or his/her advisor.**

For questions regarding Research or Institutional Review Board (IRB), students are encouraged to consult with the [Office of Research for Public Health \(ORPH\)](#).

## FINANCIAL

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 students, 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.

The School follows the policy link below for travel:

<https://www.lsuohsc.edu/administration/pm/pm-13.pdf>

The travel guide can be found here:

<https://www.lsuohsc.edu/administration/SupplyChain/forms.aspx>

The student should consult and use the LSUHSC Travel Guide for details before planning any travel and submitting requests for reimbursements. The SPH Business Office will help guide students through the process.

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 Student Financial Aid Office is located in the LSUHSC Administrative and Resource Building, Room 215. The phone number is 504.568.4820, and the email address is [finaid@lsuohsc.edu](mailto:finaid@lsuohsc.edu).

Student financial aid is credited to the students' account records by the LSUHSC-NO Bursar's Office (also known as the Business Office), which also delivers overpay (fund residual) checks covering aid that exceeds amounts owed for tuition and fees. Aid recipients must be registered for the enrollment period before funds are credited. Overpay checks are generally available within two weeks of the date funds are credited to the account record. In addition, checks may be cashed at the **Bursar's Office** but may not exceed \$25.00. No two-party checks will be cashed for any amount. Students make tuition payment and student loans checks are distributed from this location.

The Bursar's Office is located in the Resource Center Building on the first floor. The phone number is 504.568.4694, and the email address is [nobursar@lsuhsc.edu](mailto:nobursar@lsuhsc.edu).

### LSUHSC Hardship Waiver

The LSUHSC Hardship Waiver is a need-based grant program meeting a State legislative mandate to set aside a portion of funds from tuition increases to alleviate the impact of those increases for needy students. Funds are awarded to Louisiana residents demonstrating significant financial need; this is defined as an official Expected Family Contribution (EFC) Free Application for Federal Student Aid result in the Federal Pell-Eligible range. Due to limited available funds, the school may consider for funding only applicants with Zero EFC and no other significant gift assistance. Awards are made on a first come first served basis. Award amounts vary.

### LSUHSC Pay Paw Services

The Pay Paw system allows faculty, staff, and students to buy a variety of goods and services on campus with the use of your ID card. Pay Paw can be used for the following services:

- Vending machines at most locations
- Food services in the MEB
- MEB Atrium Coffee Kiosk
- Downtown and School of Dentistry bookstores
- Copy and printing resources at various campus locations

In order to activate your Pay Paw account, you must visit the bookstore (Administration Resources Building, 2<sup>nd</sup> floor). After you sign the detailed account agreement, your ID will be activated, and you can begin depositing funds into your account. Your Pay Paw account number can be found on your ID card, beginning with the campus code number 444 followed by your official 7-digit LSUHSC ID number. There are three ways you can deposit money into your PayPaw account:

1. Visit the Health Sciences Bookstore, Room 210 of the Resource Center Building or the Dental School Bookstore, Room 3101A of the Dental Administration Building. Credit cards, checks and cash accepted.
2. Online at <https://www.lsuhs.edu/administration/ae/paypaw.aspx> with a credit/debit card

## RECOGNITION OF EXCELLENCE

### DELTA OMEGA HONORARY SOCIETY IN PUBLIC HEALTH

Students are inducted at the annual School of Public Health Pre-Commencement Award Ceremony each spring. The chapter may elect new members from four groups according to national standards:

- **Students** must be a candidate for a degree in public health. Only 10% of each 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.

Selection 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.

Each year, our chapter sponsors an Honors Day for students to prepare posters and/or oral presentation on a public health topic of importance. In addition, the chapter recognizes outstanding dissertations by our doctoral students (see below).

#### **CHANCELLOR'S AWARD**

Based upon his/her academic excellence, contribution and leadership ability and commitment to the field of public health, a graduate is recognized at the spring School of Public Health Awards Ceremony.

#### **DEAN'S AWARD**

Based upon his/her contribution to the School of Public Health, promoting the school in the community, and academic achievement, a graduate is recognized at the spring School of Public Health Awards Ceremony.

#### **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.

### **CAREER SERVICES**

Students receive information and assistance on numerous career development topics: career advice, job search mechanisms, student positions, student research opportunities, volunteer opportunities, internships and fellowships, as well as career-level jobs. Students are provided with resources for resume and cover letter, the interview and appropriate professional behavior. With the necessary information, students become well prepared, confident, and competitive during the job search, ready to make wise and realistic career decisions. For additional information, please refer to the SPH Careers page <https://sph.lsuhscc.edu/resources/careers/>

### **STUDENT ORGANIZATIONS AND INITIATIVES**

#### **UNDERGRADUATE ASSOCIATION FOR PUBLIC HEALTH PRACTICE (UAPHP)**

The Undergraduate Association for Public Health Practice was formed to provide a forum for the students in the Bachelor of Science in Public Health program. The organization goals are to further students' academic achievement, support excellence in scholarship and public service and coordinate activities among the students, faculty and administration in the LSUHSC School of Public Health.

#### **INTERPROFESSIONAL STUDENT ASSOCIATION (IPSA)**

Contact: [ipsa@lsuhsc.edu](mailto:ipsa@lsuhsc.edu)

The Interprofessional Student Alliance (IPSA) was formed by a group of interprofessional students in order to help support the many exceptional, LSUHSC-student run community outreach projects across campus. These outreach projects receive technical assistance from IPSA board members and financial support through a grant funded by the Alpha Omega Alpha (AOA) Medical Honors Society. These projects are all completely student led, have/encourage interprofessional participation, and have had much success bringing IPSA's mission to life within our NOLA community, both on and off campus. *\*More information about projects can be found on their specific webpages via the IPSA website\**

### **INTERNATIONAL STUDENT ASSOCIATION**

Contact: [ISA@lsuhsc.edu](mailto:ISA@lsuhsc.edu)

The International Students Association (ISA) is a student-run organization whose main purpose is to serve the interests of all international personnel of LSUHSC - New Orleans. The mission is the empowerment, development, and exchange of international personnel along with the integration of knowledge and information about international culture and travel into LSUHSC - New Orleans. Furthermore, the vision encompasses the comfortable transition of all international personnel from their respective home countries to New Orleans, coordinate pre-arrival and post-arrival milestones, improve the participation of international personnel in school wide and citywide events, coordinate connections with the international Alumni.

### **TIGER PRIDE (FORMERLY LOCUS)**

Faculty Advisor: [Andrew Hollenbach, PhD](#)

Tiger Pride provides a safe space for all members of LSUHSC and promotes the visibility of LGBTQ students, faculty, and staff on campus. As future and current healthcare professionals in Louisiana, we strive to educate the community about issues specific to LGBTQ patients in order to eliminate health disparities and promote health equity for all.

### **STUDENTS FOR SUSTAINABILITY**

Faculty Advisor: [Donna Williams, DrPH](#)

Students for Sustainability promotes awareness of environmental issues, and to initiate and maintain student-run projects that create a more environmentally conscious campus and surrounding community.

### **PUBLIC HEALTH STUDENT GOVERNMENT ASSOCIATION (SGA)**

Contact: [phsga@lsuhsc.edu](mailto:phsga@lsuhsc.edu)

Faculty Advisor: [Daniel Harrington, ScD](#)

All students participate in the Student Government Association (SGA) whose 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.

The Association 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 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 holds monthly meetings during the fall and spring semesters at a time when no classes are scheduled, and all students are invited and expected to attend. Additionally, weekly e-letters report on upcoming events, opportunities, and other students' accomplishments. SGA plans and sponsors a number of social and professional events, such as parties at the beginning and end of the year, Mentor Matchup, community outreach.

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**

Chair: [Daniel Harrington, ScD, CIH](#)

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).



## **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.

## **SPH EVALUATION COMMITTEE**

Chair: [Elizabeth Levitzky, PhD](#)

Participate in school assessment efforts including student exit surveys, alumni surveys, employer/agency surveys, and focus groups which relate to the school's mission, goals and objectives.

## **SPH DIVERSITY COMMITTEE**

Co-Chairs: [Michael Celestin, PhD](#) and [Lisa Staples, MPH](#)

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.

## **SPH RESEARCH COMMITTEE**

Chair: [Edward Trapido, ScD](#)

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.

## **SPH INFORMATION TECHNOLOGY STEERING COMMITTEE**

Chair: [Amee Barattini](#)

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.

## **CAMPUS HEALTH, WELLNESS AND SAFETY**

### **[Student Health Services and Records](#)**

LOCATION: Administration Lions-LSU Clinic Building, Rm. 716  
[Student Health Clinic](#) 3700 St. Charles Avenue, 2nd Floor

PHONE: Administration 504.525.4839  
[Student Health Clinic](#) 504.412.1366

AFTER HOURS: After 4:30 p.m. and on weekends and holidays, contact Dr. Lauren Davis @ 504.412.1366. For immediate treatment, please proceed to the nearest emergency room.

### **[Student Health Insurance](#)**

Health insurance coverage is an LSUHSC requirement for all students. It is the student's responsibility that they meet the student health insurance requirements. LSUHSC offers a plan to those students who need to

purchase one. Students must confirm with LSUHSC Student Health Service that their health records are current. Students are blocked from registration if they are not in compliance.

#### **Campus Assistance Program**

The LSUHSC Campus Assistance Program (CAP) offers a 24-hour crisis line, community information, brief short-term counseling and referral services. The Campus Assistance Program is a free service provided by LSU Health Sciences Center at New Orleans to assist faculty, staff, residents, students and their immediate family members in resolving personal, academic or work-related problems.

**PHONE/CRISIS LINE:** 504.568.8888

#### **Drug Testing Program**

Information regarding Drug-Free Workplace Policy, Substance Abuse Policy, Drug Prevention Program and Policy, as well as instructions on when and how to utilize LSUHSC-NO Drug Testing services.

#### **Community Health, Wellness & Safety Resources**

Information regarding numerous health, wellness and safety resources identified in the community to assist individuals in obtaining help for various problems.

#### **Peer Advocate Liaisons (PAL)**

PAL helps students access resources when they are experiencing personal or academic difficulties. PALs are classmates who have been educated about available on- and off-campus resources. They can assist their peers in contacting these resources. Information regarding the Peer Advocate Liaison (PAL) program, which allows students to assist their classmates who are seeking resources or guidance.

#### **Wellness Center**

The Wellness Center provides various programs and equipment, promoting and encouraging fitness and wellness to all members of the LSUHSC community.

Email: [wellness@lsuhsc.edu](mailto:wellness@lsuhsc.edu)

Phone: 504.568.3700

#### **Campus SaVE Act / Title IX**

Information regarding the LSUHSC-NO policies & procedures regarding campus violence, as well as resources available to assist victims of sexual violence.

#### **Responsible Use of Alcohol - Server's Training**

Campus Health offers Alcohol Server's Training to faculty, staff, residents and students in accordance with the Guidelines for Responsible Use of Alcohol at LSU Health Sciences Center.

### **ADDITIONAL RESOURCES**

#### **JOHN P. ISCHE LIBRARY**

The John P. Isché Library serves the downtown campus of LSUHSC in New Orleans. It also houses the technical services staff that serves both the downtown and Dental campuses. It is housed on the 3rd - 5th floors of the Resource Center Building.

Location: Resource Center, 433 Bolivar Street

Librarian Assistance: [Ask A Librarian](#)

Phone: 504.568.6102

Hours:

Monday - Thursday: 7:30am – 12 midnight; Friday: 7:30am - 8pm

Saturday: 9:30am - 6pm; Sunday: 10am – 12 midnight

[Computers, Copiers, Printers, Scanners](#)

[Directions & Parking](#)

[Floor plans / Layout](#) (3<sup>rd</sup> floor, information desk; 5th floor, designated quiet space)

[Group Study Rooms](#)

[Wireless Instructions](#)

## **BOOKSTORE**

The LSUHSC Bookstore, sells required and suggested textbooks. 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.

Location: Resource Center, 433 Bolivar Street, 2<sup>nd</sup> Floor  
Phone: 504.568.2504

Online vendors such as Amazon and ABEBooks may have books at a lower price. (Students can get Amazon Prime at a discount when using .edu email.)

## **VETERANS**

Benefits under the GI bill may be available to veterans attending LSUHSC on a full-time basis. Please see the [Veterans Affairs](#) section of the Registrar's Office located in the Resource Center, 4<sup>th</sup> floor.

[New Orleans VA Regional Office](#)

701 Loyola Avenue, New Orleans, La. 70112

Phone: 504.561.0121

## **CAMPUS FEDERAL CREDIT UNION**

Opening an account gives you access to free checking at a very convenient location. Members qualify for ATM cards, VISA or MasterCard, the Campus Choice ATM/VISA, and perform transactions over the telephone. Services include loans and saving options. Campus Federal is also very involved in the USAF Student Loan Program and in the Guaranteed Student Loans Program. Campus Federal has offices in Shreveport and Baton Rouge, as well as in New Orleans.

Branches: Resource Center, 433 Bolivar, 2<sup>nd</sup> Floor; 2200 Tulane Avenue (corner of S. Galvez)

## **BUILDING ACCESS AND SECURITY**

Students should carry their LSUHSC ID at all times. IDs permit students access to all of the LSU Health Sciences Center buildings. The campus is opened to the public Monday – Friday 6:00 am to 6:00 pm. Visiting students must have a valid ID from their university to be granted access to LSUHSC-NO facilities. After 6:00 pm on weekdays, weekends, and holidays the campus is closed to the public. Anyone not affiliated with LSUHSC-NO wanting access to the campus must use designated entrances (secured by University Police Officers) and must show identification and sign the register log upon entering and exiting the campus.

University Police Officer Escort: 504.568.8999 (available after dark to cars)

A text messaging service is also available to alert Campus Police of emergencies:

1. TEXT 79516 and begin your message with LSUHSC followed by a space
  - o University Police will not be notified if your text does not begin with LSUHSC followed by a space
2. You will receive a text to notify you that the text has been received by uTip

[LSU Shield Mobile App](#) is available to connect all LSUHSC personnel directly to Campus Police.

To contact University Police with non-emergency information, call 504.568.8270, or submit a message @ [http://www.lsuhscc.edu/administration/vcacs/campuspolice\\_contactform.aspx](http://www.lsuhscc.edu/administration/vcacs/campuspolice_contactform.aspx)

### **CAMPUS PARKING**

Secure, gated parking is available to all LSUHSC students. Parking tag and gate card are available for purchase during Orientation. Parking Lots 1, 2, 3 and the Perdido Street Lot can be accessed by the student parking tag and gate card. Students living on campus can request Residence Hall Parking. On occasions (Saints games and other big events at the Superdome) Student Lots 2 and 3 may be closed to students. The university emails notifications of closures beforehand so students can plan.

### **CAMPUS MAP**

<https://www.lsuhs.edu/Maps/downtown.aspx>

### **DISCOUNTS**

LSUHSC-NO students have access to the discounts listed @ <http://www.lsuhs.edu/discounts/>

### **EMERGENCIES**

In the event of an emergency, [LSUHSC Emergency Alert System](#) sends out information via texts and emails. Students must register via <https://911.lsuhs.edu/eas/tutorials.aspx#PhoneNumber> to receive alerts.