

Office for Student Affairs

LSUHSC-S School of Medicine

The principal objective of the Office for Student Affairs is to serve the needs of the students in the many aspects of life in the School of Medicine. A student who has a question about the experience here and who is uncertain as to an appropriate resource for an answer should check with this office. Anyone needing assistance in adapting to this environment, or advice about personal or professional matters, should visit the Associate or Director for Student Affairs. The range of issues that may be addressed is broad and additional resources will be found when needed.

The Office for Student Affairs serves to advance the academic, intellectual, and personal development and success of future physicians as they prepare at LSUHSC-S Medical School for a career in medicine.

Our Goals

Serve*Support*Provide

- **Serve** as a student advocate to maximize educational opportunities and academic success. The Office for Student Affairs is an excellent first resource for questions and advice about LSUHSC-S: – personal, academic, professional, or otherwise. Our promise to students is to continually enrich the educational offerings and learning environment on campus.
- **Support** medical students experiencing difficulty by collaborating with other student service organizations and groups.
- **Support** and foster an educational environment that encourages wellness and a thriving student body.
- **Provide** academic counseling for students in need.
- **Provide** guidance and opportunities to explore career options and achieve career goals.
- **Provide** academic and well-being support.
- **Provide** academic support and resources for Step exams preparation.

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Student Affairs - Responsibilities
Student Support
<ul style="list-style-type: none"> • First point of contact for student questions/concerns • Coordinate academic support programs: Academic Advising, Step Prep Program, Peer Tutoring, Study Skills Sessions • Coordinate the Scholarship Committee and oversee the scholarship selection process • Coordinate mental health and wellness programs • Leave of Absence: Counsel students concerning requests for Leave of Absence; make recommendations to Academic Affairs; maintain appropriate documentation, ensure requirements are met, track students' readiness to return • Communicate with students concerning appealing academic dismissal
Professionalism
<ul style="list-style-type: none"> • First point of contact for faculty/staff to report issues of student unprofessional behavior • Oversee and direct the Professionalism Committee
Events
<ul style="list-style-type: none"> • Plan and coordinate MSI Orientation • Organize faculty/student dinners and other activities to assist in the transition to medical school • Plan Family Day for MSI students and their families • Plan and organize ceremonies and special events: Crawfish Boil, Cadaver Ball, White Coat Ceremony, Match Day and Commencement events
Student Organizations
<ul style="list-style-type: none"> • Advise Executive Council and Camp Tiger • Coordinate Student Elections • Develop and maintain registration process for student organizations • Oversee the yearbook • Manage Student Union/Student Lounge/Exercise Room • Distribute LSU Football tickets
Career Advising/Residency Match
<ul style="list-style-type: none"> • Advise students on Step I readiness • Coordinate the Prep for Step Program • Advise students on the Residency Application process (ERAS registration etc.) • Serve as the primary contact for the Texas Star program • Conduct MSPE Interviews and letter writing • Serve as an administrator for the NRMP/Certify students for the Match • Present Career Talks to MSIII students
Administrative
<ul style="list-style-type: none"> • Oversee room scheduling • Student lockers: – distribution & maintenance • Create and update Student Handbook • First point of contact for students requesting accommodation

Office of Academic Affairs

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The Office of Academic Affairs for the LSUHSC-S School of Medicine provides leadership and support for the educational and academic missions of the medical school. Academic Affairs is responsible for the oversight, design, and management of the educational program of the School of Medicine.

The office develops and manages the system by which students evaluate all their courses and clerkships, including construction of evaluation and assessment tools, collection, analysis, management of student evaluation data, and preparation and distribution of results to the Module I & II committees and the Medical Curriculum Council. The office also conducts lecturer evaluations for the pre-clinical curriculum and distributes the reports to each faculty member and course director.

Academic Affairs - Responsibilities
Curriculum management
<ul style="list-style-type: none">• Provide support for the Medical Curriculum Council• Manage educational resources and administer the budget to support the curriculum• Direct curriculum continuous improvement; review content and organization of courses/clerkships• Oversee longitudinal monitoring for student performance; identify students in academic difficulty and refer students to Student Affairs for academic counseling• Administer the curriculum management system (Moodle)• Oversee dual degree programs (MD/PhD; MD/MPH)• Develop and publish academic calendars
Students – Academic
<ul style="list-style-type: none">• Develop and update matriculation requirements, and academic policies and procedures• Administer the Comprehensive Basic Science Exam (CBSE) to MSII students; communicate results to students; refer students to Student Affairs for academic counseling• Leave of Absence: Serve as the final approval of requests for leave of absence; notify students of requirements to return to the curriculum; maintain appropriate documentation• Notify students of Academic Dismissal; maintain appropriate documentation• Plan and coordinate Orientation MSIII
Assessment & Evaluation
<ul style="list-style-type: none">• Oversee student evaluations of the curriculum and faculty; facilitate student focus groups to identify opportunities for curriculum improvement• Serve as Executive Chief Proctor for the NBME

- Administer computerized examinations, analyze results, and communicate with course directors and students.

Faculty Development

- Provide consultation services to faculty on curriculum/course design, assessment, and analysis of course data.
- Develop and maintain the Course Director's manual
- Provide administrative support to course/clerkship directors
- Present faculty development seminars and programs on teaching and learning.
- Support faculty in the scholarship of teaching and learning.
- Provide training for faculty serving as 4th year advisors

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Academic Policies

Guidelines for Students with Disabilities/Request for Academic Accommodations

LSU Health Shreveport’s School of Medicine is committed to making students with disabilities full participants in its programs, services, and activities through its compliance with Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA) of 1990 & the supplemental ADA Amendments Act (ADAAA). The Office of Student Affairs works with students with disabilities and faculty for the school to accomplish this goal. Follow this link for the full text version of the University’s Student Policy for Requesting Accommodations (Revised Fall 2017): <http://catalog.lsuhsctshreveport.edu/mime/media/19/217/DisabilityResources-1.pdf>

Technical Standards

The School of Medicine has established Technical Standards for its programs of study delineating the minimum physical, cognitive, emotional, and social requirements necessary to participate fully in all aspects of academic and clinical education expected by a specified program of study. A student’s ability to meet the technical standards with or without reasonable accommodations is a prerequisite for admission and continuation in a program of study. The Technical Standards are published in the Catalog <http://catalog.lsuhsctshreveport.edu/content.php?catoid=19&navoid=830#technical-standards>

Procedure for Requesting Accommodations

Once a student has been accepted to the School of Medicine, he/she should immediately begin the application process for obtaining accommodations. Students are strongly encouraged to initiate the process before their first semester of coursework at LSU Health Shreveport.

Step 1: Student submits the Request for Accommodations Form (RAF) and documentation of the disability to the Associate Dean for Student Affairs (or dean’s designee) for approval.

Step 2: Associate Dean for Student Affairs (or dean’s designee) evaluates documentation. If necessary, a consulting mental health professional reviews request and provides recommendation.

Step 3: (Optional) Student, Associate Dean for Student Affairs (or dean’s designee), and/or mental health professional meet to discuss accommodations. Additional information may need to be obtained.

Step 4: Associate Dean for Student Affairs (or dean’s designee) determines if student meets criteria for a disability under ADA. If student does not meet criteria under ADA, the Associate Dean for Student Affairs (or dean’s designee) will inform the student via email that his/her request has been denied.

Step 5: If student meets criteria under ADA, the Associate Dean for Student Affairs (or dean’s designee) notifies the Associate Dean for Academic Affairs in regard to his/her accommodations. The Associate Dean for Academic Affairs (or dean’s designee) will review the accommodation and develop a process for incorporating it into the curriculum.

Step 6: The Associate Dean for Academic Affairs (or dean's designee) will inform the student via email if his/her requested accommodations have been approved for a two year period and outline the specific adjustments to be made in the pre-clinical curriculum.

Step 7: Prior to the start of the Clinical Curriculum, the student must resubmit the RAF to the Associate Dean for Student Affairs (or dean's designee) to formally request the continuance of accommodations. The Associate Dean for Student Affairs (or dean's designee) reserves the right to modify the frequency of the RAF resubmission. Follow this link for the Request for Accommodations Form (RAF): <http://catalog.lsuhsctshreveport.edu/mime/media/19/217/DisabilityResources-1.pdf>

Roles and Responsibilities

The student requesting and/or receiving accommodations is responsible for:

- Initiating the procedure for requesting accommodations with his/her school's academic dean (or dean's designee) upon acceptance to his/her academic program.
- Providing required documentation of the disability (medical documentation, evidence of previous accommodations, and/or testing results) from qualified professional to the dean (or dean's designee).
- Consulting with dean (or dean's designee) regarding specific accommodation requests for any clarification or adaptations.
- Monitoring his/her own academic progress.
- Contacting the dean (or dean's designee) if there are changes in requested accommodations or academic progress or both.
- Resubmitting the RAF **prior to the beginning of Clinical Curriculum (MSIII year)** with his/her course schedule and faculty names to formally request the continuance of accommodations.

The Associate Dean for Student Affairs is responsible for:

- Informing applicants and students about the availability and the range of accommodations.
- Determining if student meets criteria for a disability under ADA.
- Working with student requesting and/or receiving accommodations to determine appropriate accommodations.
- Notifying the Associate Dean for Academic Affairs of students' approved accommodations.
- Maintaining records for each student requesting and/or receiving accommodations.
- Providing student with disability-related counseling and consultation.
- Maintaining confidentiality regarding the student's disability or any related information.

The Associate Dean for Academic Affairs is responsible for:

- Reviewing each student's approved accommodation and developing a process for incorporating it into the curriculum.
- Informing the student via email if his/her requested accommodations have been approved for a two year period and outlining the specific adjustments to be made in the pre-clinical curriculum.
- Ensuring student's instructors are informed and providing approved accommodations.
- Maintaining confidentiality regarding the student's accommodations or any related information.
- The faculty are responsible for the following:
- Designing course materials with accessibility in mind.
- Providing accommodations recommended by Associate Dean for Academic Affairs (or dean's designee) to make course content accessible to students with disabilities.

- After receiving notification, instructors have up to 5 business days to provide the approved accommodations. This is to allow time for any administrative planning that may need to occur.
- Consulting with the Associate Dean for Academic Affairs (or dean's designee) if a question arises regarding specific recommendations for accommodations.
- Working with the Associate Dean for Academic Affairs (or dean's designee) and/or student to determine how an accommodation should be provided in a particular class.
- Maintaining confidentiality regarding the student's accommodations or any related information.

Additional Information

Who Is Protected under the ADA?

The ADA protects the rights of people who have a *physical or mental impairment* that substantially limits their ability to perform one or more major life activities, such as breathing, walking, reading, thinking, seeing, hearing, or working. It does not apply to people whose impairment is unsubstantial, such as someone who is slightly nearsighted or someone who is mildly allergic to pollen. However, it does apply to people whose disability is substantial but can be moderated or mitigated, such as someone with diabetes that can normally be controlled with medication or someone who uses leg braces to walk, as well as to people who are temporarily substantially limited in their ability to perform a major life activity. The ADA also applies to people who have a record of having a substantial impairment (e.g., a person with cancer that is in remission) or are regarded as having such an impairment (e.g., a person who has scars from a severe burn).

Who Has Responsibilities under the ADA?

Title II of the ADA applies to all State and local governments and all departments, agencies, special purpose districts, and other instrumentalities of State or local government ("public entities"). It applies to all programs, services, or activities of public entities, from adoption services to zoning regulation. Title II entities that contract with other entities to provide public services (such as non-profit organizations that operate drug treatment programs or convenience stores that sell state lottery tickets) also have an obligation to ensure that their contractors do not discriminate against people with disabilities.

To view model testing accommodation practices and for more information about the ADA, please visit ADA website or call our toll-free number:

ADA Website: www.ADA.gov

ADA Information Line: 800-514-0301 (Voice) and 800-514-0383 (TTY); M-W, F 9:30 a.m. - 5:30 p.m., Th 12:30 p.m. - 5:30 p.m. (Eastern Time)

Model Testing Accommodation Practices Resulting From Recent

Litigation: http://www.ada.gov/lSac_best_practices_report.docx

LSUHSC Catalog Link: <http://catalog.lsuhseshreveport.edu/content.php?catoid=19&navoid=813#accommodation-for-disabilities>

Grading Policies

Student performance is evaluated by the course director and teaching faculty of each course on the basis of written, oral, and practical examinations.

Recorded grades for all MSI and MSII courses will be P (Pass)/F(Fail). The final numerical scores are provided after each exam and are used to calculate quintile rankings which are used for reporting in the Dean's Letter for the MSPE in Year IV and scholarships.

For MSIII students, grades will be recorded as Honors, High Pass, Pass, and Fail. Recorded grades for all courses in the MS4 year will continue to be P (Pass)/F (Fail).

For all students, the grade of I (Incomplete) is recorded for a student whose academic work is incomplete at the time grades are recorded. Failure to complete academic work by the specified time will result in the grade of F.

Grade Appeal

Faculty are best qualified to judge the performance and capabilities of students in the courses/clerkships here at LSUHSC-S. Course directors have the responsibility for their respective courses/clerkships and associated learning activities. These individuals are responsible for the evaluation of students within their respective courses/clerkships, according to the published guidelines for those respective courses/clerkships. Course directors establish the mechanisms for the ongoing evaluation of students within their courses/clerkships in accordance with the evaluation policies set forth by the School of Medicine's Medical Curriculum Council (MCC).

A student who believes that their final course/clerkship grade or evaluation is unjust or inaccurate may appeal that decision formally. The student is responsible for initiating the appeals process for a final course grade within 10 working days after the grade is posted with the Registrar. This appeals process is for final course grades only; students who wish to appeal grades received for examinations, quizzes, or laboratories, must resolve their appeals with the course/clerkship directors. The instructor of record will have the final authority for assignment of grades in all courses.

The following procedure for appealing a final course grade is to be followed:

1. The student should submit a letter of appeal to the course/clerkship director who assigned the grade within 10 working days of the date the official grade was posted. The appeal written by the student must clearly state the specific basis for the student's dissatisfaction (e.g. why the grade is unjust, unfair, or was derived via a method different from that used to calculate other students' grades) and the specific reparation sought.
2. After receiving a written appeal from the student, the course director shall have 10 working days to do the following: review the appeal, meet with the student and with relevant faculty (if deemed necessary by the course director), and formulate and deliver a written response to the student.
3. If a solution is reached between the student and course/clerkship director and it requires changing a final grade in an official LSU System record, the faculty member must comply with all University System regulations and procedures necessary to accomplish the grade change.

If the student remains dissatisfied with the grade or evaluation after receiving the response to his/her appeal from the course director, and the student chooses to pursue an appeal, the student shall make a written request to the Associate Dean for Academic Affairs

1. The written request should be submitted to the Associate Dean for Academic Affairs within 5 working days from the receipt of that response of the course/clerkship director's decision.
2. The written request must clearly state the specific basis for the student's dissatisfaction (e.g. why the grade is unjust, unfair, or inaccurate).
3. The written request must explain what the student believes is an acceptable outcome and the reparation sought.

The Associate Dean for Academic Affairs shall arrange a meeting with the student and the course/clerkship director within 10 working days from the date of receipt of the request to discuss the matter.

During the meeting the Associate Dean will seek to determine: 1) whether or not the evaluation or grading procedure used in the case of the student was essentially the same as that used for all other students in the course/clerkship, 2) whether or not there is evidence of capricious, unjust or erroneous evaluation or grading sufficient to warrant referral of the case back to the department for reassessment of the student's competence.

The Associate Dean will render a decision within 10 working days of the meeting. Using these criteria described above, the Dean will either accept the original grade or evaluation as valid or refer the case back to the course director for reevaluation and/or grading of the student.

If the decision reached requires changes in an official university record, the faculty of the department or course/clerkship must comply with all university regulations and procedures necessary to accomplish the change.

If the student is not satisfied with the Associate Dean for Academic Affairs' decision, the student may appeal to the Dean of the School of Medicine.

- A. The student's appeal must be in writing and must contain all documentation of the appeal to that point.
- B. The written request must explain what the student believes is an acceptable outcome (i.e. what the student wants the Dean to do).

Upon receipt of the request, the Dean will forward copies of the request for an appeal to the, course/clerkship director concerned and Associate Dean for Academic Affairs.

- A. The Dean will review the appeal from all levels.
- B. The Dean may choose to meet with any or all parties involved.

The Dean will render a decision based on the written appeal and his/her review of all documentation and investigation.

The decision of the appeal reached by the Dean, represents the final level of due process for appeal of a final course/clerkship grade in the School of Medicine.

Remediation

Remediation for Module I courses must be completed before advancement to Module II. Remediation for Module IIA (MSI year) courses must be completed before registration for the MSII year. In the MSII

year, remediation for courses in the first half of Module II B (July - December) must be completed prior to the beginning of the MSII half of Module II B (January - May). Remediation of a course in the MSII year half of Module II B must be completed prior to registration for the MSIII year.

Remediation of MSIII Courses

- If a student fails an end of clerkship NBME exam, the student will be required to remediate the exam. If a student successfully remediates the NBME exam on the second attempt, they will receive a grade of P (70%) in the clerkship. A student who receives an F on an attempted remediation of a failed exam will receive a grade of F in the clerkship.
- A student who fails a clerkship NBME exam in a second course BEFORE remediating the first failure must stop his/her academic progress and meet with the Student Promotions Committee to agree upon a plan for the student to complete the Retake Exams. If a student must schedule multiple Retake Exams, she/he must pass all of them before resuming his/her clinical training. All retake examinations must be completed before the final day of the semester in which the initial failed exam was taken.
- A student who fails a final exam in a second course AFTER remediating the first failure must meet with the Associate Dean of Academic Affairs.
- A student who fails a final exam in a third course (even if the first two failed exams were successfully remediated) will be required to repeat the entire MSIII Year of medical school.
- All MSIII Courses must be successfully completed before progressing to the MSIV Year.

The remediation parameters for MSIII year and MSIV-year clerkships will be recommended to the promotion committee for the appropriate year by the clerkship director. Students may remediate the grade of F in one course; should a student earn two Fs (in spite of one being a successfully remediated F), he/she shall be dismissed.

Likewise, a student who receives an F on an attempted remediation of a failed course shall be considered to have received two Fs and be dismissed. Remediation for all fall clerkships must be completed by December 31st and by the final day of MSIII classes for the spring clerkships.

Dismissal for 2 Fs

If a student earns 2 Fs and is dismissed from medical school, Academic Affairs will send a dismissal letter to the student. Upon receiving the dismissal letter, the student will meet with the Office of Student Affairs to review the steps in the appeals process for being reinstated to medical school. The student will write an appeals letter in conjunction with the Office of Student Affairs. The student will address this letter to the Appeals Committee. The Appeals Committee will render a decision upon completion of the meeting. A formal decision letter will be mailed to the student and a copy placed in the student's file.

Class Rank/ Quintiles

Class rank for a given academic year (MSI, MSII, MSIII) is based on course scores received during that year. All course scores are included in the calculation of class rank. When a course must be repeated due to a failing score, the initial score received, rather than the remediation score, is used in the calculation, to be fair to students who successfully completed all courses the first time.

Cumulative class rank is based on performance in all courses of all years completed to date of calculation. As described above for yearly class rank, all course scores, including failing scores, are used in this calculation. To determine class rank, weighted score averages are calculated for each student. The averages are calculated by multiplying the credit hours for each course by the percentage score received in

the course, and dividing the sum of the products for all courses by the total credit hours. Students accepted into Advanced Standing are not included in the final cumulative class ranking.

Student Promotions Committee

There is a Pre-clinical Sciences Promotions Committee which considers the academic problems of students enrolled in years one and two of the curriculum. This committee consists of the faculty members of the Medical Curriculum Council and is chaired by the Associate Dean for Academic Affairs. Individual MSIII and MSIV year promotions committees consider academic problems of students enrolled in years three and four. These committees consist of the course directors and representative faculty of each course in the year represented. The Associate Dean of Diversity and Student Affairs may be present to act, if needed, as the student's advocate.

Promotions committees have the responsibility for final action relating to student promotions. They also have an obligation to conduct a comprehensive review of the records of students who have acquired deficiencies, using all pertinent data available from any appropriate source, such as student files, and associated information from the Office for Student Affairs. In order to assure that the committee has adequate information for making a proper decision, it may be indicated to seek comments from a student's faculty advisor or any other faculty member designated by the student.

In reaching a decision on action to be taken in connection with a student who has incurred deficiencies, the committee shall give due consideration to the nature, extent, and significance of the deficiencies manifested. It shall take into account the relationship of the activity and time required for completion of the measures for removal of deficiency specified by the departments involved. It shall also evaluate the influence of other factors which relate to the best interests of the student and the school. The committee may designate an appropriate course of action as described below:

- Promotion after removal of all deficiencies as specified.
- Permission to repeat the year taking the entire course work of that year on probation
- Dismissal for failure to meet the requirements in a satisfactory manner
- Special procedure, which may be indicated in exceptional cases

In the event that a student fails to remove a deficiency, the committee shall decide which of the remaining alternatives stated above is to be followed. When a student is given permission to repeat a year, previously earned grades will not be changed.

Should a member of a promotions committee be the course or clerkship director who assigned a student's failing course grade or be directly involved in the process leading to the student's review by that promotions committee, that committee member may be present at the meeting to discuss the factors leading to the promotions committee review, but will recuse him or herself from the final vote.

Leave of Absence Policy

LSU Health students are expected to proceed through the medical school curriculum in a continuous, uninterrupted fashion. In the event of extenuating circumstances that necessitate a temporary period of non-enrollment, students may request a leave of absence (LOA). In certain circumstances, students may be placed on a leave of absence by the medical school.

A leave of absence is granted for a finite period, not to exceed twelve (12) months. An extension may occasionally be granted for unusual circumstances if the student requests an extension in writing at least thirty days (30) before the expected reentry date.

Students returning from a leave of absence may be required to document that they have met previously established conditions in order to resume active enrollment status. Students not returning to active status at the end of their leave of absence and who have not been approved for an extension will be considered as having resigned from the School of Medicine.

Voluntary Leave of Absence

Students may request a leave of absence from the Office for Student Affairs. All students seeking a leave must:

- Complete and submit a signed Leave of Absence Request Form to the Office for Student Affairs
- Meet with the Associate Dean for Diversity and Student Affairs or his/her designee

Students are strongly encouraged to meet with the Registrar and a Financial Aid representative (if the student receives financial aid) before submitting the Leave of Absence Request Form.

The Associate Dean will meet and advise regarding the student's request. The recommendation will be made to the Office of Academic Affairs who may approve or deny the request for a leave of absence. All decisions by the Associate Dean are final, subject to a student appeal to the Dean of the Medical School.

If the request is approved, a time period for the leave and any conditions that need to be met before a return to active enrollment will be determined. Students who begin a leave of absence while enrolled in a course before its end date will receive a grade of WP (withdrawn passing) or WF (withdrawn failing) as determined by the course director.

Students planning a return from a leave of absence or considering a request to extend their leave of absence should contact the Office for Student Affairs at least thirty (30) days prior to the return date initially established. Students requesting an extension of their Leave of Absence must complete and submit a new Leave of Absence Request Form to the Office for Student Affairs.

Involuntary Leave of Absence

Students may be placed on an Involuntary Leave of Absence by the medical school for academic reasons by the Promotions Committee (pre-clinical or clinical). This committee will determine the educational requirements needed for the student to continue in medical school (i.e., remediation, a repeat of coursework), and may determine the length of the leave of absence and the conditions to be fulfilled prior to a return from leave. All decisions by the promotions committee are final, subject to a student appeal to the Dean of the Medical School.

Leave Of Absence Policy

School of Medicine Leave of Absence Form

To give official notice of leave of absence, medical students must complete this form, and submit it to the Office of Student Affairs for approval. Office of Student Affairs will submit recommendations for approval to the Office of Academic Affairs for final approval. Upon approval, Academic Affairs will submit the decision and approval to the Registrar’s Office for processing. Medical students leaving the institution for any reason should contact the Bursar’s Office (318.675.5224, shvbursar@lsuhsc.edu) and Student Financial Aid Office (318.675.5561, shvfinaid@lsuhsc.edu) to inquire about tuition payments or refund policies.

STEP #1: COMPLETE THE INFORMATION BELOW.

Student Name:

Last	First	Middle Name
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Student ID#: _____

Effective term of LOA: **Fall 20** **Spring 20**

Student’s last date of attendance: _____

Month/Day/Year

What is your estimated date of return from the leave? _____

Month/Year

Student Signature: _____ **Date:** _____

STEP #2: DEAN OF STUDENT AFFAIRS SIGNATURE MUST BE OBTAINED OR FORM WILL NOT BE PROCESSED.

Student Affairs Signature: _____ **Date:** _____

STEP #3: ACADEMIC AFFAIRS RECEIVES THE FORM AND SUBMITS THE APPROVED FORM TO THE OFFICE OF THE REGISTRAR FOR PROCESSING.

USMLE Step 1 Eligibility Policy

In order to support the success of medical students on the USMLE Step 1 examination, all second year medical students will take a National Board of Medical Examiners (NBME) Customized Exam in January and the NBME Comprehensive Basic Science Exam in April. The intent of these examinations are to familiarize the students to the USMLE Step 1 Examination process by practicing a timed, proctored abbreviated version of the USMLE Step 1. The questions will be similar in type, length, and timing of questions. The scores will not be used as a formal grade, but will allow students to assess their current study plans and test taking skills.

Phase I – NBME Customized Exam

In January, all MSII students will take a NBME Customized Exam. The exam will be scheduled for the first day of the MSII Spring Semester. It will consist of a 3 hour, 120-question exam covering the courses taken during the fall semester. The breakdown of the exam is as follows:

- Microbiology- 40 questions
- Cardiovascular System- 40 questions
- Heme/Lymph System- 20 questions
- Renal and Urinary System- 20 questions

Students scoring 1 standard deviation below the class average will have mandatory academic counseling session with a learning specialist to develop a structured learning plan.

Phase II – NBME Comprehensive Basic Science Exam (CBSE)

In April, all MSII students will take the NBME Comprehensive Basic Science Exam.

Students who score ≤ 175 on their first attempt taking the CBSE will be required to:

- Meet with the learning specialist and develop a structured learning plan.
- Meet with an identified content expert. ^{[[L]]}_{SEP}
- Retake the CBSE after 4 weeks of intentional Step study, although any student may take ^{[[L]]}_{SEP} the CBSE during the same timeframe. ^{[[L]]}_{SEP}
- Students achieving a score ≥ 200 on the CBSE retake, will be supported by the LSUHSC-Shreveport School of Medicine for USMLE Step 1 enrollment.
- **Students unable to achieve a score ≥ 200 on the CBSE retake may be required to:**
 - Delay their first clerkship or be placed on an official leave of absence by the Associate Dean of Academic Affairs and/or the Associate Dean of Student Affairs, depending on their score and study progress.
 - Attend a mandatory academic counseling session with the Associate Dean for Student Affairs and the Associate Dean of Academic Affairs to review his/her study plans and readiness for USMLE Step I.
 - Register for USMLE Step 1 Exam, but will not be eligible to sit for the exam until they achieve a score ≥ 200 . (Students may be highly encouraged to attend a USMLE Step 1 Preparation Course provided by a third party and paid for by the student.)

Students who score between 175 and 200 on their first attempt taking the CBSE will be required to:

- Retake the CBSE after 4 weeks of intentional Step study, although any student may take ^{[[L]]}_{SEP} the CBSE during the same timeframe.
- Students achieving a score ≥ 200 on the CBSE retake, will be supported by the LSUHSC-Shreveport School of Medicine for USMLE Step 1 enrollment.
- **Students unable to achieve a score ≥ 200 on the CBSE retake may be required to:**
 - Meet with the learning specialist and develop a structured learning plan.
 - Meet with an identified content expert.
 - Delay their first clerkship or be placed on an official leave of absence by the Associate Dean of Academic Affairs and/or the Associate Dean of Student Affairs, depending on their score and study progress.
 - Attend a mandatory academic counseling session with the Associate Dean for Student Affairs and the Associate Dean of Academic Affairs to review his/her study plans and readiness for USMLE Step I.
 - Will be permitted to register for USMLE Step 1 Exam, however the student will not be

eligible to sit for the exam until they achieve a score ≥ 200 . (Students may be highly encouraged to attend a USMLE **Step** Step 1 Preparation Course provided by a third party and paid for by the student.)

Students who score ≥ 200 :

- Will be supported by the LSUHSC-Shreveport School of Medicine for USMLE Step 1 enrollment.

Phase III - Basic Science Review Course

At the end of the MS II year, students will be enrolled in a Basic Science Review Course to prepare for USMLE Step 1. The Student Affairs Office will establish a specific deadline date and publicize the date to all sophomore students.

All students in the **Class of 2023 must take USMLE Step I no later than June 20, 2021. Any MSII student who does not take USMLE Step 1 by the deadline date will not be registered for the Fall term and will be ineligible to begin the MSIII year until July 2022.**

MSIII Promotion Requirement

Sophomore students satisfactorily completing all course work for the MS II year may begin the junior (MS III) year on a provisional basis pending receipt of the results of their initial USMLE Step 1 attempt and upon completion of Junior Orientation.

Students who receive a failing score on Step I on the first attempt must immediately stop their current clerkship and meet with the Associate Dean of Academic Affairs. Students must select one of the following options:

- 1) Be enrolled in a Special Topics/Independent study course for a period not to exceed eight (8) total weeks. Students are allowed a maximum of 5 weeks of study and preparation to retake Step I and 3 weeks for the results to be received. The student will still be officially enrolled for the semester and will therefore be responsible for paying all required tuition and fees.
- 2) Request a Leave of Absence for the 2020-21 academic year to prepare to retake USMLE Step I. The student must take Step 1 of the USMLE prior to May 1, 2021 to ensure that the result will be received prior to the start of the next academic year. A passing score on the repeated attempt must be received before a student can return to the MS III year and begin clinical work. The student will not be officially enrolled for the semester and may be eligible for a refund or partial refund of the required tuition and fees. The Leave of Absence will be reported on the student's Medical Student Performance Evaluation (Dean's Letter).

Students who receive a passing score on USMLE Step 1 on their second attempt will qualify for promotion and may resume their MS III year on the next available block.

No MS III student will be allowed to miss more than eight weeks, including time spent in independent study, without being required to repeat the MSIII year.

Requirements for Graduation

- Satisfactory completion of all course work and requirements specified in the curriculum.
- Enrollment as a student in the LSUHSC-S School of Medicine while completing at least the final two academic years of course work unless extraordinary circumstances have arisen. Specifically, third and fourth year rotations must be taken on campus or, with departmental approval, at affiliated institutions. The curricular requirements of the School of Medicine shall be adhered to in all cases.
- Approval by promotions committee and recommendation by the faculty of the LSU Health – Shreveport School of Medicine for conferring of the degree, Doctor of Medicine.
- Satisfactory status concerning financial obligations to institution.
- Certification that all materials issued as returnable items have been accounted for in an acceptable manner.
- Successfully complete Step 1 of USMLE.
- LSU Health Shreveport policy requires that all work toward a degree be completed within six calendar years. The time granted a student for a leave of absence will not be included in the maximum time period for completion of the program.
- Sit for both parts of the USMLE Step 2 CK and CS (Clinical Knowledge and Clinical Skills) prior to graduation.
- Attend Commencement, unless excused in writing, by the Dean.

Student Evaluation Completion Policy

The School of Medicine considers the completion of course and clerkship evaluations to be part of a student's professional responsibilities. Receiving substantive, representative feedback from students about our required medical school curriculum and instructors is crucial in helping the School of Medicine to understand program strengths and weaknesses and identify opportunities to improve the educational experience for future generations of students. In addition learning to give and receive feedback is an integral part of developing professional skills students will need during residency training and future practice.

Professionalism Requirements for Completing Evaluations:

1. Students must complete 100%, per academic year, of their assigned evaluations of courses, faculty, modules, clerkships, and clinical sites.
2. Required evaluations include:
 - a. AAMC Matriculating Student Questionnaire (MSQ)
 - b. Evaluation of all required pre-clerkship courses
 - c. Individual evaluations of pre-clerkship faculty lecturers (class will be broken down into thirds and each group will be assigned to evaluation 1/3 of the faculty per course)
 - d. Small group evaluations
 - e. AAMC Year 2 Questionnaire (Y2Q)
 - f. Evaluations of all required clerkships
 - g. Individual evaluations of clerkship instructors (complete all assigned evaluations)
 - h. Survey to collect information on Residency Interviews and Matching

- i. AAMC Graduate Questionnaire (GQ)
3. **Three Strikes Policy for Failure to Complete Evaluations:**
 - a. First strike-For the pre-clerkship curriculum, completion rates on evaluations will be reviewed after each semester has finished and the evaluation due-dates have passed. If a student has not completed at least 80% of the evaluations assigned during the semester, they will receive a warning from the Office of Academic Affairs about professionalism expectations.
 - b. Second Strike-Evaluation completion rates will continue to be monitored for each subsequent semester. If a student completes less than 80% of the evaluations assigned during a subsequent semester, the Office of Academic Affairs will be alerted. The student will present for an in person meeting with the Associate Dean of Academic Affairs where they will receive additional feedback regarding professionalism, expectations, and a warning in writing that further lapse will result in a referral to the Professionalism Committee.
 - c. Third strike-If a student completes less than 80% of evaluations in an additional semester, the student will be referred to the Professionalism Committee. This will then be reported to the Dean of Student Affairs to be included in the 4th year Dean's letter

Use of Professional Language in Evaluations:

1. Comments provided in evaluations should be constructive, respectful, and framed using language that the evaluator would want to hear if they were being evaluated.
2. Written comments provided in student evaluations are anonymous (i.e., faculty cannot access information about the identity of an individual student who provides comments in an evaluation form), however, if a student submits a written comment in an evaluation form that violates either the School of Medicine Professionalism Standards or causes concerns about student safety or wellbeing that comment may be subject to review by the Professionalism Committee.
3. If the Professionalism Committee decides that the comment warrants a breach of confidentiality, the School of Medicine will request the third party vendor to disclose the name of the student evaluator to either the Dean of Student Affairs or the Dean of Academic Affairs.

Attendance and Participation Policies

Attendance Policies

MSI and MSII

Students are expected to attend all scheduled classes except in case of illness or other causes of absence beyond the student's control. Excessive absence, regardless of cause, may, at the discretion of departments, necessitate repetition of courses or parts thereof, or fulfillment of other assignments. A student who is repeatedly absent from scheduled examinations and require repeated makeup examination, may be required to appear before the respective Promotions Committee. The Promotions Committee will recommend action to the Dean, which in some instances may be dismissal.

A student who has essentially abandoned his/her role as a student through non-attendance will be subject to dismissal, after a hearing on the matter by the respective Promotions Committee, which will recommend action to the Dean.

MS III

Students are expected to attend all aspects of every clerkship. Make-up requirements for all absences are at the discretion of the clerkship director. Students may take up to 8 personal days per 12 month clerkship block to be limited to no more than 4 days in the fall semester and 4 days in the spring semester during the course of the third year. Students may also use their personal days for planned wellness days. The specific details of the Absentee Policy can be found at <https://www.lsuhschsreveport.edu>.

MS IV

During the main interview months of October 1 through January 31, a student will be allowed one excused absence per week of instruction. This applies to two week courses and four week courses.

In all other blocks and dates, a student is allowed one excused absence for every two weeks of instruction; in two week rotations, one day is allowed and in four week rotations, two days are allowed; Make-up requirements for (types of assignments -clinical assignment or presentation, locations -clinics or wards, dates- weekends or evenings, etc., are at the discretion of the course director.

Remediation for all courses must be completed by December 31st for courses in the first half of the year and by the final day of MSIV classes in May for courses in the second half.

Religious Practices Accommodation

Given the religious diversity of students may result in conflicts between students' religious practices and educational activities, the LSUHSC-S will make accommodations wherever possible while maintaining the primacy of its commitment to patient care and education. Students who have a need for religious accommodation shall notify the Office for Student Affairs prior to the start of the academic year in July. If it is established that there is a legitimate need, then, where possible, the student(s) shall be provided reasonable accommodation, including the opportunity to make up the missed academic activity.

Campus Safety and Security

University Police <https://www.lsuhschsreveport.edu/about/university-police>

LSUHSC-S University Police are committed to courtesy, excellence and the philosophy of community policing which means police officers are assigned to designated areas to develop a relationship. Officers are willing to meet with groups to define problems and to develop strategies to maintain a safe environment and conduct special programs. The Public Safety Department is composed of three sections: University Police, Guards, and Communications Officers. The department provides police and security services 24 hours a day, 7 days a week to campus patients, visitors, staff, faculty, students, and employees at all local facilities. Students may contact University Police 24 hours a day by calling 318-675-6165 or 318-675-6233. Continual upgrades are made to the campus to enhance student safety including enhanced lighting and ATVs that allow patrolling in every area of the campus.

Safety and Security <https://www.lsuhschshreveport.edu/about/university-police/safety-and-security>

All students should download the LSU Shield mobile application from the App store. This app allows for two-way chats with LSUHS police, provides a Friend-Watch feature that allows pre-identified contacts to monitor your safety and summon emergency services by telephone with a single button, and much more.

SAVE Program <https://www.lsuhschshreveport.edu/on-campus/save-program>

LSUHSC-S recognizes the need for improved safety measures for our students. The SAVE Program is a Sexual Assault and Violence Education Program that provides resources to all students, faculty and staff on campus. This education and prevention program provides an avenue to increase the level of awareness of our students and provide them with the tools and resources needed in the event of a crisis. More specifically, the goal is to increase awareness and reduce the risk of faculty, students, staff or visitors from becoming a victim of sexual assault, domestic or dating violence, and stalking.

All new, incoming students, male and female, attend SAVE Program training during Orientation. Under this program an educational and prevention curriculum is provided that specifically addresses sexual assault, domestic or dating violence, and stalking. The goal of this program is to reduce the risk of violence on and off of our campus.

Campus Policies and Other Services <https://www.lsuhschshreveport.edu/about/university-police/policies-services>

Professionalism

Student Code of Conduct

Louisiana State University Health Sciences Center Shreveport (LSUHSC-S) students should explicitly uphold the basic principles of behavior that constitute the highest standards of academic, professional and ethical conduct, as described in the Student Code of Conduct. Agreement to the Code of Conduct by signature is required of each student before completing registration to enter the medical school. The Code of Conduct is not intended to be a mere listing of matters that constitute infractions but is intended to be a declaration made by each student to uphold the high standards of integrity and honesty of the medical science professions

Students are responsible for complying with all policies/procedures, rules, regulations and other information outlined in LSU Health Sciences Center Shreveport Chancellor's Memoranda (CM-21): http://www.medcom.lsuhschshreveport.edu/cfdocs/policies/Chancellors_Index.cfm.

Policy on Teacher-Student Consensual Relations

The integrity of the teacher-student relationship is the foundation of the School of Medicine's educational mission. This relationship vests considerable trust in the teacher, who, in turn, bears authority and

accountability as a mentor, educator, and evaluator. The unequal institutional power inherently vested in the faculty heightens the vulnerability of the student and the potential for coercion. The pedagogical relationship between teacher and student must be protected from influences or activities that can interfere with learning and personal development or create a perception of impropriety. Sexual or amorous relationships between teacher and student create the potential for coercion, jeopardize the integrity of the educational process by creating a conflict of interest, and may impair the learning environment for other students. Further, such situations may expose the School of Medicine and the teacher to liability for violation of laws against sexual harassment and sex discrimination.

Medical students are particularly vulnerable to the unequal institutional power inherent in the teacher-student relationship and the potential for coercion, because of their age and position in a high-stakes, highly competitive educational setting. Therefore, no teacher who has any type of faculty appointment shall have a sexual or amorous relationship with any medical student. Likewise, no graduate student, postdoctoral fellow, or physician in a residency or fellowship training programs shall have a sexual or amorous relationship with any medical student they are currently teaching or supervising. In the case in which a teacher has a relationship that predates the entry of the other partner into medical school or residency/post graduate training, the partner who has the role of teacher must not directly supervise, grade, or evaluate the partner who has the role of student throughout the period of his/her matriculation.

Teachers or students with questions about this policy are advised to consult with the department chair, the Assistant Dean for Student Affairs, or one of his/her designees. If an alleged violation of this policy cannot be resolved satisfactorily at the departmental level, a student may lodge a complaint with the Associate Dean for Academic Affairs of the School of Medicine or his/her designee. Violations of the above policies by a teacher will normally lead to disciplinary action.

The faculty member's right of defense and due process shall be as stated in the Faculty Handbook section 9.3.2 paragraph 2. This section covers all rights including those of appeal to the Dean and Chancellor.

For purposes of this policy, "direct supervision" includes the following activities (on or off campus): course teaching, examining, grading, advising for a formal project such as a thesis or research, supervising required research or other academic activities, serving in such a capacity as course or clerkship director, Department Chairperson or Dean, and recommending in an institutional capacity for admissions, employment, fellowships or awards. "Teachers" includes, but is not limited to, all tenured and non-tenured faculty of the University. It also includes graduate students and postdoctoral fellows, and physicians in residency and fellowship training programs with respect to the students they are currently teaching or supervising. "Students" refers to those enrolled in the curriculum of the School of Medicine. Additionally, this policy applies to members of the LSUHSC-Shreveport community who are not teachers as defined above, but have authority over or mentoring relationships with students, including supervisors of student employees, advisors and directors of student organizations, as well as others who advise, mentor, or evaluate students.

Compact Between Teachers and Learners of Medicine

Preparation for a career in medicine demands the acquisition of a large fund of knowledge and a host of special skills. It also demands the strengthening of those virtues that undergird the doctor/patient relationship and that sustain the profession of medicine as a moral enterprise. This Compact serves both as a

pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

Guiding Principles

DUTY: Medical educators have a duty, not only to convey the knowledge and skills required for delivering the profession's contemporary standard of care, but also to inculcate the values and attitudes required for preserving the medical profession's social contract across generations.

INTEGRITY: The learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.

RESPECT: Fundamental to the ethic of medicine is respect for every individual. Mutual respect between learners, as novice members of the medical profession, and their teachers, as experienced and esteemed professionals, is essential for nurturing that ethic. Given the inherently hierarchical nature of the teacher/learner relationship, teachers have a special obligation to ensure that students are always treated respectfully.

Commitments of Faculty

We pledge our utmost effort to ensure that all components of the educational program for medical students are of high quality.

As mentors for our students, we maintain high professional standards in all of our interactions with patients, colleagues, and staff.

We respect all students as individuals, without regard to gender, race, national origin, religion, or sexual orientation; we will not tolerate anyone who manifests disrespect or who expresses biased attitudes towards any student.

We pledge that students will have sufficient time to fulfill personal and family obligations, to enjoy recreational activities, and to obtain adequate rest; we monitor and, when necessary, reduce the time required to fulfill educational objectives, including time required for "call" on clinical rotations, to ensure students' well-being.

In nurturing both the intellectual and the personal development of students, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence.

We do not tolerate any abuse or exploitation of students.

We encourage any student who experiences mistreatment or who witnesses unprofessional behavior to report the facts immediately to appropriate faculty or staff; we treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.

Student Rights

Mistreatment and abuse of students by faculty, residents, or staff is contrary to the educational objectives of the LSUHSC-S and will not be tolerated. Mistreatment and abuse include, but are not limited to, berating, belittling, or humiliation; physical punishment or threats; intimidation; sexual harassment; harassment or discrimination based on race, gender, sexual preference, age, religion, physical or learning disabilities; assigning a grade for reasons other than the student's performance; assigning tasks for punishment or non-educational purposes; requiring the performance of personal services; or failing to give

students credit for work they have done. Additionally, students have the right to file a complaint for alleged mistreatment. LSUHSC-S Chancellor Memorandum 21 (CM-21), ensures equitable procedures for addressing written student complaints.

Students have rights as guaranteed by the U.S. Constitution and all appropriate federal, state and local laws. Primary among those is the right to a fair and impartial hearing, if the student is accused of misconduct or violating university regulations. LSUHSC-S has existing policies and procedures that relate to the following: financial aid; sexual harassment; final grade appeal; parking; illegal drugs; alcohol; firearms/weapons; a student's access to records, and privacy; computer/internet/email use; dress and professional conduct; health insurance; and liability insurance. Issues that relate to these specific policies, which may be found on the LSUHS website, should be addressed to the appropriate office.

Procedure for Addressing Student Complaints

Each of the three schools of LSUHSC-Shreveport has a policy and procedure for addressing student grievances/complaints as follows:

- **School of Allied Health Professions (SAHP)** -the student complaint procedure can be found [here](#) or in the section titled Student Complaints and Conduct of the School of Allied Health Professions Student Handbook.
- **School of Graduate Studies (SGS)** - the student complaint procedure including a link to the on-line student complaint form can be found [here](#) or in the School of Graduate Studies Student Handbook.
- **School of Medicine (SOM)** - the student complaint procedure including a link to the on-line student complaint form can be found [here](#) or in the School of Medicine section of the LSUHSC-S Catalog.

Student Complaints and Grievances

All students in the School of Medicine (SOM) at LSU Health Sciences Center Shreveport have the right to express a complaint/grievance on academic or non-academic issues. Students must demonstrate evidence of error, miscalculation, omission, or other action negatively impacting the student. The purpose of the complaint/grievance process is to provide students with an opportunity for fair and objective consideration and review of their issue. Students are expected to follow established procedural guidelines for academic and/or non-academic complaints or issues.

Anonymity. Individuals wishing to remain anonymous may file a complaint in any manner, including by telephone or written communication however, electing to remain anonymous may limit the institution's ability to correct the issue, collect evidence, or take effective action against individuals accused of violating policies.

Confidentiality. The SOM has an obligation to maintain an environment free of Title IX offenses (include sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking, and retaliation, etc.), thus SOM faculty/staff have mandatory reporting and response obligations and may not be able to honor a complainant's request for confidentiality.

Flow charts provide the recommended chain of command for filing grievances related to Academics/Non-Academic Issues/Title IX Offenses. If an academic or non-academic grievance cannot be resolved at the faculty or course/clerkship director level, it is recommended that the student submit a complaint utilizing the online student complaint form: [School of Medicine Complaint form](#). All submitted complaint forms go directly to the Associate Dean for Student Affairs who will ensure that the complaint is addressed by the appropriate administrator.

Academic Grievances

An academic grievance is defined as any situation affecting the status of a student in which the student believes his/her/their rights have been compromised or denied because of one of the following: a) an arbitrary and/or capricious action on the part of a faculty member/ course/clerkship director or other administrator, b) application of standards differently from those that were applied to other students in the same course or clerkship; and c) other issues that do not specifically concern a grade. **For grade concerns please adhere to the Grade Appeal Policy in the **LSU Health School of Medicine section of the catalog**.

Student Responsibilities

The LSUHSC-S is dedicated to providing its students, residents, faculty, staff, and patients with an environment of respect, dignity, and support. The diverse backgrounds, personalities, and learning needs of individual students must be considered at all times in order to foster appropriate and effective teacher-learner relationships. Honesty, fairness, evenhanded treatment, and respect for students' physical and emotional well-being are the foundation of establishing an effective learning environment

Students are responsible for complying with all policies/procedures, rules and regulations and other information published by LSUHSC-S.

Students are expected to:

- Exhibit the highest standard of personal, academic professional and ethical behavior.
- Treat faculty, staff, peers, clients, patients, and others with dignity and respect.
- Abide by the Code of Conduct that applies to their specific professional discipline.
- Abide by all federal, state and local laws.

Students who violate any of the above when involved in any school or school-related activity/function, whether on or off campus, will be subject to disciplinary action. Any disciplinary action imposed by the School of Medicine may precede or follow a course independent of any penalty imposed by any off-campus authority. The judgment and action of the School of Medicine relates to the violation as an indication of professional behavior and fitness for the role of a physician rather than as a criminal or civil offense.

- A) Students must notify the Office of Student Affairs of any citations, arrests or convictions (other than minor traffic violations) within five (5) business days after the charge of an offense. Failure to do so and subsequent notification during a required background check may result in disciplinary action including dismissal.

- B) If at the time of graduation unresolved criminal charges or proceedings are pending against a student which, in the sole opinion of the Dean if sustained would prevent the university from conferring a degree of medicine, the Dean shall withhold the degree until such time the matter is resolved. An appeal of this decision may be made to the Chancellor for cause. In the event the student is exonerated, or the charges are dropped, the degree will be conferred.

Misconduct for which students are subject to discipline is outlined, but not limited to the categories below:

Academic Dishonesty

To obtain an unfair advantage by (a) cheating on examinations or other academic work (b) unauthorized collaboration on an academic assignment; (c) retaining, possessing, memorizing, using, or circulating previously given examination materials, where those materials clearly indicate that they are to be sequestered; (d) intentionally obstructing or interfering with another student's academic work.

Furnishing false or misleading information to any University office, official, faculty member, staff member, or student acting in an official capacity, or giving false or misleading testimony or other falsified evidence at any campus disciplinary proceeding.

Forgery, alteration, falsification or misuse of any University document, record, or instrument of identification. To misrepresent or falsify research data. To misrepresent or falsify data or results concerning a patient's clinical status or to break the confidentiality of any person in treatment or rehabilitation.

Disruption or obstruction of teaching, research, administrative, or disciplinary proceedings of the University. This includes public service or other authorized University activities on or off the University premises.

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct, which threatens or endangers the health or safety of any person. Speech protected by the first amendment is not a violation of this provision, although statements which reasonably threaten or endanger the health or safety of any person are not protected speech.

Breach of computer security or unauthorized use of computer facilities, including but not limited to: Unauthorized entry into a file; Unauthorized transfer or copy of a file; Unauthorized use of another individual's username and password; Use of computing facilities to interfere with the work of another student, faculty, or staff; Use of computing facilities to send obscene or abusive message; Negligence in protecting passwords.

Malicious treatment, harassment, threat or intimidation of others, including sexual harassment. Mistreatment and abuse of students by faculty, residents, staff or fellow students is contrary to the educational objectives of the LSUHSC in Shreveport and will not be tolerated. Mistreatment and abuse include, but are not limited to, berating, belittling, or humiliation; physical punishment or threats; intimidation; harassment or discrimination based on race, gender, sexual preference, age, religion, physical or learning disabilities; assigning a grade for reasons other than the student's performance; assigning tasks for punishment or non-educational purposes; requiring the performance of personal services; or failing to give students credit for work they have done. Sexual harassment in any form is not condoned and policies and procedures governing this type of mistreatment is covered under LSUHSC-S Title IX policies and procedures

Failure to report violations of the Student Code of Conduct.

Behavior, which is determined to be unprofessional.

Serious violations of the Student Code of Conduct may warrant dismissal from the School of Medicine. The procedures for investigating and adjudicating allegations of unprofessional behavior, academic dishonesty, or violations of the Student Code of Conduct are discussed in the section entitled Addressing Unprofessional Behavior

Professional Appearance Guidelines

Being a medical student carries many responsibilities, including professional dress and behavior. In recognition of the fact that we are in contact with patients, other healthcare professionals, and other health science center personnel, it is necessary that students maintain a neat, clean personal appearance at all times. The following guidelines apply to all LSU Health - Shreveport students. Please note that these are *minimum standards* and individual courses/clerkships may have more specific requirements.

Classroom Dress Guidelines

- **Shirts:** Collared shirts, blouses and T-shirts may be worn as long as they do not contain inappropriate, offensive or distracting graphics. Tank tops and spaghetti straps are not appropriate. No under-garments should be exposed, with the exception of undershirts.
- **Pants:** Pants should be in good condition, not tattered or with holes. Jeans, cargo pants and capris are acceptable. Pants should not be excessively clinging; leggings and spandex are not suitable to be worn as pants.
- **Skirts:** Skirts must be of sufficient length and be a maximum of 3 inches above the knee.
- **Shoes:** All footwear should be clean and in good condition. Sneakers, and sandals may be worn.
- **Scrubs:** Scrubs are acceptable in the classroom setting. Scrubs should be clean; top and bottom should be of matching color.

Professional Dress Guidelines – Patient Presentation or Clinical Settings

- **Shirts:** Men should wear button-down shirts. Women’s shirts should not be low cut or excessively clinging; these tops must have sleeves.
- **Pants, Skirts, Dresses:** Dresses and skirts must be of sufficient length and be a maximum of 3 inches above the knee. Men are required to wear belts with their pants.
- **Shoes:** Shoes should be clean, neat and always with closed toes. Heels should be of modest height. Sandals, flip flops and house shoes are not appropriate
- **Scrubs:** Scrubs are acceptable in the classroom setting. Scrubs should be clean; top and bottom should be of matching color.

- **ID Badge:** Students must wear their ID badges at all times in the hospital or clinic areas. The badge should be worn with the name and photo clearly visible on the front, upper torso and affixed to a collar, pocket, lapel or displayed on a short neck strap.
- **Accessories:** As a health precaution, no false nails are allowed and natural fingernails should not extend more than one quarter-inch past the fingertip. Makeup should not be distracting. Tattoos should be covered. Refrain from excessive use of fragrant hairspray, perfume or cologne.

Personal grooming

- **Hair:** Hair should always be clean, well-groomed and styled so that the face is visible. Extreme hair color or style distracts from a professional appearance and is not acceptable.
- **Facial Hair:** Students who wear mustaches, beards or sideburns should keep them trimmed appropriately and well groomed. Those who shave their facial hair should make every effort to maintain a clean shaven look.

These recommendations for dress are expected to be adhered to any time the students are in the hospital/clinical setting or any time they interact with patients. Students are free to dress neatly and informally in the library or when on campus to study in the classroom building.

Reporting Student Mistreatment

Mistreatment and abuse of students by faculty, residents, or staff is contrary to the educational objectives of the LSU Health - Shreveport and will not be tolerated. Categories of mistreatment include general mistreatment, discrimination and sexual harassment (see description below). Whatever the circumstance, students who believe they have been mistreated are strongly encouraged to bring the concern to the attention of the Associate Dean for Diversity and Student Affairs. Students may consult the Associate Dean for Diversity and Student Affairs and/or the Director for Student Affairs at any time for assistance. Such informal consultation always will be confidential, unless precluded by safety of the student or institutional policy. Students have the right to report such incidents without fear of retribution or retaliation.

Mistreatment and abuse comes in many forms including, but not limited to, verbal abuse, public humiliation; physical punishment or threats; intimidation; assigning a grade for reasons other than the student's performance; assigning tasks for punishment or non-educational purposes; requiring the performance of personal services; or failing to give students credit for work they have done; sexual harassment; harassment or discrimination based on race, gender, sexual preference, age, religion, physical or learning disabilities.

Formal complaints of general mistreatment regarding faculty, residents and staff are made by completing and submitting a [Resident/Faculty Unprofessional Behavior form](#) to the Associate Dean for Diversity and Student Affairs and/or the Office of Student Affairs. It is expected that forms will be submitted in good faith and will not be utilized to resolve personal disputes.

All formal complaints must be in writing and signed by the student complainant. The institution investigates and responds to all reported incidents in a timely fashion. Every attempt will be made to maintain

the reporting student's anonymity. The reporting student will be informed prior to any identity disclosure, and may relinquish their right to anonymity at any time. Copies of the form are in the Office for Student Affairs.

Disciplinary Concerns

These forms are provided as the initial step for disciplinary procedures and hearings. The Unprofessional Student Behavior and Resident/ Faculty Unprofessional forms are housed in the Office of Student Affairs.

UNPROFESSIONAL STUDENT BEHAVIOR

Course/Clerkship: _____

A student with a pattern of the following behavior has not sufficiently demonstrated professional and personal attributes for, meeting the standards of professionalism inherent in being a physician:

Circle the appropriate category. Comments are required (if needed additional comments should be attached on a separate sheet).

Unmet professional responsibility:

- A. The student needs continual reminders in the fulfillment of responsibilities to patients or to other health care professionals.
- B. The student cannot be relied upon to complete tasks.
- C. The student misrepresents or falsifies actions and/or information.
- D. The student is not punctual and/or fails to inform the rotation of absences in advance.

Comments:

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Lack of effort toward self-improvement and adaptability:

- A. The student is resistant or defensive in accepting criticism.
 - B. The student remains unaware of his/her own inadequacies.
 - C. The student resists considering or making changes.
 - D. The student does not accept blame for failure, or responsibility for errors.
-

-
- E. The student is abusive or critical during times of stress.
 - F. The student demonstrates arrogance.

Comments:

Unsatisfactory relationships with patients and families:

- A. The student inadequately establishes rapport with patients or families.
- B. The student is often insensitive to the patients' or families' feelings, needs, or wishes.
- C. The student uses his/her professional position to engage in romantic or sexual relationships with patients or members of their families.
- D. The student lacks empathy
- E. The student has inadequate personal commitment to honoring the wishes of the patients.

Comments:

Diminished relationships with members of the health care team:

- A. The student does not function within a health care team.
- B. The student is insensitive to the needs, feelings, and wishes of the health care team members.

Comments:

The completed form should be submitted to the Course Director/Clerkship Director. A copy of the form should also be sent to the Associate Dean for Student Affairs (1-204).

This section is to be completed by the Course Director/Clerkship Director:

Please comment on an appropriate plan of action to pursue when counseling the student.

Course Director's Signature: _____

Date this form was discussed with the student: _____

This section is to be completed by the student:

I have read this evaluation and discussed it with the Course Director/Clerkship Director.

Student's Signature: _____

Student comments are: (optional)

RESIDENT/ FACULTY Unprofessional Behavior form

Resident/Faculty name _____

Rotation/Department _____

A resident or faculty member with a pattern of the following behavior has not sufficiently demonstrated professional and personal attributes for meeting the standards of professionalism inherent in being a physician-educator:

Circle the appropriate category.

Relationship with Students:

- A. The supervisor has been verbally abusive toward the student
- B. The supervisor has been physically abusive toward the student

- C. The supervisor has asked the student to perform tasks which are not connected to the educational process.
- D. The student has been sexually harassed.

Student Comments (Comments are required and should include a description of the unprofessional behavior. If needed additional comments may be attached on a separate sheet).

The form should be submitted to Dr. Debbie Chandler, Associate Dean for Student Affairs (1-204).

Date this form was discussed with the resident/faculty: _____

This section is to be completed by the Resident/Faculty Member:

I have read this evaluation and discussed it with the Chairperson or designee.

Signature: _____

Resident/Faculty comments are: (optional)

Disciplinary Procedures

General Policies

It remains the sole responsibility of the student to conduct him/herself in a manner which supports and promotes the high standards of integrity and honesty required in the medical science professions. Ignorance of a violation cannot be a defense for the accused.

Addressing Unprofessional Behavior

Professional behavior is expected of School of Medicine students throughout their matriculation in the medical school curriculum. Professional conduct includes, but is not limited to, a responsibility to patients, peers, faculty members, staff, and oneself. It also includes responsibility for self-education and

self-improvement, timeliness, attendance, and active participation in course activities. It remains the student's sole responsibility to conduct him/herself in a manner that supports and promotes the high standards of integrity and honesty required in the medical science professions. Ignorance of a violation cannot be a defense for the accused.

Professional behavior is considered when grades are assigned by Course or Clerkship Directors in all basic science and clinical courses. Students may be disciplined (including probation or dismissal) for unprofessional behavior, even if such unprofessional behavior did not affect the student's grade. Expectations for professional behavior increase as a medical student moves into the clinical rotations and assumes responsibility for patient care.

Procedure for Investigating and Adjudicating Allegations of Unprofessional Behavior, Academic Dishonesty, or Violations of the Student Code of Conduct.

Disciplinary proceedings may be initiated only by written complaint using the Unprofessional Student Behavior form made to the Associate Dean for Diversity and Student Affairs. Any student, faculty member, administrative officer, or staff of LSU Health Shreveport may initiate disciplinary proceedings by filing a complaint. The Associate Dean for Diversity and Student Affairs will require a complaint to be put in writing and signed before proceeding further. The written complaint must include the following:

- a. A statement of the complaint,
- b. Identification of individual against whom the complaint is made,
- c. The complaint must be signed by the complainant.

Upon receipt of a formal complaint, and following such investigation and consultation as deemed appropriate, the Associate Dean for Diversity and Student Affairs or his/her designee determines whether further proceedings are warranted. If it is determined that further proceedings are warranted, the Associate Dean then arranges for written summary to be provided to the student named in the complaint.

The summary of the complaint should be presented to the student within ten (10) working days after receipt of the written complaint, in such a manner that guarantees receipt. The complaint summary must set forth the nature, time, and place of the violation.

The complaint summary is to be accompanied by a written notification of a date, time, and place for a conference with the Associate Dean for Diversity and Student Affairs or his/her designee. During the conference with the with the Associate Dean the student should be provided with a copy of the following statement of rights:

- The student shall be presumed innocent until preponderance of the evidence presented to the Associate Dean for Diversity and Student Affairs or to the Professionalism Committee suggests otherwise.
- The student shall have adequate time to prepare his or her case.
- During the hearing, the student shall have the right to the advice and assistance of a member of the University community (who may not be an attorney). Participation of extramural legal counsel is not permitted at the School level.

If the Associate Dean for Diversity and Student Affairs determines that the violation represents a significant breach of the Student Code of Conduct, he/she may automatically refer the case to the Professionalism Committee. The decision shall be recorded in writing with the signatures of the accused and the Associate Dean for Diversity and Student Affairs.

In the case where a student is accused of unprofessional behavior or violation of the Student Code of Conduct and does not dispute the facts upon which the charges are based, the Associate Dean for Diversity and Student Affairs or a designee may assess a penalty that is appropriate to the charges and shall prepare a written report, including the sanction to be imposed. A copy of this report will be provided to the student.

If a student disputes the facts upon which the charges are made and an agreement cannot be reached, the matter will be referred to the Professionalism Committee for disposition. The accused student shall be given at least seven (7) days' notice of the date, time, place for such hearing, and the name of the chair of the Professionalism Committee.

Reporting Unprofessional Behavior

Faculty, staff, residents, or students may report any allegations of breaches of medical student professional conduct directly to the Associate Dean of Student Affairs or by completing and submitting the *Medical Student Professionalism Complaint Reporting Form*.

As a first step, the reported student will be required to meet with the Associate Dean for Student Affairs at which time correction and remediation of the poor professional behavior will be addressed. In most instances, the issue will be resolved in this setting.

If the Associate Dean determines that no further action is warranted, a record of the professionalism complaint will be maintained in the Student Affairs Office. If no other professionalism issues occur throughout the student's medical school career, no record of the incident will be recorded in the student's permanent file. However, If the student accumulates more than two (2) professionalism complaint forms, the student may be referred to the Professionalism Committee for further action.

If the Associate Dean determines that the behavior warrants more serious review, such as in cases where the unprofessional behavior is repetitive or egregious, the student will be referred to the [Professionalism Committee](#).

If it is determined that a referral to the Professionalism Committee is warranted, the Associate Dean then arranges for a written summary of the complaint to be provided to the Chair of the Professionalism Committee and to the student.

Professionalism Committee

The purpose of the School of Medicine Professionalism Committee is to enhance and encourage medical student professional behavior, to review-in strict confidence-instances of substandard medical student professional behavior, to determine correction or remediation for this behavior including, in certain cases, a recommendation to the Dean of the School of Medicine for dismissal.

The Professionalism Committee is a standing committee of the School of Medicine composed of twelve (12) members, including a Chair and Vice-Chair. The Committee is composed of a diverse group of

clinical and basic science faculty who have demonstrated exemplary behavior at LSU Health Sciences Center Shreveport. Additional member(s) who are ex-officio, non-voting members of the Committee include the Associate Dean for Student Affairs and the Director for Student Affairs. Committee members serve for 3-year term staggered terms, with the option for renewal of an additional term.

Upon receipt of a written complaint, the Chair or Vice-chair will be responsible for scheduling a Professionalism Committee meeting and notifying the Associate Dean of Student Affairs. In turn, the Associate Dean of Student Affairs will notify the student via email of the date, time, and location of the meeting. The student shall be given at least seven (7) days' notice of the date, time, place for such meetings, and the name of the Chair of the Professionalism Committee.

Professionalism Committee Hearing Procedures

A quorum of seven (7) members is required for meeting and decision making of the Professionalism Committee

- Professionalism Committee meetings shall be conducted in private. Admission of any person to the meeting shall be at the discretion of the Professionalism Committee Chairperson. All procedural questions are subject to the final decision of the Professionalism Committee Chair.
- If more than one student is the subject of the complaint, then the Chair, in his or her discretion, may call for separate meetings to be conducted for each student.
- A student who is the subject of a complaint brought before the Professionalism Committee may ask the Director for Student Affairs or another member of the medical school community to accompany and advise him or her throughout the process. The advisor's function is not to serve as an advocate but, instead, as a liaison with the School to help the student understand how the Committee functions and how best to address the complaint before the Committee.
- Students are responsible for presenting all information related to the complaint to the Professionalism Committee. Advisors are not permitted to participate directly in any meeting before the Professionalism Committee.
- The subject student may submit a written statement prior to the Professional Committee meeting to assure that the Committee has adequate information. If the student believes that other community members have relevant information, he or she should indicate such in the written statement. The Chair has the discretion to decide which, if any, community members should be contacted and or appear at the Professional Committee meeting.
- The Professional Committee, at the discretion of the Chair, may invite faculty, students, administrators, or other members of the community who may have information that is relevant to the matter under review to share such information with the Committee. Ordinarily, the names of such community members, and, if applicable, written statements from them, will be provided to the student in advance of the Professional Committee meeting.
- After hearing all student and complainant presentations, the Professionalism Committee shall determine whether the student has violated the Student Code of Conduct. The Committee's determination shall be made based on whether it is more likely than not that the student violated the Student Code of Conduct.
- The Professionalism Committee shall decide on the appropriate sanction or remediation plan, if any, that is needed.
- The Professionalism Committee Chair or the Vice-Chair shall convey in writing the Committee's final decision within seven (7) days of completion of the Committee's meeting to the student and the Associate Dean for Student Affairs.

Material related to the Professionalism Committee process is maintained confidentially in the student's academic file. The Association for American Medical Colleges (AAMC) requires that professionalism issues that rise to the level of review and sanction by a professionalism committee must be reported in the Medical Student Performance Evaluation (MSPE).

If the student demonstrates a pattern of recidivism or fails to complete the required remediation plan as outlined, the matter will be returned to the Professionalism Committee. The Professionalism Committee will then submit its recommendation for additional action that may include dismissal. The Dean of the School of Medicine to make the final determination.

Appeal

As a matter of right, a student may appeal the decision of the Professionalism Committee. An appeal must be made to the Dean of the School of Medicine within ten (10) working days of the Professionalism Committee's decision. In general, requests for an appeal should be based on information not previously considered. The Dean of the School of Medicine, or his/her designee, shall decide within ten (10) working days after receipt of appeal whether further action should be taken. Once a decision is made, the Dean, or his/her designee, will notify all parties of the decision. The decision of the Dean, or his/her designee, shall conclude the matter.

Professionalism Complaint Report Form

Please review the Medical Student Professionalism Policy and Procedures before completing this form.

- Individual(s) involved in the unprofessional behavior is a (*Please select one*):

First-year medical student(s)

Second-year medical student(s)

Third-year medical student(s)

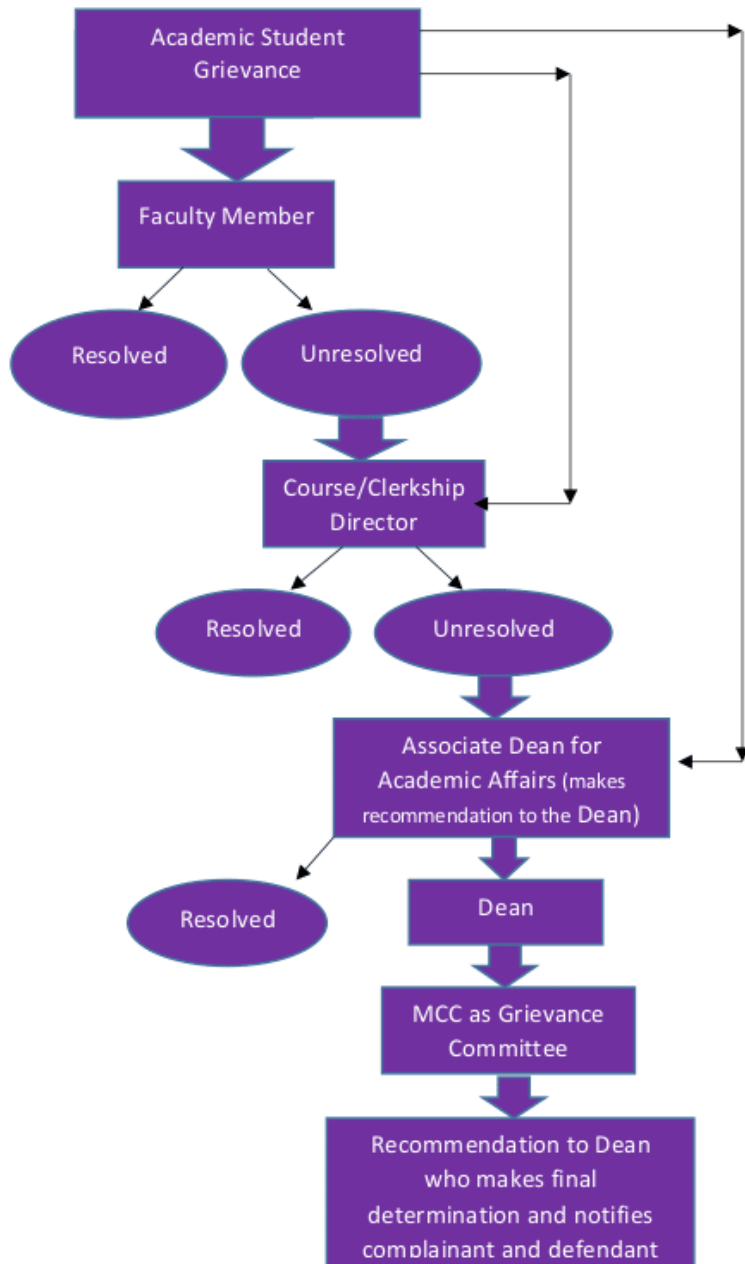
Fourth-year medical student(s)

Other (specify): _____

- Reporting unprofessional behavior:

- Reporting a complaint on unprofessional behavior **must not be anonymous**.

Due process will be assured during any investigation of an allegation of unprofessional behavior.



Academic Grievance

An academic grievance can be directed to either a Faculty Member, Course/Clerkship Director, or Associate Dean for Academic Affairs. An academic grievance is defined as any situation affecting the status of a student in which the student believes his/her rights have been compromised or denied because of one of the following:

- a) An arbitrary and/or capricious action on the part of the faculty member/research mentor or other administrator
- b) Application of standards different from those that were applied to other students in the same course or program
- c) Other issues that are not concerning a grade

**For grade concerns please adhere to the Grade Appeal policy in the LSU Health Shreveport Catalog.

Appointment of a Review Committee for Grievances

If a resolution cannot be reached in the case of an academic or non-academic grievance, the Dean will review the appeal from all levels, and take one of the following actions:

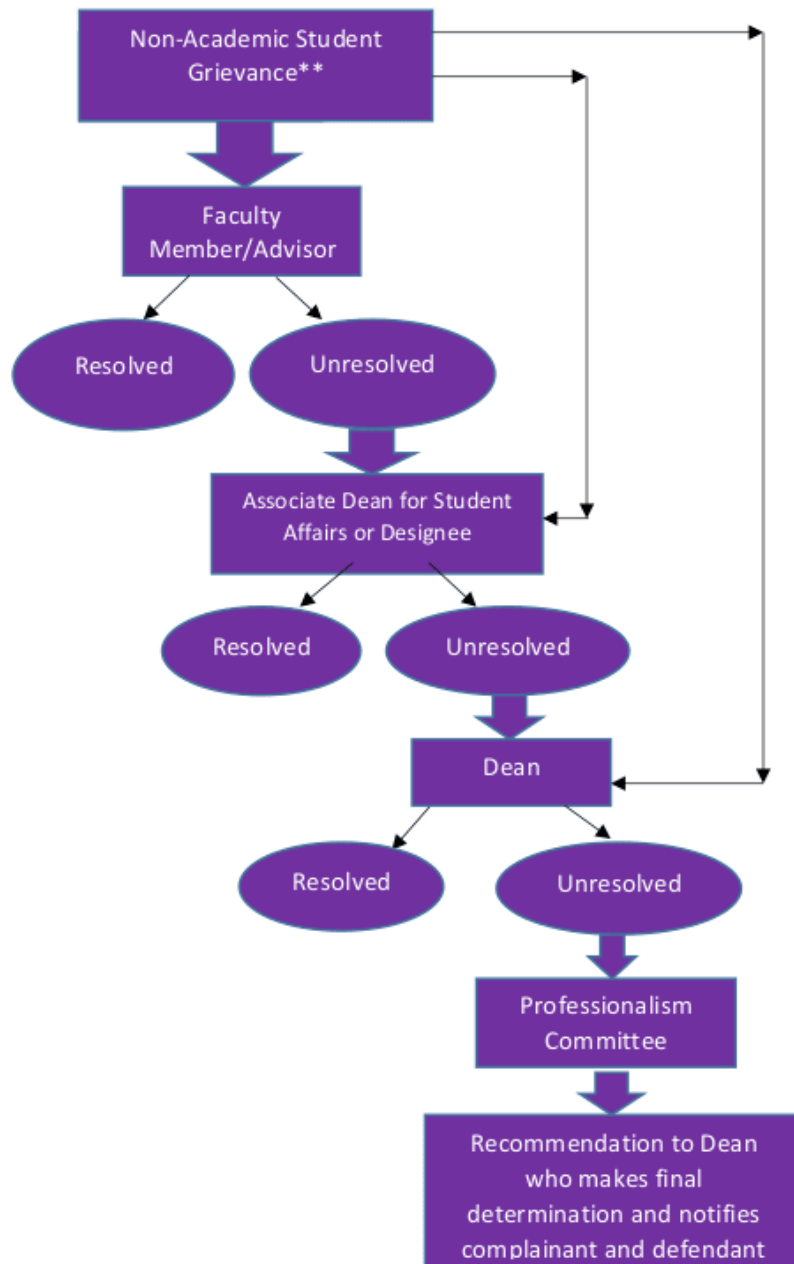
1. Render a decision based on the written appeal and review of all documentation and investigation.

2. Meet with all parties concerned, who may be accompanied by advisors if desired, and then reach a decision,
3. Refer the appeal to the appropriate committee for its recommendation. The committee engaged for academic grievances is the Medical Curriculum Council; for non-academic grievances, the Professionalism Committee is convened. After deliberation, the committee will make its recommendation in writing to the Dean within 5 working days of the hearing.

The Dean's written decision will be sent to both the plaintiff and defendant and will list the reasons supporting the decision.

Non- Academic Grievances

Non-academic grievances include instances in which the student has reason to believe that he/she/they have received treatment contrary to students' rights including but not limited to discrimination on the basis of age, race, gender, ethnicity, religious belief, sexual orientation, gender identity, national origin, disability, or other conditions or preferences.



Non-Academic Grievance

A non-academic grievance can be directed to a Faculty Member/Advisor. Examples of non-academic grievances include complaints by students that they have been treated unfairly in violation of students' rights including but not limited to discrimination/harassment on the basis of age, race, ethnicity, religious belief, sexual orientation, national origin, disability, or other conditions or preferences by another student or LSU Health employee.

**If complaint involves sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking, and retaliation, please refer to Title IX flow chart.

Appointment of a Review Committee for Grievances

If a resolution cannot be reached in the case of an academic or non-academic grievance, the Dean will review the appeal from all levels, and take one of the following actions:

1. Render a decision based on the written appeal and review of all documentation and investigation.
2. Meet with all parties concerned, who may be accompanied by advisors if desired, and then reach a decision,
3. Refer the appeal to the appropriate committee for its recommendation. The committee engaged for academic grievances is the Medical Curriculum Council; for non-academic grievances, the Professionalism Committee is convened. After deliberation, the committee will make its recommendation in writing to the Dean within 5 working days of the hearing.

The Dean's written decision will be sent to both the plaintiff and defendant and will list the reasons supporting the decision.

Title IX & Sexual Misconduct

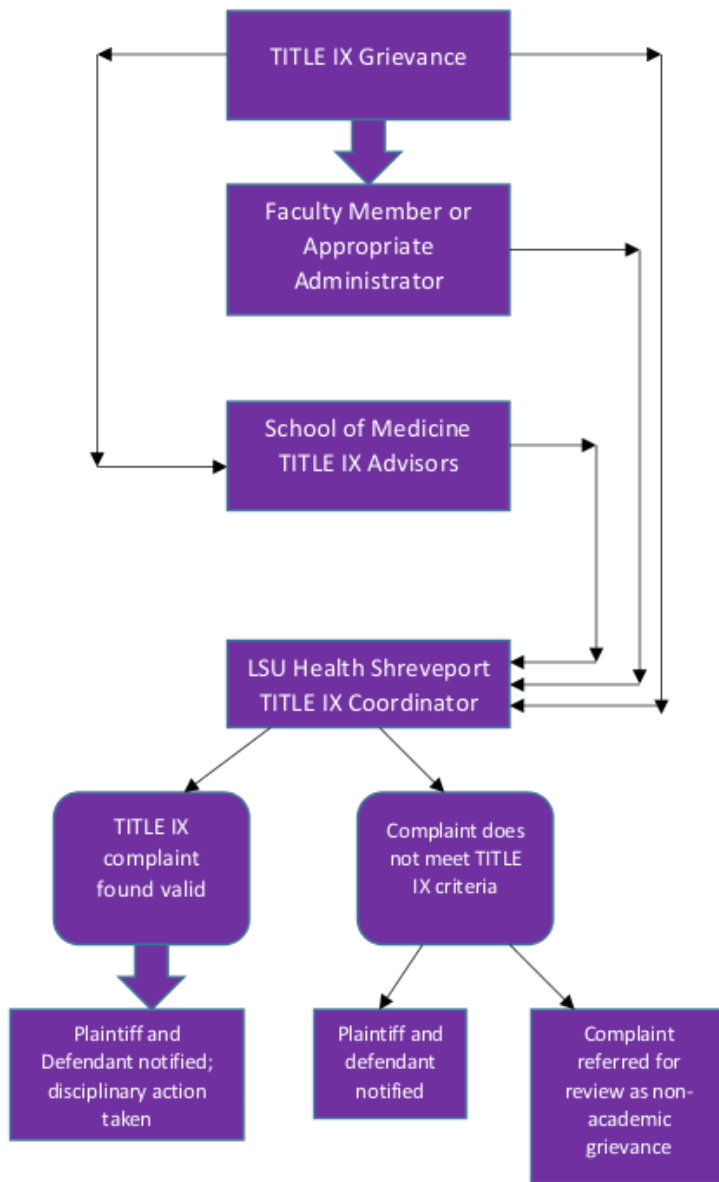
Title IX of the Education Act of 1972 is a comprehensive federal law which prohibits discrimination on the basis of sex or gender. LSUHSC-S is committed to providing a learning and working environment that promotes integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex and sexual misconduct, which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking, and retaliation. LSUHSC-S prohibits sex discrimination and sexual misconduct without regard to sexual orientation, gender identity and/or gender expression. Sexual discrimination and sexual misconduct violate an individual's fundamental rights and personal integrity. LSUHSC-S considers sex discrimination and sexual misconduct in all of its forms to be serious offenses. LSUHSC-S is also committed to ending sexual violence, and therefore, encourages you to report and cooperate with the appropriate parties when reporting sexual misconduct.

Campus Title IX Coordinator
Office of Legal Affairs and Organizational Integrity
1501 Kings Highway
Shreveport, LA 71130
Phone: [\(318\) 675-8387](tel:3186758387)
Email: ejone2@lsuhsc.edu
<https://www.lsuhschreveport.edu/about/legal-affairs/title-ix>

Title IX

Title IX complaints relate to sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking, and retaliation by another student or LSUHSC-S faculty member, staff, or employee. Title IX complaints will be referred to the LSUHSC-S Title IX Coordinator.

SCHOOL OF MEDICINE TITLE IX OFFENSE GRIEVANCE



TITLE IX OFFENSE

The LSU Health Shreveport School of Medicine has an obligation to maintain an environment free of TITLE IX offenses (include sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking, and retaliation, etc.)

****School of Medicine faculty/staff have mandatory reporting and response obligations and may not be able to honor a complainant's request for confidentiality.**

Appointment of a Review Committee for Grievances

If a resolution cannot be reached in the case of an academic or non-academic grievance, the Dean will review the appeal from all levels, and take one of the following actions:

1. Render a decision based on the written appeal and review of all documentation and investigation.
2. Meet with all parties concerned, who may be accompanied by advisor, if desired, and then reach a decision.
3. Refer the appeal to the appropriate committee for its recommendation. The committee engaged for academic grievances is the Medical Curriculum Council; for non-academic grievances, the Professionalism Committee is convened. After deliberation, the committee will make its recom-

mentation in writing to the Dean within 5 working days of the hearing. The Dean's written decision will be sent to both the plaintiff and defendant and will list the reasons supporting the decision.

Online/External Communications

The mission of the Office of Communications and Public Affairs is to develop informed support for LSUHSC-S by creating and communicating the health sciences center's key messages to targeted audiences, while preserving and advancing the brand and image of LSUHSC-S.

The Office of Communications and Public Affairs should be contacted if you have questions regarding LSUHS brand standards or the use of the LSUHS logo, media outreach, social media, promotion of a fundraising event via internal or external communication channels, or need direction on or approval of a promotional item (flyer, t-shirts, bags, online graphics, etc.).

Contacts:

Lisa Babin, Executive Director of Public Affairs, Communications and DevelopmentAA
318-675-8769 (office) | lbabi6@lsuhsc.edu

Jazmin Jernigan, Public Relations Coordinator
318-675-8789 (office) | jjjerni@lsuhsc.edu

Students and Student Organizations need to be mindful of the following guidelines and policies relating to online and external communications:

- **Communicating with Media (TV, Print, Radio, Online, etc.):** Students should not proactively reach out to members of the media/reporters or respond to media requests without first communicating with the Office of Communications and Public Affairs.
- **Social Media**
 - The LSUHSC-S Social Media Usage Administrative Directive applies to students. The policy provides guidance for use of social media and communicating via social media in relation to LSUHSC-S activities. All students should be familiar with and abide by these guidelines. Additional resources and guidelines relating to social media can be located on the INSIDE under the [Office of Communications and Public Affairs Department page](#).
 - No images, video, or sound files should be recorded or posted from patient care areas because they may inadvertently include patients or patient information and thus violate the HIPAA law. Identified patients or patient information should never be posted unless cleared with the Office of Communications and Public Affairs once confirmed all policies and laws are abided by.
 - All social media channels used for official LSUHSC-S communications must be approved by the Office of Communications and Public Affairs prior to creation. Failure to obtain approval could result in that account being terminated if it does not adhere to or meet the standards and/or the guidelines outlined in Social Media Usage and associated Administrative Directives. Please refer to the Social Media Usage Administrative Directive for how to request social media accounts.

- **External Websites:** External websites for official LSUHS activities are not permitted, which includes event registration sites. Webpages and other electronic publications not officially affiliated with LSUHS shall not exhibit reproductions of LSUHS templates. LSUHS Student Organizations should have a dedicated page on the main LSUHS website (www.lsuhs.edu). Please refer to the Website/Online Communication Administrative Directive for additional information regarding the LSUHS website and how to request the creation of a new webpage.
- **LSUHS Branding:** A consistent identity is a vital part of LSUHSC-S's relationship with the public. Simple things like fonts, imagery, and colors, when used consistently, make for a stronger brand and add to the public's ability to identify LSUHS. To ensure that all of the LSUHSC-S's reputation-defining materials intended for internal and external distribution accurately reflect the goals, image, and policies of LSUHSC-S, it is essential that uniform practices be followed in planning, editing, designing, and producing such materials. Therefore, supervision and production of all reputation-defining pieces are centralized in and coordinated by Office of Communications and Public Affairs utilized staff in Medical Communications. All reputation-defining materials must strictly adhere to brand standards and guidelines, which are defined in the [LSUHS Brand Standards](#) manual, and these materials must be approved by Office of Communications and Public Affairs to ensure that they reflect favorably upon LSUHS. A condensed version of the LSUHSC-S Brand Standards Manual for Student Organizations can be found [here](#). *Please note that this document is constantly being updated as needed.*

Social Media Policy

Each student is responsible for his or her postings on the Internet and in all varieties of social media. In all communications, students are expected to be courteous, respectful, and considerate of others. Inappropriate postings on the Internet or social media will be considered lapses in the standards of professionalism expected of LSU Health Sciences Center Shreveport (LSUHSC-S) students. Students responsible for such postings are subject to the disciplinary process in the same manner as for any other unprofessional behavior that occurs outside the academic setting. Students who do not follow these expectations may face disciplinary actions including dismissal from the LSU Health Sciences Center Shreveport.

LSUHSC-S students are urged to consider the following before posting any comments, videos, pictures, or essays to the Internet or a social media site:

- There is no such thing as an “anonymous” post. Furthermore, any posts or comments submitted for others to read should be posted with full identification of the writer. Where your connection to LSU Health Sciences Center Shreveport is apparent, make it clear that you are speaking for yourself and not on behalf of LSUHSC-S. A disclaimer, such as, "The views expressed on this [blog; website] are my own and do not reflect the views of my University or the School of Allied Health Professions/School of Graduate Studies/School of Medicine" are required.
- Internet activities may be permanently linked to the author, such that all future employment may be hampered by inappropriate behavior on the Internet
- Making postings “private” does not preclude others copying and pasting comments on public websites. “Private” postings that become public are still subject to sanctions described in the School's Conduct Code.

- Do not share information in a way that may violate any laws or regulations (e.g, HIPAA). Disclosing information about patients without written permission of the patient and the LSUHSC-S administration, including photographs or potentially identifiable information is strictly prohibited. This rule also applies to deceased patients.
- For LSUHSC-S’ protection as well as your own, it is critical that you show proper respect for the laws governing intellectual property, copyright and fair use of copyrighted material owned by others, including LSUHSC-S’ own copyrights and brands. Curricular materials developed by LSUHSC-S faculty and staff or faculty/staff of other medical schools or educational institutions should not be distributed or redistributed. When in doubt, students should seek guidance regarding appropriate use of such materials.
- Do not share confidential or proprietary information that may compromise LSUHSC-S’ research efforts, business practices or security. In addition to the above, the Social Media Guidelines for Medical Students and Physicians, created by the American Medical Student Association, should be followed. These guidelines are included here:

In all situations, including on social media sites, members of the medical profession should always represent him/herself in a manner that reflects values of professionalism, accountability, integrity, honor, acceptance of diversity, and commitment to ethical behavior.

For purposes of these guidelines, “social media” includes Internet and mobile-based applications that are built on user-generated shared content. Social networks including, but not limited to, blogging, microblogging (e.g.,

Twitter), networking sites (e.g., Facebook, LinkedIn), podcasts and video sites (e.g., Flickr, YouTube) – offer opportunities for communication, information/experience sharing, collaborative learning, professional interactions and outreach.

Guidelines for social networking

- Be professional. As medical students and physicians, we should represent our profession well. Adhere to rules of ethical and professional conduct at all times.
- Be responsible. Carefully consider content and exercise good judgment as anything you post can have immediate and/or long-term consequences and carry the potential for significant public impact and viral spread of content. Therefore, all statements must be true and not misleading. Make sure that you differentiate opinions from facts.
- Maintain separation. Avoid interacting with current or past patients through social media, and avoid requests to give medical advice through social media.
- Be transparent/use disclaimers. Disclose yourself and provide an appropriate disclaimer that distinguishes your views from those of the clinic, hospital system and/or University with which you are associated (while at the same time, being careful not to violate any social media policy to which you may be subject by such organizations). Without specific direction from the appropriate personnel, you may not present yourself as an official representative or spokesperson for said organizations. Also, be sure to reveal any conflicts of interest and be honest about your credentials as a medical student or physician (resident or otherwise).
- Be respectful. Do not use defamatory, vulgar, libelous and potentially inflammatory language and do not display language or photographs that imply disrespect for any individual or group because of age, race, national origin, gender, sexual orientation, ethnicity, marital status, genetic information, military status, or any other protected characterization or group.

- Follow copyright laws. Comply with copyright laws. Make sure you have the right to use material before publishing.
- Protect client/patient information. Do not discuss confidential information and follow standards of patient privacy and confidentiality and regulations outlined in Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g). Remember you could personally face a HIPAA violation if there are enough details in the post for patients to recognize themselves.
- Avoid politics. Political endorsements or advocacy positions should generally be avoided.
- Comply with all legal restrictions and obligations. Remember use of social networking sites or weblogs can carry legal and professional ramifications. Comments made in an unprofessional manner can be used in legal, professional, or other disciplinary proceedings (i.e., hearings before a State Medical Licensing Board).
- Be aware of risks to privacy and security. Read the site's Terms of Use and Privacy Policy. Be cognizant of continuous changes in these sites and closely monitor the privacy settings of the social network accounts to optimize your privacy and security.

Adapted from the Social Media Guidelines for the American Medical Student Association (AMSA).

Student Health & Wellness

Student/Employee Health Clinic

3rd floor of Building A (Comp Care Bldg.); 626-0663; Hours: 7 am – 4:30 pm M-F

The Student/Employee Health Clinic will handle student immunization records and updating of student immunizations, post-exposure chemoprophylaxis, TB testing, etc. Student/Employee Health will also provide flu immunizations for students, free of charge, at the appropriate time of year.

For other complaints such as, flu/fever/cough and cold/ -earaches, sinus infections, nausea, vomiting/-minor injuries, etc. Family Medicine provides a walk-in clinic (similar to a Quick Care setting), located adjacent to the Student/Employee Health Clinic on the 3rd floor of Building A. ***Please note the student's personal insurance policy will be charged for any clinic visit.***

Student Health Insurance

<https://www.lsuhsreshreveport.edu/our-schools/registrar/student-health-insurance>

Mental Health Counseling

The Student Counseling Center Service provides counseling ranging from short-term problem resolution to more intensive psychotherapy. It can be useful to those with mild difficulty in their lives as well as those with more serious or longstanding problems. Some common reasons for coming to counseling include relationship problems, academic anxieties, feeling unusually sad, irritability, sleep problems, eating problems, having a hard time paying attention, feeling lonely, suicidal thoughts, and worrying too much.

Dr. Mark Cogburn
Director of Student Mental Health
1801 Fairfield Ave. Suite 401
318-676-5002
mcogbu@lsuhsc.edu

Mr. Josh Hollis
MA LPC., Anxiety Disorders and Counseling
1801 Fairfield Ave. Suite 401
318-676-5002

Mrs. Ann Inabnet
MA, LPC.
820 Jordan Street, Suite 104
318-676-5002

LSUHS Institutional Wellness

Emotional, social, workplace and physical well-being are critical to the development and maintenance of competent, caring students, faculty and healthcare providers. In the current health care environment, students, residents, fellows, faculty members and staff are at increased risk for burnout and depression. LSUHS New Wellness program includes free online wellness platforms such as BurnAlong <https://fit.burnalong.com/lsuhs/>, fun after-hour activities at The Training Ground, and discounted rates at local gyms such as Breathe Yoga, and YMCA. We also offer wellness lunch-and-learns and the Wellbeing Index for you to assess your stress levels throughout the year. To learn more about our wellness resources please go to: <https://inside.lsuhs.edu/departments/wellness>, or contact Marie Vazquez Morgan PhD, PT, Assistant Vice Chancellor of Institutional Wellness at (318) 813-2944.

Needlestick Protocol

Definitions of Exposure: Punctured with a used needle or a contaminated sharp; mucous membranes splashed with blood/body fluids; blood/body fluid contact with non-intact skin.

Any medical student who sustains a needle stick or other wound resulting in exposure to blood or body fluids should follow the following protocol. Please keep in mind, that drug prophylaxis following a high-risk exposure is time sensitive, therefore you must immediately seek help from the appropriate hospital department.

1. Treat the exposure site:

Percutaneous Stick:

- Bleed the wound
- Use soap and water to wash areas exposed to potentially infectious fluids as soon as possible after exposure. Puncture wounds can be cleaned with an alcohol-based cleanser, chloroxylenol, or chlorhexidine.

Mucous Membrane Exposure with Blood:

- Immediately flush the area with water (for eye splashes flush with water or saline solution for a minimum of fifteen minutes)

2. Notify the supervising resident or attending physician of the exposure.

The supervising physician will immediately complete an LSU Health On-The-Job Injury Report, as appropriate to the

situation. On-the-Job Injury Record can be found at: http://www.sh.lsuhs.edu/policies/policy_manuals_via_ms_word/Admin/7.2.pdf

3. **The supervising physician will ensure that the following steps are taken:**
 - A blood sample from the patient who is the source should be obtained. Two red top tubes are needed from the source (neither a doctor's order nor the patient's permission is needed).
 - The blood sample test tubes should be labeled with the patient (source) information. The tubes and the LSUHSC-S ON-THE-JOB INJURY REPORT signed by a supervisor should be brought to Employee Health on the 3rd Floor of Comp Care Building (Monday-Friday 7:00am-4:00pm) or the Emergency Department (ED) in (after hours).
4. **Report for evaluation/treatment:** The exposed student should immediately report to:
 - **Employee Health:** 3rd Floor Comp Care Bldg. (Mon.-Fri. 7:00am -4:00pm) or **Emergency Department** (after hours).

The student should identify himself/herself as a medical student who has just sustained an exposure.

- When the patient source is known to be HIV positive then **IT IS RECOMMENDED THAT FOR AN OPTIMUM RESPONSE, PROPHYLAXIS SHOULD BE INITIATED WITHIN 2 HOURS OF THE EXPOSURE.** Additionally, counseling should be offered regarding prophylaxis.
5. **Return for Follow-up:** The exposed student should return to the Employee Health when notified by email, usually by the next business day for follow up (the initial test results should be available at that time).
 - The student's Bloodborne Pathogen insurance policy will cover the cost of post-exposure chemoprophylaxis of students exposed to HIV blood (needle sticks, etc.). This is a four-week course of post-exposure therapy involving **Truvada** and **Isentress** which is an expanded drug regimen. This treatment will be coordinated, including prescriptions and follow-up, through the Employee Health Clinic.
 - Follow up testing for HIV will be offered through Employee Health at 6 weeks and 4 months from the date of exposure.

Additional Assistance

If you have any problems associated with your needle stick, please contact the Student Affairs at 318-675-5339.

Student Services

Office for Student Affairs

The Office for Student Affairs is responsible for the delivery of all student services in the School of Medicine. These services include student leadership, academic training, personal growth through co-curricular and extra-curricular services, programs and activities. The goal of this office is to get to know all medical students and create a caring atmosphere that promotes student success.

Office of the Registrar

The Office of the Registrar is the steward of the university's academic history, maintaining the integrity of student records and documenting excellence of the institution's learners. The Registrar's core functions include catalog production, course inventory administration, course scheduling, degree audit, diploma services, document management, enrollment certification, registration, student academic records, transcript services, academic calendars, veteran certification and FERPA administration. <https://www.lsuhs.edu/our-schools-/register>.

Office of the Bursar

The role of the bursar is to administer electronic tuition and fee statements, receives university fees and charges and process excess financial aid.

Student Financial Aid

The Office of Student Financial Aid provides information regarding financial aid opportunities. Office personnel work directly with students to ensure that they have sufficient financial resources to pay for their educational expenses. The majority of LSU Health students receive some form of financial aid through grants, scholarships, and/ or loans. Counselors are available to help students complete applications, prepare loan repayment strategies, and learn financial planning and debt management.

<https://www.lsuhs.edu/admissions/student-financial-services/student-financial-aid>.

Information Technology

New students entering LSUHSC-S School of Medicine are required to purchase a laptop computer. This purchase enables the school to ensure that students will have a working laptop at all times during their studies. Support services are provided by the Office of Information Technology.

Educational technology tools and services to enhance learning are provided through student learning and support traditional and distance education programs, such as:

- Moodle – a learning management system that allows educators, administrators and learners to create a customized learning environments.
- Echo 360 –video capture that allows instructors to record, edit and publish live lectures and screencasts.
- Clinical Skills Center –dedicated clinical simulation space with state-of-the-art simulators, including computer- controlled manikins, task trainers, virtual reality simulators and standardized patients, which provide students with hands- on training.

Academic Support/ -Tutoring

Students are assisted in accessing academic resources including peer tutoring and professional academic advising and counseling, that will help maximize their academic potential. The school provides academic advising and support from a learning specialist. The specialist can assist in identifying factors negatively impacting student performance, assessing learning styles, and developing practical learning strategies, such as time management, test-taking and active learning techniques. Individualized tutoring for topic content is available upon request. Clinical mentors may be assigned as well.

Prep For Step

The Office for Student Affairs provides a six month preparatory USMLE educational program designed to assist medical students with the national Step 1 exam. The program offers the necessary resources for students to be academically successful, to be mentally and emotionally prepared, and to possess enhanced test-taking skills. The program includes guest lectures, practice sessions, peer-to-peer tutoring and multiple resources. The program dates are December 1-July 1.

Health Sciences Library

To help students be successful, the Health Sciences Library provides MS I, MS II, and MS III with information guides. These guides contain links to electronic textbooks, national test preparation tools, and other information resources. In addition, the library has faculty ready to help you with information questions at shlibref@lsuhsc.edu. Find your guide: MS I <http://guides.lsuhs.edu/ms1info>; MS II <http://guides.lsuhs.edu/ms2info> and MS III <http://guides.lsuhs.edu/clerkshipresources>.

Scholarships

There are several scholarship opportunities for medical students; depending on the scholarship students are required to complete an application or provide financial aid information for consideration. Other scholarships are awarded due to meeting established criteria. All scholarships are overseen by the School of Medicine Scholarship committee. <https://www.lsuhs.edu/our-schools-/school-of-medicine/student-affairs/scholarships>.

School of Medicine Institutional Scholarship *

- Tuition and fees
- Top quintile

LAMMICO Award for Excellence Scholarship

- Entering freshman
- High undergraduate performance

School of Medicine Disadvantaged Background Scholarship *

- \$3,000 - \$6,000
- Proof of disadvantaged background

Nathan Bernstein Scholarship Fund

- \$3,000
- Proof of financial need, high performing student

Sandra and Jerry Martin Endowed Scholarship for Medical Students

- \$2,000
- Incoming freshman from rural communities
- High performing student

Reginald and Ruby Slaughter Scholarship

- \$2,000
- Top 25% of class, awarded to second, third and fourth year medical students

LSU Honor Scholarship

- \$270.00
- Top 25% of Class, awarded as sophomore and renewed junior and senior year

LSU Rotary Club Scholarship *

- \$2,000
- Senior student, top 15% and active community service

Charles G. Hargon Jr. Memorial Scholarship for Medical Students*

\$4,000

Rising 4th year student, top quintile, active community service

*Application required

Tuition Waivers

These are offered through the Student Admissions Office, so maybe a link to their page outlining the process & eligibility criteria.

Senior Awards

Graduating seniors are eligible for a variety of awards sponsored by individual departments, LSUHSC Foundation, and other external sponsors.

Society of Academic Emergency Medicine Excellence in Emergency Medicine Award

Department of Emergency Medicine Faculty Award

Department of Family Medicine Arthur T. Fort, III MD Chairman's Award

Michael O. Fleming MD Family Practice Award

John Haynes Country Doctor Award

ACP Award for Excellence in Medicine

Department of Medicine Award for Outstanding Performance

Donald R. Smith Award for Excellence in Neurosurgery

H.E. Thompson, MD Memorial Award for Excellence in Obstetrics and Gynecology
Excellence in Ophthalmology Award, John W. Henderson
Cheryl Clark Lyles Outstanding Student Award in Otolaryngology- Head & Neck Surgery Research
Orthopaedic Surgery Outstanding Student Award
Robert T. Lucas Award
Dr. Amy Ashford Yates Memorial Award in Pediatrics
Ralph W. Baucum, Jr. MD Award
John W. Bick Jr., MD Award in Psychiatry
John Oditia, MD Outstanding Medical Student Award
Faculty Award to a Graduating Medical Student for Excellence in Surgery
Robert K. Womack Memorial Urology Award
Senior Award for Outstanding Underrepresented Minority Student
Student Yearbook Award
Lewis Gottlieb Scholar Award
Dr. and Mrs. Adrian Reed Memorial Award
Northwest Louisiana Medical Society (NLMS) Honor Award
Pattie W. Van Hook, MD Memorial Award
Leonard Tow Humanism in Medicine Award
Drs. Alice & Joe Holoubek LSU Founder Award
John C. McDonald, MD Award
Ike Muslow MD, Visionary Award
Ascension Degaldo Smith Excellence Award
Don and Ruby Horton Generosity of Spirit Award
Aaron Selber, Jr., Leadership Award

Reid Chadwick Memorial Award

Chancellor's Award

Faculty Award for Academic Achievement

Special Events

New Student Orientation - Entering freshman students are introduced to the medical school curriculum, student services available on campus, and welcoming reception.

White Coat Ceremony - This ceremony occurs at the end of the MSII year to mark the end of didactic classroom learning and the transition to clinical rotations. Students are cloaked with their white coat by faculty alumni, and the event is sponsored by the Arnold B. Gold Foundation.

Family Day - Parents and families of the freshman class are invited to the LSUHSC-S campus to gain perspective of the transition into medical school. Presentations by LSUHSC-S faculty and administrators, demonstrations in the anatomy lab and a glimpse of the simulation lab and standardized patient presentations show parents what it is like to be a medical student.

Match Day - Match Day is the culmination of four challenging years, and, in some ways, is the most exciting day of the medical school experience. Every year at a predetermined time, medical students across the country learn simultaneously which hospital will educate them for the next three to seven years.

Graduation - LSUHSC-S celebrates commencement including, the School of Medicine, the School of Allied Health Professionals and the School of Graduate studies.

Student Organizations and Opportunities

Executive Council/ Class Officers

The Executive Council is the student body government that includes medical students and graduate students. Executive Council plans social functions and serves as the voice of the students. In addition, each medical school class elects class officers to serve the needs of that class and communicate with administration and Executive Council.

Student Organizations & Interest Groups

There are several organizations for students be involved in from honor societies, to social clubs, medical interest groups and religious groups. A complete list of all opportunities can be found here:

<https://www.lsuhs.edu/our-schools/school-of-medicine/student-affairs/student-involvement>

LSU Football Tickets

A limited number of LSU home game tickets are available for purchase.

Community Service Opportunities are available in local medical clinics, service organizations, and local non-profit groups.

Cadaver Ball - Freshman and sophomore students plan the annual semi-formal Spring Cadaver Ball.

Mental Health Awareness Week - Sponsored by the Executive Council this week addresses the importance of good mental health in the medical community.

Camp Tiger - This is a five-day camp for special needs children ages 5-22 and is run solely by medical students.

Geaux Bald - Annual fundraiser supporting the St. Baldrick's Foundation in fighting childhood cancer.

Ideas Program - Interactive Day of Education and Science presents STEM programming to the public and promotes the importance of science education.

Room Scheduling

Please appoint one person from your organization to be responsible for scheduling meetings and events. The designee will be given access to the scheduling system (Ad Astra) from Student Coordinator, Laura Grayson, in the Office for Student Affairs, 318-675-5339.

Diversity Affairs

Essential to LSUHSC-S's legacy of excellence is our belief that unique perspectives, diverse backgrounds, and individual lived experiences contribute directly to our students' ability to provide quality care to an evolving patient population. Celebrating and supporting the diverse student population at LSU Health makes us a better medical institution and enhances the educational experience of our students. That is why we are committed to recruiting and developing a high level of diversity within our student body. It is also, why we offer a number of programs and organizations to support the needs and career aspirations of our students – particularly those from underrepresented minority groups.

The Office for Diversity Affairs has designed and implemented new programs and initiatives to assist minority students in achieving success with their medical studies while enrolled at our institution. All minority medical students are required to participate in the Diversity Affairs Mentoring Program (DAMP). As an initiative for the Strategic Plans for Equity, Equality and Diversity (SPEED), monthly luncheons are hosted for minority students, residents, and fellows to gather and build supportive relationships. HBCU Day is sponsored by the Diversity Affairs Office to promote our institution and provide assistance to college students interested in coming to medical school. Other events are hosted for the minority students to engage in and discuss their future plans for becoming a physician.

Visit the Office of Diversity Affairs to learn more about:

- Mentorship opportunities
- Programming throughout the year
- Student organizations supported by the Office of Student Diversity and Inclusion
- Community engagement opportunities
- Visit the website for more information. <https://www.lsuhs.edu/our-schools/diversity-affairs>

By signing this form , I acknowledge that I am aware of the contents of the LSU Health-Shreveport Student Handbook. I have read the Student Handbook and understand I am responsible and will comply with the policies contained in the LSU Health-Shreveport Student Handbook.

Print Name _____

Signature _____