

**Tulane University
School of Medicine**

Handbook for Medical Students

Published by the Office of Student Affairs, School of Medicine
Revised August 2014

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**Letter from the Senior Associate Dean for
Admissions and Student Affairs
Marc J. Kahn, M.D., MBA**

Dear Incoming Medical Student:

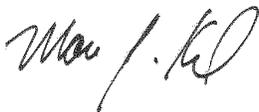
Welcome to the Tulane Community. This Student Handbook is provided to you as a guide to the basic rules and regulations concerning procedures at Tulane University Health Sciences Center. Although I realize that the life of a medical student, especially one about to begin the first year, is harried, please TAKE THE TIME TO READ THIS OVER. This handbook has information that will be very useful to you.

Information on GRADING POLICIES, STUDENT CONDUCT, EMERGENCIES, and STUDENT RESOURCES can all be found in this handbook.

Care has been taken to make this as “user friendly” as possible and to insure that all included rules make sense. Also note, that this handbook is updated each year to make sure that it is current and accurate. The most up-to-date version of this handbook can always be found on the Student Affairs website (<http://www.som.tulane.edu/departments/StudentAffairs/INDEX.HTM>)

I wish each of you luck and success as you go through medical school at Tulane. These next several years should be years of growth and maturation as you become physicians. Remember, our office is always available to help you. I look forward to participating in your development as physicians.

Sincerely,



Marc J. Kahn, MD, MBA
Peterman-Prosser Professor
Senior Associate Dean for Admissions and Student Affairs

Administration of Tulane University School of Medicine

Sr. Vice President and Dean.....L. Lee Hamm, MD
Vice Dean for Academic AffairsN. Kevin Krane, MD
Senior Associate Dean for Admissions and Student AffairsMarc J. Kahn, MD
Assistant Dean for Academic Affairs.....Byron E. Crawford, MD
Associate Dean for Admissions and RecruitmentBarbara Beckman, PhD
Assistant Dean for Student Affairs.....Ernest Sneed, MD
Associate Dean for Graduate Medical Education..... Jeffrey Wiese, MD
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Office of Admissions and Student Affairs Staff

Rondel Frank.....Registrar
Jenna Smith.....Admissions Coordinator
Kim Melerine.....Senior Student Records Specialist
Melissa Riley.....Student Records Specialist
Rachel Bonacorso.....Executive Secretary
Rebecca Knox.....Senior Program Coordinator

ACADEMIC ISSUES

The Office of Student Affairs (988-5331) is your primary source of answers to your academic questions and problems. Dr. Marc J. Kahn has been the Dean of students since 2002. He has a wealth of experience in advising medical students as a former residency director. His office serves as the Registrar, and his office maintains grade records and evaluations. The staff schedules Dean's hours, keeps up-to-date on curriculum requirements, and processes paperwork for USMLE testing. The office also administers the application process for residencies, is responsible for the annual White Coat Ceremony, graduation, retreats, and oversees all orientation activities of the incoming first year students and for the third year students' orientation into the clinical years.

The Office of Student Affairs has a website at <http://www.som.tulane.edu/studentaffairs/>. You can find pictures of the staff, along with staff email addresses and phone numbers. The areas of responsibility for each staff member are listed. The website also has career information, course information and other information related to your life as a medical student.

IMPORTANT: Students receive important information through class list serves on email; therefore, students should check their email at least once each day. If you learn that classmates are receiving email via the list serve, but you are not, please contact the Office of Admissions and Student Affairs and give your email address and your class number, i.e., Class of 2009 (graduating in 2009). You can contact the office by phone, 988-5331, 988-5187 or send an email to Rondel Frank at rfrank@tulane.edu.

Academic Calendars for Medical Students and Dual Degree Candidates

The academic calendar and course/clerkship schedules are posted at:

<http://tulane.edu/som/courses/courses.cfm>

Academic Deficiencies, Dismissal, & Re-Admission

A failing or "Condition (C)" grade in any course or clerkship constitutes an academic deficiency and requires review by the Committee on Student Affairs which recommends, subject to Executive Faculty approval, how the deficiency is to be made up, or if the student has more than one deficiency, what the student's promotional status may be. Deficiencies may be made up by repetition of the course or by re-examination given on a scheduled date immediately prior to the beginning of the next school year. For the pre-clinical years (T1 and T2), all academic deficiencies must be removed before a student can be advanced to the next year. Once a student receives two condition grades, the student must stop clinical rotations until these are remediated. In the clinical years (T3, T4), students must remediate deficiencies by October in order to insure graduation in May.

Students serving as officers of student organizations are expected to be in good academic standing without any condition or failing grades on their transcripts.

If for any reason a student must repeat a course or courses, or an entire semester due to academic deficiency, appropriate tuition and fees based on the academic year of repetition will be charged.

Passing grades in all major required courses of the current year are necessary for advancement to the succeeding year. Academic reasons for requiring a student to repeat a year include: incurring more deficiencies than can be cleared in one summer, as determined by the Executive Faculty; one or more academic deficiencies accompanied by generally marginal performance; failure to remove an academic deficiency during the summer.

An emphasis solely on academic performance alone runs contrary to the fundamental conviction of the faculty and administration at Tulane. Grades do not provide the sole criteria to determine the future performance of a physician; nevertheless, the academic standards of the School of Medicine must be maintained. Considering the responsibility to the public, the Committee on Student Affairs and the Executive Faculty shall be as flexible and as reasonable as possible under the circumstances regarding academic deficiencies. Reasons for dismissing a student include incurring excessive academic deficiencies as judged by the Committee on Student Affairs and confirmed by the Executive Faculty; failure to remove academic deficiencies; failure of one or more courses in a repeated year; multiple and repeated academic special action; and/or unprofessional conduct.

Rules established by the Executive Faculty, combined with existing precedents regarding dismissal, are consistently enforced. These include:

1. A student may only repeat the same course or clerkship once.
2. A student may only repeat a single year once.
3. When repeating a course or clerkship, the student must earn a grade of at least 75 or more depending on the parameters established by the particular department. Failure to do so results in a second failure of that course or clerkship and the student is dismissed, due to rule #1.
4. Failure of two individual courses or clerkships in a given year results in dismissal.
5. Failure of three courses and clerkships during medical school results in dismissal.
6. A student cannot proceed in the clinical curriculum with two or more deficiencies (F or C) until every deficiency is resolved. The student must take a leave of absence to remedy the deficiencies prior to advancement.
7. Students having difficulty in courses or clerkships (as determined by course or clerkship directors) are required to meet with course or clerkship directors and the senior associate dean within 14 calendar days of notification. Failure to do so results in dismissal regardless of academic performance.
8. All appeals for dismissals are made directly to the Dean of the School of Medicine within 30 days of notification.

These changes were recommended by Committee on students July 28, 2014.
The changes were approved by Executive Faculty August 26, 2014.

There is no policy regarding *suspension* since this is not an academic status in the School of Medicine.

A student who has been *dismissed* may apply for re-admission by submitting a request for re-admission directly to the senior associate dean for students. If the senior associate dean finds merit in the request, the matter is remanded to the Committee on Student Affairs. The Committee will entertain the request and all evidence, including verbal testimony relative to the request, and make a recommendation either favorable or unfavorable to the Executive Faculty, where the final decision is made.

In the case of a student who has voluntarily resigned and seeks *re-admission*, the appeal is directly to senior associate dean for students. The matter is then taken to the Committee on Student Affairs in the same fashion as described above.

Appeal Process for Grades

The student who disputes a grade should go first to the course director. If no resolution can be reached the appeal goes to the Chairman of the department. If no resolution can be reached, the appeal goes to the Senior Associate Dean for Student Affairs. At the Senior Associate Dean's discretion (or the Dean's instruction), there will be a called meeting of the Committee on Student Affairs to consider the appeal. Both parties and all pertinent evidence will be heard. The Committee on Student Affairs will make a recommendation, either favorable or unfavorable, to the Executive Committee presided over by the Dean. Although the decision of the Executive Committee is, generally speaking, final, it is theoretically possible to make a final appeal to the Dean of the School of Medicine. All appeals must be made within 30 days of grade assignment.

Completion Requirements for Degree

All students are required to complete all courses, electives, and required clinical clerkships with the grade of 70 or better.

During the month of May, approximately ten days to two weeks prior to graduation, the Registrar of the School of Medicine, Mr. Rondel Frank (rfrank@tulane.edu), and the Senior Associate Dean, insure that all students have met the requirements for graduation. This information is reported to the Executive Faculty by the Associate Dean for the Executive Faculty's approval for graduation.

Exemption of Basic Medical Science Courses (Adopted 5/20/82)

Students enrolled in the Tulane University School of Medicine may petition for exemption from any of the required basic science courses in the medical curriculum on the basis of courses taken previously at Tulane or elsewhere. Petitions must be submitted to the Office of Student Affairs by August 1st, and the student should provide an official transcript of the grade received in the course(s) in question, along with a catalog description of the course content. Exemption may be granted at the discretion of the department(s) concerned.

In general, exemptions are seldom given to the integrated nature of the curriculum. At the course director's discretion, students may in unique circumstances serve as a teaching assistant for a

course. Students are expected to either take the course or assist with the course. Full exceptions are not acceptable.

Masters of Medical Sciences

Background: In 2002, the Committee on Student Affairs recommended and the Executive Faculty approved requiring a passing score on USMLE Steps 1, 2CK, and 2CS as conditions for graduation and advancement. Initially, passing Step 1 was required in order to advance to the fourth year. Currently, the requirement has been modified such that a passing Step 1 score is required by the end of October of the third year.

Students who successfully compete at least two years of medical school, but who do not graduate with the MD degree, are allowed to earn a Masters of Medical Sciences degree. In order to complete the degree requirements, a 20-page library thesis will be required. The thesis will be reviewed and approved by a panel of full-time medical school faculty members mutually agreed upon by the student and the BMS Committee.

Approved by Biomedical Sciences Steering Committee (10/20/11)
Modified to include language regarding a thesis (12/4/11)
Modified to include language relating to thesis committee (1/24/12)
Approved by Medical School Executive Faculty 1/24/12

Grading Policy

The following policy on grading will apply to students entering the first year of the School in Academic Year 1987-88 and thereafter.

I. Core, and Selective Clinical Courses

All preclinical courses are graded Pass/Fail or Condition. Condition grades are converted to C/P or F.

Following Hurricane Katrina, preclinical courses were graded on a Pass (P)/Fail (F) basis only. This policy was in effect for the 2005-2006 and 2006 to 2007 academic years. This policy was approved by the Executive Faculty 6/06 and renewed 6/07 with annual review thereafter.

- A. Each department or teaching program shall determine for each course the most appropriate method for evaluation of student achievement, based on the nature of the course and on defined course objectives. Such methods as written examinations, oral examinations, literature reports, case reports, problem solving, or other reasonable means by which the student may demonstrate his or her knowledge of the subject

under consideration may be employed at the discretion of the Course Director. Participation on clinical rounds is always taken into consideration for grades on clerkships and senior selectives. Each Course Director shall present to the students, in written form on the first day the course meets formally, a statement describing course requirements, evaluative methods to be used and criteria for awarding specific grades.

- B. Each department will also present, in writing, on the first day of class, its specific course requirements which may in any way deviate from the overall grading policy. For example - A students must successfully complete the laboratory phase of the course in order to achieve a passing grade. Failure to successfully complete the laboratory phase will result in a grade of "Condition Repeat," even though the overall grade point average is 70 or higher.
- C. A letter grade describing the student's performance shall be awarded to each student enrolled in each course. Depending on the nature of the course, this grade may simple reflect the student's achievement on objective evaluative instruments or may also include evaluation of non-cognitive qualities and skills. The specific grade awarded to each student shall be based on the following criteria. (Note that where specific numerical grades or grade ranges are cited below for awarding letter grades, these should be considered as suggested guidelines rather than as inflexible rules. Each Course Director has the authority and responsibility for the final determination of letter grades for each student.)

CLINICAL COURSES (3RD AND 4TH YEAR)

<u>GRADE</u>	<u>DEFINITION</u>	<u>CRITERIA</u>
H	Honors	Should be awarded to a student whose performance in all phases of the course surpassed the minimum standards required by the faculty and was clearly superior to that of the average student taking the course. In courses in which an overall, final numerical grade is derived, "Honors" might correspond to a grade of 94 (on a scale of 100) or higher.
HP	High Pass	Should be awarded to a student whose performance surpassed the minimum standards required by the faculty and was distinctly above average for students taking the course. In courses for which an overall, final numerical grade is derived, "High Pass" might correspond to grades in the range 86 - 93 (ref. Section I., Subsection C. above). This grade may also be awarded in the case of a student whose performance was uneven in different phases of the course (e.g., a student who achieved high scores on objective examinations but whose ward or laboratory work was unremarkable).

P Pass Should be awarded to a student whose performance in the course met or surpassed the minimum standards required by the faculty. In courses for which an overall, final numerical grade is derived, "Pass" generally corresponds to a grade in the range 70 – 85.

C Condition In pre-clinical courses, "Condition" should be assigned to a student whose performance was marginal. In pre-clinical courses for which an overall, final numerical grade is derived, "Condition" generally corresponds to a grade in the range 65 - 69). It may also be assigned to a student who failed to meet the minimum standards required in one or more sections of a course, despite an overall, final passing average (e.g., a student who scored well on written examinations but who did not perform satisfactorily in the laboratory component). Invariably, this grade constitutes an academic deficiency requiring remedial work, at least passing a repeat comprehensive final examination and possibly successful repetition of the course.

In clinical clerkships, "Condition" is assigned to students whose performance on the wards or in other clinical aspects of the clerkship was satisfactory but who failed the final comprehensive examination. In such cases, the deficiency must be cleared by passing a repeat examination.

NOTE: "Condition" grades are noted on the transcript with a "C." When the condition is cleared, the "C" is followed by a "P" ("C/P"). A student can only receive a "Condition/Pass" in clearing a deficiency by condition examination. A student must earn a 70 on the condition examination. If a student chooses to repeat the course rather than take the condition exam, the student must pass the course with a 75.

F Failure Assigned to the student whose performance did not meet the minimum standards required by the faculty for this course. In pre-clinical courses or in clinical clerkships for which an overall, final numerical grade is derived, "Failure" might correspond to grades below 65. In clinical clerkships, "Failure" should be assigned to students whose performance on the ward or in other clinical aspects of the clerkship was unsatisfactory irrespective of their having passed the final comprehensive examination.

NOTE: **When a student "fails," the "F" remains on the transcript.** The course is listed again when the student passes, and the actual grade earned is recorded. Thus a student can "Honor" a course after failing it the first time. The student must make a minimum of 75 for the course to pass a course that is repeated.

- I Incomplete Assigned in cases where there is an unavoidable delay, caused by illness or other emergencies, in completion of course requirements. This grade will be assigned at the end of the course(s) when all but a minor portion of the course requirements have been completed. The "I" is a temporary grade and will be replaced on the transcript with the grade earned by the student. The student must satisfactorily complete the course requirements, thus earning, at least a passing grade, before being eligible for promotion to the succeeding year of study. All incompletes must be completed within six months of receiving the incomplete grade. After six months, incomplete grades are converted to failures.
- W Withdrawn Assigned for all courses currently being taken in cases where a student must be placed on leave-of-absence for a medical or psychiatric condition, as certified by a member of the clinical faculty at the School of Medicine, or in cases where the student is suffering serious personal difficulties, as judged by the Dean or his appointed delegate, and is thus unable to complete course requirements. Generally, a "W," as opposed to an "I," will be recorded on the transcript in cases where the student is forced to discontinue studies before completing approximately two-thirds of the course requirements. The "W" is also assigned in all courses currently being taken when the student voluntarily and permanently withdraws from the School of Medicine.

The School of Medicine reserves the discretion to determine the time frame distinguishing between the grades of "I" and "W," as described above. This determination will be made by the Dean or his appointed delegate in consultation with the Course Director(s).

II. Reporting of Grades

A. Intramural Reporting

1. Pre-clinical

- a. Each student's official transcript grade, either, P, C/P, F, I, or W, will be entered directly into the database of the Office of Student Affairs by the department issuing the grade. The Office of Student Affairs will only enter grades for T1 and T2 electives.
- b. The summary course grade (numerical or qualitative) that resulted from the applied evaluation procedures shall also be transmitted to the Office of Student Affairs, along with the criteria that were applied.

- c. Student Evaluation Forms, distributed by the Office of Student Affairs, shall be completed by the course instructors and transmitted to the Office of Student Affairs.
- d. At the conclusion of a course, each student will be given his transcript grade of P, C/P, F, I, or W, as well as the summary grade. Information transmitted to the student shall also include the class average, highest score, and lowest score, when quantitative procedures were applied.
- e. All progress exams that are returned to students will carry letter designations of P, C/P, or F. If a department desires, progress exams may be returned to the students with numerical grades under condition that each student's grade is reported solely to that student. Numerical grades, when derived by a department for portions of a course or for the entire course, are considered confidential information.

2. Clinical

- a. An overall grade of H, HP, P, C/P, F, I, or W shall be entered directly into the database of the Office of Student Affairs by the department assigning the grade.
- b. Student Evaluations Forms, distributed by the Office of Student Affairs, shall be completed by the course instructors and transmitted to the Office of Student Affairs.
- c. At the conclusion of a course all students will be given their grade of H, HP, P, C, F, I, or W.

B. Extramural Reporting

No numerical grades for any course will be reported extramurally. The official transcript for each student will show only the letter grade, H, HP, P, C, F, I or W earned in each course.

III. Preclinical (T1 and T2) Elective Courses

Students are required to complete one clinical elective during the first two years (four semesters) of medical school. This may include research, MPH classes, MBA classes, or other electives listed on the Student Affairs website. These are graded P (Pass) or F (Fail). The specific grade awarded to each student shall be based on the following criteria:

PASS Should be awarded to a student whose performance met or surpassed the minimum standards required by the faculty

FAIL should be assigned to a student whose performance failed to meet the standards required by the faculty.

Courses graded on a Pass/Fail basis will be noted as such on the official transcript.

IV. Clinical (T3/T4) Elective Courses

- A. Each department or teaching program shall determine for each course the most appropriate method for evaluation of student achievement, based on the nature of the course and on defined course objectives. Such methods as written examinations, oral examinations, literature reports, case reports, problem solving, or other reasonable means by which the student may demonstrate his or her knowledge of the subject under consideration may be employed at the discretion of the Course Director. Each Course Director shall present to the students, in written form on the first day the course meets formally, a statement describing course requirements, evaluative methods to be used, and criteria for awarding specific grades.
- B. A letter grade describing the student's performance shall be awarded to each student enrolled in each course. Depending on the nature of the course, this grade may simply reflect the student's achievement on objective evaluative instruments or may also include evaluations of non-cognitive qualities and skills. Grades are awarded as an H (Honors), HP (High Pass), P (Pass), C (Condition), or F (Fail) basis.

Clinical Rotation Requirements

During the third and fourth years of medical school, students are required to complete 22 months of educational activity. Clinical clerkships can be taken in the order that best fits the students academic and career plans. Required rotations include:

Internal Medicine	8 weeks
Surgery	8 weeks
Pediatrics	8 weeks
OB/Gyn	8 weeks
Psychiatry	4 weeks
Neurology	4 weeks
Family Medicine	6 weeks
Radiology	2 weeks*
Emergency Medicine	2 weeks*
Ambulatory Surgery	2 weeks*

Sub-I	4 weeks*
Internal Medicine Specialty Clinic	4 weeks
Electives	7 months* (may include MD/MPH rotation)
Community Medicine	4 weeks

*may be completed outside of Tulane affiliated Hospitals

Descriptions and requirements for clinical rotations can be found at:
<http://www.som.tulane.edu/courses.html>

HIPAA (Health Information Portability and Accountability Act)

Patient information must remain confidential. To insure proper confidentiality, the federal government acted HIPAA legislation. Each student must receive HIPAA training. Generally, this occurs during orientation for the third year clerkships.

Leaves of Absence Deadlines

Students taking a leave of absence for other than medical or emergency reasons should notify the Office of Student Affairs by May for those entering the third year, by June for those entering the second year.

Leaves of absence will generally be granted for one year. Students may request one additional year of leave. Requests are to be made directly to the Associate Dean for Student Affairs. Leaves of absence will not be granted for additional time after two years have been granted. Students failing to report following a leave of absence will be dismissed. All reasonable attempts will be made to notify students that an approved leave of absence is nearing expiration.

Retention

The Committee on Student Affairs reviews in January, July, and August the academic records of all students who accrued deficiencies. Students who have the credentials for admission to Tulane Medical School certainly have the capability of successfully completing the curriculum and graduating; so retention is one of the top priorities of the committee and of the administration and faculty of the school. All extenuating circumstances are taken into account, and each student who has failed a course or a clerkship is permitted to repeat, but only once. A student who has multiple failures may be permitted to repeat the course work during the next academic year. Academic failure upon the repetition of the course may lead to dismissal. Counseling services for students with academic problems are available.

Senior Scheduling Requirements:

All seniors need to have a faculty member to approve and sign their final schedules. The Senior Associate Dean will review the schedule and sign off on it; however, it is suggested that you consult a faculty member within the department where you want to match.

Student Records

All academic records, including course evaluations, grades and transcripts, as well as all pertinent communications, are maintained in individual student files in the Office of Student Affairs. At Tulane, the Senior Associate Dean for the Office of Student Affairs is also the Registrar at the School of Medicine. The process of access to the student's file is in compliance with the *Family Educational Rights and Privacy Act of 1974*, known as the "Buckley Amendment."

Subsequent to the student's graduation from the School of Medicine, his/her records are removed to the Office of the dean where they are kept complete for a period of five years. After five years has expired, the records are placed on microfiche and stored indefinitely.

Transfer Student/Credit Policies

Request for transfer are generally not entertained without significant extenuating circumstances. Students transferring into either the sophomore or junior class (there is no transfer permitted into the senior class) from other American and Canadian medical schools, which are accredited by the Liaison Committee on Medical education of the American Medical Association of American Medical Colleges, are given full and equal credit of all passing coursework completed for the first or first two years of curriculum.

Universal Precautions (Annual Training Required)

Blood-borne pathogen training is mandatory for all medical students. Training must be updated annually. A student can take the training and print his/her own certificate. The Office of Environmental Health and Safety documents the training. Training is offered on the web at <http://www.som.tulane.edu/oehs/bloodIndex.html>.

USMLE Requirements

USMLE Step 1 and 2 Requirements

Tulane University School of Medicine

1. For classes graduating 2007 – 2011, all students are required to pass USMLE Step 1 prior to entering the fourth year of medical school.
2. For classes graduating 2012 and beyond, USMLE step 1 must be passed by November 1st of the third year. Students not passing Step 1 are required to take a leave of absence until a passing score on Step 1 is achieved.

3. Beginning with the class of 2007, all students are required to pass USMLE Step 2 CK and Step 2 CS prior to graduating medical school.
4. Students not passing both Step 2 CK and CS by April of their fourth year of medical school will be required to take a leave of absence until passing scores on both Step 2 CK and CS are achieved.
5. These three USMLE exams must be passed to graduate from Tulane University School of Medicine. Failure to pass USMLE Step 1, Step 2 CK and Step 2 CS will result in a student being withdrawn from the academic rolls as a medical student.
6. The Executive Faculty unanimously passed a motion requiring all senior students to sit for USMLE Step 2 CS and Step 2CK before December 31st of their senior year in order to be allowed to participate in the match. This motion was passed in order to assure that every Tulane senior participating in the match will be allowed to graduate and begin residencies on time. You will still be required to have passing scores on both parts of Step 2 in order to graduate, but will have until June to do so. This will allow for retakes if necessary. To summarize the motion:

ALL SENIOR STUDENTS ARE REQUIRED TO SIT FOR USMLE STEP 2CS and STEP 2CK PRIOR TO DECEMBER 31ST OF THEIR SENIOR YEAR IN ORDER TO PARTICPATE IN THE MATCH.

7. A student may accumulate a maximum of 24 months of leave for the purpose of meeting the USMLE requirement. After 24 months, if USMLE Step 1, Step 2 CK and Step 2 CS are not passed, students will be dismissed.
8. The Committee on Academic Performance and the Senior Associate Dean for Student Affairs may recommend a delay in a student sitting for Step 1 until a study program is satisfactorily completed.

Approved by Curriculum Committee 8/4/04

Approved by Executive Faculty 8/17/04

Revised by Executive Faculty 2/8/10

MAINTENANCE OF MATRICULATION (MOM)

Students on leave of absence for failing USMLE may take part in the Maintenance of Matriculation (MOM) program. Students electing to enter the Maintenance of Matriculation Program will be required to meet weekly with a member of the Office of Medical Education (OME) to both

establish and follow up on a prescribed study plan. Students may waive this requirement if attending an established USMLE review course outside of New Orleans. In the event of an out of town course, students on MOM will be required to maintain contact via phone and/or email with both the Sr. Associate Dean and the OME on a weekly basis to update progress. Students on MOM will be considered half-time students by the School of Medicine. Students may remain on MOM for a maximum of 12 months. Following 12 months of MOM, students will be placed on Leave of Absence.

LEAVE OF ABSENCE (LOA)

Students on LOA are not eligible for federal financial aid. Students must complete USMLE Step 2 CK and Step 2 CS in order to graduate. Students are allowed 24 months total of MOM or LOA in order to complete all USMLE requirements. Failure to successfully complete USMLE Step 1, Step 2 CK and Step 2CS in the prescribed time will result in dismissal.

Policies Concerning Student Conduct

Professional Conduct

Tulane University School of Medicine

Student Code of Professional Conduct

The Tulane Medical Community believes that a profession gains its credibility by its commitment to society. As a professional group, we recognize our multiple responsibilities to our patients, colleagues, communities, families and ourselves. Realizing that it is a privilege and an honor to be a medical professional, we hold the following ideals:

- Patient welfare is our primary concern, for only by this commitment do we justify the trust placed in us by patients and the community at large.
- Relationships with our colleagues, faculty and staff are an essential part of professional conduct.
- Integrating personal growth into our professional development is essential to our commitment to medicine.
- As medical professionals, we shall strive to be responsible citizens.

The School of Medicine, the Honor Board and the Committee on Student Affairs strive to instill and uphold the values and ideas set forth in this policy.

Definition: Unprofessional behavior is defined as behavior that violates these ideals. These behaviors include, but are not limited to, acting improperly towards patients, supervisors and/or peers; disrespect for faculty, patients, supervisors and/or peers; dishonest, unethical and/or illegal behavior; failure to meet clinical responsibilities; and failure to correct deficiencies in academic performance in a responsible and timely fashion.

Procedure: Unprofessional behavior will not be tolerated. This procedure outlines how unprofessional behavior will be addressed in the School of Medicine. Initially, perceived breaches of this code should be discussed privately among the parties. If private resolution is not possible, the following steps will occur:

1. Any breach that falls under the purview of the Honor Board should be referred to the Honor Board directly. This procedure is outlined in the April 1999 revision of the Honor Code, available on the Student Affairs website. Such breaches include cheating, stealing, impairing another student's ability to learn, or acting in a deceitful manner.
2. Breaches in behavior outside of those considered by the Honor Board should be referred to the Senior Associate Dean for Student Affairs. The Associate Dean for Student Affairs will investigate the complaint by speaking directly with the parties involved and reviewing evidence. The Senior Associate Dean will also notify the student(s) in writing describing the unprofessional conduct allegations. Students have the right to provide evidence on their behalf and/or witnesses for review by the Senior Associate Dean.
3. If the Senior Associate Dean believes there is a breach of professional behavior, verbal feedback will be provided to the student or students involved. The extent and gravity of the student's unprofessional behavior and potential actions that could be taken will be reviewed. The Senior Associate Dean will document the potential breach in professional activity, as well as the result of the subsequent conversation. This documentation will be kept on record with the Senior Associate Dean, but will not be made part of the student's file.
4. If the problem recurs, the issue will be brought to the Committee on Student Affairs for discussion. The student (s) involved will be notified in writing via return receipt mail and intradepartmental mail within two weeks of the Committee on Student Affairs meeting. They will be advised of the nature of the complaint, the date, time and location of the committee meeting, and be provided with a copy of this procedure. Students will be allowed to provide evidence and/or witnesses on their behalf at the meeting. If a breach is confirmed, a written statement will be placed in the student's file for possible inclusion in the Medical Student Performance Evaluation. Recommendations made by the Committee on Student Affairs require a majority of those voting members present.
5. As a last resort, with repetitive behavior that is deemed severe, the matter will be brought before the Committee on Student Affairs. The same procedure of notification and procedure will be followed as listed above. The Committee will make recommendations to the Executive Faculty for action including, but not limited to dismissal or restriction of privileges. The student has the right to appear in person before the Executive Faculty. When appearing before the Executive Faculty, a legal representative may be present but may not participate.
6. When the Committee on Student Affairs is involved, the student will be allowed to appear before the committee and provide evidence and/or witnesses on their behalf. When appearing before the Committee on Student Affairs, a legal representative may be present but may not participate.
7. Appeals to decisions made by the Executive Faculty should be addressed in writing directly to the Dean of the School of Medicine.

The Senior Associate Dean for Student Affairs may make exceptions to this procedure based on the severity of the unprofessional activity. That is, The Associate Dean has the option to refer matters directly to the Committee on Student Affairs in lieu of proceeding through the above process.

Approved by Committee on Student Affairs March 2004

Approved by Executive Faculty May 4, 2004

Duty Hours: Students on clinical rotations follow the same duty hour rules as residents as described by the ACGME. Students cannot work more than 80 hours per week and must have one day off every seven days. Any deviation from this policy must be reported to the Sr. Associate Dean.

Dress Code

- 1) no flip-flops or crocs
 - 2) no plunging necklines or visible body cleavage/undergarments
 - 3) no shorts, cut-offs, or skirts that are shorter than student's white coat... When seated, skirts should cover at least to the mid-thigh.
 - 4) no fading, holes, dragging or frayed cuffs on trousers/slacks. Blue jeans are NOT acceptable. Professional-appearing trousers or slacks of full-length should be worn.
 - 5) no t-shirts or shirts with slogans, stains, tears. A collared shirt for men and a conservative shirt/blouse for women is expected. For gentlemen, a tie is highly recommended but not mandatory. Ties should be clean and well-fitted.
 - 6) A clean white coat must be worn. Your Tulane I.D. badge should be visible.
 - 7) Body art should not be visible.
 - 8) Fingernails should be trimmed, clean, and not flamboyantly decorated/painted.
 - 9) Hair should be clean and neat; if long, it should not interfere with the exam (hair should not touch patient). Facial hair should be neatly trimmed.
 - 10) Earrings and other body piercings should not be bizarre or distracting. Tongue rings are not allowed.
 - 11) Cell phone use of any kind is not permitted while interviewing/examining patients.
- Note to the students:

Any student not conforming to these guidelines will not be allowed to enter the patient's/SP's exam room. Students whose religious or cultural customs may conflict with certain aspects of this dress code should speak with the Office of Student Affairs. Patients expect that their doctors will be dressed

professionally, so now is the time to adapt to this reasonable expectation. Professional attire inspires confidence among patients and helps to reinforce the doctor-patient bond. Thank you for your cooperation in this matter.

Approved by Student Affairs Committee on February 7, 2012

POLICIES CONCERNING STUDENT CONDUCT

CODE OF STUDENT CONDUCT

Preamble

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

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

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

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

I. Sources and Lines of Authority

The authority over student behavior, academic and non-academic, whether involving individuals or groups, rests with the Board of Administrators of the Tulane Educational Fund and is delegated by them to the President of the University. The President delegates authority as follows:

- A. For all academic activities, the authority rests with the Dean of faculty of the college or school. Classroom examinations, tests, and written assignments are conducted under a college or school honor code.

- B. In all other areas, whether on or off campus, the President of the University delegates authority in matters of conduct to the Senior Vice President for Academic Affairs and Provost. The Senior Vice President for Academic Affairs and Provost in turn delegates authority to the Vice President for Student Affairs. The Vice President for Student Affairs is responsible for formulating appropriate procedures and, as set forth in the Code of Student Conduct, regulations concerning student behavior and for the resolution of conduct cases. The Vice President for Student Affairs shall appoint a Student Conduct Administrator to coordinate the University's student conduct system.

II. Delegation of Specific Authority

- A. Cases of serious misbehavior that relate both to health and to conduct, which usually require a decision in

respect to whether a student should remain in the University, may be referred to the appropriate Student Health Center. An administrative referral is not a substitute for conduct action. For additional details, consult the University's Medical and Psychiatric Referrals Procedure.

- B. Pending the resolution of a conduct proceeding, the Vice President for Student Affairs or designated representative has sole discretion and final authority to take interim action, without prior notice, for reasons relating to the safety or welfare of students, faculty or staff; the protection of University property; the maintenance of public order; the preservation of the University's reputation; and the effective continuation of University operations and the educational process. Interim action may include, but is not limited to, suspension; restrictions on University privileges, access and activities; removal from or relocation within courses; or removal from or relocation within University housing. The Vice President for Student Affairs or designated representative also may make an administrative referral to the Student Health Center. A student suspended on an interim basis will be scheduled by the Student Conduct Administrator or designated representative for a hearing at the earliest possible time. Interim actions are not a finding that the charged student or group violated the Code.
- C. Graduate and professional students are held accountable for their behavior as outlined in the Code of Student Conduct. For certain complaints, graduate and professional students also may be held accountable for their behavior through professional standards, codes of ethics, or honor codes. This does not preclude the University from taking action in accordance with the Code of Student Conduct. No graduate or undergraduate student can have multiple hearings for the same offense.
- D. Violations of traffic regulations on campus are handled by the Department of Public Safety and are generally not considered to be conduct matters. If a student fails to cooperate with this office, he/she may be referred to the Vice President for Student Affairs or designated representative for conduct action.

III. Standards of Conduct Violations

- A. The University has jurisdiction over violations of the Code of Student Conduct on University premises, at University sponsored events, or elsewhere when the University has an identifiable interest. The Student Conduct Administrator or designated representative has discretion, subject to discretionary review by the Vice President for Student Affairs, to determine the jurisdiction and parameters of the Code of Student Conduct. The Student Conduct Administrator or designee may consider the following factors, among others: the seriousness of the alleged misconduct, including whether the allegations involve violence, threats of violence, drugs or alcohol; whether the alleged victims or witnesses are members of the campus community; whether the off-campus conduct occurred at, or in connection with activities of, a student organization or group; the ability of the University to gather information, including the testimony of witnesses; whether the off-campus conduct is part of a series of actions that occurred both on and off campus or otherwise concerns an identifiable interest of the University; and whether the misconduct had a significant negative impact on the University community, University property or the University's reputation.
- B. The following are examples of misconduct; they are not intended to define misconduct in exhaustive or exclusive terms and should be construed broadly according to the fair import of their terms. The following actions or any actions that violate the principles of the preamble to this document violate University standards of conduct and will result in conduct action and, in appropriate cases, referral to University or other law

enforcement personnel, and/or other University officials, for investigation. Although violation of any of the standards may, depending on the facts of the case, result in sanctions including suspension or expulsion, violation of certain standards, as indicated below, is likely to do so.

1. Causing untoward physical harm or reasonable apprehension of physical harm. A student found to have violated this standard could be suspended or expelled for the first offense.
2. Interference with the educational process or other University sponsored activities.
3. Use, possession or storage of any weapon, and/or use of an item in a manner that poses a potential hazard to the safety or health of others. A student found to have violated this standard likely will be suspended or expelled for the first offense. For additional information, consult the University's Weapons Policy. Parents or guardians of students found to have violated this standard may be notified. For additional information, consult the University's Parental Notification Policy.
4. Unauthorized use and/or possession of any controlled substance or illegal drug. Parents or guardians of students found to have violated this standard may be notified. For additional information, consult the University's Parental Notification Policy
5. Distribution or possession for the purpose of distribution of any controlled substance or illegal drug. A student found to have violated this standard shall be suspended or expelled for the first offense. Parents or guardians of students found to have violated this standard may be notified. For additional information, consult the University's Parental Notification Policy.
6. Use, possession or distribution of alcoholic beverages in violation of the Tulane Alcohol Beverage Policy. Parents or guardians of students found to have violated this standard may be notified. For additional information, consult the University's Parental Notification Policy.
7. Disorderly or disruptive conduct while under the influence of alcohol. Parents or guardians of students found to have violated this standard may be notified. For additional information, consult the University's Parental Notification Policy.
8. Hazing. Hazing includes, but is not limited to, acts of servitude and/or behavior that humiliates, degrades, embarrasses, harasses or ridicules an individual or otherwise is harmful or potentially harmful to an individual's physical, emotional or psychological well-being, as an actual or apparent condition for initial or continued affiliation with any group. A student violates this standard regardless of either the lack of intent to cause harm or the individual's own willingness to participate. Unless affirmative steps were taken by the charged student to prevent the hazing behavior, conduct charges may be brought against the group, officers of the group, and members of the group who are deemed to have encouraged the behavior, in addition to any conduct action against persons who engaged in the hazing behavior. A student or group found to have violated this hazing standard may be expelled and if not expelled shall be suspended for not less than one full semester and subject to two years conduct probation after reentry to the University. Parents or guardians of students found to have violated this standard may be notified. For additional information, consult the University's

Parental Notification Policy.

9. Sexual Misconduct. Sexual misconduct includes, but is not limited to, nonconsensual sexual behavior. Lack of consent may result from, among other things, use of force, threats, or intimidation or from use of the victim's mental or physical helplessness of which the accused was or should have been aware. A student found to have committed sexual misconduct likely will be suspended or expelled, or have his/her admission or degree revoked, for the first offense.

10. Initiating or causing to be initiated any false report or warning of fire, explosion or other emergency. A student found to have violated this standard shall be suspended for not less than one semester for the first offense.

11. Improper use of safety, emergency or firefighting equipment. A student found to have violated this standard shall be suspended for not less than one semester for the first offense.

12. Furnishing false information to the University.

13. Acts of fraud or attempted fraud committed by forgery; by alteration or use of University documents, records, or identification; or by other means.

14. Unauthorized access or use of computer equipment, networks, software or data, including violation of the Tulane Computer Services policies.

15. Interference with the freedom of expression of others.

16. Theft of property or services or knowing possession of stolen property.

17. Damage to the property of others, including vandalism.

18. Failure to comply with the directions of University officials, including campus police officers, acting in the performance of their duties.

19. Harassment or intimidation.

20. Lewd or obscene conduct.

21. Stalking. Stalking includes behaviors or activities occurring on more than one occasion that collectively would reasonably instill fear in the victim and/or threaten his/her safety, mental health or physical health.

22. Abusive or disorderly conduct.
 23. Violation of other University principles, policies, or rules, including residence hall rules, and rules concerning entry and use of University facilities, sale or consumption of alcoholic beverages, use of vehicles or misuse of identification cards.
 24. Conviction of violation of federal, state or local laws, when the University has an identifiable interest.
- C. The following illustrative considerations may pertain to the charging process.
1. Attempts to commit acts prohibited by the Code may be punished to the same extent as actual violations. Accomplices in acts prohibited by the Code may be punished as violators.
 2. Registered and unregistered student groups or organizations may be charged with violations of the Code. Officers, or other leaders or spokespersons, are responsible for the conduct of their members at events recognized and sponsored by the group or organization if and only if the leader or spokesperson has implicitly or explicitly endorsed any violation of the Code. A student group or organization and its officers may be held collectively or individually responsible for violations of the Code by those associated with the group or organization. Charges against a student group for violation of the Code are subject to the same procedure as charges against a student. Further, the officers, leaders or spokespersons for a student group or organization may be directed by the Vice President for Student Affairs or designated representative to take reasonable actions to end violations of the Code.
 3. Student hosts are responsible for the conduct of their guests if and only if the host has implicitly or explicitly endorsed the conduct violation of their guest. This responsibility includes ensuring that guests comply with the Code. A student host may be held responsible for violations of the Code by guests.
 4. Several students charged with the same misconduct occurring at the same time and place may be charged and their cases heard together. Each student in such a hearing shall be afforded all of the rights provided for in Section VIII, Paragraph 2, including, but not limited to, the right to call witnesses and/or present evidence which supports the student's claim that he or she did not violate the Code. A request to have a separate hearing may be granted to any one or all the students charged, at the discretion of the Student Conduct Administrator or designated representative. In the event the Student Conduct Administrator or designated representative denies the request for a separate hearing, the affected student(s) may appeal the decision to the Provost within three days of receiving the Student Conduct Administrator or designated representative's decision. Late appeals will not be considered. In assessing the appeal, the only issue the Provost will assess is whether or not the student lodging the appeal will be unfairly prejudiced by not having his or her case heard individually.
 5. Students may be accountable to local, state or federal authorities and to the University or others for acts that constitute violations of the law and of the Code. Conduct action at the University may proceed during pending criminal investigations or criminal or civil proceedings involving the same incident charged as a violation of the Code, and conduct action will not be subject to change based on the outcome of external investigations or proceedings. A charged student may request that the University hold any conduct action until a pending criminal investigation or proceeding is resolved. The Vice President for Student Affairs or designated

representative has sole discretion and final authority to grant or deny the request. If the request is granted, appropriate interim action shall be imposed on the charged student as a condition of granting the request in the sole discretion of the Vice President for Student Affairs or designated representative. If the request is granted, no Tulane transcript will be released or degree awarded until the conduct charges are resolved. The University normally will resume the conduct process after a resolution in the trial court, but reserves the right to resume the conduct process at any time. All students accused of criminal conduct are advised to seek legal counsel.

IV. Sanctions

The following sanctions may be imposed, singly or in combination, for Code violations of standards of conduct. The listed sanctions are not exhaustive, and other sanctions may be imposed as appropriate, in the judgment of the responsible University official identified in this Code, to the circumstances of a given case. Circumstances that bear on the severity of the sanction may include the present demeanor and conduct record of the offender, the nature of the offense, and the extent of harm resulting from it. Sanctions may be increased if the charged student or group intentionally commits the violation because of the actual or perceived gender, race, color, religion, age, national origin, ethnicity, disability, veteran's status, sexual orientation, marital status, gender identification, or other legally proscribed characteristic of any person.

- A. **Expulsion of Student.** The student is permanently separated from the University. Notification of the date of expulsion will appear on the student's transcript. The student will be barred from University activities, services, facilities, and grounds.

The Senior Vice President for Academic Affairs and Provost or designated representative reviews all recommendations of expulsion. Expulsion may be approved, altered, deferred or withheld at the discretion of the Senior Vice President for Academic Affairs and Provost or designated representative.

- B. **Revocation of admission and/or degree.** Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation or other violation of University standards in obtaining the admission or degree or for other serious violations committed by a student prior to graduation. Notification of the date of revocation will appear on the student's transcript.

The Senior Vice President for Academic Affairs and Provost or designated representative reviews all recommendations of revocation of admission and/or degree. Revocation may be approved, altered, deferred or withheld at the discretion of the Senior Vice President for Academic Affairs and Provost or designated representative.

- C. **Suspension of Student.** Suspension is defined as a complete separation from University activities, services, facilities, and grounds. A suspended student may not obtain academic credit at Tulane or elsewhere toward completion of a Tulane University degree. Notification of the dates of suspension will appear on the student's transcript.

Suspension may be of two types:

1. **Term suspension** shall be for a specified time, after which the suspended student may return to the University.
2. **Conditional suspension** shall be for a specified time, after which reentry to the community will be granted on the fulfillment of certain conditions by the student. Failing to fulfill the stipulated conditions within the designated time frame may result in permanent dismissal from the University. Reentry to the community shall be subject to confirmation by the Vice President for Student Affairs that the student has fulfilled the conditions.

- D. Dissolution of Student Group. The student group is dissolved permanently, loses all University recognition and privileges, and is barred from University activities, services, facilities, and grounds.
- E. Suspension of Student Group. The student group loses all University recognition and privileges and is barred from University activities, services, facilities, and grounds for a specified period of time or until it fulfills certain conditions. The Vice President for Student Affairs will be notified that the conditions have been fulfilled.
- F. Loss of privileges. The student or group is denied specified privileges, which may include, but are not limited to, participation in intercollegiate/intramural athletics, student organizations, student government, dining services or current classes and/or a no-contact order prohibiting direct or indirect contact with one or more specified person.
- G. Facility expulsion. The student has lost the privilege of entering and/or residing in one or more particular facilities or buildings at any time.
- H. Facility suspension. The student no longer has the privilege of entering and/or residing in one or more particular facilities or buildings for a specified period of time or until a specified condition is met.
- I. Residential relocation. The student no longer has the privilege of residing in current housing assignment. The student is reassigned to a room on another floor or building. New assignments will be made by the Director of Housing and Residence Life or designated representative.
- J. Conduct probation. The student or group is not in good standing and is sent a letter of warning that further acts of misconduct will be subject to further conduct action and may result in suspension or expulsion from the University. Among other things, a student not in good standing cannot hold office in a student organization, join a fraternity or sorority, become a resident advisor, or study abroad. The Student Conduct Administrator will send a copy of the notice to the student's academic Dean. If the student is an undergraduate, the Student Conduct Administrator will also send an additional copy to the Dean of Newcomb-Tulane College.
- K. Residential probation. The student is issued a written notice that further violations would constitute grounds for loss of the privilege of residing in any University housing. Appropriate Residence Life officials will be notified.
- L. Written reprimand.
- M. Uncompensated University service.
- N. Restitution. The student or group is required to pay a specified monetary reimbursement for damage to University property, misappropriation of University property or services, or minor damage to the property of individuals or groups within the University community.

- O. Fines.

V. Overview of the Student Conduct System

- A. The Code of Student Conduct applies to all students enrolled at Tulane University. For conduct purposes, a student is enrolled when he/she accepts admission to the University and is deemed enrolled during summer sessions, study abroad programs, academic and conduct suspensions, and other absences where there is an expectation of continuing progress toward a Tulane University degree. If a student has graduated, withdraws, drops out or is granted withdrawal from the University, including a retroactive one, he/she may still be required to resolve charge(s) arising from an alleged violation of the Code while he/she was enrolled.

- B. Personnel: Personnel with responsibility to enforce the Code include the following officials and groups:
 - 1. Student Conduct Administrator: The Student Conduct Administrator is appointed by the Vice President for Student Affairs. The Student Conduct Administrator or designated representative is responsible for meeting with members of the University community who have filed or wish to file a complaint of an alleged violation of the Code. The Student Conduct Administrator or designated representative advises students who wish to file a complaint and those who are charged with violating standards of the Code of their rights and responsibilities. The Student Conduct Administrator or designated representative serves as the non-voting chair of Hearing Boards and coordinates mediation efforts.

 - 2. Student Conduct Officers: Student Conduct Officers are appointed by the Vice President for Student Affairs. Student Conduct Officers conduct administrative hearings on cases accepted by the Student Conduct Administrator, present cases before the Hearing Board, and chair Hearing Boards when directed by the Student Conduct Administrator.

 - 3. The Hearing Board Pools:
 - a. The faculty pool shall consist of 18 faculty members: five from the School of Liberal Arts; four from the School of Science and Engineering; two each from the A.B. Freeman School of Business and the School of Continuing Studies; and one each from the School of Architecture, the Law School, the School of Social Work, the School of Medicine, and the School of Public Health and Tropical Medicine. Members will be appointed by the Senior Vice President for Academic Affairs and Provost and will serve three-year terms, staggered. All members of the faculty pool shall attend training on the standards of conduct, sanctions, and the student conduct system.

 - b. The student pool shall be constituted in parallel numbers to the composition of the faculty pool. Members will be appointed by Vice President for Student Affairs for two-year terms, staggered. If the pool lacks eight members who live in the residence halls, additional members will be appointed by the Vice President for Student Affairs. All members of the student pool shall attend training on the standards of conduct, sanctions, and the student conduct system.

 - c. The staff pool shall consist of nine staff members. Members will be appointed by the Vice President for Student Affairs for three-year terms, staggered. All members of the staff pool shall attend training on the standards of conduct, sanctions, and the student conduct system.

- C. Confidentiality: All participants in the process, including the charged student, the complainant, witnesses, hearing board members, and staff members are expected to keep confidential all proceedings and all documents under this Code. Any breach of confidentiality, unless required by law, may subject the responsible party to charges under this Code. However, the University cannot guarantee complete confidentiality to a complainant, notably where confidentiality would conflict with the University's obligation to investigate. Individuals who desire a more confidential setting to clarify whether to proceed with a complaint may want to consult with a counselor, therapist or member of the clergy, who is permitted by law to assure greater confidentiality. The University maintains conduct files as education records of both the complainant and the charged student, in accordance with the federal Family Educational Rights and Privacy Act.
- D. Transcripts: Pending the resolution of a conduct proceeding, the Student Conduct Administrator or designated representative has sole discretion and final authority to determine whether the nature and severity of the charged conduct may result in a sanction requiring permanent notification on the charged student's transcript. If the Student Conduct Administrator or designee determines that the charged conduct may result in a sanction requiring permanent notification on the charged student's transcript, then the University shall withhold the student's transcript and award of a degree until the charge is resolved; the Student Conduct Administrator or designee may authorize release of the transcript with a temporary notification of the pending conduct proceeding. Even if the charged conduct would not result in permanent notification on the student's transcript, the Student Conduct Administrator or designated representative may require a charged student who is no longer enrolled at the University to resolve the charge and satisfy any sanction(s) before receiving a transcript or degree.
- E. Mediation: Mediation is a collaborative and confidential process where students who have a conflict with one another identify issues, develop options, consider alternatives, and develop a consensual agreement facilitated by a neutral third party. Mediation can take place in lieu of an administrative hearing when all parties involved have agreed to mediation, pending the approval of the Student Conduct Administrator or designated representative. Mediation must be offered by the Student Conduct Administrator as an alternative to a conduct hearing for all alleged offenses which do not involve drugs, repeat alcohol violations, violence, a threat of violence, or any matter which in the sole discretion of the University gives rise to a safety concern. It is an alternative to filing formal charges and does not result in a conduct file.
1. The Conduct Mediation Team under the Office of Student Conduct shall be comprised of faculty, staff, and student members of Tulane University appointed by the Student Conduct Administrator.
 2. The Student Conduct Administrator or designated representative will gather information about the conflict.
 3. The Student Conduct Administrator or designated representative will contact students and invite their participation in mediation.
 4. Mediators will be assigned and a mediation session will be scheduled by the Office of Student Conduct.
 5. At the session, the students will discuss the conflict, identify the issues, and together will strive to reach their own agreement.
 6. The specifics of the agreement must be written and signed by all students involved. The students are

responsible for upholding the agreement.

7. If the students fail to uphold the agreement or if the mediation fails, the original complaint or issue may be addressed by filing charges under the Code, as outlined above. Discussions during and outcomes of the mediation session are not admissible in a University hearing.

VI. The Hearing Process

- A. The jurisdiction, composition, and authority of those persons who are responsible for hearing cases, shall be as follows:

1. Administrative Hearings

Jurisdiction

Violations when the Student Conduct Administrator or designated representative determines that no individual sanction for the charged violation will lead to suspension, expulsion or revocation of admission and/ or degree.

Heard By

Student Conduct Officer.

Sanctions

The Student Conduct Officer may recommend any sanction consistent with the Code, except suspension, expulsion or revocation of admission and/or degree.

2. Hearing Boards

Jurisdiction

All cases not heard by an administrative hearing.

Heard By

One student member, one faculty member and one staff member selected from the pools for Hearing Boards by the Vice President for Student Affairs, with the Student Conduct Administrator or designated representative serving as non-voting chair.

Sanctions

The Hearing Board may recommend any sanction consistent with the Code.

- B. Hearing Procedures: Unless otherwise specified, the following procedures are to be used in all hearings including administrative hearings.

1. Filing a Complaint. Any person or group of persons who are members of the University community may file a complaint with the Student Conduct Administrator or designated representative. The Complainant must be either the person whose rights have allegedly been violated or an appropriate University official. The complainant must submit a written report with the name of the student alleged to be responsible and a specific description of the misconduct.

The Student Conduct Administrator, or designated representative, may refuse the complaint if there appears to be insufficient evidence to support it, or if the substance of the complaint falls outside the jurisdiction or parameters of the Code of Student Conduct. In the event that the decision is made to refuse the complaint, the individual or group bringing the complaint may request a discretionary review by the Vice President for Student Affairs or designated representative. If the Vice President for Student Affairs or designee does not accept the complaint within five working days of the request, the Student Conduct Administrator or designee's decision to refuse the complaint shall be final.

Complaints that are accepted are presented at the hearing by the complainant. In cases where the University is the complainant, a Student Conduct Officer or other University official will present the case at the hearing.

2. **Notice of the Complaint and Hearing.** When a complaint is accepted, the Student Conduct Administrator or designated representative will notify the charged student in writing of the charges and will inform the student of his/her rights. Unless agreed to by the charged student and the complainant, a hearing may be scheduled no less than five working days after the charged student is sent written notice of the charges and his/her rights. Nothing in this Code guarantees a hearing within a specific timeframe.

3. **Procedural Review.** A student charged with a violation of the Code of Student Conduct is advised, but not required, to attend a procedural review with the Student Conduct Administrator or designated representative. In a procedural review, the Student Conduct Administrator or designated representative reviews the case and determines whether it should be heard by a Hearing Board. If the Student Conduct Administrator or designated representative determines that no individual sanction for the charged violation will lead to expulsion or revocation of admission and/or degree, the case shall be heard by an administrative hearing. If, during the administrative hearing, the Student Conduct Officer receives information not known to the Student Conduct Administrator that warrants expulsion or revocation of admission and/or degree, the Student Conduct Officer will refer the case back to the Student Conduct Administrator.

4. **Impartial Board.** In Board hearings, the complainant and charged student may challenge Board members on the ground of personal bias, such as Board members who are relatives of the complainant or charged student. Board members should also disqualify themselves on these grounds. The Student Conduct Administrator or designated representative has final authority to resolve any questions of personal bias.

5. **Order of Hearing.** The chair shall exercise control over the hearing to avoid needless consumption of time and/or to prevent the harassment or intimidation of witnesses.
 - Any person who disrupts a hearing may be excluded from the proceedings.

 - All hearings of a Hearing Board will be tape recorded by, and only by, the chair.

 - All parties and witnesses shall be excluded from the hearing during Board deliberations. Board deliberations will not be tape recorded.

6. **Failure to Appear for Hearing.** A student who fails to appear after proper written notice will be deemed to have waived his/her right to present a defense to the charges. Hearings will proceed in absentia.

7. **Student Advisor.** A student's advisor may not participate in the proceedings except to advise the complainant or charged student.

8. **Witnesses and Testimony.** The charged student and the complainant shall be offered the opportunity to present their own witnesses and to question one another's witnesses.
 - All members of the University community with knowledge of facts pertinent to the case are expected to cooperate fully in student conduct proceedings. Subject to the chair's control over the Hearing, the University will request the attendance of members of the University community at a Hearing, if feasible, when the complainant or charged student identifies individual(s) in writing to the chair at least two working days before the Hearing. A witness's unreasonable failure to cooperate in student conduct proceedings may result in conduct action.
 - All persons who provide testimony shall be asked to affirm that their testimony is truthful. Furnishing false information to the University may result in the filing of charges.
 - In limited circumstances justified by the nature of the alleged conduct and only after the approval of the Student Conduct Administrator, a complainant or victim may give testimony in a campus hearing by means other than being in the same room with the charged student(s).
 - Prospective witnesses shall be excluded from the hearing during the testimony of other witnesses.
9. **Burden of Proof.** The burden of proof shall be on the complainant, who must establish that the violation was committed by the charged student by a preponderance of the evidence (not beyond a reasonable doubt). In other words, the complainant must prove that it was more likely than not that the student committed the alleged violation. Formal rules of evidence shall not be applicable. All evidence reasonable people would accept in making decisions about their own affairs is admissible. Irrelevant or immaterial evidence will be excluded.
10. **Decision of Board.** Final decision of the Board shall be by the majority vote of all members present and voting. The final decision may be accompanied by a brief written statement.
11. **Sanction Proceeding.** In a Board hearing, a determination that the violation was committed by the charged student shall be followed by a proceeding in which the complainant, the charged student, and appropriate University official may submit information or make statements concerning the appropriate sanction to be imposed. The Hearing Board will consider the conduct history of the charged student in the sanction proceeding; the charged student's conduct history shall not become part of the conduct file and shall not be shared with a student complainant.
12. **Administrative Referrals.** In appropriate circumstances, the Board shall consider as part of the supplementary proceeding whether to make an administrative referral under the University's Medical and Psychiatric Referrals Procedure. An administrative referral is not a sanction.
13. **Review of Sanctions.** Unless the Code of Student Conduct provides otherwise, decisions concerning sanctions are recommendations to the Vice President for Student Affairs or designated representative. Recommended sanctions may be approved, altered, deferred or withheld at the discretion of the responsible University official.

If no action is taken on the recommendation within three working days or such longer period as the responsible official designates in writing to the affected parties, the recommended sanction shall be final.

14. Compliance with Sanctions. In the event that the Student Conduct Administrator or designated representative finds in his or her discretion and without a hearing that a student has failed timely to comply with a sanction imposed or an administrative referral made in the conduct process, the Student Conduct Administrator or designee may without further process impose sanctions, up to and including suspension, revocation of admission and/or degree, or expulsion. The Student Conduct Administrator or designee also shall consider whether to make an administrative referral under the University's Medical and Psychiatric Referrals Procedure. An administrative referral is not a sanction.

A student sanctioned under this section may within two days thereafter request a review, which may be conducted in the discretion of the Vice President for Student Affairs or designated representative. If the Vice President for Student Affairs or designee conducts a review, he or she shall have final authority for the University with respect to disposition of the matter. Although subject to the possible exercise of that authority, sanctions under this section shall be effective on the date specified in the written notice to the student.

VII. The Appeal Process

- A. The composition and authority of those persons who are responsible for appeals, shall be as follows:

1. Composition: Three members of the pools for Hearing Boards (minimum of one student and one faculty member; the third member may be a student, faculty or staff member) chosen by the Senior Vice President for Academic Affairs and Provost. Appellate panel members may not review a case for which they were on the original Board. A faculty or staff member shall be designated as presiding over the three-person panel.
2. Authorized Dispositions of Appeals:
 - a. If the appeal is found to have merit, the case will be referred back to the Student Conduct Administrator, or designated representative, to begin new proceedings.
 - b. If the appeal is found not to have merit, the original findings will be affirmed.

- B. Appellate Procedures

1. Every student has the right to an appeal. The appeals board will only have access to the record of the original proceedings, written statements submitted by the parties, and any new evidence that the accused could not have reasonably acquired by the hearing date. Hearings shall not be conducted by the appellate body.

The appeal will be to both substance and process. If there was a procedural error which reasonably could have impacted the decision during the hearing, a new hearing will be required. If the appeals board finds that a violation is not supported by a preponderance of the evidence while reading all evidence in the best light of the nonmoving party, the appeals board can order a rehearing. If the appeals board determines that the sanctions ordered were disproportionate to the findings, a rehearing is not required and the appeals board can simply modify the sanctions. In deciding appeals, the appeals board is allowed to make all logical inferences and must make any inferences in benefit of the nonmoving party.

2. A request for appeal and a written statement in support of the appeal must be submitted in writing to the Student Conduct Administrator, or designated representative, within the later of five working days after the original decision or the date sanctions become final. In exceptional cases, a student may request an extension by writing to the Student Conduct Administrator with a showing of good cause no later than two working days before the deadline; if a request is not granted by the next working day, the original deadline applies. The

written statement in support of the appeal must be detailed and include a statement as to the grounds on which the appeal is being made, e.g., the sanction is grossly disproportionate to the offense, the student was denied a fair hearing, new and significant evidence appeared which could not have been discovered by a properly diligent charged student or complainant before or during the original hearing and that could have changed the outcome of the hearing, that the finding of a violation was arbitrary and capricious, etc.

Failure to request an appeal in writing or to provide a written statement in support of the appeal will render the original decision final.

The Student Conduct Administrator, or designated representative, will notify the other party of the request for an appeal. Within five working days of receipt of the notice, the other party may submit a written statement to be included in the case file. The appeal may proceed without the other party's written statement if it is not submitted within the designated time limit.

3. The enforcement of sanctions may be deferred during appellate proceedings, at the discretion of the Vice President for Student Affairs or designated representative.

VIII. Summary of Procedural Rights

- A. **Rights of the Victim.** Any member of the University community who alleges that a student violated his/her rights is entitled to procedural protections under the Code, including the right:
 1. To consult with the Student Conduct Administrator or designated representative in confidence; however, the University cannot guarantee complete confidentiality, notably where confidentiality would conflict with the University's obligation to investigate.
 2. To file or decline to file a complaint with the Student Conduct Administrator.
 3. To receive notice that complaints to federal, state or local law enforcement may be appropriate under the circumstances.
 4. In a sexual misconduct case, to request assistance from University personnel in submitting complaints to appropriate law enforcement authorities.
 5. To request assistance in locating medical, counseling, mental health or other student services.
 6. To request accommodations, such as a different housing assignment or class schedule, as a result of the charged student's conduct. The Vice President for Student Affairs or designated representative will determine whether requested accommodations are reasonably available.
 7. To have a University complaint reviewed according to the Hearing Procedures above if the Student Conduct Administrator refuses to accept the complaint.
 8. As a complainant, to access the conduct file, including all statements submitted in the conduct proceeding.
 9. To appear and be heard at the charged student's Hearing.

10. To request special accommodations for the Hearing, such as questioning directed through the Hearing Board, testimony by telephone or special seating arrangements at the Hearing. The Student Conduct Administrator or designated representative has sole discretion and final authority to determine whether accommodations are justified by the nature of the alleged conduct.
11. To challenge Hearing Board members on the ground of personal bias and have such questions resolved by the Student Conduct Administrator or designated representative.
12. To have a complaint resolved without discrimination on account of his/her actual or perceived gender, race, color, religion, age, national origin, ethnicity, disability, veteran's status, sexual orientation, marital status, gender identification or any other basis prohibited by law.
13. To have a willing advisor of his/her choice throughout the investigation and resolution of a complaint, selected from faculty, staff or students of the University; a victim shall not select a witness in the matter, a practicing attorney or a campus police officer as an advisor.
14. As a complainant, to bring witnesses to the Hearing, subject to the chair's control over the order of the Hearing.
15. As a complainant, to question witnesses presented by the charged student.
16. To submit a written or oral statement concerning the charged conduct prior to a decision on violation.
17. As a complainant, to submit a statement, in the event of a finding of violation, concerning an appropriate sanction.
18. As a complainant, to submit a statement to the Appellate Panel concerning any request for appeal by the charged student.
19. To receive reasonable protection from retaliation, intimidation or harassment in response to a complaint.
20. As a complainant or in a sexual misconduct case, to be informed of the final determination and sanction.
21. As a complainant, to appeal a finding that the charged student did not violate the Code.
22. To notice and an opportunity to be heard when a charged student requests that the University void conduct records involving the victim.

23. To be informed, in writing, of the foregoing rights under the Code.

B. Rights of the Charged Student. A student charged with a violation of the Code of Student Conduct is entitled to procedural protections under the Code, including the right:

1. To receive written notice of charges accepted by the Student Conduct Administrator
2. To access to the conduct file, including all statements submitted in the conduct proceeding.
3. To be considered not to have violated the Code until found in violation of the Code after an opportunity to be heard.
4. To request that the University hold a conduct action pending resolution of a criminal investigation or proceeding.
5. To appear and be heard at a Hearing.
6. To remain silent. Silence will not be interpreted as an admission of responsibility.
7. To have a willing advisor of his/her choice throughout the investigation and resolution of a complaint, selected from faculty, staff or students of the University; a charged student shall not select a witness in the matter, a practicing attorney or a campus police officer as an advisor.
8. To challenge Hearing Board members on the ground of personal bias and have such questions resolved by the Student Conduct Administrator or designated representative.
9. To have a complaint resolved without discrimination on account of his/her actual or perceived gender, race, color, religion, age, national origin, ethnicity, disability, veteran's status, sexual orientation, marital status, gender identification or any other basis prohibited by law.
10. To bring witnesses to the Hearing, subject to the chair's control over the order of the Hearing.
11. To question witnesses presented by the complainant.
12. To submit a written or oral statement concerning the charged conduct prior to a decision on violation.
13. To submit a statement, in the event of a finding of violation, concerning an appropriate sanction.

14. To receive a copy of any statement by the Hearing Board accompanying its determination.
15. To submit a statement to the Appellate Panel concerning any request for appeal by the complainant.
16. To appeal a finding of violation of the Code.
17. To request, upon a showing of good cause and notice to the complainant and victim, that the University void a conduct record.
18. To receive reasonable protection from retaliation, intimidation, harassment or malicious prosecution.
19. To be informed, in writing, of the foregoing rights under the Code.

IX. RECORDS OF CONDUCT PROCEEDINGS

Cases accepted by the Student Conduct Administrator or designated representative will result in the development of a conduct file in the name of the charged student. If the student is found not to be in violation of the Code, the file will be voided and maintained only as an administrative record. If the student is found to be in violation of the Code, the file will be retained as a conduct record. Conduct records resulting in suspension, revocation of admission and/or degree or expulsion will be retained indefinitely. Administrative records and all other conduct records will be retained for a period of ten years from the date of the final conduct decision.

Request to Void Conduct Records. Conduct records may be voided by a majority of those present and voting at an executive session of the Senate Committee on Student Affairs for good cause upon written petition, with notice to the complainant and victim. Factors to consider may include: (a) the present demeanor of the student; (b) the conduct of the student after the violation; and (c) the nature of the violation and the severity of harm resulting from it. Conduct actions if voided will not be noted on transcripts. A voided conduct file will be maintained as an administrative record.

X. INTERPRETATION OF THE CODE OF STUDENT CONDUCT

Unless the Code of Student Conduct provides otherwise, the Vice President for Student Affairs or designated representative has sole discretion and final authority to resolve all questions of interpretation or application of the Code.

XI. REVISION OF THE CODE OF STUDENT CONDUCT

The Code of Student Conduct should be reviewed by the Vice President of Student Affairs on an annual basis. All proposed revisions must first go before the Committee on the Code of Student Conduct, which shall determine whether the proposed revisions are minor or substantive. This Committee will fall under the purview of the Vice President for Student Affairs, or his or her designated representative and shall be comprised of one faculty member, one staff member and three student members, as appointed by the Vice President for Student Affairs for one year terms. The Student Conduct Administrator shall serve as the non-voting chair. This committee shall convene whenever there is a proposed revision to the Code of Student Conduct and its sole role will be to determine whether the proposed revision is minor or substantive. A minor change is defined as anything that does not affect the intent, workings or procedures of the conduct process. Such minor changes, as determined by the Committee on the Code of Student Conduct, can be made by the Student Conduct Administrator and the Vice President for Student Affairs, based on agreement by both with final review and approval by the Provost. A substantive change, as determined by the Committee on the Code of Student Conduct, is defined as a change that affects the conduct process or student's rights. The revision process for substantive changes is as follows:

- A. The proposed changes are vetted among staff, students, and faculty internal to the conduct process, General Counsel, Provost Staff, Student Affairs senior leadership and the Student Affairs Committee of the Senate (SACS).

- B. SACS reviews and makes recommendations to the University Senate with respect to the proposed changes.
- C. The University Senate reviews and acts on the SACS recommendations.
- D. The action of the University Senate is forwarded to the Provost for review.
- E. The Provost forwards with comment the record of SACS recommendations and University Senate actions to the President's cabinet.
- F. Final approval of proposed substantive revisions to the Code resides with the President's cabinet.

Revision of the Honor Code

CONSTITUTION

ARTICLE V - The Honor System

- Section 1. There shall be an Honor Board composed of the President and Vice President of the Medical Student Body, the president of each class, four (4) representatives of the Sophomore, Junior, and Senior classes, and two (2) representatives of the Freshman class. Said representatives are to be elected at a general election conducted by each of the respective classes. The Board shall meet as often as necessary, the meeting to be presided over by the Chief Administrator who is elected by the members of the Honor Board.
- Section 2. General Violations
- I. It shall be a violation of this Honor Code for a student to cheat.
 - II. It shall be a violation of this Honor Code for a student to knowingly circumvent any course requirement.
 - III. It shall be a violation of this Honor Code for a student to steal.
 - IV. It shall be a violation of this Honor Code for a student to purposely impair another student's educational opportunity.
 - V. It shall be a violation to act in a manner which is detrimental to the moral and ethical standards of the medical profession.
 - VI. It shall be a violation for a student to knowingly deceive another student, faculty member, or professional associate with the intent to gain advantage, academic or otherwise, for said student or for any

other student.

VII. It shall be a violation for any student to fail to report any infraction of the Honor System to an appropriate representative.

The following actions may be found to constitute violations of the Honor Code.

1. Sign another student's name on an attendance sheet: this includes anatomy lab, histology lab, TBL/PBL sessions, grand rounds, and any other mandatory class/clerkship or event
2. Falsify your own attendance at the aforementioned events
3. Take home any material from the IRAT/GRAT sessions (including photos)
4. Misrepresent the nature or amount of time worked at a service learning opportunity (for you or someone else)
5. Take photos of exam materials/keys, even if for personal use
6. Intentionally withhold resources from other students
7. Intentionally withhold information to gain the upper-hand over another student
8. Fail to report a violation of the Honor Code

Section 3. The Honor Board shall act as a jury to render a decision as to the innocence or guilt of the accused, and in the event of the latter shall make recommendations for a penalty to be acted on by the Dean of the School of Medicine. The Honor Board shall have sole and final authority to judge the innocence or guilt of the accused. The Honor Board also recognizes Tulane University's "Code of Student Conduct" and may defer authority as set forth in Article IV of the by-laws, section 3

Sanctions:

A. General:

An individual found to have violated this Honor Code shall be subject to such sanctions as may be recommended by the hearing panel and acted on by the Medical School Dean, or the Dean's designee, pursuant to rules laid out in the Bylaws of the Medical Student Body.

B. Mandatory Sanctions:

In the event of a finding of any honor code violation, a letter shall be prepared by the Chief Administrator as to the findings of the hearing panel and that letter shall be permanently placed in the student's Medical School file.

C. Course Related Violations:

In the event of a finding of an honor code violation regarding any course requirement, the hearing panel shall make any sanctions which the hearing panel deems just and fair which includes, but is not limited to, an entry of a failing, conditional, or passing grade. Consideration may be given to the opinions of the course director and investigators' meetings set forth in Article IV, section 2-h in the determination of

appropriate sanctions.

D. Other Sanctions:

In addition to the mandatory sanctions set forth in section b and course sanctions set forth in section c, recommended sanctions for any honor code violation may include one or more of the following:

I. Permanent expulsion from the Medical School.

II. Suspension from the Medical School for a specified time.

III. Any other sanction or sanctions which the hearing panel deems just and fair under the circumstances.

Section 4. The Honor Board shall be responsible for educating the student body on all issues concerning this honor code.

ARTICLE VI - Bylaws and Amendments

Section 1. Adoption, amendment, or repeal of bylaws may be brought about through a 2/3 vote of the Executive Committee.

Section 2. Amendment of this Constitution can only be accomplished by the majority vote at a general election held for that purpose.

Section 3. Amendments must be published two (2) weeks in advance of voting and notices must be posted throughout the School of Medicine.

Section 4. Bylaws may be suspended by a 2/3 vote of the Executive Committee.

ARTICLE VII - Miscellaneous

Section 1. All matters of interpretation of this Constitution shall be decided by the members of the Honor Board.

Section 2. Taxes, dues, and fees or revenues may be levied upon the Student Body only by consent of a majority of said body.

Effective: March 1935

Revised: February 1976

March 1977

May 1984

May 1987

May 1988

April 1991

April 1999

July 2014

BY-LAWS TO THE CONSTITUTION . . . (con't)

ARTICLE IV - Preliminary Procedures of the Honor Board

Section 1 Complaint

a. Only Tulane University medical students, faculty, and staff members may file a complaint.

b. Any person witnessing a questionable violation of the Honor Code should attempt to clarify the matter

with the involved party. If after clarification you still suspect an Honor Code violation, then all suspected violations shall be reported directly to the Honor Board.

c. All complaints are to be placed in a sealed envelope marked "Honor Board Complaint" and given to any Honor Board representative or class president.

d. The complaint shall be in writing and shall contain at least the following information:

I. The name of the accused, if known, or a description of the accused, if the name of the accused is not known.

II. The alleged violation.

III. A statement of the alleged facts on which the alleged violation is based, including time, place, and date, if known.

IV. A list of witnesses, if any, and a short description of other evidence, if any, tending to support the allegation.

V. The signature, local address, and telephone number of the complainant.

e. All complaints shall be considered and all complainants must testify at an Honor Board hearing which may be held pursuant to the complaint.

f. No complaint shall be considered if it is filed more than thirty days after the initial discovery of the alleged violation unless there is reasonable justification for such a delay. Days during medical school holidays, vacations, and out-of-town externships and rotations shall not be counted.

Section 2. Investigation

a. When an Honor Board representative receives a complaint, he or she shall deliver the complaint, unopened, to the Chief Administrator.

b. The Chief Administrator shall appoint two Honor Board representatives to investigate the complaint.

When possible, the investigators shall not be in the same graduation class of the involved parties.

c. Either the Chief Administrator or one of the designated investigators must inform the accused of the investigation within five working days of the decision to begin an investigation.

d. The entire investigation of the alleged violation shall be conducted by the two investigators. The investigators shall use reasonable discretion in carrying out a full investigation.

e. The investigators may interview the accused, complainant, witnesses, and any other person relevant to the investigation.

f. Both investigators shall record in writing all interviews held pursuant to the alleged Honor Code violation.

g. Every reasonable attempt shall be made to limit dissemination of information as to the alleged violations by all parties involved, including witnesses, complainants, and the accused.

h. In the case of a course violation, investigators may meet with the faculty member or chairperson of the course to determine their opinion on what sanctions they would deem appropriate should there be a trial

and should the accused be found guilty. Such conversations shall not include the name of the accused.

i. If the Chief Administrator is aware of prior investigations or hearings against the accused, then the Chief Administrator may disclose this information to the investigators who in turn may include a brief summary in their investigative report.

Section 3. Hearing Determination

a. After completion of the investigation, the two investigators shall meet with the Chief Administrator and elect whether to refer the alleged violation(s) to an Honor Board hearing, dismiss the case, or refer the case to the Code of Student Conduct. Those violations which may be deferred to the Code of Student Conduct include, but are not limited to, areas outside of academic activities and may include actions punishable by civil or criminal authorities. (see publication of the Office of the Vice President for Student Affairs, "Code of Student Conduct")

b. The Chief Administrator and the two investigators shall elect to refer the alleged violation(s) to an Honor Board hearing if they believe that there is sufficient evidence such that "it is more likely than not" that the accused has violated this Honor Code.

c. A majority vote of the two investigators and the Chief Administrator shall be necessary to refer the alleged violation(s) to an Honor Board hearing. This vote shall be made by secret ballot.

Section 4. Notification of the Accused of the Hearing

If it is decided to proceed with a hearing, the Chief Administrator shall so notify the accused in writing at least five working days prior to the hearing date. This notice:

a. Shall state the name of the accused.

b. Shall state the nature of the charges against the accused.

c. Shall state the date, time, and location of the hearing on the alleged violation(s).

d. Shall inform the accused of the right to request appearances of witnesses (including character witnesses) on his or her behalf.

e. Shall inform the accused that the accused may bring an advisor of his/her choice selected from the students of Tulane Medical School to the hearing. Such an advisor at the hearing in no case shall be legal counsel. The advisor may not participate in the proceeding except to advise the accused.

Section 5. Recusal

a. Any Honor Board representative, whether elected or ad hoc, shall recuse himself or herself from investigating an alleged violation and/or sitting on a hearing panel when the representative feels any personal prejudice(s) may interfere with his or her objectivity. Such recusal shall be requested at the earliest possible point and shall be granted by the Chief Administrator.

b. Any Honor Board representative, hearing panel member, and/or the accused may request that the hearing panel recuse any of its members before proceeding with a hearing. The accused will be supplied with a list of possible hearing panel members prior to the hearing. Such request, setting forth the reason for recusal, shall be made prior to the commencement of the hearing and a majority vote of the other hearing panel members, including the Chief Administrator, shall suffice to recuse a member.

c. In the event of any removal, recusal, or other inability of an Honor Board representative to perform his

or her duties with the Honor Board, the Chief Administrator shall select an Honor Board representative as a replacement for the recused.

d. In the event of any removal or recusal of an Honor Board representative from a hearing panel, that Honor Board representative shall not be allowed to attend further hearings on that case unless called as a witness for either accused or complainant.

e. Where the recused representative is the Chief Administrator, his or her duties shall immediately pass to the delegated Assistant Administrator for the duration of that case.

ARTICLE V HEARING

Section 1. Timing

The hearing addressing the alleged Honor Code violation(s) shall take place within a reasonable time of the decision to proceed with a hearing, taking into account the time of year, the availability of Honor Board representatives, and the needs of the accused. In the event the accused refuses to appear before the hearing panel, the trial will proceed in their absence.

Section 2. Hearing Panel

For each hearing based on an alleged Honor Code violation, there shall be one hearing panel which shall determine whether the accused has violated this Honor Code and, if so, what sanction(s) shall be recommended. In the event the accused has admitted guilt prior to the hearing panel, the hearing panel will still proceed in the same manner in order for panel members to hear full disclosure of information prior to deciding upon sanctions. The panel shall consist of a minimum of six members representing each class (T1-T4) of the medical school. The chief administrator is not to be counted in this number.

a. The Chief Administrator shall preside over the hearing, but shall not vote as to whether a violation has occurred or as to recommend sanction(s).

b. No Honor Board member shall sit on a hearing panel when he or she has investigated the alleged violation.

c. Should there be an insufficient number of Honor Board representatives to sit on a hearing panel due to recusal, illness, or any other reason, the Vice-President, Secretary, or Treasurer, in that order, shall be appointed by the Chief Administrator, as a temporary replacement from the same class as the absent representative.

Section 3. Hearing Procedure

a. General.

I. The Chief Administrator shall preside over the hearing and shall be present during the deliberations.

II. No person shall be present in the hearing room unless he or she has been called by the hearing panel.

III. The accused may address the hearing panel and may question witnesses.

IV. The advisor of the accused shall not address the hearing panel and shall not question witnesses.

V. The accused and the accused's representative or advisor shall be given the opportunity to be present at the hearing except

during the deliberations of the hearing panel.

VI. Hearing panel members may recall investigators, complainants, the accused, and/or witnesses, but the accused must always be present when testimony is given.

VII. The Chief Administrator may prohibit any question if the question compromises the rights of the accused and/or does not significantly contribute to determining whether the accused has violated this Honor Code.

VIII. The hearing shall be recorded by audio means. These recordings shall be used for the sole purpose of recalling information during the hearing procedure by the hearing panel. All recordings shall be destroyed after deliberations have been made.

b. Testimony.

The order of those testifying before the hearing panel shall be the following:

I. The Investigators

[a] Each investigator shall report his or her findings to the hearing panel.

[b] Each investigator shall surrender any tangible evidence to the hearing panel.

[c] After each investigator has testified, the hearing panel shall question the investigator. The accused may then question the investigator. The hearing panel may then question the investigator again.

II. The Complainant.

a. The complainant shall make a statement to the hearing panel.

b. The hearing panel shall then question the complainant.

c. The accused may question the complainant.

d. The hearing panel may question the complainant again.

III. The Accused.

a. The accused may make a statement to the hearing panel.

b. The hearing panel shall question the accused.

c. The complainant may question the accused.

d. The hearing panel may question the complainant again.

IV. The Witnesses.

The ordering of the witnesses shall be at the discretion of the Chief Administrator.

- a. The witness shall make a brief statement to the hearing panel relevant to the facts of the event in question.
- b. The hearing panel may question the witness.
- c. The complainant may question the witness.
- d. The accused may question the witness.
- e. The hearing panel may question the witness again.

V. Closing Statement

The complainant and then the accused may make a brief closing statement to the hearing panel.

Section 4. Deliberation

- a. The hearing panel shall, after reasonable discussion in closed session, vote as to whether the accused has violated this Honor Code.
 - I. The hearing panel shall find that the accused has violated this Honor Code if they believe that there is "clear and convincing evidence" that the accused has violated this Honor Code.
 - II. A vote of violation by at least two-thirds of the hearing panel members shall be required to find that the accused has violated this Honor Code. The decision as to whether the accused has violated this Honor Code shall be made by secret ballot.
- b. If the hearing panel finds that the accused has violated this Honor Code, then the accused may make a statement to the hearing panel relating to which sanction(s) the hearing panel should recommend to the Dean.
- c. The hearing panel shall then, in closed session, after reasonable discussion, vote as to sanctions pursuant to Article V, sections 3 c and d of the Constitution. The hearing panel shall not vote as to sanctions pursuant to Article V, section b of the Constitution.
- d. A vote of at least two-thirds of the hearing panel members shall be required to recommend other sanctions.
- e. Deliberations of the hearing panel shall not be recorded.
- f. With the exception of the recommendation of the accused, pursuant to section 4(b), no outside person may communicate with any hearing panel member regarding the hearing or deliberations during any part of deliberations, including, but not limited to recesses and/or the period of time between voting as to whether the accused has violated this Honor Code and voting as to sanctions.

Section 5. Submission of findings to the Dean

- a. If there is a finding that the accused has violated this Honor Code, the Chief Administrator shall appoint a hearing panel member to prepare a written statement of the findings and recommended sanctions. This statement, along with the recordings of the proceedings and all physical evidence, shall be submitted to the Medical School Dean, or the Dean's designee, within one day after the hearing's conclusion. The accused shall also be provided with a copy of the panel's statement within one day after the hearing's conclusion.

b. The Dean, or the Dean's designee, shall defer to the findings of the hearing panel and shall act on the recommended sanction(s) within a reasonable period, unless the accused has filed an appeal.

Section 6. Appeal.

a. The accused may appeal the finding that the accused has violated this Honor Code and/or the recommended sanction(s) to the Medical School Dean or the Dean's designee, within seven days after the hearing's conclusion. The Dean or the Dean's designee shall determine the method of hearing an appeal. On any appeal to the Dean, the Dean must meet with both the accused and the Chief Administrator or a member of the Honor Board designated by the Chief Administrator.

b. The Dean, or the Dean's designee, shall give great weight to the findings and recommendations of the hearing panel and shall not reverse a finding that the accused had violated this Honor Code absent the Dean's, or the Dean's designee, belief that such a finding was the result of bias or lack of due process. The Dean, or the Dean's designee, may only reduce the recommended sanction(s). Sanctions may be reduced in the best interest of justice or upon a finding that they were arbitrarily or capriciously imposed.

c. The Dean, or the Dean's designee, shall notify, in writing, the Chief Administrator of this determination within seven days of hearing an appeal. The Chief Administrator will then be given the opportunity to respond to the Dean's decision. Once the Dean has heard the response of the Chief Administrator, the Dean, or the Dean's designee will notify, in writing, the accused and the Chief Administrator of this determination.

d. If the Dean, or the Dean's designee, does alter any recommended sanction(s), the Honor Board may appeal, if it so chooses, to the Chancellor of the Medical Center.

e. When the accused is a graduating fourth-year student, the timetable for appeal shall be expedited.

ARTICLE VI. REVIEW OF FACULTY OR ADMINISTRATOR ACTION

Section 1. Standard

If a faculty member reduces a student's grade or an administrator assesses any penalty against a student for any alleged conduct, which, if true, would have violated this Honor Code, the student shall have the right to request that the Honor Board determine whether the alleged conduct occurred and whether it violated this Honor Code. A student is not entitled to this review if the grade was based on conduct or performance which, if true, would not have violated this Honor Code.

Section 2. Review by the Honor Board

a. Investigation.

An investigation will proceed in the same manner set forth in Article IV, Section 2 of the By-laws to the Constitution.

b. Hearing.

I. An Honor Board hearing shall, pursuant to Article V, sections 3 & 4, determine whether the alleged conduct occurred and,

if the alleged conduct did occur, whether the conduct violated this Honor Code.

II. If the hearing panel finds that the conduct violated this Honor Code, the hearing panel shall, pursuant to Article V, section 4, recommend the appropriate sanction(s) (which may be greater than the reduced grade by the faculty member or the penalty assessed by the Administrator) to the Dean or the Dean's designee.

Section 3. Review by the Dean

a. If the hearing panel finds that the alleged conduct by the student occurred, and that the conduct violated this Honor Code, this determination and the recommended sanction shall be subject to the student's right of appeal to the Dean, or the Dean's Designee, as set forth in Article V, section 6.

b. If the hearing panel finds that the alleged conduct did not occur or, if it did occur, that it did not violate this Honor Code, the Honor Board shall so inform the faculty member or administrator involved. The faculty member or administrator shall have five days to increase the grade or reduce the penalty. If the faculty member or administrator refuses to increase the grade or refuses to reduce the penalty, or if the increase or reduction is not satisfactory to the student, the Dean, or the Dean's designee, shall decide the appropriate grade to be given or penalty to be assessed.

c. All issues of grade changes not related to an Honor Board violation shall be referred to the Committee on Student Affairs.

ARTICLE VII. HONOR BOARD FILE

The Chief Administrator shall maintain a file which shall include a record of all complaints, findings, recommendations, appeals, and final determinations. This file shall be in the Student Executive Committee office and shall not include names of the accused, the complainant, or other witnesses. All members of the Medical School shall be permitted to review files with the Chief Administrator provided they have a legitimate reason to do so.

ARTICLE VIII. SELECTION OF HONOR BOARD REPRESENTATIVES

Section 1. Composition

The Honor Board shall be composed of twenty (20) members. These members shall include the President and the Vice-President of the Medical Student Body, the President of each class, four (4) representatives of the Second, Third, and Fourth year classes, and two (2) representatives of the First year class.

Section 2. Chief Administrator

The Chief Administrator shall be an Honor Board representative with at least one (1) year's experience on the Honor Board. He or she shall be elected by the Honor Board members within a reasonably short period after the second, third, and fourth year representatives take office.

Section 3. Assistant Administrator

Upon election, the Chief Administrator shall designate another member of the Honor Board with at least one (1) year's experience to preside over Honor Board activities during any period(s) that the Chief Administrator should be unable to perform his/her duties. If the Assistant Administrator is subsequently unable to perform his/her duties, then the Chief Administrator shall appoint a new Assistant Administrator to act in his/her place.

Section 4. Duration of term

a. The term of the first year representatives shall begin immediately upon posting of the Fall semester election results and shall end immediately upon the posting of the Spring semester election results of the following year.

b. The term of the second year representative shall begin immediately upon the posting of the Spring election results and shall end immediately upon posting of the third year election results. It is a one-year term.

c. The term of the third year representative shall begin immediately upon posting of the Spring semester election results and shall end upon graduation. It is a two-year term.

d. In the event that a representative does not continue with the class that he/she represents, for any reason, his/her term will be ended and a replacement shall be elected from the class by simple majority of those voting.

ARTICLE IX. FACULTY-HONOR BOARD LIAISON

The Faculty-Honor Board liaison shall be a member of the Executive Faculty appointed by the Dean. His/her function shall be to facilitate communication and education between the Honor Board and the faculty.

ARTICLE X. REMOVAL OF HONOR BOARD REPRESENTATIVES

Section 1. Removal Due to an Honor Code Violation

Any Honor Board representative found to have violated this Honor Code shall be immediately removed from his or her position with the Honor Board, upon written notice made by the Chief Administrator. Such removal shall be in addition to, and independent from, any sanction(s) recommended by the hearing panel.

Section 2. Removal By the Student Body for Reasons Other than an Honor Code Violation

a. Any member of the student body may circulate a petition among members of his or her class to remove an Honor Board representative who represents his or her class. Such removal may be for any reason. The petition must include the signatures of one-fourth of the members of the respective class. Upon delivery of such a petition to the Chief Administrator, a vote shall be scheduled with the assistance of the S.E.C. (Article II, section 7). Such a vote shall be scheduled as soon as is reasonably possible.

b. A two-thirds vote of those students voting shall be required to remove the Honor Board representative.

c. Should the vote result in removal, the representative shall be informed, in writing, by the Chief Administrator. A replacement shall be elected within seven days, in accordance with applicable S.E.C. rules. Days during Medical School holidays and vacations shall not be counted

Revised:

May 1952	March 1977	May 1990
April 1965	May 1982	April 1991
April 1966	March 1986	November 1992
May 1969	May 1987	June 1993
May 1970	May 1988	April 1999
May 1976	April 1989	

ESSENTIAL FUNCTIONS

In order to accomplish its mission, Tulane University School of Medicine has established a curriculum consisting of core courses, which must be taken by all students, elective courses (optional), and selective courses, which are required but in areas “selected” by the student. The faculty and administration of the school have developed essential functions with which all students must comply independently in order to satisfy medical school curricular demands. The essential functions are listed below.

PHYSICAL HEALTH:

A medical student must possess the physical health and stamina necessary to carry out a physically and intellectually demanding program of study independently in both the basic and clinical sciences.

INTELLECTUAL SKILLS:

A medical student must have sufficient powers of intellect to acquire, assimilate, integrate, and apply information obtained from written, oral, and visual sources.

A medical student must have the intellectual ability to use both objective and subjective criteria to solve problems.

A medical student must possess the ability to comprehend three-dimensional and spatial relationships, as well as concrete and abstract concepts.

A medical student must be able to extract information from written sources.

MOTOR SKILLS:

A medical student must have sufficient motor skills to carry out all necessary procedures involved in the learning of the basic and clinical sciences, as well as those required in the hospital and clinical environment. These include, but are not limited to, anatomical dissection, basic science laboratory exercises, basic and advanced cardiac life support activities, physical examinations, surgical, clinical laboratory and other technical procedures as required for diagnosis and treatment.

COMMUNICATION:

A medical student must have sufficient use of the senses of speech, hearing, and vision to be able to communicate effectively with patients, teachers and peers in both the oral and written form.

SENSORY ABILITIES:

A medical student must have sufficient use of the senses of vision, hearing, touch, and smell to observe effectively in the classroom, scientific laboratory, and clinical setting.

BEHAVIORAL QUALITIES:

A medical student must possess emotional health sufficient to function in the academic and clinical environments.

A medical student must be able to consistently demonstrate sound judgment and must behave in a professional, reliable, mature, and responsible manner at all times.

A medical student must possess sufficient flexibility to function in new and stressful environments. A medical student must possess appropriate motivation, integrity, compassion, and a genuine interest in providing care for others.

Drug and Alcohol Policy

(See Tulane Drug Free Environment Statement in *The Almanac*.)

Tulane University is concerned about the abuse of alcohol, illegal drugs, and controlled substances on campuses and in the workplace. In addition to having an alcohol and drug policy, the medical center complies with the Drug Free School Act of 1989. That act mandates that university officials turn over to local police authorities for arrest and prosecution any person who illegally uses drugs.

Tulane University circulates its drug and alcohol policy annually to students and employees. A drug education and counseling program for medical center students is provided on a confidential basis through the Phoenix Society (588-5401).

Narcotics, Marijuana, and Other Controlled Substances

(See also *The Almanac*.)

The use of certain drugs for “recreational” purposes is illegal and can have devastating consequences for you professionally. The Medical Practice Act of the State of Louisiana (Louisiana Revised Statutes 37:1261 through 37:1291) clearly states the following:

“Conviction of a crime or entry of a plea of guilty or *nolo contendere* to a criminal charge . . . habitual or recurring use of morphine, opium, cocaine, or other drugs having a similar effect . . . constitutes . . . causes for non-issuance, suspension, revocation, or the imposition of restrictions on any license . . . to practice medicine or surgery.”

All other states of the Union have laws that are substantively the same as those in effect in Louisiana.

It should go without saying that it is totally unacceptable for medical students, physicians, nurses, and other medical personnel to attend to patient care or other professional duties while under the influence of alcohol or any of the drugs mentioned above.

Possession of Weapons

(See also *The Almanac, Code of Student Conduct.*)

Carrying a weapon at Tulane University Health Sciences Center is not allowed. Any student in possession of a weapon is subject to severe disciplinary action that could include expulsion.

It is expected that medical students will conduct themselves within the boundaries of the law and in accordance with the standards expected of members of the medical profession.

Student Mistreatment Procedure

Recently, student mistreatment has received the attention of groups such as the Association of Medical Colleges (AAMC) and the American Medical Association (AMA). Nationally, approximately 17% of medical students report annually that they have been mistreated. At Tulane, the numbers are much lower.

Tulane University School of Medicine recognizes that a safe and comfortable learning environment is essential in the training of physicians. Towards that end, Tulane hopes to nurture attitudes and behaviors that create a mutual respect between teacher and learner. If a student feels that he/she has been mistreated in any way, we have created an anonymous reporting procedure:

1. At the conclusion of each course or clinical rotation, the final student survey will include a question about mistreatment. This survey is anonymous. However, if a student wants to be identified there will be a way to fill out the survey in an identified fashion.
2. The T-Med WEB site will include a similar survey that can be filled out anonymously at any time.

All incidents will be investigated fully. Adjudication will follow policies and procedures set forth by Tulane University:

<http://tulane.edu/som/StudentAffairs/harassment-and-abuse-policy.cfm>

Harassment Policy

All students have the right to work and learn in an environment that is conducive to learning, free from abuse, discrimination and/or harassment. The Tulane Harassment Policy is as follows:

A. HARASSMENT POLICY

1) Statement of Philosophy

- a) Tulane University is committed to creating and maintaining a campus environment where all individuals are treated with respect and dignity and where all are free to participate in a

lively exchange of ideas. Each student has the right to learn and each employee has the right to work in an environment free from all forms of unlawful harassment or discrimination including sexual harassment and sexual misconduct. At Tulane University, harassment or discrimination, whether verbal, physical, written, or visual, is unacceptable and will not be tolerated. Discrimination is unlawful and hurts all members of the educational community and contributes to a negative atmosphere where victims and others may feel their safety and equality are compromised. Discrimination has no legitimate educational purpose. Anyone who engages in conduct prohibited by this policy shall be disciplined as provided by law, university policies, and applicable employment agreements.

- b) Tulane will not tolerate unlawful discrimination or harassment by anyone affiliated with Tulane (including non-employees, such as vendors and independent consultants), and will not tolerate adverse academic or employment actions, including but not limited to, termination of anyone reporting discrimination or providing information related to such a complaint.

2) Principles

- a) Tulane University recognizes the tension between protecting all members of the University community from harassment and protecting academic freedom and freedom of expression. It is the policy of the institution that no member of the community may harass another. Conduct that reasonably serves a legitimate educational purpose, including pedagogical techniques, does not constitute harassment. In the educational setting within the University, wide latitude for professional judgment in determining the appropriate content and presentation of academic material is required. Those participating in the educational setting bear a responsibility to balance their right of free expression with a consideration of the reasonable sensitivities of other participants. Therefore, this policy against harassment shall be applied in a manner that protects academic freedom and freedom of expression including but are not limited to the expression of ideas, however controversial, in the classroom setting, academic environment, university-recognized activities, or on the campus.
- b) Nothing contained in this policy shall be construed to limit the legitimate exercise of free speech, including but not limited to written, graphic, or verbal expression that can reasonably be demonstrated to serve legitimate educational or artistic purposes nor shall this policy be construed to infringe upon the academic or artistic freedom of any member of the University. Artistic expression in the classroom, studio, gallery and theater merits the same protection of academic freedom that is accorded to other scholarly and teaching activities.

3) Policy Coverage

- a) All faculty, administrators, staff, students, and individuals affiliated with Tulane University by contract (including non-employees, such as vendors and independent contractors) are bound by this policy. This policy protects all individuals equally from harassment, including same-sex harassment, and protects students from harassment by other students.

4) Sexual Harassment

- a) **Definition of Sexual Harassment** - Sexual harassment is unwelcome behavior of a sexual nature by faculty, administrators, staff, students, and individuals affiliated with Tulane University by contract (including non-employees, such as vendors and independent contractors) or by anyone with whom one interacts in order to pursue educational or employment activities at the University. For the purposes of this policy, sexual harassment is defined as unwelcome advances, requests for special favors, and any other verbal, written, physical or other conduct of a sexual nature when:
- (i) Submission to such conduct is implicitly or explicitly made a condition of an individual's participation in University programs, activities, employment, or educational status;
 - (ii) Submission to or rejection of such conduct is used as a factor in employment or academic decisions; or
 - (iii) Such conduct would be objectively regarded by a reasonable person as having the purpose or effect of interfering with an individual's ability to learn or work or participate in University programs or activities by creating an intimidating, hostile, or offensive environment even if the person engaging in the conduct does not intend to interfere, intimidate, or be hostile or offensive.
- b) **Examples of Sexual Harassment** - Sexual harassment may include, but is not limited to, the following:
- (i) Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults; and intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual's body.
 - (ii) Any nonconsensual sexual behavior; lack of consent may result from, among other things, use of force, threats, or intimidation or advantage gained by use of the victim's mental or physical incapacity, impairment, or helplessness of which the accused was aware or should have been aware. Offering or implying an employment-related reward (such as a promotion, raise, or different work assignment) or an education-related reward (such as a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct.
 - (iii) Threatening or taking a negative employment action (such as termination, demotion, denial of an employee benefit or privilege, or change in working conditions) or negative educational action (such as giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual's job or academic work more difficult because sexual advances were rejected.
 - (iv) Unwelcome sexual advances, requests for a romantic or sexual relationship to an individual who indicates or has indicated in any way that such conduct is unwelcome, propositions or other sexual comments, such as sexually-oriented gestures, noises,

remarks, jokes, questions, or comments about a person's sexuality or sexual experience.

5) Other Forms of Harassment

- a) Harassment, other than sexual harassment, is verbal, physical, written, or other conduct that denigrates or shows hostility or aversion to an individual on the basis of race, color, religion, age, national origin, citizenship, disability, veteran's status, sexual orientation, genetic information, gender identity, gender expression, marital status, or any basis prohibited by law. Harassment based on any of the above categories is strictly prohibited by this policy.
- b) Complaints of harassment will be investigated and resolved in accordance with applicable legal guidelines and the terms of this policy.

6) Retaliation

- a) No member of the University community will be disciplined or otherwise retaliated against for refusing sexual advances, objecting to sexual, racial, or other forms of discrimination, harassment, or retaliation or making a good faith report of discrimination, harassment or retaliation.
- b) Retaliatory or intimidating conduct against any individual who has made a good faith discrimination, harassment or retaliation complaint or who has testified or assisted in any manner in an investigation is specifically prohibited and shall provide grounds for a separate complaint. Examples of such retaliatory or intimidating conduct include disciplining, changing working or educational conditions, providing inaccurate information to or about, or refusing to cooperate or discuss work- or school-related matters with any individual without a legitimate business reason because that individual complained about or resisted harassment. The initiation of a good faith complaint of discrimination, harassment or retaliation by a student will not reflect negatively on that student nor will it affect the student's academic standing, rights, or privileges. Likewise, the initiation of a good faith complaint by an employee will not reflect negatively on that employee nor will it affect the employee's working conditions, rights, or privileges.

7) Confidentiality

- a) Confidentiality will be maintained throughout the entire investigatory process to the extent practicable and appropriate under the circumstances to protect the privacy of persons involved. The persons charged with investigating the complaint will discuss the complaint or the underlying behavior only with persons involved in the case who have a need to know the information, which must include the complainant and the accused harasser.
- b) Students who need to seek resources in a confidential setting should go to Counseling and Psychological Services or the Student Health Center. All reports to those entities are kept confidential.
- c) The University is required by law to investigate complaints of discrimination, harassment or retaliation and will strive to protect, to the greatest extent possible, the confidentiality of persons reporting or accused of discrimination, harassment or retaliation. However, the

University cannot guarantee complete confidentiality where it would conflict with the University's obligation to investigate or where confidentiality concerns are outweighed by the University's interest in protecting the safety or rights of others. Individuals who desire to discuss possible claims of discrimination, harassment, or retaliation in a more confidential setting may want to consult with a counselor, therapist, or member of the clergy, who is permitted by law to assure greater confidentiality.

d) While Tulane is committed to respecting the confidentiality and privacy of all parties involved in the investigation process, Tulane cannot guarantee complete confidentiality. Examples of situations when confidentiality cannot be maintained include:

- If Tulane is required by law to disclose information (such as in response to legal actions),
- If disclosure of information is determined by the Office of Institutional Equity, its designee, and/or Tulane's Office of General Counsel to be necessary for conducting an effective investigation, or
- When confidentiality concerns are outweighed by Tulane's interest in protecting the safety or rights of others.

8) Complaint Procedures

a) All are encouraged to promptly report discrimination, harassment or retaliation so that appropriate action can be taken. The complaint procedures are designed to ensure the rights of the complainant while at the same time according due process to involved parties.

b) *Form of Complaint* - Complaints of discrimination, harassment or retaliation will be accepted orally or in writing. Anonymous complaints will be accepted and investigated to the extent possible. Complaint forms are available at the Office of Institutional Equity and on the Office of Institutional Equity's webpage (<http://tulane.edu/equity/policies/index.cfm>).

c) *Content of Complaint* - Any individual who believes that they are being discriminated, harassed, or retaliated against in violation of this policy should promptly file a complaint including the following information, if known to the complainant: the name of the complainant, a brief description of the offending behavior including times, places, and the name of or identifying information about the alleged perpetrator, and the names or descriptions of any witnesses to the discrimination, harassment or retaliation.

d) *Reporting the Complaint* - It is not necessary to first confront the harasser prior to instituting a complaint under this policy. However, it is appropriate to promptly report a complaint so that a full and complete investigation is possible. Any person designated to receive complaints from students, employees, or faculty must notify the Office of Institutional Equity within 24 hours of receiving a complaint pursuant to this policy.

(i) *Complaints by Students* - A student who believes that they been discriminated, harassed or retaliated against must report the alleged behavior to any of the following individuals:

- Office of Institutional Equity, 862-8083
- Vice President for Student Affairs, 314-2188
- Associate Dean for Student Affairs, Tulane University Health Sciences Center, 988-5331

- (ii) *Complaints by Staff* - An employee who believes they have been discriminated, harassed, or retaliated against in violation of this policy must report the alleged behavior to any of the following individuals:
- Office of Institutional Equity, 862-8083
 - Dean (or person designated by same) with which complaining employee is affiliated
 - Associate Vice President for Workforce Management Organization, 247-1758
- (iii) *Complaints by Faculty* - A faculty member who believes they have been discriminated, harassed or retaliated against in violation of this policy must report the alleged behavior to any of the following individuals:
- Office of Institutional Equity, 862-8083
 - Department Chairperson
 - Dean (or person designated by same) of the school with which complaining faculty is affiliated
 - Senior Vice President for Academic Affairs, 865-5261
- e) *Failure to Cooperate* - Failure to cooperate in an OIE investigation will be considered a breach of responsibility. If a Respondent fails to cooperate, his or her Department Head, Supervisor, or Dean will be notified of such non-cooperation. A Respondent's silence or lack of cooperation will not prevent a complaint from going forward. Failure to cooperate in a formal review proceeding may result in the investigation proceeding solely on the basis of the available evidence.

9) Investigation & Informal Resolution of Complaints

- a) *Initial Investigation* - After receiving a complaint of discrimination, harassment or retaliation the Office of Institutional Equity shall promptly conduct an initial investigation.
- b) *Informal Process* - The University has an informal process to provide those who believe they are subject to discrimination, harassment, or retaliation with a range of options designed to bring about a resolution of their concerns.

Depending upon the nature and severity of the complaint and the wishes of the person(s) claiming discrimination, harassment or retaliation, informal resolution may involve one or more of the following or other appropriate actions:

- (i) Advising the person(s) about how to communicate the unwelcome nature of the behavior to the alleged harasser;
- (ii) Distributing a copy of this policy as a reminder to the department or area with which the alleged harasser is affiliated;
- (iii) If both parties agree, arranging and facilitating a meeting between the person(s) claiming discrimination, harassment or retaliation and those accused to work out a mutual resolution.

Students are also encouraged to seek advice or counseling from Student Resources and Support Services, 314-2160, whether or not they decide to pursue a formal complaint. Informal resolution may not be appropriate in certain circumstances. For instance, informal resolution would never be appropriate in cases involving allegations of sexual assault. While dealing informally with a problem of discrimination, harassment or retaliation may be preferable to the complainant, a formal grievance procedure must be followed in order for the University to impose any kind of discipline on the offender. The University will proceed with the investigation and formal resolution process when deemed appropriate by the Office of Institutional Equity.

10) Investigation & Formal Resolution of Complaints

- a) *Formal Investigation* - If the complaint cannot be informally resolved after the initial investigation, the Office of Institutional Equity shall continue the investigation or designate someone to promptly conduct further investigation of the complaint, which may in some circumstances be a neutral third party. The persons charged with investigating the complaint must discuss the complaint or the underlying behavior only with persons involved in the case who have a need to know the information, including the complainant and the accused harasser.

In the case of a complaint against a faculty member, the Office of Institutional Equity will work with the grievance committee of his or her school within the University to investigate discrimination, harassment or retaliation complaints. The committee chair shall notify the Office of Institutional Equity in writing of the findings as well as any action taken or recommendations made by the committee based on those findings.

In the case of a complaint against a student, the Office of Institutional Equity will investigate, or will designate the Office of Student Conduct to investigate, and shall notify the Office of Student Affairs in writing of the findings of the investigation. The Office of Student Affairs will, in turn, determine whether to process the matter through the Tulane Code of Student Conduct.

In the case of a complaint against a staff member or non-employee individual affiliated with Tulane (including vendors and independent contractors), the Office of Institutional Equity shall investigate and make recommendations to the appropriate supervisor as to any action to be taken.

- b) *Resolution* - Resolution will be concluded as promptly as possible and in most cases within 60 days unless extenuating circumstances arise. Within 60 days of receiving the complaint, the Office of Institutional Equity or its designee, including the appropriate school grievance committee, shall make a finding of whether it was determined that discrimination, harassment or retaliation occurred. If the investigation cannot be concluded within that time, the Office of Institutional Equity shall notify the complainant, and the University's General Counsel, who shall designate the appropriate person or faculty committee to conclude the investigation as promptly as reasonably possible.
- c) *Objectivity* - The complainant and the accused are entitled to an investigation conducted by an impartial investigator. Thus, if the person(s) charged with overseeing or investigating complaints is implicated in the complaint, or has any personal issue that would cause a conflict of interest, the committee member or members shall recuse themselves from the proceeding. Alternatively, the Institutional Equity Officer shall conduct the investigation and make findings or shall designate someone impartial to do so, which may in some circumstances be an outside neutral third party.
- d) *Standard of Review* - Claims of violations of this policy will be reviewed based upon the preponderance of evidence whether more likely than not a policy violation occurred.
- e) *Notice of Outcome* -
 - (i) Complaints against Faculty, Staff and Non-Employee Individuals Affiliated with the University. No more than ten (10) working days or as promptly as possible after a decision has been reached, the Institutional Equity Officer shall notify the parties to the proceeding in writing of the findings and the outcome of the investigation.
 - (ii) Complaints against Students. The Office of Student Affairs shall notify the parties to the proceeding in writing of the findings and the outcome of the investigation in a manner consistent with the Code of Student Conduct.
- f) *Sanctions* - Individuals found to have violated this policy shall be disciplined appropriately. Appropriate sanctions, ranging from a warning to dismissal, will be determined based on the severity of the conduct and in accordance with the provisions of applicable statutes,

employment contracts, University policies, disciplinary procedures for faculty as described in the Faculty Handbook, disciplinary procedures for staff as described in the Staff Handbook, and disciplinary procedures for students as described in the Code of Student Conduct and other student discipline codes.

11) Appeals

An appeal by either the complainant or the accused must be filed in writing with the Office of Institutional Equity within ten (10) working days of receiving written notice of the outcome of the investigation. Responsibility for reviewing appeals will turn on the identity of the accused. Where the accused is a student, the appeal shall be reviewed in accordance with appeals procedures described in the Code of Student Conduct. Where the accused is a staff member, the Chief of Staff and Vice President will review appeals. Where the accused is a faculty member, the Faculty Tenure Freedom and Responsibility Committee of the University Senate will review appeals in accordance with the grievance procedures described in the University Senate Constitution, By-Law III: Standing Committees, Section 1: Committee Functions, Committee on Faculty Tenure, Freedom and Responsibility: Functions.

In exceptional circumstances, except in cases involving faculty, an appeal may be reviewed by an outside neutral third party.

12) Other Legal Resources

The procedures above apply to internal complaints of discrimination, harassment or retaliation. In addition to this internal complaint procedure, victims of discrimination, harassment or retaliation may file a complaint with an appropriate government agency or, where allowed, file a civil lawsuit. Federal and state laws contain statutes of limitation barring claims filed outside of the applicable limitations period.

- a) *Office for Civil Rights* - The Office for Civil Rights (OCR) is charged with investigating complaints of harassment under Title IX, a federal law that governs harassment of students by teachers or other students. Prior to filing a lawsuit, a charge should be filed with the OCR within the time period designated by law. A student wishing to file an administrative complaint should contact:

U.S. Department of Education

Office for Civil Rights Dallas Office
Division 1999 Bryan Street, Suite 2600
Dallas, TX 75201
(214) 880-2459

- or -

U.S. Department of Justice

Civil Rights
P.O. Box 66560
Washington, D.C. 20035
(202) 307-2222

- b) *Equal Employment Opportunity Commission* - The Equal Employment Opportunity Commission (EEOC) is charged with investigating complaints of harassment under Title VII, a federal law that governs harassment of faculty members and staff. Prior to filing a lawsuit,

Title VII requires that a charge be filed with the EEOC within the time period designated by law. An employee wishing to file an administrative complaint should contact:

Equal Employment Opportunity Commission

Regional Office

1555 Poydras, Suite 1900 New

Orleans, LA 70112 (504) 589-

2826

13) Dissemination of Policy

This policy will be distributed to all faculty, staff, students, administrators, and will be made available to anyone else connected with the University. All University employees and students who subsequently become part of the educational community shall be informed of this policy during their orientation. This policy may be revised from time to time and such revisions will be posted on the University's web site located at www.tulane.edu. Any incident reported under this policy will be governed by the policy posted on the web at the time of the incident.

14) Revisions to Policy

Proposed revisions to this policy will be presented to the University Senate for approval or disapproval.

15) False Accusations Forbidden

While we encourage all to report good faith claims of discrimination, harassment or retaliation, false accusations can have a serious effect on innocent people. If an investigation results in a finding that an accusation of discrimination, harassment or retaliation was maliciously or recklessly made, the accuser may be disciplined appropriately.

Appropriate sanctions, ranging from a warning to dismissal, will be determined based on the severity of the conduct and in accordance with the provisions of applicable statutes, employment contracts, University policies, disciplinary procedures for faculty as described in the Faculty Handbook, disciplinary procedures for staff as described in the Staff Handbook, and disciplinary procedures for students as described in the Code of Student Conduct and other applicable student discipline codes.

XI. NEPOTISM POLICY

Tulane University's standards for employment decisions such as hiring, promoting, reappointing, evaluating, awarding salary and terminating employment are based on qualifications for the position, ability and performance. The University attempts to avoid favoritism and the appearance of favoritism and conflicts of interest in employment decision and reserves the right to take action when relationships of associations of employees impact its mission. It is against University policy for an employee to supervise a relative or to work in positions that have an audit or control function over a relative except in circumstances as indicated below.

The employment of relatives is permissible if the following general principles are applied. For purposes of this policy, “Relatives” means a connection between persons by blood, marriage, adoption, domestic partnership, or other personal relationship including co-habitation.

Employment of relatives in the same unit or department or under the same supervisor is authorized only with the prior written approval of the head of the unit or department and the Office of the Provost for faculty members on the uptown campus, office of the Senior Vice President for Health Sciences for faculty members of the Medical Center or the Office of Human Resources for all staff members, as appropriate. In addition, Relatives should not participate in activities that have the potential for influencing employment decisions.

General Principles:

1. To avoid possible conflicts of interest, any dean, director, department head, chairperson, supervisor or participant in peer or administrative review procedures who is a Relative of an employee or job applicant must not participate either formally or informally in decisions (including rendering advice on decisions) on personnel matters affecting the Relative, including, but not limited to decisions to hire, retain, promote or determine salary.
2. In cases where an employee would have primary responsibility for supervision, evaluation of assignment of duties to a Relative, an appropriate individual must be designated by a higher level administrator (e.g., dean, director, department head, provost, vice president, president) to perform the functions of such employee in the decisions to hire, retain, promote, assign duties or set the salary of the individual “related” to the employee.
3. Within the limitations set forth above, individuals “related” to other Tulane University employees have the general rights extended to employees in comparable positions. For example, a faculty member has the right to serve on a departmental peer review committee even though a Relative will be considered by the Committee. The faculty member, however, would not participate in the review of the Relative. However, this policy has no effect upon the administration of employee benefit plans and creates no contract rights to employees.
4. Supervision and evaluation procedures, even when altered as described above, should ensure comparable treatment of employees.
5. In circumstances which have the potential for the conflicts of interest referenced in item #1 above, individuals have the responsibility for disclosing that a conflict of interest may exist to the dean, director, department head or other relevant administrator and to other affected employees prior to making any employment decisions. The specifics of the potential conflict do not have to be provided.

Decisions about individual cases should be made on the basis of these principles. In cases where the application of a principle is disputed, the administrator at the next level may be asked to assist in resolution. If resolution cannot be achieved, an employee can follow the established procedure for filing a grievance. The President shall have final approval regarding application of the general principles to particular cases. Not every relationship that can create favoritism or the appearance of favoritism can be listed here. Whenever an employee enters into a relationship with another employee, s/he should ask whether there may be favoritism or the appearance of favoritism or whether an audit or control function may be compromised.

XII. POLICY ON CONSENSUAL RELATIONSHIPS

Preamble

Interactions between the students of Tulane University and those administrators, faculty and staff who have institutional authority over them are to be guided by mutual trust, confidence, and professional ethics. Any consensual relationship between a student on the one hand and any faculty member, administrator, or staff member on the other has the potential to put these values at risk. Likewise, familial or collegial relationships (such as holding a position of authority over one's children, one's colleagues, or family members of colleagues) may lead to the reality or the perception of bias. The University calls the attention of all members of the university community to these dangers, and notes the appropriateness of existing grievance procedures for dealing with abuses that may arise in all these situations. In this policy, the University wishes to deal with the specific issue of consensual relationships in which one of the parties holds a position of authority over the other. The power differential characterizing such relationships creates the risk of conflicts of interest, violations of trust, abuses of power, and breaches of professional ethics. The Policy on Consensual Relationships is intended to guard against such risks while protecting the rights of all parties. Acts or allegations of harassment shall be handled in accordance with the University's Harassment Policy, which shall take precedence over this policy with respect to such acts or allegations. Acts or allegations regarding nepotism shall be handled in accordance with the University's Nepotism Policy, which shall take precedence over this policy with respect to such acts or allegations.

A. Policy

Those employed by Tulane University shall not engage in consensual relationships with students relative to whom they hold a position of authority (see definition below) in such matters as instructing or otherwise evaluating, supervising, or advising the student as part of any school program or activity, whether academic or non-academic. Should a consensual relationship develop between a person in a position of authority and a student, the person in authority shall immediately remove him or herself from such position of authority. The greater responsibility for termination of the position of authority rests with the person in authority. However, all members of the Tulane community bear a responsibility.

Persons in authority with no professional responsibilities for a student should be sensitive to the perception that consensual relationships may lead to preferential treatment. If the person in authority or the student declines to dissolve the institutional relationship, the University will take steps to do so.

B. Definitions

1. Persons in authority include, for the purposes of this policy only, those who supervise, advise, teach, coach, evaluate, allocate financial aid to, and/or guide research by students, be they:

a. Faculty members

b. Graduate students

c. Staff members, or

d. Administrators.

2. Students are defined as all full- or part- time students enrolled in any academic division of Tulane University.

3. A consensual relationship is defined as any consensual dating, romantic, sexual, or marriage relationship.

4. Position of authority includes, but may not be limited to, situations in which the individual makes or is responsible for an evaluation of a student for admission, course-work, student employment or internship, promotion, financial aid, research funding, suspension, expulsion, or other discipline. (Those providing instruction without evaluation are not necessarily in positions of authority. This is reviewed on a case by case basis by the academic officer to whom the individual reports.)

C. Procedures

When a consensual relationship exists or develops, the position of authority over the student must be avoided or immediately terminated. Avoidance or termination includes, but is not limited to:

1. a qualified alternative faculty, staff member, or administrator taking the position of authority in non-course-based academic work or student employment;

2. the student not enrolling in a course, dropping a course, or transferring to another course or section taught by another individual;

3. transferring to another person the authority over any benefit(s) for which the student is eligible.

An allegation that a person in authority has failed to avoid or terminate a position of authority when a consensual relationship has developed will be referred in writing to the Office of the Dean of the division in which the student is enrolled. The person making a complaint (hereinafter the complainant) may be a faculty or staff member or a student; the complaint and all supporting evidence and information must be given in writing. Once an alleged violation of this policy has been reported, the written complaint shall be reviewed by the associate dean of the division of the accused student to confirm that the charge being made falls within the scope of this policy and that all initial documentation has been prepared. The associate dean shall consult with the complainant and the cited student if necessary to ascertain what witnesses should be called in the hearing, and to make sure that all concerned understand the workings of this policy. The associate dean shall also inform the cited student of his or her rights under this policy, including the right to be accompanied to the hearing by a counselor/advisor. This initial review shall take place if possible within two (2) working days of the time when the formal charge is made. If, in the considered opinion of the associate dean, the charge is improper and should not be taken to a hearing, that decision shall be communicated to the Dean of that division and then to the complainant, who retains the right to have the associate dean's decision reviewed by the chair of the Senate Committee on Academic Freedom and Responsibility of Students and a designated faculty member and student from that committee. The reviewers may set aside the associate dean's decision. If the charge is brought to a hearing, all parties to the case on either side shall be allowed four (4) working days to review all the written documents before the date set for the hearing. In the case of a faculty member, the hearing body is the faculty grievance committee of the faculty member's division. In the case of a graduate student teaching assistant, the hearing will be conducted by the department chair and the Dean of the Graduate School. In the case of a staff member, the procedure outlined for staff in Section 8, "Standards of Conduct" of the Staff Handbook under the subheading Grievance Procedures will be followed. In the case of an administrator, the hearing will be conducted by the person to whom the administrator reports. Within seven (7) working days of receiving the complaint, the designated body or officer of the university shall have completed the hearing and arrived at a finding concerning whether a consensual relationship exists. The finding will be communicated to both parties and the

Office of the student's Dean. If the finding is that a consensual relationship exists and neither of the parties agrees to termination of authority, the appropriate officer of the university shall terminate the position of authority between the two persons. In the case of a faculty member, the divisional grievance committee will inform both parties and the Office of the student's Dean of its findings. If the committee recommends the termination of the position of authority, the committee will refer its recommendation to the office of the student's dean. The Office of the student's Dean will immediately implement the committee's recommendation. In the case of a graduate student instructor, this will be the Dean of the graduate student instructor's division. In the case of a staff member, this will be the individual outlined in Section 8, "Standards of Conduct," of the Staff Handbook.

In the case of a student declining alternative instruction, this will be the Office of the student's Dean.

In the case of a student declining alternative supervision of non-instructional academic work (such as thesis readership, etc.) this will be the department chair. In the case of a student declining alternative work supervision, this will be the individual at the next supervisory level. In the case of an administrator, this will be the person to whom the administrator reports. In the case of the President of the University, this will be a full session of the Board of Administrators.

D. Objectivity

The complainant and the cited parties are entitled to an investigation conducted by an impartial investigator. Thus, if any person charged with overseeing or investigating complaints is implicated in the complaint, or has any personal issue that would cause a conflict of interest, he or she shall recuse him or herself from the proceeding.

E. Notice of Outcome

No more than two (2) working days after a decision has been reached, the appropriate officer of the university shall notify the parties to the proceeding, in writing, of the findings and the outcome of the investigation.

F. Appeals

Appeals must be made within five (5) working days of the receipt of the written notice of the investigation. Where the accused is a faculty member, any appeal must be filed in writing with that faculty member's dean and with the University Senate Committee on Faculty Freedom, Tenure, and Responsibility. FTFR will review appeals in accordance with the grievance procedures described in the University Senate Constitution, By-Law III (Standing Committees), Section 1 (Committee Functions): Committee on Faculty Tenure, Freedom, and Responsibility: Functions. Where the accused is a student, the appeal shall be reviewed in accordance with the appeals procedures described in the Code of Student Conduct. Where the accused is a staff member or an administrator, the President of the University shall review appeals, according to the procedure set forth in Section 8, "Standards of Conduct," of the Staff Handbook. Where the accused is an administrator, a committee of the Board of Administrators shall review appeals. When the accused is the President of the University, the full Board of Administrators shall review appeals.

G. False Allegations

Persons who knowingly make false allegations that a consensual relationship coexists with position of authority shall be subject to appropriate sanctions based on the severity of the conduct and in accordance with the provisions of applicable statutes, employment contracts, university policies, disciplinary procedures for faculty as described in the Faculty Handbook, disciplinary procedures for staff as described in the Staff Handbook

and disciplinary procedures for students as described in the Code of Student Conduct and other student discipline codes. If the complainant is found guilty of making a false allegation, a letter is to be placed in the complainant's permanent file containing that finding.

H. Faculty Rights

Nothing herein shall abridge the rights of faculty as outlined in the Tulane University Faculty Handbook.

I. Dissemination of Policy

This policy will be distributed to all faculty, staff, students, administrators, and will be made available to anyone else connected with Tulane University. All Tulane University employees and students who subsequently become part of the educational community shall be informed of this policy during their orientation. This policy may be revised from time to time (See J. Revisions to Policy below) and such revisions will be posted on the University's official website. Any incident reported under this policy will be governed by the policy posted on the website at the time of the incident.

J. Revisions to Policy

Proposed revisions to this policy will be presented to the University Senate for approval or disapproval.

STUDENT SERVICES

Counseling and Support Services

During your medical studies, periods of increased stress are inevitable. The beginning of your medical education is one of those periods. Although stress is part of everyday life, we urge that you seek help if you begin to feel overwhelmed or if your emotions begin to interfere with your concentration, your academic performance, or your personal relationships.

The classic signs and symptoms of stress include the following:

- Sleep disturbances
- Withdrawal from social contact
- Lowered emotional control
- Feelings of depression
- Generalized physical weakness
- Lack of sexual interest
- Increased hostility and anger
- Constant tension
- Apathy
- Excessive fatigue
- Increased anxiety
- Headaches
- Increased smoking
- Loss of appetite
- Emotional outbursts
- Substance abuse

You will find that most faculty have an open door policy. Both Dr. Marc J. Kahn, the Senior Associate Dean of Admissions and Student Affairs, and Dr. Don Owens, our chaplain, are eminently accessible and available for consultation of an administrative, academic, or personal nature, as are N. Kevin Krane, M.D., Vice-Dean for Academic Affairs and Dr. Barbara Beckman, Associate Dean for Admissions.

For needs that might require brief or ongoing psychotherapy, there are several options:

- Jose Pena, M.D., is available to see medical students at her uptown **Tulane University Student Health Center** office (865-5255) or at Tulane University Medical Center Psychiatric Outpatient Clinic (988-6869). There is no charge for the first eight sessions. Clinical social workers are also available to see medical students for ten free visits at the Uptown Student Health Center.
- Tulane also offers a completely confidential system of counseling services through the **Phoenix Society**, a student-operated organization, which ensures psychiatry consultation and treatment for students through the services of Tulane University School of Medicine's psychiatry faculty and residents at no cost. This service is entirely separate from the school of medicine administration. Arrangements for consultations can be made by contacting the student representatives or the faculty advisors of the **Phoenix Society**. You can obtain a list of the current class and club officers from the MSG office.
- Arrangements can be made independently or through the faculty advisors of the Phoenix Society for consultation and/or treatment by **privately practicing therapists** (psychiatrists, psychologists, or psychiatric social workers) outside the Tulane University/Tulane Medical School system.
- Arrangements to see an experienced psychologist or psychiatric social worker in the **Educational Resources and Counseling Center** (uptown campus) can be made by calling 865-5113. Some evening hours are available. There is no charge. There is also a graduate student therapy group available.

You will find that all representatives of all of the above services will make every effort to be available and to keep everything confidential. Many students before you have found these services to extremely helpful.

Office of Medical Education:

Founded: August 2003

Faculty

Jenny Gibson, Ph.D.

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504-988-6660

Staff

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Mission

The Office of Medical Education contributes to medical student learning and faculty academic development by providing educational support and services to faculty and students.

Support and Services

- Consultation on Teaching
- Curriculum Development
- Evaluation of Medical Student Performance
- Program Evaluation
- Medical Education Research
- Publication of Scholarship in Medical Education
- Proposals for Medical Education Grants
- Evidence Based Medicine
- Faculty Development
- Educational Technology
- Academic Counseling for Students and Residents

Email Accounts/List Serves

Students are required to have email addresses. These email addresses are obtained through the library and are given to students during orientation. All students are on list serves by class. These lists are the general method of communication between all departments and the student body. Students should check their email at least once per day.

Legal Assistance (865-5515)

Tulane University offers a legal assistance program. Call for an appointment.

Libraries

Books and journals can be checked out of the medical school's Rudolph Matas Medical Library (988-5155). Regular hours are Monday – Thursday, 8 a.m. – 11 p.m., Friday, 8 a.m. – 9 p.m., Saturday, 9 a.m. – 5 p.m., and Sunday 11 a.m. – 11 p.m. Summer and holiday hours will vary. To check out items from the library, you must register at the circulation desk between 8 a.m. and 6 p.m. weekdays. They will affix a bar code and

number to the back of your ID card. The reference staff is available weekdays 8:30 a.m. – 4:30 p.m. for assistance in computer database searching and other research. After hours availability, contact the Rudolph Matas Medical Library.

In addition, students have library privileges at the LSU Medical Library and the libraries at Tulane's uptown campus.

The **Howard-Tilton Memorial Library** (865-5689) is located at Freret Street and Newcomb Place. A science division on the first floor has medical dictionaries and some (very few) medical texts, e.g. Gray's Anatomy. The library has one of the finest Latin American Studies collections in the world, as well as a music library, a special collections division, and a recently upgraded government documents section (a good place to pick up tax forms and schedules).

The library is open Monday through Thursday (8:00 a.m. – 12:45 a.m.); Friday (8:00 a.m. – 10:45 p.m.); Saturday (8:00 a.m. – 8:45 p.m.); and Sunday (10:00 a.m. – 12:45 a.m.). When the undergraduates are on vacation, the library is usually open only until 4:45 p.m. This can be a problem for medical students in January and may when they have classes and the other students don't.

Students can also study in classrooms and study rooms on the first floor of Goldring/Woldenberg Hall (the A. B. Freeman School of Business). This building is located on McAlister Drive across from PJ's. Classrooms are available after classes until 12 p.m., seven days a week.

Parking Services (988-5577)

There are enough commercial parking lots near the school that finding a space for a car is not a major problem. However, finding the cheapest or most convenient location can sometimes be difficult. Unfortunately, Tulane's parking garages cannot accommodate all medical students.

Parking Services will issue a park card to first and second year students for them to park in the medical school garage after 5:00 p.m., at a very nominal fee. Please contact that department for specific restrictions and costs.

A lottery system currently assures spaces to third year students and assigns extra spots to other students based on class and random lottery numbers. Your best bet may be to form a car pool with classmates/roommates and arrange for contract parking at a commercial lot nearby. Parking Services has a map and listings of contract lots in close vicinity to the medical school. There are many lots on Cleveland Avenue behind the Tulane University Hospital. Check with upperclassmen for available contracts and suggestions for more reasonable parking.

Meters do not have to be fed after 6 p.m. on weekdays or weekends. However, observe signs carefully, especially on days when a major sports event is going on at the Superdome to avoid

having your car towed.

Mail Services (988-5299)

Mail drop box at 1430 SOM is on the Mezzanine Floor in Room M060, also at the Tidewater Bldg, Room 806.

The US Postal Service's main New Orleans office is the closest post office to campus. It is located six blocks from the Medical School at 701 Loyola Avenue.

Student Health Services (988-6869)

The Downtown Student Health Center is available to all Medical and Public Health and Tropical Medicine students. Student Health is located in the Primary Care Center at 275 LaSalle Street on the first floor of the LaSalle Street hospital-parking garage. The hours of operation are 8:30 a.m. – 4:30 p.m., Monday – Friday. Make appointments by calling 988-5800; identify yourself as a student and state whether or not you have paid the Student Health fee.

- **For acute illnesses that occur after hours**, students may call **865-5255** to speak to the physician on call.
- **For true emergencies**, go to the **Tulane Hospital Emergency Room** or to the **nearest ER**.
- On Saturdays and Sundays from 8:30 a.m. – 11:30 a.m., students may be seen for **acute illnesses only** at the **Uptown Student Health Center**. **Call first**, 865-5255.

The Downtown Student Health Clinic is a primary care clinic. The physicians are general internal medicine faculty who are well equipped to manage the illnesses and injuries common to a student population. Immunizations, occupational health, routing GYN, and travel clinic services are available. When patients need more specialized care, they are referred to the appropriate specialist. Services for psychiatric, psychological, and drug or alcohol problems are also available.

Tulane University requires all full-time students to have health insurance. Laboratory tests, radiological exams, and prescription drugs are covered as specified by the individual's insurance carrier. Students covered by the Tulane Student Medical Insurance Plan should refer to the insurance booklet for details.

Tulane Health Insurance has Travel Assistance coverage. See the policy brochure for specific coverage information.

For further information about the Downtown Student Health Center and the service offered, call 988-6869.

FINANCIAL MATTERS

Financial Aid (988-6135)

Michael Goodman, Associate VP of University Financial Aid, and his staff handle all medical school financial aid matters. The Tulane Medical School Financial Aid Office is located in the Tidewater Building, 1440 Canal Street, Suite 1213. A representative from the Financial Aid Office is usually available for consultation in Room 1535 of the Murphy Building, Mondays through Thursdays from 12:00PM to 4:00PM.

Tuition Refunds

First Billing Cycle

For entering freshmen students will receive full tuition and fees refund (less the \$500 admission fee) if withdrawal occurs within two weeks after the start of the academic year.

All upperclassmen will receive a full tuition and fees refund if withdrawal occurs within two weeks after the start of the academic year.

Second Billing Cycle

All students will receive a full tuition and fees refund for a billing cycle if withdrawal occurs with two weeks after the start of the semester billing cycle.

All Billing Cycles

If withdrawal occurs after two weeks, yet prior to four weeks, students receive a 50% refund of current tuition and fee charges.

If withdrawal occurs after four weeks, yet prior to eight weeks, students receive a 25% refund of current tuition and fee charges.

If withdrawal occurs after eight weeks, students receive no refund of current tuition and fees.

SECURITY INFORMATION AND POLICIES

**TULANE UNIVERSITY SCHOOL OF MEDICINE CAMPUS
(Emergency 988-5555; Information 988-5531)**

Emergency Information

In an emergency, students should CALL 55555 from any health sciences campus phone. From phones not in the Tulane School of Medicine system, the student must call

988-5555 (911 is an option if off campus). Call Security's emergency number for Fire Medical, or Police emergency assistance (THSC **85555**). All emergency line calls are answered personally and promptly by a Security dispatcher, and the highest possible priority is given to emergency lines. The student should call **55555** and briefly describe his/her needs, and, if possible, **stay on the line** to provide more comprehensive information, which will be forwarded to responding officers.

How to Report a Crime or Request Service

Students may call or respond in person, whichever is most convenient.

In person – respond to any of the staffed posts or stations. The hospital emergency room post and the dispatcher's station in the medical school lobby are staffed at all hours.

By phone – call Tulane University School of Medicine Police at 85531 (988-5531 on non-TUSOM phones). An officer will be dispatched to satisfy the caller's request or needs. If the situation warrants, the caller will be asked to stay on the line until all information required to meet is obtained.

Public Safety Information

TUSOM Police

The department includes 18 full-time and ten part-time unarmed employees who staff fixed posts, perform interior patrols, and provide dispatcher functions; and 33 full-time sworn and commissioned officers. Officers are trained at state certified academies, meet the requirements of the Louisiana Peace Officer Standards of Training, and are commissioned to bear arms, make arrests, and conduct investigations by State of Louisiana R.S. 17:1805.

Departmental services are performed to enhance public safety in a manner consistent with good customer relations. The department is well-versed in, and fully compliant with, JCAHO standards and the requirements of the Campus Safety Act. A more detailed description of the department, staff, and available services appears in the Tulane University Health Sciences Center Security Management Plan, which is revised annually.

Centerwatch

Centerwatch is the monthly TUSOM police newsletter distributed to all medical center departments. Topics include security and safety, crime trends, specific incidents of consequence, upcoming events, and general interest items. Each issue also contains monthly security and crime statistics with year-to-date totals and a comparison of the same month's statistics over a three-year period. Special editions are published as "Crime Alert Bulletins" when necessary.

Crime Prevention, Education & Training

The Crime Prevention Manager sponsors programs for students, faculty, staff, patients, and visitors on crime avoidance and responses. Risk assessments, property engraving services, demonstrations of devices, crime prevention advice, brochures, and much more are available upon request. Education and training by certified instructors on a variety of topics are also available. Capabilities and perspectives have been broadened by the working relationship established with various other crime prevention entities, including the uptown Department of Public Safety's Office of Crime Prevention and Victim Resources.

Liaison with Local Law Enforcement

TUSOM police meet at least monthly with the commander and/or staff of the New Orleans Police 8th and Downtown Development districts where the hospital, medical school, and School of Public Health and Tropical Medicine are located. The departments work closely to maintain a safe neighborhood. TUSOM police reports are prepared on all reported crimes. Copies of reports of serious incidents are dispatched to NOPD to complement their reports and records. Individuals arrested by TUSOM are transported to central lockup for booking by NOPD who accepts and processes any evidence seized during arrests.

TUSOM Police also maintains liaison with the local law enforcement agencies where satellite clinics and facilities are located. Tulanians victimized off campus are encouraged to report incidents to their local law enforcement agencies and to TUHSC police, particularly if the incident occurred at or near a Tulane facility or satellite location.

Help Diminish Potential for Violence on Campus

A sound campus public safety policy must have zero tolerance for threats, harassment, aggressive/violent, or other types of inappropriate behavior by persons on campus. While it is Security's desire to provide an environment that is free of threats, intimidation, aggression/violence and other inappropriate behaviors, it is impossible to provide a guarantee, especially if it goes unreported. The prompt reporting of all such behavior (no matter how minor) for appropriate action is a necessary first step to minimize the associated risks and to help maintain a safe and secure environment.

Vehicular Assistance

Officers are not mechanics, but with prior signed consent, are willing to assist with jump-starts and the retrieval of keys locked in vehicles. Security staff is not equipped to tow, to provide a push with a squad car, to change flat tires, or to provide other roadside assistance services.

Shuttle Service

Uptown-Downtown Shuttle – is a commuting service connecting the Tulane University uptown campus to various stops at Tulane University Health Sciences Center. Shuttle schedules are available in the lobby of the medical school and in the School of Public Health and Tropical Medicine.

Escort Service

Upon request at all hours, officers provide foot and/or vehicle personal safety escorts with the New Orleans Regional Medical Center (NORMC) area for anyone associated with Tulane. Security does not have the resources to provide off campus escorts beyond the NORMC area, however.

Feedback, Constructive Criticism, and Complaints

TUSOM police department is continuously seeking ways to improve the delivery of services. Feedback is imperative in Security's continuous quality improvement process. Security depends upon the solicited and unsolicited feedback from customers, clients, and fellow staff members to assist us in identifying its successes and failures, gauging the effectiveness of its efforts, and in achieving the most efficient allocation of its limited resources.

If a person is particularly pleased with a process or performance, he/she should consider informing Security so that the department can join in reinforcing it. But if Security, collectively or individually, is failing to satisfy a legitimate achievable need for service, they need to be told. Students should call the TUHSC police director, manager, supervisor, or employee at 588-5531; notify the Senior Associate Vice President for Facilities Services to whom the department reports (988-1930); or write the department at Tulane University Health Sciences Center Police 1430 Tulane Avenue, SL 81, New Orleans, LA 70112.

UPTOWN SECURITY ISSUES

Bicycles

Each year during the week between the spring semester and the summer semester on the Uptown campus, all bicycles locked to bicycle racks and other fixed objects are removed and relocated to the Public Safety storage area. Medical students use the Uptown campus library to study for their finals at the same time of the year when the bicycles are removed. Students should watch for Uptown's posted dates about bicycle removal.

EMERGENCY PREPAREDNESS

Hurricane Preparedness

When a serious weather or other emergency threatens New Orleans, the Tulane community needs information fast. In these emergencies, Tulane will activate the AlertLine. Students, faculty, and staff from all Tulane campuses, as well as parents, can call the Alert Line during emergencies for up-to-the-minute data on university closings or reopening and other vital information.

AlertLine: 862-8080

Outside the New Orleans area: 1-877-862-8080

Tulane Emergency Website: <http://emergency.tulane.edu>

Or

www.tulane.edu/~sos

Develop a personal emergency response plan and discuss this plan with your family well ahead of a weather emergency or other crisis. Please review Tulane's website above for references to hurricane information.

Emergency information is also broadcast on WWL-870 AM radio and on WDSU, WVUE, and WWL New Orleans television stations.

IMPORTANT: Medical students (all years) are to follow Tulane's closing notices. If the school is closed due to an evacuation, students are asked to finish their work and follow the University Evacuation Procedures.

POLICY ON ACCESS TO STUDENT RECORDS

The **Family Educational Rights and Privacy Act**, requires educational agencies or institutions to provide access to educational records with certain limitations.

Student education records, other than publicly available directory information, are private and shall not be disclosed except as appropriate to the following:

- (a) the student;
- (b) the Administrator in the Dean's Office responsible for student affairs (e.g., the Sr. Associate Dean for Student Affairs);
- (c) persons specifically authorized by the student in writing to receive the information;
- (d) other educational institutions in which the student seeks to enroll, with permission of the student, provided the disclosure is limited to official copies of student transcripts or test scores from the appropriate University office;
- (e) other organizations conducting educational research studies provided the studies are conducted in a manner that does not permit identification of students and provided the information will be destroyed when no longer needed for the specified purpose;
- (f) persons in compliance with a court order or lawfully issued subpoena provided that a reasonable attempt is made to notify the student where required prior to release;
- (g) appropriate members of the court system when legal action against the University is initiated by the student and the disclosure is part of the University's defense;
- (h) appropriate persons during an emergency, provided the information is necessary to protect the health or safety of the student or other individuals;
- (i) accrediting organizations and state or federal education authorities using information for auditing, evaluating, or enforcing legal requirements of educational programs, provided the data is protected to prohibit the identification of students and all personally identifiable information is destroyed when no longer needed; and
- (j) appropriate persons or agencies in connection with a student's application for or receipt of financial aid to determine eligibility amount, or conditions of financial aid and to enforce the terms and conditions of the aid.

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