

STUDENT HANDBOOK

TABLE OF CONTENTS

I. Introduction

Statement of Core Values	2
A. Resources	3
B. Location	3
C. Administration and Departments	4
D. Student Government Association	4
E. Student Identification	5
F. Telephone Directory	5

II. Academic Resources

A. Libraries	6
B. Computer Centers	9

III. University Services

A. Student Health Services	10
B. Legal Assistance	11
C. Housing	11
D. Safety	14
E. Athletic and Recreation Facilities	15
F. Accounts Receivable	16
G. Bursar's Office	17
H. Office of the Registrar	17
I. Office of Admissions and Student Affairs	19
J. Parking	19
K. Uptown/Downtown Shuttle Service	20
L. University Center/McAlister Auditorium	20
M. Student Lounge	20
N. Bike Room	20
O. Smoking Policy	20
P. Recycling	20
Q. Special Interest Groups	21
R. International Students and Scholars Center	22
S. Religious Life	22
T. Career Services Center	22
U. Educational Resources and Counseling/ Office of Disability Services	22
V. Graduation	23

IV. Financial Aid

V. Living in New Orleans

A. Banking	26
B. Driving	26
C. Transportation	27
D. Restaurants	29
E. Shopping	34
F. Arts and Entertainment	34

VI. Customs and Cultures

VII. Lagniappe ("A little extra!")

A. Tulane: A Brief History	37
B. The University Seal	38
C. History of New Orleans	38

Appendix A	Maps
Appendix B	School Calendar
Appendix C	Policy on Academic Standards
Appendix D	Policies and Procedures Regarding Sexual Harassment, Alcohol, & Smoking
Appendix E	Grievance Policy
Appendix F	Doctoral Policies and Procedures
Appendix G	Honor Code

Tulane University
School of Public Health & Tropical Medicine

CORE VALUES

Tulane University School of Public Health and Tropical Medicine is dedicated to the development of outstanding professionals who will address public health problems in the next millennium. The school is committed to:

Nurturing our students.

We provide a collegial and stimulating environment for didactic and practical learning experiences that foster professional development.

Maintaining a collaborative environment.

We recognize the importance of our diverse backgrounds and the unique learning opportunities provided by our multicultural environment and multi-disciplinary faculty.

Advancing diversity within our student body, faculty and staff.

We value a diverse learning environment that fosters cultural, racial, ethnic and global contributions to public health.

Fostering excellence in teaching, research, and the practice of public health.

We emphasize scholarship sustained by a learning environment that encourages interaction, mentoring, and lifelong learning.

Preserving academic freedom.

We endorse the right to exercise academic freedom and recognize the enriching nature of unconventional views and minority opinions.

Promoting interaction with the community.

We work with communities and community leaders to improve the public's health in local, national, and international areas.

Fostering a progressive attitude.

We are adaptable, creative, and open to innovative approaches in teaching, research, and the practice of public health.

Establishing and maintaining a collegial atmosphere.

The faculty, staff, and students are compassionate, supportive, and devoted to furthering the goals and mission of the school and public health.

Promoting high ethical standards.

The faculty, staff, and students value personal and professional integrity. Our daily activities are based in this responsibility and reflect a commitment to these core values.

I. INTRODUCTION**A. RESOURCES**

Tulane School of Public Health and Tropical Medicine (SPHTM) facilities, faculty, and services are resources each student should utilize to the fullest during their time at Tulane. Education is an evolutionary process, so learn what resources are available and determine what you need. If you have an interest in a particular area or want to learn particular skills or are just probing your interests, seek out those people who can help you achieve your goals. If you cannot find what you need or are unsure of what you need, ask another student, faculty member or stop by the Student Government Association Office.

All students are encouraged to take advantage of the opportunities that await them at Tulane SPHTM, and to take an active role in seeing that the School remains first in its field of higher education. For more information, please stop by the SGA office, room 104C, Tidewater Building or call 504-988-2074.

B. LOCATION

Tulane University is comprised of two campuses:

1. Tulane University: referred to as the Uptown Campus, is considered the main campus for both undergraduate and graduate studies. It is located across from Audubon Park on St. Charles Avenue.
2. Tulane University Health Sciences Center: referred to as the Downtown Campus, is located within the Central Business District (CBD). It is considered the main campus for medical students, SPHTM students, and biomedical science graduate students. It includes:
 - Tulane School of Public Health and Tropical Medicine
 - Tulane Medical School
 - Tulane Hospital and Clinic
 - Regional Primate Center (located across Lake Pontchartrain in Mandeville)
 - Center for Bioenvironmental Research (CBR)

The following are useful addresses:

Tulane School of Public Health and Tropical Medicine (SPHTM)
1440 Canal Street, Suite 2460
New Orleans, Louisiana 70112
Tel: (504) 988-5387 or (800) 676-5389
FAX: (504) 988-0907

Papillon Apartments Uptown
Graduate and Family Housing
1643 Josephine Street
New Orleans, LA 70130
Tel: (504) 561-8000

Tulane Hospital and Clinic
1415 Tulane Avenue
New Orleans, Louisiana 70112
Tel: (504) 988-5263

Uptown Housing and
Residence Life
31 McAlister Place
New Orleans, Louisiana 70118
Tel: (504) 865-5724

Tulane University
6800 St. Charles Avenue
New Orleans, Louisiana 70118
Tel: (504) 865-5000

Tulane Medical School Bookstore
1430 Tulane Avenue
New Orleans, Louisiana 70112
Tel: (504) 988-5204

Deming Pavilion Downtown Student Housing
204 S. Saratoga Street
New Orleans, Louisiana 70112
Tel: (504) 988-6275

C. ADMINISTRATION AND DEPARTMENTS

The Tulane SPHTM is comprised of the following offices and departments:

OFFICE OF THE DEAN

- Pierre Buekens, M.D., Ph.D., Dean
pbuekens@tulane.edu
- Ann Anderson, Ph.D.
Senior Associate Dean
ann.anderson@tulane.edu
- Marie Krousel-Wood, M.D., M.S.P.H.
Associate Dean for the MD/MPH Program
mawood@tulane.edu
- Susan Barrera, M.B.A.
Assistant Dean for Finance
sbourgoy@tulane.edu

Suite 2430, Tidewater Building
Tel: 504-988-5397
Fax: 504-988-5718

ADMISSIONS, STUDENT AFFAIRS & CAREER SVCS

- Jeffery Johnson, Ph.D.
Associate Dean
jeff@tulane.edu
Suite 2460, Tidewater Building
Tel: 504-988-5387
Toll Free: 1-800-676-5389
Fax: 504-988-0907

BIOSTATISTICS

- John Lefante, Ph.D., Acting Chair
lefante@tulane.edu
20th floor, Tidewater Building
Tel: 504-988-5164
Fax: 504-988-1706

COMMUNITY HEALTH SCIENCES

- Jeanette Magnus, M.D., Ph.D., Acting Chair
jmagnus@tulane.edu
23rd floor, Tidewater Building
Tel: 504-988-2181
Fax: 504-988-3540

ENVIRONMENTAL HEALTH SCIENCES

- Maureen Lichtveld, M.D., Chair
mlichtve@tulane.edu
21st floor, Tidewater Building
Tel: 504-988-5374
Fax: 504-988-1726

EPIDEMIOLOGY

- Jiang He, M.D., Ph.D., Chair
jhe@tulane.edu
20th floor, Tidewater Building
Tel: 504-988-4720
Fax: 504-988-1568

HEALTH SYSTEMS MANAGEMENT

- Jane Bertrand, Ph.D., M.B.A., Acting Chair
bertrand@tulane.edu
19th floor, Tidewater Building
Tel: 504-988-7107
Fax: 504-988-3783

INTERNATIONAL HEALTH AND DEVELOPMENT

- Dominique Meekers, Ph.D., Chair
dmeekers@tulane.edu
22nd floor, Tidewater Building
Tel: 504-988-3655
Fax: 504-988-3653

TROPICAL MEDICINE AND PARASITOLOGY

- Richard Oberhelman, M.D., Acting Chair
oberhel@tulane.edu
22nd floor, Tidewater Building
Tel: 504-988-5199
Fax: 504-988-7313

D. STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association at the School of Public Health is an elected body composed of students and operates under the auspices of Tulane University's Associated Student Body. Elections are held at the beginning of each semester to include student members from each incoming class.

The SGA is an excellent to get real world experiences working within an academic work setting. SGA has committees which work with members of the faculty and administration of the University on such topics as academic affairs, student health advisory committee, finances and funding of student activities, planning and holding educational, cultural, community service and social events, and in general working with the administration on student concerns and school policy.

The SGA office is located on the first floor of the Tidewater Building next to the Student Lounge and is open most days when SGA officers hold office hours. The SGA maintains the Student Lounge, lockers (where you can bring your own lock), a bike room, and also has the Student Course Evaluations for each semesters' courses. If you have any questions, comments or concerns or you would like to participate and to truly get involved in how our school is run and help out with the fun and exciting work we do, please stop by the office in room 106C, or call 504-988-1126.

E. STUDENT IDENTIFICATION AND BUILDING ACCESS

At the time of registration you will be issued a Tulane University Identification Card (ID). Tulane IDs MUST be worn at all times. This card will be necessary to swipe for access to the Tidewater Building. This ID will also allow you to:

- Participate in university functions at both the Uptown and Downtown campuses.
- Charge purchases at the University bookstores (books, supplies, etc.).
- Check out books and other materials from the University libraries, both Uptown and Downtown.
- Ride the Tulane Uptown/Downtown Shuttle.
- Obtain discounts when buying or renting items from certain stores around the city. You must ask the clerk if you qualify for a discount.
- Obtain discounts at theater and symphony events as well as at some movie theaters.

If your ID card is lost or stolen you should report it as soon as possible and have a replacement made. **It is the responsibility of all SPHTM students to maintain a current address, telephone number and e-mail address with the Office of Admissions, Student Affairs and Career Services in room 2460 of the Tidewater Building so that they may be contacted should an emergency arise.

F. TELEPHONE DIRECTORY

DOWNTOWN CAMPUS

Tulane Medical Center

Information	988-5133
Bookstore	988-5204
Printing Services	988-5299
Medical Library	988-5155
Parking Garage	988-5598
Comprehensive Health	988-5580

School of Public Health and Tropical Medicine

Dean's Office	988-5397
Dean of Admission, Student Affairs and Career Services	988-5387
Financial Aid	988-6135
Career Services	988-3902
Tulane Police	988-5531
Student Government Association	988-2074
International Student Advisor, Penny Jessop, MPH	988-5399
Technology Services	988-8500

UPTOWN CAMPUS

For information or numbers not listed below	865-5000
Information - University Center	865-4000
Accounts Receivable	865-5368
Bookstore Uptown	865-5913
• Textbooks	865-5916
Bursar, Central Building	865-5398
Business Graduate School	865-5400
Career Services, Uptown	865-5107
Educational Resources and Counseling Center	865-5113
Financial Aid Office	865-5723
Housing Office, Irby Hall	865-5724
International Students and Scholars	865-5208

Libraries:	
• Howard Tilton	865-5604
• Law Library	865-5952
McAlister Auditorium	866-9367
Physical Plant	865-5441
Reily Recreation Center:	
• General	865-5431
• Reservations	865-5330
Student Loan Office	865-5366
Student Registrar's Office - Gibson Hall	865-5231
WTUL Radio Station	865-5887

II. ACADEMIC RESOURCES

A. LIBRARIES

HOWARD TILTON MEMORIAL LIBRARY

Tulane University
7001 Freret Street
Tel: 865-5605
www.library.tulane.edu

This is the general library of the university and is open to all students, faculty, and staff. The library houses 2 million volumes and provides seating for 1,385 readers, 186 separate study areas for graduate students, and 700 carrels for general use.

On the fourth floor of the library are the Rare Books and Manuscripts Collection of the University Archives and the William Ransom Hogan Jazz Archive. Also on the fourth floor is the world renowned Latin American Library. The Southeastern Architectural Archive, a collection of drawings, models, and artifacts, is in the basement. The Government Documents collection is here as well.

A unique library, the Leon Ryder Maxwell Music Library is also in Howard-Tilton. It contains reference, classical, and rock and roll recordings that cannot leave the library but can be listened to within the library facility. It also has a comprehensive collection of books, including biographies of composers, the instrumental history of music, ethnic music, American rhythm and blues, and a score collection.

A current, valid Tulane ID is needed to check out books and materials. Return books on or before the due date. Failure to do so will result in a fine. Fines should be paid at the circulation desk. Unpaid fines will be sent to Accounts Receivable. Neither your grades nor diploma will be released until all fines are paid.

Hours:	Monday - Thursday	8 a.m. to 1:45 a.m.
	Friday	8 a.m. to 9:45 p.m.
	Saturday	9 a.m. to 7:45 p.m.
	Sunday	9 a.m. to 1:45 a.m.
	Summer and Holiday hours vary, check the schedule.	

RUDOLPH MATAS MEDICAL LIBRARY

Tulane School of Medicine
Room 2520, 2nd Floor, 1430 Tulane Avenue
Tel: 988-5155
<http://medlib.tulane.edu>

The **Tulane Health Sciences Center Library** is named for the distinguished surgeon and alumnus of the school of medicine, Dr. Rudolph Matas, and was founded in 1844. The library has combined collections totaling more than 160,000 volumes covering the fields of basic sciences, clinical medicine and public health, with many electronic resources also available.

Library Staff All library departments have staff to assist you from **Monday-Friday 8:30 - 4:30**. The *Reference Staff*

encourages you to come by for help in using our Library Catalog, finding electronic journals and books, and especially if you need a literature search. We may be able to save you time, money and energy as you try to find your way through the electronic maze. Check with the *Circulation Staff* if you have computer, printer, or e-mail problems in the library, if you cannot locate something on the shelf or to place a hold if something is checked out. The staff is here to help you, so don't be shy! Come by or call during library hours or contact departments by e-mail. **Reference -- (504) 988-5155 - medref@tulane.edu // Circulation -- (504)988-2404 - medcirc@tulane.edu**

Library Card Once you have registered at the library, your student picture ID will be valid for borrowing privileges at the Matas library and the Howard-Tilton library on the main campus.

Library Home Page <http://medlib.tulane.edu> Our web page is the starting point for all your library needs; bookmark it or add to favorites so you'll always remember to start there. Search the online Library Catalog, for books and journal subscriptions owned by all the university libraries (except Law), whether in print or electronic. Our web page also has links to databases, web resources and other library catalogs.

Electronic Resources The university libraries provide online journals, numerous books and reference sources, and databases (such as PubMed and Ovid [for *Medline*], *Ecology Abstracts*, *Global Health*, *PsychInfo*) accessible from all campus locations. Off-campus access is available to Tulane personnel who authenticate using their Tulane e-mail account ID & password or use the Tulane dial-up internet access.

Computers and Printing There are computer rooms on the lower level, the mezzanine level, of the library available whenever the library is open. One room is accessible from the outside hallway when the library is closed. Printing is 10 cents/page and cash may be added to your ID at any print-card machine for use campus-wide. Color printing at 50 cents a page is also available. Public Health students will receive \$10 student credit each fall and spring semester and \$5 for the summer semester.

Photocopiers Photocopies are 10 cents/page. Machines will take coins or \$1 or \$5 bills, the Circulation Desk can change larger bills. If you prefer, a copy card may be purchased for \$1 and value added as needed.

Check-out Library Materials Books can be checked out for 3 weeks, journals for two days. You can renew any item one time over the phone, in person or through the Library Catalog, My Account, unless it is on hold for someone else. While there are no daily fines, after three overdue notices you will be fined \$10 per item, and your library privileges suspended. Class reserves are kept at the Circulation Desk, and most can circulate overnight. Overdue Reserves are fined at \$1.00 per hour. Lost library material can be very expensive, so don't check out for others or lend items you have checked out. Also, our Lost and Found is full of anonymous notebooks, disks, etc. Put your name and phone number on your belongings!

Borrow Materials from other Libraries (Interlibrary Loans) - ILLiad is an online system for requesting, and receiving documents. If we do not own an item, we can borrow it from another library. Journal articles may arrive in a day or two, but you should allow at least a week, sometimes longer, so plan ahead. Books chapters may be requested currently, in lieu of having books shipped. As a temporary measure we are unable to borrow books due to mail unreliability. Make sure we do not own the material before you order it. A \$2.00 fee may be charged for this service. **Note: this is your "home" library, so make your request through us, not the Howard-Tilton library.**

Hours:	Monday – Thursday	8:00 a.m. to 11:00 p.m.
	Friday	8:00 a.m. to 9:00 p.m.
	Saturday	9:00 a.m. to 5:00 p.m.
	Sunday	11:00 a.m. to 11:00 p.m.

THE MEADE NATURAL HISTORY LIBRARY

Riverside Research Laboratory
F. Edward Herbert Center near Belle Chasse
Tel: 394-9937 or 865-5609

This library receives more than 500 periodicals from 71 countries. Hours are by appointment only.

TULANE NATIONAL PRIMATE RESEARCH CENTER LIBRARY

Covington, Louisiana
Tel: 862-8040, Ext. 6636

This library contains approximately 13,500 volumes, 24,600 scientific reprints, and 124 microfiches.

TULANE UNIVERSITY SCHOOL OF LAW LIBRARY

Uptown Campus
Tel: 865-5952

Houses more than 300,000 volumes, including court reports, federal statutes and codes, state statutes, the principle digests, and the National Reporter System. It is open to law students and paralegals only during exam periods and the two weeks before examinations begin. Access at all times is restricted to patrons who are actually engaged in legal research.

Hours:	Weekdays	7:30 a.m. to 12:00 a.m.
	Weekends	9:00 a.m. to 12:00 a.m.

ARCHITECTURE LIBRARY

202 Richardson Memorial Building
Tel: 865-5391

AMISTAD RESEARCH CENTER

Tel: 862-3222

The purpose of the center is to collect, preserve, and make available documentation on the history and cultures of Afro-Americans and other ethnic groups. Material on race relations and civil rights is also included.

Hours:	Monday - Saturday	8:30 a.m. to 4:30 p.m.
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In addition to Tulane's library system, students have the opportunity to use other libraries in the city, either by visiting them or through the Interlibrary Loan Program. If a book is not available through Tulane libraries, the Medical School librarians can try to locate it for you at another library in the city or elsewhere.

LIBRARIES OUTSIDE TULANE

LSU Health Sciences Center Isché Library

433 Bolivar St.
(ID required to check out books)
Tel: 568-6100

Hours:	Monday - Thursday	8:00 a.m. to 10:00 p.m.
	Friday	8:00 a.m. to 6:00 p.m.
	Saturday	9:30 a.m. to 6:00 p.m.
	Sunday	1:30 p.m. to 10:00 p.m.

Copy cards may be obtained from vending machines at a cost of \$1.00 for the card. Value can be added to the card for making copies. Copies made with the card cost \$.07.

Charity School of Nursing Library

450 South Claiborne Avenue
Tel: 568-6430

New Orleans Public Library

219 Loyola Avenue
(proof of residence required)
Tel: 529-READ

Loyola University Law Library

Tel: 861-5550

Other branch libraries of the New Orleans Public Library System are located throughout the city. See "Libraries-Public" in the Yellow pages of your telephone directory.

Please note that Summer and Holiday hours for all libraries may differ from hours printed. Please consult schedules in order to be assured of times.

B. COMPUTER CENTERS

SPHTM students have access to computers at the SPHTM, the Tulane Medical School, and the uptown campus computer centers. In addition, wireless Internet access is available throughout the campuses.

SCHOOL OF PUBLIC HEALTH & TROPICAL MEDICINE:

The main student computer lab is located on the 12th floor of the Tidewater Building. Each student is granted \$10 of free printing, accessible with a student I.D. card. Copies are \$.10 per page. If you have problems or questions, a Help Desk is available in the computer lab.

Help Desk current hours but subject to change:	
Mon. and Fri.:	8 a.m. - 6 p.m.
Tues.-Thurs.	8 a.m. - 8 p.m.
Sat./Sun.:	10 a.m.- 4 p.m.
Help Desk Tel:	988-7173

Software available includes: Excel, Power Point, MS Word, Access, EpiInfo, SAS and SPSS and other software used in classes. All computers are networked within the building and are connected with the Tulane Campus Network. Two main networks currently exist:

- the academic network for student and faculty use and
- the administrative network for the Office of Admissions.

Access to Internet and all related databases is provided through our networks. Computer services include network, E-mail, printer sharing, file sharing and web-based storage.

Other computer related services include non-credit instruction courses conducted at the Uptown Computer Center in the Richardson Building designed to assist the students in becoming familiar with the system.

***All new students who have confirmed will have a computer account opened prior to enrollment.**

MEDICAL SCHOOL:

Room 209 on the mezzanine holds computers available to medical and public health students. It has 24 hour access. A current Tulane student ID is required for entrance. Printing is 10 cents/page and cash may be added to your ID at any print-card machine for use campus-wide. Color printing at a higher charge is also available.

UPTOWN COMPUTER CENTERS:

SPHTM students are entitled to use all of the computing resources that are available on the Uptown campus.

Computer Labs

Technology Services maintains several labs on the uptown campus that are available to all students.

The Temporary Classroom Complex (TCC) Lab has 24 PC workstations and is open 7 days a week from 8 a.m. – 10 p.m.

The Willow Cybercafe has 16 PC workstations, booth seating, computing “pods” and a laptop bar as well as tables, couches and armchairs. The Willow Lab is open 7 days a week from 8 a.m. – 12:00 a.m.

The Howard-Tilton Memorial Library also offers public access computers to all Tulane students.

All computer labs offer printing capabilities. Each student has a printing allowance of \$10. Black and white printouts are \$0.10, color printouts are \$1. Color printing is available at the TCC lab. Vending machines are available nearby to add money to your Tulane ID for printing in excess of \$10.

Computer Support

For telephone support, call the Help Desk at 862-8888. Support analysts are available 24 hours a day, 7 days a week.

Laptop Support

Laptop computer problems should be handled first by your vendor. Technology Services Laptop Unit is located in Room 102, Central Building (also known as Fogelman Arena), Uptown Campus, phone 504-314-2577 (9 am – 5 pm).

Software Support

Software help with laptop computers is available at the Laptop Station in Central Building (also known as Fogelman Arena), Room 102. Please bring the power supply and any pertinent operating system CDs. Typically it will take more than one day to fix a laptop, so please be prepared to leave the computer and come back to pick it up.

III. UNIVERSITY SERVICES**A. STUDENT HEALTH SERVICES**

All SPHTM students, downtown graduate students and medical students are eligible to use the Downtown Health Center. There is no office visit fee for full-time students that have paid the Student Health fee. Part-time students may incur some costs. The Student Health Service is located in the Elk Place Building at 127 Elk Place, Room 261.

Each semester, full-time students with 9 credit hours or more will be charged a Student Health Service fee. The health service fee covers primary care physician visits. Depending on a student's health insurance plan, the student may be responsible for some laboratory tests, radiology services, pharmacy purchases, orthopedic appliances, physical exams, immunizations, travel visits and medications, etc. If a student needs to see a specialist, the physician will refer that student to a specialist. There is a no-show fee for students who do not attend a scheduled appointment (\$20.00).

Adequate medical insurance is required for all students. Tulane has developed a relatively inexpensive Student Health Insurance Program as an option for students.

If you get sick during the weekend, you may attend the Uptown Student Health Clinic on Saturday from 9:00 a.m. to 12 noon from September to May. The phone number is 865-5255. The Uptown Health Center is located at the corner of Willow Street and Newcomb Place – Building 92. You do not need an appointment, however it is best to call prior to arrival. Please arrive by 11 a.m. if possible.

If you get sick at night and need to talk to a physician, call 865-5255 to speak to the physician on call.

Students who have paid the student health fee have access to the psychiatry clinic for free sessions per academic year based on medical necessity and availability by calling 865-5255 #3 uptown. In all cases, confidentiality is strictly maintained.

Registered Dietitians are available for counseling with a referral.

Routine gynecological examinations, contraceptive counseling and emergency contraception are provided by appointment.

Male students may use the Men's Health Clinic on the Uptown Campus. They will be seen by a male physician with a special interest in men's health issues. Call 865-5255 for more information.

There is a Student Health Advisory Committee composed of faculty and students from the SPHTM, downtown graduate school and the School of Medicine. Its purpose is to provide ideas for both new and expanded programs within the student health services offered, as well as to critically and constructively review the services that are provided. If you are interested in participating, contact the SGA office (Rm. 104C, Tidewater Building).

ADDRESSES FOR INFORMATION:

**Tulane University Health
Sciences Center
Hospital and Clinic**
Tel: 988-5263

Emergency Room at TUHSC
Tel: 988-5711
Tulane Hospital and Clinic
220 LaSalle Street

1415 Tulane Avenue
New Orleans, LA 70112

New Orleans, LA 70112

Downtown Student Health Center

127 Elk Place, Room 261
New Orleans, LA 70112
Tel: 988-6929

Tulane University Student Health Uptown

Tel: 865-5255
Willow Street and Newcomb Place

B. LEGAL ASSISTANCE

Tulane Legal Assistance Program will help any full-time student with legal questions or concerns. The office, staffed by two local attorneys and students from the Law School, provides free assistance with tenant-landlord problems, traffic accidents, municipal code violations, and other legal problems. In some instances, staff members can represent you in court. Call for an appointment: 865-5515.

C. HOUSING

ON-CAMPUS HOUSING

There are two options for on-campus housing for graduate students:

DEMING PAVILLION

204 S. Saratoga Street
New Orleans, Louisiana 70112
Tel: 504-988-6275

Located in downtown New Orleans, next to Tulane University Hospital & Clinic, across the street from the School of Medicine and two blocks from the School of Public Health & Tropical Medicine. TMCH is a new building with walkovers to the Hospital, School of Medicine and parking. On the first level you will find a Walgreen's. It offers a sense of privacy and security in fully furnished studio, one-bedroom, and two-bedroom apartments. In addition, the famous French Quarter, museums, and art galleries are all just blocks away.

FACILITIES INCLUDE:

- Secured access entrance system
- Fully furnished living quarters
- Fully equipped kitchen (microwave)
- Utilities (included)
- Free basic cable (included)
- High speed internet access (included)
- Wireless access in public areas (included)
- Washers/dryers on each floor
- Exercise room/sauna/steam room (included)
- Affordable parking (thru Parking Services)
- Study room on each floor
- Free shuttle service

PAPILLON APARTMENTS

Graduate and Family Housing
1643 Josephine Street
New Orleans, Louisiana 70130
Tel: 561-8000

The Papillon, located directly off of St. Charles Avenue, offers distinctive apartments in the Lower Garden District. This 116 unit complex has 1, 2 and 3 bedroom units available with 18 unique floor plans. Some of the 3rd through 5th floor dwellings have balconies overlooking the city's skyline. A few select 5th floor residences feature cathedral ceilings with floor-to-ceiling windows.

FACILITIES INCLUDE:

- Covered on-site parking - \$75 per month per space (subject to availability)
- Superior service and staff-maintenance on-call after hours (emergencies only)
- Water and trash service paid
- Package acceptance (with release)
- Uniformed courtesy personnel
- Beautiful swimming pool and private courtyard areas
- Trash chute rooms on each floor
- Apartments include washers, dryers, microwaves, refrigerators with ice makers, self cleaning ovens and dishwashers
- Large walk-in closets
- All units have individual water heaters and air conditioners (hot water and air conditioning not included with rent; paid by resident)
- Telephone, internet and cable service available (additional charge) – can choose provider (no restrictions)
- Balconies available with some units

OFF-CAMPUS HOUSING

Checking the classified ads in the Times Picayune, looking at the student notice boards at the School of Medicine, School of Public Health and also the uptown campus may be the best way to start. Be sure to talk with other students, staff and faculty. They are often the best source of information.

Take note that there are many areas in New Orleans that are UNSAFE, even areas within the Garden District and Uptown. Local residents refer to New Orleans as a “checkerboard” where one block appears to be a good neighborhood, but the next block appears to be the worst in the city. Look carefully for an apartment, and don’t decide until you are absolutely sure of both the apartment and neighborhood. Crime statistics for various locations are available from police stations. Many landlords will require a lease of 6 or 12 months. Some, however, will rent on a monthly basis, requiring you to give a one-month advance notice before vacating.

The area immediately surrounding the School of Public Health and Tropical Medicine is not considered residential. The apartments in the vicinity are of generally poor standard and not recommended. The French Quarter is a 20-minute walk from the school. Many apartments of various standards are found there. The French Quarter, though reasonably safe, is not to everyone’s liking and can be especially crowded during Mardi Gras and other festivals. Many students live between the uptown and downtown campuses. Though there are many lovely and moderately priced apartments to be found in these neighborhoods, the student should consider such factors as:

- time to travel to and from school
- hours of public transportation operation if you will be using this system
- security in and around the area

GUEST HOUSING/TEMPORARY HOUSING

Temporary Housing or Guest Housing is available through the Uptown Housing office. These accommodations are provided exclusively for students and guests with needs or involvements pertaining to the University. Call the Office of Residence Life and Housing 865-5724 for more information.

ADDITIONAL HOUSING INFORMATION

- Tulane Housing Department (uptown) online housing database: www.housing.tulane.edu
 - Tulane Student Affairs (uptown) online housing database: www.studentaffairs.tulane.edu/och/index.php
 - Tulane School of Medicine online housing database: <http://tmedweb.tulane.edu/housing/>
 - Under the listing for “apartments” in the yellow pages of the telephone directory, free apartment locating services are listed. Most will provide transportation when looking at apartments.
 - The “Real Estate Section” of the Sunday Times Picayune is a good source of housing information.
-

HELPFUL HINTS FOR APARTMENT HUNTING IN NEW ORLEANS

French Quarter:	Dorian Bennett 2340 Dauphine Street 944-3605	Ethel Kidd 637 Pere Antoine 524-6809	French Quarter Realty 1041 Esplanade Avenue 949-5400
Warehouse District:	HRI Management 566-9663		
Uptown/Midcity:	Prudential Louisiana Properties 7820 Maple Street 865-1181	Latter and Blum Realtors 7835 Maple Street 866-2785	

The Warehouse District is an area of newly renovated warehouses. The office of each building can be contacted regarding rental prices and information.

Other Options:

- Classified Ads: Times Picayune (www.timespicayune.com) and Gambit Weekly (www.gambit-no.com)
- Website: <http://neworleans.craigslist.org/>
- Bulletin Boards: SPHTM, Medical School, Uptown Campus
- Walking or driving around town many landlords post "for rent" signs on the building

It is possible to furnish apartments at minimal cost. Below are several ways to find inexpensive furniture.

***Salvation Army**

100 Jefferson Hwy / 4139 Magazine Street
837-5914 / 865-3241

Garage Sales

Classified Ads: Times Picayune-Thurs. thru Sun.

Antique/Junk Stores

Magazine Street

Junior League Thrift Store

4645 Freret Street
891-1289

**Will deliver at extra cost.*

SOME CONSIDERATIONS BEFORE SIGNING THE LEASE

If the apartment/house is on the ground floor, is it safe and secure? - check the windows, door locks, etc.

Are you in a safe area?

In New Orleans it is sometimes difficult to determine what is safe and what isn't.

- Look around the neighborhood.
- What kind of shops/businesses are close-by?
- Will it be safe to wait for transport outside?
- Check out the people hanging around.
- Ask neighbors and people at school about the area.
- Walk/Drive by the neighborhood and those surrounding it by two blocks at different times of the day/night.
- If you are really concerned, call the police station.

Is it noisy?

- Many students have had problems with noise because their apartment/house is located next to a bar which is open late or 24 hours.

What work needs to be done to the apartment/house?

If there are problems (repairs, etc.) with the apartment/house you should:

- try to have them dealt with before signing the lease.
- if that is not possible, have a written letter from the landlord stating what is to be done and by what date. The letter should also state that if such things are not taken care of, you can break your lease and get your full deposit back.

Other things to consider:

- Not all apartment/houses allow renters to own pets.
- Basement apartments are apt to flood during heavy rains. This may be the cause of your inexpensive monthly rent.
- Cockroaches are endemic to New Orleans. Ascertain with your landlord if he/she has contracted with an exterminator for monthly spraying or if this is your obligation.

D. SAFETY AT SPHTM

**As in many large cities, crime and safety are issues of prime concern. Tulane is constantly working to improve services available to students. However, the best protection is to always be alert and aware of your surroundings and to take precautions.*

Tulane Medical Center is located in a high crime area. We advise all students to be extremely careful when traveling between the various buildings of the Medical Center (e.g., the hospital, the School of Medicine, and the School of Public Health) at all times and especially at night. Please remember that this does not mean that you should be afraid to go out at night but rather that it is unwise to go out alone after dark and precautions should be followed.

As a service to the staff and students of the Medical Center, Tulane provides a security escort to and from parking areas, satellite buildings, and nearby hotels. If you have to travel alone within this vicinity, call security personnel (988-5531). If you are using a Tulane telephone, simply dial the last five digits of the number listed above (ext. 85531) or ask the person at the security desk of any building. An armed officer will meet and escort you to your destination. If you are coming into the complex by car, drive your vehicle to the Hospital Emergency Ramp and blink your lights. An officer will then ride with you to your parking area and escort you to your complex. Remember, even if you are not alone, the service is there for your protection and use; **DO NOT HESITATE TO CALL AND TAKE ADVANTAGE OF THIS SERVICE.**

As a rule, avoid the Iberville Housing Projects and the cemetery next to it. If you must use the parking facilities in the area after business hours, we strongly advise that you make full use of the security escort service. We advise that you take the following precautions.

SAFETY TIPS TO USE AROUND TOWN:

- It is advisable not to be alone after dark in an unfamiliar area. New Orleans neighborhoods change quickly. Make attempts to know your surroundings.
 - Be careful in areas around bars, clubs, and nightspots. Go out in groups and walk with your friends to your cars or transit. People who appear intoxicated are easy targets. Be wise in your consumption of alcohol.
 - Seek out students from your neighborhood to carpool or to ride bicycles to and from the School.
 - Never go with a stranger. Draw attention to yourself if at all possible. Consider carrying a noisemaker, a whistle, or screech alarm. Only carry a mace/pepper spray if you feel you can keep control of it in an emergency situation.
 - Consider taking a self-defense/safety workshop offered throughout the year at the Downtown and Uptown Campuses.
 - Never carry a lot of money or valuables with you. **DO NOT CARRY YOUR PASSPORT AND OTHER DOCUMENTS UNNECESSARILY** and always have a full listing of your important identification numbers at home.
-

- Stay on main streets (e.g., Canal Street) as much as possible and in the busier areas of the city. Travel in groups, especially in an unfamiliar area, and avoid dark and quiet areas.
- Keep a low profile. Do not show a lot of money when you pay for something and do not wear a lot of jewelry. Always keep your shoulder bag or pocket book close to your body with the fastenings closed at all times.
- If you do become the victim of a robbery, SURRENDER THE ITEMS DEMANDED (usually money, jewelry, camera) in order to save yourself and companions from bodily harm. Then report the incident to the police.

Tulane Police Downtown campus

Tel: 988-5531

May call for escort service downtown 24 hours a day, 7 days a week.

Tulane Police Emergency Downtown campus

Tel: 988-5555

School of Public Health and Tropical Medicine Lobby Security

Tel: 988-6133

City of New Orleans Emergency Phone Number

(Fire, Ambulance, & Police)

Tel: #911 FOR EMERGENCIES ONLY, no charge on public phone

City of New Orleans Police

(for non emergencies, or minor incidents)

Tel: 821-2222

E. ATHLETIC & RECREATION FACILITIES**REILY ATHLETIC CENTER-UPTOWN**

Tulane has invested \$15 million to provide its community with the finest health and fitness facility in the region. The Reily Student Center opened in January 1989 and is administered by the Department of Campus Recreation. The center is a complete health and fitness facility.

The Reily Center has over 110,000 square feet of activity space available for student use. Included in the area is a natatorium that features a 50 meter by 25 yard indoor swimming pool, a sun deck, and an outdoor social pool. Recreation and lap swimming is available during building hours. The remainder of the center includes five basketball courts, volleyball and badminton courts, a three lane indoor track, six racquetball courts, two squash courts, locker room with sauna, a 6,600 square foot weight room, juice bar, and multipurpose areas for martial arts, sports clubs, and aerobics classes. During the academic year the building is open Monday through Thursday from 6:30 a.m. to 11 p.m., Friday from 6 a.m. to 10 p.m., Saturday from 8 a.m. to 8 p.m., and Sunday from 8 a.m. to 10 p.m. Summer hours are shorter.

Tulane has eleven outdoor tennis courts for student use. Tennis, racquetball, and squash court reservations for one-hour periods are available by calling 865-5242. You can pick up a copy of the reservation policy when you visit the center.

The Department of Recreation also offers courses in tennis, swimming, weight training, aerobics, and martial arts. For information about these courses and other activities, please feel free to stop by or call 865-5431.

RUNNING/WALKING

Many students go uptown to Audubon Park or use St. Charles Avenue to run or walk. Others jog around the Superdome or through the French Quarter. We advise students to run in groups if they are planning to run around the Superdome area or any other downtown area. Also, if you are going to run, try to do it in daylight. If you prefer, an indoor track is located at the Reily Center. Across from Tulane's Uptown campus is the Audubon Park recreation area. This 1.8 mile circular jogging/biking/skating road has work out stations and warm up areas as well as plenty of space for volleyball, soccer, or softball, or a picnic. It is a safe and pleasurable area in which to exercise or relax. In addition, the New Orleans Track Club offers memberships and numerous road races throughout the year.

BIKING

The parks system includes City Park and Audubon Park. Both are ideal for biking. Many students use Canal Street, Esplanade, and St. Charles Avenue for recreational cycling. We advise students to be very careful when cycling along these busy streets, as many drivers will not give the right-of-way to cyclists. Traffic rules and regulations also apply to riders. Always follow traffic laws. Upon arriving in New Orleans you should register your bicycle with the New Orleans police department or the uptown campus Traffic Office. In the event that your bicycle is stolen, the only way for the police to identify it is through the registration number they will assign you. A riding helmet is also a very wise investment.

TEAM SPORTS

For those interested in team sports, many students from SPHTM get together to initiate informal sports events such as soccer, basketball, softball and volleyball games. The uptown recreation department or club sports office can also give you information about the many activities, clubs, and sports groups which meet uptown.

OTHER ACTIVITIES

Other activities include golfing, tennis, or picnicking at the Audubon and City Parks. Paddleboats, canoes, and skiffs are available at City Park during the summer months. City Park is also the home of the New Orleans Museum of Art, where admission is free on Saturdays (with Tulane ID). Otherwise, Lake Ponchartrain is ideal for sailing and a great place to relax. For those who like saltwater fishing or swimming, the Gulf Coast is only an hour away.

For those interested in spectator sports, the city is home to the New Orleans Saints of the National Football League. They can be seen at the Superdome along with our own football team, the Greenwave, and WWF wrestling. All Tulane games are free unless otherwise stated, if you bring your ID. For racing fans, the Jefferson Downs and Fairgrounds have complete racing schedules.

F. ACCOUNTS RECEIVABLE

Each month during your academic career at Tulane, you will receive a statement of unpaid charges owed to the university from the Accounts Receivable Office. These charges may include tuition, mandatory fees, health insurance, health service charges, bookstore charges, food service charges, returned check/fine charges, and rent.

Since registration automatically establishes an open-end credit account for you with Tulane University through its Accounts Receivable office, it is very important that you read the Agreement and Disclosure Statement regarding the terms and conditions and your rights and responsibilities on this account. This disclosure statement is distributed by the university in the schedule of classes; however, you may obtain a copy from the Accounts Receivable office or website.

Below are more important details of which you should be aware:

RECEIPT OF STATEMENT: Student's will receive an e-mail notification to their "@tulane.edu" e-mail address when a bill is available. Only students that have been issued a bill will have access to the billing and payments site. Students are responsible for making sure other payers (family, sponsors, etc...) of the account are signed up for e-billing. A student can request up to five different e-mail addresses for e-bills by visiting the Accounts Receivable website (<http://www2.tulane.edu/acctrec>).

Address changes are the responsibility of the student. The permanent, local and billing addresses on your account may be changed online at the Registrar website (www.tulane.edu/~registra/index.shtml) through the Address Maintenance link. You can also submit the change in writing by e-mailing acctrec@tulane.edu or by submitting the change in writing with your payments.

TERMS OF PAYMENT: Payment is due on or before the due date printed in the lower right-hand corner of the statement. Normally the due date is the end of the month. Full payment must be received before the due date to avoid a finance charge. A finance charge of 18% APR will be assessed on the average daily balance remaining unpaid as of the due date.

Payments may be made via electronic web payments, select credit cards, checks or cash. Electronic web payments may be made online at the Accounts Receivable web site (www2.tulane.edu/acctrec). Checks are to be mailed or brought to the

Accounts Receivable office. Payments of cash must be taken to the Bursar's Office on the uptown campus. To charge your tuition by phone using a credit card, call 1-877-605-7646. There is a convenience fee to use this payment option.

INQUIRIES: Inquiries regarding your account should be made to the Accounts Receivable Office at 504-865-5368. Office hours are 9-5 Monday - Friday.

Tulane University
Accounts Receivable Department
35 McAlister Drive, Phelps 103
New Orleans, LA 70118
Fax: 504-862-8758
E-mail: acctrec@tulane.edu

REFUNDS: Refunds will be issued for credit balances existing after the processing of deposits, financial aid, departmental credits, tuition refunds, etc. Request your refund on the web (www2.tulane.edu/acctrec).

GRADUATION: All students who are preparing to graduate should check their clearance status with Accounts Receivable at least one month prior to graduation. A diploma will not be released or mailed until the student's balance is cleared with the Accounts Receivable Office.

G. BURSAR'S OFFICE

The Bursar's Office, located in Bruff Commons, is where you pay your tuition bill or other monies owed to Tulane.

Hours: Weekdays 8:30 a.m. to 3:30 p.m.
Tel: 865-5398

H. OFFICE OF THE REGISTRAR

The Uptown Registrar provides mailing of diplomas for all students, absentee voting for out-of-town students and all transcripts. If you have any questions you may contact them at:

110 Gibson Hall
Tel: 865-5231

However, for registration, student status and graduation issues, public health students will need to go to the SPHTM Office of Admissions, Student Affairs and Career Services in the Tidewater Building, Suite 2460.

How to Register for Classes:

Students may now use the Tulane Online University Records (TOUR) system to drop or add classes. Specific instructions to do so follow:

- On the Internet, go to www2.tulane.edu
- Click on Academics, then Registrar, then Register for Classes; Drop/Add
- Type in your social security # or student ID #
- Tab over and type in your PIN (Personal Identification Number) – this number was assigned to you from your department during orientation
- Click on Register
- Type in the class call # or the course ID and section number (found on the Web at www.tulane.edu/~courses)
- Click on either Drop or Add

Make sure to allow time to gain access to this site as the site will be very busy during initial registration. If you still have trouble after two days, you may contact SPHTM Office of Admissions and Student Affairs (OASA) for assistance.

Rules for Registration:

All students are responsible for their own class schedules. Consultation with your academic advisor is strongly encouraged before enrolling in any SPHTM classes.

1) The SPHTM Office of Admissions, Student Affairs and Career Services often needs to contact students, so please write in your e-mail address on every form that is submitted. If you have an e-mail other than the one given to you by Tulane, it

is a good idea to have your Tulane e-mail automatically forwarded to the e-mail address you use. Students are responsible for checking their Tulane issued e-mail accounts at least weekly since announcements from the Office of Admissions are frequently sent via e-mail.

2) The PIN (Personal Identification Number) you received at orientation will be your permanent PIN. If you have forgotten your PIN or have misplaced it, you will need to go to the Office of Admissions and fill out a PIN request form. Your PIN will be ready for pick-up the following workday morning after your request at 10:00 a.m.

3) Students who have an outstanding financial balance with Accounts Receivable and/or are blocked by Student Health concerning their immunization records will need to resolve these issues before registering. Those with a Dean's block will need to contact the Office of Admissions.

4) Students may drop/add coursework until the published drop/add date on the Tulane University Academic Calendar. All students must adhere to the published deadlines. Under extenuating circumstances, the academic dean may grant an exception, provided a Drop/Add Form is completed and signed by the student, his/her course instructor and the academic advisor or department chair. Exceptions will be granted based only upon medical and/or unavoidable emergencies.

5) You must register for both your first and second period courses at the beginning of the semester. Some courses from your first period schedule will not allow you to register for a second period course when the time slots coincide. In this case, you will need to complete a drop/add form and deliver it to the Office of Admissions, so you can be manually registered.

6) You must register for any independent study at the beginning of the semester. If you wait too long, you run the risk of not receiving credit in that semester. THERE IS NO RETROACTIVE REGISTRATION!

7) If your department requires a practicum, you must register in the semester/year you start it. You will also need to be continuously registered for each semester you are working on your practicum. Please check with your department to see if it has its own practicum course ID. If not, students must register under the generic practicum course ID which is SPHL-998-10. The course call # differs from semester to semester and is found at the SPHTM website by selecting Schedules and Special Course Offerings.

8) Departments often make schedule changes for courses. If you have registered for a class and a change has been made, that class will automatically be dropped from your schedule. If you still want to take that class, it is your responsibility to re-register. Departments are responsible for notifying students if a class has been cancelled or a section change has been made.

9) All students must confirm registration each semester on TOUR. You will use your social security number/student identification number and PIN. If you do not confirm registration, there will be a block against your record until the registration is confirmed.

Incompletes

If a TU-SPHTM student fails to submit the required academic coursework within thirty (30) days of the course end-date, a grade of F will be entered on their academic transcript. Under extenuating circumstances, students may submit an Incomplete Grade Extension Form to the academic dean. However, the Incomplete Grade Extension Form must first be signed by the course instructor and the academic advisor or department chair. If a student fails to submit the Incomplete Grade Extension Form prior to the thirty (30) day time-limit he/she will receive a grade of F/I on their transcript. If a student receives an Incomplete Grade on his/her academic transcript, it is Tulane University policy that the Incomplete (I) will henceforth remain on their academic record along with the earned grade (i.e. A/I, B+/I). The TU-SPHTM Office of Student Affairs will be unable to remove any Incompletes at this point. There will be no exceptions to the removal of Incompletes once they have been posted to the academic transcript unless documentation of medical and/or an unavoidable emergency is provided.

Withdrawal:

Students who need to withdraw from SPHTM must write a letter to the Associate Dean, Ste. 2460, Tidewater Building, 1440 Canal Street, New Orleans, LA 70112. This letter must include your name as you are enrolled (no nick names), your social security number/student ID, degree/major, your e-mail address and contact phone number. Also indicate in your

letter that your subject is “withdrawing”. To be readmitted, you must write the Associate Dean another letter for his/her approval. Doctoral students must see their Doctoral Chairs to withdraw and be readmitted.

Viewing your schedule or grades on the Web:

- On the Internet, go to www2.tulane.edu
- Click on Academics, then Registrar, then Grade Access
- Type in your social security #/student ID #
- Tab over and type in your PIN
- Click on Login

For schedule: Click on Your Class Schedule, select term/year and click on View your Class Schedule

For grades: Click on Your Grades, select term/year and click on View your Grades or View All Graded Terms

I. OFFICE OF ADMISSIONS, STUDENT AFFAIRS AND CAREER SERVICES

The Office of Admissions, Student Affairs, and Career Services at the School of Public Health and Tropical Medicine is located on the 24th floor of the Tidewater building, Suite 2460, and provides or maintains:

- Admissions Information/Counseling
- Academic Calendar for SPHTM
- Schedule of Classes online
- Addresses: *make sure you report your current local address to Admissions immediately upon arrival*
- Room reservations
- Peace Corps/Master’s International Program
- Career Services Center

Enrollment Verification:

If enrollment verification is needed, contact the National Student Clearinghouse:

Tel: 703-742-4200 Fax: 703-742-4239

E-mail: enrollmentverify@studentclearinghouse.org

Web: www.studentclearinghouse.org

Peace Corps at Tulane:

The Peace Corps/Master’s International Program office is located in the Office of Admissions and provides applications and counseling for the Peace Corps program. The direct telephone number is 504-988-6737.

Most of the above information can also be found on the school website at www.sph.tulane.edu. Request forms, as well as other forms needed by students, may be downloaded from the site.

J. PARKING

PARKING PERMITS FOR UPTOWN CAMPUS

In order to park at the Uptown Campus, a parking permit is required (except at meters). The cost is \$520 for the school year, for commuter students. To obtain a parking permit, present a valid, Tulane I.D. and vehicle registration certificate.

Office hours are: Monday - Friday 8:00 a.m. - 4 p.m.

For information contact: Office of Traffic Control
Diboll Complex, ground floor
Tel: 865-5424

PARKING PERMITS FOR DOWNTOWN CAMPUS

Parking permits for Tulane garages are generally difficult to obtain and cost \$85 per month. The Parking Service office is located at Tidewater Building, eighth floor. Hours are: Monday - Friday 8 a.m.-5 p.m.

Tel: 988-5577

There are other parking lots near the school that will cost approximately \$5.00 per day and offer monthly contracts. There are also metered spaces around the school that cost \$.25 per 15 minutes and only accept quarters. New Orleans meter maids will not hesitate to ticket should you exceed the time limit or park illegally. Please be advised that the Dean of the SPHTM pays for evening/weekend parking for SPHTM students in the Tidewater building at 1440 Canal St.

K. UPTOWN/DOWNTOWN SHUTTLE SERVICE

The Uptown/Downtown Shuttle Service runs between the Tulane Health Sciences Center and the Uptown campus on weekdays every hour. A Tulane ID is required to use the shuttle. We encourage all students to make use of this service. For more information and a list of operating times, contact the Student Government Association Office or pick up a flyer at the Security Desk in the lobby of the Tidewater Building or at the Uptown Traffic Office. You may also visit https://clue.tcs.tulane.edu/projects/dps/shuttle_schedule.cfm.

L. UNIVERSITY CENTER/McALISTER AUDITORIUM

The Lavin-Bernick Center for University Life (LBC), the hub for extracurricular activities and student life at Tulane University, celebrated its grand opening in January 2007. An expansion on the original University Center built in 1959, the new LBC was made possible in part through a generous gift from the Lavin-Bernick family. The first floor features dining venues, a well-stocked bookstore, and additional retail space. Both the James Lounge and the Nalty Commons provide comfortable study and meeting areas. The attractive outdoor dining spaces remain available for student use after the restaurants close for the evening. The Mezzanine lounge, overlooking Pocket Park, provides plush couches, tables and chairs for student use. The LBC's Garden Level serves as the home to the offices of many university departments and student organizations as well as Der Rathskeller, a late night dining and performing venue. The second floor features eleven conference rooms plus an elegant, glass-enclosed ballroom for university's most special occasions. The Kendall Cram Lecture and Performing Arts Hall, with its excellent acoustics, frequently hosts academic and cultural events. The magnificent redesigned and expanded Faculty/Staff Dining Room offers both buffet and seated dining options and host dinners with the Dean and Residential Colleges.

McAlister Auditorium is the largest auditorium on campus, seating approximately 1,800 people for concerts, convocation, graduations, lectures and movies. Most movies presented by Tulane University Campus Programming (TUCP) are shown in McAlister Auditorium. McAlister movies usually cost \$2.00 for Tulane students and \$3.00 for anyone else. For tickets and events at the LBC or McAlister, call the Information Desk at 865-4000.

To reserve a room in the LBC or McAlister Auditorium, call 865-5196, or go to the Information Desk in the LBC.

M. STUDENT LOUNGE

A student lounge exists on the 1st floor of the Tidewater Building. It is equipped with a flat screen TV, vending machine, microwaves, seating and bulletin boards for posting information of interest to students.

N. BIKE ROOM

The School of Public Health and Tropical Medicine has a bike room located on the first floor of the Tidewater Building.

O. SMOKING POLICY

Smoking is not permitted in the building at the School of Public Health and Tropical Medicine.

P. RECYCLING

Students, faculty and building administration have all worked closely together to establish the recycling program for the downtown campus. White office paper can be placed in any of the blue receptacles throughout the Health Sciences Center.

Q. SPECIAL INTEREST GROUPS**African-American Congress of Tulane (ACT)**

The purpose of ACT is to promote black consciousness through cultural, educational, and social programs. All members of the Tulane community who agree with the stated purpose are eligible for membership.

Amnesty International

By educational programs and letter writing campaigns, Amnesty International focuses on freeing political prisoners held by world governments.

Campus Organization for AIDS Prevention (COAP)

COAP is an organization attracting students who are interested and concerned about AIDS. The students provide educational sessions and the latest literature to increase awareness of AIDS.

Circle K

This nationally sponsored group focuses on community service and works closely with the Kiwanis Club.

Community Action Council of Tulane University Students (CACTUS)

CACTUS serves both Tulane and the greater New Orleans community with a variety of projects designed to reduce societal problems. Students gain organizational and other practical skills through participation in 18 active projects.

India Association of Tulane

A cultural group dedicated to the promotion of Indian art, music, food, and history. This group works in conjunction with the India Association of New Orleans.

Jewish Student Union (JSU)

The JSU attracts and stimulates students' interest in Israel, Zionism, and Judaism. It provides students with an understanding of the political, social, spiritual, and cultural issues which are linked to Israel, Zionism, and Judaism.

Latin and American Student Association (LASA)

LASA promotes a closer association between Latinos and Americans through trips, dances, dinners, and other social and cultural projects.

Middle East Student Association

MESA serves to educate the Tulane community about Middle East culture.

Muslim Student Association

A religious organization open to all members of the Islamic faith. The group meets regularly for prayer and meditation.

Tulane Chinese Student Scholars Association

Active in the culture of mainland China, this organization provides exposure to Ancient Chinese civilizations.

Taiwanese Chinese Student Association

This organization promotes the culture and history of the Taiwanese people.

Tulane African Student Association (TASA)

A cultural group dedicated to the promotion of African art, music, and history. The TASA and the SGA jointly host several activities.

Tulane International Students Organization (TISO)

This group is open to all Tulane students interested in international culture and communication. They sponsor speakers, seminars, films, and discussions on topics of international interest.

Tulane University Vietnamese Association

A cultural group dedicated to introducing Vietnamese customs, lifestyles, art and music to the Tulane community.

For more information about these and other student organizations contact the UC information center or the Office of Student Activities at 865-5141.

R. OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS

The Office of International Students and Scholars provides services and support for approximately 1,300 undergraduate and graduate students, faculty, and researchers representing more than 100 countries at Tulane University. Its goal is contribute to the international mission of the university and to help the international community at Tulane have meaningful educational, cultural and social experiences. A variety of programs and services are offered in the following areas: immigration information, housing assistance, cross-cultural programs, counseling and advising, and information for American students traveling abroad.

In addition, the second floor of Tate House is home to Tulane's International Living Center. A small select group of American and international students live and learn in a unique family atmosphere. All Tulane students except freshmen are eligible to apply to live in the unique cross-cultural environment.

For students who are interested in living, working or traveling abroad, contact the International Center for information and a chance to meet someone from that country.

For more information contact: Tate House
Tel: 865-5208
E-mail: ciss@tulane.edu

S. TULANE RELIGIOUS LIFE

The Tulane Religious Life Staff Association addresses spiritual, religious and theological needs of members of the University community. For information contact: Rev. Max Zehner, Chairperson
Tel: 866-7438
E-mail: mzehner@tulane.edu

For information about churches around the New Orleans area, look in the yellow pages of the telephone book.

T. CAREER SERVICES**UPTOWN**

The Uptown Tulane Career Services Center is located in the Collins C. Diboll Complex (865-5107). Counselors can assist students with resumes and interviewing skills. In addition, the Counseling and Testing (ERC) Office located uptown provides career testing, career counseling and writing workshops with tutors who can help prepare application essays (865-5113).

DOWNTOWN

The SPHTM Career Services Center is located in room 2461 of the Tidewater Building. A career library contains various resources including job, fellowship, and internship announcements. Kathy Ball, the Director of the Center, offers workshops and assistance for resume writing, interview preparation, job searching and other career development issues. Employers and alumni visit the campus periodically to offer information or recruit. The Center's hours are Monday-Thursday, 8:30 a.m. - 5:00 p.m.

If you would like to receive job/internship announcements by e-mail from the center, you may subscribe to SPHJOBS-L. E-mail kball@tulane.edu to request instructions. A description of all services offered, workshops scheduled, and over 900 additional Internet links to public health resources are found on the Career Services web page on the school website at www.sph.tulane.edu/main/career-center/index.htm. Tel: 504-988-3902 E-mail: kball@tulane.edu

U. EDUCATIONAL RESOURCES AND COUNSELING (ERC) / OFFICE OF DISABILITY SERVICES

ERC offers services designed to help students cope with the pressures and challenges inherent in a university setting. Services include short-term psychological counseling for any kind of personal concern, educational counseling, career tests to provide additional information that may help in selecting careers, and a variety of groups and workshops. Educational

services include tutoring and the writing workshop for help with papers written in the English language. ERC also houses the Office of Disability Services.

For more information, contact: Jilandra Rovaris, Executive Director
1st Floor, Mechanical Engineering Building
865-5113 option 1

Services for Students with Disabilities

Tulane recognizes that a growing number of people with disabilities have joined the University community in recent years as students, faculty, and staff. The University welcomes these individuals and seeks to support their particular needs and rights and to ensure that they have an equal opportunity to participate in the University community.

Tulane's diverse student population includes well-qualified students with documented disabilities who may require learning, sight, hearing, manual, speech or mobility accommodations to ensure fair access to educational and residential resources. These students are intelligent and capable, and have met the same rigorous standards for admissions as other students. To provide students with disabilities with every opportunity to explore educational opportunities and demonstrate their talents and intellect on a level playing field with their peers without disabilities, the University makes available reasonable accommodations in accordance with Section 504 of the federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

The University's Office of Disability Services (ODS) serves as the central campus resource for Tulane students with documented disabilities or with disability concerns. ODS is a part of the Educational Resources and Counseling office and is located in the Mechanical Engineering Building. ODS can be contacted by telephone (862-8433) or in person, between 8:30 a.m. and 5:00 p.m., Monday through Friday, and also can be found on the Web at <http://www.erc.tulane.edu/disability>. ODS works in partnership with students, faculty, and staff to develop successful strategies for maximizing students' academic achievement and participation in extracurricular activities and programs.

Students who have disabilities who believe that they require reasonable accommodations must register with ODS as soon as possible and follow all ODS procedures for requesting accommodations. Because current clinical documentation is required before ODS can consider any requests for reasonable accommodation, newly matriculating students who have documented disabilities should contact ODS and submit all necessary forms and documentation at least a month *before* arriving on campus.

ODS can engage with students in an interactive discussion about accommodations, and can assist students in communicating any approved accommodations to instructors or staff; however, students should be aware that they are responsible for making requests for reasonable accommodations and for submitting all necessary documentation in support of those requests. Students remain ultimately responsible for complying with ODS and University procedures and for ensuring that the University is aware of the need for accommodation in the first place.

Any student with specific questions about ODS procedures and policies should contact the Manager of Disability Services, David Tylicki, for additional information. In addition, students with questions about the School of Public Health's role in facilitating accommodations, if granted, should contact Kathy Ball, Career Services Director.

V. GRADUATION

Degrees are awarded 3 times per year: May, August and December. Graduation commencement exercises are held at the end of the Spring semester. A reception for family and friends is held after the ceremony. There are no ceremonies at the end of the summer and fall semesters, but graduates are invited to walk in the following spring commencement. An application for graduation must be filled out at the beginning of the semester in which you plan to graduate. This application can be obtained in the SPHTM Office of Admissions. Any outstanding debts with an office in the University must be paid **NO LATER THAN** 10 days prior to the date of the commencement or award of degree will be denied. Every student should check with Accounts Receivable to be sure his/her account is cleared. Remember, all students must complete the practicum and culminating experience in order to graduate.

Students should order their academic regalia at the Downtown Bookstore as soon as possible, but not later than one month prior to the ceremony.

Students are responsible for checking their Tulane issued e-mail accounts at least weekly since all graduation information will be sent to them via these accounts.

IV. FINANCIAL AID

Federal financial aid is available for U.S. citizens and permanent residents only. Application materials are available from:
Tulane University Health Sciences Center
Office of Financial Aid
Tidewater Building, Suite 1213, TB-1
1440 Canal Street
New Orleans, LA 70112-2699

The TUHSC Office of Financial Aid is located in Room 1213 of the Tidewater Building (1440 Canal Street).

Staff: Michael T. Goodman, Associate Vice-President
James A. Bourgeois, Assistant Director
Shirley Davis, Counselor
Carl M. Hudson, Counselor
Donna B. Fasullo, Administrative Secretary

Phone: 504-988-6135

Fax: 504-988-6136

Financial aid information is also available at the TUHSC Office of Financial Aid's website:

<http://www.finaidhsc.tulane.edu/>. An excellent way to search for possible private scholarships and loans is on the Internet at the following URL address: <http://www.finaid.org>

FINANCIAL AID APPLICATION PROCESS

Applying for financial aid is a relatively simple process. The key is to start early and to be complete and accurate in answers to required application questions and in submission of required documents. New and returning students must provide the following items before their aid application is considered complete and ready for processing:

- 1) A Free Application for Federal Student Aid (a/k/a **FAFSA**) for the current academic year, designating Tulane as the recipient of the FAFSA data. The school code for the Tulane School of Public Health and Tropical Medicine is **00209**. NOTE: You are encouraged to complete the FAFSA via the Internet by using "FAFSA on the Web" at: www.fafsa.ed.gov. If you completed a FAFSA last year, then you may be eligible to complete a "Renewal FAFSA on the Web". Check out www.fafsa.ed.gov for more details.
- 2) A completed Tulane School of Public Health & Tropical Medicine Financial Aid Addendum (for the current academic year).
- 3) Other documentation as requested. The U.S. Department of Education may require verification of the financial information provided on the FAFSA. If selected, the TUHSC Office of Financial Aid will need to receive copies of federal income tax returns and a completed verification worksheet.

That is basically all there is to the initial application process.

FINANCIAL AID INFORMATIONAL RESOURCES

SCHOLARSHIPS FOR DISADVANTAGED STUDENTS

This program from the U.S. Department of Health and Human Services (DHHS) is designed to assist students from socially and/or economically disadvantaged backgrounds. Consideration is also given to students that come from an environment, which would inhibit them from obtaining a master's degree. The amount of the award depends on the availability of funds. In order to qualify, a student must enroll full-time (enrolled for at least 9 credit hours per semester). ***You must submit the Tulane School of Public Health & Tropical Medicine's Financial Aid Addendum and a signed copy of your parents' federal income tax return.***

U.S. PUBLIC HEALTH TRAINEESHIPS

The U.S. Public Health Service provides supplemental funding for qualified students. All recipients must enroll full-time (enrolled for at least 9 credit hours per semester). Traineeship awards are dependent upon availability of funds. Students

who receive traineeship funds are expected to take part in community service projects and school sponsored mentor activities, particularly concerning minority health issues.

FEDERAL STAFFORD LOANS

The Federal Stafford Loan program is typically a major source of financing for Tulane medical students. If eligible, students may borrow up to \$8,500 per year of “subsidized” Stafford funds. “Subsidized” means that the loan’s interest is paid by the federal government while the student is enrolled at least half-time. Additionally, eligible students may borrow up to \$22,500 per year of “unsubsidized” Stafford loan funds. “Unsubsidized” means that the student pays the interest on the loan while in school (or agrees to capitalize the interest and add it to the principal upon repayment).

FEDERAL PERKINS LOANS

Federal Perkins Loans are granted on a need basis by Tulane. While the annual maximum amount of Perkins Loan funds a public health student can receive is \$6,000, our offers of Federal Perkins Loans normally do not exceed \$1,500 in order to assist as many eligible students as possible.

SUPPLEMENTAL LOANS:

FEDERAL GRADUATE & PROFESSIONAL PLUS LOANS OR NON-FEDERAL PRIVATE STUDENT LOANS

New for 2006-2007 (starting after 7/1/06) is the Federal PLUS loan for graduate and professional students, at a fixed interest rate of 8.5%. Non-federal private educational loans have variable interest rates, thus you need to check with your lender regarding the exact terms. Both types of loans require that the borrower pass credit worthiness criteria and allow for students to borrow up to the cost of attendance less other aid received. Students using a supplemental loan program are urged to select from one of these two loan options, preferably with the same lender as your Stafford lender.

FEDERAL WORK STUDY

Federal Work Study (FWS) funds are awarded to those demonstrating a financial need. Funds are limited thus students completing their financial aid applications early are given FWS preference. The typical academic year work study award is \$2,400.

A FEW PRACTICAL TIPS TO FACILITATE FINANCIAL AID MATTERS

You are able to check the status of our financial aid application via our website. You can check to see if any additional forms are needed in order to process your financial aid, as well as see your financial aid award. Federal and private loan applications and promissory notes are available on the web for TUHSC Office of Financial Aid’s preferred lenders.

You should establish a realistic budget for your living expenses. Determine what amount of your financial aid will be needed to help you meet your living expenses. **WE RECOMMEND THAT YOU ARRIVE AT SCHOOL WITH ADEQUATE FUNDING TO FINANCE YOUR LIVING EXPENSES FOR THE FIRST TWO MONTHS.**

NOTE TO FIRST TIME BORROWERS AT TULANE: *Before Tulane can release any of your loan disbursements, you must complete a “Loan Entrance Interview.” Tulane offers this federally mandated requirement at the start of each academic year. Stop by or call the Office of Financial Aid for more information.*

If you need additional information, or have any questions, please feel free to contact the TUHSC Office of Financial Aid at (504) 988-6135.

V. LIVING IN NEW ORLEANS

If this is your first time in the United States or in the City of New Orleans, you may be in for quite a cultural shock. Not only is the United States unlike any other country in the world, but the City of New Orleans is quite unlike any other city in the United States. Our only advice to you is to “look and listen”. Be patient with your new surroundings and the people you meet. It will not always be easy and often you may feel lonely and depressed. You would neither be the first nor the last person to feel this way. Others have gone through the same feelings you face. This is where friends come in.

Do not be afraid to talk to someone should you feel you need to. If your friends cannot help you, ask your professors or the International Student Advisor, Penny Jessop, on the 22nd floor of the Tidewater building (International Health Department). You may also want to see your student representatives at the Student Government Association office on the 1st floor.

Student Government Office
Tel: 988-2074
1st floor, Tidewater

Office of Admissions
Tel: 988-5387
Suite 2460, Tidewater

International Student Advisor
Tel: 988-5399
22nd Floor, Tidewater

Much time and effort has been spent in trying to explain U.S. society to the international student. One of the better descriptions of what an "American" is like is provided in the Pre-departure Orientation Handbook prepared by the Bureau of Educational and Cultural Affairs of the United States Information Agency. This handbook provides much information that is useful to the international student. If you want a free copy, please write to the following address:

Bureau of Education & Cultural Affairs
U.S. Information Agency
Washington, D.C. 20547

A. BANKING

All students should open a bank account at a local bank soon after arrival. Opening a checking account in New Orleans will facilitate the handling of monetary transactions such as payment of rent, utilities, books, etc. If you are applying for loans in the State of Louisiana, it is necessary to have a bank account established before an application can be considered. Checks may be cashed at Tulane Bookstores with your student ID. In addition, check cashing privileges at local supermarkets can be arranged. Checks may also be used as receipts that you are advised to keep, as with receipts from any purchase or transaction.

Some banks offer 24 hour banking service via Automatic Teller Machines (ATMs) that will accept deposits and make withdrawals. In order to take advantage of such a service, it is necessary to apply for a special banking card and identification number (4 digits) when opening your account. This card will enable you to use the ATM. With the ATM, you can then:

- Make withdrawals (limit of \$100-\$200/ day)
- Make deposits
- Receive a receipt of your checking and savings account balance.

Most banks maintain, within their vaults, small lock boxes that can be rented by the month for purposes of storing valuables. The contents of the safety deposit box are known only to the person holding the key. The bank does not have access, except in the event of death occurring to the lessee. Travelers checks provide a safe way to carry money while traveling in the United States and abroad. They are insured against loss and theft, and are more readily accepted by businesses away from your area than are your own personal checks. A fee of 1% is charged by the bank when you are exchanging your money for travelers checks. The American Automobile Association (AAA) offers American Express travelers checks without the 1% charge to all their members.

If you take a trip some distance from school and find you need to cash your personal check you may go to a bank in that area and ask an officer to call your bank to arrange for money to be sent to you by wire (i.e. telegraph). The fee for this service varies from bank to bank. The Tulane-Loyola Federal Credit Union is located on the first floor of the Tidewater Building. Chase Bank, 201 St. Charles St., is located near the School with branches throughout the city. However, there are many other facilities available which you may want to consider, including Capital One Bank which is also conveniently located in the area. These are listed in the telephone directory yellow pages under BANKING. It is wise to compare banks and inquire as to their fees for checking accounts, limitations on the number of checks that you can write, monthly charges, interest rates, and minimum balances.

B. DRIVING

In order to operate a vehicle in the United States, international visitors are required to have a State of Louisiana driving permit. An international permit is only valid for a limited time period.

To apply for the driving examination, you must have your birth certificate or passport and the use of an automobile with valid registration, inspection sticker, and proper insurance, even though the vehicle is borrowed for the purpose of taking the exam. You will also be required to pay a minimal fee (in cash).

You will be required to take a written test, an eye examination, and an on-the-road test. All three exams are given at the State of Louisiana Office of Motor Vehicles, Tel: 483-4610, 102 Veterans Memorial Blvd.

A few words of caution to the driver, the City of New Orleans has an extremely active ticketing and towing policy. Parking illegally, obstructing driveways, or even lacing your car so that it infringes upon a “no parking” area can result in a parking violation ticket and the possible towing away of your vehicle. This is particularly enforced in the French Quarter and in “2 hour resident” parking zones. To get more information about the many rules and regulations, call or visit the Department of Motor Vehicles. Parking rules and regulations are even more strongly enforced during Mardi Gras, Jazzfest, and holidays.

The state of Louisiana has one legal peculiarity of particular importance to all drivers. A minor traffic violation such as speeding will mean not only that you may receive a very expensive ticket, but also that you might be taken down to the “Central Lock Up”, booked as an arrest, and be asked to post bail. For minor offenses, Tulane Police will bail you out: Tulane Police, Tel: 865-5381

The American Automobile Association (AAA) will also bail its members out. If you should be charged after 10 p.m., however, you may have to spend the night in jail.

C. TRANSPORTATION SYSTEMS

TULANE SHUTTLE SERVICE:

Tulane University provides several shuttles that are free of charge to all students, faculty and staff with Tulane ID.

- **TULANE UPTOWN AND DOWNTOWN SHUTTLE**
Daily - provides service between the Uptown and Downtown campuses. The shuttle runs every half hour during the week, 6:40 a.m. to 10:25 p.m.
- **TULANE ON/OFF-CAMPUS SHUTTLE**
Sunday through Thursday - provides service to residence or vehicle located within one mile of the Uptown campus. Hours of operation are 5:15 p.m. to 1:45 a.m.
- **UNIVERSITY SQUARE SHUTTLE**
Monday through Friday – provides service from University Square to Uptown Campus. Hours of operation are 7:10 a.m. to 5:40 p.m.
- **SATURDAY SHOPPING SHUTTLE**
Saturday – provides stops on McAlister Drive at Mayer Residence and Deming on the downtown campus before going to Riverside Mall located on Tchoupitoulas Street. Winn Dixie, Cingular Wireless, Walgreens, Blockbuster are only a few of the stores located in the Mall. Hours of operation are hourly from 11a.m. to 5:520 p.m.
- **SATURDAY ENTERTAINMENT SHUTTLE**
Saturday – provides service from McAlister Drive at Mayer Residence and takes riders to Lakeside Mall, Clearview Mall and the Clearview Palace Theater. Hours of operation are hourly from 4:30 p.m. to midnight.

The shuttle schedules can be found on the Tulane website under Tulane Public Safety.

BUSES and STREETCARS:

The N.O. Regional Transit Authority (RTA) boasts a fairly extensive bus system. Although buses can sometimes be slow and crowded during rush hours, it is less expensive than most daily or monthly parking fees. Bus and streetcar fares are \$1.25; transfers are an additional \$0.25.

For a bus schedule and RTA information call:
Bus schedule information/Customer service 248-3900
RTA Administration 242-2600

Frequently used routes:

- Magazine Street buses
- Freret buses
- Broadway buses
- Canal streetcar
- St. Charles streetcar

Currently all service ends at 10 p.m. with the exception of a few of the most heavily-used lines which run until 11 p.m.

TAXIS:

Generally the fare is around \$10.00 from the French Quarter to the Uptown Campus. Taxis are equipped with meters though some may not use them when traveling outside the parish (municipality). It may then be to your advantage for you and the driver to agree on a fare before setting out. Note that hailing a taxi from the curb works only in the busy areas of the city (Central Business District (CBD) and the French Quarter).

Taxi Companies:

United Cabs	Tel: 522-9771
Checker Cabs	Tel: 943-2411
Yellow Cabs	Tel: 525-3311
White Fleet	Tel: 822-3800

GETTING TO THE AIRPORT:

The main airport in New Orleans is the New Orleans International Airport located in Kenner approximately twelve miles from the Tulane Health Sciences Center. To get to the airport from the city, take route I-10 west towards Baton Rouge and follow the N.O. International Airport signs. There are several means of transportation both to and from the N.O. airport. If you are going to visit New Orleans or are coming to Tulane for the first time and need information about transportation, contact either the Office of Student Affairs at 504-588-5388 or the hotel at which you will be staying. Some hotels provide bus service to and from the airport.

- **By Bus:** The Airport-Downtown Express (E-2) route runs from the corner of Tulane Avenue and Carrollton to the International Airport every twenty minutes. To get to the Carrollton stop from Uptown, take the 27-Louisiana route, and from Downtown take the 39-Tulane route which leaves from S. Saratoga and Canal St every 20 minutes. Fare is \$1.60 and exact change is needed. For more information call Jefferson Parish Transit Authority at 818-1077.
- **By Shuttle:** The airport shuttle will pick up at various locations around the city, including Tulane University Center (every 5 minutes after the hour), all major hotels, and the convention center. The cost is \$30.00 round trip and students are advised to call one day in advance. For more information call the Airport Shuttle at 522-3500, for reservations call 592-0555.
- **By Taxi:** A taxi to the airport or into the Central Business District, will cost about \$25. For further information or reservations, please check the phone listings in the "Taxis section".

Airlines:

Air Tran	800 247-8726
American	800 433-7300
Continental	800 523-3273
Delta	800 221-1212
Jet Blue	800 538-2583
Northwest	800 225-2525
Southwest	800 435-9792
US Air	800 428-4322
United	800 241-6522

For further listings check the Yellow Pages under "Airlines".

TRAIN SERVICE:

Rail service is available through AMTRAK. For most trains, advanced reservations are necessary, especially during the summer months and holidays. AMTRAK - 1001 Loyola Avenue
Tel: 525-1179

CAR RENTALS:

Alamo	800 327-9633
Avis	800 831-2847
Budget	800 527-0700
Enterprise	800 325-8007
Hertz	800 654-3131
National	800 328-4567
Thrifty	800 367-2277

D. RESTAURANTS

New Orleans is a city of good restaurants, bars and coffee houses. As with any city they come and go. The following are a few favorites of Tulane students with miscellaneous information regarding each restaurant. For a more complete and up to date list, see area newspapers (Times Picayune and The Gambit). The Access guide is also a favorite among SPHTM students and well worth the investment. Several websites about New Orleans offer good information including www.nola.com.

Area Grocery Stores

Rouse's – French Quarter – 701 Royal Street.
Central Grocery - 923 Decatur St. – Many international foods
Robert Supermarket - corner of Earhart and Carrollton Avenues.
Rouse's – 4500 Tchoupitoulas
Super Wal-Mart – 1901 Tchoupitoulas
Whole Foods Market - 5600 Magazine St. and Veterans Memorial Blvd.

Dining in New Orleans

Price estimates for two people's dinners:

\$	= under \$15
\$\$	= \$15-\$25
\$\$\$	= \$25-\$35
\$\$\$\$	= over \$45

Restaurants within walking distance of SPHTM:

World Café (Tidewater) (\$) – First floor lobby of SPHTM.— Sandwiches, salads, snacks
Golden Wall (\$) – 930 Canal St. – Quick and easy Chinese cuisine
Mike Serio's Deli (\$) – 133 St. Charles Ave.— Sandwiches
Mother's (\$) – 401 Poydras – overstuffed, phenomenal po-boys
Place St. Charles (\$) – 201 St. Charles Ave. – Food court
Singha Thai (\$\$) – 413 Carondelet St. Good Thai.
Streetcar Bistro (\$) – 201 Baronne St. – Creole and Po-boys
Café Beignet (\$\$) – 311 Bourbon St. – Just as the name says, and sandwiches.
Mena's Palace (\$\$) – 200 Chartres St. – Neighborhood café, creole.
Zydeque (\$\$) – 808 Iberville St. – Barbeque.

Great Places for Coffee:

Bottom of the Cup Tearoom (\$) – 732 Royal St. – get your tea leaves read
Café du Monde (\$) – 800 Decatur St. – Café au lait and Beignets, nothing more to say
Café Luna (\$) – 802 Nashville Ave. – coffee, tea, pastries and sandwiches, oh and wifi
Rue de la Course (\$) – great for studying, but smoky

- 401 Carondelet
- 1140 S. Carrollton
- 1500 Magazine Street

- 3128 Magazine Street

CC's Gourmet Coffee House (\$):

- 2917 Magazine Street
- 941 Royal Street
- 2800 Esplanade Ave.
- 630 South Carrollton Ave.

PJ's Coffee (\$):

- 7624 Maple Street, Uptown
- 644 Camp Street, Warehouse District
- 143 Elks Place, Tulane Medical District

Restaurants by Location:

French Quarter/Marigny

Acme Oyster House (\$\$) – 724 Iberville – Home of the serious oyster
 Antoine's (\$\$\$\$) – 713 St. Louis St., classic New Orleans cuisine
 Arnaud's (\$\$\$) – 813 Bienville, classic New Orleans cuisine
 Bacco (\$\$\$) – 310 Chartres St., Creole roots with Italian flair
 Bayona (\$\$\$) – 430 Dauphine, a Creole dining experience
 Bella Luna (\$\$\$) – 914 N. Peters, romantic setting with an eclectic mix of cuisines
 Bennachin (\$) – 1212 Royal St., simply amazing East African cuisine
 Brennan's (\$\$\$\$) – 417 Royal St. – French/Creole cuisine, great breakfast
 Broussard's (\$\$\$\$) – 819 Conti – French/Creole
 Café Maspero (\$) – 601 Decatur – Sandwiches/Seafood
 Central Grocery (\$) – 923 Decatur – Original and scrumptious muffuletta sold here!!!
 Clover Grill (\$) – 900 Bourbon St. – Sandwiches/short order/breakfast
 Court of Two Sisters (\$\$\$\$) – 613 Royal St. – Creole cuisine
 Desire Oyster Bar (\$\$) – 300 Bourbon St. – great for oyster shooting
 Feelings Café (\$\$) – 2600 Chartres Ave. – romantic Creole/Cajun restaurant
 Franky and Johnny's Restaurant (\$\$) – 321 Arabella St. – too good to be true.
 Galatoire's (\$\$\$) – 209 Bourbon – French
 Hard Rock Café (\$\$\$) – 401 N. Peters – What city doesn't have one?
 House of Blues (\$\$) – 225 Decatur – Good food and good music
 Irene's Cuisine (\$\$) – 539 St. Philip – Italian with a French twist
 Jaeger's House of Seafood (\$\$\$) – 622 Conti – Seafood and New Orleans cuisine
 K-Paul's Louisiana Kitchen (\$\$\$\$) – 416 Chartres St. – one of the best Cajun places
 Le Bistro at Maison de Ville (\$\$\$) – 733 Toulouse St. – eclectic mix of great food
 Louis XVI (\$\$\$\$) – 730 Bienville – Formal New Orleans dining experience
 Lucky Cheng's (\$\$) – 720 St. Louis – Who says you can't mix Asian and Creole?
 Maximo's (\$\$) – 1117 Decatur – Great Italian
 Mike Anderson's (\$\$) – 215 Bourbon – Seafood Restaurant
 Mona's Café (\$) – 504 Frenchman – AMAZING Mediterranean
 Mona Lisa (\$) – 1212 Royal St. – Good Italian, Pizza and BYOB
 Mr. B's (\$\$\$) – 201 Royal St. – Contemporary Creole
 Napoleon House (\$) – 500 Chartres – known for their sandwiches
 Nola (\$\$\$) – 534 St. Louis – Creole/New American
 Old Dog New Trick – 307 Exchange Alley – Vegetarian Friendly
 Olivier's (\$\$\$) – 204 Decatur – Creole
 Palace Café (\$\$\$) – 605 Canal St. – Don't skip dessert here!
 Palm Court Jazz Café (\$\$) – 1204 Decatur – Amazing jazz, decent food
 Peristyle (\$\$\$) – 1041 Dumaine – An ever-changing, but tasty menu
 Petunias (\$\$) – 817 St. Louis – perhaps the world's largest crepes
 Poppy's Bar and Grill (\$) – 717 S. Peter – Fun and Goofy
 Port of Call (\$\$) – 838 Esplanade – One of the best burgers around
 Praline Connection (\$\$) – 542 Frenchmen St. – good ol' soul food
 Ralph & Kacoo's (\$\$) – 519 Toulouse St. – unique New Orleans
 Red Fish Grill (\$\$\$) – 115 Bourbon – amazing seafood
 Remoulade (\$) – 309 Bourbon – best place on a budget
 Rib Room (\$\$\$\$) – 621 St. Louis – for the carnivore in you
 Santa Fe (\$\$) – 801 Frenchmen – good Mexican cuisine
 Tujaque's (\$\$\$\$) – 823 Decatur – one of the oldest restaurants in New Orleans
 Vera Cruz (\$\$) – 1141 Decatur – una cocina mexicana... que rico!

Central Business District/Warehouse District

Back to the Garden (\$) – 833 Howard Ave. – Healthy, fresh and fantastic
 Bon Ton (\$\$\$) – 401 Magazine St. – great for lunch
 Emeril's (\$\$\$\$) – 800 Tchoupitoulas – bold reinvention of Creole tradition
 Grill Room (\$\$\$\$) – 300 Gravier – great food, great service
 Mother's (\$) – 401 Poydras – overstuffed, phenomenal po-boys
 Taqueria Corona (\$) – 857 Fulton St. – to tacos what as pizza is to a pizzeria
 Uglesich's (\$) – 1238 Baronne – The local greasy spoon

Garden District/Uptown

Basil Leaf (\$\$) – 1438 S. Carrollton – fantastic Thai food
 Bluebird Café (\$) – 3625 Prytania St. – favorite breakfast spot for locals
 Brigsten's (\$\$) – 723 Dante – Cajun/Creole
 Bulldog (\$) – 3236 Magazine St. – great draft and grub
 Byblos (\$\$) – 3218 Magazine St. – Upscale Mediterranean
 Café Luna (\$) – 802 Nashville Ave. – coffee, tea, pastries and sandwiches, oh and wifi
 Café Roma (\$) – 1901 Sophie Wright Place (by the split of Magazine and Camp)
 Camellia Grill (\$) – 626 S. Carrollton Ave. – great 50s diner atmosphere, lots of fun
 Chinese Kitchen (\$\$) – 3327 S. Carrollton Ave. – tasty chinese
 Commander's Palace (\$\$\$\$) – 1403 Washington – The gem of the city
 Coyoacan (\$\$\$) – 1432 St. Charles – authentic Mexican
 Dick and Jenny's (\$\$) – 4501 Tchoupitoulas St. – American, best kept secret of NOLA
 Five Happiness (\$\$\$) – 3605 S. Carrollton Ave. – some of the best Chinese in town
 Gautreau's (\$\$\$) – 1728 Soniat – romantic setting with contemporary Louisiana cuisine
 Gulf Stream (\$\$\$) – 1755 St. Charles Ave. – seafood
 Hana (\$\$) – 8116 Hampson St. – great Asian cuisine
 Italian Pie (\$) – 5538 Magazine St. – gourmet pizza
 Jacques-Imo's (\$\$\$) – 8324 Oak St. – GO, EAT, you will be forever changed!!!
 Jazmine Café (\$\$\$) – 614 S. Carrollton Ave. – great Asian food
 Juan's Flying Burrito (\$) – 2018 Magazine St. – Fantastic, New Age Mexican
 La Crepe Nanou (\$\$) – 1410 Robert St. – crepes, anyone?
 Lebanon's Café (\$\$) – 1506 S. Carrollton – absolutely amazing Middle Eastern food
 Le Madeleine (\$\$) – 1319 St. Charles – Salads, sandwiches, and pastries
 Little Tokyo Restaurant (\$\$) – 1612 St. Charles Ave. – Japanese cuisine
 Mr. John's Steakhouse (\$\$\$) – 2111 St. Charles Ave. – mouth-watering steaks
 Nacho Mamas (\$) – 3242 Magazine St. – Mexican grill and margaritas
 Nirvana (\$) – 4308 Magazine St. – amazing Indian food
 Kelsey's (\$\$\$) – 3923 Magazine St. – Amazing Creole
 Martin Wine Cellar (\$) – 3500 Magazine St. – absolutely INCREDIBLE
 Pascal's Manale (\$\$\$) – 1838 Napoleon Ave. – an Italian-New Orleans steak house
 Reginelli's (\$) – 3244 Magazine St. – mouth-watering Italian on a budget
 Sake Café (\$\$\$) – 2830 Magazine St. – best sushi in town!!!
 Slim Goodies (\$) – 3322 Magazine St. – your morning after cure!
 Superior Grill (\$\$) – 3636 St. Charles Ave. – great Mexican cuisine and drink specials
 Taqueria Corona (\$) – 5932 Magazine St. – to tacos what a pizzeria is to pizza
 Upperline (\$\$\$) – 1413 Upperline – little dog with a big bark
 Voodoo BBQ (\$\$) – 1501 St. Charles – Mean New Orleans-style BBQ!

Restaurants by Cuisine:

Fast Food (\$)

Popeye's – a New Orleans original
 Rally's- cheap burgers, great chili cheese fries
 Bud's Broiler- burgers
 McDonalds – just look for the Golden Arches
 Burger King
 Pizza Hut
 Streetcar Sandwiches- 1434 S. Carrollton Avenue

American/New American

Bluebird Café (Uptown, \$)
 Emeril's (Warehouse District, \$\$\$)
 Emeril's Delmonico (Uptown/Garden District, \$\$\$)
 Nola (French Quarter, \$\$\$)

Peristyle (French Quarter, \$\$\$)
Remoulade (French Quarter, \$)

Asian

Basil Leaf (Uptown, \$\$)
Chinese Kitchen (Uptown, \$\$)
Five Happiness (Uptown, \$\$\$)
Jazmine Café (Uptown, \$\$\$)
Kung's Dynasty (Garden District, \$\$)
Lucky Cheng's (French Quarter, \$\$)
Sake Café (Garden District, \$\$\$)

Breakfast

Bacco (French Quarter, \$\$\$)
Bluebird Café (Uptown, \$)
Brennan's (French Quarter, \$\$\$\$)
Clover Grill (French Quarter, \$)
Court of Two Sisters (French Quarter, \$\$\$\$)
Grill Room (Central Business District, \$\$\$\$)
Mother's (Central Business District, \$)
Petunias (French Quarter, \$\$)
Poppy's Bar and Grill (French Quarter, \$)
Rib Room (French Quarter, \$\$\$\$)
Slim Goodies (Garden District, \$)

Cajun/Contemporary Louisiana

Brigsten's (Riverbend, \$\$\$)
Gautreau's (Uptown, \$\$\$)
Irene's Cuisine (French Quarter, \$\$)
Jacques-Imos (Uptown, \$\$)
K-Paul's Louisiana Kitchen (French Quarter, \$\$\$\$)
Petunias (French Quarter, \$\$)

Creole

Antoine's (French Quarter, \$\$\$\$)
Arnaud's (French Quarter, \$\$\$)
Bacco (French Quarter, \$\$\$)
Brennan's (French Quarter, \$\$\$\$)
Brigsten's (Riverbend, \$\$)
Broussard's (French Quarter, \$\$\$\$)
Christian's (3835 Iberville St., \$\$\$)
Commander's Palace (Garden District, \$\$\$\$)
Court of Two Sisters (French Quarter, \$\$\$\$)
Dooky Chase (Mid City, \$\$\$)
Emeril's (Warehouse District, \$\$\$\$)
Emeril's Delmonico (Uptown/Garden District, \$\$\$\$)
Jacques-Imos (Uptown, \$\$)
Kelsey's (Uptown/Garden District, \$\$\$)
Lucky Cheng's (French Quarter, \$\$)
Mother's (Central Business District, \$)
Mr. B's (French Quarter, \$\$\$)
Nola (French Quarter, \$\$\$)
Olivier's (French Quarter, \$\$\$)
Palace Café (French Quarter, \$\$\$)
Palm Court Jazz Café (French Quarter, \$\$)
Petunias (French Quarter, \$\$)
Ralph & Kacoo's (French Quarter, \$\$)
Remoulade (French Quarter, \$)
Tujague's (French Quarter, \$\$\$\$)
Upperline (Uptown, \$\$\$)

Crepes

La Crepe Nanou (Garden District, \$\$)
Petunias (French Quarter, \$\$)

French

Antoine's (French Quarter, \$\$\$\$)
Brennan's (French Quarter, \$\$\$\$)
Broussard's (French Quarter, \$\$\$\$)
Galatoire's (French Quarter, \$\$\$)
Louis XVI (French Quarter, \$\$\$\$)
Olivier's (French Quarter, \$\$\$)
Peristyle (French Quarter, \$\$\$)

International/Eclectic

Bayona (French Quarter, \$\$\$)
Bella Luna (French Quarter, \$\$)
Bennachin (French Quarter, \$\$)
Grill Room (Central Business District, \$\$\$\$)
Le Bistro at Maison de Ville (French Quarter, \$\$\$)
Mike Ditka's New Orleans (Central Business District, \$\$\$)
Mona's (French Quarter, \$)
Nirvana (Garden District, \$\$)
Upperline (Uptown, \$\$\$)

Italian

Bacco (French Quarter, \$\$\$)
Irene's Cuisine (French Quarter, \$\$)
Maximo's (French Quarter, \$\$)
Mona Lisa (French Quarter, \$\$)
Pascal's Manale (Uptown, \$\$\$)
Peristyle (French Quarter, \$\$\$)

Mexican

Coyoacan (Garden District, \$\$\$)
Superior Grill (Garden District, \$\$\$)
Vera Cruz (Uptown, \$\$)
Santa Fe (French Quarter, \$\$)
Juan's Flying Burrito (Garden District, \$\$)

Sandwiches/Hamburgers

Bluebird Café (Uptown, \$)
Café Maspero (French Quarter, \$)
Central Grocery (French Quarter, \$)
Clover Grill (French Quarter, \$)
Mother's (Central Business District, \$)
Napoleon House (French Quarter, \$)
Poppy's Bar and Grill (French Quarter, \$)
Port of Call (French Quarter, \$\$)
Slim Goodies (Garden District, \$)

Seafood

Acme Oyster House (French Quarter, \$\$)
Café Maspero (French Quarter, \$)
Jaeger's House of Seafood (French Quarter, \$\$\$)
Kelsey's (Uptown, \$\$\$)
Mike Anderson's (French Quarter, \$\$)
Mike Ditka's New Orleans (Central Business District, \$\$\$)
Mother's (Central Business District, \$)
Olivier's (French Quarter, \$\$\$)
Pascal's Manale (Uptown, \$\$\$)
Ralph & Kacoo's (French Quarter, \$\$)
Red Fish Grill (French Quarter, \$\$\$)
Rib Room (French Quarter, \$\$\$\$)
Uglesich's (Warehouse District, \$)

Short Order

Bluebird Café (Uptown, \$)
Clover Grill (French Quarter, \$)

Mother's (Central Business District, \$)
 Poppy's Bar and Grill (French Quarter, \$)
 Slim Goodies (Garden District, \$)

Soul Food

Dooky Chase (Mid City, \$\$\$)
 Praline Connection (Marigny, \$\$)

Steaks

Mike Ditka's New Orleans (Central Business District, \$\$\$)
 Pascal's Manale (Uptown, \$\$\$)
 Rib Room (French Quarter, \$\$\$\$)

E. SHOPPING

Trying to find inexpensive or moderately priced goods in this city can be relatively easy if you are willing to look. Items such as linens (bedding material), toiletries, kitchenware, and stationery are relatively cheap and do not range much in price from one store to the next.

Items such as stereo equipment, televisions, and video equipment have a wide range of prices. You may find the same model being sold in one store for considerably less than at another store. Do not be too hasty to go out and buy electronic goods right away. It may be to your advantage to shop around in order to find the best prices. When shopping along Canal Street remember that many electronic goods can be bought at cheaper than list price if you bargain with the proprietor. Be aware, however, that most of the stereo stores along Canal Street do not accept returns (even with a guarantee) or exchanges. Look for ads in the newspapers. There will often be several announcements on various sales around the city worth looking into - you may need a car to get around.

It is a good idea to save all sales receipts for your purchases in case you need to return an item.

Major Shopping Centers

Riverwalk 1 Poydras Tel: 522-1555	New Orleans Center 1400 Poydras Tel: 568-0000	Clearview Mall 4436 Veterans Blvd. Tel: 885-0202
Jackson Brewery 620 Decatur Tel: 524-4410	Lakeside Mall 3301 Veterans Blvd. Tel: 835-8000	The Esplanade Mall 1401 W. Esplanade Kenner, LA Tel: 468-6116
	Causeway North and I-10 West	

Drugstores

In addition to department stores and private shops, there are chains of drugstores such as Rite Aid, CVS and Walgreen's.

F. ARTS & ENTERTAINMENT

New Orleans is rich in culture, art, and music. The city boasts a professional symphony and sponsors many off and on-Broadway plays and operas. Because of the heavy tourist industry, there are a wide variety of activities and events occurring daily. Each week, several guides to city life are published, the most well known being "The Gambit", "The Lagniappe" (in Friday's Times Picayune), and "Offbeat" (music focus). Also, visit the Internet web site, www.nola.com to find out what's happening in the city.

Two of the biggest events of the year are Mardi Gras and Jazz Festival. To experience the true flavor of New Orleans these two events must be experienced at least once.

Places/Outings

French Quarter
 NOMA and Art society
 Contemporary Art Center

Movies

Palace Theater (2 locations)
 1200 Elmwood Park Blvd. / 4486 Veterans Blvd.
 733-2029 / 887-1257

Audubon Zoo/Park/Golf Course	Canal Place
Art Galleries (Magazine Street and Warehouse District)	End of Canal Street
Symphony and Music Theater	581-5400
Aquarium of the Americas	
IMAX Theater	Prytania Theatre
National D Day Museum	5339 Prytania Street
New Orleans Ballet	895-4513
Harrah's Casino	
Professional Sporting Events:	Hollywood Cinemas 9
Saints – football	Esplanade Mall
Hornets – basketball	464-0990
Zephyrs – baseball	

Places to See Live Music

- House of Blues
- Snug Harbor
- Jimmy Buffet's Margaritaville
- Cafe Brazil
- Funky Butt
- Rock N' Bowl
- Tipitina's
- Maple Leaf
- Mulate's
- Blue Nile
- Le Bon Temps Roule
- Dos Jefe's
- Preservation Hall
- various clubs on Bourbon St.

Radio Stations

WRNO	99.5 FM	679-7300
WWNO	89.9 FM	280-7000
WTUL	91.5 FM	865-5885
WDVW	92.3 FM	581-7002
WEZB	97.1 FM	593-6376
WWOZ	90.7 FM	568-1234
WWL	870 AM	260-1870
WLMG	101.9FM	834-9587

VI. CUSTOMS AND CULTURES

The average New Orleanian is friendly and helpful. They enjoy talking to you while providing a service, and are never too busy or bothered to help should you ask for directions.

Americans are an open and frank people who generally do not spend much time exchanging greetings or pleasantries. Usually a simple greeting is sufficient before engaging in a conversation or business. A handshake in greeting may be used but oftentimes a greeting will consist of a verbal exchange or a smile. Embraces or kisses are reserved for close friends and family members.

In the South it is common for strangers to smile or speak as they pass. This is a form of courtesy on their part. It does not mean that you have to engage in a conversation unless you want to. Some of the common courtesies most used in this city are:

* "How'er you doing?" just means the person is saying "hello".

* "I'll see you later" if used after a conversation is oftentimes a way of saying goodbye.

Americans are informal people and tend to use first names fairly quickly after the first meeting. They are usually very quick to include you as part of the family and will make arrangements to go on an outing or to have you over for dinner.

American homes are usually informal, as are most of their functions. The hosts of a function (and sometimes their invited guests) will often do the chores and prepare the meal since most households do not have servants. Meals may be served formally at the dining room table, or informally at the kitchen or garden. If it is a buffet, then you are to help yourself to whatever food you like. When food is offered then it should be accepted if desired. Americans do not usually offer repeatedly if a guest indicates that he does not want a particular item or serving of food.

It is important to be on time for all business or formal social and dinner engagements. Make it a point to arrive five or ten minutes early. If you are invited to a large party, however, it is socially acceptable to be twenty to thirty minutes late. When invitations are issued, acknowledge them right away to inform your host of your intention - either to attend or not. This is only common courtesy and will inform your host of the number of people to expect. If you receive an invitation with an R.S.V.P. it only means that you are to "please reply immediately" (repondez si'il vous plait). If you are to stay overnight or longer with someone, a small gift should be brought with you, unless otherwise stated, as a way of thanking your host(ess). The gift does not have to be extravagant though it should be indicative of your

appreciation. After any form of hospitality is extended to you, it is good manners to telephone or send a written note of thanks. As a rule, telephone calls should not be made before 9 a.m. or after 10 p.m. unless you are familiar with the individual's sleeping habits.

When eating out at a restaurant with a group of people, it is common that each person pay his/her way unless you are specifically invited to be a guest for dinner. If you have been invited as a guest, it is not necessary to again offer to pay for your meal although it is courteous to offer to pay for the tip or the pre-dinner drinks.

Tippling is customary in the United States and is usually over and above the bill you may receive. Sometimes, however, the tip (or gratuity as it may be called) is added to the bill so that it may be wise to check your bill before adding a tip. A 15% tip for waiters/waitresses at restaurants, hair dressers, and taxi cab drivers is often the norm, though this will vary according to how you feel you have been treated, that is, whether you feel your service has been good or not.

Clothing is generally informal depending on the situation. National dress is appropriate for any, even formal, occasions. American women frequently wear pants and slacks but switch to skirts and dresses for formal settings. Men wear suits and ties for formal occasions but slacks or jeans and a shirt or T-shirt for all other occasions. Both men and women will wear shorts during the warm weather. If you are unsure as to what would be appropriate for a function do not hesitate to ask. In winter, a sweater is more often than not quite suitable for the weather although you may need a heavy jacket for the 2 or 3 weeks in mid-winter when it may get especially cold.

1. DATING

In the United States, to invite someone on a date or to accept a date expresses an interest to be with and to get to know that person. It does not assume any kind of sexual involvement. Relationships in the U.S., as in all countries all over the world may be casual and platonic or they may have romantic overtones. Sometimes relationships lead to passionate involvement. However, the stereotype of the promiscuous American is neither fair nor accurate. Every situation is different and must be approached with consideration of the personal standards, values and sensitivities of the other person.

2. WHAT AMERICANS ARE LIKE

The United States is populated by a large and highly diverse collection of individuals, and it is difficult to generalize about "what Americans are like". As you read the typical traits below, remember that the U.S. society is composed of people from many social, cultural, ethnic and national backgrounds, different economic situations and different philosophies of life.

A. Americans are individuals. Probably above everything else, Americans consider themselves individuals. There are strong family ties and strong loyalties to groups, but individuality and individual rights are most important. If this seems like a selfish attitude, it also leads Americans to an honest respect for other individuals.

B. Americans are independent and self-reliant. Related to this respect for individuality are American traits of independence and self-reliance. From an early age, children are taught "to stand on their own two feet," an idiom meaning to be independent." You may be surprised to learn that most U.S. students choose their own careers, arrange their own marriages, etc., instead of following the parental plan.

C. Americans are direct. Honesty and frankness are more important to Americans than "saving face." They may seem blunt at times, and they may bring up in polite conversation topics and issues which you may find embarrassing, too controversial or even offensive. Americans are quick to get to the point and do not spend much time on formal social amenities. This directness encourages Americans to cover disagreements and to try to patch up misunderstandings themselves rather than ask a third person to mediate disputes.

D. Americans are very informal. They like to dress informally, entertain informally, and they treat each other in a very informal way, even when there is a great difference in age or social standing. Students and professors often call each other by their first names. Foreign students may consider this cross generation, cross-class informality disrespectful, even rude, but it is a part of the U.S. culture. Although there are times when Americans are respectful of, even sentimental about tradition (especially in Southern United States), in general there is little concern for social ritual.

E. Americans are often accused of being overly concerned about hygiene and body image. Although Americans tend to be informal it is important to them to project an image of freshness and cleanliness including bathing daily, washing clothes frequently, and using all sorts of commercial products to disguise natural odors. Not adhering to this standard can seriously undermine one's ability to succeed personally and professionally.

F. Americans are generally competitive. They place high value on achievement, and this leads them to compete against each other. You will find friendly and not-so-friendly competition everywhere. The American style of friendly joking or banter, of “getting the last word in” and the quick and witty reply are subtle forms of competition. Although such behavior is natural to Americans, you may find it overbearing or disagreeable.

G. Americans are cooperative. Although often competitive, Americans also have a good sense of “teamwork,” of cooperating with others to achieve a goal.

H. Americans are achievers. They are obsessed with records of achievement in sports, and they keep business achievement charts on their office walls and sports awards displayed in their homes. Sometimes movies and books are judged not so much on quality but on how many copies were sold or on how many dollars of profit are realized. In the University, too, there is an emphasis on achievement, on grades and one’s GPA.

I. Americans are friendly (but in their own way). In general, friendships among Americans tend to be shorter and more casual than friendships among people from other cultures. This has something to do with American mobility and the fact that Americans do not like to be dependent on other people. Americans also tend to “compartmentalize” friendships, having “friends at work,” “friends on the softball team,” “family friends,” etc. Still Americans can be good and faithful friends, and it is worth the effort to work at establishing lasting friendships with U.S. students you particularly like.

J. Americans ask a lot of questions. Some of which may seem to you pointless, uninformed or elementary. You may be asked very personal questions by someone you have just met. No impertinence is intended; the questions usually grow out of a genuine interest.

K. Americans are often accused of being materialistic. “Success” is often measured by how much money a person has, how much profit a business deal makes, how many material goods an individual accumulates. However, there are many Americans who do not share this mania for success, who enjoy simple pleasures and are neither inordinately ambitious nor aggressive. Many Americans are materially successful and still have time to appreciate the cultural, spiritual and human aspects of life. Many Americans who have not achieved material success are “rich individuals” and completely content.

L. Americans are time-conscious and value punctuality. They keep appointment calendars and live according to schedules. They are usually on time for appointments. To foreign students, American students seem “always in a hurry,” and this often makes them appear brusque. Americans are generally efficient and get many things done, simply by rushing around.

M. Americans are energetic. The United States is a highly active society, full of movement and change. If you are used to a more leisurely pace, you may find the fast tempo exhausting; on the other hand, you may find it exhilarating.

N. Silence makes Americans nervous. In general, Americans are not comfortable with silence. They would rather talk about the weather than deal with silence in a conversation.

O. Americans are open and usually eager to explain. If you do not understand certain behavior or want to know more about “what makes Americans tick,” do not hesitate to ask questions.

VII. LAGNIAPPE

A. TULANE: A BRIEF HISTORY

Tulane’s beginnings can be traced back over 150 years to the founding of the Medical College of Louisiana in 1834. It was the first Medical School in the South. By 1850, the college had merged with the public University of Louisiana, added a law school and established an academic department for men, the forerunner of the college of Arts and Sciences.

In 1884, Paul Tulane entered the picture by endowing the University. At this time the university was recognized as the private, non-sectarian Tulane University of Louisiana. A year earlier, a graduate division had been organized to emphasize research.

It was in 1886 that Josephine Louise Newcomb founded Newcomb College. Named for her daughter Sophie who died in childhood, Newcomb College was the first degree-granting women’s coordinate college in the nation.

In 1894 the University moved to its new campus on St. Charles Avenue, five miles from its former site in downtown New Orleans. This is when the Arts and Sciences building was built, now known as Gibson Hall.

Tulane's School of Engineering was added next, followed by the first Schools of Architecture and Business in the South. In 1962 another Tulane campus, the Delta Regional Primate Research Center, opened across Lake Ponchartrain in Covington. A year later the Department of Health, Education and Welfare deeded Tulane its Belle Chasse facility, including the Riverside Research Laboratory, which was renamed the F. Edward Hebert Center.

If you are still counting campuses, add to your list the Center for Research and Training in Administration and Politics in San Jose, Costa Rica, which is jointly administered by Tulane and the government of Costa Rica. Add the International Center for Medical Research in Cali, Columbia, as well as the "Casa de las Mil Flores" in Antigua, Guatemala to the list. Tulane now has 11 schools and colleges, over 10,000 students and more than 800 faculty members.

The presence of so many disciplines on campus creates a lively academic atmosphere. Tulane's speaker programs, film series, stage productions, art shows and music programs make the University a major cultural center. At the same time, the relatively small size of the individual schools and colleges preserves an identity and intimacy for students more typical of a small college than a large university.

B. THE UNIVERSITY SEAL

The seal of Tulane University was devised in the 1940's by Dr. John M. McBryde, emeritus professor of English and emeritus dean of the graduate school. It was the result of a study of heraldry by Dr. McBryde to determine the proper symbols for indicating the origins of the University.

Since the 1850's, when Tulane was the state-controlled University of Louisiana, a device modeled after the state seal of Louisiana had been used as the university seal. It showed the heraldic symbol of a "pelican in her piety" and represented a medieval or perhaps ancient legend that the pelican had killed her young in a fit of wrath, then remorsefully pecked her breast and let the blood flow over them, thus restoring them to life. The motto used on the original university seal, "non sibi sed suis", or not for oneself but for one's own, bears out the theme of the pelican legend.

Dr. McBryde pointed out that since Tulane had been under private control and under its present name since 1884, and the state universities and colleges were using seals patterned after the Louisiana seal, Tulane should have a seal of its own representing its particular history and relationships. For several years after he presented his suggestions the original seal continued to be used as the official mark of the university, and Dr. McBryde's creation was called the "coat-of-arms". The latter however, has since been adopted as the official seal.

The pelican symbol is shown as the crest on the new seal, and the quarterings on the shield represent the city of New Orleans and Paul Tulane. The silver crescent with a gold star on each side, in a red field, are from the arms of Jean Baptiste LeMoyne, Sieur de Bienville, founder of New Orleans. The three silver towers on a black field are from the arms of the city of Tours, which was the home of the Tulane family for generations.

Beneath the pelican's nest is Bienville's silver-and-red cloak, twisted to show the alternating colors. Knights customarily twisted their cloaks to make headrests, and often showed the garment in this shape on their armorial bearings. The motto "non sibi sed suis" continues to be used. The date "1834" represents the year of the founding of the first unit of Tulane, the Medical College of Louisiana.

The university colors of olive green and sky blue are shown as background.

McBryde died at the age of 86, on November 22, 1956. His "coat-of-arms" was adopted as the official university seal on July 6, 1967.

C. HISTORY OF NEW ORLEANS

New Orleans was founded in 1718 by Jean Baptiste LeMoyne De Bienville, who selected the site on the Mississippi River at the river end of an old Indian portage leading to the headwaters of Bayou St. John.

The Vieux Carre, or Old Square, is the original French colonial town, known today as the French Quarter. The plan of the city became well established during the French rule. A prison was built next to the cathedral, and barracks built on either side of the square.

Spain gained the Louisiana colony from France in 1762. The French inhabitants of New Orleans did not accept this change very well, and decided to revolt. Don Alexandro O'Reilly, sometimes known as "Bloody O'Reilly," firmly

established Spanish rule by putting down the revolt. He established the Cabildo as the governing body of the city, and built a simple building on the present site. The land on either side of the square, where the French barracks had stood, was sold. In 1849 the Pontalba buildings were erected on that site. In 1785 New Orleans had a population of 5,000. The city began to expand into an area called Faubourge St. Marie. "Faubourge" means roughly the equivalent to "suburb."

Fire destroyed most of the center of the city on Good Friday, 1788. The city was rebuilt in the same general style, with the same combustible materials. In 1794, about two weeks before the dedication of the new cathedral, another fire swept the city. The Cabildo adopted strict regulations for all buildings built after the fire. By 1813, a new Cabildo and Presbytere were completed.

During the transitional years between 1801 and 1803, Napoleon took Louisiana back from Spain and then sold it to the United States fearing that he would not be able to hold it against England.

The descendants of the early French and Spanish settlers, known as Creoles, showed a great deal of animosity and competitive spirit toward the Americans who were so different in customs and manner. The Creoles refused to sell the French Quarter property to the Americans so they settled Uptown and the wealthiest built their spacious homes in the Garden District. Here you will find a great variety of architectural styles - Creole Neo-Classical, West Indian, Italianate, Greek Revival, Victorian, and several indigenous styles such as the shotgun and camelback.

The city kept expanding in all directions after 1835. The steamboat came to New Orleans, and business prospered. The flourishing market in cotton and tobacco made New Orleans second only to New York in wealth. In 1940, New Orleans was the fourth largest city in the country.

The development of sizable oil and gas resources in south Louisiana and the Gulf of Mexico, coupled with the city's strategic location on the Mississippi River, has augmented its diverse economy.

As a major international port, New Orleans is the hub of an international network of 19,000 miles of inland waterways, formed mainly by the river, its tributaries and other systems.

Today the city continues its growth, adding tourism, the seafood industry, financial services, the U.S. Space program, ship building and health care to its economic fabric.

Despite its growth, New Orleans still retains its old world aura, carefully preserving its heritage and reputation as the jazz and Creole cuisine capital of the nation.

Appendix A. Maps

Tulane Downtown Campus



1. Hutchinson Memorial Building
(School of Medicine)
2. Tulane Medical Center
3. 1440 Canal Street & Parking Garage (former Tidewater) Building (School of Public Health and Tropical Medicine)
4. DCI Building
5. Tulane Cancer Center & Saratoga Parking Garage
6. Elks Place
7. Bertie M. and John W. Deming Pavilion (Student Housing)
8. J. Bennett Johnston (JBJ) Health & Environmental Research Building
9. Primary Care Clinic & LaSalle Parking Garage
10. The Medical Center of Louisiana at New Orleans– East Campus (Charity Hospital)
11. Veterans Affairs Medical Center
12. Environmental Science Building
13. The Medical Center of Louisiana at New Orleans– West Campus (University Hospital)
14. School of Medicine Parking Garage
15. H.E.A.L. Parking Garage
16. Tulane Xavier National Center of Excellence in Women's Health (TUXCOE) (143–147 S. Liberty)
17. 1555 Poydras St. (School of Medicine offices and Technology Services)
18. 131 South Robertson (former Murphy Oil) Building & Parking Garage

Appendix A. Maps

Tulane Uptown Campus



Alumni House - 100	Hebert Hall - 7	Richardson Building - 5
Annual Fund - 101	Howard-Tilton Memorial Library - 60	Richardson Memorial - 4
Anthropology - 78	Irby House - 44	Science and Engineering Facilities - 16
Anthropology Annex - 63	Merryl and Sam Israel Jr. Environmental Sciences Building - 18	Science and Engineering Lab Complex - 14
Aron Student Residences - 98	Joseph Merrick Jones Hall - 25	Sharp Hall - 42
Boggs Center for Energy and Biotechnology - 15	Law Annex - 38	Social Work Building - 9
Blessey Hall - 11	Josephine Louise House - 75	Southern Institute - 94
Bruff Commons - 48	Katherine and William Mayer Residences - 55	Student Health Center - 92
Butler House - 52	Lavin-Bernick Center for University Life - 29	Percival Stern Hall - 19
Caroline Richardson Building - 84	Norman Mayer Building - 6	Tate House - 67
Central Building (Fogelman Arena) - 30	McAlister Auditorium - 43	Taylor Laboratory - 13
Controller - 61	Elleanor P. McWilliams Hall - 70	Stanley Thomas Hall - 10
Robert C. Cudd Hall - 8	Modular Housing Quad - 107	Telephone Exchange Building - 41
Diboll Complex - 103	Monroe Hall - 38	Temporary Building Complex - 59
Dinwiddie Hall - 3	Navy ROTC Building - 31	Tilton Memorial Hall - 2
Dixon Hall - 68	New Orleans Jazz Orchestra - 62	Turchin Stadium - 112
Dixon Performing Arts Center - 69	Newcomb Child Care Center - 76	Lallage Feazel Wall Residential College - 46
Facilities Services - 85	H. Sophie Newcomb Memorial College Institute - 26	Office of University Architect - 81
Fogelman Arena - 30	Newcomb Hall - 74	Warren House - 56
Alcee Fortier Hall - 17	Newcomb Nursery School - 77	Weinmann Hall - 32
Gibson Hall - 1	Paterson House - 45	Willow Street Dorms - 96
Goldring Tennis Center and Track Stadium - 110	Phelps House - 47	Wilson Athletic Center - 111
Goldring/Woldenberg Hall I - 39	Power Plant - 86	Woldenberg Art Center - 82-83
Goldring/Woldenberg Hall II - 40	Reily Student Recreation Center - 106	

Appendix B. School Calendar (preliminary)**Fall 2008**

SPHTM Orientation	M Aug 25
Registration	T Aug 26
Classes Begin	W Aug 27
Labor Day Holiday	M Sep 1
Yom Kippur	Th Oct 9
Thanksgiving	W Nov 26
Classes Resume	M Dec 1
Last Day of Class	F Dec 5
Exam Period	T-W Dec 9-17

Spring 2009

SPHTM Orientation	W Jan 7
Registration	Th Jan 8
Classes Begin	M Jan 12
Martin L King Day	M Jan 19
Carnival Break	Su-T Feb 22 - Mar 1
Classes Resume	M Mar 2
Spring Break	F-M Apr 10-13
Classes Resume	T Apr 14
Last Day of Class	T Apr 28
Exam Period	F-S May 1-9
Commencement	S May 16

Fall 2009

SPHTM Orientation	M Aug 24
Registration	W Aug 26
Classes Begin	W Aug 27
Labor Day Holiday	M Sep 7
Yom Kippur	M Sept 28
Thanksgiving	W Nov 25
Classes Resume	M Nov 30
Last Day of Class	F Dec 4
Exam Period	T-W Dec 8-16

Spring 2010

SPHTM Orientation	W Jan 6
Registration	Th Jan 7
Classes Begin	M Jan 11
Martin L King Day	M Jan 18
Carnival Break	M-T Feb 15-16
Classes Resume	W Feb 17
Spring Break	Su-M Mar 28-Apr 5
Classes Resume	T Apr 6
Last Day of Class	T Apr 27
Exam Period	F-S Apr 30-May 8
Commencement	S May 15

Appendix C. Policy on Academic Standards

TULANE UNIVERSITY 4/03/07
SCHOOL OF PUBLIC HEALTH AND TROPICAL MEDICINE

POLICY AND PROCEDURES

ACADEMIC STANDARDS

Minimum Standards for All Students Enrolled in Degree Programs

An overall grade point average (GPA) of 3.0 on a 4.0 point scale.

The grade of C will be allowed in no more than 20 percent of the total credits required for degree. A student who receives two grades of F will be dismissed from the School.

A student who receives the grade of C in six (6) semester credits of course work or one grade of F in one semester, or whose GPA is less than 3.0, will be placed on academic probation by the Dean for Academic Affairs. The terms of the probation will be determined by the Dean in consultation with the departmental faculty and will be transmitted in writing to the student by the Dean.

Any additional failing grade will result in automatic dismissal from the School.

Departmental faculties may establish more stringent standards for academic performance. These standards will be transmitted to the student in writing.

Academic probation and any special conditions of probation will be noted on the student's transcript, with the following exception: probation occurs during the student's first semester, and the conditions of probation are met within the second semester.

Students will not be allowed to change degree programs during a probationary semester.

Student Request for Review of Status

Any degree candidate enrolled and placed in jeopardy by these policies may request a review of status by the Committee on Admissions and Student Affairs and the departmental faculty.

The procedure for a request of a review is to submit to the departmental faculty a written explanation of extenuating circumstances or other matters pertinent to the request for hearing. The department may request a hearing with the student prior to submission to the Admissions and Student Affairs Committee. If the department determines that the appeal has merit the department will notify the student and the Dean for Academic Affairs in writing and request a hearing. The decision of the Admissions and Student Affairs Committee shall be considered final. If, however, the department does not feel that the appeal deserves further consideration, it will so notify the Dean for Academic Affairs and the student in writing.

Grading System

Grades are reported as follows:

A	4.00
A minus (A-)	3.67
B plus (B+)	3.33
B	3.00
B minus (B-)	2.67
C	2.00
F	0.00
I (Incomplete)	-

A grade of "I" automatically becomes an F thirty days after the final examination date, if an extension has not been signed by the student and the instructor and filed in the Admissions and Student Affairs Office. It is the responsibility of the student to obtain the form and see that it has been filed properly.

WITHDRAWAL FROM COURSES

- A. Students who drop a course after the last day for add/drop will have a W recorded for the course.
- B. Students who drop a course after the midterm examination will have WF recorded, unless there is a written request from the instructor of the course justifying the recording of a W.

COURSE AUDIT

- A. Students may audit any course in the School of Public Health and Tropical Medicine that he/she is otherwise qualified to attend except under the following circumstances:
 - 1. the course has reached capacity with “for grade” students and/or
 - 2. the course is listed as “permission of the instructor required: and permission has not been granted, and/or
 - 3. the course is listed as “no audit permitted” in the registration materials and in the admissions office.
- B. Official course registration is required. Usual advisor signatures, tuition and fees and add/drop dates apply. No transfers from audit to credit will be permitted after add/drop date.
- C. There are no class work or attendance requirements.
- D. A student may take a course for credit any following semester after taking the course for audit, if otherwise qualified. This requires a second official registration and payment for the course.
- E. Students paying audit tuition and fees are entitled to copies of handouts, assignments and/or other class materials.
- F. The conditions for student participation and evaluation of student work will be agreed upon in advance by the student and the instructor.
- G. Courses taken for Audit will not appear on final transcript.

TRANSFER CREDITS

The maximum number of credits which can be transferred in to a degree program at the School of Public Health and Tropical Medicine is no more than 25 percent of the total required for the award of degree. All grades transferred into the TU-SPHTM from other academic institutions must be a B or higher. Also, the course must be graduate level and not used towards any other program.

The procedures for transferring in credit to be used toward the award of degree are:

- (1) The student must submit a written request on a Transfer Credit Waiver Form to the academic advisor along with a copy of a transcript (the official transcript must be in the student file in the Office of Admissions) and course description from the bulletin of the school where the course was taken.
- (2) The advisor then submits the request and recommendation to the departmental chairman.

NOTE: If transfer is for a core course, a Core Course Waiver Form must also be submitted.

PROCEDURE FOR WAVING CORE REQUIREMENTS

A student wishing to waive a core course should obtain a CORE COURSE WAIVER FORM from the Office of Admissions and provide the information requested and attach the supporting documentation. The form must be signed by the student’s advisor, the professor of the core course and the chair of the department in which the course resides. If approved, the course is waived but not the credit. Additional elective courses may be substituted for the credit with the approval of the student’s academic advisor. When a student elects to enroll in a core option course, the core option course selected may not subsequently be waived.

CORE REQUIREMENTS

With the exception of the MS, all degree programs offered by the School are considered professional degree programs subject to the entire core. A practicum, in addition to the culminating experience is a requirement for all students.

DEFINITION OF EDUCATIONAL EXPERIENCES CATEGORIES**(1) COURSE**

An organized unit of instruction with stated objectives taught in a formal classroom or laboratory setting for academic credit based on number of contact hours. Basic or introductory courses are listed in the 600 series. The more advanced courses usually require prerequisites and are listed in the 700 series.

(2) PRACTICUM (998) (0 credit)

The Practicum (minimum 200 contact hours) is designed to provide students with the experience of working in actual settings directly related to their field of study. Waivers for the practicum will be granted only if students have prior work experience in the program area. Individual waivers are based on well-defined criteria. Exceptions must be documented individually on the Practicum Waiver Form. Students in the TU-SPHTM must register for the Practicum and are allowed to enroll in the Practicum for a maximum of five (5) semesters.

Minimum Criteria for the Practicum

The practicum is a planned and supervised practice experience which:

- Is coordinated and developed by the student, the preceptor, and the faculty advisor.
- Has been pre-approved by the faculty advisor.
- Applies measurable learning objectives to real-world public health practice, that includes a minimum of 200 contact hours (some departments require a minimum of 300 contact hours: please confirm your department's requirements with your advisor).
- Includes an initial student plan and placement agreement which must be completed by the student, and signed by the preceptor and the advisor).
- Incorporates student activities that are coordinated and evaluated in writing by the student's preceptor and faculty advisor.
- Includes a midway progress report when 100-150 hours have been completed, signed by the preceptor and the advisor.
- Includes a final student evaluation by the preceptor and the advisor.
- Includes a student self-assessment of the accomplishment of the practicum goals and objectives.
- Includes a final written report and a 500-word (or less) abstract prepared by the student assessing the activities and the attainment of the learning objectives.
- Includes any additional departmental requirements, such as a poster, presentation, or seminar: verify your department's requirements with your faculty advisor.
- Includes a review of the student's report and preceptor's evaluation by the faculty advisor, and final review and sign-off by the advisor and the department chair.

Your department or faculty advisor has examples of successful practicum projects. See the Practicum Handbook for additional information regarding the Practicum.

(3) HSMG 797 ADMINISTRATIVE INTERNSHIP (1-6 credits)

The Administrative Internship is a laboratory experience designed to introduce the future health care manager to the operations environment. Students will have contact with individual patients during this experience, and appropriate professional confidentiality is required.

(4) SPECIAL STUDY (799) (1-3 credits)

An individually arranged academic experience or project agreed upon by the student and a faculty member. A special study generally involves in-depth analysis of a specific issue and documentation of the findings.

A description of each special study agreement will be placed in the departmental files. It must include the nature of the study, the academic activity that will be undertaken, the student's learning objectives, and the method the faculty member will use to evaluate the extent to which the objectives are met. In specifying the number of credits, the sponsoring department must determine the number of contact hours that would be necessary to complete an equivalent course taught through conventional means. A special study is not described in the Courses of Instruction and does not require a course review document.

A student wishing to enroll in a Special Study should obtain a Special Study Registration Form in the Office of Admissions and provide the information requested. The form must be signed by the student, faculty member teaching

the independent study and the department chair where the course originates. No more than 20 percent of the credits required for the award of a degree may be earned in Special Studies.

(5) SEMINAR (700-)g

An organized academic experience designed to expose students to current aspects of program topic areas through use of current literature or available experts. Seminars will be held in formally scheduled meetings which may be scheduled throughout an academic term or as short specialized courses. The department sponsoring a seminar will place in the department files a description of the content, materials or expertise used, and method of evaluating the learning outcome of each seminar it has conducted. Because of the specificity and currency of materials covered and/or use of outside expertise, a seminar need not be described in the Courses of Instruction nor undergo course review documentation.

(6) RESIDENCY (996)

[required in and applicable only to Master of Health Administration curriculum] (0-6 credits)

A defined period of time in a health-related organization in which the student is provided the opportunity to participate in organization activities designed to give practical experience in applying academic work and to facilitate transition to functioning as a health care professional. Immediate supervision of the resident is by a preceptor who is a member of the organization in which the student is placed.

(7) CULMINATING EXPERIENCE (795)

The culminating experience is designed for students to synthesize and integrate knowledge acquired through course work and other learning experiences and to apply theory and principles in an experience that approximates some aspect of professional practice. There are three options for the culminating experience: thesis, public health analysis, and comprehensive examination. Not all departments have selected all options for the culminating experience. Please check with your department to determine if the comprehensive examination is an option in your department. Students in the TU-SPHTM must register for the Culminating Experience and are allowed to enroll in the Culminating Experience for a maximum of two (2) semesters.

The thesis or public health analysis is a formal, professional written document.

- The thesis describes the student's original research that will contribute to the scope of knowledge and practice in the field of public health.
- The public health analysis is a substantive review and discussion of the body of knowledge in a selected field of public health.

The report should thoroughly and completely address the project undertaken. The final report should be presented to the faculty advisor by the appropriate deadline.

The contents of the thesis or public health analysis should include:

- Abstract
 - Background and Significance
 - Rationale Hypothesis, Research Question(s) and/or Goals and Objectives
 - Materials and Methods
 - Results
 - Discussion
 - Conclusions and Recommendations
 - Appendices
-

Appendix D. Policies and Procedures (Sexual Harassment, Alcohol/ Smoking)

POLICIES AND PROCEDURES

Sexual Harassment

Alcohol/Smoking

TULANE UNIVERSITY HARASSMENT POLICY

I. Statement of Philosophy

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 of sexual and other forms of harassment and one in which ideas may be freely expressed.

At Tulane University, harassment, whether verbal, physical, written, or visual, is unacceptable and will not be tolerated. Harassment is unlawful and hurts all members of the educational community. Each incident of sexual harassment contributes to a general atmosphere in which other members of the victim's sex suffer the consequences and in which all students and employees may feel that their safety and equality are compromised. Other forms of harassment have a similarly negative effect on members of the community. Harassment has no legitimate educational purpose. Any employee or student, male or female, who engages in conduct prohibited by this policy shall be disciplined as provided by law, university policies, and applicable employment agreements.

Tulane will not tolerate any harassment of anyone affiliated with Tulane 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 harassment or providing information related to such a complaint.

II. Principles

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 rights 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 within the University. Academic freedom and freedom of expression include but are not limited to the expression of ideas, however controversial, in the classroom setting, academic environment, university-recognized activities, or on the campus.

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.

III. Policy Coverage

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 men and women equally from harassment, including same-sex harassment, and protects students from harassment by other students.

IV. 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 Tulane 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:

1. Submission to such conduct by an individual is implicitly or explicitly made a condition of an individual's
-

employment-or educational status or participation in University programs or activities;

2. Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's ability to learn or participate in school activities, or in hiring, evaluation, retention, promotion, or any other aspect of employment; or

3. Such conduct would be objectively regarded by a reasonable person as substantially interfering with an individual's ability to learn or work or participate in University programs or activities by creating an intimidating, hostile, or offensive school or work environment even if the person engaging the conduct does not intend to interfere, intimidate, or be hostile or offensive.

For purposes of this paragraph 3, the conduct must be sufficiently severe, persistent, or pervasive that it creates a hostile or abusive educational or working environment. For a one-time incident to rise to the level of harassment, it must be severe.

B. Examples of Sexual Harassment

Sexual harassment may include, but is not limited to, the following:

1. 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.

2. 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.

3. 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 conduct is rejected.

4. 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 directed at or made in the presence of any individual.

V. Other Forms of Harassment

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 gender, race, color, religion, age, national origin, ethnicity, disability, veterans status, sexual orientation, marital status, or any basis prohibited by law when from the objective standpoint of a reasonable person such conduct substantially interferes with an individual's work or school performance, creating an intimidating, hostile, or offensive working or learning environment even if the person engaging in the conduct does not intend to interfere, intimidate, or be hostile or offensive. Harassment based on any of the characteristics listed above is strictly prohibited by this policy. The conduct must be sufficiently severe, persistent, or pervasive that it creates a hostile or abusive educational or working environment. A one-time incident may rise to the level of harassment. However, such conduct must be severe. Complaints of harassment will be investigated and resolved in accordance with the terms of this policy.

VI. Retaliation

No member of the Tulane community will be disciplined for refusing sexual advances, objecting to sexual, racial, or other forms of harassment, or making a good faith report of harassment. Retaliatory or intimidating conduct against any individual who has made a good faith harassment 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 because that individual has complained about or resisted sexual harassment.

The initiation of a good faith complaint of harassment 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.

VII. Confidentiality

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 must 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.

The University is required by law to investigate any complaint of harassment and will strive to protect, to the greatest extent possible, the confidentiality of persons reporting or accused of harassment. However, the University cannot guarantee complete confidentiality where it would conflict with the University's obligation to investigate. Individuals who desire to discuss possible claims of harassment in 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.

VIII. Complaint Procedures

All are encouraged to promptly report harassment so that any 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 both parties.

Complaint Procedures:

1. Form of Complaint. Complaints of harassment will be accepted orally or in writing. Anonymous complaints will be accepted and investigated to the extent possible. Complaint forms are available in several locations, including the Office of Equal Opportunity, the Office of the Vice President for Student Affairs or designee, and the University's Home Page (<http://www2.tulane.edu>). A complaint need not be made on an official form in order for the University to accept it.
2. Content of Complaint. Any individual who believes she or he is being harassed or has been harassed 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 harassment.
3. 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 Equal Opportunity within twenty-four (24) hours of receiving a harassment complaint.

a. Complaints by Students

A student who believes she or he has been harassed or is being harassed may report the alleged harassing behavior to any of the following individuals:

- Dean or Dean of Students of school (or person designated by the Dean) with which complaining student is affiliated
- Vice President for Student Affairs (or person designated by the Vice President for Student Affairs), 215 University Center, 865-5180
- Office of Equal Opportunity, Collins C. Diboll Complex, 862-8000 ext. 1712, or 1430 Tulane Avenue, 587-7617
- Tulane Public Safety, Collins C. Diboll Complex, 865-5381, 1430 Tulane Avenue, 588-5531

b. Complaints by Staff

An employee who believes he or she is being harassed or has been harassed in violation of this policy may report the alleged harassing behavior to any of the following individuals:

- Direct supervisor
- Dean of the school (or person designated by the Dean) with which complaining employee is affiliated
- Vice President for Human Resources, Collins C. Diboll Complex, 865-5280
- Office of Equal Opportunity, Collins C. Diboll Complex, 862-8000 ext. 1712, or 1430 Tulane Avenue, 587-7617
- Tulane Public Safety, Collins C. Diboll Complex, 865-5381, 1430 Tulane Avenue, 588-5531

c. Complaints by Faculty

A faculty member who believes he or she is being harassed or has been harassed in violation of this policy may report the alleged harassing behavior to any of the following individuals:

- Department Chairperson
- Dean of the school (or person designated by the Dean) with which complaining faculty member is affiliated
- Senior Vice President for Academic Affairs, 200 Gibson Hall, 865-5261
- Senior Vice President for Health Sciences, 1430 Tulane Avenue, Room 1552 -SL76, 584-2897
- Office of Equal Opportunity, Collins C. Diboll Complex, 862-8000 ext. 1712, or 1430 Tulane Avenue, 587-7617
- Tulane Public Safety, Collins C. Diboll Complex, 865-5381, 1430 Tulane Avenue, 588-5531

IX. Investigation and Informal Resolution of Harassment Complaints

A. Initial Investigation. After receiving a complaint of harassment directly from a student, faculty member, staff member, or administrator, or indirectly from a person designated to receive complaints, the Office of Equal Opportunity shall promptly conduct an initial investigation.

B. Informal Process. The University has an informal process to provide those who believe they are being harassed 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 harassment, informal resolution may involve one or more of the following or other appropriate actions:

1. Advising the person(s) about how to communicate the unwelcome nature of the behavior to the alleged harasser;
2. Distributing a copy of the sexual harassment policy as a reminder to the department or area whose behavior is being questioned;
3. If both parties agree, arranging and facilitating a meeting between the person(s) claiming harassment and those accused of harassment to work out a mutual resolution.

Students are also encouraged to seek advice or counseling from Educational Resources and Counseling, 865-5113, whether or not they decide to pursue a formal complaint. Informal resolution may not be appropriate in certain circumstances. While dealing informally with a problem of harassment 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 Equal Opportunity.

X. Investigation and Formal Resolution of Harassment Complaints

A. Formal Investigation. If the complaint cannot be informally resolved after the initial investigation, the Office of Equal Opportunity shall continue the investigation or designate someone to promptly conduct further investigation of the complaint, which may in some circumstances be an outside neutral third party. In many instances, the Office of Equal Opportunity will designate the individual or committee within the school or department where the complaint arises to investigate complaints. 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 grievance committee of his or her school within Tulane University shall be the committee to investigate harassment complaints. The committee chair shall notify the Office of Equal Opportunity, 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 Equal Opportunity will investigate, or will designate Tulane Public Safety to investigate. In all cases the Office of Equal Opportunity shall notify the Office of Student Affairs, in writing, of the findings of the investigation.

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 Equal Opportunity shall investigate and make recommendations to the appropriate supervisor as to any action to be taken.

B. Resolution Within 30 Days. Within (30) working days of receiving the complaint, the Office of Equal Opportunity or its designee, including the appropriate school grievance committee, shall make a finding of whether harassment occurred. If the investigation cannot be concluded within that time, the Office of Equal Opportunity shall notify the complainant, and the General Counsel who shall designate the appropriate person or faculty committee to promptly conclude the investigation.

C. Objectivity. The complainant and the accused are entitled to an investigation conducted by an impartial investigator. Thus, if the persons charged with overseeing or investigating harassment complaints are implicated in the complaint, or have any personal issue that would cause a conflict of interest, the committee member or members shall recuse

themselves from the proceeding. Alternatively, the Equal Opportunity 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. Notice of Outcome. Complaints against Faculty, Staff and Non-Employee Individuals Affiliated with Tulane. No more than five (5) working days after a decision has reached, the Equal Opportunity Officer shall notify the parties to the proceeding, in writing, of the findings and the outcome of the investigation.

Complaints against Students. No more than five (5) working days after a decision has been reached, the Office of Student Affairs shall notify the parties to the proceeding, in writing, of the findings and the outcome of the investigation.

E. Sanctions. Individuals found to have engaged in harassment 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.

XI. Appeals

An appeal by either the complainant or the accused must be filed in writing with the Office of Equal Opportunity 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 Vice President for Human Resources 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 Article IX, Paragraph G, Section 2 of the Faculty Handbook.

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

XII. Other Legal Resources

The procedures above apply to internal complaints of harassment. In addition to this internal complaint procedure, victims of harassment 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 Office of Civil Rights within the time period designated by law. A student wishing to file an administrative complaint should contact:

Office for Civil Rights Dallas Office
United States Department of Education
1999 Bryan Street, Suite 2600
Dallas, TX 75201
(214) 880-2459

or

Coordination and Review Section
Civil Rights Division, U.S. Department of Justice
950 Pennsylvania Avenue
Washington, D.C. 20530
(202) 307-2222

B. Equal Employment Opportunity Commission

The 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
701 Loyola Avenue, Suite 600
New Orleans, LA 70113-9936
(504) 589-2329

XIII. 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 and such revisions will be posted on the University's web site located at www2.tulane.edu. Any incident reported under this policy will be governed by the policy posted on the web at the time of the incident.

XIV. Revisions to Policy

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

XV. False Accusations Forbidden

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

TULANE UNIVERSITY ALCOHOL BEVERAGE POLICY**PREAMBLE****I. SUMMARY OF CERTAIN STATE LAWS****II. UNIVERSITY POLICIES**

- A. GENERAL
- B. ON-CAMPUS EVENTS
- C. ON-CAMPUS RESIDENCES
- D. FRATERNITY EVENTS
- E. OFF-CAMPUS EVENTS

III. POLICY VIOLATIONS AND ENFORCEMENT**IV. ENTERTAINMENT EXPENSES**

(Approved by the University Senate on May 3, 2004)

Preamble

As members of the Tulane University community, all students, faculty, and staff share in the responsibility for creating and maintaining a healthy and productive environment for work and study. The irresponsible use of alcohol adversely affects the University's commitment to providing an environment of excellence in teaching, research and learning.

The University's comprehensive approach to addressing alcohol abuse emphasizes:

- Taking effective steps to create and maintain a productive work place and educational environment for students, faculty and staff.
- Providing prevention, education, and counseling services along with referrals to off-campus treatments facilities as appropriate.

- Encouraging individuals who are experiencing problems associated with alcohol to seek assessment, counseling and/or treatment voluntarily with the understanding that this assistance is confidential and will not be used against them.

It is expected that all members of the University community adhere to all applicable state and local laws and Tulane University regulations regarding the sale, possession and consumption of alcoholic beverages.

I. Summary of Certain State Laws

The following is a summary of certain Louisiana laws regarding the purchase, possession and use of alcoholic beverages:

- A. It is unlawful for any person under 21 to purchase or publicly possess any alcoholic beverages. "Public possession" means possession of any alcoholic beverage on any "street or highway or in any public place or any place open to the public, including a club which is de facto open to the public."
- B. It is unlawful for any person, other than a parent, spouse, or legal guardian, to purchase on behalf of a person under 21 any alcoholic beverages.
- C. It is unlawful to sell any alcoholic beverages to any person under 21.
- D. It is unlawful to falsify a driver's license or other identification document in order to obtain or attempt to obtain any alcoholic beverages, or to permit someone else to use one's driver's license or other identification document to obtain or attempt to obtain any alcoholic beverages.

II. University Policies

- A. General. In addition to the requirements of Louisiana law, the University has established policies regarding the possession and use of alcohol.
 1. Alcoholic beverages may not be served on Tulane University property or within University facilities without proper permission. The appropriate administrator (University President, Vice Presidents, Deans, Directors, or Department Heads) may grant permission to those persons, groups of persons or organizations in their areas of responsibility. All permissions granted must be consistent with this policy.
 2. Alcoholic beverages may only be consumed in designated areas on campus and not in uncontrolled areas such as streets and sidewalks. Service of alcoholic beverages shall be limited to those over the age of 21, while access to alcoholic beverage service areas by those under age 21 shall be monitored.
 3. Alcohol manufacturers, distributors or drinking establishments may not advertise in or on University property, including but not limited to residence halls, recreation centers, kiosks or academic buildings. Similarly, University organizations shall not promote alcoholic beverage manufacturers, distributors or drinking establishments other than to announce a University event location.
 4. Faculty and staff are also subject to the alcohol and other drug policies contained in their respective handbooks and should familiarize themselves with those policies.
- B. On-campus Events. The following rules apply to all members of the University community hosting or sponsoring an event on campus, or at University-recognized functions, at which alcoholic beverages will be served.
 1. Timing and location of all events where alcohol is present must be sensitive to the academic mission and needs of the University community. Beginning with the last day of classes and continuing through the close of the final examination period, there may be no student-sponsored events where alcohol is present. Faculty and staff sponsored events are permitted with the approval of the senior administrator responsible for the division or area hosting the event.
 2. Alcoholic beverages may only be served and/or sold by vendors holding a state-issued Alcohol Beverage License, with the exception of official, private functions approved by the senior administrator responsible for the area hosting the event. Both the host of the event and the sponsoring organization are responsible for compliance with this policy and with all applicable state and local laws. The following guidelines concern the serving and consumption of alcoholic beverages during a properly registered event:

- (a) Servers of alcohol shall not consume alcoholic beverages before or during the event.
- (b) Service shall not be provided to any individual without clear evidence of legal age.
- (c) There must be a system in place to ensure that no one who is under 21 years of age is served any alcoholic beverages. Such systems may include, but are not limited to:
 - (i) checking of government-issued picture identification at the entrance (acceptable identification includes a valid driver's license with photo, a government-issued photo identity card issued to non-drivers, or a passport)
NOTE: University identification cards are not sufficient proof of age.
 - (ii) use of a wrist band or ink stamp to mark the hands of all persons determined to be of legal drinking age
- (d) Except for registered BYOB events, alcoholic beverages may not be brought into events where alcohol is being served.

3. Servers and hosts should assure that alcohol use at the event is responsible and safe by observing the following guidelines at a minimum:

- (a) The sponsor of an event must maintain a statement of persons and/or groups for whom the event is intended.
- (b) Obviously intoxicated persons are not to be served alcoholic beverages
- (c) Both the host of the event and the sponsoring organization are required to provide, in sufficient quantity throughout the event, food and one or more nonalcoholic beverages, e.g. soda, water, juice, or coffee. If alcoholic beverages are being sold, the nonalcoholic beverage(s) should be available at a reasonable price.
- (d) Drinking games or any activity which encourages or contributes to alcohol overindulgence or abuse, are prohibited.
- (e) Alcoholic beverages over 100 proof are prohibited. Service of alcohol in vats or punch bowls, or as a prize or free award, is also prohibited.

4. Both the host of the event and the sponsoring organization must ensure that all event promotion is responsible and appropriate. Event advertising (e.g., flyers, banners, invitations, T-shirts, signs, etc.) must not overtly or covertly state or imply an invitation to participate in excessive drinking.

5. Hosting or sponsoring organizations must register their events with appropriate authorities as described below:

- (a) All hosts or sponsoring organizations must take steps to assure the safety of attendees, including the provision of adequate security, following guidelines and payment schedules issued by and available from the University's Department of Public Safety. Both the host of the event and the sponsoring organization must abide by all capacity restrictions as established by the State Fire Marshal.
- (b) All students or student organizations planning an event where alcohol will be present must register the event by completing a Social Event Agreement Form and submitting it to the Office of Student Programs at least five (5) working days prior to the event. All other organizations should register such events with their appropriate administrator at least five (5) working days prior to the event. Events in residence halls or fraternity houses must be registered with the Department of Housing and Residence Life. Any students responsible for an event must be present at the event and must have attended a Responsible Hosting Seminar conducted by the Student Health Center or Student Affairs (Uptown). Each seminar attendee 21 years of age or older will be issued a Hosting Card indicating an understanding of applicable state laws and University policies.

C. On-campus Residences. In addition to the above rules governing on-campus events, the following policies apply to residence halls and on-campus apartments:

- 1. Anyone under the age of 21 may not possess or consume alcoholic beverages anywhere on campus at any time, including in residence hall rooms or apartments.
 - 2. Students of any age and their guests are not permitted to possess or consume alcoholic beverages in public areas (such as lobbies, hallways, stairwells, balconies, walkways, patios/picnic areas, lounges or other public areas) except at registered events.
 - 3. Possession of kegs, party balls, or other large quantities of alcohol is not permitted in a student's residence hall room/apartment.
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4. Students under the age of 21 may not possess alcoholic beverage containers (whether full or empty) in residence hall rooms or apartments.
5. The purchase, sale, and delivery of alcoholic beverages are expressly forbidden in and around on-campus housing.
6. Students are not permitted to brew alcoholic beverages in the residence halls. This includes the privacy of their rooms, in or around residential areas, and in public areas (such as lobbies, hallways, stairwells, balconies, walkways, patios/picnic areas, lounges or the areas immediately surrounding the residence halls).
7. Open containers of alcohol are not permitted in public areas, including, but not limited to, lobbies, hallways, stairwells, balconies, walkways, patio/picnic areas, lounges, or the areas immediately surrounding the residence halls.

D. Fraternity Events. Events held in or by fraternities (which includes all Greek organizations) must also adhere to the Tulane Neighborhood Relations Standards, their respective national fraternity standards and the Interfraternity or Panhellenic Council regulations.

E. Off-campus Events. This portion of the policy applies to events sponsored or hosted by divisions, departments, and other recognized University organizations, which are conducted outside the University's campus. Nothing in this policy is intended to prevent a University organization from holding an off-campus event at an establishment that serves alcohol, as long as the consumption of alcohol is not mentioned. All such events where alcoholic beverages will be served are subject to state and local law as well as the University policies set forth above. As all events associated with the University contribute to its reputation and public standing, it is the University's expectation and requirement that decorum and good judgment will be maintained at all events.

1. University divisions, other recognized organizations, faculty, and staff planning to host events off-campus at which students under the age of 21 will be present:
 - (a) are expected to adhere to the same policies as for on-campus events set forth in II. B. to assure the safety, security and legality of the event
 - (b) must submit a description of the proposed event to the senior administrator with responsibility over the area hosting the event
2. University divisions and other recognized organizations hosting events off-campus at which no students will be present are strongly encouraged to review the same policies and guidelines, bearing in mind the need for responsible event planning and hosting.

III. Policy Violations and Enforcement

Faculty and staff members who violate this policy shall be referred to the appropriate dean, director, or department head. Students and student organizations shall be referred to the Vice President for Student Affairs, or her designated representative. The University President and his designees are the ultimate authority responsible for enforcing this policy; however, all employees and students are responsible for adhering to these policies.

IV. Entertainment expenses

University policy prohibits reimbursement of expenses incurred for the personal use of alcoholic beverages, as well as for meals, entertainment and bar bills of personal guests.

Generally, expenses for purchase of alcohol are not reimbursable in connection with meetings or meals where only University employees are present and conducting University business. University officers, Deans and Associate Deans may authorize reimbursement in exceptional circumstances, provided that the business purpose of the meeting is clearly documented. Such approval can take the form of a signature on the reimbursement request. Alcohol expenses may be reimbursed in connection with authorized entertainment and meeting activities where non-employees are present if the nature of these activities is properly documented. Again, reviewers will consider the overall reasonableness of entertainment expenses based on per head calculations.

Entertainment includes any activity considered to provide amusement or recreation and may include meals and refreshments provided to existing or potential customers, vendors, contractors, existing or potential donors, individuals providing academic consultation and services, as well as in the recruitment of faculty and staff. Such costs must be reasonable, ordinary and necessary. "Ordinary" means that such costs are common and accepted in a field of business, and "necessary" means that such activities are helpful (though not indispensable) for the conduct of business.

Approved by the University Senate on May 3, 2004

POLICY ON SMOKING AT TULANE

The following smoking policy was developed to decrease the exposure of staff and students to unwanted second-hand tobacco smoke. It was approved by the Senate on September 8, 1997, but items 1, 2, and 4b are from the 1996 Policy.

1. The following policy will hold for smoking at all units of Tulane University, unless a stronger policy is imposed within an individual school or department. This Policy is consistent with current health issues and all city ordinances and other governmental laws.

2. Except in designated *smoking-permitted* areas, smoking is prohibited in all Tulane University buildings.

3. PRIVATE/INDIVIDUAL OFFICES

Smoking is not permitted unless the room has an individual heating/ventilation/ air conditioning system ("HVAC") that exhausts directly to the outside. In the unlikely event that all persons whose offices share the same HVAC unit agree to allow smoking in their "system," then all of their offices could be designated as *smoking-permitted*.

4. RESIDENCE HALLS

a. Student rooms should be considered the same as private/individual offices above, with the difference that smoking could be permitted in a dormitory room if all of the residents served by the same HVAC unit agree to allow smoking in their "system," then all of their rooms could be designated as *smoking-permitted*.

b. Smoking regulations in residence halls will continue to be the responsibility of the Vice-President for Student Affairs and other residential-life officers. Smoking is prohibited in public spaces in the residence halls (hallways, bathrooms, lounges, etc.).

5. SMOKING-PERMITTED LOUNGES AND OTHER PUBLIC ROOMS

Smoking-permitted rooms anywhere on campus should only be so-designated if they have their own externally-exhausted HVAC unit. This would preclude smoking areas in dining rooms, except for enclosed sections with their own externally-exhausted HVACs.

6. POCKET PARK

The Pocket Park should have an area designated as *smoking-permitted*.

Appendix E. Grievance Policy

SCHOOL OF PUBLIC HEALTH AND TROPICAL MEDICINE

Grievance Committee Policy and Procedures for Student Academic Complaints

1. Grievance

Those actions listed in 1.1 are subject to a grievance by a student and when requested in writing will be reviewed by a grievance committee as set forth in this policy and procedures.

1.1 Student academic complaints that are subject to review as defined in this document include:

- complaints concerning grading
- failure to pass a comprehensive examination
- recommendations for termination from a program on academic grounds

1.2 Within one (1) month of receiving the grade or other cause of complaint, *the student should make an informal attempt to resolve the grievance by approaching the teacher or other academic supervisor.

1.3 If the complaint cannot be resolved informally within seven (7) days of presentation to the teacher, the student must submit a written request to the Department Chairman.

1.4 If the complaint involves the action taken by the Department faculty as a whole, the student need not present anything to an individual faculty member, but must submit his complaint in writing to the Department Chairman.

1.5 If the Department Chairman cannot resolve the complaint within seven (7) days of receipt, he shall notify the Dean that a grievance has been filed and establish an Academic Grievance Committee.

2. Grievance Committee

2.1 The Department Chairman shall appoint a committee of five members of the full time faculty to hear the complaint. The Committee will consist of a minimum of one faculty member selected from another department of the School, with the concurrence of that faculty member's Department Chairman. All Committee members must have been in residence during the time of the events under question.

2.2 The Department Chairman shall not serve as a member of the committee. If the student's grievance concerns an individual faculty member, that faculty member will not serve on the Committee. If the student is appealing an action taken by the faculty as a whole, the student's advisor will not serve on the Committee. Should the grievance be lodged against the Department Chairman, the Dean or Dean's designate shall appoint the committee.

2.3 The Academic Grievance Committee shall select one of its members to serve as chairman for the duration of each case.

2.4 The Grievance Committee shall meet within ten (10) days following formation. The Committee shall follow the procedure contained in Section 3 of this document.

2.5 The decision of the Committee shall be by majority vote. The Committee shall issue its final report within ten (10) days following its last meeting. The report should contain not only the decision but an explanation of the grounds upon which the decision was reached.

3. Procedures

3.1 The Committee may consider written evidence as well as oral testimony. All evidence presented must be relevant to the issues raised in the complaint. The Chairman of the Committee will rule on all questions of relevancy.

3.2 The complainant and the Committee may both call witnesses to testify. All witnesses called are subject to examination by both the Committee and the complainant.

3.2A The written documentation presented to the Committee by each party shall be unavailable to the other. Each party will be interviewed separately by the Committee and remain available during all Committee proceedings for recall. Taping of the proceedings of the Committee shall not be allowed.

3.2B The complainant, the person complained against, and the Committee may all call witnesses to testify. All witnesses are subject to examination by both parties and the Committee. (Exec. Faculty)

3.3 Neither the Committee nor the complainant may have counsel represent them.

3.4 The proceedings of the committee shall not be recorded by either side. However, at the conclusion of the proceedings, the Committee Chairman shall issue a report which summarized the evidence presented.

3.5 The Committee Chairman, in addition to the summary report, shall issue a report of findings. These reports shall be sent to the Department Chairman, with a copy to the student, the faculty member and the Dean.

4. Appeal to the Dean

4.1 If the student or the faculty member is dissatisfied with the findings of the Committee, either may appeal to the Dean. The appeal shall be sent in writing to the Dean within five (5) days of receipt of the Committee's findings and shall detail the reasons for the appeal.

4.2 The Dean may accept the decision of the Committee or may send it back for reconsideration. The Dean's decision should be made within thirty (30) days and communicated in writing to all principals in the case.

4.3 If the Dean returns the findings back for reconsideration, the Committee must complete its reconsideration within fourteen (14) days. The Committee may adopt its original findings or issue amended findings. Upon receipt of the committee's reconsideration, the Dean, within thirty (30) days, must either accept the findings or reverse them.

5. Appeal to the Senate Committee on Academic Freedom and Responsibility of Students

5.1 If the student is dissatisfied with the Dean's ruling, the student may file a written appeal with the Senate Committee on Academic Freedom and Responsibility of Students. The procedures set forth by that committee will be followed.

***if the teacher cannot be reached due to summer vacation or other circumstance, contact should be made as soon as possible or within two (2) weeks of the beginning of the following semester.**

SCHOOL OF PUBLIC HEALTH AND TROPICAL MEDICINE

**Schematic Representation of Grievance Process
For Student Academic Complaints**

Event (cause of complaint)	X		
		30 days	
Complaint Lodged to Instructor	X		
		7 days	
			Resolution
Written Complaint to Department Chairman	X		
		7 days	
			Resolution
Dean Notified, Grievance Committee Formed	X		
		10 days	
Grievance Committee Meets	X		
		10 days after last meeting	
Written Report of the Grievance Committee delivered to the Dean, Department Chairman, Instructor and Student	X		
		5 days	
			Resolution

Appeal Process Begins

Appeal to Dean	X		
		30 days	
Dean Accepts Findings or Returns to Grievance Committee for Reconsideration	X		
		14 days	
Grievance Committee Reconsideration Completed and Reported to Dean	X		
		30 days	
			Resolution
Dean Accepts or Reverses Findings of Grievance Committee - All Parties Notified	X		
		5 days	
			Resolution
Student May Appeal to Senate Committee on Academic Freedom and Responsibility of Students	X		

Appendix F. Policies and Procedures for Doctoral Programs

School of Public Health and Tropical Medicine

Tulane University

New Orleans, Louisiana, USA

**Approved by Executive Faculty and General Faculty May, 2008
Updated and Approved October 2008 and January 2009**

The General Faculty of the School of Public Health and Tropical Medicine holds responsibility for and jurisdiction over the School's doctoral programs, Doctor of Philosophy (PhD), Doctor of Public Health (DrPH) and Doctor of Science (ScD). This document sets forth the policies and procedures that are common to these programs, including minimum criteria and standards. The Doctoral Programs Committee monitors, on behalf of the general faculty, adherence of the doctoral programs to these policies. See Section VIII below for details concerning the membership and procedures of this committee.

I. ADMISSION AS A DOCTORAL STUDENT

Applications for admission to the School of Public Health and Tropical Medicine are submitted to the Office of Admissions and Student Affairs.

Each applicant must be admitted to a specific program within the School. All applications must be approved by the faculty of the department in which the student intends to study. After approval by the departmental faculty, the application is returned to the Office of Admissions and Student Affairs, which in turn forwards the application to the Doctoral Programs Committee of the School for consideration. If an applicant is approved by departmental faculty but rejected by the Doctoral Programs Committee, then the departmental faculty may appeal the case to the Executive Committee of the School for a final decision.

Admissions requirements listed below represent the standards set by the School. Additional requirements are stipulated by some programs.

A. Admission requirements.

1. A complete SOPHAS application must be submitted by all applicants, including students that are reapplying after completing their master's degree at Tulane.
 2. Programs generally require completion of the requirements for a master's degree or 30 graduate-level credits in a field related to the doctoral area of study. Exceptions are made for outstanding students holding only baccalaureate degrees. The MPH, MSPH, or an equivalent degree is required to enter the DrPH program.
 3. Official transcripts of all baccalaureate and graduate coursework should be forwarded directly from each college or university to SOPHAS, the online application that verifies the transcripts of Tulane applicants.
 4. For students with a master's degree, a grade point average (GPA) of 3.5 on a 4.0 scale for graduate coursework is preferred.
 5. A combined verbal and quantitative score of 1200 or greater is preferred on the Graduate Record Examination (GRE). Official test scores (GRE, MCAT or GMAT, as specified by the applicant's department) are required of all doctoral applicants. For applicants from non-English speaking nations, a minimum Test Of English as a Foreign Language (TOEFL) score of 88 for the Internet Based Test (IBT), 230 for the computer based test (CBT), or 570 for paper based test (PBT) is required. Under rare circumstances, exceptions to these minimum criteria will be considered by the Doctoral Programs Committee upon the written request of the chair of the department to which the applicant is seeking admission.
 6. Written recommendations are required from three individuals who are familiar with the applicant's academic and/or professional performance. At least one of the recommendations must be from a person with an earned doctorate and preferably at least one from outside Tulane University.
 7. A written statement of career goals and objectives is required, and should not exceed 1500 words.
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- B. Each department must have in place a process by which departmental faculty review each application. The appropriate departmental faculty and the departmental representative to the Doctoral Programs Committee must approve the admission of the student before the application is considered by the Doctoral Programs Committee.

- C. Under special circumstances, students may be admitted provisionally as an advanced graduate special student for a limited period. Acceptance as an advanced graduate special student in no way guarantees admittance to the doctoral program. An advanced graduate special student may apply for admission as a doctoral student but must meet all admission requirements. See Section II A9-11 below for limitations on the number of credits earned as an advanced graduate special student that may be applied toward a doctoral degree.

II. DOCTORAL DEGREE REQUIREMENTS

A. Program Requirements

1. For the PhD degree: A minimum of 60 total credits of didactic coursework beyond the baccalaureate degree is required. At least 30 credits beyond the master's degree must be completed at Tulane University.
 2. For the DrPH and ScD degrees: A minimum of 72 hours of didactic coursework beyond the baccalaureate degree is required. At least 30 credit hours beyond the master's must be completed at Tulane University.
 3. All doctoral students must register for and participate in the Interdisciplinary Doctoral Seminar series (1 credit/semester). A minimum of 2 credits and a maximum of 4 credits must be applied to the degree. Students must register and attend for 2 semesters and are encouraged to attend every semester.
 4. All doctoral students are required to complete at least one course in research methods and one course in statistical methods beyond the introductory Public Health Core Courses in biostatistics or epidemiology.
 5. **Additional specific requirements for the PhD degree:** PhD students must have had, or must take, the introductory Public Health Core Courses in biostatistics and epidemiology (or equivalent). If taken at TUSPHTM, these courses may count toward the 60 credits needed for the PhD degree.
 6. **Additional specific requirements for the DrPH degree:**
 - 6a) The MPH, MSPH, or an equivalent degree is required to enter the program. Note that applicants lacking one or more of the introductory Public Health Core Courses (or equivalent) will be required to successfully complete these courses. Credit for an introductory Public Health Core Course will be applied toward the 72 credits of didactic coursework required beyond the baccalaureate degree, but will not apply to the 30 credits of required post-masters coursework.
 - 6b) Students must take at least 9 credits in advanced Public Health Core Courses (beyond the introductory Public Health Core Courses) that are outside the doctoral student's area of study.
 - 6c) A 300 hour advanced field experience (practicum) that allows students to develop competencies in advanced practice skills, under the direction of a qualified preceptor in the practice setting, is required. This practicum should focus on developing advanced leadership skills in public health disciplines.
 7. **Additional specific requirements for the ScD degree:** ScD candidates must have a MPH, MSPH, or equivalent degree prior to admission. Students are required to successfully complete any of the introductory Public Health Core Courses they lack. These course credits may be applied toward the 72 credits of didactic coursework required beyond the baccalaureate degree, but will not be applied to the 30 credits of required post-masters coursework.
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8. Departmental faculty will evaluate the applicant's prior graduate-level coursework and will state specifically which previous courses will be accepted toward degree prerequisites. The departmental faculty will stipulate the minimum number of credits and courses that must be taken to complete the specific doctoral program.
9. No more than 12 credits of special studies may be applied toward the doctoral degree. Such courses must have clearly defined and written learning objectives developed together by the student and course instructor. A written report of the work done in special studies must be on file in the department for review by the student's dissertation committee.
10. No more than 12 credits earned as an advanced graduate special student may be applied toward the doctoral degree.
11. Didactic coursework must be completed prior to taking the comprehensive examination, which is required (see below).
12. A dissertation is required (see below).

B. Academic performance, residency and registration requirements

1. Any student whose semester or cumulative grade point average falls below 3.0 will be placed on academic probation. Conditions for continued enrollment will be established by the departmental faculty and approved by the Doctoral Programs Committee. All degree candidates must have an overall grade point average of 3.0 or greater to graduate.
2. The residency requirement for the doctoral degree consists of one full academic year after admission as a doctoral student during which the student devotes full-time to graduate study and earns a minimum of nine credits for each of the two semesters. Departments may waive a candidate's residency requirement subject to approval of the Doctoral Programs Committee and the Executive Committee.
3. After completion of the required hours of academic coursework and residency, the student must be registered each semester for at least two credits of Doctoral studies until the comprehensive examination and prospectus have been successfully completed and the student's status has been changed to doctoral candidate. The prospectus defense cannot be arranged until the semester in which the required 60 hours of academic credits is obtained.
4. The student may register for 997: Dissertation after his/her status has been changed to doctoral candidate (see Section III below). Students must be registered in each semester (Fall and Spring) until the degree is awarded and pay the required fee for continued registration.

C. Time limitations

1. Degree requirements must be completed within seven years after the student first enrolls as a doctoral student. In special circumstances, the Executive Committee may extend this time upon written request of the chair of the student's doctoral committee accompanied by a letter from the chair of the department. The request should detail how the student expects to complete the degree requirements within the requested extension time frame and the reasons why an extension is warranted. Extension of the time limit may result in a requirement of additional courses or work. Leaves of absence do not constitute extension of the doctoral clock.

D. Comprehensive examination

1. There will be a written comprehensive examination administered by the department upon completion of the required amount of coursework. Individual departments also may require an oral examination. A minimum of three faculty members will be selected by the department to conduct and collaboratively evaluate the required examinations.
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2. The student shall take the comprehensive examination within one year of completion of the required amount of course work; the student has a maximum of two attempts to pass this examination.
3. The chair of the department will give written notification to the Office of Admissions and Student Affairs when the student has passed this examination.

E. The Dissertation Committee

1. In some doctoral programs, a student's dissertation committee is formed before he/she passes the comprehensive exam; in other programs, the committee is formed only after successful completion of the exam.

The dissertation committee shall have a majority of its members of professorial rank. Additionally:

- a. The chair of the committee must be a member of the sponsoring department, hold an earned doctorate, and be an independent researcher. The chair may hold an appointment on the tenure, research or clinical tracks. An adjunct faculty member may serve as a co-chair of the committee, but not chair.
- b. In addition to the chair, the Committee must include at least two additional members, one from the sponsoring department and one from another department within the University. A total of more than three members, including one from outside the School, is encouraged. At least half, and preferably a majority of the members, should be from the sponsoring department.

Appointments to the dissertation committee are made upon agreement of the dissertation chair and the sponsoring department, with the limitation that a majority of the committee should consist of non-adjunct School faculty.

2. A representative of the Doctoral Programs Committee may review and attend examinations, prospectus defense, and dissertation defense to ensure compliance with School policies and procedures, and act as liaison between the Doctoral Programs Committee and the student's dissertation committee.

F. Research Prospectus

1. After the comprehensive examinations have been successfully completed, the student will prepare a prospectus for original research that will contribute to the scope of knowledge in the field of public health. Recommended guidelines for the format of the prospectus are attached (Appendix 1).
2. A copy of the abstract and a list of the members of the student's dissertation committee including members' affiliations will be submitted to the Office of the Dean and also to the Doctoral Programs Committee at least two weeks prior to the date of the defense. Announcement of the prospectus defense will be sent to members of the School faculty and the student body by the Office of the Dean. (See Appendix 2).
3. The prospectus shall be presented orally and in writing to the student's dissertation committee. The presentation will be open to other members of the faculty and student body.
4. Upon approval of the prospectus by the dissertation committee, a copy of the prospectus approval (Appendix 3) will be presented to the Dean for Academic Affairs to notify the Executive Committee.
5. Within two weeks of the prospectus defense, a copy of the prospectus will be presented to the Dean for Academic Affairs.

III. DOCTORAL CANDIDACY

- A. Upon the recommendation of the department and the approval of the prospectus by the Executive Committee, the student's status will be changed to that of doctoral candidate. The Dean for Academic Affairs will notify the student of the change of status, with a copy to the Department Chair.
- B. The student must be admitted to candidacy not later than the end of the semester prior to the one in which the student expects to graduate.
- C. The student's dissertation committee and department shall review periodically the candidate's progress toward completion of the research within the established time limits.

IV. THE DISSERTATION

- A. Upon completion of the research, the candidate will write a dissertation that meets the accepted criteria for excellence in the presentation of written work in the professional community.
- B. The dissertation can be compiled in one or other of two formats: (1) the traditional dissertation format, or (2) the three-manuscripts-model format, this latter format being a compilation of a minimum of three manuscripts publishable in peer-reviewed journals. Guidelines for these dissertation formats are provided in Appendix 1.
- C. A copy (draft or bound) of the dissertation shall be placed in the office of the Dean for Academic Affairs two weeks prior to the formal presentation and defense (see Appendix 4). This shall be made available to any member of the faculty. The Dean for Academic Affairs will notify the members of the faculty that the dissertation is available for review and will announce the date, time and place of the dissertation presentation and defense.
- D. The formal presentation and defense of the dissertation shall be open to the public. The dissertation committee will deliberate and vote in private, and the majority of the committee members should be in attendance with not more than a third of the committee included by teleconference.
- E. The decision of the committee shall be indicated on the form shown in Appendix 5, with no more than one dissenting vote. There are four possible outcomes of the dissertation defense. 1. Successful completion of the defense. 2. Acceptance with minor revisions. 3. Acceptance with significant revisions. 4. Failure; the student can no longer continue in the doctoral program.
- F. The chair of the candidate's dissertation committee will certify to the departmental chair that all degree requirements have been met, including final editorial changes.
- G. The original and one copy of the completed dissertation, signed by each assenting member of the dissertation committee, must be delivered to the Office of the Dean not later than 30 days prior to graduation. (See Appendix 6 for an example of the Dissertation cover page.) The final dates for submission of dissertations are published in the calendar of the School of Public Health and Tropical Medicine.

V. AWARD OF DEGREE

- A. The departmental chair will report the final recommendation of the dissertation committee to the Executive Committee through the Dean for Academic Affairs for final approval. Recommendation for the awarding of the degree will be made by the Executive Committee to the Dean of the School.
- B. The degree cannot be conferred until the original and copies of the dissertation have been accepted by the Office of the Dean.

VI. LIMITATIONS ON FACULTY OF THE SCHOOL OF PUBLIC HEALTH AND TROPICAL MEDICINE.

Members of the faculty of the School of Public Health and Tropical Medicine cannot become doctoral students or candidates for a doctoral degree in the School of Public Health and Tropical Medicine.

VII. TRANSFERRING BETWEEN DOCTORAL PROGRAMS

Before taking the doctoral comprehensive exams, a student may apply to transfer between School-based degree programs in accord with the policies of the sponsoring department and School. After this point, transfers shall be prohibited.

VIII. THE DOCTORAL PROGRAMS COMMITTEE

The Doctoral Programs Committee is a standing committee of the General Faculty concerned with educational policy, as provided for by Article VII, Section 2a. of the document "Constitution of the Faculty" (2001). It is responsible for monitoring, on behalf of the General Faculty, the doctoral programs of the School.

Policies for the School's doctoral programs are established by the General Faculty of the School, in consultation with the Dean and Executive Committee.

The Dean, in consultation with the officers of the General Faculty and departmental chairs, appoints committee members, consisting of one representative from each department. Committee members are appointed for a three-year term; appointments are made on a rotating basis among the departments so that two/three new appointments are made each year. The Dean appoints one member of the committee to serve as chair. Members shall be full-time faculty holding earned doctorates.

The Committee reviews applicants to the School's doctoral programs for adherence to established policies. It reviews requests from departments concerning exceptions to these policies and makes recommendations to the Dean concerning these requests. Officers of the General Faculty may attend meetings of the Committee as ex-officio members. The Committee considers changes to the doctoral program policies and procedures. Such changes must be approved by the General Faculty.

IX. RESPONSIBILITIES OF THE DEPARTMENTS

Departments are responsible for the doctoral programs based in their disciplines. This includes monitoring these programs for adherence to quality standards, consistency with the School's doctoral programs' policies, students' progress and adherence to enrollment requirements and established timetables. The course requirements for each specific doctoral program need to be clearly outlined and available for students and faculty. The department curricula for the doctoral program needs to be approved by the School Curriculum committee and updated on a regular basis.

Each department should have procedures in place for regular review of each student's progress and adherence to all requirements. Each department will report annually to the Doctoral Programs Committee concerning the status of each student enrolled in the School's doctoral programs. A form for this annual report is provided in the Appendix 7.

Note: All forms referred to as Appendices in "Policies and Procedures for Doctoral Programs" can be found in the Admissions Office, Suite 2460, Tidewater Building.

Appendix G. Honor Code

CODE OF ACADEMIC CONDUCT TULANE SCHOOL OF PUBLIC HEALTH AND TROPICAL MEDICINE TULANE UNIVERSITY

OVERVIEW

The integrity and reputation of the Tulane School of Public Health and Tropical Medicine depends on the honesty of the entire academic community in all of its endeavors.

This implies that the School's faculty, students, administration and staff are willing to adhere to and uphold the code of academic conduct. Every member of the academic community has the duty to take action by reporting any observed or suspected code violations. Under no circumstances should any member of the academic community tolerate any form of academic dishonesty.

Students are expected to represent themselves honestly in all work submitted for academic purposes. When a student puts his or her name on any material submitted as an academic assignment, he or she vouches that both the content of the assignment and the process through which the assignment was produced conform to the standards of the code of academic conduct. This principle applies to all forms of academic assignments including, but not limited to, papers, tests, homework assignments, artistic productions, laboratory reports, presentations, and computer programs.

The authority for adopting a code of academic conduct is pursuant to paragraph I(a) of the Code of Student Conduct for Tulane University. This code of academic conduct is an addition to the code of student conduct of 1990 and may be amended.

RIGHTS AND RESPONSIBILITIES

All members of the academic community shall foster an environment that encourages adherence to the principles of honesty and integrity.

Every student enrolled in a course in the School of Public Health and Tropical Medicine is responsible for adhering to and upholding the code of academic conduct. Every student matriculated in the Tulane School of Public Health and Tropical Medicine will receive a copy of the code of academic conduct at either orientation or registration. Students have the responsibility to become thoroughly familiar with the code of academic conduct and to conduct themselves at all times in a manner consistent with its principles. Lack of familiarity either with the code or with the application of its principles to any specific assignment does not constitute an excuse for non-compliance.

The School's faculty, administration, and staff are also responsible for adhering to and upholding the code of academic conduct. Faculty, administration, and staff also have the responsibility to become thoroughly familiar with the code of academic conduct and to conduct themselves at all times in a manner consistent with its principles. As in the case of students, lack of familiarity either with the code or with the application of its principles does not constitute an excuse for non-compliance.

All parties shall protect the integrity of academic materials including testing materials, software, and copyrighted documents.

HONOR CODE VIOLATIONS

Any action that indicates a lack of academic honesty and integrity shall be considered a violation of the code of academic conduct. Examples of violations include:

Cheating

Unauthorized giving, receiving, or use of material or information in academic assignments, or the attempt to do so.

<u>Plagiarism</u>	Use of ideas, data or specific passages of another person's work that is unacknowledged or falsely acknowledged. Any paraphrasing or quotation must be appropriately acknowledged.
<u>Falsification of Research</u>	Fraudulent or deceptive generation of data or the knowing use of data gathered in such a manner.
<u>Unauthorized Collaboration</u>	Unauthorized collaboration in the performance of course assignments.
<u>Multiple Submissions</u>	Presentation of the same assignment for credit in two distinct courses.
<u>Misrepresentation</u>	Performance of an academic assignment on behalf of another student.
<u>Falsification of Academic Records</u>	Forging the signature of either an instructor or advisor on registration, course waiver, practicum, or change of grade forms.
<u>False Testimony</u>	Knowingly presenting false accusations or false testimony before the honor board or its representatives.
<u>Improper Disclosure</u>	Failure of an Honor Board member to maintain the strict confidentiality of honor board proceedings.

These examples of violations pertain to all forms of academic assignments including, but not limited to, papers, tests, homework assignments, artistic productions, laboratory reports, presentations, and computer programs.

If a faculty member, staff member, student, or administrator suspects that a violation of the code of academic conduct has occurred outside the context of a particular course (e.g., in the case of falsification of records), he or she should notify the dean in writing within ten working days of discovery. When a faculty member, staff member, student or administrator suspects that a violation of the code of academic conduct has occurred within the context of a particular class, he or she should immediately notify the faculty member designated as the instructor of record for that course. The faculty member designated as the instructor of record should consider the appropriateness of informal resolution before reporting the suspected violation to the dean.

INFORMAL RESOLUTION

It is the explicit intent of this policy that prevention should be viewed as the optimum approach regarding Honor Code violations. In the spirit of primary prevention, each faculty member should indicate at the beginning of his or her course how the academic code of conduct applies to course assignments and examinations. For example, a faculty member should give students specific directions about the form and extent of collaboration permitted (if any) in course assignments and examinations. If a student is unsure about how a particular course assignment is affected by the code of academic conduct, including the provisions regarding unauthorized collaboration, he or she bears the responsibility for consulting with the instructor.

Where suspected violations do occur, informal resolution is encouraged as a form of secondary prevention. Primary and secondary prevention measures are separate and distinct from the responsibilities of the Honor Board. Where neither primary prevention nor secondary prevention proves adequate, tertiary prevention occurs through formal procedures involving the Honor Board.

Informal resolution (IR) is the preferred course of action for lesser violations that, in a faculty member's judgment, do not seem to warrant probation, suspension or expulsion. When a faculty member judges that the severity of the violation does not merit probation, suspension or expulsion, the faculty member should meet with the student(s) involved to discuss the nature of the suspected violation and the sanction(s) that he or she will impose. Informal resolution may occur, for example, when a faculty member suspects improper behavior during an examination for a course. In such a case, the faculty member should inform the student(s) of the violation, the evidence supporting it, and the sanction(s) that will be levied. The faculty member may choose to negotiate a compromise sanction with the student(s) to ameliorate the violation. If a student is not satisfied with the sanction or the negotiated compromise, he or she has the right to appeal through the

grievance process. When a faculty member believes that a violation's severity merits consideration of probation, suspension or expulsion, the faculty member should provide the Dean written notification within 10 working days of discovery. Written notification initiates the formal procedures of the Honor Board.

All faculty members are encouraged to exercise prudent judgment in determining the severity of the Honor Code violation. IR is the preferred course of action for dealing with violations that could be appropriately remedied within the context of a course's grading system. Faculty members are encouraged (but not obliged) to remedy most in-course violations through the informal resolution process. Faculty members are encouraged to notify their department chairperson when an informal resolution takes place, but otherwise to treat the incident with discretion. Likewise, department chairs are encouraged to share information about the incident with others only if they suspect repeated violations.

HONOR BOARD PROCEDURES

Overview

The purpose of an Honor Board hearing is to provide an opportunity for both the accuser and the accused to present to a group of peers their perspective on a suspected violation. The hearing is designed to provide the Honor Board with sufficient information to make a decision. The hearing is an administrative procedure, not a legal procedure. Legal counsel will represent no principal. Formal rules of evidence and courtroom procedures will not apply.

Honor Board proceedings should be taken seriously by all parties. All parties involved in Honor Board proceedings should act with honesty and integrity.

Honor Board proceedings are confidential. All participants are obliged to maintain the secrecy of the identity of those involved in the case.

All parties involved in Honor Board proceedings should strive to follow the deadlines described below in order to speedily resolve complaints of suspected violations. Meeting these deadlines, however, may not always be feasible. Failure to complete procedures by prescribed deadlines does not constitute grounds for appeal or grievance by any party.

If the Dean receives written notification of a suspected violation at a time when a university holiday or summer schedule precludes the completion of Honor Board proceedings within the prescribed deadlines, the Honor Board will hear the complaint when the university next comes into session.

Honor Board Jurisdiction and Composition

The Honor Board of the School of Public Health and Tropical Medicine has jurisdiction over any infringements of the code of academic conduct by students in the courses offered herein. When students of Tulane School of Public Health and Tropical Medicine enroll in courses that are offered by another school or college of the university, the Honor Board of that school or college would hear the case. The charter of that school or college's Honor Board will govern the procedures for the hearing and any appeal.

The Honor Board will consist of three faculty representatives and two student representatives. The previous Chair of the General Faculty and the two previous Chairs of the Faculty Grievance Committee will serve as the faculty representatives. The student representatives will be elected in the student government elections held in the previous spring semester. All five Honor Board members will have full voting privileges. The previous Chair of the General Faculty will serve as the Honor Board President.

The Honor Board President will convene an organizational meeting of the Honor Board as soon after July 1 as possible, but no later than September 15, each year to orient all members to the responsibilities and procedures of the Honor Board. Other meetings will be called in response to matters referred to the Honor Board.

Preparation

Within ten working days after receiving the faculty member's written notification of a suspected violation, the Dean will notify in writing the Honor Board President, the complainant (e.g., faculty member) and the accused (e.g., student) that an Honor Board hearing will take place. The Dean's notice to the accused will include the formal charge in writing, including the nature and occasion of the suspected violation; the name of the complainant; any documents pertinent to the allegation; a copy of the code of academic conduct.

Upon receiving the Dean's notification, the Honor Board President will contact the involved parties to establish a date, time, and location for the hearing. The Honor Board President will notify in writing the complainant and the accused of these details once they have been settled. The complainant and the accused are responsible for notifying any witnesses they wish to call. Both parties will have at least ten working days, but no more than one month, from the time of the Dean's notification to prepare their cases.

In preparing for the hearing, the accused may seek a faculty advisor among the full-time faculty members in the School. To assist the student in seeking an advisor, the Dean will provide the accused a list of the full-time faculty members in the School. The accused bears the full responsibility for obtaining a faculty advisor if he or she wishes to do so. The faculty advisor may confer with the accused about the merits of his or her case and, if he or she chooses, assist the student in preparing for the hearing. The faculty advisor may attend the hearing, but may not testify.

Hearing Procedures

All five members of the Honor Board must be in attendance for a case to be heard. If a faculty board member has a conflict of interest with the case or cannot accommodate a timely meeting date, the Dean and the President of the General Faculty will confer and select a replacement. If a student board member has a conflict of interest with the case or cannot accommodate a timely meeting date, the President of the Student Government Association will confer with the other officers of the Student Government Association and select a replacement.

The Honor Board will conduct the hearing impartially. The Honor Board President will begin the hearing by reading the charges against the accused. The President will then inform the accused of the following procedural details.

1. False testimony given in an Honor Board hearing is a violation of the code of academic conduct.
2. All testimony that is given in an Honor Board hearing is to be held in the strictest confidence.
3. Witnesses may be called to give substantive testimony, but not testimony about the character of any of the parties involved.
4. Harassment of anyone involved in the hearing will be considered a violation of the code of academic conduct.
5. The accused may make a statement before the Honor Board, testify, present evidence, call witnesses, examine and dispute any evidence, make no statement, or decline to respond to questions.
6. The Honor Board determines the accused party's guilt or innocence. If the Board issues a guilty finding, the Board recommends a penalty to the Dean. The Dean shall inform the accused and the complainant, and the Honor Board President of the final disposition of the case.

The Honor Board President will usually ask the complainant to give his or her testimony first, followed by complainant's supporting witnesses, followed by the accused, followed by the accused party's supportive witnesses. (The President will inform all witnesses of the first four procedural details listed above before they give testimony.) The Honor Board may recall any of the aforementioned people to give further testimony if board members require clarification. The Honor Board will accept written testimony from any principal who cannot attend the hearing. Non-attendance by any principal (including the accused) will not, in itself, prevent the Honor Board from hearing the case and making a decision. If the Honor Board chooses to do so, it may require the accused the complainant, or both to leave the room at any point during questioning to assure complete and truthful testimony. The Honor Board will tape record all testimony.

After hearing all testimony and evidence, the board will deliberate and vote to determine the innocence or guilt of the accused. At least 3 guilty votes are necessary for a finding of guilty. All board members must vote. Abstentions are not allowed. The Honor Board will not tape its deliberations.

If the board finds the accused guilty of violating the code of academic conduct, the President will inform board members of any previous violations by the accused. (The Dean will provide information to the President about any previous violations, including penalties, in a sealed envelope prior to the Board's deliberations. The President will open the envelope only if the accused is found guilty). The Honor Board may consider previous violations in formulating its recommendation for penalties. The Honor Board must agree by a majority vote to any penalty it recommends to the Dean.

The Honor Board President will submit the Honor Board's recommendation to the Dean within two working days after the hearing. In addition, the Honor Board President will submit to the Dean the tapes containing the recorded testimony and the evidence submitted during the hearing. After reviewing the testimony and evidence, the Dean has the right to accept, reject or amend the Honor Board's recommendation for penalty.

The Dean will notify in writing the accused, the complainant, and the president of the Honor Board of his or her decision within twelve working days after receiving the Honor Board's report. If the Dean decides to reject or amend the Honor Board's recommendation, he must indicate to the Honor Board President in writing his reasons for doing so. The Dean is not obligated to notify or explain to the accused or complainant that he or she has dissented from the Honor Board's recommendation.

Outcomes

If the Honor Board determines that no violation occurred, no mention of the suspected violation will appear in the accused student's permanent academic record.

If the Honor Board determines that a violation did occur, the violation will be noted in the violator's permanent academic record. The penalties for violating the code of academic conduct include, but are not limited to, any or all of the following:

1. A failing grade for the work in which the violation occurred.
2. A failing grade for the course in which the violation occurred.
3. Honor Board Probation - which includes a letter in the violator's permanent file signifying that the violator is not in good standing for a specified period of time.
4. Abstention or withdrawal of institutional support of a violator's application to graduate or professional schools.
5. Suspension from the university for a specified period of time.
6. Expulsion from the university.

Documentation

The Dean will maintain a permanent record of all Honor Board decisions wherein a student has been judged in violation of the code of academic conduct. The permanent record will include a tape recording of all testimony heard by the Honor Board, a copy of all evidence submitted to the Honor Board, the report of the Honor Board President, and report of the Dean's final action. Access to the permanent record, including the right to borrow materials or copies, will be restricted to the Dean, the Honor Board President, the Chair of the Student Academic Judiciary Committee, and University counsel. The Dean will retain at all times the original and one copy of the permanent record.

PROCEDURES FOR STUDENT APPEALS OF HONOR BOARD FINDINGS

The student has the right to appeal both the finding of guilt and the penalty assessed through the Honor Board procedure. The student must make the appeal in writing to the Dean within seven days of receipt of the Dean's letter indicating the outcome of the honor board proceedings. The written appeal must provide evidence of substantial procedural error, excessive penalty, or new evidence. The Dean shall provide written notification of the appeal to the Chancellor of the Medical Center within seven working days after receipt of the written appeal. The notification will include all correspondence, testimony, and evidence pertinent to the appeal. The Chancellor of the Medical Center shall determine the merits of the appeal within ten working days after receiving written notification from the Dean. The Chancellor's decision is final and not subject to further appeal.

APPROVED BY GENERAL FACULTY
JULY 1999

Note: No Personal Identification Numbers (PIN) will be issued until the Honor Code is signed and submitted to the Office of Admissions. All required forms are available in the Office of Admissions.
