

Student Handbook

**Please consult the LSUHSC SPH web site for the most up to date information:
<http://publichealth.lsuhschool.edu/>**

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A OUR MISSION

The Mission of the LSUHSC School of Public Health is to improve the health and well-being of the people of Louisiana through education, research and community involvement; to prepare health professionals to advance overall health status while diminishing health disparities among underserved and rural populations; and, to pursue research and service activities committed to advancing the human condition throughout the global community.

B OUR HISTORY

Public Health at LSU Health Sciences Center has had a long and distinguished history in tropical medicine and other fields of study in the School of Medicine dating back to 1941. Its programs were incorporated in the Department of Pathology in the 1980's. It was reactivated as a free standing Department in 1992. Since then it grew in size and importance through its three-part mission of education, research and service.

In 1995, the Department launched its first programmatic initiative in proposing the MPH program, which was subsequently approved by the Board of Regents. Enrollment was limited to students pursuing other graduate programs in the Medical, Dental, Allied Health, Nursing and Graduate schools of LSUHSC. The program was offered through the graduate school at LSU Health Sciences Center and was administered by the Department of Public Health in the School of Medicine. It was accredited by the Council for Education in Public Health in the spring of 2003.

In 2003, the Department was reorganized as a School of Public Health. The School offers MPH degrees with concentrations in Behavioral & Community Health Sciences, Biostatistics, Environmental/Occupational Health Sciences, Epidemiology, and Health Policy & Systems Management.

In May 2003, the Council on Education for Public Health (CEPH) conferred accreditation on the Community Preventive Medicine Master of Public Health (MPH) Program at LSU Health Sciences Center in New Orleans extending through July 2007.

C MASTER OF PUBLIC HEALTH (MPH) PROGRAM DESCRIPTIONS BEHAVIORAL & COMMUNITY HEALTH SCIENCES PROGRAM

The Master of Public Health (MPH) program in Behavioral/Community Health Science (BCHS) prepares students for professional careers in which they will develop and deliver programs to improve and maintain health in our communities. Interventions to improve healthcare access and early detection of disease, to reduce or eliminate exposure to factors that increase risk of disease, and to educate the public and healthcare professionals are lead by behavioral scientists. Behavioral/community health programs are an integral component of most major public health programs.

BIostatISTICS PROGRAM

The MPH degree program with a concentration in biostatistics is a two-year degree that includes core courses in epidemiology, health services administration, environmental health, and behavioral sciences, as well as introductory and advanced courses in biostatistical methods. Coursework in biostatistical methods includes categorical data analysis, survival analysis, multivariate statistics, and the design and analysis of clinical trials. The Biostatistics Program also offers a Ph.D.

ENVIRONMENTAL & OCCUPATIONAL HEALTH SCIENCES PROGRAM

The MPH program in Environmental/Occupational Health Sciences (ENHS) is designed to provide graduates interested in careers in risk assessment, regulatory toxicology, occupational safety and health, or industrial hygiene with a solid academic background to assist them in preparing for their appropriate certification examinations in industrial hygiene and safety after meeting the practice and experiential requirements as determined by the professional certifying boards. Physicians who complete the MPH in ENHS will meet the requirements for ABMS board eligibility and for formal board certification by the American Board of Preventive Medicine (ABPM) in the following medical specialty fields.

EPIDEMIOLOGY PROGRAM

The mission of the Epidemiology Program at LSUHSC School of Public Health is to contribute to a reduction in adverse health outcomes and health disparities in human populations through research, education, and service. A particular emphasis is placed on the population of Louisiana, consistent with the mission of the School and Health Science Center.

The MPH program in epidemiology is a 2-year curriculum designed to prepare students for a diverse set of skills essential to the practice of epidemiology. Pre-professionals are prepared for a career in public health through the study and application of epidemiological principles and practices.

Training in the Epidemiology Program includes fieldwork, problem-based learning, team approaches as well as classroom instruction. Students will be trained to generate and interpret epidemiological data and to apply findings in the context of the body of knowledge in order to improve health and decrease health disparities.

HEALTH POLICY AND SYSTEMS MANAGEMENT PROGRAM

The MPH program in Health Policy & Systems Management (HPSM) is designed to prepare students for leadership roles in healthcare organizations. Pre professional and professional students are prepared for these roles through the study and application of the principles of health systems management with a special focus on the quality and cost effectiveness of the care they provide and on the information systems that support them.

All students are required to take foundation courses in epidemiology, biostatistics, environmental health sciences, behavioral health sciences, health system management and ethics. Required and elective advanced HSM courses, fieldwork and a capstone complete the curriculum.

Students will be involved in multiple projects, which will provide experience in improving processes in existing healthcare organizations. Graduates will be capable of leading improvement at all levels of the healthcare system.

D FIELDWORK AND CAPSTONE EXPERIENCE

The mission of the LSUHSC-NO Master of Public Health (MPH) program is to prepare health professionals to improve the health of the population. The program's course work, and capstone experiences will provide all students with a foundation in the basic disciplines of public health, while allowing them to pursue individual interests and build upon existing strengths and previous experiences. The program will enable students to develop the intellectual and analytical skills to define, evaluate, and solve the complex problems encountered in public health and health care systems administration.

The MPH practice experience is a project or activity that immerses the student in one of more aspects of public health operations under the guidance of a preceptor. This fieldwork may include, but is not limited to: community education, health promotion, program planning, program organization or management and/or grants writing. It does not include the performance of a purely clinical or clerical activity.

The practice site criteria include organizations, centers or programs (governmental and NGO) devoted to the health of populations through: delivery of health services, prevention of disease, promotion of health education, and/or advocacy for health care programs and service delivery

E. ADMINISTRATIVE COUNCIL

ELIZABETH T.H. FONTHAM, DrPH

Ex officio, Dean

STEPHANIE TORTU, PhD

Ex officio, Associate Dean for Academic Affairs

SCOTT DESSENS, CPA

Ex officio, Assistant Dean for Finance

LYNN LaMOTTE, PhD

Ex officio, Faculty Assembly President

SARAH MOODY-THOMAS, PhD

*Ex officio, Academic Program Director
Behavioral & Community Health Sciences*

DONALD MERCANTE, PhD

Ex officio, Academic Program Director, Biostatistics

JAMES DIAZ, MD, MHA, DrPH., MPH&TM

*Ex officio, Academic Program Director
Environmental & Occupational Health Sciences*

VIVIEN W. CHEN, PhD

Ex officio, Academic Program Director, Epidemiology

RONALD HARRIS, Ph.D.

*Ex officio, Academic Program Director
Health Policy & Systems Management*

ARIANE RUNG, Ph.D.

Elected, Senior Faculty

LSU HSC School of Public Health

DANIEL HARRINGTON, Ph.D.

Elected, Junior Faculty

ALICE LEBLANC, MPH

*Ex officio, Director of Admissions & Student Affairs**

*Non Voting

F REGISTRATION

1. Registration and other important dates and deadlines are listed in the current LSUHSC Catalog/Bulletin. Pre-registration is required by for Financial Aid purposes.
2. Each student must submit a signed Course Registration form approved by the advisor, the program coordinator or director of student affairs to the Student Affairs Office. The form indicates course, number and hours.
3. After the form is processed by the Director of Student Affairs, the student brings the white copy to the Registrar's office to input hours. The Business Office generates a bill for payment of fees. This payment should be made in full no later than the official promulgated registration deadline.
4. If student has changes relative to personal data sheet, changes are indicated on the form and submitted to the Director of Student Affairs at registration. If the student has married or changed Social Security Number, a copy of the marriage license or social security card, respectively, must be given to the Registrar.
5. If a student is graduating in the semester of registration, the Commencement form must be submitted to the Office of Student Affairs at registration.

G MINIMUM GRADE POINT AVERAGE

The School of Public Health issues grades on a four point scale. All graduate students are required to maintain a minimum three-point zero average. Programs within the school may require a higher academic performance, but never a lower one.

H DROP/ADD SLIPS

All students must complete drop/add slips when dropping or adding classes. Drop slips may be obtained from the Office of Student Affairs and must be signed by the student's advisor and submitted to the Office of Student Affairs for filing. Specific calendar dates for adding or dropping courses is listed on the SPH website and in its catalog.

I TEMPORARY GRADE OF INCOMPLETE

If a student is unable to complete course work for legitimate reasons beyond the student's control (i.e., illness, death in the family, etc.) the student must request, prior to the semester, a temporary grade of "I" on the grade sheet.

Since this is a temporary grade assignment, it is the responsibility of the student to complete the course work satisfactorily. The professor instructor will then assign a grade and submit a change of grade notice to the student affairs and registrar's offices. The deadline for submission of the permanent grade falls on the last day for adding courses in the subsequent semester.

J REQUEST FOR THESIS DEFENSE AND FINAL EXAMINATION

If a program requires, or offers as an option, a thesis (and if the option is elected by a student) a special form must be completed and submitted to the Program Director and sent to the Dean for signature prior to the registration for Thesis Research credit hours. The form may be obtained on the LSUHSC website.

K THESIS DEFENSE/ FINAL EXAMINATION REPORT

This form lists the examination committee and must be signed by each member following the student's defense. This form is signed by the Program Head, and then sent to the Dean by the deadline noted in the catalog.

L COURSES AND CREDIT HOURS

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

The School of Public Health may transfer a maximum of 9 hours of credit from other accredited academic institutions. The course syllabus must be reviewed and found by faculty to be consistent with the LSUHSC SPH learning objectives.

M COURSE EVALUATIONS

Course evaluations are distributed in each course, generally one session prior to the final class meeting. Students are actively encouraged to submit these anonymous evaluations, since they are effective in measuring the success of course goals and teaching methods, and in identifying any and all student concerns regarding the course. The evaluations are collected by a volunteer student who delivers them to the Associate Dean for Academic Affairs. Aggregate reports are issued to the dean, program directors and the course instructors.

N COMMENCEMENT

Students will receive forms in their registration packet asking if they plan to graduate that semester. If a student is graduating in that semester, the form must be submitted to the Office of Student Affairs.

Registration, diploma/thesis binding fees and regalia must be paid at the time of registration. Approximately 1 month prior to Commencement, a reminder of requirements for graduation and instructions for Commencement are sent to all candidates.

O TERMINATION OF ENROLLMENT

Students who are dropped or who withdraw from a program must complete a Termination of Enrollment Form. At time of termination, the student is responsible for "walking" termination papers throughout the campus for signatures. The student must have a final exit interview with the School of Public Health Student Affairs Office and submit LSUHSC ID badge. Compliance with these procedures will enable the student to obtain a transcript from the University.

P CROSS REGISTRATION PROCEDURES

1. Students complete the application for LSU System Multi-Campus Registration Form. This form must be signed by the Dean of the School of Public Health and the LSUHSC Registrar.
2. School of Public Health students must submit two copies of both the LSUHSC Registration and the Multi-Campus Registration forms to the School of Public Health Office of Student Affairs.
3. Students may then register for approved courses offered by UNO within the registration schedule set on the UNO website: <http://www.uno.edu>. Students must submit the original Multi Campus Registration Form to UNO Admissions Office along with proof that their LSUHSC fees have been paid.
4. Transcripts of UNO courses are sent directly to the LSUHSC Registrar for recording.

Q CODE OF CONDUCT

All students, faculty and staff are required to read and sign the LSUHSC Code of Conduct reprinted below. This code assures that an equitable and appropriate manner of interaction is required between and among all constituents of the Health Sciences Center.

As an LSUHSC-NO employee or affiliate, I understand the important role trust plays in the accomplishment of our mission. In the execution of my duties I will strive to act in ways that earn the trust of my coworkers, and the people I serve.

I will always act with integrity and carry out my duties in accordance with the highest ethical standards. I will always perform my duties solely for the purpose, benefit and interest of the university and those it serves, and shall avoid any conflict or appearance of conflict with those interests.

In all my decisions, I will strive to make the choices based on sound professional judgment that produce the best possible outcomes for our students, our patients, our coworkers and the people of Louisiana.

I will keep myself well educated on the latest developments in my field of expertise and will complete all training requirements mandated by law, my profession, and LSUHSC-NO.

I will treat our students, patients and coworkers with the same degree of respect and dignity in the performance of my duties that I would wish to receive if the situations were reversed.

I will perform my duties in compliance with all applicable federal and state laws and regulations, and university policies and procedures.

I will look continuously for ways to improve the performance of my duties, and to ensure my work is always responsive to the conditions around me and needs of the people who depend on me.

I am an agent for improvement in LSUHSC-NO. I will always report cost-saving and improvement opportunities to those who have authority to act on these. I will report adverse events promptly to mitigate any harmful effects and maintain the university's image of trust and integrity. I will cooperate fully with requests from oversight agencies. I will report non-compliant behavior to the Office of Compliance Programs and understand, if so desired, my report will be kept confidential.

I will perform all my duties to the best of my ability to ensure the highest degree of excellence in everything I do. I will educate and encourage others through my example.

R STUDENT GOVERNMENT

It is the right and responsibility of each student enrolled in the LSUHSC School of Public Health to participate in the Student Government Association. This association represents student interests in two ways. It provides a forum for student expression within and through an organized body, and it elects student representatives to many of the School of Public Health's Standing and Ad Hoc Committees, thereby formally assuring the voice of students is heard in every major School decision.

S ACADEMIC APPEALS

If a student receives a grade which he or she feels is inequitable, the student may appeal this grade in the following manner:

1. The student may meet with the course director and discuss the basis for appealing the grade.
2. If dissatisfied with the results of this meeting, the student may submit a formal written appeal of the grade no later than 10 working days of its issuance. This written appeal is sent to the course and program directors.
3. Within five working days, the course and academic program directors must examine the appeal, discuss it with the student and respond with a written decision regarding the appeal.
4. If dissatisfied with these results, the student must submit a final formal written appeal of the grade to the Dean within five working days of the course and academic program director's decision. The document must include the basis for appealing the grade.
5. The Dean will appoint an ad hoc committee of five including two students and three faculty members, none of which will be members of the academic program from which the contested grade

originated. The committee will be charged with the task of advising the Dean in writing within five working days whether:

- i The grading procedure was essentially the same as that used for all students in the course,
- or
- ii If sufficient evidence is found to refer the case back to the academic program for the purpose of reassessing the student's competence.

6. The Dean will review the findings of the committee and either accept the original grade or refer the case back to the academic program for reassessment. The Dean's decision represents the final step of due process in the School of Public Health.

T ACADEMIC DISMISSAL

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

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

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

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

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

The Dean makes the final decision regarding the student dismissal. This is the highest level of due process available at the School of Public Health.

U DISMISSAL FOR CAUSE

Egregiously inappropriate conduct, including but not limited to plagiarism, cheating, or physically aggressive or abusive behavior in the school, subjects a student to disciplinary action. This may include dismissal.

9. Accusations of such misconduct must be made in writing to the head of the program or academic unit in which the student is enrolled. The student will be asked to meet with the program or academic unit head to disprove the accusations or explain the cause for such conduct.

10. The program or academic unit head will share information from this meeting with the Associate Dean of Academic Affairs who will then consult with all parties involved in the accusation.

11. The Administrative Council will be convened to review the accusation and student's response regarding the alleged offense, including personal statements by all parties involved, and will make a recommendation to the Dean.

12. A student may appeal the Dean's decision by filing a written petition to the Vice-Chancellor for Academic Affairs.

V STUDENT HEALTH SERVICE

The Health Sciences Center provides the Student Health Service for all students enrolled at the New Orleans campus through the student health fee. This clinic will provide students outpatient care for preventive, acute and/or chronic medical needs.

Since the student health fee covers the cost of a primary care, there is no charge for the student to be seen by a student health provider, although students are responsible for costs of laboratory, x-ray, medication, and procedures performed by the physicians.

LSU HSC School of Public Health

Spouses of students (even those who are carried on the student's health insurance policy) are not covered by the Student Health Service fee. Spouses or other dependents may receive the services of the Health Sciences Center physicians on a private care basis with charges billed to the insurance carrier. Contact your insurance company at the 800 number provided on your policy card to determine covered services.

In addition to ambulatory services, the Health Sciences Center has negotiated a group health insurance plan for students, spouses and/or dependents. The Accident and Sickness Plan is designed to supplement the Student Health Service on campus. All students must show proof of medical/hospitalization insurance coverage.

W HEALTH RECORDS

It is the student's responsibility to check with Student Health prior to registration to make certain that health records are current. A TB skin test is required annually. Students will be BLOCKED from registration if health records are not current.

X STUDENT SUPPORT PROGRAMS

In addition to the student support Programs offered by LSU HSC the SPH provides its students the opportunity to conduct public health fieldwork projects under the guidance of formally identified mentors who assist them in defining these tasks and guide them through their completion.

A capstone thesis is also completed by MPH students under the guidance of three School of Public Health Faculty members. They actively engage students in the design of their thesis hypothesis, search for appropriate literature and exercise of rigorous scientific protocol in analyzing data and drawing conclusions in the final thesis paper, which must be of a caliber publishable in scientific journals.

Y LSUHSC DRUG PREVENTION PROGRAM AND POLICY

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

Violations of the LSUHSC Standards of Conduct by individuals covered under this policy will result in disciplinary action. Depending upon the nature of the offense, disciplinary action can take the form of a written reprimand, suspension, demotion, reduction in pay, expulsion or termination of the individual's association with LSUHSC and referral for prosecution by civil authorities in accordance with local, State, and Federal law.

Z CAMPUS ASSISTANCE PROGRAM – PERSONAL COUNSELING

Students are encouraged to seek assistance with stress, emotional difficulties and personal problems before they become serious. **A 24-hour crisis line is available at 568-8888.**

Short-term counseling is also available, and referrals are provided for more extensive counseling. On-Campus services are available at the CAP, which is located in Room 745 on the 7th floor of the Nursing / Allied Health Building, 1900 Gravier Street New Orleans, LA 70112. Appointments made by calling 568-8888.

AA LIVING ACCOMMODATIONS

Only full-time students of LSU Health Sciences Center in New Orleans are eligible to reside in LSUHSC housing facilities. LSU Health Sciences Center in New Orleans has two residence facilities.

STANISLAUS HALL is located on six floors of the recently renovated Sister Stanislaus Memorial Building, also known as the Old Charity Nursing Dormitory. This building, located at 450A South Claiborne Avenue, is on the National Register of Historic Places.

THE RESIDENCE HALL is a reinforced concrete building featuring three residence towers situated atop a recreational area on the second floor and a car parking garage on the ground level. Each tower is served by an elevator. There are 208 living units in the building, which contains 160,000 square feet of floor space.

For more information, contact: Dennis Lauscher, Director of Student Housing
The Student Housing Office is situated on the second floor of the Residence Hall.
Office hours: 8:00 a.m. to 4:30 p.m., Monday through Friday
Phone: 504/568-6259; e-mail: dlausc@lsuhsc.edu

BB BUILDING ACCESS AND SECURITY

Students should wear their ID cards at all times. These cards will permit students access to all of the LSU Health Sciences Center buildings. During weekends, holidays, and between 6 p.m. and 6 a.m. weekdays, all students (as well as faculty and staff) are required to sign in and out at the Police desk. Students should observe safety precautions at all times, parking in the student lot locking their cars, and when possible, traveling in pairs or groups. Students should request University Police Officer escorts to their cars whenever it is dark.

CC PARKING

Please check www.is.lsuhs.edu/parking for information about student parking.

DD VETERANS

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

EE LIBRARY

Two library collections support the LSUHSC schools. The John P. Isché Library is located on the third and fourth floors of the Resource Center, 433 Bolivar Street, (phone: 568-6100), and the Dental Library is located in the Dental School Administration Building, third floor, 1100 Florida Avenue, (phone: 619-8550). For more information, you may access the library homepage: <http://www.lsuhs.edu/no/library/>.

FF COMPUTER FACILITIES

Students in the School of Public Health may access its computer lab at 1600 Canal Street, 8th Floor during business hours on weekdays when computer classes are not in session. Additionally, internet access is available for student laptop use. These include 4 lines in the First Floor Student Lounge and an additional 8 on the 12th Floor.

The John P. Isché Library, 433 Bolivar Street, provides numerous computers for student use. A state-of-the-art computer laboratory, containing 14 computers, is equipped with multimedia programs, Internet access and assorted software programs. Another 38 computers are available for general access, and 22 computers are linked solely to library systems for database searches. Additional computer facilities are available on campus with further development underway within the SPH. Phone: 504/568-6100.

GG BOOKSTORE

Located on the second floor of the Resource Center, the LSUHSC Bookstore sells required and suggested text books. A variety of other items, including software programs, reference and leisure books, apparel, supplies, etc., are also available. Special book orders may also be made. Call 568-2504 for additional information.

HH BUSINESS OFFICE

Located on the first floor of the Resource Center, the Business Office receives tuition payments and distributes student loans checks. It is open Monday through Friday from 9:00 a.m. to 3:00 p.m. Students may cash personal checks up to \$50. Campus identification cards must be presented. Two-party checks will not be cashed.

II CREDIT UNION

Students may open account at LSU's Credit Union. Checking is free, and members qualify for ATM cards, VISA or MasterCard, the Campus Choice ATM/VISA, and perform transactions over the telephone. It's very convenient). Campus Federal has offices in Shreveport and Baton Rouge, as well as in New Orleans. Campus Federal is also very involved in the USAF student loan program and in the Guaranteed Student Loans Program. Please contact the Credit Union for assistance.

JJ EQUAL OPPORTUNITY

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