TEMPLATE
GRADUATE PROGRAM HANDBOOK

This template is a guide for writing graduate program handbooks. The sections of a handbook applicable to all graduate programs are provided in the following pages. Department or graduate program personnel should complete the remaining sections, as indicated in brackets, according to the policies and practices of each degree program. Graduate program handbooks supplement information in the University Catalog, particularly the Graduate Studies section, and any handbook or catalog published by the schools. For departments with more than one graduate degree program, it is suggested that there be one handbook for all degrees, rather than having separate handbooks. Handbooks are intended to be electronic documents and thus the template has embedded hyperlinks. Post handbooks in a prominent place on the department website and update on an annual basis. Direct any questions about the template to the Office of Graduate and Postdoctoral Studies at ogps@tulane.edu.

[DEPARTMENT/PROGRAM NAME]
Graduate Student Handbook
Academic Year 2022-23

Tulane University

Table of Contents

INTRODUCTION

[Welcome and introduction statement about department, plus paragraph below.]

This handbook supplements the information in the University Catalog, particularly the List of Programs section to see which offer graduate studies. Students are responsible for familiarizing themselves with the contents of all three of these documents.

PROGRAM OF STUDY

[If using the handbook for more than one degree program, be sure to clearly indicate which requirements are applicable to each degree; or write separate program of study sections for each degree program.]

Learning Outcomes

[Learning outcomes as listed in the assessment plan for the degree program(s).]

Degree Requirements

[Minimum credit hours, required and elective coursework, description of any tracks or specializations within degree(s) etc.]

Timeline for Degree Completion

[Sample program of study by year for an incoming student. Example format for first two years provided below.]

Year 1

Fall	Spring	Summer
ABC 6000 (3)	ABC 6002	
ABC 6001 (3)	Elective (3)	
Elective (3)	Elective (3)	
Semester Total: 9 hours	Semester Total: 9 hours	

Year 2

Fall	Spring	Summer
ABC 6003 (3)	Elective (3)	
Elective (3)	Elective (3)	
Elective (3)	Elective (3)	
Semester Total: 9 hours	Semester Total: 9 hours	

Departmental Course Schedule

[Schedule of departmental course offerings for next two or three academic years.]

Minimum Academic Standards

[Minimum GPA or other academic standards required for degree program(s).]

Examination Requirements

[Departmental requirements for comprehensive/qualifying examinations. Reference any requirements established by the school. Be sure to include information on the timing of exam completion within the overall program of study, format, submission procedures, and deadlines.]

Prospectus Requirements

[Departmental requirements for the prospectus. Reference any requirements established by the school. Be sure to include information on the timing of prospectus completion within the overall program of study, format, length, submission procedures, and deadlines.]

Dissertation/Thesis Requirements

[Departmental requirements for the dissertation/thesis. Reference any requirements established by the school. Be sure to include information on composition of dissertation committee, timing of dissertation completion within the overall program of study, dissertation/thesis defense, formatting, submission procedures, and deadlines.]

Advising/Mentoring

[Graduate advising/mentoring practices and expectations as established by the department. Be sure to explain the process of matching mentors and students, the process for changing mentors if the match does not work, information and procedures for annual student performance reviews, and any peer mentoring programs that supplement faculty mentoring. Also include sentence below.]

General information about mentoring relationships can be found in the Canvas Course of the Office of Graduate and Postdoctoral Studies (OGPS).

Research

[Departmental expectations for graduate student research.]

Financial Support

[Departmental sources of financial support – academic year assistantships/fellowships, conference grants, research grants etc., plus paragraph below.]

Tulane's Office of Graduate and Postdoctoral Studies (OGPS) awards a limited number of travel grants of up to $500 each for graduate and professional students to present at

professional conferences. Applications are accepted three times per year. See
GSSA/OGPS Travel Funding | ogps (tulane.edu).

UNIVERSITY POLICIES AFFECTING GRADUATE STUDY

Academic Integrity

Tulane University expects students to conduct their academic endeavors with honesty and integrity. As part of the University community, graduate students have certain responsibilities regarding work that forms the basis for the evaluation of their academic achievement. Any student behavior that has the effect of interfering with the education, pursuit of knowledge, and/or a fair evaluation of the student's performance is considered a violation of the proscribed academic conduct, as set forth in the Unified Code of Graduate Student Academic Conduct. The Code also outlines procedures to be followed if there is a suspected violation. Students are expected to be familiar with the Code. Principles and activities not covered by the Code may fall under the purview of university or departmental research and/or ethics committees. Questions concerning jurisdiction should be addressed to the dean of the School of [SCHOOL NAME].

Student Record Policy

Tulane University complies with the provision of the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), which was enacted to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Read more about your rights under FERPA on the Student Affairs website.

Research Oversight

Animal Research – Federal law mandates that any research conducted by students (graduate or undergraduate) that involves animals must be reviewed and approved by Tulane's Institutional Animal Care and Use Committee (IACUC). This includes, but is not limited to master's theses and PhD dissertations. Protocols are submitted via email. Details are on the IACUC website.

Human Subjects Research – Federal law mandates that any research conducted by students (graduate or undergraduate) using human beings as subjects and intending to contribute to generalizable knowledge must be reviewed and approved by Tulane's Institutional Review Board (IRB). This includes, but is not limited to master's theses and PhD dissertations. IRB protocols should be submitted two months before starting research to ensure adequate time for review. All submissions are completed online. Details are on the Human Research Protection Office website.

Intellectual Property Policy - Under the Tulane Intellectual Property Policy and Procedures document, all full or part-time faculty and staff, graduate students,

residents, and fellows, and any other person who is aided by University facilities or staff or by funds administered through the University are required to disclose any patentable and/or copyrightable inventions to the University. As a condition of their employment or affiliation with Tulane, all such covered individuals must execute an Assignment of right, title and interest to any intellectual property to Tulane University. This policy is managed by the Office of Technology Transfer & Intellectual Property Development. Consult with your faculty advisor if you have questions about intellectual property issues.

Lab Safety – Tulane's Office of Environmental Health and Safety (OEHS) offers several online laboratory safety training modules. Graduate students who may come in contact with blood or other potentially infectious materials must complete the Bloodborne Pathogens module which is an annual OSHA requirement. Laboratory personnel who use formaldehyde or formalin in their laboratory or work area must also complete the Formaldehyde module, an annual requirement of OSHA. The Hazardous Waste course, required by the LADEQ, must be completed annually for those who generate chemical waste. The Fire Safety course must be completed annually per university policy. Several other safety training modules are available on the OEHS site. It is up to the supervisor/principal investigator to determine which additional modules meet the training needs of lab members.

[The above paragraph on Lab Safety can be deleted for any programs that do not involve work in a lab.]

Americans with Disabilities Act
It is the policy and practice of Tulane University to comply with the Americans with Disabilities Act (Pub. L. No. 101-336), Section 504 of the Rehabilitation Act of 1973 (Pub. L. No. 93-112, § 504, as amended), and state and local requirements regarding individuals with disabilities. Under these laws, no qualified individual with a disability shall be denied access to or participation in services, programs, and activities of Tulane. The Goldman Center for Student Accessibility is committed to providing equal access and a friendly environment for all who study and work at Tulane. Through collaboration and exploration, modifications to the academic or work environment – accommodations – can be offered to students and employees with registered disabilities.

Student Conduct
The university requires of all of its students behavior compatible with its high standards of scholarship and conduct. By accepting admission to Tulane University, a student accepts its regulations, including the Code of Student Conduct, and acknowledges the right of the university to take conduct action, including suspension or expulsion, for conduct judged unsatisfactory or disruptive. The Vice President for Student Affairs is responsible for formulating appropriate procedures and, as set forth in the Code of Student Conduct, regulations concerning student behavior and for the resolution of conduct cases.

Equal Opportunity, Harassment, and Anti-Discrimination

Tulane's Office of Institutional Equity is responsible for the implementation of the University's Equal Opportunity/Anti-Discrimination Policies. 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, which includes the University's statements of equal opportunity and anti-discrimination, the harassment policy, and complaint procedures.

RESOURCES

Professional Development

[Information on any professional development activities or programs sponsored by department or school as well as information on disciplinary professional associations, partners in non-profit, government, business or industry, local resources etc. Include paragraph below.]

Tulane's Office of Graduate and Postdoctoral Studies (OGPS) sponsors professional development workshops for graduate students during fall and spring semesters. Check the OGPS website for details. Announcements are also sent via OGPS' graduate student listserv.

Job/Career Information

[Information on career opportunities for graduates of the program(s), tips for conducting a job search in the field, when job search should commence during degree program, departmental resources related to careers etc.]

Graduate Student Association

[Information on the graduate student association representing students in the school/degree program(s).]

Student Resources & Support Services

Student Resources & Support Services (SRSS) is the office on-campus that provides support to students who are experiencing difficulties of any kind. Services provided or coordinated by SRSS include:

- Case Management
- Victim Support
- Referrals (to internal and external offices)
- Alcohol/Drug and Health & Safety Referrals
- Mandated Assessments

- Medical Withdrawal Return Process
- Process of Care Support (Student Affairs professional on-call)
- Tulane Legal Assistance Program
- Online Reporting System Oversight
- Threat Assessment/Behavioral Intervention
- Case/Problem resolution
- Student Conduct Issues

General Line: 504-314-2160
Online Report Form: http://tulane.edu/concerns

Campus Resources

[Add any other university, school and department links of use to graduate students to the following list.]

Academic Calendars
Calendar of Events
Campus Maps
Career Center
Center for Engaged Learning & Teaching (CELT)
Course Listings & Catalogs
Emergency Management
Financial Aid
Graduate Housing & Residential Life
Graduate Student Meal Plans
Howard-Tilton Memorial Library
Innovative Learning Center (ILC)
Office of International Students & Scholars
Office of Gender and Sexual Diversity
Multicultural Affairs
Off Campus Living Guide
Office of Disability Services (ODS)
Office of Graduate & Postdoctoral Studies
Off-Campus Housing
Office of the Registrar
Reily Student Recreation Center
Student Health Services
Student Resources & Support Services
Tulane Police Department

DEPARTMENTAL INFORMATION

Facilities & Services

[Policies pertaining to lab space, TA/GA offices, use of office machines, departmental regulations for lab use and safety etc.]

Forms

[Links to departmental forms related to graduate programs.]

Contact Information

[Names and contact info for departmental staff and faculty involved with administration of graduate programs.]