



## **AA-21: On-Boarding Non-LSUHSC-NO Students**

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Revised:

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Monitoring Unit: Vice Chancellor for Academic Affairs

**I. PURPOSE:** To establish a policy for LSU Health Science Center – New Orleans (“LSUHSC-NO”) to host students from other institutions, and in many cases, the academic credit given to these non-LSUHSC-NO students will be awarded by the student’s home institution.

### **II. DEFINITIONS:**

**Affiliation Agreement** - The Affiliation Agreement shall describe the obligation of LSUHSC-NO to host the student and verify the student’s academic progress, and the obligation of the home institution to bear responsibility for the student’s academic matriculation, credit, and tuition. A sample copy of an acceptable Affiliation Agreement is attached hereto as Exhibit A.

**Student Agreement** – The Student Agreement shall describe the course specific details arranged between the home institution faculty and the university department and faculty hosting the student.

### **III. GENERAL POLICY GUIDELINES:**

General policy guidelines are described in the attachment titled, “On-Boarding Non-LSUHSCNO Students whose Academic Credit is Awarded by Their Home Institution”.

### **IV. PROCEDURES:**

1. Approval to host non-LSUHSC-NO students on campus should be obtained through a “Visiting Unpaid Intern Affiliation Agreement” (“Affiliation Agreement”) signed by the LSUHSC-NO Senior Vice Chancellor, the VCAA of LSUHSC-NO, and an authorized representative of the student’s Home Institution. (Exhibit A)
2. Each Visiting Unpaid Intern must obtain a course specific Visiting Unpaid Intern Student Agreement (“Student Agreement”) that is signed by LSUHSC-NO Department and faculty hosting the student, the Home Institution, and the student. The Student Agreement must be approved by the Dean of the hosting faculty prior to the student being admitted on LSUHSC-NO campus. Before submitting the Student Agreement to the Dean, the hosting faculty must confirm that the student is at least eighteen (18) years old and therefore, not subject to PM-16. (Exhibit B)
3. Copies of the Affiliation Agreement shall be kept by the VCAA of LSUHSC-NO and by the LSUHSC-NO Contracts Team in accord with the LSUHSC-NO record retention policies.
4. Copies of the Student Agreement shall be kept by the hosting faculty, the hosting faculty’s department, the hosting faculty’s Dean’s Office, and the Human Resources Department in accord with the LSUHSC-NO record retention policies.

**V. Attachments:** On-Boarding Non-LSUHSCNO Students, Exhibit A, Exhibit B.



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**On-Boarding Non-  
LSUHSCNO Students  
Whose Academic  
Credit is Awarded by  
Their Home Institution**

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## **Purpose**

The LSU Health Science Center – New Orleans (“LSUHSC-NO”) will host student from other institutions, and in many cases, the academic credit given to these non-LSUHSC-NO students will be awarded by the student’s home institution. The onboarding process for non-LSUHSC-NO students whose academic credit will be awarded by their home institution is described in this document.

The LSUHSC-NO Office of the Vice Chancellor for Academic Affairs (VCAA) oversees the academic and research operations of the campus and therefore is responsible for assuring to the home institution of any non-LSUHSC-NO student the educational quality of the activities these students completed while on the LSUHSC-NO campus.

### **A. Required Documentation**

#### **1.) Visiting Unpaid Intern - Affiliation Agreement**

Approval to host non-LSUHSC-NO students on campus should be obtained through a “Visiting Unpaid Intern Affiliation Agreement” (“Affiliation Agreement”) signed by the LSUHSC-NO Senior Vice Chancellor, the VCAA of LSUHSC-NO, and an authorized representative of the student’s Home Institution.

The Affiliation Agreement shall describe the obligation of LSUHSC-NO to host the student and verify the student’s academic progress, and the obligation of the home institution to bear responsibility for the student’s academic matriculation, credit, and tuition. A sample copy of an acceptable Affiliation Agreement is attached hereto as Exhibit A.

Copies of the Affiliation Agreement shall be kept by the VCAA of LSUHSC-NO and by the LSUHSC-NO Contracts Team in accord with the LSUHSC-NO record retention policies.

#### **2.) Visiting Unpaid Intern - Student Agreement**

In addition to the Visiting Unpaid Intern Affiliation Agreement signed by the administration of LSUHSC-NO and the Home Institution, each Visiting Unpaid Intern must obtain a course specific Visiting Unpaid Intern Student Agreement (“Student Agreement”) that is signed by LSUHSC-NO Department and faculty hosting the student, the Home Institution, and the student.

The Student Agreement must be approved by the Dean of the hosting faculty prior to the student being admitted on LSUHSC-NO campus. Before submitting the Student Agreement to the Dean, the hosting faculty must confirm that the student is at least eighteen (18) years old and therefore, not subject to PM-16.

The Student Agreement shall clearly establish the academic requirements that the non-LSUHSC-NO student must meet when being hosted by LSUHSC-NO, and the manner in which LSUHSC-

NO will verify to the home institution that the established academic requirements were met. A sample copy of an acceptable Visiting Unpaid Intern Student Agreement is attached hereto as Exhibit B.

Copies of the Student Agreement shall be kept by the hosting faculty, the hosting faculty's department, the hosting faculty's Dean's Office, and the Human Resources Department in accord with the LSUHSC-NO record retention policies.

If the student successfully completes the academic requirements that are established by the Student Agreement, the hosting faculty shall attest to the completion of the academic requirements in writing to the home institution. Copies of the attestation to the completion of the established academic requirements of the student shall be kept by the hosting faculty, the hosting faculty's department, and the hosting faculty's Dean's Office in accord with the LSUHSC-NO record retention policies.

### **B. Non-LSUHSC-NO Student Status**

Non-LSUHSC-NO students who are being hosted on LSUHSC-NO's campus pursuant to an Affiliation Agreement that gives the student academic credit at her/his Home Institution shall be classified by the LSUHSC-NO Department of Human Resources as "Visiting Unpaid Interns."

No Visiting Unpaid Interns shall be allowed to begin their matriculation through the academic requirements that are established by the Student Agreement between the hosting faculty and the Home Institution until the Department of Human Resources certifies to the hosting faculty that the on-boarding process is complete.

The Department of Human Resources shall retain all documents related to Visiting Unpaid Interns, including but not limited to the certification to the hosting faculty that the on-boarding process is complete, in accord with the LSUHSC-NO record retention policies.

### **C. Required Compliance Training**

Non-LSUHSC-NO students who are being hosted on LSUHSC-NO's campus pursuant to an Affiliation Agreement that gives the student academic credit at her/his home institution shall comply with all compliance training requirements that are deemed applicable to the student by the LSUHSC-NO Office of Compliance Programs. The Office of Compliance Programs shall ensure that all training needed to meet LSUHSC-NO compliance requirements, include but not limited to any cyber security protocols, laboratory hazard procedures, and/or animal care procedures that are related to the student's established academic requirements that are established by the Student Agreement between the hosting faculty and the Home Institution, have been assigned based on the student's activities provided by the hosting faculty member.

Training modules for the non-LSUHSC-NO students will be assigned by the Office of Compliance Programs after the Office of Compliance Programs has received notice of the non-LSUHSC-NO's onboarding from the Human Resources Department. The assigned training modules will include

any specialized training necessary to meet the academic requirements of the Student Agreement. The hosting faculty must provide the Student Agreement to the Office of Compliance Programs and request any specialized training required by academic criteria described in the Student Agreement.

No non-LSUHSC-NO student shall be allowed to begin their matriculation through the academic requirements that are established by the Student Agreement between the hosting faculty and the Home Institution until the Office of Compliance Programs certifies to the hosting faculty that all general and specialized training for compliance with LSUHSC-NO policy and procedures is complete.

The Office of Compliance Programs shall retain all documents related to the compliance training of all students on campus who are gaining academic credit at their home institution in accord, including but not limited to the certification to the hosting faculty that the compliance training is complete, in accord with the LSUHSC-NO record retention policies.