

Academic Handbook

2026-2027

Xavier University of Louisiana
Genetic Counseling Program



XAVIER

UNIVERSITY *of* LOUISIANA

GENETIC COUNSELING



Genetic Counseling Program

XAVIER UNIVERSITY *of* LOUISIANA

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This book belongs to: _____

If found, please return to the Administration Building Suite 212





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WELCOME

Welcome to the Xavier University of Louisiana Genetic Counseling Program (XULA GCP), the first of its kind in the state of Louisiana. We achieved our Accreditation as a New Program from the Accreditation Council for Genetic Counseling (ACGC) in June of 2024. Based in the College of Arts and Sciences, the XULA GCP offers rigorous and comprehensive coursework in molecular genetics, clinical genetics, and genetic counseling, along with numerous clinical rotations in pediatric/general genetics, cancer genetics, prenatal genetics, and other specialties. We also place an emphasis on diversity, equity, inclusion, and justice within the genetic counseling profession. The curriculum is designed not only to satisfy the requirements of the ACGC practice-based competencies but also to provide a well-rounded education that prepares students to enter our constantly evolving profession.

Xavier University of Louisiana Genetic Counseling Program Mission Statement:

"Our mission is to equip our students with the necessary skills to become ethical, compassionate, culturally aware, and forward-thinking genetic counselors. We are committed to promoting the health of individuals and communities by providing a rigorous and innovative curriculum that incorporates the latest technologies and emphasizes best practices in genetics and genetic counseling. Our students will lead efforts to reduce health disparities and make significant contributions to the field of genetics in a rapidly evolving healthcare environment. We prioritize academic excellence, innovation, inclusion, cultural sensitivity, and diversity."

We are thrilled to have you join us as you begin your journey to becoming a genetic counselor, and we hope you find this handbook helpful.

Sincerely,

A handwritten signature in blue ink that reads "Adel D. Gilbert".

Adel D. Gilbert, MS, MS, CGC
Founding Program Director,
Genetic Counseling
Xavier University of Louisiana

A handwritten signature in blue ink that reads "A. D'Angelo".

Alix R. D'Angelo, MGC, CGC
Assistant Program Director,
Genetic Counseling
Xavier University of Louisiana



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CONTACT INFORMATION

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FACTS ABOUT XULA

XULA Mission Statement

"Xavier University of Louisiana, founded by Saint Katharine Drexel and Sisters of the Blessed Sacrament, is Catholic and historically Black. The ultimate purpose of the University is to contribute to the promotion of a more just and humane society by preparing its students to assume roles of leadership and service in a global society. This preparation takes place in a diverse learning and teaching environment that incorporates all relevant educational means, including research and community services."

Xavier University of Louisiana was established in 1925 and is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelors, masters, and doctorate degrees. Its major divisions include the College of Arts and Sciences and the College of Pharmacy.

University Leadership

Dr. C Reynold Verrett
PRESIDENT

Dr. Marguerite Giguette
PROVOST/ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Dr. Anderson Sunda-Meya
DEAN, COLLEGE OF ARTS AND SCIENCES





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STUDENT PARKING AT XULA

All motor vehicles regularly, occasionally or temporarily using University parking facilities must be registered with the Office of University Police and properly display a parking permit. Failure to do so constitutes a violation of these regulations and subjects the offender to the penalties herein. Any motor vehicle operated on campus by students, university personnel, or visitors, whether owned by the operator or not, must properly display a current parking permit. (Motorcycles included.)

To register your vehicle, access the online registration portal:

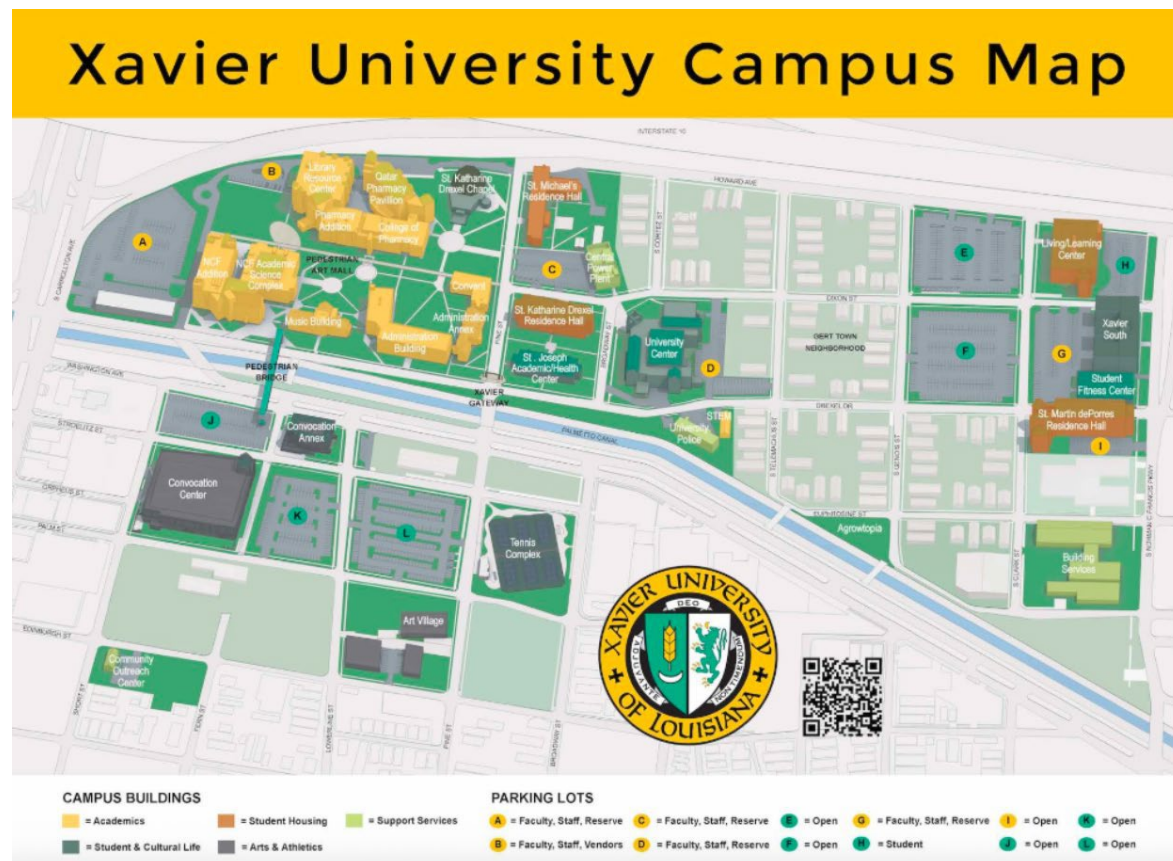
https://xula.campusinnovation.com/xula_myparking_prod/navigation/person/dashboard

Student fee is \$200*/year

August 1-July 31

Students may park in any of the Green lots on the XULA campus.

*(Subject to change)





CURRICULUM OVERVIEW

Fall Year 1

GENC 5005: Introduction to Genetic Counseling
GENC 5025: Clinical Observation
GENC 5030: Current Topics in Clinical Genomics*
GENC 5035: Medical Genetics I
GENC 5040: Principles of Human Genetics for the Genetic Counselor
GENC 5721: The Developing Embryo for the Genetic Counselor
GENC 5050: Foundations of Clinical Research for Genetic Counseling

Spring Year 1

GENC 5010: Introduction to Prenatal Genetic Counseling
GENC 5015: Introduction to Cancer Genetic Counseling
GENC 5020: Introduction to Pediatric and Adult Genetic Counseling
GENC 5031: Current Topics in Clinical Genomics*
GENC 5036: Medical Genetics II
GENC 5055: Introduction to Clinical Practice (SP Model)
GENC 5060: Capstone Research
COUN 5015: Counseling Techniques

Summer Year 1

GENC 5061: Capstone Research
GENC 5070: Fieldwork Rotation

Fall Year 2

GENC 5032: Current Topics in Clinical Genomics*
GENC 5045: Clinical Genetic Testing and Variant Interpretation
GENC 5062: Capstone Research
GENC 5071: Fieldwork Rotation
GENC 5072: Fieldwork Rotation
GENC 5085: Advanced Topics in Precision Medicine - Reproductive

Spring Year 2

GENC 5033: Current Topics in Clinical Genomics*
GENC 5063: Capstone Research
GENC 5073: Fieldwork Rotation
GENC 5074: Fieldwork Rotation
GENC 5056: Introduction to Clinical Practice Peer Supervision
GENC 5100: Professional Development and Diverse Roles
GENC 5734: Healthcare Delivery System
COUN 5125: Social and Cultural Diversity

**Research Seminar*





FIELDWORK ROTATIONS

In the Fall of Year 1, students will participate in approximately 8 days of clinical observation across various clinics in order to gain familiarity with the clinic setting. Students will not be expected to complete any components of the genetic counseling session during these observational opportunities, but attendance is required.

In the Summer of Year 1, Fieldwork Rotations (GENC 5070) begin and continue into Fall and Spring of Year 2 (GENC 5071-5074). The fieldwork rotations include three 8-week core rotations (pediatric/general genetics, prenatal, and cancer) and two ~4-6 week elective rotations. The core rotations occur at ACGC-approved sites, most of which are at one of the Ochsner Medical Center (OMC) locations (Main Campus, Baptist, Baton Rouge, St. Tammany) that are within the New Orleans metro area or ~1-hour drive. A core prenatal rotation is also offered at the University of Mississippi Medical Center, Jackson, MS. These rotations are scheduled by program leadership in coordination with the clinical supervisors. Students will typically spend three days per week in clinic. Logbooks will be monitored closely to ensure that students are obtaining an adequate number of participatory cases. Grades for fieldwork rotations will be based on student evaluations from clinical supervisors.

A summer core rotation not listed below may also be arranged at a different facility. For example, if a student would like to coordinate a rotation in their home city, this can be explored based on availability. Additionally, if a student would like to schedule an elective rotation during the winter break (instead of during the spring semester), this is also feasible. Students must inform program leadership in the first semester if this is of interest to them.

Example Rotation Schedule

Semester (Rotation)	Student 1	Student 2	Student 3	Student 4	Student 5
Summer	Prenatal-OMC Baptist	Prenatal-UMMC	Cancer-OMC ST	Pediatrics-OMC	Cancer-OMC
Fall Y2-1	Pediatrics-OMC	Cancer-OMC	Prenatal-OMC Baptist	Cancer-OMC ST	Prenatal-OMC Baptist
Fall Y2-2	Elective	Elective	Elective	Elective	Elective
Spring Y2-1	Cancer-OMC	Pediatrics-OMC	Pediatrics-OMC	Prenatal-OMC Baptist	Pediatrics-OMC
Spring Y2-2	Elective	Elective	Elective	Elective	Elective





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External Rotation Sites* (In-person and remote)

Advocate Genetics – remote
Clover Genetics- remote
Genetic Support Foundation – remote
Myriad Genetics Patient Education - remote

**subject to change*

Health Screening & Immunization Requirements

To participate in any clinical, observational, or patient-related experiences, students must always maintain current and compliant health screenings and immunization records.

Students are responsible for ensuring that all required health documentation remains active and up to date throughout the program. This includes, but is not limited to:

- Annual Tuberculosis (TB) screenings/testing
- Annual influenza (flu) vaccinations during flu season
- Hepatitis B vaccination and/or titers
- COVID-19 vaccinations or exemptions, if required by the clinical site
- Any additional immunizations, screenings, certifications, or health requirements requested during onboarding by the program, university, or clinical affiliation site

Failure to maintain current health requirements may result in delays or inability to participate in clinical rotations, observational experiences, or other required program activities.

Students are expected to monitor expiration dates and complete renewal requirements in advance to avoid interruptions in clinical participation.

Dress Code

Business casual is the expected dress code for all fieldwork rotations. This means a polished, professional appearance without being overly formal. For example, jeans, shorts, flip-flops, hoodies, and athleisure are too casual and inappropriate for a clinical setting. Conversely, dress suits and high heels are not necessary. Avoid excessively baggy, tight-fitting, or ripped clothing. Please see the Ochsner handbook for further details. However, these rules also apply to rotations (core or elective) at other locations, whether the appointment is in-person or virtual.

Discreet piercings and tattoos consistent with professional healthcare norms that do not interfere with communication or the use of personal protective equipment (PPE) are permitted. Any jewelry or piercings that present a risk of snagging or contamination



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should be removed. Tattoos should be covered, and facial tattoos or large distracting facial piercings should be avoided.

Individual hospital or clinical partner policies may be more restrictive. In such cases, the site's policy supersedes this program's policy. Supervisors and faculty reserve the right to request removal of any piercing deemed distracting, unprofessional, or inconsistent with patient-centered care.

Ochsner Parking

Free parking is available in designated parking lots. Students are required to comply with all parking rules and regulations. Please do not park in patient/visitor lots outside of the Cancer Center or the Boh Center, physician-designated spots, or directly in front of the hospitals or Emergency Departments.

Parking by Rotation/Course

GENC 5025 Clinical Observation: Ochsner Main Campus Cancer and Pediatrics
GENC 5070-5074 Fieldwork Rotations (Required): Cancer or Pediatrics/Adult
GENC 5030 Research Seminar Series: Current Topics of Clinical Genomics (CTCG)
GENC 5055 Introduction to Clinical Practice/Standardized Patient (SP)

Students attending the above courses/rotations should park in the **S** lot (see red circle in Ochsner Parking image below on pg. 11) across from the main hospital. A fully completed vehicle identification card, provided during GCP Orientation, must be displayed on the dashboard at all times.

GENC 5025 Clinical Observation: Ochsner Baptist Prenatal/In-Patient
GENC 5070-5074 Fieldwork Rotation: Ochsner Baptist Prenatal Rotation

Students in the above rotations should park in the Jena Parking Garage on the 6th floor or higher. A parking pass is not required. If leaving after 5pm, students may call security for an escort to their vehicle.

GENC 5070-5074: Ochsner St. Tammany Cancer Rotation

Park in the lot on the south side of the St. Tammany Cancer Center. A parking pass is not required. Avoid spots marked with green lines reserved for physicians.

Other rotation sites/electives:
Contact supervisor(s) for parking instructions.



<https://online.flippingbook.com/view/486549655/18/>





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TYPHON STUDENT TRACKING SYSTEM

How it Works

Typhon Student Tracking System (Typhon) is designed to manage many aspects of a student's clinical training. This cloud-based platform lets students log clinical experiences, track hours, complete evaluations, upload documents, and more. Students can access Typhon from **any device** with an internet connection, making it easy to stay on top of their clinical education wherever they are.

Clinical Encounter Tracking Expectations

Students **are required** to record **all clinical encounters** in detail, including observations, standardized patient encounters, and all fieldwork patient encounters (regardless of the student's level of participation). Records include patient demographics, diagnoses, procedures, skills performed, and hours spent in each activity. Students are also required to enter a clinical summary of all clinical encounters, which includes but is not limited to, the indication, the salient information provided in the session, observations regarding the psychosocial adaptation of the patient, and the outcome of the session. Entries are monitored for progress and feedback. It is expected that students will **update Typhon** accurately and **daily**.

Clinical Sites

Typhon houses information about all approved clinical sites. Students can view site locations, key contacts, supervisors, and other relevant details. This section helps students stay informed about placements and who they will work with during their rotations.

Evaluations and Surveys

It is a requirement of this program that students complete their Typhon evaluations. In addition, they will receive feedback from preceptors and faculty in Typhon. Some evaluations are required at specific times during the term, so students must pay attention to deadlines and the automated reminders to help them stay on track. Student feedback on a fieldwork rotation will only be shared in aggregate and anonymously.

Documents

Students will upload and manage important documents in Typhon. We expect that all immunization records, training certificates, and program forms will be uploaded in Typhon. Some documents are required before beginning clinical work; others





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may be reviewed or signed by faculty. Always ensure any uploads are current and properly labeled.

Scheduling

Typhon will include a student's clinical rotation schedules and additional program events or deadlines. Students are expected to check this section regularly for updates and changes.

Student Portfolios

As students progress through the program, they **are required to** use Typhon to create a personal portfolio that showcases their clinical experiences, skills, and accomplishments. This portfolio will be valuable when applying for jobs or additional training programs, as it helps students present a comprehensive overview of their hands-on education. Students will retain access to their portfolio for an additional 5 years after graduating from the program.



SCHEDULING

We recognize that there are many personal obligations outside of the XULA GCP that you hope to participate in during your time in school. While we expect you to remain available for all program-related activities, we understand that there may be scheduling conflicts, such as a religious observance. If there is a scheduling conflict, it is your responsibility to alert the faculty to the issue in advance or as soon as you become aware of the conflict. We will do our best to honor requests, however we may not be able to do so in every case. It is important to understand that many variables are factored into the scheduling of courses, fieldwork rotations, presentations, etc., most of which happen confidentially and involve multiple individuals. While a request may seem reasonable initially, it may not be feasible due to other considerations.

If we can accommodate a scheduling conflict, you are expected to complete all work missed, with due dates to be agreed upon by the program leadership and/or course director(s).

Finally, it is important to keep in mind that this is an intensive 21-month graduate lockstep program. Although breaks are built into the academic schedule, there may be times when program requirements make it necessary to schedule an educational experience during a period you may otherwise consider vacation.

Graduate education does not always follow the traditional academic calendar, and our responsibility is to ensure that you receive the knowledge, experiences, and skills necessary to become a genetic counselor. For that reason, we ask that you speak with us before purchasing plane tickets or making other nonrefundable travel plans during the program.

If a required program activity is scheduled, students will be expected to attend. We will do our very best to communicate plans as early and transparently as possible, and we ask that you extend the same consideration to us.





CAPSTONE RESEARCH PROJECT

A Capstone Project is the culmination of a student's body of learning throughout the program, focused on a particular area driven by the student and the primary advisor. Students should develop capstone projects that align with their interests and professional goals.

Examples of potential capstone projects:

- In-depth literature review and case report.
- Development of a community outreach program.
- Development of educational materials.

Capstone Committee

Each student is required to have at least three individuals on their capstone committees, including their primary advisor. Members of the capstone committee can include faculty members of the XULA GCP, XULA faculty with expertise in a relevant area, practicing clinicians or genetic counselors who are not XULA faculty, or others who would be appropriate to provide relevant feedback on the project.

Capstone Written Report and Oral Presentation

The Capstone written report will include a thorough review of the relevant literature, a project description, outcomes, and references, typically ranging from 30 to 60 pages in length. The oral presentation consists of a 20-minute public presentation and a private question-and-answer session with their committee. If the committee requests revisions, the student will work with their primary advisor or the full committee to revise and complete the capstone project. The capstone research project will be evaluated as pass or fail. Students must achieve a passing grade on their written report and presentation to graduate from the program.





ORAL COMPREHENSIVE EXAMINATION

In the spring semester of the second year, each student is required to complete an oral comprehensive examination before a panel of five faculty members. The purpose of this examination is to evaluate a student's ability to prepare for a genetic counseling session and present information in a clear, concise, and thorough manner across several areas of clinical genetics.

The format of the examination typically involves the following:

- Students are given clinical scenarios and ninety minutes to prepare.
- Students are allowed access to multiple resources, such as textbooks and computers, for their preparation.
- Some specific questions may be provided to the student at the beginning of the examination, but the panel members may ask additional questions, even if unrelated to the clinical scenario.

Each question during the examination is given a point value, and each panel member grades the student individually to determine the final grade. A grade below 80% (B) is considered failing and requires the student to retake the examination in approximately 2-4 weeks. In this scenario, the panel summarizes the student's deficiencies and suggested improvement areas.

If the student is required to re-take the oral exam, the faculty members on the panel are subject to change. The student may be given a new scenario, and additional assignments may be given depending on the extent of deficiencies. Failure to pass the examination on the second attempt is grounds for dismissal. The XULA GCP program leadership will make the final decision in this scenario.





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ENROLLMENT GUIDELINES

Continuous, full-time enrollment is required. The XULA GCP does not offer part-time enrollment. XULA considers full-time a minimum of six credit hours during the Fall and Spring semesters or three credit hours during the Summer semester. As a sequential 5-semester graduate program, full-time enrollment is based on the following.

Semester	Credit Hours*
Fall Year 1	14
Spring Year 1	12
Summer Year 1	5
Fall Year 2	11
Spring Year 2	16

***Credit hours are subject to change with approved updates to the program**

Additional specifications for the XULA GCP are as follows:

1. Dropping required courses may only be done under special circumstances with the permission of program leadership. All required courses must be taken in the XULA GCP.
2. Students with extenuating circumstances may request in writing a leave of absence from the XULA GCP and are considered on a case-by-case basis.
3. Students who have not completed the academic requirements for May graduation must register for the remaining course(s)/fieldwork rotations needing completion. These students can only continue registration for a maximum of one year after the original expected graduation date.



GRADUATION REQUIREMENTS

1. Successful completion of all coursework, with a minimum GPA of 3.0 and a grade of "B" or higher in all courses with letter grades or pass if the course is on a pass/fail basis. Students may only retake up to two courses if they fail on the first attempt. A student who fails a course will immediately be put on academic probation. Failure on the second attempt of any course will result in dismissal from the program.
2. Successful completion of each fieldwork rotation at ACGC-approved sites with a pass on the evaluations from clinical supervisors, along with a completed ABGC logbook of at least 50 participatory cases. All cases must be updated in Typhon according to program specifications, with all evaluations completed.
3. Successful completion and passing grade on a Capstone Research Project and presentation.
4. Successful completion and a passing grade on an Oral Comprehensive examination.
5. Attendance at all required journal clubs, seminars, and other program activities unless the student has been given an excused absence.



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REMEDIATION

Remediation will be required in certain circumstances, including but not limited to students who fail a specific test/examination, students who do not achieve a grade of "B" or higher in any course, or students who receive a pass with reservations or a fail on evaluations from their clinical supervisors. The deficit(s) will be identified, and a remediation plan that is specific to a student's needs will be crafted by program leadership and course instructors and/or clinical supervisors.

The remediation plan will include strategies to improve knowledge and/or clinical skills, and a written outline with expectations will be provided to the student. This may include retaking a course, completing a supplemental fieldwork rotation and/or completing additional assignments, presentations, or mock cases.

In some situations, a remediation plan may delay graduation to satisfy all remediation requirements. This scenario or any other remediation is not meant to be a punishment, but rather a demonstration that the XULA GCP is invested in the success of each student.



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WITHDRAWAL

Students are encouraged to meet with their advisor before withdrawing from a course or their entire program. A student who withdraws from their graduate program must discuss their decision with their PD as well as the Dean. XULA GCP is under the College of Arts and Sciences, and the Dean is Dr. Anderson Sunda-Meya. The Dean's Office will notify the Office of the Registrar, and they will ensure a student meets university withdrawal requirements. Students who do not complete the required documentation for withdrawal will receive a grade of "F" for the course(s). When a student withdraws from a course, and the withdrawal does not bring that student to zero hours, the Add-Drop form must be completed. The course drop form is available in the My XULA Portal on the Registrar's Menu.

XULA reserves the right to request the withdrawal from the XULA GCP of any student who cannot meet the established standards of scholarship.



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CRITERIA FOR DISMISSAL

1. Students on Academic Probation who do not attain the required 3.0 G.P.A. after two semesters.
2. A student who accumulates two grades of "C" or below, or two grades of "F", and/or a combination of "C" and "F".
3. A grade of "C" or "F" in a course will necessitate repeating the course or completing remediation.
4. A "C" or lower grade, or an "F" upon repeating a failed core course.
5. Failure to pass two or more classes at any point throughout the training program.
6. Cumulative G.P.A. falling below 3.0 during any academic semester.
7. A pass with reservations or a fail by supervisors in two required fieldwork rotations. For those students who fail to complete a fieldwork rotation successfully, they are expected to complete a replacement rotation.
8. Failing the comprehensive oral examination twice.
9. Failure to complete and pass the Capstone Research Project successfully.
10. Being placed on academic probation two or more times during enrollment in the training program or failing to meet the requirements for removal from probation as approved by program leadership.
11. For those students who fail to meet three of the academic requirements on the first attempt at any point during their training program, the program leadership will review the case and determine whether the student is eligible to remain in the training program.
12. Dismissal may occur by a vote of the XULA GCP program leadership, consultation with the Dean, and the Graduate Academic Standing Committee based on student performance other than specified above, such as professional misconduct or grave concerns of the program leadership as to the student's academic or personal ability to function as a professional genetic counselor.



APPEALS PROCESS FOR DISMISSALS

Students have the right to appeal their dismissal from the XULA GCP to the Graduate Academic Standing Committee. In order to appeal their dismissal, students must submit an appeal form to the Office of Graduate Programs. Students must complete the form in its entirety and are encouraged to attach a letter or supporting documentation explaining the extenuating circumstances that resulted in poor academic performance.

- Students dismissed at the end of the Fall semester must submit an appeal letter by January 1st.
- Students dismissed at the end of the Spring semester must submit an appeal letter by May 20th.
- Students dismissed at the end of the Summer semester must submit an appeal letter by August 14th.

If an appeal is approved, students can return for the next upcoming semester, but must follow any conditions recommended by the Graduate Academic Standing Committee.

If an appeal is denied, a student may not return to the XULA GCP for the next upcoming semester but may apply for readmission for the following semester.





STUDENT COMPLAINTS/GRIEVANCES

Academic Grievance Procedure

Students with concerns or grievances about an instructor or course are encouraged to address these concerns directly with the instructor. If the issue cannot be resolved, students should bring their concerns to the attention of the Program Director and/or Assistant Program Director, and only then to the appropriate Associate Dean. Usually, the Associate Dean expects a written summary of the concern and the steps taken to resolve it. The Associate Dean will then inform the Dean to facilitate further action if needed.

Other Grievances

A student who has a complaint that a policy or procedure has been incorrectly or unfairly applied in his/her particular case, or a complaint about the behavior of a University faculty/staff member that does not fall within certain categories (academic integrity, student misconduct, discrimination, sexual misconduct or harassment, complaints through [EthicsPoint Hotline](https://secure.ethicspoint.com/domain/media/en/gui/55738/index.html) (844-753-9414) <https://secure.ethicspoint.com/domain/media/en/gui/55738/index.html>), or dissatisfaction with a specific college experience, the complaint will be handled as follows:

1. Informal Resolution – Student Concern or Dissatisfaction Communicated
Students are encouraged to speak directly with the individual (faculty/staff member) or office (financial aid, residential education, academic department/division, etc.) involved with or responsible for the situation that is the cause of the complaint. The Senior Conduct Officer, or designee, may serve as an advocate and/or third-party mediator. If this communication does not lead to a satisfactory resolution, the student may file a formal written complaint.
2. Formal Resolution - Filing a Formal Written Complaint/Grievance
After an attempt for informal resolution of the matter is unresolved and there are irreconcilable differences, or informal resolution was deemed not appropriate, a formal complaint may be filed.

The formal complaint must be in written form and sent to studentservices@xula.edu. Students have the option to use the [Student Complaint Form](https://www.xula.edu/campusafetyandsecurity/student-concern-form.html) (<https://www.xula.edu/campusafetyandsecurity/student-concern-form.html>). All formal written student complaints should contain the following information:





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- Name and contact information;
 - A clear description of the concern or complaint;
 - Appropriate supporting documentation that is directly related to the complaint;
 - Actions taken for an informal resolution of the complaint; and
 - A description of the desired outcome.

The complaint will be forwarded to the dean of the relevant College or the head of the appropriate office from which the complaint arises. Formal complaints must be filed within sixty (60) days of the event that triggered the complaint and state the nature of the grievance and the remedy being sought. Any previous attempts to resolve the issue should also be described.

NOTE: All formal Student Complaints must be submitted in writing. Only written complaints will be submitted for review.

Additional information regarding complaint review and resolution process can be found in the [Xavier University of Louisiana Student Handbook](https://www.xula.edu/student-affairs/studenthandbook.pdf) (<https://www.xula.edu/student-affairs/studenthandbook.pdf>).





ALLEGATIONS OF DISCRIMINATION AND SEXUAL HARASSMENT

How to Report Sexual Misconduct

The options for disclosure and reporting sexual misconduct are listed below, and confidential assistance is available upon request through Violence Prevention Education and Advocacy to help students review these disclosure and reporting options. University support services are available to students regardless of whether they choose to formally report the violation to the university or law enforcement.

Institutional Reports

Sexual misconduct by members of the university community should be immediately reported to one of Xavier University of Louisiana's Title IX coordinators as described below, to begin the university's investigation process. If you are unsure what happened to you or are uncertain if your complaint falls under sexual misconduct, contact one of the Title IX Coordinators for assistance. Sexual misconduct by students should be reported to:

- Director of Leadership Development and Greek Life, Title IX Coordinator, Sierra Blanchard, JD, UC Suite 316, Titleix@xula.edu, 504-520-5415

Law Enforcement Reports

If the crime occurred on campus, contact Xavier University Police to file a police report. If the crime occurred off campus, contact the police department in the parish in which the crime occurred. If you have an off-campus emergency, dial 911.

- University Police
(504) 520-7490
xupd@xula.edu
4930 Drexel Drive, New Orleans, LA 70125
www.xula.edu/campussafetyandsecurity

Anonymous Reports

Xavier University of Louisiana provides a mechanism by which individuals can report incidents of alleged sexual misconduct anonymously. Complainants should understand that it will be more difficult for the university to investigate and take action upon anonymous reports. Anonymous reports can be submitted by accessing www.xula.ethicspoint.com.





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Confidential Disclosure

Disclosures made to Violence Prevention Education and Advocacy, Counseling and Wellness Center, Student Health Clinic and Campus Ministry staff listed below will be held in strict confidence and will not serve as notice to the university requiring initiation of a review of the disclosed conduct.

- Violence Prevention Education and Advocacy
(504) 520-7503
St. Joseph Academic and Health Resource Center, Room #107
<https://www.xula.edu/office-of-violence-prevention-education-and-advocacy/index.html>
- Counseling and Wellness Center
(504) 520-7315
St. Joseph Academic and Health Resource Center, Room # 202
Open Monday-Friday 8:30 am-5 pm (After 5:00 pm - By Appointment Only)
<https://www.xula.edu/center-of-health-wellness/counseling-service/index.html>
- Student Health Services
(504) 273-0800
St. Joseph Academic and Health Resource Center, Room # 217
Clinic Hours: Open Monday-Thursday 8:30 am-4:30 pm; Friday 8:30 am-4 pm
[Xavier Ochsner Student Health | Xavier University of Louisiana](#)
- Office of Campus Ministry
(504) 520-7593
Administration Building, Room #101
<http://www.xula.edu/faithandleadership>

Please refer to the XULA Violence Prevention webpage for any additional information on reporting and/or the process of handling a Sexual Misconduct report,
<https://www.xula.edu/office-of-violence-prevention-education-and-advocacy/sexual-misconduct.html>



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STUDENT ADVISING

All XULA GCP students will be assigned a faculty advisor during their first semester. In most cases this will be either the program PD or APD. The faculty advisor will meet with the student each semester (twice in the first semester) and assist the student in planning her/his/their program of study. Students are encouraged to consult their advisor routinely throughout the program.

SUPPORT AND RESOURCES

Center of Health & Wellness

The Center of Health & Wellness provides quality holistic care for all of Xavier students. We, as a unit are committed to creating a healthy environment and an atmosphere of exclusivity and diversity for all students. Our friendly, caring and professional staff provides medical, mental, accessibility resources and health education programs that help students make healthy lifestyle choices in support of their academic, personal, and professional goals.

Counseling and Wellness

Counseling Services provides a wide range of programs and experiences designed to facilitate academic, personal, and social development. Our professionally trained and licensed staff includes a psychologist, counselors and social workers who offer individual and group counseling to all students. The staff is available to assist students in a variety of concerns: college survival, relationship and roommate concerns, making important decisions about one's personal life, dealing with concerns related to alcohol use, adult/child issues, eating concerns, familial issues, academic concerns, issues related to physical, emotional or sexual abuse, date rape, etc. and crisis counseling when the need arises. Referral services are available and used when appropriate.

All counseling services are free and confidential. Services are available, Monday – Thursday, 8:30 a.m. – 4:30 p.m. and Friday, 8:30 a.m.– 4:00 p.m. The office is closed for lunch from 1 pm - 2pm daily. Appointments are recommended for counseling needs other than emergencies. (504) 520-7315

Xavier University Wellness Education provides resources, programs, and services that help Xavier students make healthy choices in support of their academic, personal and professional goals. Wellness Education is committed to engaging the Xavier community in creating a healthier campus, healthier students, and reducing barriers to wellness. We are a holistic model focused well-being, engaged learning, academic success, and inclusivity. Wellness Education Staff provides programs on many health-related topics



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including: Alcohol Use and Abuse, Substance/Drug Abuse, Sexual Health, Relationship Skills, Nutrition and Fitness, Eating Disorders and Body Image, Personal Safety, Stress

Reduction and Time Management. Wellness also houses the Peer Health Educators (PHE). Our PHE's are trained student volunteers who collaborate with the Center of Health and Wellness to host and promote holistic wellness year-round.

Office hours are Monday – Thursday, 8:30 a.m. – 4:30 p.m. and Friday, 8:30 a.m.– 4:00 p.m. The office is closed for lunch from 1pm - 2 pm daily. (504) 520-7315.

Disability Services

Disability Services coordinates all services and programs for the disabled student population. Support and assistance are given to students with physical and/or mental/emotional impairments, learning differences, chronic illnesses, and temporary disabilities. Disability Services encourages student empowerment through self-advocacy, program accessibility/accommodations, and a psychologically supportive environment.

Disability Services is a resource for the accommodation of students regarding academic and nonacademic accessibility issues relevant to campus life, personal growth and career development. Personalized support services, programs, and referrals are also available to reasonably accommodate students with the special needs who self-identify. Some of the services available include registration assistance, orientation assistance, accessibility assistance, referral to testing services and coordination of academic or non-academic accommodations, such as extended time for testing, a distraction reduced environment, and housing and dining accommodations. All services are confidential and in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

Office hours are Monday – Friday, 8:00 a.m. – 5:00 p.m. The office is closed for lunch from 1 pm - 2 pm daily. Appointments and walk-in services are available: (504) 520-7607

Student Health Services

Student Health Services offers a range of medical care services including primary health care, acute care (non-life threatening), and allergy shots. All currently enrolled Xavier students are eligible for unlimited office visits at no charge. A minimal fee is assessed for certain procedures and/or medications. These charges can be added to the student's account and paid at a later date or paid with either a credit or debit card. All medical information is confidential.

Women's Health Services are offered by appointment only. A student who requires the services of a physician or nurse practitioner after hours will be referred to an off-campus physician or emergency room at his/her expense.





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Off – campus services, e.g. laboratory test, x-rays, prescriptions, etc., are the responsibility of the student. Payment or proof of current insurance is required at time of treatment.

Excuse notes:

- Excuse Notes are given at the discretion of the Student Health staff based on their medical findings and professional assessments.
- Excuse notes are only given when care is received through Xavier Student Health Services. Please acquire a note from the place of service when care is received elsewhere.
- The Student Health staff does not have the authority to exempt students from class, exams, etc. Such final decisions will be made by the professor, faculty, department, etc.

Note: See Health Policies for information relating to health procedures for registration, campus accidents and emergencies.

The general clinic is a “walk-in” service. Services are available Monday — Thursday from 8:30am – 4:30pm and Fridays 8:30 am — 4:00 pm. The office is closed for lunch from 1 pm — 2 pm daily. (504) 273-0800

Office of Inclusion and Social Justice

The Office of Inclusion and Social Justice is committed to catalyzing social change through advocacy, ethical leadership, community engagement, and public discourse both within and beyond the walls of our institution. We are unapologetically dedicated to fostering meaningful relationships with our community while curating and supporting initiatives that address systemic inequality. The Office of Inclusion and Social Justice serves as a conduit for thoughtful introspection, courageous conversation, and deliberate action as we move towards our common goal of promoting a more just and humane society.

University Center

The University Center serves students, faculty, staff, alumni and guests offering a variety of programs, activities, services and facilities to complement the academic experience. An extensive array of cultural, educational, social and recreational programs are available, in addition to Student Affairs, e-conference rooms, campus card center, campus mail service, campus dining service, a game room, a café, and a large study area that converts to a showcase lounge and much more.



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Xavier Police Department

University Polices maintains the campus as a safe and secure environment. The Office of University Police is open 24 hours a day, 7 days a week and serves as the information center to visitors entering the campus. Officers patrol the campus on a regular schedule by foot, bicycle gulf carts and vehicles. Offices also avail themselves as crime prevention practitioners by providing safety and security information to students, faculty and staff of the university and the local community.

Any suspicious or potential criminal activity or other emergencies should be reported immediately at 504-520-7490. The university maintains an emergency system via telephone and through XULASafe app that will assist students in times of need. If assistance is needed, students should contact the Office of University Police at 504-520-7490 or through XULASafe app or call 911 if off campus.

XULASafe app: <https://www.xula.edu/itc/xula-safe-mobile-app.html>

Academic Computing Services

There are academic computer labs across campus available to XULA students, including locations at Library RMC, NCF Computer Lab, St. Joseph Computer Lab and Xavier South Computer Lab. Each computer is connected to the Internet and can access e-mail and software servers located throughout the campus. Information Technology Services trains students to work in the labs, answer questions and help students with printing and access problems.





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TUITION

The total cost of tuition for the XULA GCP is \$78,177* (\$15,450 per semester with a projected annual increase), which does not include textbooks or additional costs associated with the program. The fee schedule for the program can be found [here](https://www.xula.edu/graduateschool/genetic-counseling/xula-genetic-counseling-program-fee-schedule.pdf): <https://www.xula.edu/graduateschool/genetic-counseling/xula-genetic-counseling-program-fee-schedule.pdf>. Students are responsible for ensuring that they have made all required payments on their student account or made any payment arrangements with the Office of Fiscal Services. Students must complete the fiscal clearance process prior to starting classes each semester. In order to be fiscally cleared, students are required to submit an assessment sheet via BannerWeb and make any required payments requested by the Office of Fiscal Services. The assessment sheet will reflect the amount of tuition and fees that a student is charged and the amount of financial aid a student will receive. If a student is receiving enough financial aid to cover all of their tuition and fees, then the required payment will typically be \$0. If a student will not be using financial aid or has not been awarded enough aid to cover their tuition and fees, the Office of Fiscal Services requires them to pay at least 50% of the remaining balance on their student account prior to the start of classes. Any required payments can be made through a student's BannerWeb account.

Please note: Failure to submit a health clearance form to the Office of Student Health Services may prevent the Office of Fiscal Services from fiscally clearing a student.

**subject to change*

FINANCIAL AID

Each student is responsible for obtaining her or his own financial aid. The Office of Student Financial Aid and Scholarships is available to assist students and can be contacted at 504-520-7835 or at finaid@xula.edu. Additional information can be found on XULA's website: <https://www.xula.edu/financialaid/>

Graduate Assistantships are offered for graduate students through the Office of Student Affairs. These are on-campus live-in positions where students will serve as Resident Assistance in the Residence Halls on campus. Students must be admitted to one of the graduate programs prior to applying for an assistantship position. Please contact the Office of Graduate Programs for application information.





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PROGRAM EVALUATION FORMS

Course	Form Name	Completed By	Frequency/When	Platform/ Storage
GENC 5025	Observational Reflection	Trainee	After each clinical observation	Upload to Typhon External Documents
GENC 5025	Observational Rubric	Clinic supervisor	After each student observes your clinic	FORMS link
GENC 5005 GENC 5010 GENC 5015 GENC 5020 GENC 5035 GENC 5040 GENC 5050 GENC 5036 GENC 5045 GENC 5085 GENC 5100 GENC 5721 GENC 5734 COUN 5015 GENC 5125	Course Evaluations	Trainee	At the end of each semester before grades are reported	XULA
GENC 5055	SP* Self-Assessment	Trainee	After each SP* experience	Forms Link 2027
GENC 5056	Peer Supervision Tool	Y2 Peer Trainee	After observing Y1 trainee's SP* experience	Paper
GENC 5060- GENC 5063	Capstone Research Advisor Feedback Form	Research Advisor	At meeting with trainee once a semester starting Y1 Spring (minimum)	Paper
GENC 5063	Capstone Research Presentation Evaluation	Capstone Evaluators	At the conclusion of the trainee's Capstone presentation Y2 Spring	Paper
GENC 5070- GENC 5074	Fieldwork Goals	Fieldwork Supervisor/Trainee	Orientation for fieldwork rotation	Typhon
GENC 5070- GENC 5074	Fieldwork Midpoint Evaluation	Fieldwork Supervisor	At the midpoint of every fieldwork rotation	Typhon



*SP = Standardized patient

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