EQUAL OPPORTUNITY POLICY
Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran’s status. Emory University does not discriminate in admissions, educational programs, or employment on the basis of any factor stated above or prohibited under applicable law. Students, faculty and staff are assured of participation in university programs and in use of facilities without discrimination. The university also complies with all applicable federal and Georgia statutes and regulations prohibiting unlawful discrimination. All members of the student body, faculty, and staff are expected to assist in making this policy valid in fact. Any inquiries regarding this policy should be directed to the Emory University Office of Equity and Inclusion, 201 Dowman Drive, Administration Building, Suite 305, Atlanta, Georgia 30322. Telephone: 404.727.6123.

AFFIRMATIVE ACTION POLICY
Emory University has an approved Affirmative Action Plan and complies with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act Of 1973, the Vietnam Era Veteran Readjustment Assistance Act, and applicable regulations thereunder. Any inquiries should be directed to the Emory University Office of Equal Opportunity Programs.

AMERICANS WITH DISABILITIES ACT
If you are an individual with a disability and wish to acquire this publication in an alternative format, please contact the Executive Associate Dean for Educational Affairs, Rollins School of Public Health Emory University, 1518 Clifton Road, N.E., Atlanta, Georgia 30322. Telephone: 404.727.7703.
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Academics
**RSPH Academic Calendars**

Specific dates for Add/Drop Swap, Grading Basis Changes, Course Evaluation Deadlines for non-traditional terms such as Pre-Term Sessions, 7 Week Sessions, and EMPH can be found at https://www.sph.emory.edu/rollins-life/events/important-dates/index.html

### Fall Term 2022*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 15-19</td>
<td>Preterm Course Work</td>
</tr>
<tr>
<td>August 24</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>August 24-31</td>
<td>Schedule Change Period (Regular Term)</td>
</tr>
<tr>
<td>September 5</td>
<td>Labor Day (No classes)</td>
</tr>
<tr>
<td>September 7</td>
<td>Grading Basis Change Deadline (Regular Term)</td>
</tr>
<tr>
<td>September 9</td>
<td>Deadline to submit degree application for fall graduation</td>
</tr>
<tr>
<td>October 13</td>
<td>Date of Record</td>
</tr>
<tr>
<td>October 10 - 11</td>
<td>Fall Break</td>
</tr>
<tr>
<td>October 24</td>
<td>Preregistration for Spring 2023 semester for 2nd year students</td>
</tr>
<tr>
<td>October 31</td>
<td>Preregistration for Spring 2023 semester for 1st year students</td>
</tr>
<tr>
<td>November 8</td>
<td>Rollins Day On</td>
</tr>
<tr>
<td>November 24-25</td>
<td>Thanksgiving Recess</td>
</tr>
<tr>
<td>December 6</td>
<td>Classes End</td>
</tr>
<tr>
<td>December 7-13</td>
<td>Exam Period</td>
</tr>
<tr>
<td>December 17</td>
<td>End of Term</td>
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### Spring Term 2023

<table>
<thead>
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<tbody>
<tr>
<td>January 3 - 8</td>
<td>Preterm Course Work</td>
</tr>
<tr>
<td>January 9</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>January 16</td>
<td>Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>January 9-16</td>
<td>Schedule Change Period</td>
</tr>
<tr>
<td>January 23</td>
<td>Grading Basis Change Deadline</td>
</tr>
<tr>
<td>February 7</td>
<td>Date of Record</td>
</tr>
<tr>
<td>February 3</td>
<td>Deadline to submit degree application for spring graduation</td>
</tr>
<tr>
<td>February 7</td>
<td>Summer Pre-Registration Begins</td>
</tr>
<tr>
<td>March 6 - 10</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 20-31</td>
<td>Preregistration for Fall 2022 semester</td>
</tr>
<tr>
<td>April 24</td>
<td>Classes End</td>
</tr>
<tr>
<td>April 25-May 1</td>
<td>Exam Period</td>
</tr>
<tr>
<td>May 8</td>
<td>End of Term/Commencement</td>
</tr>
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### Summer Term 2023

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 12</td>
<td>Regular Session Classes Begin</td>
</tr>
<tr>
<td>May 16</td>
<td>Schedule Change Period Ends</td>
</tr>
<tr>
<td>May 29</td>
<td>Memorial Day (No classes)</td>
</tr>
<tr>
<td>May 21</td>
<td>Grading Basis Deadline</td>
</tr>
<tr>
<td>July TBD</td>
<td>Deadline to submit degree application for summer graduation</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day (No classes)</td>
</tr>
<tr>
<td>August 2</td>
<td>Classes End</td>
</tr>
<tr>
<td>August 3-4</td>
<td>Exam Period</td>
</tr>
<tr>
<td>August 4</td>
<td>End of Term/Commencement</td>
</tr>
<tr>
<td>August 8</td>
<td>Date of Record</td>
</tr>
</tbody>
</table>
RSPH Department Chairs

Don Operario, Behavioral, Social & Health Education Sciences
Robert Krafty, Biostatistics and Bioinformatics
Yang Liu, Gangarosa Department of Environmental Health
Timothy L. Lash, Epidemiology
Usha Ramakrishnan, Hubert Department of Global Health
Kenneth E. Thorpe, Health Policy and Management
Melissa (Moose) Alperin, Executive Master in Public Health

Department of Student Services

The Office of Student Affairs provides information and assistance to all prospective and current students of the Rollins School of Public Health (RSPH). Five functional areas, Admissions & Recruitment, Enrollment Services, Student Engagement and Well-being, Communications, and Career Development provide students with continual cross-functional support. The Office of Student Affairs is the liaison with University Offices such as Campus Life, the University Registrar, Financial Aid, and Student Financial Services. All offices of Student Affairs is located on the 3rd floor of the R. Randall Rollins Building. Student Affairs maintains a Canvas site for all RSPH students.

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Office of Enrollment Services

The Office of Enrollment Services serves as liaison to the University Office of the Registrar. Enrollment Services is responsible for overseeing the enrollment of public health students and assisting with questions related to academic records, drop/add, leaves of absences, readmission, grading, commencement, scholarship posting, and general academic policies. This unit coordinates class schedules, classroom assignments, and produces the Rollins School of Public Health catalog.

Additionally, the Office serves as liaison to the Office Student Financial Services and the Office of Financial Aid, offering assistance and direction to answer questions regarding billing issues and financial aid concerns, including financial hardship.

The Assistant/Associate Directors of Academic Programs (ADAPs) in each Department are the primary student contacts for enrollment operations questions and for assuring accurate and timely degree progress. They assist students with planning their academic degree programs, course registration selection and concerns, and assuring a positive academic experience for the students at the Rollins School of Public Health.

Department of Enrollment Services, R. Randall Rollins Building, 3rd Floor

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Flavia Traven, Business Analyst ftraven@emory.edu

Course and Classroom Scheduling
Course Evaluation Process
Emergency Loans
Degree Application Process
Degree Clearance
Dual Degree & Special Program Coordination
Financial Services (Billing) Issues
Financial Aid for Returning Students
Scholarship Postings for Returning Students
School Catalogue & Student Handbooks
Department Assistant/Associate Directors of Academic Programs

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Lisa Raines
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Advisement

Your departmental Assistant/Associate Director of Academic Program is your first point of contact for assuring accurate and timely degree progress. They will assist you to complete the following:

- Registering for courses which require permission
- Registering for courses in which you want to audit or enroll as Satisfactory/Unsatisfactory. Registration for these courses requires permission from the instructor. Your ADAP can register you for the course with written instructor permission (via email) within the add/drop/swap period.
- Course petitions, waivers, and transfer of credits
- Applied Practice Experience opportunities and applicability to area of study
- Thesis and/or Capstone project requirements and formats
- Withdrawing from a course and/or the program
- Monitoring the progress of Incomplete courses
- Transferring to another Department
- Conducting periodic audits to assure appropriate degree progress
- Registering for Graduate in Residence status
- Assisting in answering questions and resolving general student issues
- Obtaining previous course evaluations/course syllabi
- Taking Classes Outside of RSPH or through ARCHE program: RSPH students may take courses outside of RSPH, including at Emory College and other graduate schools. Undergraduate-level courses will not count towards degree requirements but as additional credits beyond requirements. Some non-RSPH graduate-level courses may count towards degree elective credits with approval of home department. It will be necessary to obtain the instructor’s permission to take the course. Coordinate course registration with ADAP.
Additional RSPH Enrollment Policies

Listed below are additional RSPH enrollment policies that are important for student’s knowledge and understanding. The complete policies may be found in the 2022-2023 RSPH Catalogue and/or on-line at the Enrollment Services website, www.sph.emory.edu/rollins-life/enrollment-services/policies/index.html.

- Five Year Time Limit to Complete Degree Requirements
- Registration
- Credit Hour Load
- Honor Code
- RSPH Grievance Procedure
- Course Substitutions or Waivers
- Transfer of Credits
- Courses Taken in Special Standing
- Add/Drop/Swap
- Complete or Partial Withdrawal of courses
- RSPH Grading Policies and Definitions
- Grade Appeal Procedure
- Immunization Requirement
- Incomplete Coursework
- Satisfactory/Unsatisfactory (S/U Grading)
- Grade Point Average and Academic Probation
- Transfer between Department
- Directed Studies and the ARCHE Program
- Attendance Policy
- Leave of Absence
- Readmission
- Graduation Policies and Requirements
- Applied Practice Experience Requirement
Degree Tracker

Degree Tracker is a tool in OPUS that enables students, advisors, and administrators to monitor student progress towards fulfilling their degree requirements. Degree Tracker lists the required courses for fulfillment of the individual student degree, the status of each requirement (taken, in progress, or not addressed), and the grade received if posted.

To access Degree Tracker, log in to OPUS and enable the Academic Progress Tile. The Advisement Report screen will offer control buttons to show different Advisement Report Groups that address degree requirements: GPA, Total hour requirements, core requirements, and specific course listings required for degree completion. There is also a listing of courses taken that were not used to fulfill degree requirements.

Students are encouraged to discuss their Degree Tracker reports with their ADAPs to plan when courses will be taken to assure timely completion of the degree program.

Step-by-step instructions of how to access Degree Tracker and how to run the different reports that can be found at: https://registrar.emory.edu/records-transcripts/degree-tracker/student-tracker-tool.html

Course Atlas

Course Atlas (atlas.emory.edu) is a search tool that provides all information about courses offered by semester. Students may search by subject, instructor, instruction method, or meeting time to identify classes that will fit for the semester’s schedule.

By clicking on the course, a student will be able to identify class sections and related labs, the instructor, day and time of the course, modality (in person, online, or hybrid), available seats, and a course description. By clicking on the calendar, students are able to see a visual of class meeting times.

It is important to see if the class has any special permission requirements or registration restrictions posted in the Class Notes.

During the weeks leading up to pre-registration, a student may elect to use the Atlas/OPUS Shopping Cart integration. When a course is selected in Atlas, it may be added to the student’s cart.
Course Evaluations

RSPH uses a course evaluation system (EvaluationKit or Ekit) that is integrated into Canvas. All students will receive an email from rsphenrollmentservices@eval-kit.emory.edu when evaluations have opened. Additionally, once evaluations are open, students accessing course evaluations from a non-iOS system will receive a pop-up notice when entering into a course’s canvas site asking if they would like to complete the course evaluation.

While completing course evaluations are optional, students are strongly encouraged to complete an evaluation for each course in which they are enrolled. Course evaluations are vital to identifying the strengths and weaknesses of courses and instruction. This information helps guide decisions to improve the educational experience. All evaluations are anonymous.

Students are able to view evaluations for courses that receive a 66% response rate. Access to online evaluations is restricted to currently enrolled students, faculty, and staff of RSPH. A guide, How To View Previous Course Evaluations, can be found at https://www.sph.emory.edu/rollins-life/resources/documents/How_to_Pull_Evals_Student_Version_02.25.21.pdf

Access to the course evaluation database prior to Fall 2020 may be attained through https://apps.sph.emory.edu/CourseEvaluation/Login.cfm. Evaluation results for full-term classes for Fall 2020 and later are available in Canvas.

Graduate in Residence

Graduate in Residence is a special registration category reserved for eligible RSPH students. To be eligible to register as a Graduate in Residence, students must have satisfactorily registered for all degree requirements, fulfilled their financial requirements, and be in the final stages of completing their degree.

Students enrolled in this status will be assessed a reduced tuition rate. Students registered as Graduate in Residence will be considered full-time, may be eligible for limited federal loans, and will have the on-campus privileges of all full-time students. The Graduate in Residence status carries no academic credit and is not required to complete an RSPH degree program. Students may be registered as a Graduate in Residence for no more than 3 semesters. Before a student is registered for the second or third semester as GIR, continued progress towards the completion of the degree must be demonstrated. If a student is not able to demonstrate progress towards completing their coursework, the Department may determine to deny this registration until due progress is demonstrated.
Enrollment Verification & Transcripts

Students can request verification of enrollment for purposes such as automobile/health insurance, good student discounts, educational loans, or for other school applications by completing an online enrollment verification request on OPUS. They may also request official transcripts through OPUS.

The transcript request option is available to currently enrolled students and students who graduated 2000 to present. There is no additional charge for this service after the initial enrollment semester unless special mailing is requested. Students can print the enrollment verification through their internet browser or request that the institution mail the request the next business day. Transcripts may be received electronically or delivered to the desired recipient.

- Students log into OPUS
- Enable appropriate link in the Academic Records tile
- Under Select Processing Options choose desired delivery method
- Indicate name and address of party to receive the document
- Press submit – the verification is printed on Emory letterhead with notation of Office of the Registrar and the transcript is noted as official

Alternately, students may refer to these links: Enrollment Verification: https://registrar.emory.edu/records-transcripts/enrollment-degree-verification/current-students/index.html

Transcript Request: https://registrar.emory.edu/records-transcripts/transcripts/index.html

Emergency Loans

Emergency loans are administered through Enrollment Services. These short-term loans are designed to help students during a financial crisis. Students are allowed to borrow-up to $1500.00 during a 90-day interest free time frame. For more information or to request an emergency loan, contact rsphenrollmentservices@emory.edu.
Graduation Checklist

☐ Completion of all degree credits (MPH 42; MSPH 48)

☐ Completion of required Professional Development courses PUBH 500, PUBH 501, PUBH 502

☐ Completion of core degree requirements in each department (BIOS, BSHES, GDEH, EPI, HDGH, HPM)

☐ Completion of elective credits with proper distribution. Review and confirm with ADAP.

☐ Completion of Applied Practice Experience requirement. Completion includes:
  • Completing all steps in the Rollins Applied Practice Experience Portal including final upload of deliverables and supervisor approval
  • Successfully fulfilling your applied practice experience
  • Course registration for the Applied Practice Experience courses in OPUS

☐ Completion of Integrative Learning Experience with at least a B- or better letter grade or a Satisfactory grade within departmental timeframes including registration for required number of credits and timely completion of electronic thesis submission process.

☐ Registration during the semester in which you will graduate

☐ Submission of Degree Application the semester of degree completion

☐ Exit interview for Financial Aid, if applicable

☐ Fulfillment of all financial obligations (see catalog for details)

☐ Completion of RSPH Exit Survey

☐ Purchase cap and gown for commencement ceremonies

☐ RSVP for commencement participation

☐ Update contact information in OPUS

☐ No incomplete or in progress grades on transcript, regardless of whether the course is counting towards the degree.

☐ All degree requirements and coursework must be completed to participate in graduation ceremony including the applied practice experience and the integrative learning experience (thesis or capstone).
Special Programs

Scholars in Action

The Scholars in Action Program allows Rollins students to contribute to the professional education of the Rollins Community (e.g. faculty, staff, students and community partners), relate academic experiences to the resolution of contemporary public health issues, and discuss public health issues from interdisciplinary perspectives. The goals of the Rollins School of Public Health (RSPH) Scholars in Action Program are:

1. To develop mutual, sustainable relationships with local and global community partners;
2. To create a premier, student-run leadership and community-engaged learning program and community; and
3. As Alumni, to apply skills learned from the Scholars in Action Program in local and global communities after graduation.

The Scholars in Action Program is a leadership opportunity that students may integrate into their experience at RSPH. They may choose to become involved in Scholars in Action by engaging in one of five committees:

- **Service Committee**: Collaborates with university and community partners to plan regular service opportunities and implement Days of Service for Scholars in Action members and RSPH faculty, staff and students.
- **Social Committee**: Builds community among SIA members by hosting on-campus and off-campus events.
- **Professional Development Committee**: Collaborates with RSPH Departments and other partners and stakeholders to implement professional development seminars for the RSPH Community.
- **Annual Book Discussion Committee**: Plans the Scholars in Action Annual Book Discussion, which takes place between January - February every year.
- **Rollins Election Day Initiative**: A nonpartisan group of Scholars in Action and RSPH students who collaborate with the Emory Votes Initiative and faculty, staff, and students to promote civic engagement within the RSPH Community.
Returned Peace Corps Volunteers
Returned Peace Corps Volunteers (RPCV) bring a unique perspective and skillset to the study and application of public health, and are recognized as a vital part of the Rollins student body. There is a vibrant and thriving Peace Corps community at the Rollins School of Public Health at Emory University with over 80 RPCVs enrolled in the MPH/MSPH programs. The perspective that Peace Corps experience offers is valued in and out of the classroom. Rollins grants a $15,000 tuition scholarship to all admitted, full-time RPCV students working toward their MPH or MSPH degree.

Paul D. Coverdell Fellowship for Returned Peace Corps Community
Returned Peace Corps Volunteers pursuing a career in public health are eligible for the Paul D. Coverdell Fellowship. The Paul D. Coverdell Peace Corps Fellowship advances the third goal of the Peace Corps, to help promote a better understanding of other peoples on the part of Americans by developing and maintaining educational partnerships that place returned volunteers in internships in underserved U.S. communities. Furthermore, it supports RSPH’s mission by creating an environment supporting excellence in service, and training of leaders to promote health and prevent disease in human populations around the world.

In order to be considered for the Fellowship, applicants must be admitted to any department for the MPH/MSPH degree program and indicate their Returned Peace Corps Volunteer status on their SOPHAS application. An applicant must submit a completed SOPHAS application by the school-wide priority deadline. Once an eligible applicant’s SOPHAS application is received by Rollins, they will be sent the Paul D. Fellowship Supplemental Application. This program requires 2 years (4 fall/spring semesters) of full-time enrollment at Rollins in order to fulfill the additional job responsibilities associated with the Fellowship. RPCVs are nominated by their department for merit scholarship consideration and are reviewed by the Peace Corps Program committee to select 5-10 Fellows each year.

RSPH greatly values the experience, perspective and service of all RPCV students. Those selected as Paul D. Coverdell Fellows receive an award package including: partial tuition scholarship, Rollins Earn and Learn (REAL) award, and an applied practice experience award. The award package is provided to Coverdell Fellows in order to facilitate community-engaged learning programs, including activities on campus in the Atlanta community.

The Paul D. Coverdell Peace Corps Fellows are members of the Scholar in Action Program, and are required to complete a 150-hour internship by the time they graduate. The requirements for the internship include:
• **Complete 30 Service Hours with a community partner each semester**: Collaborate and foster relationships with at least one of our community partner organizations;

• **Complete 10 Coverdell Project Hours each year**: Choose from a “menu” of projects to work on. Examples of project items include planning and hosting a student organization event, participating in a Scholars in Action Committee, hosting community-building events with Coverdell Fellows throughout Emory University, participating in the RSPH Community & Diversity Committee, etc.

• **Attend 6 Professional Development Sessions (hours) each year through Scholars in Action and/or Career Development**: These professional development sessions will take place during monthly Scholars in Action meetings.

• **Participate in the Coverdell Recruitment Process each year**: Collaborate with fellow Coverdell participants to select the incoming cohort of Coverdell Fellows.

Through participation in the Paul D. Coverdell Fellows program, students will be able to:

1. Learn effective practices for managing programs from start to finish;

2. Communicate effectively with diverse populations and stakeholders at the university and community level;

3. Learn and practice peer leadership skills in facilitation and mentoring;

4. Learn and practice effective team management and group dynamics through ongoing self-reflection and team accountability;

5. Facilitate meaningful learning activities in the classroom and community that make up a complete curriculum;

6. Evaluate and assess programmatic success through indicators of self, peer, and participant data;

7. Identify personal strengths and skills to assist with program responsibilities and ongoing growth and professional development; and,

8. Understand and explain how skills gained through the Fellows program translate to the work setting and ongoing professional development.
AmeriCorps/Service Corps Student Leaders
The Rollins School of Public Health greatly values the experiences, perspectives, and service of students connected to AmeriCorps and national service. In recognition of the ongoing commitment to service and leadership at Rollins, a $7,000 ($3,500 for dual degree students) award is offered to admitted students in any department who have completed a minimum of one year of service (1,700 full-time hours) with a national volunteer agency like AmeriCorps or an AmeriCorps-affiliated agency.

Gates Millennium Scholars at Rollins (GMS@Rollins)
With almost 30 Gates Millennium Scholars enrolled in the MPH program, the Rollins School of Public Health has the largest Gates Millennium Scholars cohort among all public health institutions in the United States. Gates Millennium Scholars that choose to enroll at the Rollins School of Public Health are automatically considered part of GMS@Rollins. GMS@Rollins is a unique, student-run program that provides opportunities for service, community-building, professional development for Gates Millennium Scholars and first-generation students.
Career Enhancing Experiences

Applied Practice Experience

The Applied Practice Experience (APE) provides students the opportunity to integrate and apply the knowledge and skills gained through their coursework at the Rollins School of Public Health (RSPH) in a professional public health environment. The intent is for students to have a variety of experiences in different public health environments while in graduate school, such as government, non-government, non-profit, industry, for-profit, and appropriate university-affiliated settings involving community engagement.

Specifically, the APE is a significant educational experience that requires a minimum of 200 hours in a public health agency, institution, or community under the supervision of a Field Supervisor. The Field Supervisor is a public health professional or qualified staff person at the APE site and who can evaluate student attainment of relevant competencies, learning objectives, required deliverables, and overall work performance.

The APE must be approved by an APE Advisor (i.e. a designated faculty or other qualified person within the student’s academic department) prior to its start. Tracking of APE details and approvals is conducted through the RSPH APE Portal. Students are provided access to the RSPH APE Portal and may begin counting hours toward the APE requirement only after completing a minimum of 9-credit hours at RSPH (credit hours from other institutions or work experience prior to enrollment at RSPH will not count toward this requirement). For more information, visit the APE page on the RSPH website. Students must register for the APE course through OPUS.

Professional Development

Aside from exploring individual sub-disciplines and public health interests, it is important for students to grow in their ability to function as a public health professional, which inherently involves interacting with other professions. Therefore, there are professional development requirements that seek to help prepare students for the public health workforce. These requirements are described below.
**PUBH 500: Introduction to Public Health**
This learning module provides students with foundational knowledge of public health history, philosophy, and values. Students are introduced to major causes of morbidity and mortality in the U.S. and globally as well as the differential impact of these outcomes on different population groups. Students explore the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels. PUBH 500 is a fully asynchronous, self-administered online module. No synchronous sessions are required. This is a first half semester course and the online module will become available to pre-registered students in July. Students should allocate 4-5 hours to complete the course.

**PUBH 501: Inter-professional Team Training**
The Inter-Professional Team Training course will help you perform effectively in inter-professional teams. First, you students will complete a set of online modules to learn the basic principles of how to work with other professionals, within and outside the health care setting. Next, students will attend an in-person Exe session in the late fall with other professionals across Emory University to further explore how to implement inter-professional team training. Finally, students will complete a series of individual post-session assignments that allow them to reflect on their experiences with inter-professional team training.

**PUBH 502: Public Health Professional Development Seminar**
The Public Health Professional Development seminar offers the opportunity to explore different leadership, negotiation, and communication approaches, as well as to take a look inward at your individual leadership preferences. Students will learn about their characteristics as a leader, how these interact with other leadership styles, how to negotiate toward a common goal and how to make decisions when many perspectives and interests diverge. This course includes a series of online modules, a virtual synchronous session, and individual reflection assignments.

**Global Field Experiences**
Global Field Experiences allow students to apply the skills and knowledge they have gained at the Rollins School of Public Health in real world settings around the globe. Students typically undertake internationally-focused work during the summer after their first year of study in their MPH degree program. Each year, typically over 60 students work in foreign countries and many more undertake internationally-focused work in the United States. They return to
their coursework with greater understanding of how to engage in public health practice and more focused career goals.

Working closely with faculty and mentors, students identify projects related to their specific areas of public health and geographic interest. Students then work with the agency or organization to identify a specific role that the student can play in support of the project's goals and objectives. Many students base their thesis or capstone project on the data they collect, allowing students to gain invaluable practical experience while making tangible contributions to their host project's success.

**Global Field Experience Financial Award (GFEFA)** is a unique scholarship offered by RSPH. GFE Financial Awards provide supplemental funding to support Rollins student summer field experiences in low- and middle-income countries. The scholarship was started to encourage students interested in global health to participate in supervised field training which will facilitate the transfer of classroom knowledge into practical experiences. MSPH and MPH students from all departments are eligible to submit a proposal for a GFE Financial Award and must be enrolled at Rollins for the semester prior to their field experience to qualify for an award. The total amount of funding awarded each cycle will be based on availability of funds each year, the number of students who apply and the quality of the applications.

For additional information about this program, visit the website at [https://www.sph.emory.edu/rollins-life/community-engaged-learning/global-field-experience/index.html](https://www.sph.emory.edu/rollins-life/community-engaged-learning/global-field-experience/index.html)

**Rollins-teer Service/Community-Engaged Learning Program**

Initiated during Orientation 2007, the Rollins-teer Service Learning Program has served as the seed and impetus to the development of the Community Engaged Learning Program. Through this program students are introduced to the broader context of public health work and programs through volunteer work opportunities with local charities that focus on poverty, homelessness, distribution of medical supplies and services, chronic disease or environmental conservation.

In 2021 RSPH students had the opportunity to serve at 30 different organizations: Atlanta Community Food Bank, Atlanta Hospital Hospitality House, Books for Africa, Clyde Shepherd Nature Preserve, Community Farmers Market of Atlanta: East Atlanta Village, Concrete Jungle, Corners Outreach- Corners Academy, Dunwoody Nature Center, Eco Addendum, Emory Educational Garden Project, Food For Lives, Food Well Alliance:
RSPH School & University Policies
Honor and Conduct Code

Rollins requires that all material submitted by a student in fulfilling his or her academic course of study must be the original work of the student and must uphold academic integrity. Students are expected to engage in ethical conduct consistent with the field of public health or Emory University. Students become familiar with the Honor and Conduct Code during their pre-orientation Canvas module from Enrollment Services. Students are required to complete a Principles of Good Scholarship Survey and score a grade of 80% or higher to ensure they are familiar with the Honor and Conduct Code, Principles of Good Scholarship, and Citations. The Academic Resource Center offers a variety of resources to support student success.

Allegations of violations of the Honor and Conduct Code undergo a preliminary investigation by the Senior Associate Dean of Enrollment Management and Student Affairs or their appointee. The matter may be resolved at that point or referred to a formal Hearing Committee consisting of students and faculty members who make their recommendation to the Executive Associate Dean for Educational Affairs. Students may petition to appeal that decision, in which case a second Hearing Committee may be convened. Policies and procedures governing honor and conduct code violations are contained in this document.

Introduction

In accordance with university by-laws, the president of the university has delegated to the dean and faculties of each school the responsibility of designing honor and conduct codes for its students. The Rollins School of Public Health (RSPH) Honor and Conduct Code was established to ensure personal responsibility and professional standards consistent with the field of public health and the missions of both Emory University and Rollins. In cases where the code has been alleged to be compromised, it sets forth a set of procedures to deal with the allegations. This code applies to any student registered in a Rollins course. Registered students are responsible for upholding all aspects of the code.

Student Academic Honor

Rollins requires that all material submitted by a student in fulfilling his or her academic course of study must be the original work of the student and must uphold academic integrity at the graduate level.
It is the obligation of every student to know the regulations regarding academic misconduct. Ignorance of these regulations will not be considered a defense. If a student is unclear about whether or not something violates the academic integrity of a course assignment and/or degree requirement, it is their responsibility to seek clarity with the instructor and/or academic advisor. In situations outside the classroom, the student should seek clarifications from an appropriate Rollins official.

**Violations of Student Academic Honor**

Violations of academic honor include any action by a student indicating dishonesty or a lack of academic integrity. Violations of academic honor include but are not limited to cheating, plagiarism, falsifying research data, falsification and forgery of University academic documents, facilitating academic dishonesty, and providing false evidence.

**Cheating** includes, but is not limited to, seeking, acquiring, receiving, or passing information intended to facilitate performance on an examination prior to its authorized release or during its administration, or attempting to do so. Cheating also includes seeking, using, giving, or obtaining unauthorized assistance in any academic assignment or examination, or attempting to do so.

**Plagiarism** is the act of presenting as one’s own work the expression, words, or ideas of another person, whether published or unpublished (including the work of another student) without proper acknowledgment.

**Falsifying data** includes, but is not limited to, creating information not actually collected, altering, or misrepresenting information and/or data.

**Falsification and forgery of university documents** include knowingly making a false statement, concealing material information, or forging a University official’s signature on any University academic document or record. Such academic documents or records may include transcripts, add or drop forms, requests for advanced standing, requests to register for courses, etc. The falsification or forgery of non-academic University documents such as financial aid forms, academic standing verification letters, student recommendation letters, or other documents related to the academic record will also be regarded as a violation of the honor code.

**Facilitating academic dishonesty** includes but is not limited to intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

**Providing false evidence** in any Honor Council hearing or refusing to give evidence when requested by the Honor Council are considered to be honor code violations.

**Student Conduct**

The practice of public health requires an active commitment to ethical conduct consistent with the field of public health throughout all program requirements.
including, but not limited to, internships, research, field work and Applied Practice Experiences. While this expectation is set, it is also important to outline behavior that is clearly the exception, or in violation of the code. Rollins respects the rights of organized and intentional student dissent and protests. In situations of student dissent and protest, the statements below should be interpreted in accord with Emory policies on student dissent and protest. The following conduct violations will be explored below.

**Violations of Student Conduct**

Violations of student conduct include any action by a student which violates ethical conduct consistent with the field of public health or Emory University. These actions may include, but are not limited to, dishonesty through misrepresentation or withholding of pertinent factual information; forging, falsifying, or misusing university documents or records; infraction of university rules and regulations which protect the university community; conduct in violation of university policies prohibiting discrimination, sexual harassment and sexual misconduct; theft; personal abuse; malicious damage/breaking and entering; disorderly conduct and disruption of class; misuse of electronic equipment and information technology; substance use; infractions of public law that involve and/or are linked to Emory University; and actions that deliberately demean or violate the integrity of other university members.

- **Dishonesty through misrepresentation or withholding of pertinent factual information** in a student’s personal dealings with other students, faculty, or staff of the university, or organizations or agencies of the university. This also includes falsification of information for the purpose of admission to Rollins or job application while enrolled as a student.

- **Forging, falsifying or misusing university documents, records, identification cards, or other documents** so as to violate the requirement of academic honesty.

- **Infraction of rules and regulations established by university authority** to protect the interests of the university community. These rules and regulations assure that all members of the university community will be able to attain their educational objectives without hindrance in a conducive intellectual and educational atmosphere throughout the university community. Further they protect the activity, health, safety, welfare, and property of all members of the university community and of the university itself. These policies also pertain to student conduct when representing Rollins in academically-related and/or community activities. These policies may be found on the Emory University website at [http://policies.emory.edu/8.1](http://policies.emory.edu/8.1).

- **Non-consensual sexual activity, including sexual harassment**, is considered Prohibited Conduct is an umbrella term that encompasses all unwelcome conduct based on sex or gender that is so severe and/or
pervasive that it has the purpose or effect of unreasonably interfering with a person’s University employment, academic performance or participation in University programs or activities, or creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive. “Prohibited Conduct” includes Non-Consensual Sexual Intercourse, Non-consensual Sexual Contact; Sexual Exploitation; Sexual Harassment; Gender-Based Harassment; Retaliation; Aiding, Facilitating, Encouraging, Concealing, or Otherwise Assisting, Violating a Protective Measure and Title IX Misconduct. The University's Sex and Gender-Based Harassment and Discrimination Policy may be found on the Emory University website at https://emory.ellucid.com/documents/view/16836.

- **Hazing**, as prohibited by the University Anti-Hazing Policy 8.11, is a broad term encompassing any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate.

- **Theft** of any property of the university itself or of any property of any member of the university community, or its visitors or guests.

- **The intentional, wanton, or reckless physical abuse or verbal abuse** of any person by a student on the campus or on property owned or controlled by the university, or at a function under the university’s supervision or sponsorship or such abuse of a member of the Emory community at any location or on-line forum.

- **Malicious damage/breaking and entering** by a student to the property of another member of the university community (student, faculty, or staff) or the property of the university itself, or to the property of any visitor or guest of the university or a member of the university community. Breaking into a locked room, office, or facility of the university, or entering a room, office, or facility that is clearly restricted is not permitted.

- **Disorderly conduct, disruption of class, and/or interference** by a student by violence, force, disorder, obstruction, or vocal disruption of university activity, or activity authorized or sponsored by the University or by any school, program, division or authorized student body, including disciplinary proceedings. Interference by a student with the instructor’s right to conduct class as the instructor sees fit within the bounds of academic freedom and responsibility.

- **Misuse of electronic equipment and Information Technology** is not permitted at Emory University. Computers, networks, and software applications are powerful tools that can facilitate Emory’s core missions in teaching, learning, research, and service. Access and utilization of these tools is a privilege. Users of Emory’s IT resources may not share
their passwords or other access credentials; attempt to hack, bypass, or violate security controls; access, modify, or share sensitive data or information without appropriate authorization; use access credentials issued to other individuals or attempt to impersonate another individual in order to access IT resources. Additionally users of Emory’s IT resources may not use those resources for any unethical or illegal purpose, such as violating copyrights or license agreements for any type of intellectual property (e.g. software, music, audio/video recordings, photographs, illustrations, documents, media files, e-journals, e-books, databases); harassing other members of the Emory community; destroying or stealing equipment, software, or data belonging to others; intentionally damaging or destroying the confidentiality or integrity of IT resources or disrupting their availability; or monitoring or disrupting the communications of others.

- Substance use that includes the use of illicit drugs or the non-medical use of prescription drugs is not permitted at Emory University. Users, possessors, and/or providers of such drugs violate federal laws and state laws. Students who possess or use such drugs or who furnish drugs to others while on property owned or controlled by the university are committing a conduct offense. Additionally, providing alcoholic beverages to underage persons (under the age of 21) or to noticeably intoxicated persons is a conduct code offense, as is consuming alcohol by underage individuals, Alcohol and Drug Abuse Policy, http://policies.emory.edu/8.8. Tobacco use while on the property owned or controlled by the university is a conduct code offense Tobacco-Free Environment, http://policies.emory.edu/4.113.

- Infractions of public law that involve and/or are linked to Emory University that is the basis for an allegation or charge of violation of public law also may subject a student to an allegation of a student conduct violation. Acquittal or conviction in court does not necessarily exclude or dictate action by Rollins. Further, Rollins may proceed with a conduct matter without awaiting the start or conclusion of any legal proceeding.

- Actions contrary to the standards of the Rollins and Emory University, including actions that are deliberately demeaning to other human beings or that violates the dignity and integrity of other members of the university and community. See Emory University Policy 1.3.

Policies and Procedures

Student Honor and Conduct Code Structure
The Student Honor and Conduct Standing Council (subsequently referenced as the council) will be formed at the beginning of each academic year. The council shall consist of no fewer than twelve (12) faculty members representing each department and degree program and no more than twenty (20) student members reflecting the current Rollins student-body demographics. The Executive Associate Dean for Educational Affairs, in collaboration with the Chair of the Education Committee, will nominate the faculty members who will be members of the Council for a two-year term. Six new faculty members will be named each year to provide a staggered membership. Student membership will be comprised of students who volunteer their service or are selected by Rollins leadership. These students will serve as Honor and Conduct Code liaisons to their departments and fellow students for a one-year term. Members will be selected to serve on individual Hearing Committees based on affiliation and availability.

The Executive Associate Dean for Educational Affairs, or their designee, reviews the findings and recommendations for sanctions of the Hearing Committee and of the Appeal Committee.

The Senior Associate Dean of Enrollment Management & Student Affairs, or their designee, serves as the student honor and conduct code adviser. The student honor and conduct code adviser conducts the preliminary investigation and writes up the initial findings and determination.

A Hearing and Appeal Committee Facilitator, appointed by the Senior Associate Dean of Enrollment Management and Student Affairs, coordinates the hearing procedures and provides consistency in the processes and proceedings. The facilitator identifies council members to serve on a Hearing Committee and an Appeal Committee, prepares the agenda and the evidence, and presides over the actual proceedings to assure fair and systematic processes.

Student’s faculty or staff adviser (non-legal). The student charged may ask a faculty or staff member to assist and counsel him/her in preparing for and participating in the hearing. The adviser will not have the right to examine witnesses.

A Hearing Committee will be comprised of a subset of the Student Honor and Conduct Code Standing Committee, and will include four members: two faculty members and two students. The hearing committee facilitator will serve as an ex-officio, non-voting member of each Hearing Committee. The hearing committee facilitator will preside over the proceedings.
No person involved in advising the student honor and conduct code adviser or his/her designee during the preliminary investigation may serve as a voting member on the Hearing Committee for the specific proceeding. No individuals making the charge or directly involved with the case shall be members of the Hearing Committee.

In the case of an appeal, the Appeals Committee will be selected in the same method as the initial Hearing Committee and members are a subset of the council; however, no individual who served on the initial hearing committee shall sit on the appeals committee. If needed, a selected faculty member from the initial Hearing Committee may attend the Appeal Committee hearing as an ex officio, non-voting member to provide continuity with the original proceedings.

Making an Accusation
It is the responsibility of every member of the faculty, staff, and student body to cooperate in supporting the honor code. In pursuance of this duty, any individual, when he or she suspects that an offense of academic misconduct has occurred, shall report this suspected breach to either: (a) the faculty member in whose class the suspected breach occurred; (b) a departmental assistant/associate director of academic programs (ADAP); (c) a faculty member of the Honor Standing Council; or (d) the Senior Associate Dean of Enrollment Management and Student Affairs.

Accusations must be made within 30 days of when the alleged activity was discovered. Once an allegation has been made, the student honor and conduct code adviser will draft a written version of the complaint and the individual making that allegation must sign the complaint stating that they believe it to be accurate. An email of confirmation from the complainant will fulfill this requirement. The name of person making allegation will be shared with the student unless the person making the allegation submits a written request that they do not want their name shared during the preliminary investigation. If the preliminary investigation leads to a formal hearing, the name of the person making the allegation would be made known.

Rights of the Accused Student
The accused student has the following rights:

1. Be considered innocent until judged otherwise by the Hearing Committee appointed by the student honor and conduct code adviser for this purpose.
2. The right to be notified in writing of the charges against him/her. Written documentation of the charges must include the charges against him/her with enough specificity to enable him/her to prepare for the hearing on these charges.

3. The right to choose a faculty or staff advisor (non-legal) to counsel him/her.

4. The right to a hearing before the Student Honor and Academic Code Hearing Committee facilitated by the Hearing Committee facilitator and to know the date, time, and place of the hearing. The right to know the names of witnesses who may be present at the hearing. From the time he/she receives written notice of the allegation, the student charged has at least 10 business days to prepare his/her case, unless he/she requests the hearing take place within a shorter period of time.

5. The right to receive the roster of names of the faculty and student members of the council with the notice of the formal hearing. The charged student may identify any individuals on the council who he/she would not find acceptable to serve on the Hearing or Appeal Committees. The student must provide the list of unacceptable individuals and reasons for their exclusion to the Hearing and Appeal Committee facilitator within 48 hours of receiving the roster. The Hearing and Appeal Committee facilitator will consider the written request of the person charged when she/he nominates members of these committees.

6. The right to be present during the hearing and/or appeal while all evidence is presented; the accused student does not have the right to be present during deliberations or voting of the committee. If the accused student is not present at the proceeding, it will be conducted with the accused student in absentia.

7. The right to have access to all written statements presented to the Hearing Committee and be allowed to hear and question witnesses who appear at the hearing.

8. The right to appeal the findings of the hearing. A student who wishes to appeal the decision of the Hearing Committee must make such a request in writing to the Executive Associate Dean for Educational Affairs. The written appeal must be made within 10 business days of receiving written notice of the Hearing Committee’s findings and sanctions. (see the Appeals Process below).
After the determination of guilt is established, the Honor Code Committee will be informed of prior honor and conduct code violations and the current status of the student, before sanctions are recommended to the Executive Associate Dean for Educational Affairs.

**Preliminary Investigation and Arbitration**

The Senior Associate Dean of Enrollment Management and Student Affairs serves as the student honor and conduct code adviser, or can appoint another official of Rollins to fill this role. The prehearing process consists of a preliminary investigation with the possibility of going into arbitration. The *Preliminary Investigation* is designed to determine if there is sufficient evidence to substantiate a potential honor or conduct code violation. The student honor and conduct code adviser will have 10 business days to review the complaint report and determine whether evidence supports future action. The student honor and conduct code adviser may decide that insufficient evidence exists to substantiate a potential violation. In this case, charges will be dropped. If the student honor and conduct code adviser decides that evidence warrants further action, the advisor will notify the accused student in writing that he/she must make an appointment to meet with the adviser within five business days to review the complaint report. If the accused student fails to schedule or attend the meeting within that timeframe, formal charges will be filed.

The possible outcomes of the preliminary investigation include:

1. **Charges are dropped**: The student honor and conduct code adviser finds that there is not sufficient evidence to proceed. In this case, charges are dropped.
2. **Case is referred to the Hearing Committee**: The student honor and conduct code adviser finds that there is sufficient evidence to support a guilty disposition, but believes that the case, because of unusual circumstances or evidence, warrants a review by the Hearing Committee. These cases will go to a formal hearing.
3. **Arbitration**: The student honor and conduct code advisor finds that there is sufficient evidence to support a guilty disposition and offers appropriate disciplinary action to the student and the other parties involved. Within five business days of the initial meeting with the accused, the student honor and conduct code adviser will meet *separately* with all parties such as the accused, the witnesses, and the faculty member to acquire additional information regarding the alleged incident. Arbitration can have two outcomes:
**Arbitration A**: If all parties are satisfied with the findings and the proposed disciplinary action, the case will be considered successfully resolved and no further action will be taken. The issue and the final decision will be appropriately documented and maintained in the official student file to inform on any future allegations that may be brought forward.

**Arbitration B**: If either the accused student or the other parties do not agree with the guilty determination or do not believe the recommended disciplinary action is appropriate, the case will go to a formal hearing.

**Formal Hearing**

If it has been decided that the case will proceed to a formal hearing, the accused will have no less than ten (10) business days between the date that the student receives written notice of the charges to prepare their case, unless the accused student requests that the hearing take place within a shorter period of time.

1. The Hearing Committee Facilitator is responsible for conducting the hearing in a fair and impartial manner.

2. At the hearing, the alleged violation will be read. Evidence against the student will be presented by the Hearing Committee Facilitator, followed by questions from the Hearing Committee and the accused student. The Facilitator then presents the evidence provided by the accused student, and the Hearing Committee members again may ask questions.
   a. Evidence shall be admitted without regard to the rules of evidence in courts of law.
   b. Evidence may include, but is not limited to, witnesses, documents, tangible evidence, and written statements from witnesses not present.

3. After thorough review of the case, the Hearing Committee will decide whether the person charged is guilty or not guilty of the charge(s). A majority vote of the committee will suffice for a finding of a violation. An abstention is not considered a vote. If the accused student is not present at the hearing, the hearing will be conducted with the accused student in absentia.

4a. If the person is found guilty of an academic violation, the Hearing Committee may recommend one or more of the following actions, or such other action as the Hearing Committee deems appropriate:
   a. Issue the student a warning with no further disciplinary action
action.

b. Request that the faculty re-evaluate the assignment in question and recalculate the grade.

c. Issue a failing grade on the assignment or for the course in question.

d. Place the student on academic probation for the remainder of the term or longer.

e. Suspend the student for the remainder of the semester or longer.

f. Dismiss the student from school.

4b. If the person is found guilty of a conduct code violation, the Hearing Committee may recommend one or more of the following actions, or such other action as the Hearing Committee deems appropriate,

a. Issue the student a warning with no further disciplinary action.

b. Issue the student a warning with a requirement to make amends (apology, service, etc.)

c. Place the student on probation for a specified period of time.

d. Suspend the student for the remainder of the semester or longer.

e. Dismiss the student from school.

5. The Executive Associate Dean for Educational Affairs will receive the Hearing Committee decision and recommendations for sanctions in writing within three business days of the hearing’s close. The Executive Associate Dean for Educational Affairs may choose to accept the recommendations for sanctions or suggest modifications to the recommended sanctions. The Executive Associate Dean for Educational Affairs will communicate their proposed modifications to the Hearing Committee within three business days of receiving the Hearing Committee’s decision and recommendations.

The Hearing Committee will collaborate with the Executive Associate Dean for Educational Affairs to reach a consensus on the appropriate sanctions. The Executive Associate Dean for Educational Affairs will send a letter to the charged student indicating the findings of the Hearing Committee, and the sanctions that will be taken. The finding will be made available to the accuser upon request. The Executive Associate Dean for Educational Affairs will report any action taken to the appropriate university, Rollins, and/or other officials.
6. A copy of the written notification will be included in the student’s official school file. A copy will also be maintained in the Honor and Conduct Code database as part of a permanent record. If the student violates the honor or conduct standards again, the sanctions would be harsher with the possibility of suspension or even dismissal.

**Appeals**

A student who wishes to appeal the Hearing Committee’s decision must make such a request in writing to the Executive Associate Dean for Educational Affairs. The written appeal must be made within 10 business days of receiving written notice of the Hearing Committee’s findings and sanctions from the Executive Associate Dean for Educational Affairs. In the letter to the Executive Associate Dean for Educational Affairs, the student must indicate the reasons for the appeal. After reviewing the request for appeal, an Appeal Committee will be appointed to review the charge(s), finding(s), and recommendation(s).

1. The Appeal Committee:
   a. Shall be composed of members of the Council. It will consist of one student, two faculty members, and the Hearing and Appeal Committee Facilitator. The Hearing and Appeal Committee Facilitator will be responsible for conducting the hearing in a fair and impartial manner, and will be a non-voting member of the Appeal Committee. No voting member of the Appeal Committee shall have participated in the previous Hearing Committee. No member of the Appeal Committee can be involved in the case. If needed, a selected faculty member from the initial Hearing Committee may attend the Appeal Committee Hearing as an ex officio, non-voting member to provide continuity with the original proceedings.
   b. Shall be furnished with all written data concerning the formal hearing, including evidence presented, committee findings, and sanctions.
   c. May request oral or written statements from the accused student and other witnesses, and may request that additional documentary evidence be presented.
   d. Shall require a majority vote for a decision. An abstention is not considered a vote.

2. The following actions may be recommended by the Appeal Committee:
   a. Affirm the prior decision.
   b. Reverse the prior decision.
c. Modify the prior decision.
d. Decide that the case merits a new Formal Hearing. This Hearing will be conducted in accordance with the original hearing procedures. In this case, the Hearing Committee will be composed of faculty and students who did not take part in the original Hearing Committee.

3. Within three business days of the Appeal Hearing’s close, the Appeal Committee will inform the Executive Associate Dean for Educational Affairs in writing of its decision and recommended sanctions. The Executive Associate Dean for Educational Affairs may:
   a. Affirm the prior decision.
   b. Recommend that the Appeals Committee revise the sanctions.

The Executive Associate Dean for Educational Affairs will send recommendations for revisions to the Appeal Committee within three business days of receiving the committee’s decision and recommended sanctions. If revisions are recommended, the Executive Associate Dean for Educational Affairs will communicate proposed modifications to the Appeal Committee within three business days of receiving the Appeal Committee’s decision and recommendations. The Appeal Committee will collaborate with the Executive Associate Dean for Educational Affairs to reach a consensus on the appropriate sanctions. The Executive Associate Dean for Educational Affairs will write a letter with the final determination. The student charged with a violation shall be notified in writing of the decision and recommended sanctions within five business days. A copy of the letter will be placed in the student’s file. If the Appeal Committee overturns the original finding, previous letters of notification will be removed from the student’s file as appropriate.

**Significant Violations of the Conduct Code**

In the case of significant or extreme violations of the conduct code, Rollins school administration may act outside the protocols listed herein in order to take necessary, protective action to ensure that members Rollins’ committee are not subject to imminent harm. Significant or extreme violations include, but are not limited to, instances of physical assault, sexual assault, sexual harassment, breaking and entering, brandishing a weapon or other situation in which the administration perceives a likely imminent threat of physical harm to a member of the Rollins community. Such significant violations will be referred to the Emory University Threat Assessment Team and managed by the Executive Associate Dean for Educational Affairs.
Nothing in this document constitutes a contract or creates a contractual obligation on the part of the Rollins School of Public Health and/or Emory University. The Rollins School of Public Health reserves the right to interpret and apply its policies and procedures, and to deviate from these guidelines, as appropriate in the particular circumstances and in accordance with the mission and goals of the Rollins School of Public Health and/or Emory University. The Rollins School of Public Health further reserves the right to alter or modify any statement contained in this document without prior notice.

Cases that involve sexual misconduct, sexual harassment, stalking, and/or sexual violence will be reported to the Emory University Title IX Coordinator in compliance with federal regulations as outlined in Title IX. Because of the sensitivity of such cases and depending on the nature of the alleged incident, the case may be investigated by the University Title IX Coordinator and/or designee and may be heard by a centralized hearing process.

In addition to the reporting of the incident to the Central Office, the basis of the hearing is preponderance of evidence which is based on patterns of behavior as opposed to undisputed factual evidence. Additionally, both the accused and the accuser are advised of the findings of the case, and both have the right to appeal the decision.

**Related University Policies**

Information regarding additional university policies that address additional interpersonal conduct and student actions may be found at:

Equal Opportunity and Discriminatory Harassment Policy  
http://policies.emory.edu/1.3

Sexual Misconduct Policy  
http://policies.emory.edu/8.2  
RSPH Deputy Title IX Coordinator: Joanne Williams

Grievance Procedures – Employee & Student Complaints of Discrimination  
http://policies.emory.edu/8.6

Information Technology Conditions of Use  
http://policies.emory.edu/5.1
Student Grievance Procedure

RSPH Grievance Procedure
Rollins students who wish to file a grievance or complaint that does not fall within the jurisdiction of the Rollins Student Honor and Conduct Code should first discuss the concern with the departmental ADAP. Depending on the nature and/or complexity of the complaint, the ADAP may either choose to address the issue with the appropriate parties themselves or to share the grievance with the department chair for further review and discussion.

Students who are not satisfied with the resolution through these channels, may present their grievance to the Senior Associate Dean of Enrollment Management and Student Affairs. The Senior Associate Dean of Enrollment Management and Student Affairs may choose to address the issue and resolve the grievance on an informal basis. If the student is not satisfied with this methodology, he/she may file a formal complaint.

To file a formal complaint, the student must submit a written statement addressed to the Senior Associate Dean of Enrollment Management and Student Affairs. The statement must state the charge to be considered, describe fully the nature of the complaint, the evidence, and all circumstances surrounding the event(s). The Senior Associate Dean of Enrollment Management and Student Affairs will convene a meeting of an Ad Hoc Grievance Committee, comprised of two faculty members and one student who are not affiliated with the department linked to the grievance. The Grievance Committee will review the written complaint. The Grievance Committee may request additional information from the grievant as well as statements and additional information from other persons involved in the situation. If necessary, the Grievance Committee may request a meeting with these persons.

On the basis of the written statement and additional information, the Grievance Committee will make a recommendation to the Senior Associate Dean of Enrollment Management and Student Affairs, providing supporting documentation. Taking into consideration the information and supporting documentation provided, the Senior Associate Dean of Enrollment Management and Student Affairs will determine the legitimacy of the grievance and any further action to be taken. The Senior Associate Dean of Enrollment Management and Student Affairs will inform the student and the Grievance Committee of the final determination.

A student may appeal the determination to the Grievance Appeal Council through the Executive Associate Dean for Educational Affairs. The Executive Associate Dean for Educational Affairs will preside over this session. The decision of the Grievance Appeal Council is final. Use of the Rollins school
grievance procedure will not prejudice in any way a student’s rights under the University Student Grievance Procedure.

**Emory University Student Complaint Policy**

In addition to the RSPH Grievance Policy, the University has a Student Complaint Policy. To view the full policy, use this link:

https://emory.ellucid.com/documents/view/17609?security=481f3bc9642d299f207fa5ff46c9f6244ddea66

Students should first attempt to resolve their complaints with the office most directly responsible for the action being challenged. Each school or administrative unit at Emory has an office of Student Services or other office that can further assist students and direct them if they are uncertain about where to start. In addition, students may use the Office of the Ombuds (https://ombuds.emory.edu/) to assist with complaints if they are uncertain or wish to discuss a situation confidentially before taking more formal action. Note that in cases of sexual misconduct, the Ombuds is a mandated reporter.

Federal financial aid laws and regulations require that each state has a process to review and act on complaints concerning educational institutions in the state. You may file a complaint with the State of Georgia Nonpublic Postsecondary Education Commission (GNPEC) website at www.GNPEC.org to submit your complaint/grievance with the state. You may also contact GNPEC by mail or by phone at the following address and/or phone number: Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-5305; Office: 770-414-3300, Fax: 770-414-3309. Please be aware that: "The Commission requires that students utilize and complete their institution's grievance procedure in an attempt to resolve any complaint or concern before submitting a complaint to the Commission. If the institution's resolution is not satisfactory, a student may then appeal to the Commission, but it will not investigate a complaint unless the student has exhausted all available grievance procedures outlined by the institution.

An agreement with the Georgia Nonpublic Postsecondary Education Commission permits students enrolled in distance learning programs to file a complaint with the following agencies if their complaint cannot be resolved by following Emory University procedures: 1) the Georgia Nonpublic Postsecondary Commission, 2) the Southern Association of Colleges and Schools, Commission on Colleges, and 3) a complaint to the state in which the distance learning student resides.
Involuntary Withdrawal Policy and Procedure

(A) Preamble
Emory University considers the safety and welfare of its students, faculty, and staff a top priority. When a student engages in behavior that violates Emory’s rules of conduct, the behavior will be addressed as a disciplinary matter under the applicable Student Conduct Code. The Student Conduct Code defines prohibited conduct and outlines a process for conducting disciplinary proceedings.

This Involuntary Withdrawal Policy and Procedure is not a disciplinary code, policy or process. It is not intended to apply to situations in which a student engages in behavior that violates the University’s rules of conduct. It is intended to apply when a student’s observed conduct, actions and/or statements indicate a direct threat to the student’s own health and/or safety, or a direct threat to the health and/or safety of others. There may be situations in which both this Involuntary Withdrawal Policy and the Student Conduct Code may apply. In all cases, the Executive Associate Dean of Educational Affairs shall have final authority regarding the decision, enactment, enforcement, and management of the involuntary withdrawal of a student.

(B) Criteria
A student may be withdrawn involuntarily from Emory if the University determines that the student represents a direct threat to the health and safety of himself/herself or others by (1) engaging or threatening to engage in behavior which poses a high probability of substantial harm to himself/herself or others; or (2) engaging or threatening to engage in behavior which would cause significant property damage, would directly and substantially impede the lawful activities of others, or would interfere with the educational process and the orderly operation of the University.

(C) Procedure
When the Executive Associate Dean or his/her designee, based on a student’s conduct, actions or statements, has reasonable cause to believe that the student meets one or more of the criteria for involuntary withdrawal, he or she may initiate an assessment of the student’s ability to safely participate in the University’s program.

The Senior Associate Dean of Enrollment Management and Student Affairs and Student Affairs initiates this assessment by first meeting with the student to (1) review available information concerning the behavior and/or incidents which have caused concern, (2) provide the student with a copy of this Involuntary Withdrawal Policy and Procedure and discuss its contents with the
student, (3) provide the student an opportunity to explain his/her behavior, and (4) discuss options available to the student, including counseling, voluntary withdrawal and evaluation for involuntary withdrawal.

If the student agrees to withdraw voluntarily from the University and waives any right to any further procedures available under this policy, the student will be given a grade of W for all courses, will be advised in writing of any conditions necessary prior to re-enrollment, and will be referred for appropriate mental health services.

If the student refuses to withdraw voluntarily from the University, and the Associate Dean continues to have reasonable cause to believe the student meets one or more of the criteria for involuntary withdrawal, the Associate Dean may require the student to be evaluated by an appropriate mental health professional.

(D) Evaluation
The Associate Dean may refer the student for a mandatory evaluation by an appropriate mental health professional. The mental health professional may be selected by the University, so long as there is no cost to the student for the evaluation. A written copy of the involuntary referral shall be provided to the student.

The evaluation must be completed within five school days after the date the referral letter is provided to the student. Prior to the evaluation, the student will be required to sign a written authorization authorizing the exchange of relevant information among the mental health professional(s) and the University. Upon completion of the evaluation, copies of the evaluation report will be provided to the Associate Dean and the student.

The mental health professional making the evaluation shall make an individualized and objective assessment of the student’s ability to safely participate in Emory’s program, based on a reasonable professional judgment relying on the most current medical knowledge and/or the best available objective evidence. This assessment shall include a determination of the nature, duration and severity of the risk posed by the student to the health or safety of himself/herself or others, the probability that the potentially threatening injury will actually occur, and whether reasonable modifications of policies, practices or procedures will sufficiently mitigate the risk. The mental health professional will, with appropriate authorization, share his/her recommendation with the Associate Dean, who will take this recommendation into consideration in determining whether the student should be involuntarily withdrawn from Emory. A copy of the mental health professional’s recommendation will be provided to the student, unless, in the opinion of the
mental health professional, it would be damaging to the student to do so.

If the evaluation results in a determination by the mental health professional that the student’s continued attendance presents no significant risk to the health or safety of the student or others, and no significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the University, no further action shall be taken to withdraw the student from the University.

If the evaluation results in a determination that the continued attendance of the student presents a significant risk to the health or safety of the student or others, such that there is a high probability of substantial harm, or a significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the University, the student may be involuntarily withdrawn from the University. In such an event, the student shall be informed in writing by the Associate Dean of the involuntary withdrawal, of his/her right to an informal hearing, of his/her right to appeal the decision of the hearing officer, and of any conditions necessary for re-enrollment. In most cases, a student who is involuntarily withdrawn will be given a grade of W in all courses in which the student is currently enrolled.

(E) Informal Hearing
A student who has been involuntarily withdrawn may request an informal hearing before a hearing officer appointed by the Associate Dean by submitting a written request to be heard within two business days from receipt of the notice of involuntary withdrawal. A hearing will be set as soon as possible. The student shall remain involuntarily suspended pending completion of the hearing.

The hearing shall be informal and non-adversarial. During the hearing, the student may present relevant information and may be advised by an Emory faculty or staff member or a licensed health professional of his/her choice. The role of the advisor is limited to providing advice to the student. At the conclusion of the hearing, the hearing officer shall decide whether to uphold the involuntary withdrawal or whether to reconsider, and the student shall be provided written notice of the hearing officer’s decision as soon as possible.

(F) Appeal to the Dean
The student may appeal the hearing officer’s decision to the Executive Associate Dean of Educational Affairs, who shall review all information presented and make a final decision as to whether or not to uphold the involuntary withdrawal.
(G) Emergency Suspension
The University may take emergency action to suspend a student pending a final decision on whether the student will be involuntarily withdrawn, in situations in which (a) there is imminent danger of serious physical harm to the student or others, (b) there is imminent danger of significant property damage, (c) the student is unable or unwilling to meet with the Associate Dean, (d) the student refuses to complete the mandatory evaluation, or (e) the Associate determines such other exceptional circumstances exist that suspension is warranted. In the event emergency action is taken to suspend the student on an interim basis, the student shall be given notice of the emergency suspension and an initial opportunity to address the circumstances on which the emergency suspension is based.

(H) Conditions for Readmission
Because this Involuntary Withdrawal Policy applies to cases in which there is a concern about the safety of the student or others, the Executive Associate Dean or his/her designee may require a student who has been involuntarily withdrawn under this Policy to be re-evaluated before he/she is readmitted in order to assure that he/ she presents no direct threat to himself/ herself or others.
FERPA

The Family Educational Rights and Privacy Act (FERPA), the federal law that governs release of and access to student educational records.

These rights include:

- The right to inspect and review your education records.

- Each student has a right of access to their education records, except financial records of the student’s parents and confidential letters of recommendation. Requests for access specifying the records to be inspected should be made in writing to the University Registrar, 200 Dowman Drive, 100 Boisfeuillet Jones Center, Atlanta, GA 30322. The university will comply with a request within a reasonable time, at most within 45 days. In the usual case, arrangements will be made for the student to read their records in the presence of a staff member.

- The right to consent to disclosures of personally identifiable information contained in your educational records, except to the extent that FERPA authorizes disclosure without consent (i.e. Directory Information).

Release of student educational information is generally not done at Emory University without the express, written consent of the student. However, there are some exceptions. For example, directory information includes the following, and may be released without the student’s consent:

- Name

- Whether or not the student is currently enrolled

- The school or division in which the student is or was enrolled and the class/year

- Dates of enrollment including full-time or part-time status

- Degree or degrees earned, date of degree, major area of concentration and academic honors received

- Awards of merit and participation in officially recognized activities and sports

- Address and telephone number
• Electronic mail address

Please note that you have the right to withhold the release of directory information. To do so you must complete an Information Release form. This form is available from the Office of the Registrar. Please note some important details regarding placing a “No Release” on your record:

Emory University receives many inquiries for directory information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, the news media, and honor societies. By having a “No Release” on your record, no information will be released, even to those people. Your name will not appear in the University Directory or the Commencement Bulletin. The university has the obligation to comply with subpoenas and court orders regardless of the student’s request to block this information.

A “No Release” applies to all elements of directory information on your record. Emory University does not apply a “No Release” differentially to the various directory information data elements.

The right to request the amendment of your education records.

Requests for amendment to education records should be made in writing to the University Registrar, 200 Dowman Drive, 100 Boisfeuillet Jones Center, Atlanta, GA 30322. The University will respond to a request within a reasonable time after receipt of the request. If the request to amend is denied, the University will inform the student of its decision and his or her right to a hearing.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

Students who feel their rights under FERPA have been violated can review information from the Department of Education’s Family Compliance Office and file a complaint at the following link https://studentprivacy.ed.gov/file-a-complaint.

For further information on FERPA and Emory University’s policy statement on confidentiality and release of information please select the following link http://www.registrar.emory.edu/records-transcripts/ferpa.html.

Questions concerning FERPA may be referred through email to the Office of the Registrar at registr@emory.edu
**Tobacco-Free Policy**

On January 1, 2012, Emory University joined over 770 other colleges and universities in becoming 100% tobacco-free. All tobacco use is prohibited on Emory’s campus.

Tobacco products include cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs.

Emory recognizes the serious health implications of both direct use of tobacco products and indirect exposure to the use of tobacco products. In order to create an atmosphere that is consistent with Emory’s mission and commitment to improve the health and wellness of members of the Emory community, Emory University prohibits the use or sale of tobacco products on Emory property.

Compliance with this policy is the responsibility of all members of the Emory community. All members of the Emory community (including faculty, administrators, management, staff, and students) are invited to assist in the implementation of this policy by respectfully informing tobacco users of this policy.

Repeated violations of this policy may result in disciplinary action under the Student Code of Conduct, Emory Human Resources Policies and Procedures, or other applicable Emory regulations or policies.

Emory University is committed to assisting members of the Emory community in tobacco cessation. Emory recognizes that quitting tobacco use can be a significant personal challenge and that tobacco-cessation programs are an integral component in implementing this policy. A complete listing of these resources is on the tobacco-free initiative web site, under How to Quit at [www.tobaccofree.emory.edu](http://www.tobaccofree.emory.edu).

The complete Tobacco-Free Environment policy can be found at [http://policies.emory.edu/4.113](http://policies.emory.edu/4.113).
Mandatory Immunization Requirements

All Emory University students are required to provide documentation of all required immunizations using the Emory University Student Health Services Immunization Form by the deadlines established by each school or academic unit. Students may seek an exemption from certain vaccination requirements based on a documented medical contraindication or sincerely held religious belief to taking the vaccine.

Public Health students who fail to complete the required vaccination, exemption, or declination forms may be blocked from pre-registration for their second term of enrollment.

Please note that if students have begun a multi-dose immunization series prior to registration, such as Hepatitis B, it can be completed at the Emory University Student Health Service [EUSHS] Immunization Clinic; some vaccinations given at EUSHS are on a fee-for-service basis and are not covered by tuition.

Once students arrive on campus, they may visit EUSHS to obtain a titer in certain cases to which immunizations they still need or to obtain their deficient vaccinations. This is a fee-based service.

All Emory students must have the following required immunizations by the established deadlines, subject to the exemptions outlined below:

1) Measles, Mumps and Rubella
2) Tetanus-Diphtheria
3) Hepatitis B
4) Varicella (Chicken Pox)
5) Meningococcal ACWY
6) COVID-19 Vaccine Primary Series and Booster
7) Tuberculosis (TB) Screening:
   - Emory University requires TB screening (PPD skin testing, QuantiFERON TB Gold or T-spot, and chest x-ray) within 6 months prior to matriculation for all international students who have arrived in the United States from countries in which TB is endemic. A listing of those countries from which students are exempt from undergoing tuberculosis screening can be found at [https://studenthealth.emory.edu/immunization/index.html](https://studenthealth.emory.edu/immunization/index.html).

International students from non-exempt countries will need TB clearance. A detailed description of the four steps needed to attain immunization compliance, as well as the Required Immunization Form and the complete policy, can be found at [https://studenthealth.emory.edu/immunization/index.html](https://studenthealth.emory.edu/immunization/index.html)
# Tuition – 2022-2023 Academic Year

<table>
<thead>
<tr>
<th>Degree Plan</th>
<th>Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 semester MPH degree plan (excludes EMPH)</td>
<td>$18,900.00</td>
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<tr>
<td>3 semester MPH degree plan</td>
<td>$25,300.00</td>
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<tr>
<td>4 semester MSPH degree plan</td>
<td>$21,900.00</td>
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<tr>
<td>Dual degree and 4+1 programs</td>
<td>$29,300.00</td>
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<tr>
<td>Accelerated MPH for External Graduate/Professional Programs</td>
<td>$29,300.00</td>
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<tr>
<td>Executive MPH degree plan</td>
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<tr>
<td>6 semesters (3 course schedule)</td>
<td>$12,600.00</td>
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<tr>
<td>9 semesters (2 course schedule)</td>
<td>$1,960/credit hr</td>
</tr>
<tr>
<td>Part-time students (less than 9 credit hours/semester)</td>
<td>$2,370/credit hr</td>
</tr>
<tr>
<td>and non-degree seeking students</td>
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<tr>
<td>Graduate in Residence Fee</td>
<td>$1,100.00</td>
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<tr>
<td>Administrative Fee (first semester only)</td>
<td>$350.00</td>
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<tr>
<td>Transcript Fee (first semester only)</td>
<td>$70.00</td>
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<tr>
<td>Recreation and Athletic Fee (fall and spring)</td>
<td>$153.00</td>
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<tr>
<td><em>(Summer semester only, $59.00)</em></td>
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<tr>
<td>Activity Fee (fall and spring only)</td>
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<tr>
<td>Health and Wellness Fee</td>
<td>$98.00</td>
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<tr>
<td><em>(Summer semester only, $91.00)</em></td>
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</tr>
</tbody>
</table>

**Tuition rates are subject to increases.**

## Refund Policy

If a student withdraws from all coursework, the tuition schedule is located on the Student Accounts website at [https://studentaccounts.emory.edu/withdrawal-adjustments.aspx](https://studentaccounts.emory.edu/withdrawal-adjustments.aspx)

*No refund is given for a partial withdrawal of coursework after the last day for course schedule changes as specified in the Academic Calendar.*
Financial Responsibility

All students in the traditional or accelerated degree program plans are responsible for the total tuition of their program (semesters \( x \) semester rate). **Students are expected to distribute their coursework throughout the appropriate number of semesters to maintain full-time status and meet the required financial obligation.** During summer semesters, the hourly rate applies when students take additional coursework above and beyond the 3 or 4 semester program plans and enroll in 8 credit hours or less.

A student is able to take additional credits at Emory University at no additional cost while they are attending traditional semesters within their degree plan semesters. Non-RSPH courses require instructor permission for enrollment. Students should check with their ADAP to determine whether these courses count towards the completion of their degree requirements.

If a student extends his/her studies beyond the determined degree plan time (i.e. a 5th semester to complete a 4-semester degree plan), tuition will be charged at the prevailing individual credit rate up to 9 hours. Nine or more hours will be assessed at the prevailing flat-tuition rate.

If a student changes their degree plan from MSPH to MPH or from the three-semester accelerated plan to the four-semester traditional plan, the tuition charge will be the rate of current enrollment with no accommodation for previous tuition payments.

Student Accounts

Students are able to view their student account through OPUS. If a student has a question about his/her account after contacting the Student Financial Services office, the Enrollment Services Department should be contacted for assistance.
Student Accounts and Billing Office

101 Boisfeuillet Jones Center
404-727-6095 (telephone)

Hours of Operation:
  Monday–Friday, 8:30 a.m. – 4:30 p.m.

The Department of Student Accounts’ primary goal is to provide quality financial services to students, parents, alumni and employees.

The office consists of:
  • Student Financial Services, which includes all aspects of accounting and loan servicing for current and previous students;
  • Data Operations, which oversees computer processing and reporting for our billing and receivables system.

Late Registration Fee

Students’ financial accounts are assessed a Late Registration Fee of $150.00 for the following situations:

1. If there is lack of payment on the account as of the first day of official registration.
2. When a student is cancelled for non-payment and then reinstated.
3. Any student who registers for the first time that semester during the drop/add period.
Financial Aid Department

200 Dowman Drive
Boisfeuillet Jones Center, Suite 300
404-727-6039 (telephone)
404-727-6709 (fax)
gradfinaid@emory.edu (email)
www.emory.edu/FINANCIAL_AID/health_professionals/public_health

Hours of Operation
**Weekday Office Hours:** Customer Support: 9:00AM-4:00PM

**Advisors Hours:**
Peak Seasonal Hours (March-July) 1:00 PM-4:30 PM
Off Peak Seasonal Hours (August-February) 9:00 AM-12:00 PM and 1:00 PM-4:00 PM

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>Financial Aid Advisor</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-K</td>
<td>Jasmine Dunn</td>
<td><a href="mailto:gradfinaid@emory.edu">gradfinaid@emory.edu</a>&lt;br&gt;404-727-5787</td>
</tr>
<tr>
<td>L-O</td>
<td>Cindy Gershman</td>
<td><a href="mailto:gradfinaid@emory.edu">gradfinaid@emory.edu</a>&lt;br&gt;404-712-1199</td>
</tr>
<tr>
<td>P-Z</td>
<td>Jennifer Lyles</td>
<td><a href="mailto:gradfinaid@emory.edu">gradfinaid@emory.edu</a>&lt;br&gt;404-727-2304</td>
</tr>
</tbody>
</table>

Associate Director of Financial Aid
Cindy Gershman

**NOTE:** Advisors are no longer using individual emails
Students should email the general email account gradfinaid@emory.edu

- The Financial Aid Department packages and disburses monies for financial aid.
- Students should contact the OFA about personal eligibility, aid amounts, and disbursements using the general email account gradfinaid@emory.edu
- Students must reapply annually for financial aid consideration including the completion of the FAFSA. Awards are based on eligibility and availability of funds.
Maximum amount for a Public Health student to receive in Federal Stafford loan is $33,000.00 for academic year 2022-2023. This requires that the student enroll at least full time (minimum of 9 credits each semester) during both fall and spring semesters.

If student is enrolled less than half time in a semester, loans will go into repayment. Student must be enrolled for at least 5 hours per semester to be eligible for Federal Aid.

Audit credit hours do not count towards enrollment with regards to financial aid

If you will be a December graduate, advise your financial aid advisor because a Fall graduation will affect the amount of financial aid eligibility for the last term of study.

Graduate in Residence status is considered full-time and students are eligible for financial aid during that semester.

Summer is considered a non-standard term for financial aid. Students may be eligible for financial aid during the summer if they are taking a minimum of 5 credit hours. If a student received financial aid during the academic year, their eligibility for Stafford loans will depend on whether they have already accepted the maximum for the school year. However, they may be eligible for a Federal Graduate PLUS Loan.

In some rare instances, such as the posting of an additional external scholarship award, a student’s financial aid package may be modified in the midst of the academic year. This could affect a student’s financial aid loan awards. Students should contact their financial aid office if they have questions about their awards posted in OPUS, using the general email account gradfinaid@emory.edu

In addition to Federal Unsubsidized Stafford Loans, Public Health Students may be eligible for a Federal Graduate PLUS Loan. The Graduate PLUS Loan is available to degree-seeking students enrolled at least half-time. This loan is not based on need, although a FAFSA must be filed to be considered and a student must first borrow full Stafford Loan eligibility. A student may borrow up to the full cost of attendance (as defined by the Emory Office of Financial Aid) minus other aid. Interest will be charged from the time the loan is disbursed until it is paid in full. Technically the loan goes into immediate repayment.

However, Emory’s Office of the Registrar sends enrollment information to the National Clearing House for the Department of Education and the loans will be
placed in an in-school deferment status.

The Graduate PLUS Loan is credit based but the required credit criteria are much less stringent than for private education loans.
Satisfactory Academic Progress Policy – Public Health

To maintain Federal Financial Aid Eligibility

- Must attain a 2.7 GPA each semester
- Must complete 66.67% of your courses
- Course Withdrawal, Incompletes, and In Progress count toward the percentage
- Must not have exceeded 150% of credits toward the degree
- 63 credits for the MPH; 72 credits for the MSPH
- Course Withdrawals, Incompletes, and In Progress count towards the attempted credits

If you are not meeting the minimum qualitative (GPA) and/or quantitative (completion ratio & pace) components of SAP then you will no longer be eligible to receive financial aid. The Office of Financial Aid will send you an email with this information along with the process on how to submit an appeal to their office for possible reinstatement of financial aid eligibility.

If you are placed on probation

- You will receive an email from RSPH Enrollment Services
- First semester of probation, receive a warning
- There is an appeal process for the ineligible determination
- You may be reinstated by correcting deficiency

Total current policy and process, including appeal process, is on our website at [http://www.sph.emory.edu/admissions/tuition/applying-for-aid/index.html](http://www.sph.emory.edu/admissions/tuition/applying-for-aid/index.html)

Federal regulations require that students receiving financial assistance maintain satisfactory academic progress. The Office of Financial Aid is required to monitor a student aid recipient’s academic progress. Aid recipients must meet certain quantitative and qualitative measures and complete their programs within a maximum time frame. All students who receive financial aid, whether from federal, state or Emory-funded sources, must be enrolled degree candidates in good standing to retain financial aid awards. Academic records will be evaluated each semester as follows. There are two main components of the SAP policy, qualitative and quantitative, with three areas of interest.
**Qualitative SAP:**
GPA Requirements The qualitative component of the SAP policy deals with the student’s current term and cumulative grade point average (GPA). At the designated time of evaluation determined by the university’s Office of Financial Aid, a student must be maintaining the minimum GPA requirement. Rollins School of Public Health – Degree-seeking students must have a current term and cumulative GPA requirement of 2.7.

**Quantitative: Rate of Completion**
The quantitative standard deals with the rate of completion or pace at which a student must progress through their program of study or degree. This has two areas of interest, the completion ratio and maximum timeframe.

The completion ratio is the number of earned hours over the number of total attempted hours by the student. Earned hours are defined as those courses at which the student received an acceptable grade, D or better. Attempted hours are all classes that were taken toward the completion of the degree regardless of the grade earned. Classes assigned grades of Unsatisfactory (U), Incomplete (I), In Progress (IP), Not Graded, or Withdrawal (W), are all considered as attempted credits. This ratio must be at least 66.67% for the student to continue to qualify for federal financial aid.

Maximum timeframe is the total attempted hours allotted by the Department of Education that a student can receive federal financial aid. Federal regulation states that a student can receive federal financial aid within 150% of the total hours needed towards the completion of the degree. For example, if a program of study requires 120 hours then the student will have reached maximum timeframe at 180 hours (120 x 1.5 = 180). All attempted hours are included in the maximum timeframe calculation.
Satisfactory Academic Progress (SAP) Evaluation
All matriculated students pursuing a degree that requires greater than 1 year for degree completion are subject to an annual SAP evaluation here at Emory University. Annual SAP evaluations are conducted at the end of each academic year. An academic year consists of fall and spring semesters. If a student does attend in the summer term then they will be evaluated at the end of that semester. Students whose program of study is one year or less will be evaluated at the end of each semester of attendance. All grades must be reported in the system for the SAP process to be run by the Office of Financial Aid. Students who fail to meet the minimum SAP standards will be disqualified from receiving federal financial aid.

SAP Appeal Process and Approval
Students who are disqualified can submit a SAP appeal to the Office of Financial Aid in pursuit of regaining eligibility. The SAP appeal form can be found on the Office of Financial Aid website. Submission of a SAP appeal form does not guarantee approval. The SAP committee will review all appeals, in the order received, and determine whether or not it can be approved. Students whose SAP appeal is approved will be placed on probation or a probationary Academic Plan. Probation allows the student one term to improve academic performance to meet SAP standards. Probationary Academic Plan allows the student more than one term to improve academic performance based on the terms and conditions given in the academic plan. Both statuses are considered conditional eligibility for federal financial aid. A student will be notified through email on the status of the appeal. The terms and conditions of approval will be outlined in the email.

Emory University-based Aid and SAP Policy
Undergraduate students who have been disqualified due to the SAP policy and have been awarded scholarships and/or grants by Emory University or a school/department on campus are not eligible to receive these awards. The student must have an approved SAP appeal with the Office of Financial Aid in order for these funds to disburse. The Rollins School of Public Health will allow institutional aid to disburse for those students who are not meeting SAP.

Frequently Asked Questions
1. What is Satisfactory Academic Progress?
   SAP is the federal policy that sets the academic requirements for students who are financial aid applicants or recipients. This policy includes the process the university uses to evaluate the academic performance of the student.
2. How is Satisfactory Academic Progress measured?
   There are qualitative and quantitative measurements. The qualitative measurement consists of current and cumulative grade point averages. The quantitative component consists of your attempted credit hours and completion rate.

3. How often is Satisfactory Academic Progress calculated?
   SAP is calculated at the end of the academic year, following the posting of grades, for students pursuing degrees that require more than 1 year to complete the degree. SAP is determined at the end of each semester for those students enrolled in degree-seeking programs of one year or less.

4. Are summer enrolled hours included in the calculation for attempted credits?
   Yes, all attempted credits including those credits attempted in summer semester are included in the calculation for maximum attempted hours.

5. What happens if I withdraw from a class? Are hours withdrawn from included as “attempted” in the Satisfactory Academic Progress calculation?
   Yes, classes withdrawn from resulting in a W, WF, or WU are counted in the Satisfactory Academic Progress calculation as attempted hours.

6. I have received a SAP alert email from the Office of Financial Aid regarding my Satisfactory Academic Progress status. What should I do?
   This email is provided to students who may be in danger of falling below minimum standards. Students may wish to review their course or program plans with their academic advisor after becoming familiar with the policies for continuation.

7. I have been notified by the Office of Financial Aid that I have been disqualified because my academic record does not meet minimum standards. What options do I have?
   You may submit an appeal which details your circumstances and addresses a corrective action plan.
8. What if I have been granted Retroactive Academic Relief for a semester(s)?

All classes that were attempted toward the pursuit of a degree are included in the SAP determination of attempted credits, regardless of whether they have been exempted from GPA calculations under Retroactive Academic Relief.

If you have any questions or concerns about Satisfactory Academic Progress (SAP) that were not addressed in the “Frequently Asked Questions”, please contact the Office of Financial Aid at (404) 727-6039.
Employment
Part-time Employment Opportunities

Part-time employment opportunities for RSPH students come in a variety of forms, including the following:

The Rollins Earn And Learn (REAL) Program

The Rollins Earn and Learn (REAL) Award provides funding for master’s level public health students to support their academic interests with an applied public health experience. Student work opportunities are an integral part of the RSPH experience. In 2020, more than 640 students receive the REAL award and had the opportunity to find public health work opportunities with agencies such as the Centers for Disease Control and Prevention, CARE, American Cancer Society, The Carter Center, Children’s Healthcare of Atlanta, and other local agencies while pursuing advanced studies. Additionally, many students find opportunities working on faculty research grants within the Rollins School of Public Health and throughout the Emory University/Emory Healthcare systems. These experiences may fulfill applied practice experience requirements and may lead to thesis/capstone opportunities, referred to as integrative learning experiences.

Eligibility for the award is based on the submission of the FAFSA and availability of funds. Funds are earned and paid directly to students through biweekly paychecks. The amount of the award is the maximum the student may earn for the academic year. Students typically work 10–20 hours per week. The wage for graduate students is $15/hour. REAL participants may earn up to $3000 per semester. Students may apply for positions through Emory’s online system, Twelve20. Access to Twelve20 will be provided to incoming students in early August, followed by a public health job fair after orientation.

Graduate Assistantships - are hourly paid positions that do NOT cover tuition. Opportunities may include part-time research work with faculty at RSPH or other departments in the Emory University System, including Emory Healthcare, the School of Medicine and the Winship Cancer Institute. These opportunities may be RSPH Practical Experience positions or posted by individual academic departments.

General or all other part-time work: There are many resources available to you in finding internships or part-time work opportunities. Some of these resources may include:

RSPH Career Connection – The Office of Career Development posts all public health-related opportunities (full-time, part-time, volunteer, etc.) it receives on the RSPH Career Connection system, RSPH Career Connection, website,
www.sph.emory.edu/careers/index.html. All incoming students with an active Emory e-mail account have access.

**Public Health Employment Connection.** The Rollins School of Public Health manages this nationwide website, containing one of the largest repositories of public health jobs and internships. To view this site please visit (http://cfusion.sph.emory.edu/PHEC/phec.cfm)

**RSPH Office of Career Development**

**Overview**
The Office of Career Development is committed to providing quality services and programs designed to educate students in their professional career development at Rollins. The office assists students in various ways including exploring career options, job searching strategies, resumes, cover letters, and career programming in order for students to gain a competitive advantage in building a successful public health career. In addition, the Office of Career Development collaborates with alumni and organizations to provide networking resources and opportunities designed to promote the success of students and graduates in the public health job market.

**RSPH Career Connection and Online Resources**
Students may take advantage of opportunities including Career Development-sponsored events, on-campus recruiting, panel discussions, and workshops by registering using our online RSPH Career Connection system. Students may also upload and submit resumes through the RSPH Career Connection for opportunities of interest. In addition, our Rollins Office of Career Development website has a vast array of career information and resources to assist students in advancing their professional development.

**Individual Career Advisement Appointments**
After orientation and completion of uploading your resume to VMOCK and making the recommended changes, one-on-one appointments will be available with our career coaches to discuss any career related topics such as resume, networking, job search strategies and APE questions. Please schedule all appointments through the RSPH Career Connection.

**Walk-In Hours**
The Office of Career Development provides weekly walk-in hours (no appointment necessary) with virtual and in-person options. Sessions are 15-minutes and students receive one-on-one assistance from a career coach.
and are seen on a first-come-first-served basis. Sessions will provide time for students to ask specific questions, however more in-depth needs may require an additional scheduled appointment. Specific details of days and times for walk-in hours will be provided once you arrive to campus.

**Career Fairs**
The Office of Career Development hosts two Public Health Career Fair during the academic year in the fall and spring semesters to allow you to network with organizational representatives and learn about their hiring needs for potential internships and full-time jobs. We strongly encourage all first years to attend even if you have already obtained an internship in order to network and learn more about numerous public health organizations and realms.

**Trainings & Workshops**
We offer numerous workshops throughout the year to help advance your professional development on topics such as resumes and cover letters, networking, interviewing, and salary negotiation. Please check the Events section in RSPH Career Connection calendar for upcoming workshop dates to RSVP.

**Mock Interviews**
Students may schedule an appointment for a mock interview with a career coach to receive assistance preparing for future interviews through the RSPH Career Connection.

**On-Campus and Virtual Recruiting**
Employers from a variety of industries visit RSPH each semester to conduct information sessions and to interview for full-time jobs and internships. Details regarding such opportunities will be posted on the RSPH Career Connection.

**MentorRollins**
MentorRollins program matches public health professionals with students to enhance professional development, promote conversation and communication, and increase knowledge of public health as practiced in the community. Learn more about Mentee/Mentor tips, program, and access to the platform by visiting MentorRollins pages on the career website.

**Office of Career Development**
R. Randall Rollins Building 3rd Floor
Email: rsphcareerdev@emory.edu Phone: 404-727-9957
Office Hours: 9:00 am - 5:00 pm
*Please schedule career coaching appointments through the RSPH Career Connection.*
Technology
OPUS

OPUS is an all-encompassing computer application that maintains student information including demographic data, academic information (grades, academic progress, and unofficial transcripts), account information, and financial aid. Students are also able to view the To Do List, see if there is a hold on their account, read important messages, process annual student health insurance waiver, register for courses, accept financial aid awards, and request enrollment verification.

Academics – The Academic link offers students the opportunity to view their academic progress including current class schedules, semester grades, academic progress for their degree programs through Degree Tracker, and unofficial transcripts. Students will also register for courses for subsequent semesters, and request an Emory transcript or enrollment verification through OPUS at this site.

Financials – Students may view their account postings and their financial aid awards at this site. The account postings will include items such as tuition, health insurance, apartment rent, library fines, payments towards the accounts, and anticipated financial aid postings. A student is also able to apply, accept or decline their financial aid award, set up a direct deposit to a checking account, and make a deposit on the EmoryCard at this section.

If a student has a question about their account, they should contact Financial Services at 404-727-6095. If a student has a question about their Financial Aid award they should contact Office of Financial Aid at gradfinaid@emory.edu.

Personal Information – This link contains all of your personal information including your name as it is entered in the school records, addresses, telephone numbers, e-mail addresses, and emergency contacts. It is important for students to update this information as needed because it is through this data that the student will be contacted or sent information from Emory. This is particularly important when a student graduates.

Guest Access and Health Insurance Waiver links are also accessed in this section under the Personal Information Section. Guest Access enables students to allow up to five persons to have access to their information. Students are able to decide how much or how little access each guest may have. One potential aspect is the ability for a third-party billing source to post tuition payment without the need for student action.
IT Department

The Office of Information Technology Help Desk is located on the lower level of Grace Crum Rollins. Their services include operating the student computing labs, supporting faculty and staff desktops and the RSPH network, maintaining secure research servers, providing email services, and supporting the RSPH website.

Computer Support
The Office of Information Technology operates a I.T. Service Desk that has office hours from 8 AM to 5 PM Monday through Friday, to provide computing assistance for students of the Rollins School of Public Health. Additional walk-up student support is also available until 8:00 PM, Monday through Thursday. If students are experiencing difficulty with their email systems or their internet access, the quickest way to get support is to send an email to help@sph.emory.edu and describe your issue. You may also contact the RSPH Help Desk by telephone at 404-727-5536 during business hours.

The Office of Information Technology requires students to have access to a laptop in order to take advantage of web-based software and wireless resources. Many of the courses taught at the Rollins School of Public Health require computer use. You will learn to use software such as EpiInfo and SAS during the course of your study. Having a laptop also enables you to be able to connect to the Internet and the RSPH network wirelessly.

**If you are taking a course that requires you to use the SAS Application or if you are taking BIOS 500, you are required to have the minimum specifications listed below for a PC. Please visit Dell Emory to explore the feasible options available.**

***If you are a recipient of federal financial aid, your individual budget may be adjusted for a one-time purchase up to $2500 with proper documentation. Please contact your financial aid advisor for additional information***

Purchasing Hardware
If you are interested in purchasing hardware through Dell or Apple, you can take advantage of Emory’s educational discounts via their online stores or through the computer store on campus. Discounted software is also available on campus. Please note that computers are only available for retail purchase, and students may not use their Emory funding to buy these items. Visit the Emory Bookstore (Links to an external site.) for additional information on discounted hardware.
Below you will find the base recommendations that students should have when purchasing a computer.

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<thead>
<tr>
<th>PC</th>
<th>Mac</th>
<th>Chromebook</th>
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</thead>
<tbody>
<tr>
<td>• Operating Systems: Windows 10</td>
<td>• Operating Systems: Big Sur</td>
<td>• Operating Systems: Chrome OS</td>
</tr>
<tr>
<td>• Screen size: 15 inches</td>
<td>• Screen size: 13 inches</td>
<td>• Screen size: 12 inches or larger screen</td>
</tr>
<tr>
<td>• Memory: at least 8GB of memory or more</td>
<td>• Memory: at least 8GB of memory or more</td>
<td>• Memory: at least 6GB of memory or more</td>
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<tr>
<td>• Drive: 256 Solid State Drive (SSD) or more</td>
<td>• Drive: 256 Solid State Drive (SSD) or more</td>
<td>• Drive: 16 GB of storage</td>
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<td>• Wireless connectivity</td>
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<td>• Antivirus software should be purchased and installed on the device for course work.</td>
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<td>• Can only access RSPH required applications via our Virtual Desktop (Apporto)</td>
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Software Distribution

Software Resources at Emory ([https://it.emory.edu/catalog/computer-and-software/software-distribution.html](https://it.emory.edu/catalog/computer-and-software/software-distribution.html)) offers a larger selection of software
products at very reasonable prices. It is best to check campus prices before making a purchase. In addition, Emory maintains a software server where you can download freeware and shareware applications. You may also wish to contact your Department for any recommendations specific to your program of study.

**Microsoft Office** - As an Emory Student, you have the option to install the basic Microsoft Office suite onto your computers and tablets. This includes the PC or Mac standalone applications. Students receive 5 licenses they can activate on their different machines. Please click [here](#) for more information on how to install Microsoft Office Suite on your device.

Access to software that is needed for classroom assignment is provided through a system called RSPH Apporto that will enable students to access needed software and applications without having to download onto their personal computers or laptops. This includes software such as SAS, STATA and 40 + other applications. RSPH Apporto is equally usable on Apple and PC platforms through your browser and even from mobile devices as IPADs.

The I.T Department also supports student monitor stations and laser printers for student use. Students have access to 24 monitors 24 inches in size with a USB-C or HDMI connection that simultaneously charges the device. Students are encouraged to use these monitors to connect their laptops to work on campus or to access student printing when needed. Student monitor stations are located on the Lower Level of the Grace Crum Rollins building. Student printers are located throughout both buildings at RSPH. An Emory Card is required in order to pay for the printing. A student may choose to use duplex printing to reduce cost and save paper. Students can print wirelessly through the Emory Unplugged connection as well.

**Event Information**

Events and other scheduled activities can be found on the RSPH calendar. Once a week you will get a digest of the week’s events that you can select and drill through for specific information on events. You can find the event calendar at this link. [http://www.sph.emory.edu/cms/about/rsph_cal.html](http://www.sph.emory.edu/cms/about/rsph_cal.html)

**Reserving Space for Meetings or Events Through 25Live**

Students are able to reserve classrooms or community space for meetings and/or events through the 25Live Collegenet Website. To place a reservation request:

2. Sign In using your Emory ID and Password
3. From the Home Page you are able to search space availability and Create an Event

4. Complete the form using your Student ID for Smart Key in the Comments Section

5. Availability and confirmation of room will be answered by Facilities Management

**Canvas**

Canvas is a Learning Management System that assists faculty and students in course management through online communications. Students may access Canvas through the link http://canvas-support.emory.edu/. You can access it directly by using http://classes.emory.edu. Student login is the same ID as that of email, OPUS, and other Emory-related applications. If you are having difficulties in accessing your Canvas or have questions on how to use the Canvas system, you may get support and training through classes@emory.edu. For after-hours contact, you may call 404-727-7777 for emergency assistance.

Instructors may use Canvas as a primary source of communication for assignments, grades, question and answer sessions, and general information relating to courses. Canvas syncs with OPUS so that all courses for which you are officially registered should be on Canvas when you log-in. Contact classes@emory.edu if your course registration is not accurate.

Canvas also may be used as an additional mode to communicate important information to students such as registration deadlines, departmental activities, student government events, graduation and commencement information, and other RSPH announcements of student interest. In addition, many departments have developed Canvas sites specifically for their students. Students are encouraged to look at their Canvas accounts on a regular basis.
**EmoryCard Program**

The EmoryCard is your official Student ID card and a declining balance card. You may add money to your card at several locations around campus **OR** you may add Eagle Dollars to your card through your Student Center in OPUS. The card may be used for library use, copying and laser printing, entrance to the gym, and for access to some vending machines on campus and the cafeterias (cash can also be used for these). You cannot use cash at most copy machines in RSPH or at the library, so you may want to keep money on this card.

Additionally, the card may be used for building access to the P-level and first floor of RSPH after hours. If a student is employed on a research project or for a grant, he/she may gain additional access to the department’s floor. In all cases, students will need to have their EmoryCard activated to gain access to the building after hours.

**E-mail Communications**

E-mail is the primary vehicle for official communication with students at Emory University. The University assigns each registered student an authorized e-mail address. All University communications are sent via e-mail will be sent to this address. For students in the Rollins School of Public Health, these e-mails are identified by a given address "Firstname.Lastname" @emory.edu that you will be issued when you are given access to the Emory systems. The "Firstname.Lastname" will be some combination of your first, middle, and last name.

Microsoft Exchange Online supports Emory's student e-mail accounts. Emory's Microsoft 365 license allows all Emory students to install five copies on personal computers and mobile devices at no additional cost. As a part of the Microsoft licensing, all users have a 100GB mailbox maximum quota. Students must maintain their accounts and are encouraged to check their e-mail daily so that they can read new mail received and maintain their e-mail storage as appropriate. You can access the e-mail application through your browser by going to http://email.emory.edu and login in using your Emorynetid@emory.edu login information.
Smart Device Security

Emory has implemented a policy to improve the security of smart devices (smartphones, tablets, etc.) that access Emory e-mail, or store sensitive Emory data. Emory’s smart device security policy protects both personal and Emory data on smart devices (smartphones, tablets, etc.). The policy lays out security requirements for devices that access Emory Exchange email or store sensitive Emory information, like using a passcode. This policy, adopted, requires the following:

- A four-digit PIN will be required to unlock your device
- Your device will automatically lock (require your PIN to be entered) after a maximum of no more than 15 minutes of inactivity
- If someone enters your PIN incorrectly ten times in a row the device will erase itself (most devices have a protection mechanism that will prevent you or someone else from doing this accidentally).
- Your data will be encrypted, if supported by your device

This policy does not grant Emory access to information stored on your phone, it only requires a handful of security settings be put into place.

Can I opt-out of this policy?
The only way to opt out of the security policy is to remove your Emory Exchange account from your smart phone or tablet. This means you won’t be storing Emory email on your device and the policy will not apply. If you choose to remove your Emory Exchange account from your phone you can connect to Exchange from your device’s browser by visiting https://email.emory.edu

Lost or stolen smart devices
Loss and/or theft of smart devices is on the rise. Several million smart devices are lost or stolen annually worldwide. What should you do if your smart device becomes one of these millions? Below is a link that includes step-by-step guidance for what to do if your device goes missing. http://it.emory.edu/security/smart_device/sd_lost.html
Duo Security Two-Factor Authentication

Emory has in place a vital form of authentication, called Duo Security two-factor authentication, for remote access to various high-value applications. Two-factor authentication adds a second layer of security to access online accounts or applications. Using two-factor authentication will verify your identity using a second factor (like your mobile device) to prevent anyone but you from logging in, even if they know your password.

Duo is required to log in to any Office 365 service from off-campus (outside the Emory network or Emory Wi-Fi network). This includes Microsoft Exchange Online and other Office 365 services accessed in a browser via email.emory.edu. Mobile device access to e-mail will not be affected unless you use a browser to go to email.emory.edu.

Additional essential Emory applications that require Duo authentication will be required for all faculty, staff, and students to log in while off-campus are:

- Email
- Office365
- PeopleSoft
- VPN
- OPUS
- Certain Emory secured websites

For more complete details, see the Duo FAQ page (http://it.emory.edu/security/services/two_factor/faq.html).

Self-Service Password Maintenance

All School of Public Health students are encouraged to register answers to security questions at the Self-Service Password Maintenance website https://mypassword.emory.edu/sspr. Once configured users are given control to change and/or maintain their password and network ID. Accounts affected after a password change include Enterprise email, VPN, OPUS, PeopleSoft-HR, RSPH-Desktop, and Canvas.

Password requirements:
- Passwords must be between 6 characters long.
- Passwords cannot be the user’s NetID, name or a word found in the dictionary.
- Passwords should NOT be written down, emailed, or given to anyone over the telephone.

For step-by-step instructions on how to use the Self-Service Password Maintenance website go to it.emory.edu/password/index.html
OneDrive for Business

OneDrive for Business is cloud storage provided by Emory under its Microsoft 365 educational licensing. OneDrive is also a file sharing and collaboration tool. OneDrive is considered your personal Emory storage. All faculty, staff, and students can use this tool to collaborate with the Emory community and external partners. You can access your OneDrive for Business account at http://email.emory.edu (Choose OneDrive for Business from the App launcher)

Things to Know:
- It is Windows and Mac compatibility
- Each user is given a maximum of 5TB of personal storage
- Create and share folders (internally and externally)
- Secure storage and sharing platform

Zoom

Zoom is a full-featured web and video conferencing service that offers online meetings and webinars. Features include polling, breakout rooms, instant messaging, and a telephone bridge.

Zoom can be accessed at https://emory.zoom.us/ with your Emory userid and password.

Apporto

Apporto is RSPH's Virtual Desktop system that supplies access to the software needed for classes and school-wide licensed software for research integrated with RSPH's network disk storage. The primary purpose of this platform is to support our courses for student training, and it is also available for virtual computing needs for our staff and faculty. This resource gives students access to multiple complex applications needed for their courses (like SAS) without downloading and installing individual applications onto their personal computers. Instead, you can open a browser and access the application from anywhere using Apporto.

Access Apporto at https://rsphemory.apporto.com with your Emory user id and password.
Student Resources
Student Health Services
1525 Clifton Road
404-727-7551
http://studenthealth.emory.edu/about/location-hours.html

Hours of Operation:

Fall and spring semesters:
Monday - Friday 8:30 am - 5:00 pm
For Saturday clinic, use the entrance on the second-floor parking deck at 1525 Clifton Road.

Summer session and winter and spring break:
Monday - Friday 8:30 a.m. to 5:00 p.m.

Emory University Student Health Services is closed on all official Emory University holidays and in the event of Emory University campus closures for inclement weather or campus emergencies.

To schedule appointments, students should call 404.727.7551 (press 1) or go on line via Student Patient Portal.

For those who wish to schedule a Psychiatry appointment, please call 404-727-6145.

For those who have NON-Covid 19 medical concerns, Telehealth appointments using Zoom for those living in Georgia are an option.

Medical Records:
For more information concerning medical record requests and other communication with the Medical Records department: click here.
Timely MD – Telehealth for Emory Students

Emory University has contracted with TimelyMD to extend medical and mental health support services for students, particularly those living out-of-state in the US. TimelyMD complements the medical and mental health services already available on campus through the Atlanta and Oxford campus student health centers and counseling centers. It is a convenient way for Emory undergraduate, graduate, and professional students to receive 24/7, no-cost Medical, TalkNow (see below for more detail of this service), and Scheduled Counseling for common conditions that can be safely and accurately diagnosed and treated online. All that’s needed is an Internet connection. A licensed, board-certified physician (MD), nurse practitioner (NP), or physician assistant (PA) will review and discuss your symptoms, make a diagnosis and develop your treatment plan.

TimelyMD is available for online visits at any time, 24 hours a day, 7 days a week. Their goal is to provide a response within one hour.

TimelyMD’s technology was built to be accessible anywhere in the world that has a stable internet connection. If you are outside of the U.S. in a country without internet restrictions, you may be able to access TalkNow (immediate emotional support) by using a U.S.-based VPN or US-based phone number. TalkNow is the only service that may be available internationally.

Additional information may be found at https://timely.md/faq/emory/

TalkNow on TimelyMD

TalkNow is immediate access to a mental health professional 24/7. It can be used for any kind of emotional support, including both critical and day-to-day situations. You’ll be able to discuss anything from general anxiety to loss of a family member to a critical situation. When you log in, just click TalkNow, and you’ll be connected with a professional to quickly get the help and advice you need.

TalkNow is not therapy. It is a supportive consultation with a mental health professional. Counselors can help with:
- Gender issues
- Relationship issues
- Family issues
- Stress and anxiety
- Academic stress
- Addictions
- Depression
- Eating disorders
- Grief and loss
- Trauma and PTSD
- Panic disorders
- and more…

Student Health Insurance

All degree-seeking students attending the Rollins School of Public Health are required to have health insurance. Students must either purchase the Emory University Student Health Insurance Plan or provide documentation of enrollment in a comparable United States-domiciled plan. Each Fall Semester, all students will have a link on their OPUS account at www.opus.emory.edu, requiring them to complete the annual insurance enrollment/waiver process on-line by the first day of Fall Semester classes. If the student wishes to be enrolled in the Emory University Student Health Insurance Plan, that enrollment will happen automatically at the end of the waiver process.

If a student has not waived out of the Emory Student Health Insurance Plan by July 1st, the student will be automatically enrolled in the Emory plan and billed by the Emory Student Financial Services. However, the student will still have until the first day of Fall semester classes to complete a waiver and have the insurance enrollment and charge reversed.

Students enrolled in the Executive Master of Public Health degree program are not eligible to participate in the Emory Student Health Insurance Plan because their program is based on a long-distance learning delivery mode. EMPH students should complete the on-line waiver for the health insurance program in OPUS, and the insurance premium will not be posted to their accounts.

Information on the Emory University Student Insurance Plan visit the website at http://studenthealth.emory.edu/hs/insurance_fees/EUSHIP/faqs.html.
Counseling and Psychological Services

1462 Clifton Road, Suite 235
Hours of Operation: 8:30 am to 5:00 p.m. Monday thru Friday
Telephone Number: 404-727-7450
Counselors are on call in case of emergency
www.emory.edu/SCOUNSEL/

Emory University's Counseling & Psychological Services (CAPS) provides free, confidential services for students including: initial assessments, crisis intervention, community referrals, brief individual, couples, and group counseling; consultation; community outreach services; and educational workshops.

The staff at CAPS know that student life is a transitional period and can bring pressure and stress. We try to help students understand this period, find ways of coping with crises, and grow from their experiences. We also work with administrators, academic units, and other campus agencies to increase the effectiveness of student services in the area of mental health.

An Emory student interested in arranging an appointment can call (404) 727-7450 or come to CAPS between 8:30 a.m. and 5:00 P.M., Monday through Friday.

Emergency Resource Information:
http://studenthealth.emory.edu/cs/about/appointments/index.html

CAPS SERVICES:
- **Individual therapy sessions** provide a place for one-to-one discussion of personal problems.
  
  Let’s Talk is an informal, free, confidential, consultation service that is being offered to graduate and professional students at RSPH. Let’s Talk allows students to speak with a clinician and receive support for any challenge they may be experiencing. Let’s Talk is not a substitute for formal counseling but can be used to receive short term support and resources. **Insurance is not required for this service.**

- **Couples counseling** provides partnered students with an opportunity to discuss and work through issues related to intimate issues and difficult interpersonal dynamics. Both partners must be enrolled as fully registered Emory students in order to be eligible for brief couples’ therapy.
- **Support and Skills Groups:** CAPS’ support groups are facilitated by CAPS’ staff and bring together students with similar experiences or concerns. For Fall 2020 all support groups are being offered virtually. Our support groups are intended to provide a safe space where students can share openly and support each other in overcoming difficult challenges. Students can attend one meeting, just a few minutes, or every meeting to get the support they need. Students do not need to be clients at CAPS or physically located in the state of GA in order to participate in our virtual support groups. **Insurance is not required for this service.**

- **Drop-In Workshops:** CAPs offers a series of drop-in workshops to Emory students every semester. For Fall 2020 CAPS will be offering all day workshops virtually. CAPS’ virtual drop-in workshops are a one-time 60 or 90-minute, interactive class taught by CAPS’ staff on topics that often concern students (e.g. coping with procrastination, managing stress and anxiety, managing loneliness). **Insurance is not required for this service.**

- **Stress Clinic:** Students participating in the 4-week Stress Clinic classes will pair state-of-the-art biofeedback equipment with didactic training in skills and strategies for reducing stress, anxiety, and enhancing relaxation. This resource does not require insurance to participate.

- **Referrals** to community providers and specialized resources: CAPS provides referrals to other agencies and services on campus, low-cost treatment options in the community, or private practitioners as needed and upon request.

For students who have the student [health insurance](#), we can [activate](#) insurance referrals as well.
Additional University Resources

International Student and Scholar Services
International Student and Scholar Services (ISSS) is responsible for the development, coordination, and administration of services and programs designed to assist international students and scholars. One of its primary functions is to assist international students and scholars in obtaining and maintaining their immigration status. The ISSS staff is professionally trained to offer advising and programs from immigration and financial concerns, as well as academic counseling to help students and scholars understand and deal effectively with the U.S. academic system and university requirements. Additionally, ISSS offers several programs to enhance the personal growth and development of the international students and scholars, to help them learn more about the cultures of the United States, to facilitate interaction with U.S. students, and to share their cultures with the Emory and Atlanta communities.

Other functions of the office include coordinating orientation programs for newly arrived students and scholars, social and cultural programming. The ISSS Office is located in Suite 130 in the North Decatur Building, 1784 North Decatur Road. Their telephone number is 404-727-3300.

If you have questions related to ISSS or RSPH International Student Life, please contact:

- **Incoming Students**: sphadmissions@emory.edu
- **Current Students**: sphinternational@emory.edu

International SOS Program
Emory University has purchased the services of International SOS, a travel assistance company, to provide Emory’s students, faculty and staff traveling internationally on Emory business or sponsored programs with international medical, security and travel assistance. International SOS is the world’s largest medical security assistance company, with more than 6,000 professionals in 24-hour Alarm Centers, international clinics and remote-site medical facilities across five continents. Certain war stricken and/or hostile countries may be excluded from International SOS coverage or have additional charges for services.

All students who are traveling on university sponsored programs (such as RSPH GFE, the Companeros Program, etc.) will have automatic membership.
Membership cards with ID# and emergency telephone numbers are available in the Department of Student Services. Vital personal health, vaccination and travel information may be stored securely on-line, and made available, with your consent, to International SOS medical staff to better assist you in an emergency. The system also recommends appropriate vaccinations and sends reminders when follow-up boosters are required. While International SOS is able to provide our students with support, students are still responsible for the cost of the actual medical care.

For additional information about this program, you may contact Gerald Clay, Assistant Director of Career Development (gerald.clay@emory.edu) as well as view International SOS page at www.internationalsos.com.

**Note:** All students who are traveling internationally on school business must register their travel itinerary through the RSPH student travel database. See Student Services website for details.

**Center for Belonging and Community Justice**
The Center for Belonging and Community Justice help students find the place where they belong and support them in making change in their communities. The Center for Women, the Office of LGBT Life and Office for Racial and Cultural Engagement (RACE), create opportunities to learn, engage and find community as it relates to race, gender, sexuality, and more. Three areas, one goal: to support students in their exploration of all of their identities

**Center for Women**
The Center for Women helps Emory University provide the best possible environment for women as students, scholars, and employees. It advocates for gender equity and inclusion, provides resources and skill building opportunities, and bring faculty, students, practitioners, activists, and other learners together to examine gender issues and work toward ethical solutions. It focuses primarily on women’s leadership development, gender-based education, and institutional transformation. The Center for Women may be contacts at cwe@emory.edu or 404-727-2031.

**Office of Lesbian, Gay, Bisexual and Transgender Life**
Emory University's Office of Lesbian/Gay/Bisexual/Transgender (LGBT) Life is an administrative office housed within the Division of Campus Life, offering programs and services designed to improve the campus climate and create an open and welcoming environment for LGBT students and employees.
The mission of the Office of Lesbian, Gay, Bisexual, and Transgender Life is to engage the university community in the creation of an affirming and just campus environment while supporting the development of students of all gender and sexual identities. Within our mission, we focus on different areas to best engage our students. The Office of Lesbian/Gay/Bisexual/Transgender Life is located by the east entrance of the Alumni Memorial University Center in room 132E and can be reached at 404-727-0272.
http://www.lgbt.emory.edu/about/index.html

Office for Racial and Cultural Engagement (RACE)
The Office for Racial and Cultural Engagement (RACE) provides opportunities for the Emory community to explore concepts of race and racial justice. It promotes dynamic and cohesive learning communities by creating space for individual, cultural, and communal development.

The Office is driven by an enduring commitment to build inclusive racially just communities through inquiry of the nature of race and its impact on individual, cultural, and community development.

RACE encourages and challenges individuals to explore racial identities and enhance their awareness and exploration of why and how race informs identity. Programs focus on Education & Awareness, Activism, and Identity Development. The Office may be contacted at race@emory.edu or 404-727-6754.

Office of Diversity, Equity, and Inclusion
People share a fundamental right to work and learn in a safe environment. The Office of Diversity, Equity, and Inclusion strives to provide a safe environment that is conducive to intellectual engagement, learning, and working in positive ways. We focus our work on systemic issues by addressing policy and procedural concerns.

"Equity and Inclusion" is more than a name, it is a spirit. We remind each other daily not only what our laws call for but also what Emory's strong collective spirit of fairness demands. We respect the dignity and worth of each human being in our community and support the sharing of different values and perspectives. We work to:

☐ Foster an inclusive community that promotes a positive educational environment, fairness, and access, and
☐ Support compliance efforts as they relate to equal opportunities and affirmative action laws and regulations

Colleagues on our team work with faculty, staff, students, hospital employees, alumni, and visitors on related aspects that include:
University Title IX
Discrimination and harassment management
Affirmative action plans and implementation
Educational programming
Best practices for searches and hires
Access and disability services
We are here to help. Visit our office locations and browse our staff directory to find individual contact information.

ODEI MISSION STATEMENT
The Office of Diversity, Equity, and Inclusion (ODEI) ensures Emory University's compliance with Equal Opportunity/Affirmative Action, Title IX, the Vietnam Era Veterans' Readjustment Assistance Act, and the Americans with Disabilities Act federal regulations. ODEI also monitors and executes the university's Equal Opportunity Policy.

ODEI is committed to promoting a fair and accessible campus environment for the Emory University community through collaboration with our university partners.

In support of these principles, ODEI:
- Advocates for equal employment opportunity for all employees and applicants without regard to race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any other factor that is a prohibited consideration under applicable law
- Promotes recruitment and retention of qualified individuals from diverse backgrounds
- Conducts prompt, unbiased review and adjudication of discrimination and harassment complaints
- Protects students from sex discrimination, including sexual harassment, by any university employee, other students, or a non-employee third party
- Assures reasonable accommodation to qualified individuals with disabilities, and
- Provides a wide variety of Equal Opportunity/Affirmative Action/Title IX/Disability educational programs and training.

We conduct our work within the framework and spirit of Emory University values and policies.

The RSPH Deputy Title IX Coordinator for faculty, staff, and students is Joanne Williams, Associate Director for Student Engagement. Please direct any Title IX reports to jampost@emory.edu.
Department of Accessibility Services
Emory provides all persons an equal opportunity to participate in and benefit from programs and services afforded to others. The Department of Accessibility Services (DAS), part of the Office of Diversity, Equity, and Inclusion, assists qualified students, faculty, and staff with obtaining a variety of services and ensures that all matters of equal access, reasonable accommodation, and compliance are properly addressed.

Confidentiality is honored and maintained. The OAS Office is located at 1946 Starvine Way, Suite 310. Students may contact Office of Accessibility Services at 404-727-9877. http://accessibility.emory.edu/index.html

Bias Support Services
The goal of Bias Support Services (BSS) is to ensure that there is a clear process for reporting bias incidents and for providing support for community members impacted by bias.

As a community of scholars, we are committed to an environment where open expression of ideas is valued, promoted, and encouraged. We recognize that Emory’s educational process of our institution requires diverse forms of debate, dialogue, and deliberation. And, we acknowledge the challenges and tensions these actions could create in an ever-changing community. Emory University does not tolerate discrimination or harassment toward members of our community.

Emory University strives to provide a welcoming, diverse and inclusive campus as an essential part of a community of academic excellence. We recognize that incidents of hate or bias can negatively impact members of our community. Bias Support Services (BSS) consists of two mechanisms;

Bias Review Team
Bias review consists of a team which reviews reports and other materials for potential violations of federal or state law, the University’s Equal Opportunity and Discriminatory Harassment policy, or Conduct Code violations
**Bias Support Team**
Bias Support offers resources designed to create a more inclusive campus community. The support team is comprised of staff who are trained to care for students from a trauma-informed lens to provide advocacy and support. If needed, they can also work collaboratively to determine if additional community intervention is needed.

**Open Expression Observers Program**
As a community of scholars, Emory University is committed to an environment where open expression of ideas is valued, promoted, and encouraged. Recognizing that the educational process of our institution requires diverse forms of open expression – including freedom of thought, inquiry, speech, activism, and assembly – the university affirms the rights of members of the community to assemble and demonstrate peaceably within the limits of this policy. The university must simultaneously maintain the right of community members to pursue their day-to-day activities and to be protected from physical injury or property damage. The **Respect for Open Expression Policy** was implemented in 2013 to affirm Emory’s unwavering commitment to open expression while acknowledging the challenges and tensions these actions could create in an ever-changing community.

Open Expression Observers are charged to:
- Protect the rights of the community members to express their opinions in non-disruptive ways
- Serve as resources to community members regarding the policy and policy violations
- Act as liaisons between community members and Emory Police and/or university administrators
- Protect the right of community members to pursue their day-to-day activities
- Provide information on how to avoid violating the Policy.

Open Expression Observers are members of the university community who:
- Hold a faculty or staff appointment
- Represent all university units and schools
- Promote the ideals of open expression in the Emory community

Members of the community who are selected as Open Expression Observers must:
- Commit to serving as an Open Expression Observer for two years
- Be able to observe meetings, events, and/or protests whenever they may occur (e.g. evenings, weekends, workweek)
• Be trained by Emory Campus Life

To request an observer at an event or to apply to be an Open Expression Observer, contact Joanne Williams (joanne.paredes.amposta@emory.edu or 404-683-5404) for additional information and assistance.

Office of Health Promotion
The Office of Health Promotion is located in center of the Atlanta campus to provide opportunities for students to explore their physical and mental wellbeing. Students are encouraged to make the Office of Health Promotion a destination in the daily schedule. The Well is available from 10:00 a.m. to 5:00 p.m. Monday-Friday.

The staff can also be found throughout campus facilitating programs and engaging the community to ensure students embrace health and wellness as necessary contributor to their success at Emory University and beyond.

Services include:

- Alcohol, Tobacco and Other Drug Prevention (ATOD) aims to mitigate high risk alcohol use, while developing an environment that is more supportive of those who choose not to drink. Programs and services include the management of the medical amnesty protocol, ReStart Collegiate Recovery Program, advisement of student organizations, individual counseling services, and management of the Drug and Alcohol Risk Reduction Team.

- Community Well-being (CW) aims to conduct population-level needs assessments to provide evidence to inform program/intervention development, implement and evaluate culturally relevant health promotion initiatives, and maintain key collaborative partnerships with institutional stakeholders. Programs address healthy sexuality (e.g. providing safer sex supplies and facilitating a sex positive course) and injury prevention (E-CARE Concussion Prevention and Response).

OHP is located in the Alumni Memorial Center, 630 Means Drive, Atlanta GA 30322 and can be reached at 404-727-1697. [http://healthpromotion.emory.edu/index.html](http://healthpromotion.emory.edu/index.html)

Student Case Management and Intervention Services
The Student Case Management and Intervention Services (SCMIS), a center
in the Division of Campus Life, assists students and their families on an ongoing basis and in times of crisis— including (but not limited to) meeting academic, medical, financial, and social challenges, as well as providing assistance to assault survivors. Because college is a time for comprehensive growth, we embrace a holistic philosophy and cultivate an accepting environment.

Students who seek our assistance are taking a critical step to learn more about themselves and become successful and productive individuals able to handle challenges and embrace opportunities during their Emory experience and throughout life. Offices and Programs include:

- The Office of Respect (see below)
- Student Intervention Services (see below)
- 1915 Scholars Program (first-generation student support)
- Emory Advantage (financial aid support for students whose families have incomes of less than $10,000).
- Food Security Assistance
- Lending Library (for students who experience financial insecurities when purchasing textbooks)
- Undocumented Student Support
- U.S. Military Veterans Support

The Student Case Management and Intervention Services is located in the Campus Life Suite, in the Alumni Memorial University Center. You may contact them through email, campuslife@emory.edu, or by telephone, 404-727-4193.

**Student Intervention Services**
Student Intervention Services (SIS), based within the Student Case Management and Intervention Services, consists of trained professionals who can help students balance their academic, work, and personal lives. Additionally, they coordinate the university’s response for students in distress, with the goal of providing students with the resources and support that they need to succeed. Faculty, staff, and students may reach SIS 24 hours a day, 7 days a week via their hotline (404-430-1120), or complete a referral form online (http://success.emory.edu/SIS/referral.html)

**Office of Respect**
The Office of Respect, situated within the Student Case Management and Intervention Services in the Division of Campus Life. The mission of the Office of Respect is to work with key stakeholders to eradicate sexual
assault, sexual harassment, stalking, and intimate partner violence to create a safer, healthier campus where all students can learn, grow, and thrive. This occurs through education, bystander intervention training, crisis intervention, advocacy, policy development, and supportive peer networks. Advocacy services include:

- Free and Confidential Advocacy Based Counseling Accompaniment to hospitals/medical providers, Counseling & Psychological Services, law enforcement, courts, and the Office of Title IX.
- Weighing medical options, such as obtaining a sexual assault forensic exam from a local hospital.

Prevention Education Services include:

- Management of the Sexual Assault Prevention Course for Undergraduate and Graduate/Professional Students (SAP-U) & (SAP-G)
- Step In, Speak Up
- Sexual Assault Awareness Month
- Relationship Violence Awareness Month

The Office of Respect also has a Support Hotline that is available 24 hours a day, 7 days a week. Students may reach an on-call advocate at 470-270-5360.

The Office of Respect is located in the Alumni Memorial University Center, 630 Means Drive, Atlanta GA 30322 and can be reached at 404-727-7388. http://healthpromotion.emory.edu/respect/index.html
RSPH Student Organizations

The Rollins School of Public Health is made up of a myriad of actively engaged individuals and groups. Below are the current groups chartered by our student government association, but new student organizations may form. All student organizations are advised by the Assistant Director for Student Engagement in the Office of Admission & Student Services, and supported by RSGA.

Rollins Student Government Association (RSGA)
The Rollins Student Government Association is the governing student assembly of the Rollins School of Public Health. The purpose of the RSGA is to advocate for students and enrich the experience of their time at Rollins. The RSGA addresses students’ needs and concerns regarding school facilities, current administration, academia, extra-curricular activities, and more. The RSGA presides over the department student representatives of RSPH and the student organizations. The annual budget of the RSGA and RSPH Student Organizations are allocated from the student activity fees paid by students. Annual elections for the executive board member and departmental representative positions are held each October or November.

RSGA also includes two student initiatives: the RSGA Diversity, Equity, and Inclusion Committee and the Rollins International Student Association (RISA)

Association of Black Public Health Students (ABPHS)
ABPHS is designed to enhance the experience of minority students attending the Rollins School of Public Health, to encourage community engagement, and to raise consciousness of health issues concerning Black communities in the U.S. and abroad. ABPHS strives to augment the graduate experience by providing opportunities for academic support, professional growth, community service, and social bonding within the Rollins community and greater Atlanta metro area.

Emory Global Health Organization (EGHO)
The goal of EGHO is to facilitate engagement in global health outside the classroom. To accomplish this, EGHO works through several different committees, each of which focuses on an important aspect of student interests. Through these communities, EGHO works to engage in global health issues through service and advocacy; foster global health awareness and encourage the growth of a global perspective; increase resources and opportunities available to all students with an interest in global health; and build connections with each other and with professionals in the field.
Emory Mental Health Association (EMHA)
The mission of EMHA is to foster a community of positive mental health, awareness of negativity, and stigma reduction. EMHA works to communicate this mission to Emory students and the greater Atlanta community with a shared goal of changing the conversation on mental health to one of acceptance and support. EMHA hosts several events throughout the year bringing mental health professionals and Emory students together to educate the community and advocate for current mental health topics.

Emory Reproductive Health Association (ERHA)
ERHA promotes reproductive health and rights awareness through community outreach, research and fund-raising locally and globally. The purpose of ERHA is to increase awareness of current local and global reproductive health issues through educational outreach through guest speakers, films, and distribution of information; be actively involved in the Emory and Atlanta communities by volunteering with local organizations focused on disparities in reproductive health; and to fundraise for reproductive causes, more specifically the Global Elimination of Maternal Mortality Due to Abortion (GEMMA) fund established by Roger Rochat.

Emory Students for One Health (ESOH)
One Health is an approach that recognizes that the health of people is connected to the health of animals and the environment. Emory Students for One Health provides learning and professional development opportunities that focus on collaborative, multisectoral, and transdisciplinary approaches in local and global communities. Additionally, it is a multidisciplinary organization that seeks to achieve optimal health outcomes while recognizing the interconnection between people, animals, plans, and their shared environment.

Georgia Public Health Association (GPHA)
GPHA, a nonprofit corporation organized for the purpose of promoting the public and personal health of Georgia’s citizens, is the largest public health organization in the Southeast. It provides many opportunities for networking with public health professionals, attending continuing education seminars, and advocating for public health issues concerning Georgians.

Humanitarian Emergency Response Team (HERT)
HERT aims to provide students with an opportunity to collaborate with public health professionals and contribute to research projects related to Complex Humanitarian Emergencies (CHEs). Members are selected through a competitive application process.
La Alianza Latinx (LAL)
La Alianza Latinx is a student-led organization composed of Latinx and Latin American public health students interested in issues affecting the Latinx community at the Rollins School of Public Health, in the metro Atlanta area, throughout the United States, and internationally. LAL strives to strengthen and build a Latinx community at the Rollins School of Public Health by creating a space that enables students to excel academically, professionally, and socially. LAL is committed to building community, supporting mentorship, uplifting educational advancement, and promoting advocacy for and improvement of Latinx health, Latinx students, and undocumented students at Emory University.

Queer/Trans* Collaborative at Rollins (QT*C)
QTC is a consortium of LGBTQ+ (lesbian, gay, bisexual, transgender, queer, and other fluid identity) individuals connected to the Rollins School of Public Health. QTC is committed to increasing visibility, academic discourse, networking opportunities, future leaders, and solidarity among LGBTQ+ persons.

Rollins Environmental Health Action Committee (REHAC)
REHAC believes that the environment influences our health and as health advocates we must also promote a safe and sustainable community. It seeks to improve and protect our living and working environment through locally focused and collaborative education, action and reaction.

Rollins mHealth Collaboration (RmC)
The RmC provides student and faculty a forum to explore the global mobile health phenomenon while building practical skills in mobile tech systems design, implementation, scaling and evaluation. Their two priority areas include: Introducing students and faculty to the field of mHealth and educating students and faculty in mHealth systems design, implementation, scaling, and evaluation.

Rollins Peace Corps Community (RPCC)
RPCC is an organization where Returned Peace Corps Volunteers and other graduate students at Rollins network with their fellow colleagues.

Students for Social Justice (S4SJ)
S4SJ is a network of students committed to equity, change, and social justice within our personal, academic, and professional lives. S4SJ seeks to create a network of diverse friends and coworkers in order to form coalitions which bring a social justice framework to various topics; and to mobilize students for actions, advocacy and community engagement.
**Student Outbreak and Response Team (SORT)**
SORT is a collaborative effort between the DeKalb County Board of Health and the Rollins School of Public Health’s Center for Public Health Preparedness & Research, whose mission is “To promote future public health leadership by providing students with hands-on experiences that contribute to improved community health.” SORT provides current public health students with the opportunity to apply public health theory in practical settings. MPH students are chosen annually at the start of the fall semester via a competitive process to participate in this program.

**Society for Public Health in Medicine (SPHM)**
SPHM is a student organization dedicated to meeting the growing need for peer support and faculty guidance as current Rollins students look to continue their academic journey in MD and DO programs following the completion of their MPH/MSPH degree.

**WASH Action Research & Practice (WARP)**
Students in WASH Action Research & Practice are committed to breaking the cycle of poverty and disease in developing countries through increasing access to safe drinking water, adequate sanitation, and appropriate hygiene. Students in WARP collaborate with faculty members to host events that feature WASH researchers in the Atlanta-area and increase awareness of WASH-related diseases.
RSPH Academic Resource Center

RSPH Academic Resource Center (ARC) offers free writing and quantitative tutors for currently enrolled degree seeking students. Writing tutors are available by appointment and Quantitative tutors have both drop-in hours and appointments weekly (Fall and Spring terms).

Writing tutors work with Rollins students in the planning, drafting, and revising of research articles, conference papers and abstracts, theses, personal statements, class assignments, and final papers. Tutors are well versed in the mechanics of academic writing and use an educational approach to support students. Rather than providing editing services, writing tutors work with students with the goal of explaining and strengthening writing concepts so that students can apply new knowledge and techniques to their future writing projects.

Quantitative tutors work with students to understand epidemiological and statistical concepts and methods introduced in their coursework, apply these concepts to their research projects, and provide support for students conducting quantitative analyses. The tutors' goal is for the student to understand concepts and methods so the student can apply this knowledge to the student's own work. Tutors are familiar with SAS and R Programming Languages.

Academic support appointments are 45-minutes for individuals or groups. Out of courtesy to ARC staff, appointments must be scheduled or cancelled at least 24 hours in advance. Students are permitted to have up to two appointments per month.

The ARC website hosts information for student use that includes the following:

- Common Grammar Errors Help Sheet
- A Crash Course in Paper Mechanics or RSPH Students
- Principles of Good Scholarship

For additional information and questions, please contact rspharc@emory.edu

Special Seminars
ARC hosts seminars throughout the school year on various topics such as Introduction to Pub Med, End Note, and Zotero. All RSPH students are welcomed and encouraged to attend.
## Additional Contacts

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<th>Department</th>
<th>Email/Website</th>
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<tr>
<td>Emory Registrar’s Office</td>
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<td>Office of Financial Aid</td>
<td><a href="mailto:gradfinaid@emory.edu">gradfinaid@emory.edu</a></td>
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<td>University Health Services</td>
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