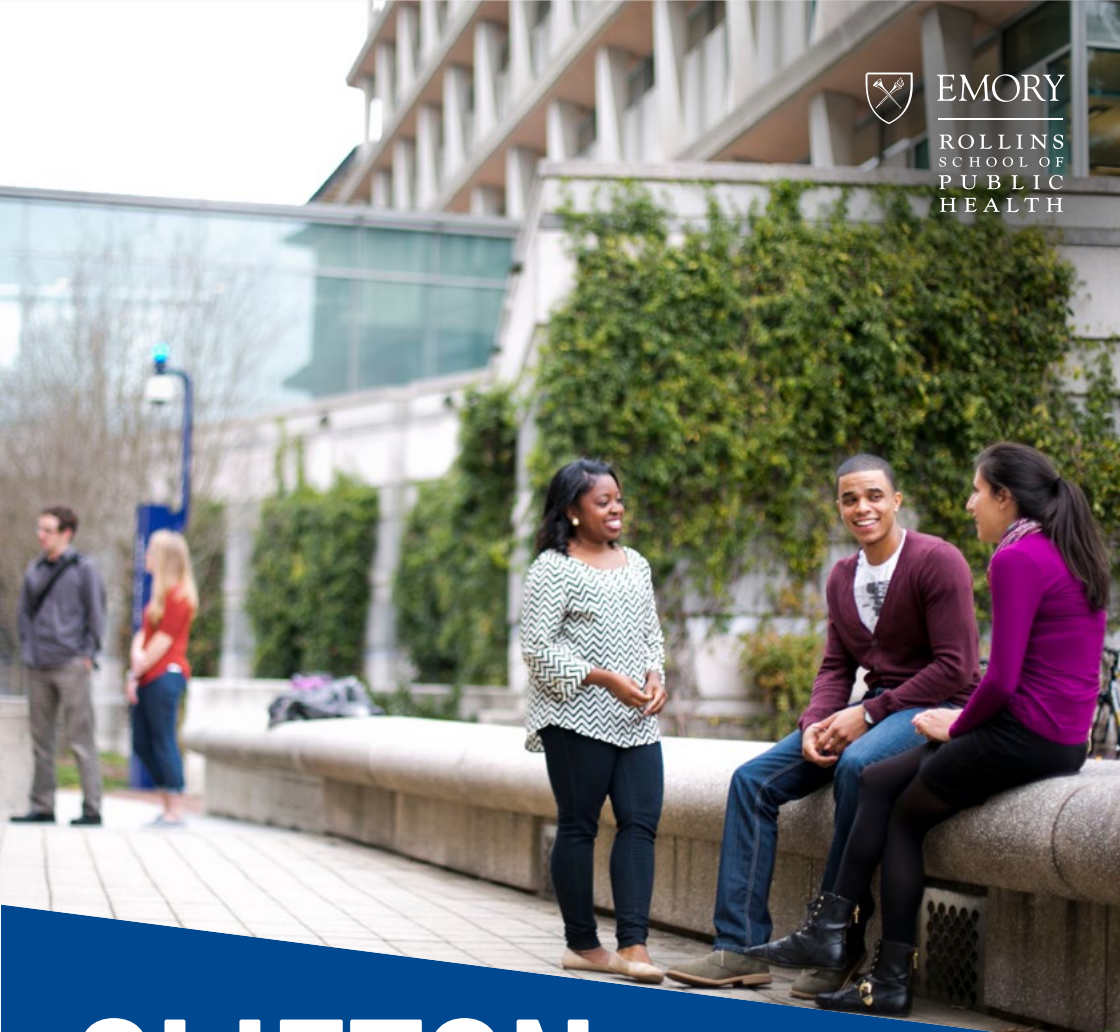




EMORY

ROLLINS
SCHOOL OF
PUBLIC
HEALTH



CLIFTON NOTES

FOR MPH | MSPH STUDENTS

2019-2020 ACADEMIC YEAR

ROLLINS SCHOOL OF PUBLIC HEALTH

Emory University
1518 Clifton Road, NE
Atlanta, Georgia 30322

Rollins School of Public Health Admissions and Student Services: 404.727.3956 Monday–Friday, 8:30 a.m.–5:00 p.m.

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 associate dean for academic 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

Fall Term 2019

August 12-23	Preterm course work
August 28	Classes Begin
August 28-Sept 4	Schedule Change Period
September 2	Labor Day (No classes)
September 4	Grading Basis Change Deadline
September 13	Deadline to submit degree applications for fall graduation
September 18	Date of Record
October 14 - 15	Fall Break
October 28	Preregistration for Spring 2020 semester
November 28-29	Thanksgiving Recess
December 10	Classes End
December 11-21	Exam Period
December 21	End of Term

Spring Term 2020

January 2-10	Preterm course work
January 13	Classes Begin
January 20	Martin Luther King Jr. Day
January 14-21	Schedule Change Period
January 27	Grading Basis Change Deadline
February 5	Date of Record
February 7	Deadline to submit degree application for spring graduation
February 8	Summer Pre-Registration Begins
March 9-13	Spring Break
March 23	Preregistration for fall 2019 semester
April 27	Classes End
April 28-May 8	Exam Period
May 11	End of Term/Commencement

Summer Term 2020

May 18	Regular Session Classes Begin
May 22	Schedule Change Period Ends
May 25	Memorial Day (No classes)
May 27	Grading Basis Deadline
July 2	Deadline to submit degree application for summer graduation
July 3	Independence Day (No classes)
August 5	Classes End
August 6-7	Exam Period
August 7	End of Term/Commencement
August 11	Date of Record

RSPH Department Chairs

Colleen M. McBride	Behavioral Sciences and Health Education
John Hanfelt	Biostatistics and Bioinformatics
Paige Tolbert	Environmental Health
Timothy L. Lash	Epidemiology
Carlos del Rio	Global Health
Kenneth E. Thorpe	Health Policy and Management
Melissa (Moose) Alperin	Executive Master in Public Health

Student Services

The Office of Admission and Student Services provides information and assistance to all prospective and current students of the Rollins School of Public Health (RSPH). Four functional areas, Admissions & Recruitment, Enrollment Services, Community-Engaged Learning, and Student Affairs (including International and ESL services), provide students with continual cross-functional support. The Office of Student Services is the liaison with University Offices such as Campus Life, the Registrar, Financial Aid, and Student Financial Services. The Office of Career Services is located on the 8th floor of Grace Crum Rollins working collaboratively and providing effective services to the students.

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Advisement and Course Registration

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).
- 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 electives 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 2019-2020 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
- 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
- Immunization Requirement

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

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.

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 \$1000.00 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 core degree requirements in each department (BIOS, BSHE, EH, EPI, GH, HPM)
- Completion of elective credits with proper distribution. Review and confirm with ADAP.
- Completion of Applied Practice Experience requirement. Completion includes:
 - Successfully fulfilling your applied practice experience;
 - Completing the Rollins Applied Practice Experience Portal
 - 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
- Completion of RSPH Exit Survey
- Purchase cap and gown for commencement ceremonies
- RSVP for commencement participation
- Update contact information in OPUS
- **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).**

MPH/MSPH Core Course Checklist

The following courses are required of all MPH and MSPH students. Within each Department, there are exceptions to these core courses. These exceptions are listed in each department section of this catalog.

Course	Course Title	Credit Hours
PUBH 500	Introduction to Public Health	0
PUBH 501	Inter-professional Team Training	0
PUBH 502	Public Health Professional Development Seminar	0
BSHE 500	Behavioral Sciences in Public Health	2
BIOS 500/ BIOS 500L	Statistical Methods with lab	4
EH 500	Perspectives in Environmental Health	2
EPI 504	Fundamentals of Epidemiology	2
<i>or</i> EPI 530	Epidemiologic Methods	4
GH 500	Critical Issues in Global Health	2
HPM 500	Introduction to the U.S. Health Care System	2

ROLLINS SCHOOL OF PUBLIC HEALTH OF EMORY UNIVERSITY

Core Competencies

Upon graduation a student with an MPH/MSPH should be able to:

1. Apply epidemiological methods to the breadth of settings and situations in public health practice.
2. Select quantitative and qualitative data collection methods appropriate for a given public health context.
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.
4. Interpret results of data analysis for public health research, policy or practice.
5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings.
6. Discuss 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.
7. Assess population needs, assets and capacities that affect communities' health.
8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs.
9. Design a population-based policy, program, project or intervention.
10. Explain basic principles and tools of budget and resource management.
11. Select methods to evaluate public health programs.
12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence.
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.
14. Advocate for political, social or economic policies and programs that will improve health in diverse populations.
15. Evaluate policies for their impact on public health and health equity.
16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making.
17. Apply negotiation and mediation skills to address organizational or community challenges.
18. Select communication strategies for different audiences and sectors.

19. Communicate audience-appropriate public health content, both in writing and through oral presentation.
20. Describe the importance of cultural competence in communicating public health content.
21. Perform effectively on inter-professional teams.
22. Apply systems thinking tools to a public health issue.

Special Programs

Scholars in Action

The Scholars in Action Program allows all selected merit scholar recipients 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) RSPH will have mutual, sustainable relationships with local and global community partners; (2) RSPH Student Services will manage a premier, student-run leadership/community-engaged learning program and community for merit scholars, differentiating RSPH from other peer institutions; and (3) RSPH Alumni will apply skills learned from Scholars in Action in local and global communities after graduation.

Participation in Scholars in Action is not required for merit scholars to maintain their funding; however, it is a leadership opportunity that scholars may integrate into their experience at RSPH. Merit scholars may choose to become involved in Scholars in Action by engaging in one of four committees: the Service Committee is responsible for collaborating with community partners to plan regular service opportunities and Days of Service for merit scholars and RSPH faculty, staff and students. The Social Committee is responsible for building community among merit scholars by hosting on-campus and off-campus events. The Professional Development Committee collaborates with RSPH Departments to implement professional development seminars for the RSPH Community. The Assessment & Evaluation Committee uses qualitative and quantitative methods to evaluate Scholars in Action and all committee events.

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 70 RPCVs enrolled in the MPH program. 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 Volunteers

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 a practicum award. The award package is provided to Coverdell Fellows in order to facilitate community-engaged learning programs, like the Clarkston-Rollins Connection, and to coordinate activities on campus in the Atlanta community.

The Paul D. Coverdell Peace Corps Fellows are responsible for: (1) Organizing community projects with refugee organizations in the Atlanta area which utilize strategies similar to those employed in the field by Peace Corps Volunteers; (2) Maintaining an active and engaged campus Peace Corps community via regular service and social events for Returned Peace Corps Volunteer (RPCV) on and off campus; (3) Leading and participating in committees in collaboration with peers and officials across campus in order to carry out program responsibilities; (4) Collaborating through service with local organizations to address issues affecting diverse communities in the metro-Atlanta area (e.g. language, culture, career options, access to healthcare and other resources).

AmeriCorps/Service Corps Student Leaders

The Rollins School of Public Health greatly values the experience, perspective and service of students connected to AmeriCorps and national service. In

recognition of the ongoing commitment to service and leadership at RSPH, a \$6,000 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. Service Corps Student Leaders help to facilitate the annual Rollins-teer Day of Service during orientation as well as additional activities, events and dialogue that connect their previous experiences to current coursework and public health interests.

Gates Millennium Scholars at Rollins (GMS@Rollins)

With over 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.

RSPH Certificate Programs

The Rollins School of Public Health offers a variety of certificate programs which may or may not be earned in conjunction with a MPH or MSPH degree. The purpose of these certificate programs is to train our public health graduates in specialized areas of practice that have been identified as critical in the public health discipline. All certificate programs are developed around the RSPH school mission and competencies identified by the sponsoring department or center in alliance with its overall competencies. Upon successful completion of the certificate requirements, the certificate is noted on the student's official transcript.

Independent Certificate Programs

Independent Certificate Programs are those that are earned independently of a MPH/MSPH degree. These programs will consist of a total of 12-20 semester hours (usually 5-8 courses). An Integrative Learning Experience may also be required in addition to the coursework.

Certificate in Public Health Informatics for Leadership

The Certificate in Public Health Informatics for Leadership (Executive format) is designed for working professionals who serve in a leadership role or position of influence in their place of employment. These are individuals who have determined that they need competence in public health informatics but do not need an entire MPH degree. In order to qualify for the certificate, students are required to have a master's degree or higher OR have a bachelor's degree with 3 or more years of relevant work experience. The coursework covers the following overarching areas: introduction to public health informatics; overview of data sources, standards, and information systems; public health technology systems and architectures; project management in the public health domain; information security and privacy; and leadership in a public health informatics context. The certificate focuses on providing proven methods and timely knowledge that dives leadership success in implementing informatics solutions in public health.

Courses required for the Certificate in Public Health Informatics for Leadership (Executive format):

APHI 520D: Introduction to Public Health Informatics	2
APHI 525D: Overview of Data Sources, Standards, and Information Systems	2
APHI 527D: Public Health Technology Systems and Architectures	3
APHI 535D: Project Management and System Lifecycle	3
APHI 545D: Information Security, Privacy, Legal and Ethical Issues	2
APHI 580D: Public Health Informatics Leadership and Strategy Capstone	2

This program can be completed in three semesters (12 months) of study, although some students may take longer.

Certificate in Quantitative Methods in Public Health

The Certificate in Quantitative Methods in Public Health (Executive format) is designed for working professionals who have determined that they need additional quantitative skills to advance their employment opportunities. These individuals already have a master's degree or higher OR have a bachelor's degree with 3 or more years of relevant work experience. Applicants must also submit GRE or MCAT scores that are less than five years old. The coursework covers the following overarching areas: description of public health problems of epidemiologic importance, data identification, design and conduct of epidemiologic research studies, management and analysis of data, literature review and interpretation, and information technology for scientific productivity. Students in the certificate will gain proficiency in SAS.

Courses required for the Certificate in Quantitative Methods in Public Health (Executive format):

AEPI 530D: Applied Epidemiology I (3 credit hours)

AEPI 534D: Applied Epidemiology II (3 credit hours)

AEPI 536D: Epidemiological Modeling (3 credit hours)

BIOS 516D: Applied Biostatistics I (2 credit hours)

BIOS 517D: Applied Biostatistics II (2 credit hours)

BIOS 518D: Applied Biostatistics III (2 credit hours)

This program must be completed in three semesters (12 months) of study due to the course sequencing.

Certificates Earned in Conjunction with MPH/MSPH Degrees

RSPH offers six school certificate programs that degree-seeking students may earn in conjunction with their MPH/MSPH degrees as well as three collaborative certificate programs. The basic curriculum includes coursework, a relevant practicum/community-engaged field experience, and a culminating experience that relates to the topic of the certificate. Through the RSPH core and department requirements the student gains the MPH core competency knowledge as part of the degree program. The certificate curriculum identifies a set of competencies that will be met through the completion of the program. Certificate coursework (exclusive of the practicum and culminating experience) is **beyond the core and required departmental non-elective courses** for fulfillment of the student's degree program, but may be counted as electives toward degree completion.

Certificate in Genetic and Molecular Epidemiology

We are generating genetic and molecular data at a revolutionary pace, and these data are increasingly being integrated into epidemiologic studies. The

Genetic and Molecular epidemiology (GME) certificate program at Rollins prepares students to assess, manage, and analyze these data in a public health context. Graduates of the GME certificate program will have exposure to principles of genetic epidemiology and molecular epidemiology. Through coursework, their practicum, and their culminating experience project, students will gain mastery of analysis and interpretation of genetic or molecular data as it applies to public health research.

GME certificate students will complete 13 hours of training through coursework, applied practical experience, and the culminating experience. The course requirements are listed below. Students apply to the GME certificate while enrolled in EPI 510: Introduction to Genetic and Molecular Epidemiology in their first semester. Students may enroll in EPI 510 and apply to the certificate in their second year with the permission of the certificate director.

Courses Required for the Certificate in Genetic and Molecular Epidemiology

Pre-requisite

EPI 510	Introduction to Genetic and Molecular Epidemiology	1
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Core Courses

EPI 590R	Public Health Applications of Molecular Epidemiology I	2
EPI 522	Human Genome Epidemiology	2

GME Electives (four credits total)

EH 520	Human Toxicology	3
EH 523	Foundations of Neurotoxicology	1
EH 527	Biomarkers in Environmental Public Health	2
EH 740	Foundations of Molecular Toxicology	1
EPI 556	Applied Genomic Epidemiology	2
EPI 561	Methods in Obesity Epidemiology	2
EPI 585	Advanced Cancer Epidemiology	2
EPI 591L	Methods in Nutritional Epidemiology	2
GH 571	Vaccines and Vaccine Preventable Diseases	2
BIOS 540	Bioinformatics	2
BIOS 555	High-Throughput Data using R and BioConductor	2
BIOS 570	Methods in Statistical Genetics	2
IBS 746	Graduate Human Genetics (special permission)	4
IBS 593	Population and Quantitative Genetics (special permission)	4

Other courses may also be appropriate with special permission of the certificate director.

Applied Practical Experience	0
Thesis/Capstone	4

For more information please contact Dr. Jennifer Mulle (jmulle@emory.edu), Dr. Yan Sun (yvsun@emory.edu), or Nicole Regan (nicole.regan@emory.edu).

Certificate in Humanitarian Emergencies

The Rollins School of Public Health, in partnership with CDC’s Emergency Response and Recovery Branch, offers a Certificate in Humanitarian Emergencies. It is an interdisciplinary program that combines the teaching and research strength of Emory University with the applied technical skills of the CDC’s Emergency Response and Recovery Branch. The Certificate Program is available to qualified Rollins students. This is a rigorous and competitive certificate program intended only for those who meet the below criteria. Twenty-five to thirty students will be accepted into the certificate program each year. CHE courses are open to other Emory graduate health schools on a case-by-case basis, under the discretion of the coordinator of the Program. The application and its deadline are posted on the CHE website (www.che.emory.edu) annually in late July.

Criteria for Certificate

The ideal candidate for this certificate is a student who:

- Wants to work overseas in emergency and post emergency settings as their career.
- Has international development and/or relevant field experience in response or low-resource settings.
- Is committed to building practical field epidemiological methods skills in low-resource settings

Certificate Requirements

Awarding the certificate requires students to be accepted into the program and then complete:

- Two core classes
- Six credit hours of approved electives
- Two courses in approved advanced methods (minimum of four credit hours)
- Research (thesis or 15-page paper) or APE component
- Fifteen hours of CHE related volunteer participation

Courses Required

Core Requirements

GH 510 Epidemiological Methods in Complex Humanitarian Emergencies	2
GH 512 Health in Complex Humanitarian Emergencies	2

Elective CHE Courses (Select 6 total elective credit hours. All must be taken for credit)

GH 531	Mental Health in Complex Humanitarian Emergencies	1
GH 532	Risk Communications for Complex Humanitarian Emergencies	1
GH 533	Preparedness and Planning Complex Humanitarian for Emergencies	1
GH 537	Programming for Sexual and Reproductive Health in Complex Humanitarian Emergencies	1
GH 538	Food and Nutrition in Complex Humanitarian Emergencies	1

See CHE website for approved Electives outside CHE Certificate Courses

Advanced Methods (Please select a minimum of 4 credit hours total in no less than 2 courses)

BIOS 501	Statistical Methods II with lab	4
BIOS 519P	Biostatistical Methods II (<i>EPI, GLEPI or EH/EPI only</i>)	3
BSHE 524	Community Assessment	3
BSHE 539	Qualitative Data Analysis	3
EH 549	Critical Analysis of Water, Sanitation, and Hygiene Research	2
EPI 540	Epidemiologic Methods II	4
GH 521	Program Management	3
GH 522	Qualitative Research Methods for Global Health	3
GH 525	Qualitative Data Analysis	3
GH 560	Monitoring and Evaluation of Global Public Health Programs	3
INFO 501	Principles of Public Health Informatics II	2

For more detailed information, please see the CHE website at www.che.emory.edu.

Certificate in Maternal Child Health (MCH)

The Certificate in Maternal and Child Health (MCH) at Rollins School of Public Health (RSPH) aims to equip students to become professionals for positions in governmental and non-governmental public health organizations serving women, infants, children and adolescents at local, regional, national, and international levels.

Applicant Criteria

This is a rigorous and competitive certificate program intended for students who are committed to the development and promotion of the MCH field. Applicants should have demonstrated leadership and team player capabilities. Prospective MPH/MSPH students with an interest in Maternal and Child Health from all RSPH departments are eligible to apply for one of approximately 20 slots during the regular admissions process. Information about the program and the certificate requirements are available at: mch.emory.edu.

Application Deadline

Prospective students should indicate an interest in the MCH Certificate on their SOPHAS application. Interested students should apply to RSPH by the school's priority deadline. A supplemental application will be sent by email

If you have specific questions about the MCH Certificate Program, please contact Brian Graff at mch@emory.edu. More general information is available at www.mch.emory.edu.

Certificate in Public Mental Health

Mental health is integral to and inseparable from public health. This interdepartmental program addresses the interface of mental health and public health and is intended to enhance the competencies of students concentrating in any of the school's departmental programs. Students completing the program will be able to epidemiologically describe the burden of mental illness on society, apply theories and evaluate empirical evidence on determinants of mental health, design and critique interventions intended to promote mental health and identify the sources of financing and public policies that affect mental health services.

Certificate Requirements

- Prerequisite: BSHE 585 Introduction to Public Mental Health, 1 credit hour
- BSHE 592/HPM 592, Case Studies in Public Mental Health, 2 credit hours
This is a required course for all MPH or MSPH students enrolled at RSPH who plan to pursue the Certificate in Mental Health. Participating certificate students will be identified based on their enrollment in this course. Students in the course will work in inter-disciplinary teams to examine and provide solutions to real life public mental health problems while interacting with experts from the field.
- Applied Practice Experience (a minimum of 200 hours) must comprise elements of public mental health
- Thesis or capstone project on topic in public mental health*
- A minimum of 6 credit hours from the following courses or courses approved by Dr. Benjamin Druss or Dr. Delia Lang:
 - o BSHE 516 Behavioral Epidemiology 3
 - o BSHE 565 Violence as a Public Health Problem 2
 - o BSHE 583 Mindfulness and Health 1
 - o BSHE 586 Prevention of Mental and Behavioral Disorders 2
 - o EH 580 Injury Prevention and Control 2
 - o EPI 589 Psychosocial EPI 2
 - o GH 531 Mental Health in Complex Humanitarian Emergencies 1
 - o GH 583 Introduction to Global Mental Health 2
 - o HPM 563 Long Term Care Policy and Practice 2
 - o HPM 577 Mental Health/Medical Interface 2
 - o SOC 330 Mental Health and Well-Being 4

- o SOC 513 Perspectives on Mental Health
- o Any 300 level or above Psychology classes

2

*If the topic of the capstone or thesis cannot relate to public mental health, four additional credits of elective courses with a focus in mental health may be substituted with the permission of the certificate coordinator. Permission for the substitution must be obtained early in the second year of the program. For more detailed information about the certificate including the enrollment process, please see the website at <https://www.sph.emory.edu/academics/certificates/certificate-mh/index.html>

Certificate in Socio-Contextual Determinants of Health Program

The Certificate Program in the Socio-Contextual Determinants of Health welcomes students who are committed to studying and intervening in the social conditions (e.g., laws banning same-sex marriage, neighborhood poverty rates, structural racism) that shape health and well-being across and within populations. This certificate program provides a range of intellectual, academic, research, and professional development opportunities that are designed to strengthen students' abilities to pursue related careers. Students committed to advancing social justice and/or to eradicating health disparities will find this certificate program a particularly good fit for their interests.

Certificate Requirements

- Complete one of two core courses (Social Epidemiology or Macrosocial Determinants of Health) and earn a B+ or above.
- Complete six credits of elective coursework, chosen from the certificate program's course roster and earn grades of B+ or above in the courses.
- Complete a capstone project/thesis on a topic related to the socio-contextual determinants of health.
- Attend two colloquia each semester enrolled in the certificate.

For more detailed information about the certificate including the enrollment process, please see the website at <https://www.sph.emory.edu/academics/certificates/socio-contextual-determinants-health/index.html>.

Certificate in Water, Sanitation, and Hygiene

The Certificate in Water, Sanitation, and Hygiene (WASH) at the Rollins School of Public Health (RSPH) is offered through the Center for Global Safe WASH at Emory University and aims to train graduate students to be competitive for WASH-related careers. This is a rigorous, self-guided certificate program open to all RSPH students.

Certificate Requirements

- Complete a minimum of 12 credit hours of WASH-related coursework, with at least one methods-related course and one biology-related course
- Maintain a cumulative GPA of 3.3 or greater in all WASH-related courses
- Attend two CGSW-sponsored seminars per year (four total)
- Successfully complete a WASH-related practicum; and
- Successfully complete a WASH-related capstone or thesis.

For more detailed information, including contact information, course schedule, and forms, please see the WASH Certificate website at <http://www.cgsplash.org/for-students/wash-certificate/>.

Collaborative Certificates through Emory University

The Emory Graduate Certificate in Human Rights

The Institute of Human Rights at Emory provides an opportunity for faculty and students to further their understanding of the theories and issues of human rights. The Emory Graduate Certificate in Human Rights is an integrated, innovative, and cooperative approach to human rights scholarship and training. The certificate combines the teaching and research strength of Emory University with the applied programs of our professional partners, including CARE USA, The Carter Center, and the US Centers for Disease Control and Prevention. Faculty in several schools at Emory, including the Emory College, the Graduate School of Arts and Sciences, the School of Law, the Rollins School of Public Health, the Goizueta Business School, the Nell Hodgson Woodruff School of Nursing and the Candler School of Theology, have been involved in building an academic human rights program at Emory University.

Requirements

Awarding of the certificate requires students to complete the following:

Graduate Certificate Documentation: Students are encouraged to meet with one of the faculty members in order that they might direct your course of study.

Core Seminar—Interdisciplinary Perspectives on Human Rights (POLS585/GH526/LAW819)

Two additional approved courses: Students in the Rollins School of Public Health are required to take two additional (for a total of six classroom hours) from the approved course listing found on the website at

<http://humanrights.emory.edu/sub-educational.htm>. Research practicum:

Students have several options which will fulfill the research practicum requirement. Students may pursue a service-learning internship at a local or international human rights organization.

The Institute of Human Rights helps coordinate placements, if requested. Students may also fulfill the research practicum requirement by completing a research paper focusing on human rights or by having a substantive human rights emphasis in their thesis or dissertation.

Additional information about the Institute of Human Rights and the certificate program may be found on their website at <http://humanrights.emory.edu>.

Certificate in Injury and Violence Prevention

The Certificate in Injury and Violence Prevention is designed to give MPH and doctoral students a foundation in theoretical and epidemiologic concepts of injury prevention and control and a platform from which to examine the causes, consequences, and prevention strategies used in our society. Combining multidisciplinary course work, research, practical experience, and access to a vast injury prevention network, this certificate will broaden students' perspectives on a complex issue while preparing them to become leaders of injury prevention within their chosen discipline. For additional information, please see <http://iprce.emory.edu/education-training/certificate-program.html>.

Religion and Health Certificate

The certificate in Religion and Health provides an opportunity for the interdisciplinary study of the intersections of health and religions. Perspectives from a variety of disciplines in the health sciences and the social sciences, particularly those in public health, are brought into dialogue with those from theology and religion to assist students in developing theories and practices about personal, communal, institutional, and social dimensions of health.

Key Components of the Certificate

- This is a certificate for degree-seeking students and provides a structure to take two courses outside their primary degree school and to tailor existing academic requirements.
- These “requirements” include:
 1. One of three core courses;
 2. Attendance and participation at the annual RPHC Community of Scholars reception at the beginning of each academic year;
 3. An integrative paper/thesis/capstone;
 4. Elective courses equivalent to 9 credit hours (RSPH thesis credit hours can be used here);
 5. Practice/field component in religion and health that fits the requirements in the discipline which the student is enrolled; and,
 6. Participation in University-wide special lectures and seminars in religion and health.

For additional information, students may contact Mimi Kiser in the Rollins School of Public Health, mkiser@sph.emory.edu, 404.727.5199, www.rphcemory.org.

Career Enhancing Experiences

Applied Practice Experience

An 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 self-paced, self-administered online module provides students with foundational knowledge of public health history and identifies the core functions and services of public health. Students are also introduced to major causes of morbidity and mortality in the US as well as the science of prevention in population health.

PUBH 501: Inter-professional Team Training

This training prepares students with basic skills necessary to perform effectively on inter-professional teams. Students will receive foundational instruction and will have the opportunity to demonstrate skills in the following areas: apply principles of team dynamics to advance teamwork; communicate effectively in inter-professional teams to solve a problem; use the various roles and responsibilities represented among team members to promote solutions; and engage in inter-professional practice with mutual respect and shared values.

PUBH 502: Public Health Professional Development Seminar

The ever-evolving field of public health requires a new type of public health professional and leader – one who is not only skilled in a specific discipline, but also has the ability to work effectively in different leadership contexts. This course will introduce public health students to concepts of emotional intelligence, audience-appropriate written and oral communication, different leadership styles, as well as the application of various leadership types to negotiation and mediation. Additionally, the course will present basic principles of budget and resource management.

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 international work during the summer after their first year of study in their MPH degree program. Each year, 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. For additional information about this program, visit the website at www.sph.emory.edu/rollins-life/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. Coordinated by the Americorp Fellows and the SGA, a different public health concern will be presented to students at the monthly Convos on Tap followed by a volunteer opportunity that weekend.

Organizations with which RSPH students have worked are the Atlanta Community Food Bank, the Atlanta Union Mission, Furniture Bank of Metro Atlanta, Medshare International, Project Open Hand, Samaritan House, Senior Citizen Services, and West Oakland Community Park. Additional information about the Community-Engaged Learning Program may be found at www.sph.emory.edu/rollins-life/rollins-teer/index.html

Rollins School of Public Health Honor and Conduct Code

The RSPH 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.

Allegations of violations of the Honor and Conduct Code undergo a preliminary investigation by the Associate Dean for Student Affairs. 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 Associate Dean for Academic 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 RSPH. 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 RSPH course. Registered students are responsible for upholding all aspects of the Code.

Student Academic Honor

The RSPH 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 his/her responsibility to seek clarity with the instructor and/or academic advisor. In situations outside the classroom, the student should seek clarifications from an appropriate RSPH 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 includes 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 practicum experiences. While this expectation is set, it is also important to outline behavior that is clearly the exception, or in violation of the code. RSPH 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 the RSPH 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 the RSPH in academically-related and/or community activities. These policies may be found on the Emory University website at <http://policies.emory.edu/8.1>.

Sexual harassment and sexual misconduct include unwelcome sexual advances, requests for sexual favors, stalking, and other verbal or physical conduct of a sexual nature. The University's policy on sexual harassment may be found on the Emory University website at <http://policies.emory.edu/1.3>. Sexual misconduct includes any incident that involves sexual contact that is forced on somebody without consent.

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 the RSPH. Further, the RSPH may proceed with a conduct matter without awaiting the start or conclusion of any legal proceeding.

Actions contrary to the standards of the RSPH 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.

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 RSPH student-body demographics. The Associate Dean for Academic 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 RSPH 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 Associate Dean for Academic Affairs, or his/her designee, reviews the findings and recommendations for sanctions of the Hearing Committee and of the Appeal Committee.

The Associate Dean for Student Affairs, or his/her designee, serves as the Student Honor and Conduct Code Advisor. The Student Honor and Conduct Code Advisor conducts the preliminary investigation and writes up the initial findings and determination.

A Hearing and Appeal Committee Facilitator, appointed by the Associate Dean for 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 advisor (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 advisor 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 Advisor 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); (3) a faculty member of the Honor Standing Council; or (4) the Associate Dean for 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 Advisor will draft a written version of the complaint and the individual making that allegation must sign the complaint stating that he/she believes 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 he or she does not want his/her 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 Advisor 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 ten 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 Associate Dean for Academic 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).
9. 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 Associate Dean for Academic Affairs.

Preliminary Investigation and Arbitration

The Associate Dean for Student Affairs serves as the Student Honor and Conduct Code Advisor, or can appoint another official of the RSPH to fill this role. The Pre-Hearing 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 Advisor will have ten business days to review the complaint report and determine whether evidence supports future action. The Student Honor and Conduct Code Advisor 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 Advisor 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 Advisor 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.

There are four possible outcomes of the Preliminary Investigation:

1. ***Charges are Dropped:*** The Student Honor and Conduct Code Advisor 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 Advisor finds that there is sufficient evidence to support a guilty disposition, but believes that the case, because of unusual circumstances or evidence, warrants the 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 Advisor 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 of 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 his/her 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.
 - b. Request that the faculty re-evaluate the assignment in question and
 - i. re-calculate the grade.
 - ii. Issue a failing grade on the assignment or for the course in question.
 - iii. Place the student on academic probation for the remainder of the term or longer.
 - c. Suspend the student for the remainder of the semester or longer.
 - d. 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 Associate Dean for Academic Affairs will receive the Hearing

Committee decision and recommendations for sanctions in writing within 3 business days of the Hearing's close. The Associate Dean for Academic Affairs may choose to accept the recommendations for sanctions or suggest modifications to the recommended sanctions. The Associate Dean for Academic Affairs will communicate his 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 Associate Dean of Academic Affairs to reach a consensus on the appropriate sanctions. The Associate Dean 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 Associate Dean for Academic Affairs will report any action taken to the appropriate University, RSPH, 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 Associate Dean for Academic 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 Associate Dean for Academic Affairs. In the letter to the Associate Dean for Academic 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 Associate Dean for Academic Affairs in writing of its decision and recommended sanctions. The Associate Dean for Academic Affairs may:
- a. Affirm the prior decision.
 - b. Recommend that the Appeals Committee revise the sanctions.

The Associate Dean for Academic Affairs will send his 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 Associate Dean for Academic Affairs will communicate his 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 Associate Dean for Academic Affairs to reach a consensus on the appropriate sanctions. The Associate Dean for Academic 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, the RSPH school administration may act outside the protocols listed herein in order to take necessary, protective action to insure that members of the RSPH 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 RSPH community. Such significant violations will be referred to the Emory University Threat Assessment Team and managed by the Associate Dean for Academic 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: Kara Robinson

Grievance Procedures – Employee & Student Complaints of Discrimination

<http://policies.emory.edu/8.6>

Information Technology Conditions of Use

<http://policies.emory.edu/5.1>

Involuntary Withdrawal of Students from Emory

<http://policies.emory.edu/8.4>

RSPH Grievance Procedure

RSPH students who wish to file a grievance or complaint that does not fall within the jurisdiction of the RSPH 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 choose to address the issue with the appropriate parties her/himself 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 dean of student affairs. The dean of 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 dean of 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 dean of 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 dean of academic affairs, providing supporting documentation. Taking into consideration the information and supporting documentation provided, the dean of academic affairs will determine the legitimacy of the grievance and any further action to be taken. The dean of academic 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 dean of academic affairs. The dean of academic affairs will preside over this session. The decision of the Grievance Appeal Council is final.

Use of the RSPH school grievance procedure will not prejudice in any way a student's rights under the University Student Grievance Procedure.

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 Academic 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 Associate Dean of Admissions 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 Academic 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

All student information and records are considered through the Family Educational Rights and Privacy Act. If a student accesses the link “Privacy Settings” in the Profile section of their OPUS Page, directly beneath this item on the left-hand side is their FERPA release status.

A student has the right to choose if Directory Information may be given out without prior written consent. Directory Information, as defined by the University includes:

- Whether or not the student is currently enrolled;
- the school or division in which the student is or was enrolled and his or her class/year;
- dates of enrollment;
- degree or degrees earned (if any), date of degree, major area of concentration and academic honors received;
- awards of merit and participation in officially recognized activities and sports;
- addresses and telephone numbers; and
- electronic mail address.

A student may choose to release or restrict the release of all directory information. He/she must read the Explanation of FERPA Preferences and indicate so on the FERPA Form provided to them on their class Incoming Student Requirements Canvas Page prior to them attending New Student Orientation in August of their first year.

If a student chooses to restrict access to his/her information, unless otherwise indicated in writing by the student, this information will not be made available to any oral or written request nor will it appear in any publication without a University defined need to know. Examples of consequences from FERPA restrictions are

1. potential employers who call or write to ask if you attended Emory will not be given any information,
2. your name will not appear in the Commencement program at graduation, and
3. anyone calling the information desk will not be given a phone number or address for you.
4. any and all guest access accounts were disabled at the time of your restriction of all directory information.

Additional information regarding FERPA may be found at <http://www.registrar.emory.edu/ferpa/ferpa.html>

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.

The complete Tobacco-Free Environment policy can be found at <http://policies.emory.edu/4.113>.

Financials

Tuition – 2019-2020 Academic Year

<u>Degree Plan</u>	<u>Per Semester</u>
4 semester MPH degree plan (excludes EMPH)	\$17,400.00
3 semester MPH degree plan	\$23,200.00
4 semester MSPH degree plan	\$20,100.00
Dual degree and 4+1 programs	\$26,900.00
Executive MPH degree plan	
6 semesters (3 course schedule)	\$11,600.00
9 semesters (2 course schedule)	\$1,800/credit hr
Part-time and non-degree seeking students	\$2,200/credit hr
Graduate in Residence Fee	\$1,100.00
Administrative Fee (first semester only)	\$350.00
Transcript Fee (first semester only)	\$70.00
Recreation and Athletic Fee (fall and spring)	\$146.00
<i>(Athletic fee – summer semester only, \$57.00)</i>	
Activity Fee (fall and spring only)	\$92.00
Mental Health and Counseling Fee	\$83.00

Tuition rates are subject to annual increases.

Refund Policy

If a student withdraws from all coursework, refund schedule is located on the Student Financial Services website at www.emory.edu/studentfinancials

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.

Department of Student Financial Services

101 Boisfeuillet Jones Center
404-727-6095
404-727-4391 (fax)
www.emory.edu/studentfinancials
student.financials@emory.edu

Hours of Operation:

Monday–Friday, 8:30 a.m. – 4:30 p.m.
Cashier’s Hours 8:30 a.m. – 4:30 p.m.

The Department of Student Financial Services’ 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;
- Cashiering, which receives all payments to the University and deposits these funds to the appropriate bank accounts;
- 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)
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

Associate Director of Financial Aid
Cindy Gershman

Financial Aid Advisors
Kymberly Dent
Jennifer Lyles

****NOTE:** We are no longer using our individual emails
Students should email our 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 2019-2020. 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

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 ($120 \times 1.5 = 180$). 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.

7. 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

Student 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. Each year, more than 540 students 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 practicum requirements (also referred to as applied practice experiences) 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 \$12/hour. Students may apply for positions through Emory's online system, Rollins Opportunities Link (Handshake). Access to Rollins Opportunities Link 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:

Handshake – The Office of Career Development posts all public health-related opportunities (full-time, part-time, volunteer, etc.) it receives on the

Handshake 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>)

Office of Career Development

Overview

The Office of Career Development is committed to providing quality services and programs designed to educate students in the career development process. The Office assists students in exploring career options, job searching strategies, resumes, cover letters, and providing various 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 job market.

Rollins Opportunities Link & Online Resources

Students may take advantage of opportunities including Career Development-sponsored events, on-campus recruiting, panel discussions, and workshops by registering using the Rollins Opportunities Link (R.O.L.). Additionally, students may upload and submit resumes through R.O.L for opportunities of interest. Visit our website ([Rollins Office of Career Development](#)) for career advice and resources and announcements about upcoming events and additional opportunities.

Individual Career Advisement Appointments

After orientation and the Rollins Career Fair, one-on-one appointments will be available with our career coaches to discuss any career related topics such as networking, job search strategies and practicum questions. Please schedule all appointments through our online Rollins Opportunity Link (ROL).

Walk-In Hours

We will announce in September the start date for our 15-minute walk-in sessions, held every Wednesday from 2:00 – 4:00 pm and Thursday from 9:30 – 11:30am, no appointment is necessary. Students will be seen on a first-come-first-served basis and will receive one-on-one assistance from a career counselor. Sessions will provide time for students to ask general questions but more in-depth needs may require a scheduled appointment.

Mock Interviews

Students may schedule a mock interview with a career counselor to receive help preparing for future interviews.

Workshops

We offer numerous workshops throughout the year to help advance your professional development on topics such as resumes and cover letters, networking, and salary negotiation. Please check the Rollins Opportunity Link (R.O.L.) calendar for upcoming workshop dates and to RSVP.

On-Campus 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 R.O.L.

Annual Events and Programs

The Office of Career Services hosts several annual events and programs, including:

- *Public Health Opportunities Fair* - Each year, the Office of Career Development coordinates fall and spring career fairs to allow you to network with organizational representatives and to learn about organizations' hiring needs for potential internships and full-time jobs. The fair will be held on September 13th at the Emory Conference Center Hotel. We strongly encourage all first years to attend even if you have already obtained an internship in order to network and become familiar with organizations.
- *Mentoring Program* – A Mentoring Program matches you with a public health professional to enhance professional development and increase knowledge about public health as practiced in the community.
- *Mock Interview/Networking Night* - This event allows you to network with alumni and practice your interview skills in a supportive environment.

Business Cards

The Office of Career Services is pleased to facilitate the ordering of professional business cards for students. Visit our website for business card ordering instructions

Office of Career Development

Grace Crum Rollins

rsphcareerdev@emory.edu

Office Hours: 9:00 am - 5:00 pm

8th floor

404-727-9957

*Please schedule appointments through the Rollins Opportunity Link (R.O.L)

Technology

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 Help Desk that has office hours 8 AM to 5 PM Monday through Friday, to provide computing assistance for students of the Rollins School of Public Health. Additional student support is also available until 9:00 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.

Access to software that is needed for classroom assignment is provided through a system called RSPH-Citrix and 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-Citrix and RSPH Apporto is equally usable on Apple and PC platforms through your browser and even from mobile devices as IPADs.

The IT Department also supports computer kiosk stations and laser printers for student use. Kiosk 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. You can print wirelessly to through the Emory Unplugged connection as well.

There are two computer labs in Grace Crum Rollins – P-45 and Room 105. The two labs are primarily designed for student instruction space, but are available for student use when class is not scheduled.

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

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:

1. Go to <https://25live.collegenet.com/emory>
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

OPUS

OPUS is an all-encompassing computer application that maintains student information including demographic data, academic information (grades 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 requirements for the degree programs, 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 their financial aid advisor as noted on page 30.

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 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.

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.

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.

E-mail Communications

E-mail is the primary vehicle for official communication with students at Emory University. Each registered student is assigned an official e-mail address by the University. All University communications 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.

Student email accounts are supported by Microsoft Exchange and accessed through a browser interface. Student email accounts will be given 50 G of storage space. Students must maintain their accounts and are encouraged to check their e-mail daily so that they can read new mail received and reduce their email storage as appropriate. You can access the email 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 new policy to improve the security of smart devices (smartphones, tablets, etc.) that access Emory e-mail, or store sensitive Emory data. The new smart device security policy from Emory protects both personal and Emory data on smart devices (smartphones, tablets, etc.), (http://it.emory.edu/security/smart_device/) 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 10 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 in the event that 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 is in the process of implementing a stronger form of authentication, called Duo Security two-factor authentication, for remote access to a variety of high-value applications. The next major service to receive Duo two-factor authentication will be RSPH Desktop (Citrix) and Office365, primarily web access to email.emory.edu (see below for complete details of the impact). Starting mid-July, you will begin receiving emails requesting that you enroll in Duo. You will not need to enroll again if you have already enrolled for VPN.

Regarding Office 365, Duo will be required when logging in to any Office 365 service from off campus (outside the Emory network or Emory Wi-Fi network). This includes Outlook Web Access (OWA) and other Office 365 services accessed in a browser via email.emory.edu. Mobile device access to email will not be affected unless you use a browser to go to email.emory.edu.

On Monday, October 10, 2016, Duo will be required for all faculty, staff, and students to login to selected critical applications while off campus, including:

Email	VPN
Office365	OPUS
PeopleSoft	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 Blackboard.

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

Emory Box

Box is a file sharing and collaboration tool implemented for Emory University. All faculty, staff and students can use this tool to collaborate with the Emory community and external partners. You can access your Emory Box account at <https://emory.box.com>

Things to Know:

- There are no file types that are excluded from the storage in Emory Box.**
- Box implements a max 15 GB file size on any single file. Larger files cannot be stored in Box.
- Box implements a max 15 GB file size on any single file. Larger files cannot be stored in Box.**

Student Resources

Student Health Services

1525 Clifton Road
404-727-7551

Hours of Operation:

Fall and spring semesters:

Monday - Friday 8:00 am - 5:00 pm

Saturday 10:00 am - 1:00 pm (for urgent illnesses and injuries requiring weekend care)

For Saturday clinic, use the entrance on the second-floor parking deck.

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 [Your Patient Portal](#). EUSHS offers a large number of same-day appointments to help students deal with urgent healthcare needs.

Medical Records:

For more information concerning medical record requests and other communication with the Medical Records department: [click here](#).

Telephone:

Emory University Student Health Services utilizes an auto attendant telephone answering system. The auto attendant telephone menu is designed to connect your call to the appropriate department. You may select an option at any time

during the menu/message or press the option you need immediately upon hearing the menu/message if you already know which option you need.

AUTO ATTENDANT TELEPHONE MENU:

Main Number 404 -727-7551

Menu Options

Appointments	Press 1
Billing and Insurance, Medical Records	Press 2
Hours of Operation & Directions	Press 6
Lab, X-ray results & Medication Refills	Press 3
Medical Information Line (During Office Hours)	Press 3
On-Call Physician When Clinic is Closed	Press 0
Voice Mail for a Specific Provider/Person	Press 5

Other EUSHS/Emory Phone Numbers:

Executive Director	404-712-8652
Immunization Compliance	404-727-3761
Emory Counseling and Psychological Services (CAPS)	404-727-7450
Emory Helpline (8:30 PM to 1 AM)	404-727-HELP (4357)
Health Education and Promotion	404-727-1697
Emory University Student Health Insurance Plan	404-727-7560/ Information 404-778-6692
All Other Billing and Insurance Issues	404-727-8721
Medical Records	404-727-7264
The Respect Program (Sexual and Relationship Violence Prevention Education and Response)	404-727-1514
Travel Clinic	404-727-0392

Important Non-EUSHS Phone Numbers:

Emergencies	911
Emory Police	404-727-6111
Emory University Hospital Emergency Dept.	404-712-7100

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, he/she 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.

Student Counseling Center

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 sessions** provide a place for one-to-one discussion of personal problems.

-**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.

-**Group counseling** provides support and feedback from peers, as well as a chance to examine and change interpersonal patterns.

-**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.

-**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.

-Outreach and community level interventions are available for student organizations, academic departments, residence halls, and fraternities and sororities.

-Consultation: Advice and guidance can be provided to students who are concerned about a roommate or one of their friends.

University Resources

International Students and Scholars 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.

Hannah Nicol, International Student Program Associate is the liaison to ISSS for the School of Public Health. She may be contacted at hannah.nicol@emory.edu , 404-727-2989.

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 Heather Zesiger at (404) 712-8926 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.

Office of Accessibility Services

Emory provides all persons an equal opportunity to participate in and benefit from programs and services afforded to others. The Office of Accessibility Services (OAS), part of the Office of 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 in accordance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws. Qualified students, faculty, and staff must register with the Office of Accessibility Services (OAS) and make a request for services. Confidentiality is honored and maintained. The OAS Office is in Suite 110, Administration Building. Students may contact Office of Accessibility Services at 404-727-9877.

<http://accessibility.emory.edu/index.html>

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 the Emory Student Center – N309 and can be reached at 404-727-0272. <http://www.lgbt.emory.edu/about/index.html>

Office of Equity and Inclusion

People share a fundamental right to work and learn in a safe environment. The Office of 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.

OEI MISSION STATEMENT

The Office of Equity and Inclusion (OEI) 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. OEI also monitors and executes the university's Equal Opportunity Policy. OEI 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, OEI:

- 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 Office is located in the Administration Building, Suite 305, 201 Dowman Drive, Atlanta GA 30322 and can be reached at 404-727-9867.

<http://equityandinclusion.emory.edu/about/index.html>

Office of Health Promotion

The Office of Health Promotion (OHP), situated within the Division of Campus Life, engages students and campus partners to prevent harm, advocate for health equity, and advance community well-being. 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>

Center for Student Success, Programs & Services

The Center for Student Success, Programs & Services, 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. 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 Center for Student Success Programs & Services is located in the Emory Student Center and can be reached via the Senior Director, Adrienne Slaughter, LCSW, MSW (Adrienne.slaughter@emory.edu).

Student Intervention Services

Student Intervention Services (SIS), based within the Center for Student Success Programs & 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 Center for Student Success, Programs & Services in the Division of Campus Life, is Emory's central hub for interpersonal violence prevention and survivor resiliency. They aim to end violence by ending oppression. 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 Center, 630 Means Drive, Atlanta GA 30322 and can be reached at 404-727-7388.

<http://healthpromotion.emory.edu/respect/index.html>

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 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.

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, plants, 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.

Health Organization for Latin America (HOLA)

HOLA is a student-led organization dedicated to promoting, advocating for, and informing about the health of Latinos in the US and abroad. HOLA works toward its mission by sponsoring academic lectures on topics relevant to Latino health, coordinating volunteer opportunities that benefit Latino populations, and connecting students and organizations that have a shared interest in promoting the health of Latinos. Additionally, HOLA strives to create a sense of community among students with a common passion for Latin America, through periodically hosting social events throughout the year.

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.

Jewish Students in Public Health (JSPH)

JSPH works to increase awareness about health issues affecting the Jewish community at Emory and elsewhere while establishing a Jewish community and culture at RSPH. Our purpose is to increase awareness about genetic diseases and other health issues affecting the Jewish community of Emory and beyond through outreach. We provide a culture of Jewish learning and spiritual growth while also engaging the RSPH, Emory and Atlanta communities through service projects and social events.

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 Association for Cancer Prevention and Control (RACPAC)

RACPAC is a professional graduate school organization aimed at connecting Rollins students with public health professionals and opportunities in the cancer field. Our mission is cancer prevention through advocacy, fundraising, community involvement and volunteering.

Rollins Association for South Asian Health (RASAH)

RASAH was established to promote and encourage engagement in issues of South Asian health amongst the Rollins and Emory University Community. RASAH seeks educational development and discussion within RSPH and among other Emory schools relating to South Asian health issues and to promote South Asian community engagement among students (e.g. health fairs). RASAH also acts as a resource for Rollins students pursuing research or fieldwork relating to or in South Asia.

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 Latinx Alianza (RLA)

RLA is a student-led organization that fosters a space for solidarity, mobilization, and the education advancement of Latinx students, undocumented students, and allies at Rollins School of Public Health.

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.

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 Writing Resources

In response to student, faculty, and academic advisor requests, The Office of Student Services offers Academic Writing Services and Resources for all RSPH students. Writing is recognized as such an important and challenging career skill that several opportunities and venues are offered to students to improve their writing skills. Hannah Nicol may be contacted at hannah.nicol@emory.edu

Individual Tutoring

RSPH offers individual tutoring with the assistance of tutors. The writing tutors work with RSPH students on any stage of the composing process, including: pre-writing, revising, or polishing a final version of a paper. Students may sign up for a 45-minute appointment on line www.sph.emory.edu/rollins-life/academic-writing-resources/index.html

Writing Workshops

A series of Writing Workshops have been held and taped for student use. The sessions included:

- Getting Started: Engaging in pre-writing tasks to ensure your paper meets expectations
- Making an Effective Case: Developing an organized, logical and persuasive argument in writing
- Creating Flow: Using strategies to make connections throughout your paper
- Revising Your Paper: Reviewing elements of the paper to create a finished product

Special Seminars

Special Seminars have also been developed such as the 3 ½ hour Paper Writing Boot Camp in the Fall and Thesis Writing Workshop in the Spring have been initiated for Saturday mornings and is open to all RSPH students. Topics covered in the first Boot Camp included:

- Organizing your paper
- Improving flow
- Writing concisely
- Avoiding plagiarism

Additional Contacts

Emory Registrar's Office	registr@emory.edu	404-727-6042
Student Financial Services	bursar-bills@bursar.emory.edu	404-727-6095
Financial Aid	finaid@emory.edu	404-727-6039
University Health Services	www.emory.edu/UHS/	404-727-7551
Health Sciences Library	www.healthlibrary.emory.edu	404-727-8727
University Bookstore	www.emory.bkstr.com	404-727-6219
Parking	parking@emory.edu	404-727-PARK
Woodruff P E Center	www.wpec.emory.edu	404-727-6551
DUC	www.emory.edu/MPUS_LIFE	404-727-6157
EmoryCard Office	www.emory.edu/CAMPUS_LIFE	404-727-0224