



# Clifton Notes

For MPH/MSPH  
Students

2023-2024

## 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

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

### Fall Term 2023\*

August 14-18	Preterm Course Work
August 23	Classes Begin (Regular Session)
August 23- 30	Schedule Change Period (Regular Term)
September 4	Labor Day (No classes)
October 11	Grading Basis Change Deadline (Regular Term)
October 9-10	Fall Break
October 12	Date of Record
October 23	Preregistration for Spring 2023 semester for 2nd year students
October 30	Preregistration for Spring 2023 semester for 1st year students
October 31	Deadline to submit degree application for fall graduation
November 23-24	Thanksgiving Recess
December 5	Classes End
December 6-12	Exam Period
December 16	End of Term

### Spring Term 2024

January 2 - 14	Preterm Course Work
January 15	Martin Luther King Jr. Day
January 16	Classes Begin
January 16-23	Schedule Change Period
March 1	Grading Basis Change Deadline
March 4	Date of Record
February TBD	Summer Pre-Registration Begins
February 16	Deadline to submit degree application for spring graduation
March 11-15	Spring Break
March 25-April 5	Preregistration for Fall 2024 semester
April 29	Classes End
April 30-May 3	Exam Period
May 13	End of Term/Commencement

### Summer Term 2024

May 17	Regular Session Classes Begin
May 21	Schedule Change Period Ends
May 27	Memorial Day (No classes)
May TBD	Grading Basis Deadline
July TBD	Deadline to submit degree application for summer graduation
July 4	Independence Day (No classes)
August 7	Classes End
August 8-9	Exam Period
August 9	End of Term/Commencement
August 13	Date of Record

## **RSPH Department Chairs**

Don Operario, Behavioral, Social & Health Education Sciences

Robert Krafty, Biostatistics and Bioinformatics

Yang Liu, Gangarosa Department of Environmental Health

Timothy L. Lash, Epidemiology

Usha Ramakrishnan, Hubert Department of Global Health

Kenneth E. Thorpe, Health Policy and Management

Melissa (Moose) Alperin, Executive Master in Public Health

## **Department of Student Services**

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

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# Enrollment Services

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

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

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

## **Department of Enrollment Services**, Suite 300, R. Randall Rollins Building

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

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## Advisement

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

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

## **Additional RSPH Enrollment Policies**

Listed below are additional RSPH enrollment policies that are important for student's knowledge and understanding. The complete policies may be found in the 2023-2024 RSPH Catalogue and/or on-line at the Enrollment Services website, [www.sph.emory.edu/rollins-life/enrollment-services/policies/index.html](http://www.sph.emory.edu/rollins-life/enrollment-services/policies/index.html) .

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

## **Degree Tracker**

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

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

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

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

## **Course Atlas**

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

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

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

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

## Course Evaluations

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

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

Students are able to view evaluations for courses that receive a 66% response rate. Access to online evaluations is restricted to currently enrolled students, faculty, and staff of RSPH. A guide, How To View Previous Course Evaluations, can be found at [https://sph.emory.edu/rollins-life/resources/documents/How\\_to\\_Pull\\_Evals\\_Student\\_Version\\_02.25.21.pdf](https://sph.emory.edu/rollins-life/resources/documents/How_to_Pull_Evals_Student_Version_02.25.21.pdf) Access to the course evaluation database **prior to Fall 2020** may be attained through <https://apps.sph.emory.edu/CourseEvaluation/Login.cfm>. Evaluation results for **full-term classes for Fall 2020 and later** are available in Canvas.

## Graduate in Residence

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

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

## Enrollment Verification & Transcripts

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

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

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

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

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

## Emergency Loans

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



## Graduation Checklist

- Completion of all degree credits (MPH 42-44; MSPH 48)
- Completion of core degree requirements in each department (BIOS, BSHES, GDEH, EPI, HDGH, HPM)
- Completion of elective credits with proper distribution. Review and confirm with ADAP.
- Completion of Applied Practice Experience requirement. Completion includes:
  - Completing all steps in the Rollins Applied Practice Experience Portal including final upload of deliverables and supervisor approval
  - Successfully fulfilling your applied practice experience
  - Course registration for the Applied Practice Experience courses in OPUS
- Completion of Integrative Learning Experience **with at least a B- or better letter grade or a Satisfactory grade** within departmental timeframes including registration for required number of credits and timely completion of electronic thesis submission process.
- Registration during the semester in which you will graduate
- Submission of Degree Application the semester of degree completion
- Exit interview for Financial Aid, if applicable
- Fulfillment of all financial obligations
- Completion of RSPH Exit Survey
- Purchase cap and gown for commencement ceremonies
- RSVP for commencement participation
- Update contact information in OPUS

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

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

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

- **Service Committee:** Collaborates with university and community partners to plan regular service opportunities and implement Days of Service for Scholars in Action members and RSPH faculty, staff and students.
- **Social Committee:** Builds community among SIA members by hosting on- campus and off-campus events.
- **Professional Development Committee:** Collaborates with RSPH Departments and other partners and stakeholders to implement professional development seminars for the RSPH Community.
- **Annual Book Discussion Committee:** Plans the Scholars in Action Annual Book Discussion, which takes place between January - February every year.
- **Rollins Election Day Initiative:** A nonpartisan group of Scholars in Action and RSPH students who collaborate with the Emory Votes Initiative and faculty, staff, and students to promote civic engagement within the RSPH Community.

## **Returned Peace Corps Volunteers**

Returned Peace Corps Volunteers (RPCV) bring a unique perspective and skillset to the study and application of public health, and are recognized as a vital part of the Rollins student body. There is a vibrant and thriving Peace Corps community at the Rollins School of Public Health at Emory University with over 80 RPCVs enrolled in the MPH/MSPH programs. The perspective that Peace Corps experience offers is valued in and out of the classroom. Rollins grants a \$15,000 tuition scholarship to all admitted, full-time RPCV students working toward their MPH or MSPH degree.

## **Paul D. Coverdell Fellowship for Returned Peace Corps Community**

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

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

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

The Paul D. Coverdell Peace Corps Fellows are members of the Scholar in Action Program, and are required to complete a 150-hour internship by the time they graduate. The requirements for the internship include:

- **Complete 30 Service Hours with a community partner each semester:** Collaborate and foster relationships with at least one of our community partner organizations;
- **Complete 10 Coverdell Project Hours each year:** Choose from a “menu” of projects to work on. Examples of project items include planning and hosting a student organization event, participating in a Scholars in Action Committee, hosting community-building events with Coverdell Fellows throughout Emory University, participating in the RSPH Community & Diversity Committee, etc.
- **Attend 6 Professional Development Sessions (hours) each year through Scholars in Action and/or Career Development:** These professional development sessions will take place during monthly Scholars in Action meetings.
- **Participate in the Coverdell Recruitment Process each year:** Collaborate with fellow Coverdell participants to select the incoming cohort of Coverdell Fellows.

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

1. Learn effective practices for managing programs from start to finish;
2. Communicate effectively with diverse populations and stakeholders at the university and community level;
3. Learn and practice peer leadership skills in facilitation and mentoring;
4. Learn and practice effective team management and group dynamics through ongoing self-reflection and team accountability;
5. Facilitate meaningful learning activities in the classroom and community that make up a complete curriculum;
6. Evaluate and assess programmatic success through indicators of self, peer, and participant data;
7. Identify personal strengths and skills to assist with program responsibilities and ongoing growth and professional development; and,
8. Understand and explain how skills gained through the Fellows program translate to the work setting and ongoing professional development.

### **AmeriCorps/Service Corps Student Leaders**

The Rollins School of Public Health greatly values the experiences, perspectives, and service of students connected to AmeriCorps and national service. In recognition of the ongoing commitment to service and leadership at Rollins, a \$7,000 (\$3,500 for dual degree students) award is offered to admitted students in any department who have completed a minimum of one year of service (1,700 full-time hours) with a national volunteer agency like AmeriCorps or an AmeriCorps-affiliated agency.

### **Gates Millennium Scholars at Rollins (GMS@Rollins)**

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

## **RSPH Certificate Programs**

*The Rollins School of Public Health offers a variety of certificate programs which may 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 and conferral of the MPH or MSPH degree, the certificate is noted on the student's official transcript.*

### **Certificates Earned in Conjunction with MPH/MSPH Degrees**

Rollins offers eight 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/Applied Practice Experience, and a culminating experience/Integrative Learning Experience that relates to the topic of the certificate. Through Rollins' core and department requirements, the student gains the MPH/ MSPH 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 Applied Practice Experience and Integrative Learning 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.

Specific information regarding application processes and completion requirements can be found at <https://www.sph.emory.edu/academics/certificates/index.html>. A student follows certificate requirements effective the year the student matriculated into the MPH or MSPH program.

### **Certificate in Climate and Health**

The Certificate in Climate and Health at the Rollins School of Public Health positions students to be leaders in what the World Health Organization has called "the defining issue of the 21st century." Students participating in this certificate program will benefit from Emory University's substantial strengths and connections in the field of climate change and will develop an understanding of research, programmatic, and policy tools required to address the health impacts of climate change.

This certificate is designed to prepare students to make strong contributions to climate change research, policy, and/or practice. Through coursework and an



Integrative Learning Experience (thesis or capstone), students will develop the skills and expertise to be competitive for challenging climate-related careers and/or to pursue a doctoral degree in the field. Students are also strongly encouraged to pursue a climate-related Applied Practical Experience (practicum).

Upon conclusion of the Certificate in Climate and Health, students should have:

- A strong understanding of the health impacts of climate change.
- A strong understanding of possible solutions to mitigate and prevent the health impacts of climate change.
- A strong understanding of research, programmatic, and policy tools for describing the health impacts of climate change and/or advancing solutions that address those impacts.

### **Certificate in Genetic and Molecular Epidemiology**

The variety and amount of genetic and molecular data generated by novel laboratory techniques continues to accelerate, and these data are increasingly integrated into epidemiologic research. The Genetic and Molecular Epidemiology (GME) certificate program at Rollins prepares students to assess, manage, and analyze these data in the context of scientific and public health utilities.

Through coursework, an applied practice experience, and an integrative learning experience, GME students will gain mastery of study design, data analysis, and interpretation of results pertaining to the use of genetic and molecular data in research and public health programming.

Upon conclusion of the Certificate in Genetic and Molecular Epidemiology, students will gain mastery in the following areas:

- Describe how knowledge of the genetic and molecular basis for human diseases can be applied in public health research and practice. Describe the importance of genetic epidemiology and molecular epidemiology to public health.
- Identify key principles and methods for biological sample collection, including informed consent, sample handling, and biobanking (e.g., chain of custody, quality assurance, use of samples and data).
- Describe how genetic and molecular data are generated, including basic knowledge of current laboratory technologies.
- Recognize how molecular biology, biomarkers, and genetics can be incorporated into the design, analysis, and interpretation of epidemiological studies, including integration of findings from other genetic/molecular studies.
- Justify the roles of: epidemiologists, clinicians, basic scientists, bioinformaticians, and statisticians in the design, analysis, and interpretation of epidemiological studies that incorporate genetic and molecular data.

- Describe the ways that genetic and molecular tests are currently deployed in public health practice.
- Interpret and critique published epidemiologic research studies that include genetic and molecular data, including the design and analysis of validation studies (for biomarkers) and/or replication studies (for genetic association studies).
- Describe the legal, ethical, and social issues that may be associated with the collection and application of genetic and genomic information and molecular biomarkers.
- Gain experience managing and analyzing genetic and molecular data.

### **Certificate in Humanitarian Emergencies**

The Rollins School of Public Health in partnership with CDC's Emergency Response and Recovery Branch offers a Graduate Certificate in Humanitarian Emergencies. The certificate combines the teaching and research strength of Emory University with the applied technical skills of the CDC's Emergency Response and Recovery Branch.

This is a rigorous and competitive certificate program with approximately twenty-five students who meet the following criteria accepted into the program each year. The ideal candidate for this certificate is a student who:

- Wants to work overseas in emergency and post emergency settings as their career.
- Have international development and/or relevant field experience in resource poor settings.
- Are committed to building practical field epidemiological methods skills for resource poor settings.

Upon completion of the certificate the graduate will be able to:

- Utilize data, both qualitative and quantitative, to describe a complex humanitarian crisis in terms of magnitude, person, time, and place.
- Calculate basic epidemiology measures.
- Evaluate the strengths and limitations of epidemiological data within the context of CHE.
- Develop public health programs and strategies responsive to the diverse cultural values and traditions of the community being served.
- Identify internal and external problems that may affect the delivery of essential public health programs.
- Collaborate with communication and informatics specialists in the process of design, implementation and evaluation of public health programs in CHE.

### **Certificate in Infectious Disease Epidemiology**

The Certificate in Infectious Disease Epidemiology (ID EPI) is designed to prepare students to learn how to apply epidemiological methods to study and address infectious diseases and critically assess the science and public health interventions for infectious disease control. Through ID EPI related coursework, an Integrative Learning Experience (thesis or capstone), and Applied Practical Experience (practicum) students will develop the skills and expertise to be competitive for challenging epidemiological careers and/or to pursue a doctoral degree in the field.

Upon conclusion of the Certificate in Infectious Disease Epidemiology, students will gain mastery in the following areas:

- Describe methodologies and concepts specific to infectious disease epidemiology.
- List the key sources of data in infectious disease epidemiology and biases associated with these data sources.
- Calculate basic infectious disease epidemiology measures.
- Evaluate literature on infectious disease epidemiology, including the study design and methods, validity, transportability and generalizability, and interpretation of the results.
- Identify challenges to investigating, preventing, and controlling endemic and epidemic infectious diseases.

### **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.

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 25 slots during the regular admissions process. Information about the program and the certificate requirements are available at: [mch.emory.edu](http://mch.emory.edu).

Upon completion of the certificate, the graduate will be able to:

- Use data to identify issues related to the health status of a particular MCH population group, describing health disparities within MCH populations, and offering strategies to address them.
- Demonstrate the use of a systems approach to explain the interactions

- among individuals, groups, organizations, and communities.
- Use self-reflection techniques effectively to enhance program development, scholarship, and interpersonal relationships, recognizing that personal attitudes, beliefs, and experiences (successes and failures) influence one's leadership style.
  - Identify ethical dilemmas and issues that affect MCH population groups.
  - Describe the ethical implications of health disparities within MCH populations with an awareness of ethical issues in patient care, human-subjects research, and public health theory and practice.
  - An awareness of ethical issues in patient care, human-subjects research, and public health theory and practice.
  - Initiate and act as a catalyst for the discussion of these dilemmas and issues. Conduct personal self-assessments regarding cultural competence, assessing strengths of individuals and communities and responding appropriately to their needs based on sensitivity to and respect for their diverse cultural and ethnic backgrounds and socioeconomic status.
  - Describe strategies to assure culturally-sensitive public health and health service delivery systems, integrating cultural competency into programs, research, scholarship, and policies.
  - Operationalize the "family-centered care" philosophical constructs and use these constructs to critique and strengthen practices, programs, or policies that affect MCH population groups.
  - Describe how family perspectives play a pivotal role in MCH research, clinical practice, programs, or policy.
  - Recognize and create learning opportunities for others.
  - Participate in a mutually beneficial mentoring relationship.
  - Identify strengths of team members appropriate to a given task, and facilitate group processes for team-based decisions valuing and honoring diverse perspectives.
  - Participate in basic strategic planning processes such as developing a mission, vision, strategic goals, and activities, identifying community stakeholders and their level of engagement in the collaboration process.
  - Understand the roles and relationships of groups involved in the public policy development and implementation process, including the branches of government.
  - Analyze the potential impact of policies on diverse population groups.
  - Use data, levels of evidence, and evaluative criteria in proposing policy change.
  - Frame problems based on key data, including economic, political,

and social trends that affect the MCH population.

### **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. Upon conclusion of the Certificate in Public Mental Health, students will be able to:

- Describe the epidemiologic burden of mental illness on US and global populations.
- Describe the major theories on the etiology of mental illness or categories of mental illness.
- Evaluate empirical evidence on social determinants of mental illnesses or categories of mental illness.
- Describe how cultural differences affect the experience of mental illness and the seeking of health services.
- Identify population-based interventions that would reduce the onset of mental illnesses or categories of mental illness.
- Describe how populations in the US receive and finance mental health services.
- Identify policy initiatives that would improve access to mental health services in the US.
- Identify gaps in coverage for mental health services in the US and global settings and their consequences for mental health.

### **Certificate in Socio-Contextual Determinants of Health Program**

The Certificate in Social Determinants of Health (SDOH) welcomes students who are committed to studying and intervening in the social conditions (e.g., neighborhood poverty rates, structural racism) that shape health and well-being across and within populations. Students committed to advancing social justice and/or to eradicating health disparities will find this certificate program a particularly good fit for their interests.

All students currently enrolled in a master's degree program (MPH, MSPH) at Rollins are eligible to enroll in the certificate program. Students are encouraged to enroll in their first year at Rollins, though it may be possible to complete the certificate requirements if students

enroll at the beginning of their second year. Students apply to the SDOH certificate while enrolled in EPI 511: Social Determinants of Health Seminar in their first semester. Students may enroll in EPI 511 and apply to the certificate in their second year with the permission of the certificate director.

Upon completion of the certificate the graduate will be able to:

- Identify the causes of social and behavioral factors that affect health of individuals and populations.
- Describe the role of social and community factors in both the onset and solution of public health problems.
- Describe the merits of social and behavioral science interventions and policies.
- Specify multiple targets and levels of intervention for social and behavioral science programs and policies.
- Critically evaluate the epidemiologic literature.
- Formulate a testable hypothesis to determine an appropriate study design concerning the etiology and control of health problems.

### **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.

Upon conclusion of the Certificate in Water, Sanitation, and Hygiene, students will be able to:

- Describe the multidisciplinary nature of WASH-related issues;
- Practice WASH-related laboratory methods;
- Examine potential solutions for WASH-related challenges at the household and community level;
- Recognize the role of policy in shaping the WASH landscape;
- Identify entities working in the WASH sphere
- Generate WASH-related knowledge through practice by completing:
  1. An Integrative Learning Experience (capstone or a thesis), and
  2. A WASH-related field experience (applied practice experience or GFE)

## **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.

Upon completion of the graduate certificate in human rights, students will be able to:

- Understand the interdisciplinary nature of human rights; and
- Evaluate human rights policies across disciplines.

### **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>.

### **Certificate in Religion and Health**

The certificate in religion and health provides an opportunity for the interdisciplinary study of health and health-promoting practices as they intersect with the various religious or spiritual traditions and practices. Through the integration of perspectives from a variety of disciplines in the health and social sciences—particularly those in nursing, public health, theology, and religion—students will develop theories and practices in which the personal, communal, and social dimensions of health intersect.

## **Career Enhancing Experiences**

### **Applied Practice Experience**

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

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

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

### **Professional Development**

Aside from exploring individual sub-disciplines and public health interests, it is important for students to grow in their ability to function as a public health professional, which inherently involves interacting with other professions. Therefore, there are professional development requirements that seek to help prepare students for the public health workforce. These requirements are described below.



### **PUBH 500: Introduction to Public Health**

This learning module provides students with foundational knowledge of public health history, philosophy, and values. Students are introduced to major causes of morbidity and mortality in the U.S. and globally as well as the differential impact of these outcomes on different population groups. Students explore the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels. PUBH 500 is a fully asynchronous, self-administered online module. No synchronous sessions are required. This is a first half semester course and the online module will become available to pre-registered students in July. Students should allocate 4-5 hours to complete the course.

### **PUBH 501: Interprofessional Education and Public Health Leadership**

This training prepares students with basic skills necessary to perform effectively on inter-professional teams and to work effectively in different leadership contexts. 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 address health problems; use the various roles and responsibilities represented among team members to promote solutions; engage in inter-professional practice with mutual respect and shared values; demonstrate concepts of various leadership styles, collaboration, and principles of project management including budgets, human resources, conflict, negotiation, and mediation.

## **Global Field Experiences**

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

Working closely with faculty and mentors, students identify projects related to their specific areas of public health and geographic interest.

Students then work with the agency or organization to identify a specific role that the student can play in support of the project's goals and objectives. Many students base their thesis or capstone project on the data they collect, allowing

students to gain invaluable practical experience while making tangible contributions to their host project's success.

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

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

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

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

In 2021 RSPH students had the opportunity to serve at 30 different organizations: Atlanta Community Food Bank, Atlanta Hospital Hospitality House, Books for Africa, Clyde Shepherd Nature Preserve, Community Farmers Market of Atlanta: East Atlanta Village, Concrete Jungle, Corners Outreach- Corners Academy, Dunwoody Nature Center, Eco Addendum, Emory Educational Garden Project, Food For Lives, Food Well Alliance: Community Gardens, Friends of Disabled Adults and Children (FODAC), Friends of Tucker Nature Preserve, Furniture Bank of Metro Atlanta, Gateway Center, International Rescue Committee, International Women's House, Jerusalem House, Kirkwood Neighbors Organization – Clay Cemetery, Kirkwood Neighbors Organization – Coan Forest, Kirkwood Neighbors Organization – CSX Trail, Metro Atlanta Urban Farms, Open Hand, Piedmont Park Conservancy, re:loom, Salvation Army: Metro Atlanta

Area Command, Southwest Ecumenical Emergency Assistance Center (SWEEAC), West Atlanta Watershed Alliance, Wylde Center: Hawk Hollow Garden. Additional information about the Community-Engaged Learning Program may be found at

[https://www.sph.emory.edu/prospective\\_students/admitted\\_students/orientation/rollins-teer-day/rollins-teer-day.php](https://www.sph.emory.edu/prospective_students/admitted_students/orientation/rollins-teer-day/rollins-teer-day.php)

RSPH School  
&  
University  
Policies

## **Rollins School of Public Health Honor and Conduct Code**

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

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

### **Introduction**

In accordance with university bylaws, 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 Honor and Conduct Code was established to ensure personal responsibility and professional standards consistent with the field of public health and the missions of both Emory University and Rollins. In cases where the code has been alleged to be compromised, it sets forth a set of procedures to deal with the allegations. This code applies to any student registered in a Rollins course. Registered students are responsible for upholding all aspects of the code.

### **Student Academic Honor**

Rollins requires that all material submitted by a student in fulfilling his or her academic course of study must be the original work of the student and must uphold academic integrity at the graduate level.

It is the obligation of every student to know the regulations regarding academic misconduct. Ignorance of these regulations will not be considered a defense. If a student is unclear about whether something violates the academic integrity of a course assignment and/or degree requirement, it is their responsibility to seek clarity with the instructor and/or academic advisor. In situations outside the classroom, the student should seek clarifications from the Senior Associate Dean of Enrollment Management & Student Affairs.

## **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 (including assistance from generative Artificial Intelligence tools) 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. Plagiarism also extends to presenting as one's own work the expression, words, or ideas generated through Artificial Intelligence tools without proper acknowledgement.

*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 Applied Practice Experiences. While this expectation is set, it is also important to outline behavior that is clearly the exception, or in violation of the code. Rollins respects the rights of organized and intentional student dissent and protests. In situations of student dissent and protest, the statements below should be interpreted in accord with Emory policies on student dissent and protest. The following conduct violations will be explored below.

## **Violations of Student Conduct**

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

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

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

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

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

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

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

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



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

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

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

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

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

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

<https://emory.ellucid.com/documents/view/16834/?security=d3b7518a869d72e6d5b0c965c987b3c9053079b3>

## **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

12 faculty members representing each department and degree program and no less than 20 student members reflecting the current Rollins student-body demographics. The Executive Associate Dean for Educational Affairs, in collaboration with the Senior Associate Dean of Enrollment Management & Student Affairs will nominate faculty 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 and are selected by the Senior Associate Dean of Enrollment Management & Student Affairs or a designee. These students will serve as Honor and Conduct Code liaisons to their departments and fellow students for a one-year term. Members will be selected to serve on individual Hearing Committees based on affiliation and availability.

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

The Senior Associate Dean of Enrollment Management & Student Affairs, or their designee, serves as the student honor and conduct code adviser. The

student honor and conduct code adviser conducts the preliminary investigation and writes up the initial findings and determination.

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

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

A Hearing Committee will be comprised of a subset of the Student Honor and Conduct Code Standing Committee, and will include four members: two faculty members and two students. The hearing committee facilitator will serve as an ex-officio, non-voting member of each Hearing Committee. The hearing committee facilitator will preside over the proceedings.

No person involved in advising the student honor and conduct code adviser or his/ her designee during the preliminary investigation may serve as a voting member on the Hearing Committee for the specific proceeding. No individuals making the charge or directly involved with the case shall be members of the Hearing Committee.

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

### **Making an Allegation**

It is the responsibility of every member of the faculty, staff, and student body to cooperate in supporting the honor code. In pursuance of this duty, any individual, when he or she suspects that an offense of academic misconduct has occurred, shall report this suspected breach to either:

(a) the faculty member in whose class the suspected breach occurred; (b) a departmental assistant/associate director of academic programs (ADAP); (c) a faculty member of the Honor Standing Council; or (d) the Senior Associate Dean of Enrollment Management & Student Affairs.

Allegations must be made within 30 days of when the alleged activity was discovered. Allegations may not be made more than 30 days after the end of the term OR after degree conferral. The individual should write their allegation of the specific violation and provide supporting documentation. An email submission from the person making an allegation will fulfill this requirement. The name of person making allegation will be shared with the student unless the person making the allegation submits a written request that they do not want their name shared during the preliminary investigation. If the preliminary investigation leads to a formal hearing, the name of the person making the allegation would be made known.

If an allegation is made at the end of the term, instructors may enter the grade the student has earned NOT including the allegation. The instructor may change/update the grade once the allegation has concluded. If an allegation is made before the end of the term, instructors are asked to refrain from posting a grade until the allegation has concluded.

### **Rights of Student Allegation is made Against**

The student has the following rights:

Be considered not in violation of the Honor and Conduct Code until found otherwise by the Hearing Committee appointed by the student honor or conduct code adviser for this purpose.

The right to be notified in writing (email) of the allegation(s) against them. Written documentation of the allegation(s) must include the allegation(s) against them with enough specificity to enable them to prepare for the hearing on these allegation(s) (if a hearing occurs).

The right to choose a faculty or staff advisor (non-legal) to counsel them.

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 they receive written notice the allegation is referred for a hearing, the hearing takes place in at least 10 business

days, unless they request for the hearing to take place within a shorter period of time.

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 student may identify any individuals on the council who they 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 student when they nominate members of these committees.

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.

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. The right to appeal the findings of the hearing. A student who wishes to appeal the decision of the Hearing Committee must make such a request in writing to the Executive Associate Dean for Educational Affairs. The written appeal must be made within 10 business days of receiving written notice of the Hearing Committee's findings and sanctions. (see Appeals).

If a determination is made the Honor or Conduct Code is violated, the Honor Code Committee will be informed of prior honor and conduct code violations and the current status of the student, before sanctions are recommended to the Executive Associate Dean for Educational Affairs.

### **Preliminary Investigation and Arbitration**

The Senior Associate Dean of Enrollment Management & Student Affairs serves as the student honor and conduct code adviser, or can appoint another official of Rollins to fill this role. The prehearing process consists of a preliminary investigation with the possibility of going into arbitration. The preliminary investigation is designed to determine if there is sufficient evidence to substantiate a potential honor or conduct code violation. The student honor and conduct code adviser will have 10 business days to review the written allegation and documentation and determine whether evidence supports future action. The student honor and conduct code adviser may decide that insufficient evidence exists to substantiate a potential violation. In this case, allegations will be dropped. If the student honor and conduct code

adviser decides that evidence warrants further action, the adviser will notify the student in writing that he/she must make an appointment to meet with the adviser within five business days to review the allegation. If the student fails to schedule or attend the meeting within that time frame, the allegation will go to a hearing.

The possible outcomes of the preliminary investigation include:

*Allegations are dropped:* The student honor and conduct code adviser finds that there is not sufficient evidence to proceed after speaking with the student. In this case, the allegation is dropped.

*Case is referred to the Hearing Committee:* The student honor and conduct code adviser finds that there is sufficient evidence to support a violation, but believes that the case, because of unusual circumstances or evidence, warrants a review by the Hearing Committee. These cases will go to a formal hearing.

*Arbitration:* The student honor and conduct code adviser finds that there is sufficient evidence to support violation and offers an appropriate disciplinary action to the student and the other parties involved. This may include the student admitting they violated the Honor or Conduct Code. Within five business days of the initial meeting with the student, the student honor and conduct code adviser will meet separately with all parties such as the student, 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 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 student will have no less than 10 business days between the date that the student receives written notice of the preliminary investigation resulting in a

recommendation for a formal hearing, unless the 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 student. The Facilitator then presents the evidence provided by the 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. This documentation should all be from the preliminary investigation.
3. After thorough review of the case, the Hearing Committee will decide whether there is clear and convincing evidence that the student is in violation of the Honor and Conduct Code. A majority vote of the committee will suffice for a finding of a violation. An abstention is not considered a vote. If the student is not present at the hearing, the hearing will be conducted with the student in absentia.
- 4a. If the student is found in violation of the Honor Code, 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 recalculate the grade.
  - c. Issue a failing grade on the assignment or for the course in question.
  - d. Place the student on academic probation for the remainder of the term or longer.
  - e. Suspend the student for the remainder of the semester or longer.
  - f. Dismiss the student from school.
- 4b. If the student is found in violation of the Conduct Code, the Hearing Committee may recommend one or more of the following actions, or such other action as the Hearing Committee deems appropriate.

- a. Issue the student a warning with no further disciplinary action.
- b. Issue the student a warning with a requirement to make amends (apology, service, etc.)
- c. Place the student on probation for a specified period of time.
- d. Suspend the student for the remainder of the semester or longer.
- e. Dismiss the student from school.

5. The Executive Associate Dean for Educational Affairs will receive the Hearing Committee decision and recommendations for sanctions in writing within three business days of the hearing's close. The Executive Associate Dean for Educational Affairs may choose to accept the recommendations for sanctions or suggest modifications to the recommended sanctions. The Executive Associate Dean for Educational Affairs will communicate 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 Executive Associate Dean for Educational Affairs to reach a consensus on the appropriate sanctions. The Executive Associate Dean for Educational Affairs will send a letter to the charged student indicating the findings of the Hearing Committee, and the sanctions that will be taken. The finding will be made available to the accuser upon request. The Executive Associate Dean for Educational Affairs will report any action taken to the appropriate University, Rollins, and/or other officials.

6. A copy of the written notification will be included in the student's official school file. A copy will also be maintained in the Honor and Conduct Code database as part of a permanent record. If the student violates the honor or conduct standards again, the sanctions would be harsher with the possibility of suspension or even dismissal. Students who receive a warning are not considered in violation of the Honor or Conduct Code such that they would NOT report a violation in future applications and/or, if asked, Rollins School of Public Health would verify they did NOT violate the Honor or Conduct Code in any background checks, degree verifications, etc.

## **Appeals**

A student who wishes to appeal the Hearing Committee's decision must make such a request in writing to the Executive Associate Dean for Educational Affairs. The written appeal must be made within 10 business days of receiving written notice of the Hearing Committee's findings and sanctions from the Executive Associate Dean for Educational Affairs. In the letter to the Executive Associate Dean for Educational Affairs, the student



must indicate the reasons for the appeal. After reviewing the request for appeal, an Appeal Committee will be appointed to review the charge(s), finding(s), and recommendation(s).

1. The Appeal Committee:

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

2. The following actions may be recommended by the Appeal Committee:

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

3. Within three business days of the Appeal Hearing's close, the Appeal Committee will inform the Executive Associate Dean for Educational Affairs in writing of its decision and recommended sanctions. The Executive Associate Dean for Educational Affairs may:

- a. Affirm the prior decision.
- b. Recommend that the Appeals Committee revise the sanctions.

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

### **Significant Violations of the Conduct Code**

In the case of significant or extreme violations of the conduct code, Rollins school administration may act outside the protocols listed herein in order to take necessary, protective action to ensure that members Rollins' committee are not subject to imminent harm. Significant or extreme violations include, but are not limited to, instances of physical assault, sexual assault, sexual harassment, breaking and entering, brandishing a weapon or other situation in which the administration perceives a likely imminent threat of physical harm to a member of the Rollins community. Such significant violations will be referred to the Emory University Threat Assessment Team and managed by the Executive Associate Dean for Educational Affairs.

Nothing in this document constitutes a contract or creates a contractual obligation on the part of the Rollins School of Public Health and/or Emory University. The Rollins School of Public Health reserves the right to interpret and apply its policies and procedures, and to deviate from these guidelines, as appropriate in the particular circumstances and in accordance with the mission and goals of the Rollins School of Public Health and/or Emory University. The Rollins School of Public Health further reserves the right to alter or modify any statement contained in this document without prior notice.

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

case may be investigated by the University Title IX Coordinator and/or designee and may be heard by a centralized hearing process.

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

## **Related University Policies**

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

Equal Opportunity and Discriminatory Harassment Policy

<http://policies.emory.edu/1.3>

Sexual Misconduct Policy

<http://policies.emory.edu/8.2>

RSPH Deputy Title IX Coordinator: Joanne Williams

Grievance Procedures – Employee & Student Complaints of Discrimination

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

Information Technology Conditions of Use

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

## **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

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

These rights include:

- The right to inspect and review your education records.
- Each student has a right of access to their education records, except financial records of the student's parents and confidential letters of recommendation. Requests for access specifying the records to be inspected should be made in writing to the University Registrar, 200 Dowman Drive, 100 Boisfeuillet Jones Center, Atlanta, GA 30322. The university will comply with a request within a reasonable time, at most within 45 days. In the usual case, arrangements will be made for the student to read their records in the presence of a staff member.
- The right to consent to disclosures of personally identifiable information contained in your educational records, except to the extent that FERPA authorizes disclosure without consent (i.e. Directory Information).

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

- Name
- Whether or not the student is currently enrolled
- The school or division in which the student is or was enrolled and the class/year • Dates of enrollment including full-time or part-time status
- Degree or degrees earned, date of degree, major area of concentration and academic honors received • Awards of merit and participation in officially recognized activities and sports
- Address and telephone number
- Electronic mail address

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

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

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

The right to request the amendment of your education records.

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

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

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

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

Questions concerning FERPA may be referred through email to the Office of the Registrar at [registr@emory.edu](mailto:registr@emory.edu)

## **Tobacco-Free Policy**

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

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

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

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

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

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

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

## Mandatory Immunization Requirements

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

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

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

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

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

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

International students from non-exempt countries will need TB clearance. A detailed description of the four steps needed to attain immunization compliance, as well as the Required Immunization Form and the complete policy, can be found at <https://studenthealth.emory.edu/immunization/index.html>

# Financials

## Tuition – 2023-2024 Academic Year

<u>Degree Plan</u>	<u>Per Semester</u>
4 semester MPH degree plan (excludes EMPH)	\$20,000.00
3 semester MPH degree plan	\$26,800.00
4 semester MSPH degree plan	\$23,200.00
Dual degree and 4+1 programs	\$31,000.00
Accelerated MPH for External Graduate/Professional Programs	\$31,000.00
Executive MPH degree plan	
6 semesters (3 course schedule)	\$13,300.00
9 semesters (2 course schedule)	\$1,960/credit hr
Part-time students (less than 9 credit hours/semester) and non-degree seeking students	\$2,370/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) <i>(Summer semester only, \$62.00)</i>	\$158.00
Activity Fee (fall and spring only)	\$100.00
Health and Wellness Fee	\$103.00

**Tuition rates are subject to increases**

### **Refund Policy**

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

***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 5<sup>th</sup> semester to complete a 4-semester degree plan), tuition will be charged at the prevailing individual credit rate up to 9 hours. Nine or more hours will be assessed at the prevailing flat-tuition rate.

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

## **Student Accounts**

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



## **Student Accounts and Billing Office**

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

Hours of Operation:

Monday–Friday, 8:30 a.m. – 4:30 p.m.

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

The office consists of:

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

### **Late Registration Fee**

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

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

## Financial Aid Department

200 Dowman Drive  
Boisfeuillet Jones Center, Suite 300  
404-727-6039 (telephone)  
404-727-6709 (fax)  
[gradfinaid@emory.edu](mailto:gradfinaid@emory.edu) (email)  
[www.emory.edu/FINANCIAL\\_AID/health\\_professionals/public\\_health](http://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

Student's Last Name	Financial Aid Advisor	Contact
A-C	Cindy Gershman	<a href="mailto:gradfinaid@emory.edu">gradfinaid@emory.edu</a> 404-727-1199
D-M	Brittney Sanderson	<a href="mailto:gradfinaid@emory.edu">gradfinaid@emory.edu</a> 404-712-2662
N-Z	Jennifer Lyles	<a href="mailto:gradfinaid@emory.edu">gradfinaid@emory.edu</a> 404-727-2304

Associate Director of Financial Aid  
Cindy Gershman

**\*\*NOTE:** Advisors are no longer using individual emails  
Students should email our general email account [gradfinaid@emory.edu](mailto: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](mailto: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 2023-2024. 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](mailto:gradfinaid@emory.edu)

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

However, Emory's Office of the Registrar sends enrollment information to the National Clearing House for the Department of Education and the loans will be

placed in an in-school deferment status.

The Graduate PLUS Loan is credit based but the required credit criteria are much less stringent than for private education loans.

## Satisfactory Academic Progress Policy – Public Health

To maintain Federal Financial Aid Eligibility

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

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

If you are placed on probation

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

Total current policy and process, including appeal process, is on our website at <http://www.sph.emory.edu/admissions/tuition/applying-for-aid/index.html>  
Links to an external site.

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.



8. What if I have been granted Retroactive Academic Relief for a semester(s)?

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

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

# Employment

## 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. Additionally, many students find opportunities working on faculty research grants within the Rollins School of Public Health and throughout the Emory University/Emory Healthcare systems. These experiences may fulfill applied practice experience requirements and may lead to thesis/capstone opportunities, referred to as integrative learning experiences.

Eligibility for the award is based on the submission of the FAFSA and availability of funds. Funds are earned and paid directly to students through biweekly paychecks. The amount of the award is the maximum the student may earn for the academic year. Students typically work 10–20 hours per week. The wage for graduate students is \$15/hour. REAL participants may earn up to **\$3000** per semester. Students may apply for positions through Emory's online system, 12Twenty. Access to 12Twenty will be provided to incoming students in early August, followed by a public health job fair after orientation.

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

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

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

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

## **RSPH Office of Career Development**

### **Overview**

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

### **RSPH Career Connection and Online Resources**

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

### **Individual Career Advisement Appointments**

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

### **Walk-In Hours**

The Office of Career Development provides weekly walk-in hours (no appointment necessary) with virtual and in-person options. Sessions are 15- minutes and students receive one-on-one assistance from a career coach

and are seen on a first-come-first-served basis. Sessions will provide time for students to ask specific questions, however more in-depth needs may require an additional scheduled appointment. Specific details of days and times for walk-in hours will be provided once you arrive to campus.

## **Career Fairs**

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

## **Trainings & Workshops**

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

## **Mock Interviews**

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

## **On-Campus and Virtual Recruiting**

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

## **MentorRollins**

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

**Office of Career Development**, R. Randall Rollins Building 3rd Floor  
[rsphcareerdev@emory.edu](mailto:rsphcareerdev@emory.edu) 404-727-9957 Office Hours: 9:00 am - 5:00 pm

\*Please schedule career coaching appointments through the RSPH Career Connection.

# Technology

## OPUS

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

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

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

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

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

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

## IT Department

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

### Computer Support

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

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

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

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

### Purchasing Hardware

If you are interested in purchasing hardware through Dell or [Apple](#), you can take advantage of Emory's *educational discounts* via their online stores or through the computer store on campus. Discounted software is also available on campus. Please note that computers are only available for retail purchase, and students may not use their Emory funding to buy these items. Visit the [Emory Bookstore \(Links to an external site.\)](#) for additional information on discounted hardware.



Below you will find the base **recommendations that students** should have when purchasing a computer.

PC	Mac	Chromebook
<ul style="list-style-type: none"> <li>• Operating Systems: Windows 10</li> <li>• Screen size: 15 inches</li> <li>• Memory: at least 8GB of memory or more</li> <li>• Drive: 256 Solid State Drive(SSD) or more</li> <li>• Wireless connectivity</li> <li>• Antivirus software should be purchased and installed on the device for course work.</li> </ul>	<ul style="list-style-type: none"> <li>• Operating Systems: Big Sur</li> <li>• Screen size: 13 inches</li> <li>• Memory: at least 8GB of memory or more</li> <li>• Drive: 256 Solid State Drive(SSD) or more</li> <li>• Wireless connectivity</li> <li>• Antivirus software should be purchased and installed on the device for course work.</li> <li>• <i>Can only access RSPH required applications via our Virtual Desktop (Apporto)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Operating Systems: Chrome OS</li> <li>• Screen size: 12 inches or larger screen</li> <li>• Memory: at least 6GB of memory or more</li> <li>• Drive: 16 GB of storage</li> <li>• Wireless connectivity</li> <li>• Antivirus software should be purchased and installed on the device for course work.</li> <li>• Google Play capable</li> <li>• <i>Can only access RSPH required applications via our Virtual Desktop (Apporto)</i></li> </ul>

### Software Distribution

Software Resources at Emory (<https://it.emory.edu/catalog/computer-and-software/software-distribution.html>) offers a larger selection of software

products at very reasonable prices. It is best to check campus prices *before* making a purchase. In addition, Emory maintains a software server where you can download freeware and shareware applications. You may also wish to contact your Department for any recommendations specific to your program of study.

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

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

The I.T Department also supports student monitor stations and laser printers for student use. Students have access to 24 monitors 24 inches in size with a USB-C or HDMI connection that simultaneously charges the device.

Students are encouraged to use these monitors to connect their laptops to work on campus or to access student printing when needed. Student monitor stations are located on the Lower Level of the Grace Crum Rollins building. Student printers are located throughout both buildings at RSPH. An Emory Card is required in order to pay for the printing. A student may choose to use duplex printing to reduce cost and save paper. Students can print wirelessly through the Emory Unplugged connection as well.

## **Event Information**

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

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

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

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

## **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](mailto: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](mailto:classes@emory.edu) if your course registration is not accurate.

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

## **EmoryCard Program**

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

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

## **E-mail Communications**

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

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

## Smart Device Security

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

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

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

### **Can I opt-out of this policy?**

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

### **Lost or stolen smart devices**

Loss and/or theft of smart devices is on the rise. Several million smart devices are lost or stolen annually worldwide. What should you do if your smart device becomes one of these millions? Below is a link that includes step-by-step guidance for what to do if your device goes missing.

[https://it.emory.edu/security/smart\\_device/sd\\_lost.html](https://it.emory.edu/security/smart_device/sd_lost.html)

## Duo Security Two-Factor Authentication

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

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

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

Email	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](http://it.emory.edu/security/services/two_factor/faq.html)).

## Self-Service Password Maintenance

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

Password requirements:

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

For step-by-step instructions on how to use the Self-Service Password Maintenance website go to [it.emory.edu/password/index.html](http://it.emory.edu/password/index.html)

## OneDrive for Business

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

### Things to Know:

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

## Zoom

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

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

## Apporto

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

Access Apporto at <https://rsphemory.apporto.com> with your Emory user id and password.

# Student Resources



## **Student Health Services**

1525 Clifton Road

404-727-7551

<http://studenthealth.emory.edu/about/location-hours.html>

### **Hours of Operation:**

#### **Fall and spring semesters:**

Monday - Friday 8:30 am - 5:00 pm

For Saturday clinic, use the entrance on the second-floor parking deck at 1525 Clifton Road.

#### **Summer session and winter and spring break:**

Monday - Friday 8:30 a.m. to 5:00 p.m.

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

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

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

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

### **Medical Records:**

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

**Other EUSHS/Emory Phone Numbers:**

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
Health Education and Promotion	404-727-1697
Emory University Student <a href="#">Health Insurance</a> 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

## **Timelycare– Telehealth for Emory Students**

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

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

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

Additional information may be found at <https://timelycare.com/schools/index.php?school=emory&>

### **TalkNow on Timelycare**

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

TalkNow is not therapy. It is a supportive consultation with a mental health professional. Counselors can help with:

- Gender issues
- Relationship issues
- Family issues

- Stress and anxiety
- Academic stress
- Addictions
- Depression
- Eating disorders
- Grief and loss
- Trauma and PTSD
- Panic disorders
- and more...

## **Student Health Insurance**

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

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

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

Information on the Emory University Student Insurance Plan visit the website at [http://studenthealth.emory.edu/hs/i/insurance\\_fees/EUSHIP/faqs.html](http://studenthealth.emory.edu/hs/i/insurance_fees/EUSHIP/faqs.html).

## Counseling and Psychological Services

1462 Clifton Road, Suite 235

Hours of Operation: 8:30 am to 5:00 p.m. Monday thru Friday

Telephone Number: 404-727-7450

Counselors are on call in case of emergency

<https://counseling.emory.edu/>

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

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

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

### Emergency Resource Information:

<http://studenthealth.emory.edu/cs/about/appointments/index.html>

### CAPS SERVICES:

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

*Let's Talk* is an informal, free, confidential, consultation service that is being offered to graduate and professional students at RSPH. *Let's Talk* allows students to speak with a clinician and receive support for any challenge they may be experiencing. *Let's Talk* is **not** a substitute for formal counseling but can be used to receive short term support and resources. **Insurance is not required for this service.**

- **Couples counseling** provides partnered students with an opportunity to discuss and work through issues related to intimate issues and difficult interpersonal dynamics. Both partners must be enrolled as fully registered Emory students in order to be eligible for brief couples' therapy.

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

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

## **Additional University Resources**

### **International Student and Scholar Services**

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

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

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

- **Incoming Students:** [sphadmissions@emory.edu](mailto:sphadmissions@emory.edu)
- **Current Students:** [sphinternational@emory.edu](mailto:sphinternational@emory.edu)

### **International SOS Program**

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

All students who are traveling on university sponsored programs (such as RSPH GFE, the Companeros Program, etc.) will have automatic membership. Membership cards with ID# and emergency telephone numbers are available in the Department of Student Services. Vital personal health, vaccination and travel information may be stored securely on-line,

and made available, with your consent, to International SOS medical staff to better assist you in an emergency. The system also recommends appropriate vaccinations and sends reminders when follow-up boosters are required. While International SOS is able to provide our students with support, students are still responsible for the cost of the actual medical care.

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

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

### **Center for Belonging and Community Justice**

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

#### **Center for Women**

The Center for Women helps Emory University provide the best possible environment for women as students, scholars, and employees. We advocate for gender equity throughout the University; provide resources and skill-building opportunities; and bring faculty, students, practitioners, activists, and other learners together to examine gender issues and work toward ethical solutions. The Center for Women may be contacts at or 404-727-2031.

#### **Office of Lesbian, Gay, Bisexual and Transgender Life**

Emory University's Office of Lesbian/Gay/Bisexual/Transgender (LGBT) Life is an administrative office housed within the Division of Campus Life, offering programs and services designed to improve the campus climate and create an open and welcoming environment for LGBT students and employees. The mission of the Office of Lesbian, Gay, Bisexual, and Transgender Life is to engage the university community in the creation of an affirming and just campus environment while supporting the development of students of all gender and sexual identities. Within our mission, we focus on different areas to best engage our students." The Office of Lesbian/Gay/Bisexual/ Transgender Life is located by the east



entrance of the Alumni Memorial University Center in room 132E and can be reached at 404- 727-0272. <http://www.lgbt.emory.edu/about/index.html>

### **Office for Racial and Cultural Engagement (RACE)**

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

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

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

### **Office of Diversity, Equity, and Inclusion**

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

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

- Foster an inclusive community that promotes a positive educational environment, fairness, and access, and
- Support compliance efforts as they relate to equal opportunities and affirmative action laws and regulations
- Colleagues on our team work with faculty, staff, students, hospital employees, alumni, and visitors on related aspects that include:
  - University Title IX
  - Discrimination and harassment management
  - Affirmative action plans and implementation
  - Educational programming
  - Best practices for searches and hires
  - Access and disability services

We are here to help. Visit our [office locations](#) and browse our [staff directory](#) to find individual contact information.

## **ODEI MISSION STATEMENT**

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

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

In support of these principles, ODEI:

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

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

The RSPH Deputy Title IX Coordinator for faculty, staff, and students is Joanne Williams, Director of Student Engagement. Please direct any Title IX reports to [jampost@emory.edu](mailto:jampost@emory.edu).

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>

### **Department of Accessibility Services**

Emory provides all persons an equal opportunity to participate in and benefit from programs and services afforded to others. The Department of Accessibility Services (DAS), part of the Office of Diversity, Equity, and Inclusion, assists qualified students, faculty, and staff with obtaining a variety of services and ensures that all matters of equal access, reasonable accommodation, and compliance are properly addressed.

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

### **Bias Support Services**

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

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

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

### **Bias Review Team**

Bias review consists of a team which reviews reports and other materials for potential violations of federal or state law, the University's Equal Opportunity and Discriminatory Harassment policy, or Conduct Code violations

### **Bias Support Team**

Bias Support offers resources designed to create a more inclusive campus community. The support team is comprised of staff who are trained to care for students from a trauma-informed lens to provide advocacy and support. If needed, they can also work collaboratively to determine if additional community intervention is needed.

### **Open Expression Observers Program**

As a community of scholars, Emory University is committed to an environment where open expression of ideas is valued, promoted, and encouraged.

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

Open Expression Observers are charged to:

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

Open Expression Observers are members of the university community who:

- Hold a faculty or staff appointment
- Represent all university units and schools
- Promote the ideals of open expression in the Emory community

Members of the community who are selected as Open Expression Observers must:

- Commit to serving as an Open Expression Observer for two years
- Be able to observe meetings, events, and/or protests whenever they may occur (e.g. evenings, weekends, workweek)

- Be trained by Emory Campus Life

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

## **Office of Health Promotion**

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

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

Services include:

- Alcohol, Tobacco and Other Drug Prevention (ATOD) aims to mitigate high risk alcohol use, while developing an environment that is more supportive of those who choose not to drink. Programs and services include the management of the medical amnesty protocol, ReStart Collegiate Recovery Program, advisement of student organizations, individual counseling services, and management of the Drug and Alcohol Risk Reduction Team.
- Community Well-being (CW) aims to conduct population-level needs assessments to provide evidence to inform program/intervention development, implement and evaluate culturally relevant health promotion initiatives, and maintain key collaborative partnerships with institutional stakeholders. Programs address healthy sexuality (e.g. providing safer sex supplies and facilitating a sex positive course) and injury prevention (E-CARE Concussion Prevention and Response).

OHP is located in the Alumni Memorial Center, 630 Means Drive, Atlanta GA 30322 and can be reached at 404-727-1697.

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

## **Student Case Management and Intervention Services**

The Student Case Management and Intervention Services (SCMIS), a center in the Division of Campus Life, assists students and their families on an ongoing basis and in times of crisis- including (but not limited to) meeting academic, medical, financial, and social challenges, as well as providing

assistance to assault survivors. Because college is a time for comprehensive growth, we embrace a holistic philosophy and cultivate an accepting environment.

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

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

The Student Case Management and Intervention Services is located at 201 Dowman Drive. You may contact them through email. [scmis@emory.edu](mailto:scmis@emory.edu) or by telephone, 404- 727-4193.

### **Student Intervention Services**

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

### **Office of Respect**

The mission of the Office of Respect is to work with key stakeholders to eradicate sexual assault, sexual harassment, stalking, and intimate partner violence to create a safer, healthier campus where all students can learn, grow, and thrive. This occurs through education, bystander intervention training, crisis intervention, advocacy, policy development, and supportive peer networks.

In support of this mission, we offer support resources for Emory students

impacted by interpersonal violence. We aim to provide support; help students learn about their options and rights; assist with safety planning; provide legal and medical accompaniment; and/or offer academic assistance. Advocacy services include:

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

Prevention Education Services include:

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

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

The Office of Respect is located in the Alumni Memorial University Center, 630 Means Drive, Atlanta GA 30322 and can be reached at [respect@emory.edu](mailto:respect@emory.edu) . <https://respect.emory.edu/about.html>

## **RSPH Student Organizations**

### **Student Organizations**

The Rollins School of Public Health is made up of myriad groups and actively engaged leaders. The following pages list the current organizations chartered by our student government association, but new student organizations may form. All student organizations are advised by the Student Engagement Team in the Office of Student Affairs and supported by Rollins. Official RSPH student organizations are open to all RSPH students and their allies. Affinity groups offer supportive spaces for students who share an identity, such as a common race or heritage, to discuss mutual concerns, advocate for the interest of these groups and help each other to navigate RSPH and Emory University. The following groups are available either in the School of Public Health specifically or at Emory University. All affinity groups are open to all community members who share the groups' missions of supporting the success of the group's members.

### **Rollins Student Government Association (RSGA)**

RSGA is the governing student assembly of the Rollins School of Public Health. The purpose of RSGA is to advocate for students and enrich the experience of their time at Rollins. RSGA addresses students' needs and concerns regarding school facilities, current administration, academia, extracurricular activities, and more. RSGA presides over department student representatives of Rollins and the student organizations. The annual budget of the RSGA and Rollins student organizations are allocated from the student activity fees paid by students. Annual elections for the executive board and departmental representative positions are held each October or November. RSGA also includes two student initiatives: the RSGA Diversity, Equity, and Inclusion Committee and the Rollins International Student Association (RISA).

### **Asian, Pacific, Islander, Desi Association (APIDA)**

APIDA is an RSPH student organization with a mission to support the academic, professional, and personal development of Asian, Pacific Islander, and Desi (APID) students in the field of Public Health. APIDA's purpose is to provide opportunities for students to discuss historical and current issues affecting APID communities both globally and locally; network and social with other current, past, and prospective APID Public Health graduate students and faculty; and provide an APID community within Rollins.

### **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 Disability, Illness, and Divergent Collaborative (EDIDC)**

Emory's Disability, Illness, and Divergent Collaborative is an all-access space with the purpose of raising disability awareness and accessibility for students, establishing a space to share stories, advocating for disability justice, and dismantling ableism. EDIDC offers a space to build a community through events, peer mentoring, leadership opportunities, and assistance with Department of Accessibility paperwork, insurance process, coursework, and overall navigating higher education as a disabled and neurodivergent student.

### **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 Dr. 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. ESOH 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.

### **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. Members are selected through a competitive application process.

### **La Alianza Latinx (LAL)**

La Alianza Latinx is a student-led organization interested in issues affecting the Latinx community at the Rollins School of Public Health, in the metro Atlanta area, throughout the United States, and internationally. LAL strives to strengthen and build a Latinx community at the Rollins School of Public Health by creating a space that enables students to excel academically, professionally, and socially. LAL is committed to building community, supporting mentorship, uplifting educational advancement, and promoting advocacy for and improvement of Latinx health, Latinx students, and undocumented students at Emory University.

### **Queer/Trans Collaborative at Rollins (QTC)**

QTC supports and advances the interests 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 African Diaspora Student Association (RADSA)**

RADSA seeks to build a community of students from the African diaspora studying and working in public health. This student organization serves as a space for Rollins students in the African diaspora to network, discuss historical and current issues in African communities, and advocate for their interests.

### **Rollins Environmental Health Action Committee (REHAC)**

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

### **Rollins mHealth Collaboration (RmC)**

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

### **Rollins Peace Corps Community (RPCC)**

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

### **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. Students are chosen annually at the start of the fall semester via a competitive process to participate in this program.

### **Society for Public Health in Medicine (SPHM)**

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

### **WASH Action Research & Practice (WARP)**

Students in WARP are committed to breaking the cycle of poverty and disease

in developing countries through increasing access to safe drinking water, adequate sanitation, and appropriate hygiene. Students in WARP collaborate with faculty members to host events that feature WASH researchers in the Atlanta-area and increase awareness of WASH-related diseases.

## **RSPH Academic Resource Center**

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

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

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

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

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

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

For additional information and questions, please contact [rspharc@emory.edu](mailto:rspharc@emory.edu)

### **Special Seminars**

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

## Additional Contacts

Emory Registrar's Office	<a href="mailto:registrar@emory.edu">registrar@emory.edu</a>	404-727-6042
Student Accounts and Billing	<a href="mailto:studentaccounts@emory.edu">studentaccounts@emory.edu</a>	404-727-6095
Office of Financial Aid	<a href="mailto:gradfinaid@emory.edu">gradfinaid@emory.edu</a>	404-727-6039
University Health Services	<a href="http://emory.edu/UHS/">emory.edu/UHS/</a>	404-727-7551
Health Sciences Library	<a href="http://healthlibrary.emory.edu">healthlibrary.emory.edu</a>	404-727-8727
University Bookstore	<a href="http://emory.bncollege.com">emory.bncollege.com</a>	404-727-6222
Parking	<a href="mailto:parking@emory.edu">parking@emory.edu</a>	404-727-PARK
Woodruff P E Center	<a href="http://recwell.emory.edu">recwell.emory.edu</a>	404-727-6551
AMUC	<a href="http://www.emory.edu/CAMPUS_LIFE">www.emory.edu/CAMPUS_LIFE</a>	404-727-6157
EmoryCard Office	<a href="mailto:www.emorycard@emory.edu">www.emorycard@emory.edu</a>	404-727-6095 (ext. 2)