Academic Policies

**E-mail communication**
E-mail is the primary vehicle for official communication with students at Emory University. Each registered student is assigned an official e-mail address by the University. All University communications sent via e-mail will be sent to this address. For students in the Rollins School of Public Health, these e-mails consist of the student’s OPUS login id plus @sph.emory.edu.

Students must maintain their accounts and check their e-mail daily so that new mail will be properly received and read. Certain communications may be time-critical. While students may redirect e-mail from their official University e-mail address to another address (e.g., @hotmail.com, @aol.com), the University is not responsible for the handling of e-mail by other service providers.

Enrollment Policies

**Add/Drop/Swap**
Schedule changes can be made only during the add/drop/swap period via OPUS. Add/drop/swap dates are posted on the Registrar calendars found on the Internet at http://www.registrar.emory.edu/calendars/students.htm. Dropping a course during this period means no record of the registration will be noted on the student’s transcript. After the stated schedule change deadline, students wishing to leave the university, or withdraw from a course must fill out a withdrawal form found on the web at http://www.sph.emory.edu/studentservice/webforms.htm. Students needing to withdraw should contact their departmental ADAP and the RSPH Enrollment Services Office.

**Cancellations and Withdrawal**

**Cancellation**

Students who wish to cancel their registration for a given term must secure permission from their ADAP and RSPH Registrar, Catherine Strate. No record of attendance will be made on the student's transcript for the given term. The last day for complete cancellation for any student is the same as the last day of the schedule change period (e.g., September 7, 2007 for fall semester.) Students receiving permission for a complete cancellation of registration will receive a full tuition refund minus the required deposit ($250).

**Complete Withdrawal**
Students who wish to withdraw from school for a given term must secure written permission from the Executive Associate Dean for Academic Affairs. Students withdrawing from school will receive the appropriate mark of withdrawal (W, WF, or WU) in consultation with faculty teaching the courses in which the student was enrolled.

Prior to withdrawal, students should contact the Office of Financial Aid and the Student Financial Services Office regarding the impact of withdrawing upon their aid and charges. **Unofficial withdrawal results in 100% forfeiture of tuition.** If a student officially withdraws, the student may be eligible for a tuition adjustment and possible refund of payments depending upon the date of withdrawal. **Refunds are only processed for complete withdrawal.** Financial aid awards that pay part or all of the student charges are prorated accordingly. Refunds for Federal (Title IV) aid recipients will be prorated in accordance with Federal regulations.

**Partial Withdrawal**

Students who wish to withdraw from one or more, but not all, courses for which they are enrolled must secure permission from their department ADAP and the RSPH Registrar, Catherine Strate. Students withdrawing from one or more courses will receive the appropriate mark of withdrawal (W, WF, or WU) in consultation with faculty teaching the courses in which the student was enrolled.

During fall and spring semesters, students receiving permission for a partial withdrawal will receive no tuition refund.

**Change of Department**

If a student finds his/her interests have changed and a department different from the one s/he entered would better facilitate his/her career goals, the student can petition to change departments by completing a Department Transfer Request form found on the web at [http://www.sph.emory.edu/studentservice/webforms.htm](http://www.sph.emory.edu/studentservice/webforms.htm). The student is required to discuss this request with the Chair or the ADAP in his/her current department and the Chair or the ADAP in the department in which he/she wishes to enroll. The petition will be reviewed for admission to the new department. The Department may or may not admit the petitioning student. If approved, each chair will sign the form indicating his or her approval.

**Course substitutions/waivers**

Students wishing to substitute a course or waive a course for an MPH/MSPH required course must submit a Course Petition form found on the web at [http://www.sph.emory.edu/studentservice/webforms.htm](http://www.sph.emory.edu/studentservice/webforms.htm) to the appropriate Department Chair(s) for approval. Final approval rests with the Executive Associate Dean of Academic Affairs, Richard Levinson, rlevins@sph.emory.edu.
**Full-time enrollment/Credit hour load**

Full-time enrollment in the MPH/MSPH Program is considered nine (9) semester hours. The student's Faculty Advisor or the Department's ADAP may approve a student's request to enroll in up to sixteen (16) credit hours per semester.

Any student seeking to enroll in more than sixteen (16) hours must have a cumulative GPA of 3.5 (or higher) and obtain the permission of his/her Advisor and the Executive Associate Dean for Academic Affairs. Only in extraordinary circumstances will a student be permitted to enroll in more than 17 credit hours in a semester.

**Cross Registration**

Students may enroll in other Emory University schools with the permission of their ADAP, the instructor, and the deans of the two schools or their designees. The student will register through his or her school of residence. Depending on the course, the credits may or may not count towards completing degree requirements. Students should coordinate with their ADAPs to determine if the course will count towards required coursework or just as additional electives beyond the degree requirements.

If a course is not available at Emory University, an RSPH student may take courses at other universities/colleges participating in the Atlanta Regional Consortium for Higher Educations (ARCHE). The website for ARCHE is [http://www.atlantahighered.org](http://www.atlantahighered.org). Emory students wishing to participate must obtain a form from Emory University’s Registrar and then obtain permission from their ADAP. Questions related to cross registration should be first directed to the student’s ADAP and then to Enrollment Services.

**Directed Study**

Directed Study is the generic name given to a course which is developed for a student by both the student and a faculty member. The course must either:

- Elaborate on the subject matter of a current MPH/MSPH Program course or;
- Contain subject matter which is not offered in the MPH/MSPH program and pertain to public health but not a part of the research for a student's Thesis/SSP.

A directed study should complement, rather than replace or substitute for course work. This must be negotiated with your ADAP and a completed Proposal for Directed Study form must be on file in Student Services prior to registration for the directed study. Forms are available in the Student Services Office or on the web at [http://www.sph.emory.edu/studentservice/webforms.htm](http://www.sph.emory.edu/studentservice/webforms.htm). The maximum number of directed study hours permitted is seven, (7). Any directed study over three (3) hours requires approval from the Executive Associate Dean of Academic.
Dual Degree Programs
The Rollins School of Public Health offers several dual degree programs with other schools at Emory. These include the JD/MPH, the MBA/MPH, the PA/MPH, the MD/MPH, and the MSN/MPH. Students in dual degree programs must complete two academic semesters (usually fall and spring) in residence in the Rollins School of Public Health. The dual degree program coordinator in the Office of Student Services is Catherine Strate (404-727-3933; estrate@sph.emory.edu).

Enrollment requirements
1. **Residence** - Minimum residence for full-time students is two semesters; maximum residence for all students is five years from the first term enrolled as a degree seeking student.

2. **Number of credit hours** - Satisfactory completion of a minimum of 42 semester hours is required of all students earning the MPH degree. Depending on departmental requirements, 48-52 semester hours are required of students earning the MSPH degree. Dual degree MPH students complete less than 42 hours in the RSPH.

3. **Satisfactory completion of the Practicum Requirement** – Completion of the practicum requirement includes:
   - Successfully fulfilling the practicum experience;
   - Completing the Practicum WebClient on-line at www.sph.emory.edu/practicum.php;
   - Course registration for the Practicum course in OPUS

4. Departments that require a Special Study Project (SSP) or thesis provide guidelines for performance and deadlines in a paper or web-based handbook. This project involves the preparation of a scholarly manuscript. Students in the Department of Health Policy and Management must complete a capstone course in their program area.

Five year time limit to degree
The required total credits for the MPH/MSPH degree will be limited to credits successfully completed within the five-year period preceding the awarding of degrees. Under extraordinary circumstances, a student may request an extension to the five year limit. To request such an extension, a student must submit a request form (available on the web at http://www.sph.emory.edu/studentservice/webforms.htm) in advance to the Enrollment Services Office. The Executive Associate Dean for Academic Affairs must approve the request. Students who exceed the five-year limit may be required to repeat courses.

Graduate in Residence
Graduate in Residence is a special registration category reserved for eligible RSPH students. Students enrolled in this status will be assessed a reduced tuition rate of $85.
Students registered as Graduate in Residence will be considered full-time, will 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. **To be eligible to register as a Graduate in Residence, students must have satisfactorily completed all required courses and be in the process of completing a thesis or Special Study Project.**

**Leave of absence**

Students may request a **leave of absence** from the program (of up to one year at a time), which is not counted as part of the five-year limit. To be granted a leave of absence, the student must submit a Leave of Absence form (available on the web at [http://www.sph.emory.edu/studentservice/webforms.htm](http://www.sph.emory.edu/studentservice/webforms.htm)) to their department ADAP. The form should be submitted the semester before the leave is to begin, although emergency situations may preclude this. In such cases, the leave should be requested at the earliest possible opportunity. **The total cumulative leave of absence period shall not exceed two calendar years. While a student is on leave of absence, the school will NOT certify that the student is enrolled to any agency.**

A student desiring to return to the Rollins School of Public Health after a leave of absence should request readmission at least thirty days prior to the beginning of the term in which he or she wishes to return. Students should submit their request in writing.

**Practicum**

A vital component of the public health experience is active participation in structured experiential education opportunities. These experiences are valuable components of both the educational process and professional preparation. Through established partnerships with multiple public health agencies, students find opportunities to apply knowledge and research findings to real-world experiences. A distinguishing feature of The Rollins School of Public Health is the proximity to the Centers for Disease Control and Prevention, CARE, the Carter Center and The American Cancer Society and other agencies that provide excellent practicum sites.

Opportunities for students to enrich their learning through structured para-professional experiences are continually being developed. The departmental ADAPs serve as the primary administrative units for the management, coordination and monitoring of these learning/experience-building opportunities. A 200-400 hour practicum is required of all students entering into an MPH or MSPH degree program in the Rollins School of Public Health. Additional information about the practicum requirement and the Practicum Web Client can be found at the following web site: [http://www.sph.emory.edu/practicum/](http://www.sph.emory.edu/practicum/).

**Pre-registration**

Continuing students are expected to pre-register. Pre-registration dates will be provided by Enrollment Services. All degree-seeking students are eligible to pre-register using
OPUS. The only exception to this student-directed process is for new entering students. Students should contact their ADAP if they have any questions about this process. Non-degree students will be enrolled for courses in the Office of Student Services.

**Readmission**
A student who does not consecutively register for a semester (other than summer semester) must complete a Rollins School of Public Health Readmission Request form (available on the web at [http://www.sph.emory.edu/studentservice/webforms.htm](http://www.sph.emory.edu/studentservice/webforms.htm)), at least 30 days before the start of the term for which admission is sought. Students who were previously enrolled more than five years ago may not use a readmission form but must submit a new application for admission to the school.

**Registration**
Registration occurs in January (Spring semester), May (1st session, summer), June (2nd session, Summer) and August (Fall semester). Students not completing registration by the regularly scheduled registration days are charged a $50 late registration fee. Late registration is possible only during the add/drop/swap period (usually the five working days following the date of registration). **Registration for any term is not complete until all registration requirements and financial responsibilities to the University have been met.** Information on methods of payment and alternative funding plans may be requested from the Office of Student Financial Services [http://www.emory.edu/studentfinancials/](http://www.emory.edu/studentfinancials/) in the Boisfeuillet Jones Center.

**Special standing**
The Rollins School of Public Health usually allows students who are not degree seeking students to register for courses. Admission of students in special standing to courses is determined by the availability of space and by permission of the department. For information regarding enrollment as a special standing student, please contact RSPH Admissions, admit@sph.emory.edu. A maximum of 9 semester hours of special standing course work may be applied towards the MPH/MSPH degree.

For additional information about Special Standing program processes and policies, please visit the School of Public Health website at [www.sph.emory.edu/non-degree_programs.php](http://www.sph.emory.edu/non-degree_programs.php).

**Transcripts**
Students may obtain official and unofficial copies of their transcripts from the University Registrar in the Boisfeuillet Jones Building. Students may order either official or unofficial transcripts through OPUS in their Academic Record link. **Under no circumstances can the Rollins School of Public Health release any transcript to the student or other individual or organization.**
**Grading Policies and Academic Probation**

**Grade Definitions**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
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<tr>
<td>A</td>
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<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
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<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
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<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
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“W”: Withdrawal without failing. A grade of “W” will be reflected on the students’ academic record. This grade has no numerical value and is not included in the calculation of the students’ G.P.A.

“WF”: Withdrawal while failing. A grade of “WF” is counted as an “F”, and will carry zero (0) grade points, in computing the G.P.A.

“P”: The notation of “P” (in progress) is generally given for a practicum, special study project or thesis that is not yet complete. This grade is given at the end of the grading period until the final grade is assigned. It is not calculated in the students’ G.P.A. Once a final grade is assigned, that grade will be calculated into the overall GPA.

“S”: Satisfactory is awarded when the student is enrolled in a course on a satisfactory/unsatisfactory (S/U) basis, rather than a letter grade basis, and satisfactorily completes the required assignments. This grade has no numeric value and is not included in the calculation of the student’s GPA.

“U”: Unsatisfactory is awarded when the student is enrolled in a course on a satisfactory/unsatisfactory (S/U) basis, rather than a letter grade basis, and does not satisfactorily complete the required assignments.

“WU”: Withdrawal while making unsatisfactory progress. A grade of “WU” is counted as a “U” and adds no numeric value towards the student’s GPA.

“I”: An incomplete is issued when a student does not complete assigned course work during the prescribed period. A student having two (2) or more incompletes will not be permitted to register for additional courses without special permission from the Executive Associate Dean for Academic Affairs. Incomplete grades automatically convert to an “F” if the student does not satisfactorily complete the course within one academic year.
“Audit”: **Students who audit courses must register and pay full tuition.** Based upon available space, they will be permitted to audit a class. Classes taken for audit cannot be applied toward the MPH or MSPH degree requirements.

NOTE: The MPH/MSPH Program does not use the grade of “D”. No course credit is given for grades of F, W, WU, Audit, P, I or WF.

If you take courses outside of the Rollins School of Public Health the grades you earn WILL be calculated into your overall GPA. Grades for courses taken outside of RSPH will reflect that school’s grading system.

**Academic Probation**
Students are required to have a cumulative GPA of 2.70 or better for graduation. If the student’s cumulative GPA falls below 2.70 after having taken ten (10) credit hours the student will be placed on academic probation. In these cases the student must raise his/her cumulative GPA to 2.70, as required for graduation, within the next semester or ten credit hours. Those who fail to do so will be dismissed from the program. Once academic probation status has been lifted, the student must maintain good academic standing (minimum 2.70) until graduation; otherwise they will be dismissed from the program. Any student whose GPA is too low to be raised to at least 2.7 in the next 10 credit hours will be immediately dismissed from the program without any probationary period.

A student having two (2) or more incompletes will not be permitted to register for additional courses without special permission from the Executive Associate Dean for Academic Affairs. Incomplete grades automatically convert to an “F” if the student does not satisfactorily complete the course within one academic year.

**Dismissal for Academic Deficiency**
The Academic Standards Committee is charged with monitoring student academic progress. Department chairs will inform faculty of students who have been dismissed from the program.

Any student who has been dismissed from the program by a majority vote of the Academic Standards Committee will be informed of the mechanism for appeal in a letter notifying him/her of dismissal. The student may appeal the dismissal directly to the Academic Standards Committee. The Academic Standards Committee will then make the decision of what steps, if any, the student is to take for reinstatement. This information is to be conveyed in written form to the student.

A student who has been dismissed from the MPH/MSPH program may not approach faculty members regarding grade changes unless the student has received specific instructions from the Academic Standards Committee. If a student, without specific instructions from the Academic Standards Committee, contacts a faculty member
regarding conditions for changing his/her status, the faculty member will refer the student directly back to the Academic Standards Committee.

**Graduation Policies**

**Application for graduation**
Students must make formal application for a degree to be awarded in a particular semester. Applications for graduation are due during the early part of the semester in which the student intends to graduate. There is a $25 fee for applications submitted after the University deadline. There is no penalty for a student who applies for a degree but fails to complete all requirements for the degree in that semester. **Please note, however, that all students must complete an application in the semester in which they intend to graduate, even if they have completed an application in past semesters.** If students are enrolled in a **dual degree program**, they must complete separate applications with each school. Students must be enrolled during the semester in which they intend to graduate.

**Requirements for graduating students**
1. An overall GPA of 2.70 is required for graduation.
2. Students must pass all required MPH/MSPH core and department core courses. **Students are not permitted to register for core courses under the S/U grading option.**
3. Students must have completed at least 42 semester hours (MPH) or 48, 50 or 52 semester hours (depending on department requirements) (MSPH within five years from original enrollment.)
4. A passing grade (B or better or S) must be achieved on the SSP/Thesis or in the Capstone Course.
5. Students must complete a practicum or have an approved practicum exemption in the Practicum Web Client.
6. All students are required to enroll in the semester in which they wish to graduate.
7. A student who wishes to graduate in any semester MUST file an “Application for Degree” before the deadline for that semester. Each semester, the deadline to apply for graduation is listed in the student course schedule.

**Research Policies**
Use of Human Subjects in Research

All research involving human subjects must be reviewed by the university’s Institutional Review Board (IRB). The purpose of the review is to protect the privacy and personal welfare of human subjects. Only the Review Board may determine whether or not a specific program of research meets the standards of protecting the human subject. Failure to consult the Review Board may have adverse consequences for the human subjects involved in a study, for the investigators conducting that study, and for Emory University. Graduate students or faculty are not entitled to make their own judgment about the safety or security of any research program involving human subjects. Although many research projects and programs may be exempt from compliance with Federal regulations, it is the responsibility of the Institutional Review Board to make that judgment.

Federal Register 45 defines research as “a systematic investigation, including research development, testing and evaluations, designed to develop or contribute to generalizable knowledge.” Activities which meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities. A human subject is defined as “a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.”

Federal Register 45 continues: “Intervention includes both physical procedures by which data are gathered (for example, venipuncture) and manipulations of the subject’s environment that are performed for research purposes. Interaction includes communication or interpersonal contact between investigator and subject. Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and that the individual can reasonably expect will not be made public (for example, a medical record). Private information must be individually identifiable (i.e., the identity of the subject is or may readily be ascertained by the investigator or associated with the information) in order for obtaining the information to constitute research involving human subjects.

NIH no longer requires IRB approval before submitting a grant. Some funding agencies may. Check with the funding agency to determine if they need IRB approval. If so, students should begin the process by obtaining approval from the IRB 6 weeks in advance of any deadlines for grant applications. However, the funding sources does not determine whether or not a research program meets the standard for conducting the research on human subjects.

As of August 11, 2003 Emory University is joining over 100 other University, Private and Government IRBs in using The Collaborative IRB Training Initiative (CITI) Program in the Protection of Human Subjects in Research maintained by the University of Miami. The CITI Human Subjects Research Education Program is a web-based program that
consists of courses for Biomedical Researchers and courses for Social Behavioral Researchers, each focused on a different aspect of bio-ethics and human subjects research.

The procedures, approval forms, and committee structures are fully explained on the website of the Institutional Review Board: [http://www.emory.edu/IRB/](http://www.emory.edu/IRB/) and [http://www.emory.edu/IRB/CITI_program.php](http://www.emory.edu/IRB/CITI_program.php). For additional information about the procedure of the IRB, please contact Tanya Sudia-Robinson PhD at 404-712-9750 or tsudiar@emory.edu.

**Transfer Credit Policies**

**Transfer credit**

Transfer credit is academic credit granted for a student of Emory University for academic course work completed outside of the MPH/MSPH program at an accredited academic institution. This may include schools within Emory University or at other universities. **Transfer credit will not be awarded for course work that has previously been applied towards another degree.** A petition must be submitted to and approved by the appropriate department chair(s) and the Executive Associate Dean for Academic Affairs.

The maximum number of semester hours of successfully completed course work that can be transferred toward the MPH/MSPH Degree from another school or institution and or credit by examination is six (6) semester hours. Additionally, the transcript must reflect a grade of an “A” or “B” for transfer credit to be granted.

No credit for undergraduate courses will be awarded toward the MPH/MSPH degree without approval of the Executive Associate Dean for Academic Affairs prior to enrollment in the course. Transfer of credit will not be granted to students if the courses the student wishes to transfer were completed more than three years prior to enrollment in the MPH/MSPH program.

**Courses taken in special standing**

Degree seeking students can use no more than 9 hours of course work taken in Special Standing toward their MPH/MSPH degree. There is no paperwork needed for this process. If a student has completed more than 9 hours while in Special Standing, the student, in consultation with his/her ADAP, will determine which 12 hours to use. This MAY NOT be changed at a later date. Credits taken while enrolled as a graduate student in another Emory program are treated in a similar way if they are not used to complete requirements for another degree.

For additional information about Special Standing coursework or non-degree seeking programs, please visit the School of Public Health website at [www.sph.emory.edu/non-degree_programs.php](http://www.sph.emory.edu/non-degree_programs.php).