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Introduction

The School of Medicine MD Student Handbook is a reference for medical students and others regarding the administrative policies, rules and regulations of Emory University and the Emory University School of Medicine. In addition, this Student Handbook contains policies and procedures for areas such as admissions, academic and professional standards, progress and promotion, financial aid, student organizations, disability insurance, academic and personal counseling, and student health.

The policies and procedures in place are to ensure student success and help students maintain the high academic and professional standards necessary to be a physician. The School of Medicine abides by and follows all University policies, except where noted. Part of being an excellent physician is always knowing expectations and ensuring those are met. These skills will continue to serve students well as they are required to obtain and maintain licensure, hospital privileges, credentialing, and beyond.

Handbook Disclaimer

The policies and procedures appearing in the MD Student Handbook reflect the most current policies and procedures of the University and School of Medicine, but are subject to amendment and change without prior notice. EUSOM reserves the right to change policies, procedures, and programs. Minor changes will be posted directly to the Student Handbook. When major changes occur, a notification will be sent to all medical students.

It is the responsibility of each student enrolled in the Emory University School of Medicine to understand and abide by the regulations and policies within this handbook and within Emory University Publications.

Part I: General Information

Accreditation

Emory University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master, education specialist, doctorate and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Emory.

The Emory University School of Medicine MD Program is fully accredited by the Liaison Committee on Medical Education (LCME). Current accreditation standards and additional information is available at www.lcme.org.

Diversity, Equity, and Inclusion
The Emory University School of Medicine is committed to ensuring a climate of inclusion and organizational equity by leveraging the varied attributes of diversity in our community. Our commitment is amplified by our [Mission](#) to recruit and develop a diverse group of students and innovative leaders in biomedical science, public health, medical education, and clinical care. View our [policy](#) here.

### Emergency Preparedness

**CEPAR (Center for Emergency Preparedness and Response)**

The Office of Critical Event Preparedness and Response (CEPAR) serves as the center for Emory enterprise-wide planning for and coordinated response to catastrophic events affecting Emory and the broader community. Learn more about CEPAR [here](#).

**Emergency Notification System**

The [Emory Emergency Notification program](#) is a multi-modal system for alerting students, staff, faculty and visitors of an emergency affecting the Emory community. The wide array of notification options affords Emory the flexibility to convey emergency information in the most appropriate manner and provides redundancy to help ensure the message gets out. Not all emergencies require all of the notification components to be engaged simultaneously.

Students can access the Emergency Alert Information page by logging into [OPUS](#) or [PeopleSoft](#). Students should enter their cell phone number and provider information. Students should be sure to update their information if changes to cell phone number or mobile carrier occur.

### MD Program

**Overview of the MD Student Program**

**Student Physician Activities (SPAs)**

The Emory University School of Medicine Executive Curriculum Committee has stated the outcomes of the MD program in terms of the activities characteristic of a physician that students will learn and do. These “Student Physician Activities” (SPAs) define what students should be able to perform prior to graduation. A list of the SPAs can be accessed [here](#).

The MD curriculum is divided into four phases (view a chart of the 4-year MD Curriculum):

**Foundations of Medicine (18 months):**

Following a week-long shadowing experience, known as “Week on the Wards,” students begin “Healthy Human”, a 4-month study of healthy human physiology. During this time, students begin their clinical
skills training, meeting twice a week with their small group – forming a close relationship with classmates and their faculty mentor early on. Small group discussions about professionalism, ethics, communication, cultural competency, and other “How to be a Doctor” skills add to the “whole person approach” to medical education.

Using those new skills, students begin seeing patients in an outpatient clinic in the early months of medical school. Reporting for service one afternoon every other week for 12-months, first-year medical students are able to learn, hands-on, from a healthcare team – and their patients – in a longitudinal experience.

Approximately 5 months into the curriculum, students begin studying human disease in organ systems-based blocks for the duration of the Foundations Phase. Anatomy lab also takes place during this time period. Each of 24 dissection tables is equipped with a computer to display cross-sectional imaging, study guides, lecture notes, and other electronic references.

An integral part of the MD student experience is the Community Learning and Social Medicine course. This 4-year structured learning experience combines community service with preparation, action and reflection. Learners work with over 50 community based organizations/partners focused on one of four underserved or disadvantaged populations including elderly, disabled, economically disadvantaged, and immigrant/refugee populations.

Upon completion of the formal courses in Foundations, students are given two months of study time for Step 1 of the United States Medical Licensing Exam.

Grading is Satisfactory/Unsatisfactory for the Foundations phase of the curriculum.

Application of Medical Sciences (12 months):

Providing students with core knowledge of the basic clinical medical and surgical fields, each student will complete required rotations in Surgery, Medicine, Pediatrics, Psychiatry, Neurology, Obstetrics & Gynecology, Radiology, Primary Care, Dermatology, Ophthalmology, Palliative Care, and Anesthesiology.

Students complete these rotations at Emory and Emory-affiliated healthcare facilities throughout the Atlanta area, including:

- Grady Memorial Hospital
- Emory University Hospital
- Emory University Hospital Midtown
- Children’s Healthcare of Atlanta at Egleston
- Children’s Healthcare of Atlanta at Hughes Spalding
- Emory Wesley Woods Center
- Atlanta Veterans Affairs Medical Center
• **The Emory Clinic (multiple sites around Atlanta)**

Other clinical sites in and around Atlanta

During the Application phase, students still regularly meet with their Small Groups to further develop their professional identity and to process and reflect on their clinical experiences.

**Discovery (5 months):**

The Discovery phase is a structured time for students to conduct a hypothesis-driven research project under the direction of a faculty member. While the Discovery project must be a scientific inquiry based in medicine, students are able to combine their interests in other areas, such as creative writing, public health, community development, education, or health policy, into their project. Some students are also able to include an international experience in their Discovery project. This is an opportunity for students to renew their creative energies and explore a new facet of medicine under the tutelage of an Emory faculty member.

Students must carry out a research project that meets the standards established by the Discovery leadership for the MD degree. This project can be part of the student’s second degree program, and may be designed and undertaken as part of that program. The Discovery leadership is responsible for assuring that the project fulfills the requirements for the Discovery phase of the MD curriculum.

During Discovery, medical students work full time on their projects with minimal other academic commitments except occasional seminars or workshops relevant to their research. Many students publish their Discovery work in peer-reviewed scientific journals and all students are required to present their Discovery project at Medical Student Research Day in the fourth year.

**Translation of Medical Sciences (7 months):**

This phase prepares each individual for the transition to physician. Required senior rotations include Emergency Medicine, Critical Care Medicine (ICU), 3 months of electives, and a sub-internship in Surgery, Medicine or Pediatrics; there is sufficient time for away-rotations during this year. The Translation Phase concludes with a required month-long Capstone course that offers carefully designed lectures, workshops, panel discussions, and exercises which equip the soon-to-be graduate with the practical skills and information that will be crucial to their success as residents.

**Office of Medical Education and Student Affairs (OMESA)**

The School of Medicine Office of Medical Education and Student Affairs (OMESA) specializes in helping students succeed both academically and personally so that they graduate well-prepared for a career in medicine.
Executive Associate Dean (EAD) for Medical Education and Student Affairs

The Executive Associate Dean for Medical Education and Student Affairs is responsible for oversight and coordination of educational programs within the School of Medicine. These programs include Continuing Medical Education (CME), Graduate Medical Education (GME), and Undergraduate Medical Education (UME). The MD program is one of five degree programs in UME.

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Admissions

The work of Admissions does not end when a new class matriculates into the M1 year. Staff continue to serve students by organizing and directing events including M1 Orientation; White Coat Ceremony; Society picnics; Week on the Wards; class officer elections; Student Organization Fair; coordination of senior student participation in admissions interviews; Housing Weekend; access to the Music Room; and helping enrolled students coordinate a wide variety of student-organized clubs and events.
Clinical Education

The Office of Clinical Education provides resources to support students during the Application, Discovery, and Translation Phases. Some of the major activities of this office include:

- Plan and implement Orientation to the Clinical Years
- Career counseling and assistance with selecting a clinical advisor
- Determine student schedules during the Application and Translation Phases
- Review clinical student assessments and provide counsel to students in need of remediation
- Organize and implement informational class meetings, including Residency Days, for students in their clinical years
• Write student Medical Student Performance Evaluation (MSPE) letters for residency applications
• Issue tokens to access ERAS and upload documents
• Counsel and assist students with the residency application process - selecting letter writers for letters of recommendation, residency program choices, interviewing, NRMP rank list, etc.
• Counsel unmatched students with the Supplemental Offer and Acceptance Program (SOAP)
• Assign student lockers for storing personal belongings while rotating at Grady
• Set up VSAS access for Emory students
• Screen and process visiting student applications, and place visiting students into electives
• This office is supported by the Grady Campus Student Affairs staff listed below.

Office of Clinical Education

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Emory Center for Experiential Learning (ExCEL)

The Emory Center for Experiential Learning (ExCEL) is located in the James P. Williams School of Medicine Building and includes both the Simulation Center and the Clinical Skills Center. The Center is a state-of-the-art facility encompassing over 15,000 square foot of educational space. ExCEL includes spaces for simulated participant experiences, low-tech task trainers, sophisticated human patient simulators, and virtual reality equipment for surgical techniques.

All ExCEL rooms have the capacity for direct and remote observation and recording. Much of the equipment is mobile allowing integration of experiential learning into the classroom and small group learning.

The Clinical Skills (OSCE) Center is used for simulated participant education, clinical skills education, physical diagnosis, assessment and other educational experiences. It contains four suites each of which contain a central debrief room with projection capability and 4 examinations rooms equipped with examination table and standard clinic equipment.

ExCEL is a resource for the entire School of Medicine. Currently, many of the school’s educational programs, residencies, fellowships, and faculty programs work with the Center staff to build robust simulation educational experiences.

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Financial Aid

The goal of Financial Aid staff is to help students find the necessary resources to cover their educational and living expenses and provide counseling to minimize and manage personal expenses while enrolled. Financial aid personnel review applications for financial assistance to determine eligibility for federal and University funds and certifies loan applications. In addition, staff offer education loan indebtedness counseling for all students.

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Medical Education

The Medical Education unit is responsible for executing the medical education program leading to the MD degree, including curriculum development, program evaluation, and student assessment. It also provides administrative support for education-related faculty committees and schedules space for classes, conferences, and other meetings in the School of Medicine building.

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Up-to-date information about the Office of Multicultural Medical Student Affairs can be found here.

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Registrar
The School of Medicine Registrar works closely with the University Registrar and maintains the permanent records and academic documents of all active and former Doctor of Medicine students.

The Registrar is also responsible for:

- Processing requests from students and alumni to view permanent student record
- Maintaining the School of Medicine course catalog and making the necessary annual updates
- Updating the MD program course descriptions and other pertinent information in Oasis
- Managing the registration of all students in their classes each term
- Verifying the accuracy of student grades in the Emory PeopleSoft/OPUS system
- Providing GPA reports for consideration of induction into AOA (MD program) and final honors for graduation
- Managing student enrollment changes
- Monitoring satisfactory progress and advancement to the next phase of the curriculum for MD students
- Ensuring degree candidates have met all graduation requirements
- Certifying graduates with the University, AAMC, and the NBME
- Submitting graduate list of honors students to the University registrar for notation on transcript
- Data reporting on student demographics, enrollment, and academic progress

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Student Affairs and Enrollment Services

Student Affairs processes student enrollment and class registration and provides resources to support and promote students during their development at Emory School of Medicine. Some of the specific functions of this office include:

- Class registration in the Emory PeopleSoft/OPUS system
- Upload final grades for MD students and process grade changes in OPUS
- Process changes to enrollment status for student leaves, dual degree study, and withdrawals in OPUS
- Support EmoryDOCS, which includes: organize and plan student Career Advising resources, activities, and class meetings, maintain and update the EmoryDOCS website
- Assign classrooms and meeting space in 25Live
- Arrange access to the School of Medicine Building after hours for after-hours events and for students with ID prox cards
- Enrollment verification and letters of good standing
- Requests for exclusion of jury duty during medical school rigors
- Emergency loan requests
- Facilitate, monitor and ensure compliance of students’ annual vaccination and healthcare training requirements (PPD, flu shot, OSHA, HIPAA)
- Intent to Graduate letter
- Degree verifications for state medical board/residency programs
- Notary Public services
- Monitor and facilitate the sign up for USMLE board examinations
- Fax and copy documents
- Assignment of student lockers in the student lounge, in the anatomy locker rooms, and in the basement for use by bikers
- Lost and found
- Student Affairs provides services to students on all campuses. Student affairs staff members are located on both the main Emory and Grady campuses.

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Part II: Matriculation

Criminal Background Checks and Drug Testing

Emory medical students undergo Criminal Background Checks (CBCs) before matriculation as facilitated by the Association of American Medical Colleges (AAMC). Acceptance to Emory School of Medicine is contingent upon the authorization of the CBC, as well as the release of its findings to Emory.

Additionally, all incoming medical students will be required to submit to a drug screening, as facilitated by a contracted vendor. The Admissions Committee will review any findings to determine what, if any, action
is required. Students may also be required to undergo additional CBCs and drug screening as required by clinical rotation sites, or if required to do so as an evaluation of their fitness to participate in their medical education.

All positive and multiple negative-dilute drug screenings and any findings from the CBCs, that were not previously disclosed by the applicant prior to acceptance, will be reported to the Executive Associate Dean for Medical Education and Student Affairs, and then referred to a faculty committee for further consideration. After review of the results of the CBC and/or drug screening, the committee may seek additional information from the student, in writing or via interview. In the case of multiple negative-dilute drug screenings, the committee may require the student to submit to a blood-based drug screening.

Given the reports and any follow-up information provided, the committee will provide the Executive Associate Dean for Medical Education and Student Affairs with one of the following recommendations:

1. Revocation of the acceptance to Emory University School of Medicine (for students who have been accepted but not yet enrolled)
2. Referral to a conduct committee for further consideration (for enrolled students)
3. No further action to be taken (for both enrolled and accepted but not yet enrolled students)

The Executive Associate Dean for Medical Education and Student Affairs will consider the report of the faculty committee and relay his decision to the student in writing. Based on the nature of the findings of the CBC report or drug screening, the Executive Associate Dean for Medical Education and Student Affairs reserves the right to immediately suspend a student, pending further investigation. The student may appeal the decision of the Executive Associate Dean for Medical Education and Student Affairs to the Dean of the School of Medicine in writing.

**Entering Medical Student Health and Immunization Requirements**

For the protection of the health of our students and because of the risks of exposure to infectious diseases to which medical students are subjected in the course of clinical work, certain tests and immunizations are required of all students prior to matriculation.

Entering students are required to provide documentation of all required immunizations using the Emory University Student Health and Counseling Services (EUSHS) Immunization Form. This form must be signed by a healthcare provider and returned to EUSHS prior to matriculation.

A physical examination is also required prior to matriculation to the School of Medicine and must be recorded on the School of Medicine Physical Examination Form. This form must also be signed by a healthcare provider and returned to EUSHS prior to matriculation.

Students will not be allowed to register or participate in any clinical activities until both forms are on file with EUSHS. An updated medical history and physical examination are required for re-enrollment after
more than one year of attendance lapses. For re-admission after withdrawal for medical reasons, medical clearance by designated University health officials is required.

Registration and attendance at classes are considered as agreement to comply with the Rules and Regulations of the University as published in the Bulletin and MD Handbook and other official publications of the University and as amended or revised during the student’s continued enrollment.

**Immunization Requirements 2018-2019**

Documentation for the following immunizations and tests is required prior to matriculation for all entering students:

- **Tetanus/Diphtheria/Pertussis** – one adult dose of Tdap within the past 10 years.
- **Measles/Mumps/Rubella (MMR)** – 2 doses of a combined MMR -OR- separate vaccinations for each disease –OR- laboratory evidence of immunity to each disease.
- **Varicella (Chickenpox)** – positive Varicella antibody titer -OR- 2 doses of the Varicella vaccine given at least 1 month apart.
- **Hepatitis B** – series of 3 doses, followed by a post-vaccine quantitative antibody titer.
- **Tuberculosis Screening** – one PPD/Mantoux skin test must be completed within 6 months and at least 2 weeks prior to matriculation. Upon matriculation, incoming students will be required to obtain a SECOND PPD, to be administered during Orientation and at the expense of the School of Medicine. Thereafter, students will receive PPDs at the beginning of each academic year throughout their enrollment at the expense of the School of Medicine. Students whose PPDs convert from negative to positive (reading of > 10 mm induration) while enrolled full-time in the School of Medicine will be referred for care by a physician affiliated with Emory University Student Health and Counseling Services and will receive their treatment at the expense of the School of Medicine.

**TB Screening notes:**

- Entering students with a positive PPD (current or previous) are required to have a negative chest x-ray.
- Students who have received BCG vaccination in the past and have a positive PPD reaction, should have both a chest x-ray and a blood test (QuantiFERON Gold or T-spot) performed to complete the evaluation for latent TB.

More information regarding immunization requirements can be found [here](#).

**Student Agreements, Consents, and Releases**

**Student Agreements**
All medical students must enter into an agreement with Emory University and the Emory School of Medicine to follow all policies and regulations and to abide by the standards of the Conduct Code and Honor Code. All policies and regulations included in these agreements can be found in the Student Handbook.

Students must also agree to use the systems and software required by the school for evaluation and communication.

All student agreements will be signed upon matriculation and each subsequent year of enrollment.

**Student Consents and Releases**

Students must release certain information, including specific protected health information (PHI), to the Emory School of Medicine and allow the School of Medicine to provide this information to Emory facilities and to any outside institution that requests verification of immunization status prior to participation in any required, elective or voluntary clinical experience related to medical training at Emory School of Medicine.

Students must allow the Emory School of Medicine to release information to other departments of the University, such as Student Health Services and the Office of Financial Aid, in order to verify or certify services, scholarship eligibility, or other items necessary for the continuation of enrollment and to meet all state and federal health and safety requirements.

Because passing USMLE licensing exams is a requirement for promotion and graduation from EUSOM, students must agree to release their USMLE Step 1, Step 2 Clinical Knowledge and Step 2 Clinical Skills exam scores and results to the Emory School of Medicine.

All students must also give their consent to be photographed and recorded. Many of the clinical and professional skills assessments require that faculty and students view recordings of their assessments together.

If a student should refuse to provide or revoke any of these consents or releases, the student should understand that such action might affect the student’s ability to meet the requirements for the degree and eligibility to graduate and participate in the national residency match.

These consents and releases must be provided by the student upon matriculation and will remain in effect throughout the student’s enrollment or until such time as consent is revoked, in writing, by the student.

**Technical Requirements for Matriculation**
For successful completion of the course of study for the Doctor of Medicine degree at Emory University, students must have certain technical and intellectual skills. In order to maintain an acceptable level of performance, the student must:

Be able to develop the ability to obtain a medical history and perform a thorough physical examination. These activities require that the student:

- Communicate effectively with the patient and the patient's family in order to obtain an adequate medical history.
- Review records that relate to the patient's medical history and be able to develop a medical record for the current episode that will be useful to others who care for the patient.
- Perform the essential functions of the medical school curriculum such as performing a thorough physical examination by using the appropriate instruments and manual techniques required.
- Be able to participate in and demonstrate an understanding of all phases of the educational program, including lectures, laboratory activities, teaching conferences, hospital rounds, and clinical duties.
- Be able to demonstrate characteristics that suggest that the student has the ability to function in complex social, professional, and personal roles.
- Be able to function in delicate interpersonal relationships and manifest honesty, reliability, genuineness, warmth, and empathy.
- Be able to control impulses and maintain good judgment even under physically and emotionally exhausting conditions.

*Developed in compliance with the Rehabilitation Act of 1973.

Part III: Academic Standards, Policies, and Procedures

Section 1: Attendance

Overview and Expectations

Active participation in all aspects of the medical education program is critical to students' development as physicians. Although attendance is requested at all scheduled classes, attendance is mandatory at all small group sessions, preceptorships, and patient presentations. Attendance is also mandatory for all examinations, including written, oral, and observed structured clinical exams (OSCEs). Attendance is likewise mandatory for class meetings. Daily attendance during clinical clerkships is mandatory, except for required days off as outlined below.

Duty Hours on Clinical Clerkships
During the clinical clerkships, students must adhere to the duty hour guidelines as outlined by the Accreditation Council of Graduate Medical Education (ACGME), with the exception that students cannot work more than 80 hours in any given week.

Duty hours are defined as all clinical and academic activities related to the program:

- Patient care (both inpatient and outpatient)
- Administrative duties relative to patient care
- The provision for transfer of patient care
- Time spent in-house during call activities
- Scheduled activities, such as conferences

Duty hours do not include reading and preparation time spent away from the duty site.

Students on clinical clerkships are required to report their duty hours on a weekly basis via OASIS. The Executive Curriculum Committee monitors student duty hours and makes any necessary curricular revisions to ensure duty hour compliance.

**Punctuality**

In addition to attendance, it is considered part of professional duty and is the responsibility of the student to arrive on time for classes, small group sessions, clinical rounds, scheduled examinations, and all other events related to the M.D. program.

**Arriving Late for or Missing an Examination**

Students who arrive after an examination has begun may be refused admission to the examining room, thus jeopardizing their module or clerkship grade. Unexcused absences from a scheduled exam will result in a grade of “U” (in Foundations) or “F” (in Applications) for that examination. The final grade of a clerkship will account for the failed examination grade as determined by the clerkship director. Unexcused absences from NBME or OSCE exams will result in the student being charged for any additional costs associated with rescheduling of the examination.

Students who are late to an examination or other required sessions as outlined above, are subject to an Unprofessional Conduct Report being submitted to the Progress and Promotions Committee.

**Section 2: Absences**

**Overview**

Students are strongly requested to be present for ALL educational activities. And as stated above, for many of the educational sessions attendance is required. These required sessions are described above.
The practice of medicine is collaborative and collegial. Excellent patient care requires good communication and trust among and between colleagues. Medical education requires students to often be together, and to work with patients, fellow students, staff, and faculty in a regular and predictable manner.

The nature of our work as caregivers requires that we notify appropriate persons when we must be absent so that patient care is not compromised, and both clinical and educational responsibilities are fairly shared.

As a supportive community that values wellness and well-being, the School of Medicine faculty and administration realize that various circumstances--emergent or otherwise--will require that members of our community must occasionally be absent from required events. Furthermore, we must work together to support each other during circumstances that take us away from required events. This policy outlines a process by which students can be granted excused absences. Failure to comply with this policy will be considered unprofessional behavior.

Excused absences will be considered for the following reasons:

- Appointments for medical care that cannot reasonably be scheduled outside your MD program responsibilities
- Acute medical illness or family emergency
- To give a scholarly presentation at an academically relevant national meeting
- Running for or holding national office in a relevant professional organization
- Religious observances
- Residency interviews
- Participation in the MD or MD/PhD interview as an invited tour guide related to the admissions process
- Participation in meetings of the EUSOM Executive Curriculum Committee and its subcommittees
- Required student meetings with deans and potential/actual Discovery mentors

Absence Policy

Excused absences are granted only by the Dean’s Office.

During the Foundations Phase, students should contact Dr. Ira Schwartz. During the Application, Discovery, and Translation Phases, students should contact Dr. Joel Felner or in his absence, Dr. Sheryl Heron.

Requests should be made to the appropriate Dean as far in advance as possible. For emergent absences, students should phone the appropriate Dean. All other requests should be made in person or by email.
If the requested absence is approved, the appropriate Dean will notify the module or clerkship director and the student’s Small Group Advisor. Out of professional courtesy, the students should also notify their appropriate supervising faculty and team members of the approved excused absence.

Any required sessions, academic assignments, clinical work, etc. that are missed must be fulfilled to the satisfaction of the supervising faculty and the appropriate Dean. Within reason, module and clerkship directors will assist students to complete all work missed during excused absences, as deemed necessary by the director of the module or clerkship. If an excused absence does not allow for the missed work to be made up before the end of the module, phase, or clerkship, the student may be assigned a grade of “Incomplete” until the work is completed. If the student is unable to complete the missed work in a timely manner, as determined by the module or clerkship director, the grade may be converted to “Withdrawal”. The designation of “Withdrawal” would require the student to repeat the module or clerkship.

Further information about common reasons for missing required educational events:

**Excused Absences for Personal Medical Care**

Medical students are strongly encouraged to maintain their own physical and mental health and well-being. Whenever possible, students should schedule non-emergent healthcare appointments during times that do not conflict with classroom and clinical activities. In the event an appointment must be scheduled during a required educational activity, students must request permission to be excused from the appropriate Dean (see above).

**Religious Observances**

The Emory School of Medicine recognizes and respects the importance of individual religious beliefs and practices. While the School of Medicine calendar includes only religious observances recognized as U.S. federal holidays, the school seeks to accommodate student religious needs reasonably and within the requirements of the academic schedule. There shall be no adverse or prejudicial effect resulting to any student requesting excused absences for religious observances. Students assigned to patient care educational activities may request assignments that allow the student to meet their religious needs; on occasion, students may be asked to attend patient care activities that cannot be reasonably re-scheduled, such as on-call time with a care team. Required academic work missed as part of an excused absence must be made up to the satisfaction of the supervising faculty member.

**Residency Interviews**

During clinical clerkships, students MAY be granted one-day excused absences for residency interviews per each two weeks of the clinical rotation. Students should discuss and submit requests for absence from clerkship responsibilities to the Deans Office PRIOR to making travel plans. Regardless of absences for
interviews, students must complete the requirements of the rotation by the last day of the rotation. Any deviation from this policy must be approved by the Associate Dean for Clinical Education.

**Participation in the MD or MD/PhD Admissions Process or Tour Guide**

Students actively participate in the MD and MD/PhD admissions process, serving as interviewers and tour guides. Students will not be allowed to miss mandatory components of any clerkship to serve as an interviewer and tour guide.

**Participation in Meetings of the EUSOM Executive Curriculum Committee and its Subcommittees**

Students actively participate in the subcommittees of the EUSOM Executive Curriculum Committee. They play an invaluable role in curricular decisions.

**Required Student Meetings with Deans and Potential/Actual Discovery Mentors**

During the required clerkships, students are required to meet with the Associate or Assistant Dean for Clinical Education. In addition, students need to meet with faculty members in order to select a mentor for their Discovery phase project. If possible, these meetings should be scheduled during a time that minimizes student disruptions in clinical care activities.

View Absence Flow Chart (PDF)

**Section 3: Academic Integrity**

Academic integrity is defined as a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. The Emory University School of Medicine seeks to involve every member of the community in cultivating a culture of academic integrity and promoting communal standards.

Pursuant to this goal, the students, faculty, and administration of the Emory University School of Medicine have created the Honor Code, which presents our standards of academic integrity and outlines the consequences for violations thereof.

This section of the student handbook outlines the School of Medicine Honor Code, along with academic regulations and procedures, promotional guidelines, graduation requirements, and the granting of awards and honors.

**Emory University School of Medicine Honor Code**

**Preamble**
The students, faculty, and administration of the Emory University School of Medicine join together in support of this MD Student Honor Code for the purposes of (a) providing an atmosphere of mutual trust, concern, and respect; (b) fostering honorable and ethical behavior; and c) cultivating lifelong professional conduct.

To promote this purpose, matters regarding academic misconduct shall fall under the jurisdiction of the Honor Code, while other aspects of a student’s medical education will be covered by the guidelines stated in the Student Conduct Code. Students who matriculate in the Emory University School of Medicine are obligated to uphold the Honor Code.

**Statement of the MD Student Honor Code**

Any action indicating lack of integrity or dishonesty in academic matters is considered a violation of academic ethics. Such offenses include, but are not limited to, engaging in or attempting to engage in cheating, plagiarism, sabotage, falsifying or manipulating data, misrepresenting attendance, or knowingly passing off work of another as one’s own.

**Honor Code Violations Definitions and Policies Include:**

- Cheating includes knowingly acquiring, receiving, or passing on information about the content of an examination prior to its authorized release or during its administration; provision or utilization of unauthorized aids; or impermissible collaboration.
- Plagiarism is defined as the act of incorporating into one’s own work, the work or expression of another, without appropriately and adequately indicating the source.
- Sabotage is defined as intentional and malicious actions that impair another student’s academic performance.
- Falsifying or manipulating data is defined as the act of creating, enhancing, or otherwise changing actual results in academic, clinical, or research matters.

Acts observed that appear to be in violation of the Honor Code will be reported to the HONOR COUNCIL. Failure on the part of a student to report such apparent violation will itself be considered a violation of the Honor Code.

Lack of knowledge of the aforementioned precepts will not stand as adequate defense for violation of the Honor Code.

The following pledge may be signed at the end of all final examinations, quizzes, and other important projects on which the pledge is required by an instructor:

“On my honor, I have neither given nor received any aid on this [examination, quiz, or paper], nor am I aware of anyone who did.”
However, absence of this pledge does not exempt the student or the assignment from the obligations set forth under this Honor Code.

Each student upon entering the School of Medicine must sign a matriculation pledge stating that he/she has read, understands, and is aware of his/her responsibilities under the Honor Code. Students will be asked to renew their Honor Code Pledge every year of their enrollment.

The Medical Student Council on Honor

The Medical Student Council on Honor, hereafter, referred to as the Honor Council, will have primary jurisdiction over the supervision of the Honor Code as applies to medical students.

The Medical Student Honor Council will consist of 5 (five) elected student representatives (1 M1, 1 M2, 1 M3, and a Chair and Vice-Chair both elected from the M4 class), approved by the Dean (or his/her designee, hereafter called the Dean), and 2 (two) faculty members appointed by the Dean. Two alternate members from each class will be elected and approved by the Dean. In addition, the Dean will appoint two faculty member alternates in basic science and two in clinical education.

Student Representatives

In April of each academic year following implementation, the members and alternates of the rising M2, M3, and M4 classes will be elected by their own class members to serve on the Honor Council for a one-year term. The elections will be open to any student, including previous members of the Honor Council, who wishes to run. No one previously found to be in violation of the Honor Code is allowed to serve.

M1 students will elect Honor Council members and alternates following the first two months of classes. Vacancies will be filled by special election of the respective student classes.

Faculty Representatives

To establish a pool of four faculty members, two of whom are replaced each year, the following process will be utilized:

- The Dean will appoint two faculty members (one from the pre-clinical faculty and the alternate from the clinical faculty) to serve a two-year term, and two faculty members (one clinical, one alternate pre-clinical) to serve a one-year term.
- After one year, two more faculty members (one clinical and one preclinical alternate) will be appointed by the Dean for full two-year terms. Members who served during the first year for a one-year term will be eligible for reappointment.
- From that time forward, each appointed member could serve no more than two years without reappointment by the Dean.
- Faculty members will be limited to three consecutive terms.
• An Assistant or Associate Dean in the School of Medicine will function as an ad hoc advisor to the Council indefinitely in order to provide guidance and continuity in the day to day operations of the Council. The Assistant or Associate Dean will not be directly involved in investigations and/or hearings but will serve primarily in an administrative role facilitating contact between faculty advisors, students, and Council members.
• Vacancies will be filled by appointments by the Dean.

Leadership of the Honor Council—The Spring Elections

• Chair: The Chair will be an M4 Council member selected to a one-year term by the rising M4 class.
• Vice-Chair: The Vice-Chair will be an M4 Council member elected to a one-year term by the rising M4 class in the spring.
• Secretary: The Secretary will be an M2 Council member elected to a one-year term by the rising M2 class.
• Rising M2, M3, and M4 class elections for the Honor Council will be held in April, and M1 class elections will be held in August at the beginning of the M1 year. The newly spring-elected Council will be in charge during the summer term.

All matters reviewed by the Council will be kept strictly confidential.

Procedures for Reporting Violations and Investigating Violations

1. If an individual believes that a violation of the Honor Code has occurred, that individual must report the violation as soon as possible to any member of the Honor Council. Failure to report the violation will itself constitute a violation of the Honor Code.
2. Once an allegation has been made, the individual making that allegation must draft, sign, and submit to the Honor Council Secretary a brief statement for Honor Council documentation.
3. Upon notification of a possible violation of the Honor Code, the following will occur:
4. The Council Secretary will inform the Honor Council Chair that a violation has been reported and an investigation has been initiated.
5. The Council Secretary will then choose two investigators from available alternate Council members whose responsibility it will be to gather information about the case.
6. The Chair shall subsequently inform the Council faculty members and the Executive Associate Dean of Medical Education and Student Affairs that an investigation is being conducted, but the name of the student and details of the incident will remain known only to the Chair, the Secretary, the investigators, and any individuals the Chair deem necessary.
7. The student named in the allegation will be informed of the investigation prior to its onset. Should the student be a member of the first or second year medical school class, he or she will be informed by the Chair of the Honor Council. If the student under investigation is a member of the third or fourth year class, one of the faculty members of the Honor Council will inform the student.
8. After information concerning the case has been gathered, this information shall be submitted to the Chair of the Honor Council, who along with the two investigators, will judge whether sufficient
evidence exists to warrant a formal hearing. Among the Chair and two investigators, the decision to continue with a formal hearing or cease the investigation will rest upon the concurrent views of at least two of the three participants.

9. If a hearing is deemed warranted, the student will be notified by the Secretary of the Honor Council in writing of the date, time, and place of the Hearing; the nature of the violation with which the student is charged; the evidence of the investigation, including the name of the individual making the initial allegation. Upon notification of the hearing, the student will be provided with a list of available advisors with whom to consult, at the student’s discretion.

10. The hearing will take place within a reasonable time (no more than 21 days) after the accusation is reported to the Honor Council. (In rare instances, a different time period may be determined by the Honor Council based upon the specific circumstances of the case).

11. The student will be permitted to continue academic endeavors until a final decision is made. The student and advisor may review and gather evidence prior to the hearing.

12. For each hearing, the Honor Council will consist of seven members: five student members [the Chair (or Vice-Chair) and four student members consisting of one member from each class] and two faculty members. If members decide they cannot serve for any reason, including conflict of interest, or if representation from each class is not possible, then an alternate member will sit on the Honor Council. The alternate members who serve as investigators will present pertinent information but will not be allowed to vote in the proceedings or to be present during deliberations.

13. It will be the responsibility of the Secretary to inform the Honor Council members of the alleged violation (date, person involved, and nature of the accusation).

14. The Chair (or Vice-Chair) will preside over the hearing and participate in discussion and deliberation of the case but will not have a vote.

The Hearing

Rules of law do not apply to any hearings or proceedings regarding the Honor Code.

Order of Proceeding

1. Call to order.
4. Presentation of evidence: The investigators and the accused may present testimony and other evidence as appropriate and relevant to the case. The Chair and members of the Honor Council, the accused, and the advisor to the accused may ask questions of witnesses, but the Chair shall have the right to determine whether such questions are appropriate.
5. Discussion and deliberation by the Council is held in a private executive session.

Rules Governing Proceedings

1. All hearings will be conducted in closed-door sessions and will remain confidential.
2. Participants in the hearing will be limited to the following:

- Chair (or Vice-Chair) of the Honor Council.
- Members of the Honor Council to include the Secretary or, if needed, a temporary secretary appointed by the permanent secretary.
- Student accused of violation.
- Two alternate Council members who serve as investigators for the case.
- Relevant witnesses who be present only while testifying.
- Advisor for the accused.
- The Secretary or his/her appointee will take notes during the hearing and make them available to the Honor Council.
- The accused has the option of selecting an individual from the School of Medicine, but not a member of the Honor Council, to assist in an advisory capacity prior to the hearing and to be present at the hearing. This individual will not be permitted to testify or to make statements of any nature other than asking questions.

Decision and Penalties

1. For a student to be found guilty of an Honor Code violation, the unanimous vote of the six voting members of the Honor Council will be required [the Chair (or Vice-Chair) will not be eligible to vote].
2. The penalty recommended for an Honor Code violation will be by plurality vote of the six voting members of the Honor Council. In case of a tie, the Chair (or Vice-Chair) will cast a vote.
3. The Dean will be informed promptly following the decision of the Honor Council.

Recommendation for penalties regarding violations of the Statement of the Honor Code

- The standard penalty for violation of the Honor Code is (a) mandatory leave of absence from Emory University School of Medicine for at least one academic term (semester) if the student is in the first or second year of medical school, or for at least four months if the student is in the third or fourth year of medical school; and (b) a grade of “Incomplete” for all courses in which the student is enrolled at the time of the infraction.
- The Honor Council may recommend to the Dean a penalty more severe than a mandatory leave of absence (e.g., permanent expulsion) or may recommend a less severe penalty (e.g., disciplinary probation for Honor Code violation), dependent upon the circumstances of the case.
- Upon receipt of a mandatory leave of absence, the student cannot advance to the next term until he/she has completed the term in which the “Incomplete” grades were given.
- If the student is in the first or second year of medical school, he/she will return from a mandatory leave of absence to the beginning of the uncompleted term. If the student is in the third or fourth year of medical school, he/she will return from a mandatory leave of absence to the beginning of the uncompleted clerkship.
**Decision of the Dean of the School of Medicine**

The final decision rests with the Dean. The decision of the Dean will be effective immediately unless there is an appeal. The appeal, including the basis for the appeal, must be submitted by the student in writing to the Dean within one week after the decision of the Dean. If an appeal is requested, an ad hoc committee consisting of three faculty members from the School of Medicine will be appointed by the Dean. The committee will review the data and render its recommendation to the Dean for upholding or repealing the decision, following which the Dean will issue the final decision in the matter.

**Amendments to the Honor Code**

Amendments to the Honor Code may be proposed by the Honor Council at any point in the academic year; proposed amendments must be approved by the Dean before becoming effective. If an amendment is approved while a case is under active review that amendment will not apply to that case. Any new amendment, once approved, will become effective as soon as all medical students have been notified of the change via mail or email.

**Section 4: Student Records**

The official record of each Emory University School of Medicine student is maintained in the School of Medicine. These records include information that assists in evaluating the progress of students in obtaining their medical education. Student records are kept secure and are not available to anyone other than faculty members and administrators of the School who have an appropriate need to review a student’s attendance or progress.

Other than information covered in the “Consent to Release Information” form, no information is released to external sources without written permission from the student.

While students are enrolled in the School of Medicine, the student record may contain the following:

- Official premedical education transcripts
- Admissions application
- Letter of acceptance
- Georgia residency affidavit
- Consent to Release Information Form
- Verification of TB and mask fit testing
- Verification of annual OSHA and HIPAA training
- Information regarding research or scholarship activities
- Honor Code compliance signature
- MD student Medical Student Performance Evaluation (MSPE)
- Copy of MD student USMLE Exam registration form
• Letters concerning probation, deceleration, leave of absence, failure to be promoted, or disciplinary actions
• Notes concerning health problems are not maintained unless said health problems influence academic or clinical performance.

Access to Student Records

Per Emory University policy under the Family Educational Rights and privacy Act (FERPA), each student has a right of access to his or her education records, except confidential letters of recommendation and financial records of the student’s parents. These rights include:

• The right to inspect education records.
• The right to limit disclosures of personally identifiable information contained in educational records, except to the extent that FERPA authorizes disclosures without consent (i.e. directory information, faculty members and administrators of the School who have an appropriate need to review a student’s attendance or progress)
• The right to request correction of the educational record.

Students who wish to review their file must do so in writing to the School of Medicine Registrar by completing a Request to Review Educational Records Form. The School of Medicine complies with a request within a reasonable time, at most within 45 days. Arrangements are made for the student to read his or her academic file in the presence of a staff member.

Without exception, all requests for letters of reference or for completion of forms relating to academic performance and/or personal qualities require written authorization from the student (or graduate) for release of such information. This also applies to requests for information from faculty or administrative officers. Students have the right of access to letters or statements giving such information unless, in the authorization for release, the student waives this right and agrees that the information to be sent is to be held confidential. Confidential references are often requested by agencies or institutions to which students apply for aid or a clinical position.

Without a formal request, School of Medicine students have access to review information about themselves within the educational systems used by their program that contain courses taken, clinical schedules, assessments, and grades received.

View more detailed information about FERPA

Requesting Certified University Transcripts

At the end of each semester, students can log into the Emory Home Page and access the OPUS system to obtain their course grades, accumulated hours of credit, and grade point average.
If any discrepancies appear on the transcript, students are encouraged to contact the School of Medicine Registrar immediately so the record can reflect the correct information.

The School of Medicine Registrar does not produce transcripts. Students can request certified transcripts by clicking “Request Emory Transcript” under the Academics section of their OPUS account. Certified transcripts are delivered electronically to a specified individual, agency or organization, provided the student’s financial status with the University is clear (no indebtedness except for loans with approved repayment schedules). Emory University utilizes the services of a third party called Parchment, Inc. to process requests. Before initiating the request, students must obtain an email address of the recipient. The transcript will be transmitted within 30 minutes of the online request. If the recipient will not accept an electronic transcript, an option to request a paper copy still exists and can be arranged through the same online process. There is no charge to request an electronic or paper transcript. If a student requests that expedited shipping of the transcript, a shipping fee will be charged to the student. All transcripts include the entire academic record at Emory University; the Registrar will issue no partial statements of record as transcripts. Report of performance in courses before the end of the academic year may be sent to any agency or institution by one of the School’s administrative officers on written request by the student.

View further information on official transcripts.

Section 5: Accommodations

Office of Accessibility Services (OAS)

Emory University provides all persons an equal opportunity to participate in and benefit from programs and services afforded to others. Students requiring accommodations are referred to the Office of Accessibility Services (OAS). The OAS office offers a wide variety of legally mandated services to students with documented disabilities.

As the administrative office responsible for managing access needs, providing ADA accommodations, ensuring compliance with local, state, and federal civil rights regulations pertaining to disability law, and serving as a critical resource for the enterprise, it is OAS’s role to embody Emory's commitment to its mission "in work and deed."

OAS assists eligible students and faculty/staff in obtaining a variety of services (i.e., alternative testing, note taking, interpreting, advocacy, mobility/transportation, etc.) and ensures that all matters of equal access, reasonable accommodation, and compliance are properly addressed.

Eligible students and faculty/staff must register and request services — contact OAS at Emory University or Emory's Oxford College. Confidentiality is honored and maintained.
In compliance with the Americans with Disabilities Act, Emory University School of Medicine is committed to making reasonable accommodations to assist students with documented disabilities to fulfill their educational objectives.

Students with disabilities who wish to request accommodations under the ADA must follow the University’s procedures for verification of ADA eligibility by submitting supporting documentation to the Office of Accessibility Services (OAS). Once OAS verifies an individual’s ADA eligibility, the student will work with the medical school’s Assistant Director of Medical Education Programs Management, Sherice Allen-Henry, to coordinate their accommodations while matriculating. Further information about documentation requirements and the eligibility process can be found OAS’s website at http://accessibility.emory.edu/students/new-to-oas/documentation.html.

Once a student’s ADA eligibility has been verified, there is no need to repeat the registration process unless the student’s situation or needs change. Students must request an updated accommodation letter each term to share with the Mrs. Allen-Henry. If an adjustment to an accommodation is needed, it is the student’s responsibility to reach out to OAS. Accommodations are only determined by OAS.

Any confidential records and documentation submitted by the student to OAS to support determination of ADA eligibility will be retained and kept confidential in the OAS office. Once an accommodation letter has been generated, it is the student’s responsibility to share this letter with the Assistant Director. This is an official notice of the individual’s ADA eligibility and guidelines related to reasonable accommodations appropriate for the individual’s needs.

It is the responsibility of the student to request needed accommodations. Once a request is made, the student will meet with Mrs. Allen-Henry to assist in the implementation of necessary accommodations. Unless a request is made, and the student authorizes release of the information regarding the need for accommodations to appropriate others (faculty, staff, etc.), the medical school will not proceed with arranging accommodations. No retroactive consideration will be given to students who fail to request or to complete the approval process.

Notification to faculty and others about a student’s need for accommodations will contain a statement of the student’s ADA eligibility as well as guidelines for necessary accommodations. No information about the student’s diagnosis, condition or history will be available in any way to course instructors or others from whom a student might request an accommodation.

The Assistant Director of Medical Education Programs Management will maintain a folder containing all accommodation letters for each student. Such material will be retained separately from the student’s academic file, and access to such material will be limited and appropriate confidentiality will be maintained. The school will not release details related to accommodations that were provided (for example to residency programs, etc.).
Students will be apprised of ADA eligibility within the timeframe that is established by OAS. If a request for eligibility verification is made at the start of an academic period, accommodations cannot be implemented until the student’s registration is finalized with OAS. Because of the number of verifications being processed at the beginning of the academic period, students are urged to submit their request for eligibility verification and accommodations as far in advance as possible. Advance preparation will ensure the smoothest availability of needed accommodations.

**Determining Initial Eligibility**

Students new to Emory or the accommodations process must follow these OAS policies and procedures for determining initial eligibility. Returning students will skip this step.

Fill out Emory’s [student registration form](#) and submit it along with the appropriate medical/disability documentation.

An OAS staff member will review the application materials and determine appropriate accommodations specific to the individual’s disabilities. Accommodations are developed for students on an individual basis and, depending on the course content and format, may vary by semester or term.

If a student is determined to be eligible for reasonable accommodation, an OAS staff member will meet with the student to discuss approved accommodations. Otherwise, OAS may assist the student in identifying voluntary and readily achievable means for meeting his or her needs.

**Requesting Accommodations**

Students who need accommodations to participate fully in Emory’s programs should file a formal request for accommodations with OAS. The best time to do so is immediately after registering for classes each semester or term, as this allows OAS to adequately coordinate services and provide instructors with reasonable notice.

Students who are already registered with OAS must request accommodation letters each term.

Newly admitted students should apply for accommodations using the same process as current students. Determination of eligibility for OAS services and accommodations is not part of the admission process.

Students who have developed an impairment due to an illness, accident, or surgery may contact the office about potential accommodations for a temporary disability.

*Students have the primary responsibility of advocating for themselves during the accommodation process.* They should not rely on their parents, faculty members, or others to do so for them.

**Implementing Accommodations**
After registering with OAS and receiving approved accommodations, the student will request an accommodation notification letter.

It is the student’s responsibility to contact the Assistant Director of Medical Education Programs Management, Mrs. Sherice Allen-Henry, to provide a copy of the official notification letter and to schedule a meeting to discuss and coordinate logistics of administration of any assessments in which accommodations will be used.

A copy of the official notification letter must also be submitted to individual faculty members, clerkship directors and coordinators responsible for teaching and/or administering an assessment of the student in which an accommodation is requested.

**Special Accommodation Testing Policy**

We provide a secure, distraction-reduced environment in which students can use testing accommodations that may be assigned to them by the Office of Accessibility Services. Tests are proctored Monday through Friday from 8 a.m. until 5 p.m. Special arrangements must be requested in advance and receive prior approval if a student needs to take an examination outside of those hours. To make arrangements, contact Sherice Allen-Henry, MS, Assistant Director of Medical Education Programs Management, at sahenry@emory.edu.

**Before Your Exam**

- To utilize approved special accommodations, it is the student’s responsibility to contact Sherice Allen-Henry at the beginning of each term they are registered and submit the official accommodation letter from the Office of Accessibility Services.
- Once the School of Medicine receives the letter of notification, students must contact Mrs. Allen-Henry at the beginning of each course or clerkship to coordinate logistics of administration of any assessments in which accommodations will be used.
- It is also the student’s responsibility to disclose to the director and/or coordinator of each course or clerkship, if they choose to do so.
- Since both the student and their professor will need to complete several steps, it's important to verify that everything is ready before the date of each exam.
- You will receive an email confirmation to identify which building and room to report to for your exam.
- Review and confirm the exam schedule and details ahead of time.

**Day of Your Exam**
Certain rules and requirements apply to the testing environment. Students must review and become familiar with the rules and procedures listed below.

Test Day Rules and Procedures

- You must arrive ten minutes prior to the start of each exam or exam section for check in and to allow for any delays. Late arrival will result in loss of total examination time.
- You are required to adhere to your test day schedule.
- Do not bring any personal/unauthorized items into the secure testing area. Such items include but are not limited to outerwear, hats, food, drinks, purses, briefcases, notebooks, notes, pagers, watches, cell phones, recording devices, and photographic equipment.
- Show a photo ID to the proctor when signing in. Testing cannot take place without an ID.
- Food and drinks are only allowed if their presence is an approved testing accommodation by the Office of Accessibility Services.
- You are not permitted to access any unauthorized items during the exam administration.
- A scratch pad or paper will be provided to you. You are not allowed to bring your own paper into the secure testing area.
- Do not make notes on your scratch paper prior to starting your exam and/or entering your start up code. Once your exam begins, you are permitted to make calculations or notes ONLY on the erasable note board or scratch paper provided.
- You must turn in all used and unused scratch paper to the proctor at the end of your exam.
- You must adhere to the instructions provided by proctors administering the examination.
- Carefully review and agree to abide by any instructions provided or that appear at the start of the examination session.
- Test proctors are not authorized to answer questions from examinees regarding examination content or scoring during the exam.
- Do not leave the testing site at any time during the administration of your exam unless you inform and obtain permission from the testing proctor or are instructed to do so by test administration staff.
- Failure to follow test day rules and procedures may result in the withholding or cancellation of your scores, and/or a bar from future exams administered by the NBME.
- Earplugs and ear protectors are recommended.
- Exams are closely monitored. Staff enters the testing area often.
- If cheating occurs, the exam will be stopped, the course/clerkship/module director and dean will be notified, and all materials will be held for action.

Breaks
• Your break(s) will be scheduled and timed.
• Return all test materials and personal items to the proctor before you start your break.
• Students may choose to omit/skip breaks, but students may not exceed scheduled break times unless given special permission by dean(s).
• Time will not be stopped during any exam unless it is an approved testing accommodation; it is at the student’s discretion to break while time is running.
• Note: EUSOM is not responsible for your personal belongings.

Cancellations

• Tests must be cancelled 48 hours in advance with approval from the student’s assigned dean.
• Students are responsible for rescheduling exams in communication with his/her dean.

EUSOM Special Accommodations Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sherice Allen-Henry, MS</td>
<td>Assistant Director of Medical Education Programs Management</td>
<td>(404) 712-7967</td>
<td><a href="mailto:sahenry@emory.edu">sahenry@emory.edu</a></td>
</tr>
<tr>
<td>Gordon Churchward, PhD</td>
<td>Assistant Dean for Medical Education and Student Affairs</td>
<td>(404) 712-9943</td>
<td><a href="mailto:Gordon.churchward@emory.edu">Gordon.churchward@emory.edu</a></td>
</tr>
<tr>
<td>Tyrese Hinkins Jones</td>
<td>Associate Director, Medical Education</td>
<td>(404) 727-8777</td>
<td><a href="mailto:thinkin@emory.edu">thinkin@emory.edu</a></td>
</tr>
<tr>
<td>OAS</td>
<td></td>
<td></td>
<td><a href="http://accessibility.emory.edu/about/people.html">http://accessibility.emory.edu/about/people.html</a></td>
</tr>
</tbody>
</table>

Section 6: Clinical Placement Reassignment and Schedule Changes

The School of Medicine considers student requests for clinical placement reassignments and schedule changes.

Requests for Clinical Placement Reassignments

During the Application and Translation Phases, clerkship directors and coordinators are responsible for assigning students to specific rotation sites. Clerkship directors may factor student preferences into such assignments, but preferences are never guaranteed.
Should special circumstances arise either before or during when a student is placed, a student may request (in writing) a reassignment. A student’s request for reassignment must provide an appropriate rationale. All requests for reassignment should be sent to the respective clerkship director(s) unless the special circumstance is of a highly personal nature. In such cases, a student should request reassignment from the Associate Dean for Clinical Education.

When a decision to deny a student’s request for reassignment is made by a clerkship director, the student may appeal the decision to the Associate Dean for Clinical Education, who will have the final authoritative decision. If the decision to deny a student’s request is initially made by the Associate Dean for Clinical Education, the student may appeal to the Executive Associate Dean for Medical Education and Student Affairs.

Requests for Schedule Changes in the Application and Translation Phases

During the Application and Translation Phases, student schedules are created by the Office of Medical Education and Student Affairs. Many considerations are factored into student schedules. Should special circumstances arise before, during or after student schedules are finalized, a student may request (in writing) a schedule change. A student’s request for a schedule change must provide an appropriate rationale (e.g. personal, medical necessity or other unforeseen issues). All requests should be sent to the Associate Dean for Clinical Education, who will make the final decision.

Section 7: Graduation Requirements for the MD Degree

Student Physician Activities (SPAs)

The Emory University School of Medicine Curriculum Committee has stated the outcomes of the MD program in terms of the activities characteristic of a physician that students will learn and do. These “Student Physician Activities” define what students should be able to perform prior to graduation.

1. Take a patient-centered history (focused and complete)
2. Perform a physical examination (standard and “core and cluster”) and recognize normal and abnormal findings
3. Demonstrate understanding of relevant scientific principles of medicine
4. Prioritize a differential diagnosis based on clinical reasoning
5. Develop a patient care plan
6. Perform technical procedures * (see Graduation Technical Procedures List)
7. Communicate with patients and their support system regarding their care
8. Participate in difficult conversations with patients and their families
9. Document and present patient findings and treatment plans
10. Explain the scientific principles of medicine as applied to differential diagnoses and patient care plans
11. Use electronic medical records
12. Formulate clinical questions and search the literature for evidence that enhances patient care
13. Contribute to generalizable medical knowledge
14. Apply best evidence to the care of individual patients
15. Recognize and address ethical dilemmas
16. Protect patient information
17. Fulfill the unique professional role of a physician in society
18. Manage time
19. Be a leader
20. Use feedback to improve one’s own practices
21. Demonstrate trustworthiness to patients, colleagues, and other healthcare personnel
22. Treat patients while understanding own biases
23. Treat patients without regard to personal advantage
24. Work in interprofessional teams
25. Identify personal limitations and seek assistance as needed
26. Teach peers and team members
27. Serve the community
28. Contribute to healthcare quality and safety initiatives

* Graduation Technical Procedures List

1. Adherence to universal precautions
2. Putting on gloves and gowns using sterile technique
3. Basic life support (as evidence by completion of a BLS course)
4. Use of an automatic external defibrillator
5. Drawing venous blood

**Academic Requirements**

The judgment of the faculty as to the fitness of a student for the MD degree is based not only upon scholastic achievement, but also upon evidence of the student’s character and professionalism. Each student must be approved for graduation by the Dean and the School of Medicine Council of Chairs.

To be eligible to receive the degree of Doctor of Medicine from Emory University School of Medicine, students must:

1. Have attained satisfactory standing in all courses and clerkships required for the degree and mastered the 28 Emory University School of Medicine SPAs;
2. Have taken and successfully passed Step 1, Step 2 Clinical Knowledge and Step 2 Clinical Skills of the USMLE;
3. Have completed all academic requirements of the MD degree within no more than six academic years from the date of matriculation.
Financial Obligations for Graduation

It is a requirement for graduation that all financial obligations to the University shall have been satisfied. Students with an unpaid balance on their student accounts may have a hold placed on their diploma and transcripts until the balance is paid in full.

Section 8: Honors

Academic Honors

Academic honors are determined by a School of Medicine faculty committee. The designation of students graduating cum laude, magna cum laude, and summa cum laude are made on the basis of a combination of grade point average and other academic accomplishments, inclusive of work done as part of dual degree work or external fellowships.

Alpha Omega Alpha

Founded in 1902, Alpha Omega Alpha Honor Medical Society is a professional organization that recognizes and advocates for excellence in scholarship and the highest ideals in the profession of medicine. Students are elected based on their embodiment of the vision and goals of the society:

1. Professionalism: To hold the conviction that professionalism in medicine is a worthy goal.
2. Scholarship: To promote scholarship among medical professionals.
3. Leadership: To set an example worth emulating.
4. Service: To serve the medical profession and the community.

The National AΩA Constitution stipulates that one-sixth of a medical school graduation class may be considered for membership, and up to one-half of the total may be nominated during the junior year. New members are elected by the student members of Alpha Omega Alpha. Elections occur during the spring of junior year and the fall of senior year.

Students who are in the upper quartile (25%) of their class in grade point average are eligible for nomination. As outlined above, additional criteria include leadership capabilities, ethical standards, fairness in dealing with colleagues, demonstrated professionalism, and service to the school and community at large.

For additional information on AOA.

Section 9: Leaves/Interruption of Medical Education

Requests for a leave may be granted by the Executive Associate Dean for Medical Education and Student Affairs or his/her designee or when recommended by a faculty committee. A leave may be granted, if
deemed appropriate, for health, personal, or family reasons, or for special academic study. A leave is generally granted for a period of one year or less, and readmission is automatic at the time agreed upon when the request is made, provided any issues necessitating the leave have been dealt with appropriately. If for any reason the leave extends beyond one year, the student must apply for readmission, unless a longer period for special study is approved by the Executive Associate Dean for Medical Education and Student Affairs or his/her designee. The leave does not extend the six-year period allowed for completion of the standard MD degree unless the approved leave involves an academic course of study longer than two years to qualify for a degree or certificate. The fact that this leave will take more than two years must be made clear in writing to the Executive Associate Dean when requesting approval for the LOA.

The School of Medicine reports all leaves/interruption of medical education in the Medical Student Performance Evaluation (MSPE).

All students requesting a leave must:

1. Request the leave in a letter specifying both the start and the return to medical school dates
2. Meet with the Executive Associate Dean for Medical Education and Student Affairs or his/her designee
3. Meet with the School of Medicine Registrar and Associate Director of Financial Aid and Scholarships (if the student receives financial aid), and
4. Receive a letter from the Executive Associate Dean for Medical Education and Student Affairs or his/her designee approving the leave.

Discussion about planned absences (e.g. for special academic study, research fellowships, or other Extended Discovery activity) whether involving study at Emory, or away from Emory, should be made as far in advance of the absence as possible, and preferably during the application process for the special academic course of study. Optimally, written requests for such absences should be made at least 3 months in advance.

**Section 10: Medical Student Performance Evaluation (MSPE)**

The MSPE (“Dean’s Letter”) is prepared for all senior students by the Associate or Assistant Dean for Clinical Education and Student Affairs. The document is a key part of the residency application packet.

If for any reason, a student believes that the Associate or Assistant Dean for Clinical Education and Student Affairs cannot prepare the letter in an unbiased manner, he or she may request that the letter be completed by another member of the Dean’s Office.

The document is a letter of evaluation, NOT a letter of recommendation. That is, it is intended to be a comprehensive summary of the student’s academic record through the first three years of medical school. The MSPE consists of the student’s progress until the MSPE is submitted on or around October 1st as
dictated by the National Residency Match Program (NRMP). It is intended to present the student in the best possible light but also to convey accurate information to a residency program director about the student’s qualifications for graduate medical education.

Unique to Emory’s MSPE is inclusion of information written by the student’s Small Group Advisor.

The MSPE is specialty-neutral and has been standardized across medical schools to include six sections that include the following:

- Identifying information
- Noteworthy characteristics (total of 3)
  - Written by student and edited by the letter writer (Associate or Assistant Dean)
- Academic history – date of matriculation and leave/interruption of medical education (if applicable)
- Academic progress – which includes student performance on USMLE Step 1 and 2, Foundations and Application phases, the Discovery phase of the curriculum (unique to Emory), and small group advisor comments
  - Of note, a bar graph of the cumulative GPA for the Application phase is included with letter
- Summary
- Medical school information

Additional information on the MSPE can be found here.

**Process**

All graduating medical students should make an appointment to meet with their MSPE writer between April and August of their senior year. Students should provide an up-to-date curriculum vita and complete the MSPE form in Oasis, which is required by the dean’s office prior to the scheduled meeting.

Students have the opportunity to review the MSPE for factual accuracy at two points in the MSPE process (after the first and final drafts). All reviews must be in-person, and done in the Office of the Associate Dean for Clinical Education and Student Affairs. Students who will be out of town during September should notify their MSPE writer as soon as possible. Every effort will be made to have the letter completed before the student departs, so the student can review the content of the letter in person. For those students who are not able to review their MSPE in the office, they are encouraged to arrange a phone call in which the MSPE will be read to them by the Assistant or Associate Dean for Clinical Education and Student Affairs. The MSPE will not be transmitted electronically to students for review.

All MSPEs are transmitted on or around October 1 of each academic year. It should be noted that invitations for residency interviews are sometimes offered before the MSPE is uploaded into ERAS; therefore, it is important that students submit their applications and letters of recommendation in a timely manner.
Section 11: National Standardized Examinations

National Board of Medical Examiners (NBME) Subject Exams

NBME Subject Examinations are an important part of the educational process, evaluating the performance of a large, representative group of examinees at the same stage of training. These exams are used throughout the curriculum as one part of the evaluation process. Students are required to take NBME Subject Examinations at scheduled times and locations. Those students granted special accommodations for testing must present them to Ms. Sherice Allen-Henry, Assistant Director of Medical Education Programs Management, a letter from the Office of Disability Services each semester outlining the student’s specific accommodations.

Individual arrangements will be made for the student at each exam in accordance with the specified accommodations.

To prevent additional charges, exam orders must be placed at least 22 days prior to the testing date. Therefore, it is important for the Office of Medical Education and Student Affairs (OMESA) to know well in advance the number of students scheduled to test at every exam. Unexcused absences from NBME exams will result in the student being charged for any additional costs associated with rescheduling of the examination.

For NBME examinations, students MUST test during the exam time (and date) supported by the medical school. A published exam schedule is available through the student portal.

To ensure the security of NBME materials and compliance with testing regulations, all NBME subject exams must be administered by trained proctors in an NBME-approved testing site. The School of Medicine Building is the only approved testing site for Emory medical students.

Arriving Late for an NBME Exam or Missing Examinations

It is considered part of professional behavior and the responsibility of the student to arrive on time for scheduled examinations with their Emory cards.

Emory designates a Chief Proctor for NBME exams. It is the responsibility of the Chief Proctor and his or her designees to assure that NBME exams are given in strict accordance with NBME policy. As per this policy, a student may be admitted to a testing room up to 30 minutes after the exam has started, provided the student’s name is on the check-in roster and the Chief Proctor approves the late start. Students arriving late for an exam will be expected to end the exam at the same time as other examinees; no extra time will be allotted to compensate for their tardiness.

For any student who is more than 30 minutes late for the exam, the NBME must be contacted by the Chief Proctor to seek approval for taking the examination. The Chief Proctor and his or her designees are not
required to allow any student to start an exam late if doing so will be excessively disruptive to the other students.

**United States Medical Licensing Examinations (USMLE)**

The USMLE is an examination series with four complementary steps, the first three of which are graduation requirements for Emory University School of Medicine. Students must successfully pass Step 1, Step 2 Clinical Knowledge, and Step 2 Clinical Skills in order to graduate from Emory University School of Medicine.

**USMLE Step 1**

In addition to successful performance during the Foundations Phase, students must also earn a passing score, as set by the USMLE, on Step 1 examination of the United States Medical Licensing Examination (USMLE) prior to beginning the Application Phase of the Emory University School of Medicine curriculum. With written permission from the Executive Associate Dean, a student may begin the Applications Phase after having taken the USMLE Step 1 before the test score has been released by the USLME.

USMLE Step 1 must be taken by February 1st following completion of the Foundations phase. Prior to taking USMLE Step 1, all academic requirements of the Foundations Phase, including any necessary remediation, must have been completed by the preceding December 20th. For students who do not meet these deadlines, the School cannot guarantee Application, Discovery and Translation schedules that will permit the student to graduate at the expected time. Any delay in taking USMLE Step 1 must be approved in writing by the Executive Associate Dean for Medical Education and Student Affairs or his/her designee. Students who do not meet these deadlines for completion of academic requirements and for taking and passing USMLE Step 1 may be referred to the Progress and Promotions Committee for action.

The following guidelines have been adopted regarding failure to pass the first administration of Step 1 of the USMLE.

A student whose overall academic record warrants promotion, but whose failing Step 1 score is 15 points or less below the passing level has two options to gain promotion into the clinical years:

- **Option A** - permits re-taking the test at the next available administration. Once the examination has been retaken, the student may begin clinical work. If a passing score is achieved, the student will continue the Application Phase; if a passing score is not achieved, the student will cease Application Phase course work and be allowed to retake the examination a 3rd time. It is highly encouraged that such students engage in an intense review of the basic sciences and consider auditing courses prior to re-taking the examination for the third and final time.
- **Option B** - grants a year’s time during which time the student is encouraged to obtain remedial help and engage in an intense review of the basic sciences, with retake of the examination by February
1st of the following year. If the test is passed at that time, the student then enters the Applications Phase.

A student whose failing score is more than 15 points below the passing level is generally required to take a leave of absence to prepare for retaking the test the following year. Such students may appeal to the Executive Associate Dean for Medical Education and Student Affairs and request an earlier re-take if extenuating circumstances can be shown. On successful retake, such a student enters the Application Phase.

A student who fails USMLE Step 1 on the second administration will be given a third and final opportunity to successfully pass Step 1. A student who has three unsuccessful attempts to pass Step 1 of the USMLE will be considered for dismissal.

**USMLE Step 2 Clinical Knowledge (CK)**

Students are encouraged to take Step 2 CK as soon as feasible after the Application Phase. At the latest however, students must take Step 2 CK by October 31st of their senior year. Passing Step 2 CK is a requirement for graduation. Students will have no more than 3 attempts to pass USMLE Step 2 CK. A student who has three unsuccessful attempts to pass Step 2 CK of the USMLE will be considered for dismissal.

**USMLE Step 2 Clinical Skills (CS)**

Students must take Step 2 CS by July 31st of the senior year (only exception is MD/PhD students – deadline is October 31st). Students must schedule their exam date by the preceding March 31st in order to ensure an exam date by the July 31st deadline. Passing Step 2 CS is a requirement for graduation. Students will have no more than 3 attempts to pass USMLE Step 2 CS. A student who has three unsuccessful attempts to pass Step 2 CS of the USMLE will be considered for dismissal.

**Section 12: Progress and Promotions**

**Promotional Guidelines**

A student is considered to be achieving satisfactory academic progress as long as he or she passes the sequence of course and clerkships established by the Curriculum Committee and meets the performance standards for the 28 SPAs as set by the Executive Curriculum Committee. The assessment of academic progress includes the domains of knowledge, skills, behaviors, and attitudes – as expressed in the form of Student Physician Activities (SPAs). Hence, professionalism is an integral component when considering academic progress.
Independent of the final grade, unprofessional behavior may be the sole criterion for which a student may be recommended for a letter of concern, academic warning, academic probation, suspension, dismissal, or other sanctions as described throughout this document.

Students must be aware that the designation of academic probation or suspension may result in the loss of federal financial aid.

**Progress and Promotions Committees**

The academic progress, including professional development, of EUSOM students is monitored in two separate Progress and Promotions (P & P) committees. The module and course directors for the Foundations Phase (i.e., Foundations Phase P & P Committee) and the clerkship/course directors for the Application, Discovery and Translation of Medical Science phases (i.e., Application, Discovery, Translation Phases P & P Committee) meet regularly to review the performance of all students. Each committee has a chair appointed by the Executive Associate Dean (EAD) for Medical Education and Student Affairs. The P&P committees review the academic records of students and are responsible for making recommendations to continue the student in good academic standing or address academic concerns.

Academic concerns are brought forth by the module or clerkship directors and discussed in the appropriate P & P meeting. The P & P committee reviews the entirety of the student’s record at EUSOM in determining the appropriate sanctions and will have access to any documented violations of the Honor or Conduct Codes. The sanctions could include recommendations to the EAD that the student receive a letter of concern, academic warning, academic probation, suspension or dismissal.

If, after a full discussion, a committee member recommends a specific sanction which is seconded by another committee member, then the committee members vote on approval or disapproval of the sanction. The sanctions do not have to follow a specific order (i.e., a student does not have to be on probation to be suspended or dismissed; a student does not have to be given an academic warning before being placed on probation). The criteria for each sanction are outlined below:

A letter of concern is recommended when the committee members have a concern about the student’s performance but feel that the concern is not indicative of a pattern of underperformance or professional lapses. The letter is intended to make the student aware of the concern and serves as a record the student was notified of the concern. An example of behaviors warranting a letter of concern would be a student in good academic standing missing a required lecture, failing to contact a module director to complete remedial work in a timely manner or being late to clinical rounds on several occasions.

An academic warning is recommended when a student’s deficiencies are of a more serious nature or if an issue was previously the reason for issuing a letter of concern. In the Foundations Phase, an example that would warrant an academic warning would be if a student receives a grade of Unsatisfactory in two modules within a single semester. In the Application Phase, examples that might warrant an academic warning would be a student who receives two C’s in different clerkships or has professionalism concerns such as a breach in patient confidentiality or a student who had previously been given a letter of concern.
in the Foundations Phase for missing a required lecture who is also late to rounds on several rotations on an Application Phase clerkship.

Academic probation is recommended when a student’s performance is unsatisfactory (e.g., D in a course, repeated instances of unprofessional behavior, or gross neglect for the welfare of a patient). The committee recommendation will include the period of time for the probation.

Suspension is recommended for the same types of serious academic issues as probation. Suspension may be recommended when the committee feels that the student would benefit from a period to manage some external distractions or other concerns. The period of suspension is recommended by the committee including the terms for returning to the medical school curriculum.

Dismissal is recommended for either serious breaches in behavior such as actions that caused harm to a patient due to a student’s conduct or academic concerns including failure of a course and/or clerkship.

The grading systems (as defined earlier in the handbook and reviewed below) and management of academic concerns can be different for the Foundations Phase and Application/Discovery/Translation phase courses/clerkships.

1 Students who have violations of the EUSOM Honor Code as defined in the EUSOM Student Handbook or the EUSOM Conduct Code (for violations of conduct outside the academic setting) are referred to The Medical Student Honor Council or an ad hoc Conduct Committee, respectively.

2 Note that a module or clerkship director who has recommended that a student should be discussed in the P&P committee or, who has given a student a failing grade, must recuse themselves from voting on any action.

Promotion in the Foundations Phase

The Foundations Phase course directors assign grades to students on a Satisfactory/ Unsatisfactory scale. Any student who receives a grade of Unsatisfactory must undertake remediation according to the policy approved by the Curriculum Committee, to the satisfaction of the module director. If a student receives a grade of Unsatisfactory in more than four modules overall, the committee will consider academic probation and recommend that the student repeat either the Human Disease section or the entire Foundations Phase of the curriculum.

Of special note, although Anatomy is not a separately graded course, students must reach a satisfactory standard of performance in the portion of each end of module exam devoted to Anatomy. In addition, students must reach a satisfactory standard of overall performance in Anatomy when the initial scores for these portions of each exam, prior to remediation, are combined.

The chair of the Progress and Promotions Committee is responsible for writing a letter to the EAD which outlines any academic concerns and summarizes the discussion of the committee members, the vote on the sanctions and the rationale for making a recommendation for sanctions. The EAD may accept the
recommendations, or request clarification or discuss any concerns about the justification for the sanctions given the documentation in the letter with the committee chair. The EAD will then schedule a meeting to discuss the concerns expressed by the committee to the student and, at the EAD’s discretion, may decide to follow through with the recommended sanctions, or relay the concerns of the committee and not impose the sanctions. If a student is given an academic sanction, the sanction is documented in a letter to the student that is placed in their academic file. The committee is informed of the EAD’s decision regarding the recommendations at the next scheduled meeting by the EAD.

If the EAD has been notified of a recommendation for suspension or dismissal, the EAD will convene an ad hoc committee of two senior faculty members with no previous knowledge of the student’s academic performance to review the entirety of the student’s record and the circumstances surrounding the committee’s recommendation. The ad hoc committee may contact the P & P committee chair to get clarification on the documents presented. But their task is not to gather new information (such as interviewing the student), they are instead charged with evaluating the documentation and determining if the decision to place the student on academic suspension or probation is justified given the documentation.

The ad hoc committee will then provide the EAD with their recommendation as to whether or not to proceed with the recommendation of the Progress and Promotions committee. The final decision for suspension or dismissal is made by the EAD after considering the ad hoc committee’s recommendation. The EAD’s final decision is then provided to the student and a copy is placed in the student’s file. A student may appeal the decision of the EAD to the Dean by submitting such request in writing within ten (10) days of being notified of the decision by the EAD.

**Promotion in the Application, Discovery, and Translation Phases**

The student’s performance in clinical medicine in the clerkships/courses (i.e., Application, Discovery, and Translation of Medical Science phases) is an important assessment of their skills and competency in clinical medicine.

Students in the Application, Discovery, and Translation of Medical Science phases receive letter grades and failure to achieve a passing grade on their initial attempt at completing any of the courses (i.e., D or F) will trigger the committee to consider recommending academic sanctions. Students who receive a D or F in a clerkship are required to repeat the clerkship and will receive a second grade on their transcript indicating their initial grade as well as the grade they received after remediation. The outline below is in reference to the sanctions associated with the initial grade the student received for the clerkship:

- **Students who receive a grade of D** in a required clerkship will be recommended for academic probation or suspension and will be required to repeat the clerkship before continuing in the medical curriculum. A student who repeats a clerkship and receives a D or F in the repeated clerkship will be recommended for suspension or dismissal.
- **Students who receive a “D” on two separate clerkships** will be required to repeat the entire phase that they are in at the time they receive their second D (i.e., Application Phase or Translation of Medical Science Phase) and be placed on academic probation. For example, a student who receives a D in the Application Phase and remediates to a B, then receives a second D in the Translation of Medical Science Phase would have to repeat the Translation Phase. Another example- if a student in the Application Phase received a D on the Surgery Clerkship and a second D on Medicine Clerkship then they would have to repeat the entire Application Phase.

- **If the student receives a D or F in a clerkship/course** during the remediation of the Application, Discovery or Translation phases, then they will be recommended for dismissal.

- **Students who receive an F in a clerkship/course** will be: 1) required to repeat the clerkship/course before continuing on additional clerkships and placed on academic probation; or, 2) required to repeat the entire phase (Application Phase, Discovery or Translation of Medical Science Phase) and be placed on academic probation; or, 3) recommended for suspension with requirements to repeat the clerkship/course they failed and/or repeat other clerkships/courses when their suspension ends, or 4) recommended for dismissal.

- **Students who receive two F’s in clerkships/courses** (including students who receive an F during clerkship/course repetition) will be recommended for dismissal.

The chair of the Progress and Promotions Committee is responsible for writing a letter to the EAD which outlines any academic concerns and summarizes the discussion of the committee members, the vote on the sanctions and the rationale for making a recommendation for sanctions. The EAD accept the recommendations, or request clarification or discuss any concerns about the justification for the sanctions given the documentation in the letter with the committee chair. The EAD will then schedule a meeting to discuss the concerns expressed by the committee to the student and, at the EAD’s discretion, may decide to follow through with the recommended sanctions, or relay the concerns of the committee and not impose the sanctions. If a student is given an academic sanction, the sanction is documented in a letter to the student that is placed in their academic file. The committee is informed of the EAD’s decision regarding the recommendations at the next scheduled meeting by the EAD.

If the EAD has been notified of a recommendation for suspension or dismissal, the EAD will convene an ad hoc committee of two senior faculty members with no previous knowledge of the student’s academic performance to review the entirety of the student’s record and the circumstances surrounding the committee’s recommendation. The ad hoc committee may contact the P & P committee chair to get clarification on the documents presented. But their task is not to gather new information (such as interviewing the student), they are instead charged with evaluating the documentation and determining if the decision to place the student on academic suspension or probation is justified given the documentation.

The ad hoc committee will then provide the EAD with their recommendation as to whether or not to proceed with the recommendation of the Progress and Promotions committee. The final decision for suspension or dismissal is made by the EAD after considering the ad hoc committee’s recommendation. The EAD’s final decision is then provided to the student and a copy is placed in the student’s file. A
student may appeal the decision of the EAD to the Dean by submitting such request in writing within ten (10) days of being notified of the decision by the EAD.

**Length of Time to Complete Degree**

The standard MD program at EUSOM takes four years to complete; however, students may apply to postpone graduation for a year if they:

- a. Want to obtain another degree (e.g., MPH)
- b. Want to spend a year doing a scholarly project (or extended Discovery)
- c. Want to take an additional year of formal coursework

Students who need time off for extenuating medical/personal issues are advised to take a Leave of Absence (LOA) from medical school (Section 9). Students may be eligible to be enrolled at EUSOM for additional periods for purposes of remediation or completion of degree requirements.

Students who plan to obtain the MD degree only must complete all academic requirements of the MD degree within no more than six academic years from the date of matriculation. Approval for a well-planned fifth year is required. The academic records of students who are approaching the deadline of “Time to Degree” for the MD degree will be reviewed by the Registrar and the Progress and Promotions Committee, with enough notice to enable the student to complete the requirement by the end of “Time to Degree”.

**Section 13: Professional Conduct**

**Expectations**

*Emory University is an institution dedicated to providing educational opportunities for its students, transmitting and advancing knowledge, and providing a wide range of services to students and to the general community.* To accomplish these objectives and responsibilities requires that the University be free from violence, threats and intimidation; protective of free inquiry and dissent; respectful of the rights of others; open to change; supportive of democratic and lawful procedure; and dedicated to intellectual integrity and a rational approach to the resolution of human problems.

The tradition of the university as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms: the rights of professors to teach; of scholars to engage in the advancement of knowledge; of students to learn and express their views.

Health professionals are privileged to serve in important and time-honored roles as caregivers for other humans. These roles include physical and emotional dimensions that demand the highest degree of ethical behavior.
Ethical behavior includes, but is not in any way limited to honesty, maintaining confidentiality, trustworthiness, professional demeanor, respect for the rights of others, personal accountability, concern for the welfare of patients, and responsibility to duty:

- **Honesty** – Being truthful in communication with all others, while in the healthcare arena or in the community at large.

- **Maintenance of Patient Confidentiality** – Restricting discussion of patient care to those areas where conversations cannot be overheard by others outside of the care team; refraining from disclosing patient identity to those not connected to the care of the patient; maintaining appropriate security for all paper and electronic patient records, whether in the patient care or research realms.

- **Trustworthiness** – Being dependable; following through on responsibilities in a timely manner.

- **Professional Communication and Demeanor** – Being thoughtful and kind when interacting with patients, their families, other members of the healthcare team, and all others; maintaining civility in all relationships; striving to maintain composure under pressures of fatigue, professional stress or personal problems; maintaining a neat and clean appearance and dress in attire that is reasonable and accepted as professional to the circumstances; refraining from intoxication; abstaining from the illegal use of drugs (both prescription and illicit drugs).

- **Respect for the rights of others** – Dealing with all others, whether in a professional or non-professional setting, in a considerate manner and with a spirit of cooperation; respecting the rights of patients and their families to be informed and share in patient care decisions; respecting patients’ modesty and privacy.

- **Personal accountability** – Participating responsibly in patient care to the best of one’s ability and with appropriate supervision; undertaking clinical duties and persevering until they are complete; notifying the responsible person if one is unable to perform clinical tasks effectively; complying with University Policies and Procedures in an honest and forthright manner.

- **Concern for the welfare of patients** – Treating patients and their families with respect and dignity both in their presence and in discussions with others; avoiding the use of foul language, offensive gestures or inappropriate remarks; discerning accurately when supervision or advice is needed and seeking these out before acting; recognizing when one’s ability to function effectively is compromised and asking for relief or help; never administering care, in person or over the phone while under the influence of alcohol or other drugs (prescription or illegal); not engaging in romantic, sexual, or other nonprofessional relationships with a patient, even upon the apparent request of a patient; advocating for the best care of the patient, in context of that patient’s beliefs and desires.

- **Responsibility to duty** – Effectively undertaking duties with alacrity [eagerness, enthusiasm and promptness are synonyms] and persevering until complete, or notifying a responsible more senior person of a problem; being punctual for class, small groups, rounds, conferences and other duties; timely notification of supervisory faculty, residents and Deans of absences or an inability to carry out assigned duties; seeing patients regularly and assuming responsibility for their care with
appropriate supervision; identifying emergencies and responding appropriately; and being available to faculty or staff personnel when on duty.

**Standards of Dress and Appearance**

Students are expected to convey a professional demeanor, not only in their behavior but also in their dress and appearance. A professional image conveys credibility, trust, respect, and confidence to one’s colleagues and patients. In all educational settings—classroom, laboratory, clinical environment—students are expected to be clean, well groomed, and dressed in a manner appropriate to their responsibilities and the standards of their assigned clinical sites. When patient-student contact is part of the educational experience (including interactions in the clinic, in the hospital, and with standardized patients), students are expected to dress professionally and wear a clean white coat unless otherwise instructed by EUSOM faculty. Medical students are expected to wear their EUSOM identification badges at all times in clinical and academic settings. Of note, each healthcare facility in which students rotate may have their own standards which need to be observed, however the EUSOM will default to the most conservative and restrictive standard that may apply.

All students are required to be clean and maintain appropriate personal hygiene with regard to their body, hair, and nails. Hair and nails need to be clean, neat, and of a reasonable length so as to not interfere with the student’s and/or patient’s safety or ability to perform their duties. Cologne and perfume should not be used on days when students are seeing patients.

Patients vary in sensitivity to and in expectations regarding the appearance of their health care providers. A reasonable rule of thumb is to lean towards being conservative – for example, choose attire that most people will find appropriate.

Professional dress for clinical duty is outlined below:

**Hair Maintenance**

Hair should be neat, clean, and of a natural human color. Unless head coverings are required for religious or cultural reasons, hats or other head coverings should be avoided.

**Clothing**

Students should wear business attire that is clean and in good repair. In general, clothes should be of a length, fit and style that are appropriate for the clinical environment. Shorts and blue jeans are not appropriate professional dress. Shoes must be closed-toe, comfortable, clean and in good repair.

**Scrubs**

Scrubs suits should be worn in specific patient care areas only. They are the property of the hospital and are not to be defaced, altered, or removed from the hospital. Scrubs are NOT to be worn in the School of
Medicine Building (including ExCEL) unless otherwise specified. Stained or soiled scrub suits must be changed as soon as possible; they are a source of potential contamination. All Personal Protective Equipment (e.g., masks, hats, booties) must be removed upon leaving OR’s/procedural areas.

**Body Piercing and Tattoos**

Body art and body piercing, which may be acceptable in some social situations, should not be worn or displayed by students in professional settings.

**Nametags/Badges**

Students should wear their nametag/badge at all times in the clinical environment. Nametags/badges should be above the waist, near eyelevel.

The above provide guidelines that represent minimum standards for dress and appearance to ensure that students present a positive and professional image to patients. You will receive feedback about your grooming and attire from standardized patients, faculty, course directors, and peers when your appearance does not meet expectations for professional and clinical environments. If a faculty member, course or clerkship director or staff member feels that the dress is inappropriate for the setting, they may also ask you to change prior to continuing in that environment.

**Use of Social Media**

As described above, behavior of students in the academic setting and beyond must be in keeping with the ideals of the institution and the profession of medicine. The following paragraphs indicate the current standards for behavior that relate to the use of social media.

Each student is responsible for his or her postings on the Internet and in all varieties of social media. In all communications, students are expected to be courteous, respectful, and considerate of others. Inappropriate postings on the Internet or social media will be considered lapses in the standards of professionalism expected of Emory School of Medicine students. Students responsible for such postings are subject to the Conduct Code process in the same manner as for any other unprofessional behavior that occurs outside the academic setting. Students who do not follow these expectations may face disciplinary actions including dismissal from the School of Medicine.

Students within the School of Medicine are urged to consider the following before posting any comments, videos, pictures, or essays to the Internet or a social media site:

1. There is no such thing as an “anonymous” post. Furthermore, any posts or comments submitted for others to read should be posted with full identification of the writer. Where your connection to Emory is apparent, make it clear that you are speaking for yourself and not on behalf of Emory. A disclaimer, such as, "The views expressed on this [blog; website] are my own and do not reflect the views of my University or the School of Medicine" are required.
2. Internet activities may be permanently linked to the author, such that all future employment may be hampered by inappropriate behavior on the Internet.

3. Making postings “private” does not preclude others copying and pasting comments on public websites. “Private” postings that become public are still subject to sanctions described in the School of Medicine Conduct Code.

4. Do not share information in a way that may violate any laws or regulations (i.e. HIPAA). Disclosing information about patients without written permission of the patient and the School of Medicine, including photographs or potentially identifiable information is strictly prohibited. This rule also applies to deceased patients.

5. For Emory’s protection as well as your own, it is critical that you show proper respect for the laws governing intellectual property, copyright and fair use of copyrighted material owned by others, including Emory’s own copyrights and brands. Curricular materials developed by Emory faculty and staff or faculty/staff of other medical schools or educational institutions should not be distributed or redistributed. When in doubt, students should seek guidance regarding appropriate use of such materials.

6. Do not share confidential or proprietary information that may compromise Emory’s research efforts, business practices or security.

**Emory University School of Medicine Conduct Code**

Given the goals of the University as a place of academic freedom, and the School of Medicine as a site of training for highly ethical healthcare providers, a system is necessary to provide the proper balance between the academic freedoms allowed a member of the University and his or her responsibility as a future healthcare professional. For this purpose, and in accordance with the By-laws of the University, the President of the University has defined the interests of the University community to be promoted and protected by such a system and has delegated to the Executive Associate Dean for Medical Education and Student Affairs for the School of Medicine the responsibility of designing and maintaining a conduct code for Emory School of Medicine students.

This Code may be reviewed annually and changes require the approval of the Executive Associate Dean for Medical Education and Student Affairs and approval of the Senior Vice President and Dean for Campus Life. Provisions of this Code may be revised, supplemented, or amended at any time by action of the appropriate University authorities.

From the time an individual accepts an offer of admission to a program of the School of Medicine until the day of completion of that degree program and graduation from Emory University, he or she is considered a student of the School of Medicine and is governed by the principles set forth within this Conduct Code.

The Emory University School of Medicine Conduct Code pertains to misconduct of medical students enrolled in the School of Medicine outside of an academic setting. Academic and professional discipline of students is not covered by this Code but rather falls within the jurisdiction of either the School of Medicine Honor Code or the Progress and Promotions Committee.
Basic Expectations/Inherent Authority

The primary purpose for the imposition of non-academic discipline in the School of Medicine setting is to protect and preserve the quality of the educational environment in the campus community. This purpose entails several basic expectations:

1. That the School of Medicine and the University at large assumes high standards of courtesy, integrity, and responsibility in all of its members;
2. That each student is responsible for his/her conduct and that continuation as a student is conditional upon compliance with the requirements of student conduct expressed or implied in this Code.

The School of Medicine reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community and the patients we serve. The Executive Associate Dean for Medical Education and Student Affairs is charged with the welfare of all medical and health professions programs students. Accordingly, in emergency situations, this individual has full authority to deal with student conduct according to the exigencies of the emergency and for its duration.

The School of Medicine is not designed or equipped to rehabilitate students who do not abide by this Code. It may be necessary to remove those students from the campus and to sever the institution’s relationship with them as provided in this Code.

The Senior Vice President and Dean for Campus Life is delegated responsibility pertaining to all student organizations and student government and, in conjunction with the Executive Associate Dean for Medical Education and Student Affairs, has the responsibility and authority to discipline such organizations whose members are students within the School of Medicine.

Confidentiality

The details of Conduct or Progress and Promotions meetings are confidential and will not be released outside the University without the student’s specific written permission except as provided by applicable law. If a student is found to have violated the Conduct Code, the resulting sanctions can be included in any performance assessment or letter of recommendation requested by the student or an outside entity. Conduct Code violations and sanctions may also be reported to other agencies, such as the military, the federal government, licensing boards, and others if requested by the agency and accompanied by a signed release from the student.

Violations of the Law and This Code

Students may be accountable both to civil authorities and to the University for acts that constitute violations of law and of this Code. Those accused of violations of this Code are subject to the disciplinary proceedings outlined in this Code while criminal, civil, or other internal proceedings regarding the same conduct are pending. Accused students may not challenge the disciplinary proceedings outlined in this
Code on the grounds that criminal charges, civil actions, or other internal proceedings regarding the same incident are pending, may be initiated, or have been terminated, dismissed, reduced, or not yet adjudicated. The University will refer matters to federal, state, and local authorities for prosecution when appropriate.

**Prohibited Conduct**

Each student may be subject to this Code whether misconduct occurs on University premises, at University or School of Medicine sponsored activities, or at any location off-campus when such conduct is brought to the attention of the University or the School of Medicine.

It is neither possible nor necessary to specify every instance of misconduct that could result in disciplinary action against a student. Violations of the Standards of Professional Conduct as described in Section I of this Student Handbook may also constitute “Prohibited Conduct” that is subject to this Code of Conduct. The following list includes, but is not limited to, conduct that may subject a student to disciplinary action:

1. Attempting, assisting, or encouraging any conduct as described below.
2. Causing physical harm to any person or causing reasonable apprehension of such harm.
3. Disorderly or indecent behavior including, but not limited to, destroying or damaging University property or the property of others.
4. Engaging in conduct directed at a specific person or persons that seriously alarms or intimidates such person or persons and that serves no legitimate purpose. Such conduct may include: explicit or implicit threats, including gestures that place a person in reasonable fear of unwelcome physical contact, harm, or death; following a person about in a public place or to or from his or her residence; making remarks in a public place to a specific person that are by common usage lewd, obscene, expose a person to public hatred, or that can reasonably be expected to have a tendency to cause acts of violence by the person to whom the remark is addressed; or communicating anonymously by voice or graphic means or making a telephone call anonymously whether or not a conversation ensues.
5. Violating the University’s Policy on Sexual Misconduct.
6. Violating the University’s Policy on Equal Opportunity and Discriminatory Harassment.
7. Initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
8. Misrepresenting information or furnishing false information to the University or its representatives.
9. Forgery, alteration, misrepresentation, counterfeiting, or misuse of any University or other document, instrument of identification, or access device.
10. Providing alcoholic beverages to an individual under 21 years of age or to one who is noticeably intoxicated, or possession or use of alcoholic beverages by an individual less than 21 years of age.
11. Unauthorized possession of an open container of an alcoholic beverage.
12. Appearing in a public place manifestly under the influence of alcohol or a controlled or other intoxicating substance, particularly when there is danger to self, others, or property or there is unreasonable annoyance to person(s) in the vicinity.
13. Unauthorized distribution, possession, or use of any controlled substance or distribution, possession, or use of any illegal drug.
14. Unauthorized use, possession, or storage of any weapon.
15. Unauthorized use or possession of fireworks or incendiary, dangerous, or noxious devices or materials.
16. Intentionally or recklessly misusing or damaging fire or other safety equipment.
17. Theft or misuse of property or services.
18. Substantially interfering with the freedom of expression of others.
19. Interfering with normal University or School of Medicine functions, University-sponsored activities, or any function or activity on University premises including but not limited to studying, teaching, public speaking, research, University or School of Medicine administration, or fire, police, or emergency services.
20. Disregarding or failing to comply with the directive of a hearing body or University official including a campus police officer acting in the performance of his or her duties.
21. Disregarding or failing to comply with the directive of an officer of the law acting in the performance of his or her duties.
22. Disrupting University or other computer systems; unauthorized alteration, disclosure, gaining or providing unauthorized access; or destruction of University or other computer system or material; improper access to University or other computer files and systems; or violation of copyright or proprietary material restrictions connected with University or other computer systems, programs, or materials.
23. The display or distribution of lewd, offensive, threatening or inappropriate material via paper or electronic means. Such material includes pictures, videos, or written content that portray oneself or others in a manner that brings dishonor to the profession of medicine.
24. Violating any government laws or ordinances, or of any University or School of Medicine rules, regulations, or policies.
25. Information Technology Division (ITD) materials, Policy Statement on Discriminatory Harassment, Sexual Assault Policy Statement, School of Medicine Medical Student Handbook; regulations relating to entry (opening and closing hours) and use of University facilities; traffic and parking regulations; regulations and policies on the sale, consumption or misuse of alcoholic beverages; and on the misuse of identification cards.
26. Failure to report any arrests, criminal charges, positive results of drug tests or Criminal Background Checks (CBCs) that occur from the time of acceptance until graduation.
27. Recording any other person without the consent of the person(is) being recorded.
28. Inappropriate use of social media.

Conduct Procedures
Anyone wishing to report an alleged incident of misconduct under this Code may make such a report to the Executive Associate Dean for Medical Education and Student Affairs or to any Assistant or Associate Dean for Medical Education and Student Affairs. Reports generated by the Emory Police will be forwarded to the Dean for Campus Life or his/her designee and to the Executive Associate Dean for Medical Education and Student Affairs. The Executive Associate Dean for Medical Education and Student Affairs will make a determination as to whether or not an action should be taken in response to a report. If it is determined that further action should be taken, the Executive Associate Dean for Medical Education and Student Affairs will notify the student in writing that he or she must make an appointment for a preliminary meeting within five days of the date on the notice for the purpose of reviewing the report. Failure of the student to schedule or attend this preliminary meeting will automatically result in formal charges as described below.

Following this preliminary meeting, an investigator (faculty member) will be appointed by the Executive Associate Dean for Medical Education and Student Affairs to conduct an investigation to determine if the report has merit. The investigator may recommend the matter should proceed to formal charges or be disposed of administratively by agreement of the parties involved on a basis acceptable to the Executive Associate Dean for Medical Education and Student Affairs.

If the matter is not so resolved, the Executive Associate Dean for Medical Education and Student Affairs will then meet again with the student and present the student with a letter stating the formal charges and a copy of all documents relevant to the case.

If a student admits to having violated the Code of Conduct as charged, the student shall have the following options as to how sanctions will be determined:

1. The student may waive his or her right to a hearing and have the Executive Associate Dean for Medical Education and Student Affairs determine the appropriate sanction.
2. The student may choose a hearing with an ad hoc conduct committee appointed by the Executive Associate Dean for Medical Education and Student Affairs to determine the appropriate sanctions.

This selection shall be made in writing within five days of the student’s request for a hearing and be recorded by the Executive Associate Dean for Medical Education and Student Affairs.

If the student does not admit to having violated the Code of Conduct as charged, the charges will be referred for a hearing and a copy of all documents relevant to the case will be forwarded to the appropriate hearing body and the student involved.

If an accused student fails to respond to any notification in writing concerning the conduct process, his or her case will be automatically referred to a hearing with an ad hoc conduct committee.

The School of Medicine reserves the right to place a “hold” on the diploma, degree certification, or official transcripts of a student who has been charged with a conduct violation under the Code even though he or
she may have completed all academic requirements. The diploma, degree certification, or official transcripts may be withheld until the conduct charges have been resolved and/or sanctions completed.

**School of Medicine Conduct Committee**

The School of Medicine Conduct Committee is an ad hoc committee appointed by the Executive Associate Dean for Medical Education and Student Affairs to hear non-academic medical or health professions programs student conduct cases. The Conduct Committee is composed of:

1. A Chair appointed by the Executive Associate Dean for Medical Education and Student Affairs, who shall be a faculty member but not a voting member of the Council and an alternate;
2. Two voting faculty members and one alternate;
3. One voting School of Medicine administrator (Dean, Director, Associate or Assistant Dean) and one alternate;
4. Three voting student members (medical students or academic health students, determined by the school enrollment status of the student accused of misconduct) and one alternate.

The ad hoc Conduct Committee must have a minimum of five members present in order to convene, two of who must be faculty.

**Hearing Procedures**

The Executive Associate Dean for Medical Education and Student Affairs may require any student, faculty, or staff member of the School of Medicine to attend and/or testify at any hearing or meeting regarding a conduct matter that is covered under this Code.

Whenever a hearing is to be held regarding an alleged incident of misconduct under this Code, the accused student and the complainant, if any, shall be given at least seven (7) calendar days’ written notice of the charges alleged against the accused student and of the date, time, and place of the hearing.

The ad hoc Conduct Committee shall conduct the hearing. The Committee may require witnesses to testify at the hearing who are students, faculty, or staff of the School of Medicine and who are available to attend. Rules of evidence that apply in courts of law shall not apply in such hearings. The hearing shall be closed to everyone except the hearing body, appropriate staff, the accused student, and the complainant, advisors to the accused student and the complainant.

Witnesses will be present at the hearing only during the actual time of their testimony.

An advisor of his or her choice may assist the accused student and the complainant. The advisor must be a member of the Emory University School of Medicine faculty or staff or a student currently enrolled in the School of Medicine. The Chair of the ad hoc Conduct Committee will consider exceptions. The advisor may not be an attorney.
Both parties and/or their advisors are allowed to:

1. Be present at the hearing until such time as the hearing body retires to deliberate the decision. However, if either the student or the advisor or the complainant fails to appear at the hearing, the hearing may be held in their absence.
2. Present tangible and documentary evidence and evidence by witness or by signed witness statements of witnesses who do not attend the hearing including the signed written statements of the complainant or the accused. If witnesses fail to appear, the hearing shall be held in their absence.
3. It is the responsibility of the accused student and of the complainant to notify any additional witnesses not called by the hearing body. Additional witnesses must have the prior approval of the Chair of the hearing body. All witnesses should be notified of the date, time, and place of the hearing.
4. Question all witnesses who give evidence at the hearing directly or through written questions presented through the Chair.

The Chair of the ad hoc Conduct Committee shall have final decision on what evidence may be presented and the tone of questioning. The Chair may decide to stop questions at any time.

**Hearing Decisions**

The decisions of the ad hoc Conduct Committee as to both violation and sanctions are in all cases advisory to the Executive Associate Dean for Medical Education and Student Affairs. The ad hoc Conduct Committee shall deliberate and decide whether the accused student has violated this Code. The hearing body may decide that the student is in violation of a less serious offense than that originally charged. A determination that a student has violated the School of Medicine Conduct Code requires a simple majority vote. In the case of a tie, the Chair shall cast the deciding vote.

If the finding of a violation is determined, the hearing body shall be provided with the record of previous disciplinary proceedings in which the student was found in violation. On the basis of the hearing and the student’s previous record, a decision will be made regarding sanctions by a simple majority vote. In the case of a tie, the Chair shall cast the deciding vote.

A written decision will be issued from the hearing committee to the student within seven (7) days of the date of the hearing. The accused shall receive written notice of the outcome of the hearing which includes: (1) a statement of charges; (2) a summary of the facts in the case; (3) the decision; (4) a brief statement of the hearing body’s reasoning; and, if a violation is found, (5) sanction(s). The accused student will also receive information on the rights of appeal. The Executive Associate Dean for Medical Education and Student Affairs shall review all decisions of the Conduct Committee. The Dean of the School of Medicine shall also review any decision resulting in a sanction of suspension or expulsion. The Executive Associate Dean for Medical Education and Student Affairs and the Dean shall make a final decision regarding the recommendations of the Hearing Committee.
Sanctions

The following sanctions, singularly or in combination, may be imposed upon any student found to have violated the School of Medicine Conduct Code:

1. **Warning**: A notice in writing to the student that the student has violated institutional regulations and must cease and not repeat the inappropriate action.
2. **Probation**: A written reprimand for violation of specific regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
3. **Restitution**: Compensation for loss, damage, or injury. This may take the form of service, monetary compensation, or material replacement.
4. **Discretionary Sanctions**: Work assignments or service to the School of Medicine, the University or the community.
5. **Suspension**: Separation of the student from the School of Medicine for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.
6. **Expulsion**: Permanent separation of the student from the School of Medicine.

Conduct sanctions (5) Suspension and (6) Expulsion shall be entered permanently on a student’s record. Sanction (2) Probation shall be entered on a student’s record for the term of the probation. Any sanction may include mandatory referral to university-based resources for medical or mental health evaluation and treatment if necessary. An evaluation supporting the student’s reentry to medical school may be needed before reentry into any course work or clinical rotations.

Appeal

The accused student may appeal decisions rendered by the ad hoc Conduct Committee to the Dean of the School of Medicine. To initiate an appeal, the accused student must submit a signed, written statement of the specific reason(s) to the Dean within seven (7) days of receipt of the hearing decision.

The Dean will review the process and the decision to determine:

1. Whether or not the hearing was conducted in accordance with the procedures outlined in the Conduct Code;
2. Whether or not the interpretation of the code was appropriate;
3. Whether or not the sanction(s) imposed were appropriate.
4. After reviewing the documents pertaining to the case, the Dean will issue a written review of the hearing decision with a reasonable period of time from the receipt of the request for review.

The Dean will either:

1. Affirm the hearing decision;
2. Affirm the findings of the hearing decision but recommend a different sanction; OR
3. Remand the case to the Executive Associate Dean for Medical Education and Student Affairs to assign a new ad hoc School of Medicine Conduct Appeal Board to conduct a new hearing.

School of Medicine Conduct Appeal Board

The Appeal Board will be established at the time the Dean remands a case to the Executive Associate Dean for Medical Education and Student Affairs for conducting a new hearing.

The Board shall be composed of:

1. One voting administrator appointed by the Executive Associate Dean for Medical Education and Student Affairs;
2. Up to three voting faculty members appointed by the Dean.
3. One voting medical or academic health student, depending on the status of the accused, appointed by the Dean.

The Appeal Board shall follow the same guidelines as the initial hearing, reviewing the case independently, and make a final recommendation to the Dean. The Executive Associate Dean for Medical Education and Student Affairs shall provide the recommendation of the School of Medicine Conduct Appeal Board to the Dean whose decision shall be final.

Notification and Retention of Records

The Executive Associate Dean for Medical Education and Student Affairs shall forward notification of all final action to the Dean. The Executive Associate Dean for Medical Education and Student Affairs shall maintain files on all medical and academic health students’ conduct reports, records, and hearing proceedings according to procedures established by that office.

Section 14: Registration, Cancellation, and Withdrawal

Every student is required to be registered prior to each academic year. Those who have not followed standard procedures in any way must present their plan of study for the entire medical course to the Dean or the Dean’s designate for approval.

Registration for any term is not complete until the student is in compliance with all published procedures and until outstanding financial responsibilities to the University have been met. Registration information may be obtained from the School of Medicine Registrar’s Office. After the last date for changing courses, registration may only be permitted by joint consent of the Executive Associate Dean for Medical Education and Student Affairs or their designee, the Registrar, and the faculty of the desired courses. Registration is not permitted after eight calendar days following the date on which classes began. Tuition and fees are due and payable prior to the first day of class each semester.
A student's registration and attendance of classes is considered as agreement to comply with the rules and regulations of the University as published in the catalogs and other official publications of the school and as amended or revised during the student’s continued enrollment.

Registration may be cancelled during the first week of classes as stated in the University academic calendar with the precise date each semester. Cancellation of registration means that no deficiencies will be noted on the student’s transcript. A student who wishes to leave the University after the first week must officially withdraw; honorable dismissal requires that this procedure be followed.

Withdrawal forms may be obtained in the School of Medicine Registrar’s Office.

Section 15: Feedback to Students

In addition to summative feedback, students receive frequent formative feedback throughout medical school to help in their progress in learning. During the Foundations Phase, students have formative feedback opportunities such as practice tests, thought questions, in-class or online quizzes, and practice problem sets. During Anatomy, students receive feedback from faculty members observing students performing required practical demonstrations. Students receive formative feedback on their clinical skills from their small group advisor and from simulated participants as part of the Essentials of Patient Care course. Students receive formative feedback during the outpatient experience (OPEX) from their clinical preceptors. During the clinical years, students receive on-going feedback about their progress. This is based on direct-observation of students’ clinical skills. In addition, students receive formative feedback about their progress in medical school with attention to areas such as professionalism and to adjustment to medical school from their small group advisors.

Section 16: Student Assessment, Grading, and Grade Appeals

Overview

Assessments are measurements of student performance conducted using instruments such as written exams or observational checklists. Evaluations are comprehensive summaries of student performance measured against a performance standard. Grades are assigned based on data collected from both assessments and summative evaluations.

A wide variety of assessment types are used to measure students’ academic and professional performance in relation to the Emory University School of Medicine Student Physician Activities (SPAs) and are incorporated into grades for courses and clerkships. In addition to written exams and academic papers, instructor observational assessments are often used during small group work, during patient care on clerkships, for elective courses, and in research labs. Objective Structured Clinical Exams (OSCEs) are a regular and vital element of student assessment.
Grading Scales

S/U

- “S” indicates satisfactory work; Pass
- “U” indicates unsatisfactory work
- A grade of “U” carries no academic credit. A student cannot be promoted to the next phase of the curriculum with a grade of “U” on their transcript. Any student who receives a “U” will, at a minimum, have to successfully remediate the course, and may be susceptible to additional actions such as probation or dismissal, as determined by the Progress and Promotions Committee.

A -- F

The letter grades “A” through “F” indicate the quality of a student’s performance as measured by various assessment instruments and processes: modifiers of ‘plus’ or ‘minus’ with letter grades are also used. Letter grades are derived from a comprehensive, summative evaluation of a student’s achievement, both academically and professionally. Grades are assigned based on published criteria.

- “A” indicates exceptional performance
- “B” indicates good performance with no identified weaknesses “C” indicates acceptable performance with improvement needed
- “D” indicates unacceptable performance on at least one criterion and no academic credit is awarded
- “F” indicates unacceptable performance on multiple criteria and no academic credit is awarded
- A student cannot be promoted to the next phase of the curriculum with a grade of “D” or “F” on their transcript. Any student who receives a “D” or “F” will, at a minimum, have to repeat the clerkship, and the student will be susceptible to additional actions such as probation or dismissal, as determined by the Progress and Promotions Committee. Any repetition of coursework must be completed as soon as possible after the grade of “D” or “F” has been submitted.

IP and I

- “IP” indicates ‘in-progress’ course work. Final transcripts cannot carry grades of “IP.”
- “I” indicates incomplete course work.
- The grade of “I” will be assigned to students who have been unable to complete the requirements of the course/clerkship due to absences approved by the dean’s office. The grade of “I” is appropriate only when enough work has been completed at an acceptable level of performance such that the student can complete the remaining work without repeating the entire course/clerkship.
- If a student receives a grade of “I,” the remaining work must be completed within a reasonable time, as determined by Associate Dean for Clinical Education, or the grade of “I” will automatically
convert to an “F.” The grade of “I” cannot be assigned for unsatisfactory work. The grade of “I” is to be viewed as a non-prejudicial entry on the student’s record.

**W**

- “W” indicates withdrawal from course or clerkship without penalty “WF” indicates withdrawal failing
- “WU” indicates unsatisfactory withdrawal

**Grading in the Foundations Phase**

In the Foundations Phase of the curriculum, grades “S” or “U” are assigned to students for each module. When appropriate, students may also be assigned the grades of “I,” “IP,” “W,” “WF,” or “WU.”

Students may not progress to the Application Phase of the curriculum without receiving a final grade of “S” in all Foundations courses. Although Anatomy is not a separately graded course, students must reach a satisfactory standard of performance in the portion of each end-of-module-exam devoted to Anatomy. In addition, students must reach a satisfactory standard of overall performance in Anatomy as determined by a combination of the initial scores for each anatomy section of the module exams that include anatomy.

**Grading in the Application, Discovery, and Translation Phases**

In the Application, Discovery, and required clerkship portion of the Translation Phases of the curriculum, grades “A+” through “F” are assigned to students. For electives taken during in the Translation Phase, grades of “S” or “U” are assigned. When appropriate, students may also be assigned the grades of “I,” “IP,” “W,” “WF,” or “WU.”

If a student fails any aspect of a clerkship that is required to pass the clerkship, the student will receive a failing grade (“D” or “F”) for the clerkship and be required to repeat the clerkship in its entirety. The student will be re-enrolled in the clerkship and a second grade will be issued after repetition of the clerkship; however, the “D” or “F” grade earned after completing the clerkship for the first time will remain on the student’s official transcript.

Students must successfully complete all Application clerkships before proceeding to the next phases of the curriculum.

**Completion of Clerkship Requirements**

All clerkship requirements, as defined by the individual clerkship directors, must be completed by 5pm on the final day of the rotation, including but not limited to patient logs in OASIS and direct observation
forms. Students who fail to complete clerkship requirements on time will be subjected to penalties outlined by the clerkship directors and may result in a grade deduction or a failing grade for the clerkship.

**Conflicts of Interest in Grading**

Residents and faculty members with a conflict of interest (e.g., professional, personal, or familial relationship to a student, including providing health services or psychiatric/psychological counseling) should not participate in assessing a student in which a conflict exists. The EUSOM Separation of Roles outlines this in further detail.

On the occasion when a student’s Small Group Advisor is also a clerkship director, the department Vice Chair for Education will be responsible for assigning grades for those students in which a conflict exists.

**Grade Appeals**

Students are encouraged to discuss their final grades with the module, course, clerkship, or elective director. Although grades are assigned as an accurate and fair representation of a student’s work, students have the right to appeal a grade and to receive an independent review of the grading criteria and their performance.

If a student wishes to appeal a final grade, this should be presented in writing to the Executive Associate Dean of Medical Education and Student Affairs within 30 days of receiving the grade. The appeal may be based on the process that led to the grade and/or questions of factual content used in the evaluation process. The Executive Associate Dean for Medical Education and Student Affairs or his/her designee will then review the basis for the appeal of the grade.

Upon review, the Executive Associate Dean for Medical Education and Student Affairs may find that based on process or factual content, there is no basis for a change of an evaluation or grade.

Alternatively, the Executive Associate Dean for Medical Education and Student Affairs may recommend that the grade be changed.

After review by the Executive Associate Dean for Medical Education and Student Affairs and submission of the reconsidered grade, the student may appeal any decision to the Dean of the medical school. The decision by the Dean shall be final.

It should be noted that any and all grade appeals should be conducted in a professional manner by the student involved; that is, demonstrating respectful disagreement with the perspective and judgment used by faculty members. Failure to exhibit appropriate professional attitudes may immediately terminate the appeal process and lead to an unprofessional conduct report.

**Section 17: Remediation**
Remediation in the Foundations Phase

Assessments are used to identify those students who have not achieved minimal competency during a module: remediation is the process used to improve student performance and ensure that all students achieve the designated Student Physician Activities (SPAs) before moving on to the Application Phase of the curriculum.

Remediation Policy

The Office of Medical Education and Student Affairs will notify students of their need to remediate a module no later than three weeks after exam completion. This email will be cc’d to the module director.

Schedule:

- The student must contact the module director within one week after the notification from OMESA. It is the responsibility of the student to schedule the remediation process with the module director.
- Students are encouraged to make their first attempt at remediation by the week following the next school break. Under certain circumstances, remediation may be delayed with prior permission from Dr. Churchward, Assistant Dean for Medical Education and Student Affairs.
- All remediations must be completed before a student may move into the Application phase.

Process:

- Students requiring remediation must meet with the director of the module to be remediated. If, during this conversation, the student identifies a non-academic contributor to their poor performance (i.e., something medical or social), this should be brought to the attention of the Executive Associate Dean of Medical Education and Student Affairs, Dr. Bill Eley, jeley@emory.edu or 404-712-9979.
- The process for remediation, as determined by the module director, should be tailored to the individual student through the identification and correction of specific areas of deficiency. Retaking the entire module exam is only appropriate if the student’s performance in all major content areas is unsatisfactory.
- The module director will give to the Office of Medical Education and Student Affairs a record of the remediation process for each student. This record will outline the format of the remediation, the dates on which this occurred, and whether the student successfully remediated on that date. If the student was unsuccessful on an attempt at remediation, the module director will briefly outline how they were unsuccessful. This will be part of the student’s record. Failure to demonstrate adequate competence will necessitate additional remediation by the student.

To more readily identify students in academic difficulty and offer them additional support services in a timely fashion, students who need to remediate more than one module will be provided with information
on receiving a learning assessment, the results of which may trigger further support services that may help the student avoid the need to remediate additional modules.

Section 18: Use of Student Feedback

Student Feedback of Courses, Clerkships and MD Program

Student evaluations of individual courses, clerkships, phases and the MD program as a whole is essential to improving the education experience. In addition to being reviewed by course and clerkship directors, student feedback is reviewed by the Executive Curriculum Committee and its multiple subcommittees. Evaluations are designed to be completely anonymous and are reviewed as part of aggregate data. The School of Medicine is interested in both positive and negative feedback and finds more specific constructive feedback to be most helpful in making necessary changes to the program.

Student Feedback of Residents and Faculty

Student evaluations of residents and faculty are an essential component to improving medical education. Student feedback further assists with resident and faculty development. Course and clerkship directors and the dean’s office have developed ways to ensure that students are protected from retribution when completing evaluations. First, residents and faculty never see names associated with evaluations. Second, residents and faculty cannot see their evaluations until course and clerkship grades have been assigned to students. Third, student evaluations are not available to residents and faculty until they have been aggregated with other evaluations to provide a summarized analysis of resident and faculty teaching performance. These aggregations occur no more frequently than every six months and have at a minimum at least four evaluations aggregated and summarized. Finally, all student feedback of residents and faculty is handled by course and clerkship directors in a delicate and responsive fashion to further protect the identity of students submitting anonymous evaluations.
Overview

EMORY UNIVERSITY NONDISCRIMINATION STATEMENT

Emory University is an inquiry-driven, ethically engaged, and diverse community dedicated to the ideals of free academic discourse in teaching, scholarship, and community service. Emory University abides by the values of academic freedom and is built on the assumption that contention among different views is positive and necessary for the expansion of knowledge, both for the University itself and as a training ground for society at large. Emory is committed to the widest possible scope for the free circulation of ideas.

The University is committed to maintaining an environment that is free of unlawful harassment and discrimination. Pursuant to the University’s commitment to a fair and open campus environment and in accordance with federal law, Emory cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any factor that is a prohibited consideration under applicable law. Emory University welcomes and promotes an open and genuinely diverse environment.

This policy is a republishing of the Emory University Equal Opportunity and Discriminatory Harassment Policy, which previously was published at: http://www.emory.edu/EEO/equalopportunitydiscriminatoryharassment.htm

This policy also supersedes and retires Policy 8.6, Grievance Procedures – Employee and Student Complaints of Discrimination, and unifies the grievance process. The effective date represents only the date that this version was published on policies.emory.edu and does not reflect the original effective date of this policy.

Applicability

This Policy shall apply to persons who are employees and students of Emory University, vendors, contractors, guests, patrons, and other third parties participating in any Emory-sponsored event or program, whether on or off campus, and to such persons in other situations in which the respondent is acting as a member of the Emory community.

Complaints Against Students

Students are bound by the principles outlined in this policy. However, complaints against students (when acting in the capacity as a student) shall be resolved under the Conduct Code provided by that student’s school or college unless the student’s school or college conduct code provides otherwise. Investigation of complaints against students who are acting in the capacity of an employee shall be conducted by the Director of Office of Equity and Inclusion (OEI) and/or...
the Title IX Coordinator, or his or her designee, who shall report his or her findings and recommendations to the Senior Vice President and Dean for Campus Life and the Dean of the school or college in which the student is enrolled.

Sexual Harassment Complaints Against Students

Sexual Misconduct is a form of gender discrimination prohibited by Title IX of the Education Amendments of 1972. Title IX specifically prohibits sexual harassment and sexual misconduct in the educational setting. Emory University has adopted a separate Sexual Misconduct Policy, University Policy 8.2 that applies to student-on-student allegations or allegations in which the respondent is a student. Policy 8.2 explains how to report allegations of sexual misconduct, and sets forth detailed procedures designed to provide a fair process for parties when students are involved in allegations of sexual misconduct.

Policy Details

1.31. 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 the use of facilities without such discrimination. Emory University complies with all applicable equal employment opportunity laws and regulations, and follows the principles outlined above in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training.

1.3.2. DISCRIMINATORY HARASSMENT POLICY

In keeping with its commitment to maintaining an environment that is free of unlawful discrimination and with its legal obligations, Emory maintains a policy prohibiting unlawful harassment. Discriminatory harassment of any kind, whether it is sexual harassment or harassment on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any factor that is a prohibited consideration under applicable law, by any member of the faculty, staff, administration, student body, a vendor, a contractor, guest or patron on campus, is prohibited at Emory.

At the same time, Emory recognizes the centrality of academic freedom and the University’s determination to protect the full and frank discussion of ideas. (See Policy 8.14.) Thus, discriminatory harassment does not refer to the use of materials for scholarly purposes appropriate to the academic context, such as class discussions, academic conferences, or meetings. Additionally, discriminatory harassment does not refer to participation in lawful protests, public forums, or campus publications established for the purpose of freely expressing opinions or ideas in the university community.

A. Discriminatory Harassment of a Sexual Nature

Sexual harassment includes unwelcome conduct, based on sex or gender stereotypes, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or student status or;
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting such individual or;
- Such conduct is so severe and/or pervasive 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.

Depending upon the severity and/or pervasiveness of the conduct, sexual harassment may include, for example, subjecting a person to egregious, unwelcome sexual attention, physical or verbal advances, sexual flirtations or propositions, vulgar talk or jokes, degrading graphic materials or verbal comments of a sexual nature about an individual or his or her appearance, or the display of sexually suggestive objects outside a scholarly context and purpose.

Sexual harassment includes sexual misconduct, sexual violence, sexual assault, intimate partner violence, stalking, and gender-based bullying. Prohibited sexual harassment in the working or learning environment includes an attempt to coerce an unwilling person into a sexual relationship; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances, and to make direct or implied threats that submission to sexual advances will be a condition of employment or academic opportunity. Sexual harassment may also occur in the form of unwelcome, sexually suggestive cartoons, pictures, email, text, tweets, video or other graphic materials that may contribute to a hostile working or learning environment.
The alleged harasser may be a member of the faculty, staff, administration, student body, a vendor, a contractor, a guest or patron on campus.

B. Discriminatory Harassment of a Non-Sexual Nature

Emory’s policy prohibits discriminatory harassment of a non-sexual nature, which includes verbal, physical, or graphic conduct that denigrates or shows hostility or aversion toward an individual or group on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any factor that is a prohibited consideration under applicable law, and that is so severe and/or pervasive it:

- Has the purpose or effect of creating an intimidating, hostile, or offensive employment, educational, or living environment; or

- Has the purpose or effect of unreasonably interfering with an individual’s work performance or a student’s academic performance.

Depending upon its severity and/or pervasiveness, the prohibited behavior may include conduct or material (physical, oral, written, graphic, electronic messages or media posted or circulated in the community) involving epithets, slurs, negative stereotyping, threatening, intimidating, or hostile acts, that serve no scholarly purpose appropriate to the academic context and gratuitously denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any factor protected by applicable law.

The alleged harasser may be a member of the faculty, staff, administration, student body, a vendor, a contractor, a guest or patron on campus.

C. Reporting to Office of Equity and Inclusion (formerly Equal Opportunity Programs or EOP)

Emory encourages anyone who has knowledge of discrimination on campus to report alleged violations of this policy. Because discriminatory harassment interferes with the University’s educational mission and may be unlawful, anyone who becomes aware of discrimination or discriminatory harassment committed by a member of the faculty, staff, administration, student body, a vendor, a contractor, guest or patron on campus, is encouraged to report the harassment to the Director of the Office of Equity and Inclusion (OEI).

Emory faculty, administrators and supervisors are required to immediately report any employment complaints they receive or incidents of discrimination or discriminatory harassment they witness, to their immediate supervisor or to the Office of Equity and Inclusion.

Contact Information:

Maurice Middleton
Director
Office of Equity and Inclusion
Emory University
201 Dowman Drive
Administration Bldg, Ste 305
Atlanta, GA 30322
MS: 1000-001-1AX
(404) 727-6198(404) 712-9108 fax
maurice.middleton2@emory.edu

OR

Lynell A. Cadray
Associate Vice Provost
Office of Equity and Inclusion
University Title IX Coordinator
Emory University
201 Dowman Drive
Administration Bldg, Ste 305
Atlanta, GA 30322
MS: 1000-001-1AX
(404) 727-2611
(404) 712-9108 fax
lynell.cadray@emory.edu

D. Prohibition Against Retaliation

Retaliation against an individual who, in good faith, complains about or participates in an investigation or a hearing relating to an allegation of discrimination or harassment is prohibited. Any individual who feels retaliated against, or
has been threatened with retaliation, should report that allegation immediately to the Office of Equity and Inclusion (OEI).

E. False Accusations

Anyone who knowingly makes a false or bad faith accusation of discrimination, harassment, or retaliation will be subject to appropriate sanctions. However, failure to prove a claim of discrimination, harassment, or retaliation does not, in and of itself, constitute proof of a knowingly false accusation.

1.3.3. INVESTIGATION AND RESOLUTION PROCESSES

Individuals who believe that they have experienced or have information about acts of discrimination or discriminatory harassment may seek resolution through one of the methods discussed below. The University’s response to the alleged discrimination will depend upon the severity and pervasiveness of the alleged conduct, which may be determined by the existence of prior incidents of harassment or discrimination. Depending upon the severity of the offense, however, a single violation of this Policy may be sufficient to support a violation.

The University will take seriously every allegation or report of discrimination or harassment received. Emory University’s response is intended to ensure that all parties involved receive fair treatment, and that allegations are handled in a prompt, thorough and equitable manner.

A. Direct Communication with the Alleged Harasser

If the aggrieved person feels comfortable speaking directly with the alleged offending person to address concerns and obtain an appropriate resolution, he or she is encouraged to do so. While this method of resolution may be successful in solving the immediate problem, unless information is provided through the reporting channels covered in this policy, Emory may remain unaware of the issue and be unable to take any additional steps that might be necessary to address broader concerns. Individuals who choose not to address the alleged harasser directly, or who have not obtained a satisfactory resolution following such a discussion, are encouraged to utilize one of the other methods outlined below for addressing their concerns.

B. Filing an internal complaint with the Emory University Office of Equity and Inclusion

If a member of the Emory University community believes that he or she has been the victim of discrimination or discriminatory harassment or has information about discrimination/harassment in the university community, he or she may promptly report, without fear of reprisal, the facts of the incident and the name(s) of the individual(s) involved to the Office of Equity and Inclusion, located in Suite 305 of the Administration Building, or call the Office of Equity and Inclusion at (404) 727-9867. This report initiates a complaint.

Alternatively, a member of the university community may report the situation to his or her immediate supervisor, department head, or Dean, who will immediately notify OEI of the report. This report initiates a complaint. Supervisors must immediately report any complaints they receive or incidents of alleged harassment or discrimination they witness to the Office of Equity and Inclusion. However, if the complaint relates to a member of the Office of Equity and Inclusion, the complaint should be directed to the Supervisor of the Director of the Office of Equity and Inclusion, who shall appoint an appropriate investigator.

The Office of Equity and Inclusion (or an alternate investigator, where appropriate) will promptly, fairly and thoroughly investigate all timely claims of harassment and discrimination, regardless of whether such complaints are reduced to writing. All complaints of discrimination and harassment will be treated in the strictest confidence possible under the particular circumstances.

All complaints of discrimination or harassment should be filed as soon after the alleged offending conduct as possible, but in no event more than 180 calendar days after the most recent conduct alleged to constitute discrimination or harassment.

Emory will not retaliate or take any adverse action against anyone for truthfully reporting conduct that he or she believes to be in violation of this Policy, or for participating in good faith in an investigation of alleged discrimination or harassment, or for participating in any proceeding or hearing relating to such complaints.

Upon receipt of a complaint, the Director of the Office of Equity and Inclusion (or an appropriate alternate investigator) will assign an investigator who will, within forty-five (45) work days, investigate the circumstances of the allegations. However, if additional time is needed to conduct a thorough investigation, OEI may, at its discretion, extend the time for completing the investigation as reasonably necessary. In this case, OEI will notify the complainant and the respondent of the extension.

The investigation will include interviews with the complaining party, the respondent, and any material witnesses identified, as well as a review of any documents or other evidence. The complaining party and the respondent will be kept apprised of the conduct of the investigation and will be given the opportunity to provide any additional relevant information to the investigator, including the names of additional witnesses to contact and/or additional documents to review before the investigation is closed. At any time before the conclusion of the investigation, the Dean or equivalent
division head of the unit of the University to which the respondent is assigned may take interim emergency action (not involving reduction of compensation) until the conclusion of the investigation.

The final written determination will state only whether, based on OEI's investigation, there was a violation of this Policy. The complainant and respondent will be promptly notified of the final determination. The Office of Equity and Inclusion shall have no independent authority to impose sanctions.

If OEI finds that there has been a violation of this policy and if the Dean or division head seeks advice as to the appropriate penalty, OEI may provide a recommendation as to the appropriate sanction. The Dean or division head will then be responsible for deciding upon and imposing disciplinary action as soon as reasonably possible, but within no more than one month after receiving the final determination and advice of OEI. The Dean or deciding official shall notify OEI of the penalty imposed, if any.

Sanctions imposed on those individuals who have been found to be in violation of the University’s Equal Opportunity Policy or its Discriminatory Harassment Policy shall be commensurate with the severity and/or frequency of the conduct, and shall be adequate and sufficient to prevent such conduct in the future. The sanctions may include, but are not limited to, an apology to the victim; a verbal or written reprimand; a requirement to attend remedial training; appropriate workplace restrictions; denial of a merit pay increase or other benefit; denial of promotion; or reassignment, suspension or separation from the University. Staff members who receive disciplinary penalties under this policy may consult Human Resources for information about the Grievance process, which may be used to challenge alleged violations, misinterpretations, or inequitable application of policies or procedures.

D. Issues Specific to Faculty

If at any time during the investigation, a bona fide question arises out of a conflict between the principles of academic freedom and the requirements of this Policy, the respondent or Director of the Office of Equity and Inclusion may request that the Provost or his/her designee appoint a Faculty Review Panel to review the evidence and to provide advice to OEI as to whether there was a violation of Policy. If the Provost agrees that the situation involves a bona fide conflict between the principles of academic freedom and the requirements of this Policy, the Provost shall appoint a Faculty Review Panel. The convening, investigation and recommendation of the Faculty Review Panel will be concurrent with the investigation of OEI. The Faculty Review Panel will consist of a group of 5 to 7 faculty members, 3 of whom are from the respondent’s school, who will be chosen by the Provost from among a pool of eligible faculty members who are elected by University faculty. Once selected by the Provost, the Faculty Review Panel may question the respondent, the complainant, and any other witness necessary to adequately address the issue. The Faculty Review Panel may also review the OEI investigatory file and any other documentary evidence needed. The procedures shall be kept as confidential as possible so as to respect the rights of all involved parties. At the conclusion of its review, the Faculty Review Panel shall provide a recommendation to OEI as to whether it believes that there was a violation of the Discriminatory Harassment Policy. OEI shall include the recommendation of the Faculty Review Panel in submitting the final report to the Dean. The Dean shall make the final decision as to what, if any, sanctions may be appropriate under the circumstances.

Following a determination of sanctions, faculty may avail themselves of avenues of appeal as listed in the Statement of Principles Governing Faculty Relationships. Specifically, a faculty member shall be entitled to a hearing of the Faculty Hearing Committee when the sanction imposed by the Dean for violation of this Policy is the suspension, transfer, or termination of his/her employment.

E. Filing an External Complaint

An individual who believes that he or she has been subjected to unlawful discrimination, harassment, or retaliation has the right to file a complaint with an appropriate local, state, or federal agency, such as the Department of Education Office of Civil Rights (OCR) http://www2.ed.gov/about/offices/list/ocr/index.html or the Equal Employment Opportunity Commission (EEOC) http://www.eeoc.gov/, within applicable time limits. In addition, any person who is dissatisfied with Emory’s internal procedures utilized for handling complaints, or who is dissatisfied with the result of the investigation or the sanctions imposed, may seek redress through the EEOC, to the extent allowed by law. The complainant should be aware that filing a complaint with the University’s Office of Equity and Inclusion or other University resource does not extend or postpone the deadline for filing with external agencies. In the event that a complaint is filed with an external agency or court, the University reserves the right to determine, at its discretion, whether the University’s internal complaint resolution procedure should be discontinued or continued separately.

1.3.4. COMPLAINTS AGAINST VENDORS, CONTRACTORS AND THIRD PARTIES

Emory’s commitment to providing members of its community with a working and learning environment that is free of discriminatory harassment includes freedom from inappropriate conduct by vendors, contractors, and third parties. If a member of the University community believes he or she has been subjected to harassing conduct by a vendor, contractor, or third party, he or she should report such conduct to the Office of Equity and Inclusion, to his or her immediate supervisor or Dean, or to a higher University official. Such complaints should be forwarded to the Office of Equity and Inclusion immediately. OEI will work with the complaining party to investigate the complaint, and the University will take prompt corrective action if inappropriate conduct is found to have occurred.
1.3.5 DEFINITIONS

Allegation - A statement by a complainant that an act of harassment or discrimination has occurred.

Coercion - Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When a person makes clear that the person does not want sex, wants to stop, or that going past a certain point of sexual interaction is unwanted, continued pressure beyond that point can be coercive.

Complainant - The person making an allegation or complaint of discrimination.

Complaint - A formal notification, either orally or in writing, of the belief that discrimination or violation of this Policy has occurred.

Consent - Consent is clear, unambiguous, and voluntary agreement between participants to engage in specific sexual activity. Consent is active, not passive, and is given by clear actions or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one's responsibility to obtain consent. In some situations, an individual may be deemed incapable of consenting to sexual activity because of circumstances or the behavior of another, or due to their age. Examples of such situations include, but are not limited to, incompetence, impairment from alcohol and/or other drugs, fear, unconsciousness, intimidation, coercion, confinement, isolation, or mental or physical impairment.

Force - The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes resistance or produces consent. There is no requirement that a person has to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

Incapacitation - Incapacity can result from mental disability, sleep, involuntary physical restraint, or from intentional or unintentional taking of alcohol and or other drugs. An incapacitated person does not have the ability to give knowing consent. Sexual activity with a person who one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated, constitutes a violation of this policy. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of the use of alcohol and/or drugs on another's ability to give consent.

Intimate Partner Violence (IPV) - Physical, sexual, or psychological harm by a current or former partner or spouse. This type of violence can occur among heterosexual or same-sex couples, whether cohabitating or not, and does not require sexual intimacy. IPV can vary in frequency and severity, can occur on a continuum, and can include acts of physical violence, sexual violence, threats of physical or sexual violence, or psychological or emotional violence. Psychological or emotional violence is a broad term that results in trauma to a victim caused by acts, threats of acts, or coercive tactics, and can include acts of humiliation, intimidation, isolation, stalking, and harassment.

Non-Consensual Sexual Contact - Any intentional sexual touching by a person upon a person, that is without consent and/or by force. This includes, but is not limited to, intentiontal contact with the breasts, buttocks, groin, or genital, or touching another with any of these body parts, or making another touch oneself or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genital, mouth or other orifice, with any object.

Non-Consensual Sexual Intercourse - Any sexual intercourse, however slight, by a person upon a person, that is without consent and/or by force. Intercourse includes, but is not limited to, vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Respondent - Refers to the person against whom the allegation or complaint of discrimination or harassment is made. Under this policy, respondents include employees and students of Emory University, vendors, contractors, guests, patrons, and other third parties participating in any Emory-sponsored event or program, whether on or off campus, and to such persons in other situations in which a person is acting as a member of the Emory community.

Sexual Exploitation - Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to the following:

- invasion of sexual privacy;
- prostituting another person;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent;
- observing unsuspecting individuals who are partly undressed, naked, or engaged in sexual acts;
- knowingly transmitting a sexually transmitted infection or HIV to another person;
- exposing one's breasts, buttocks, groin, or genital, in non-consensual circumstances; inducing another to expose

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their breasts, buttocks, groin, or genitals;

- sexually-based stalking and/or bullying may constitute a form of sexual exploitation, as well as a form of sexual harassment, as discussed above.

**Sexual Harassment** - Unwelcome conduct, based on sex or on gender stereotypes, which is so severe or pervasive that it unreasonably interferes 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. Sexual harassment may include, for example, an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention or advances; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence or sexual assault; intimate partner violence; stalking, or gender-based bullying.

**Sexual Misconduct** - Sexual misconduct encompasses sexual harassment, non-consensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same), and sexual exploitation. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by persons of any gender or sex, and it can occur between people of the same or different sex.

**Stalking** - Behavior where a person follows, places under surveillance, or contacts another person without the consent of the other person for the purpose of harassing and intimidating the other person. The term “contact” means to make or attempt to make any communication, including, but not limited to: communication in person, by telephone, by mail, by broadcast, by computer or computer network, or by any other electronic device. “Harassing and intimidating” refers to communication directed at a person that causes emotional distress because of a reasonable fear for the person’s safety or safety of others, and which serves no legitimate purpose. It does not require that an overt threat of death or bodily injury be made.

1.3.6 ADDITIONAL UNIVERSITY RESOURCES

All Emergencies (any campus/location) 9-1-1

Emory Police Department 404.727.6111 or 404.727.8005

Emory Police Department TIPS line 404.727.8477/TIPS

The Respect Program, Office of Student Health (Sexual Assault/Relationship Violence Response) 404-727-1514

**Faculty Staff Assistance Program**
1762 Clifton Road NE, Suite 1100, Atlanta, GA 30322, 404.727.4328

Emory University Human Resources
Employee Relations Department
1599 Clifton Road, NE
Atlanta, GA 30322
404.727.7625

Campus Life Offices 404.727.4364

Student Health 404.727.7551

Emory Trust Line 1.888.550.8850 (for non-emergencies)

DeKalb Rape Crisis Center 404.377.1428

**Related Links**

- Current Version of This Policy: [http://policies.emory.edu/1.3](http://policies.emory.edu/1.3)
- Sexual Misconduct Policy ([http://policies.emory.edu/8.2](http://policies.emory.edu/8.2))
- Respect for Open Expression Policy ([http://policies.emory.edu/8.14](http://policies.emory.edu/8.14))

**Contact Information**

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</thead>
<tbody>
<tr>
<td>Clarification of Policy</td>
<td>Office of Equity and Inclusion</td>
<td>404-727-9867</td>
<td><a href="mailto:maurice.middleton2@emory.edu">maurice.middleton2@emory.edu</a></td>
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<tr>
<td>File A Complaint</td>
<td>Office of Equity and Inclusion</td>
<td>404-727-9867</td>
<td><a href="mailto:maurice.middleton2@emory.edu">maurice.middleton2@emory.edu</a></td>
</tr>
</tbody>
</table>
Revision History

- Version Published on: Aug 28, 2014 (Updated contact)
- Version Published on: Aug 28, 2014 (Update with office name change)
- Version Published on: Jan 16, 2014 (Rewrite of policy)
- Version Published on: Jan 18, 2012 (Contact information update)
- Version Published on: Jan 09, 2012
- Version Published on: Apr 13, 2007 (revised to include gender identity and expression)
- Version Published on: Apr 02, 2007 (Original Publication)

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.
Emory University and Emory Healthcare’s Professional and General Liability Insurance (“Liability Insurance”) covers its faculty, staff, students and alumni when: faculty and staff are acting in the course of their employment; when students are participating in an activity for which they are receiving academic credit; and when an employed faculty or staff member, student or alumni (when participating in an activity sponsored by the Office of Alumni Affairs) is participating in an Approved Volunteer Activity.

The request for, and approval of, a Volunteer activity as an Approved Volunteer Activity should be made to the appropriate Decision Maker in writing. Each department must maintain records of all Approved Volunteer Activities. Approved Volunteer Activities must be evaluated every two years by the relevant Decision Maker. Volunteer activities carried on by recognized student groups or the Office of Alumni Affairs that meet the above conditions and that are approved pursuant to the standard policies of the Department of Campus Life or the Office of Alumni Affairs are deemed to be Approved Volunteer Activities. Failure to comply with the requirements prior to engaging in the Volunteer activity may result in the withholding of insurance coverage for the activity.

An Approved Volunteer Activity must be consistent with and support the mission of Emory University or Emory Healthcare, as well as the mission of the individual school or department. It must be for the benefit of a nonprofit entity or the general public, and it must contain an acceptable level of risk to the Volunteers and to Emory University and Emory Healthcare from a reputational, safety and financial standpoint.
1.4.2 Responsibilities and Rights of Volunteers

An Emory University or Emory Healthcare Volunteer is an agent of Emory University or Emory Healthcare while performing assigned duties. Therefore, Emory University and Emory Healthcare Volunteers are expected to abide by Emory University and Emory Healthcare policies and external regulations that govern their actions, including but not limited to those relating to ethical behavior, confidentiality, financial responsibility and use of illegal substances.

Coverage will not extend to faculty, staff, students and alumni who are acting outside the scope of their duties as a volunteer or who violate Emory University or Emory Healthcare policies in the course of volunteering. This includes but is not limited to activities that are unethical or illegal.

Emory University and Emory Healthcare Volunteers are not covered by the Fair Labor Standards Act and are not considered employees for any purpose. Therefore, they are not eligible for certain Emory benefits, including Worker’s Compensation, as a result of the volunteer association.

1.4.3 Volunteer Approval

The following segments of this document specify three types of services based on the varying degrees of risk associated with each: services not requiring approval by a Decision Maker; services requiring approval; and prohibited activities. The lists that follow are not exhaustive; they are intended to provide guidelines when considering approving an activity as an Approved Volunteer Activity.

**Services Not Requiring Approval**

The following activities are generally considered low-risk; and do not require a completed Volunteer Agreement:

- Advisory council participation
- Clerical work
- Gallery/program guide
- Phone-a-thon volunteer
- Public Speaker

**Services Requiring Approval by a Decision Maker**

For the following types of activities, written approval is required:

- Professional services such as those performed by nursing students, medical students, residents, fellows, nurses, physicians, law students, lawyers, etc.
- Work with minors
- Work with animals
- Work involving travel outside the Atlanta area
- Laboratory work

**Prohibited Activities**

An Emory Volunteer is generally prohibited from performing the following activities:

- Operation of heavy equipment
- Work with hazardous materials
- Any activity considered inappropriate for an employee
- Entering into any contract on behalf of Emory
- Work with a government agency, state or local agency or for-profit entity as their insurance should extend to those volunteering for the benefit of their organization

1.4.4 Items to consider when the Decision Maker evaluates a Volunteer Request

- Does the volunteer activity extend the mission of the University, Emory Healthcare, the Operating Unit and/or your Department?
- What are the possible risks associated with the volunteer activity?
- Is the volunteer providing medical services?
- Does the outside organization interact with minors?
- Does the organization have a good reputation and is it well-run?
- What precautions does the organization take to prevent injury and loss of property?
- Does the volunteer activity involve the serving of alcohol?
- How many Emory University or Emory Healthcare volunteers will be involved in the activity?
- If there is a loss, could it be sizable? Do you believe Emory University or Emory Healthcare should assume this expense?
- Is a release or waiver necessary? If so, consult the Office of General Counsel.
Definitions

**Emory:** “Emory” includes Emory University, Emory Healthcare, Inc., The Emory Clinic, Inc., Wesley Woods Center of Emory University, Inc., Emory-Children’s Center, Inc., Emory Medical Care Foundation, Inc., Emory Specialty Associates, LLC, and any other entity controlled directly or indirectly by Emory University or Emory Healthcare, Inc.

**Volunteer:** A “Volunteer” is an Emory University or Emory Healthcare employed faculty or staff member or student who is donating his or her time, free of charge, to a nonprofit organization or the general public. Volunteers are not typically supervised or directed by an Emory University or Emory Healthcare employee, and the Volunteer activity is not a requirement of a faculty or staff member’s normal duties or a student’s class work. A Volunteer may also include Emory alumni (when participating in a Volunteer activity sponsored by the Office of Alumni Affairs), if appropriate.

Related Links

- Current Version of This Policy: [http://policies.emory.edu/1.4](http://policies.emory.edu/1.4)

Forms and Attachments

Volunteer Agreement - Request for Approval: [download](#)

Contact Information

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<td>404.778.7932 or 404.778.7937</td>
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Revision History

No previous versions of this policy were found.

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*
Policy 4.119  
Child Abuse Reporting

Responsible Official: VP for Human Resources  
Administering Division/Department: Human Resources  
Effective Date: May 03, 2013  
Last Revision: June 26, 2013

Policy Sections:

I. Overview  
II. Applicability  
III. Policy Details  
IV. Related Links  
V. Contact Information  
VI. Revision History

Overview

Connecting the campus with the community is a defining feature of Emory’s character. Emory University is committed to maintaining a supportive and safe educational environment and to enhancing the well-being of all members of its community. Within this commitment, Emory places importance on creating a secure environment for children. To that end, Emory has adopted the following child-protection policy and procedures.

In order to ensure the safety and well-being of children, this policy must be reviewed and followed by:

- Emory faculty and staff, including student employees, within their Capacity of Employment or Duties;
- Emory volunteers, including students, whose Capacity of Employment or Duties involve interaction with children; and
- Third-Parties within their Capacity of Employment or Duties involving Emory.

The purpose of this policy is to provide guidance to Emory University faculty, staff, volunteers, students and Third-Parties in the fulfillment of their legal responsibilities in reporting suspected Child Abuse.

Applicability

Unless there is an exception under Georgia law, Emory University requires all Emory University faculty, staff, volunteers, students and Third-Parties to report suspected Child Abuse of which they are made aware in their Capacity of Employment or Duties. Failure to do so may be a criminal offense under Georgia law. See O.C.G.A. § 19-7-5.

The safety and welfare of a child is paramount. Thus, any uncertainty about whether reporting is required should always be resolved in favor of making a report.

Policy Details

Definitions

- “Capacity of Employment or Duties” means:
  - A faculty or staff member, volunteer or Third-Party who is acting within his/her employment or duties, on or off campus.
- “Child” means any person under eighteen years of age.
- “Child Abuse” means:
  - Physical injury or death inflicted upon a child by a parent or caretaker by other than accidental means; provided,
however, that physical forms of discipline may be used as long as there is no physical injury to the child;
- Neglect or exploitation of a child by a parent or caretaker thereof;
- Sexual abuse of a child; or
- Sexual exploitation of a child
- For purposes of this policy, sexual abuse does not include consensual sex acts involving persons of the opposite sex when the sex acts are between minors or between a minor and an adult who is not more than five years older than the minor.

- “Third-Parties” means:
  - Third-party entities, including vendors, that contract to use Emory University facilities.

**How to report suspected Child Abuse:**

- Emory University faculty, staff, volunteers, students and Third-Parties should immediately report suspected Child Abuse to the Emory Police Department by submitting the Suspected Child Abuse Reporting Form (see Related Links) or by making an oral report.
- Physicians or Mental Health Professionals who suspect Child Abuse should immediately report such suspected Child Abuse to the Division of Family and Children Services office in the county where the child lives or where the abuse was witnessed.
- If a child is in imminent danger, Emory University faculty, staff, volunteers, students and Third-Parties should call 911 if not on Emory’s campus or the Emory Police Department at 404-727-6111 if on Emory’s campus to obtain immediate protection for the child.
- The Emory Police Department shall report suspected Child Abuse to the Division of Family and Children Services office in the county where the child lives or where the abuse was witnessed within 24 hours of receiving the report.
- It is Emory’s policy that no member of the faculty or staff or student making a good-faith report of suspected abuse or neglect will be retaliated against in the terms and conditions of employment or educational program.

**Compliance:**

Any Emory University faculty, staff or students who fail to report a case of suspected Child Abuse are subject to disciplinary action, which could include termination (if a faculty or staff member) or expulsion (if a student). If a Third-Party or volunteer fails to report a case of suspected Child Abuse, it risks termination of its contract or relationship and, if a Third-Party, future client status with Emory University.

**Related Links**

- Current Version of This Policy: [http://policies.emory.edu/4.119](http://policies.emory.edu/4.119)
- Policy on Theft and Other Criminal Incidents ([http://policies.emory.edu/4.68](http://policies.emory.edu/4.68))
- Suspected Child Abuse Reporting Form ([http://www.hr.emory.edu/eu/docs/child-abuse-report-form.pdf](http://www.hr.emory.edu/eu/docs/child-abuse-report-form.pdf))

**Contact Information**

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<td>Emory Police Department</td>
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<td>404.727.6111</td>
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<td>Office of the General Counsel</td>
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**Revision History**

- Version Published on: May 09, 2013
- Version Published on: May 09, 2013 (Original Publication)

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*
Overview

The purpose of this policy is to outline the authority of various entities at Emory University to recognize Student Organizations. Further, the policy outlines the list of benefits that Emory University grants official Student Organizations. Finally, the policy provides for the registration of all Student Organizations on campus so that a comprehensive list of all groups can be maintained.

Policy Details

8.12.1 Rights

Emory University students may organize Student Organizations. In accordance with the Emory University Non-Discrimination Policy, no student shall be denied membership in any Student Organization.

Notwithstanding the foregoing, certain limitations for participation based on major, degree, grade point average, or school of enrollment may be imposed if approved in advance by the Recognizing Body. Student Organizations that wish to make exceptions to enrollment based on religious or other purposes must petition the appropriate Recognizing Body.

8.12.2 Official Registration List

The Division of Campus Life is responsible for maintaining a comprehensive and up to date list of all registered Student Organizations through the Office of Student Leadership & Service staff. All Student Organizations at Emory University who wish to have access to any of the rights, privileges, and benefits outlined in this policy must follow the official registration procedures as outlined by the Division of Campus Life. Such registration list shall be deemed the official list of Student Organizations recognized at Emory University at any time.

8.12.3 Authorization

In order for an organization to be recognized as an official Student Organization, the Student Organization must have the approval of a Recognizing Body and be listed on the official list of Student Organizations maintained by the Division of Campus Life. Each Recognizing Body is responsible for managing their own processes to recognize Student Organizations. The Senior Vice-President and Dean for Campus Life, or his/her designee, are responsible for holding Student Organizations and Recognizing Bodies accountable to all relevant University policies.
In addition, all Student Organizations must have an official University advisor. For groups recognized by University departments, their advisor is the director/chair of that department or his/her designee. For all groups chartered by the Student Government Association, advisors are required to be a full-time faculty or staff member. The Division of Campus Life grants authority to the Office of Student Leadership and Service to set additional requirements for SGA Advisors.

The Student Government Association is also responsible for collecting and distributing the Student Activity Fee. Final decision-making authority regarding the Student Activity Fee resides with the Student Government Association, in consultation with the Senior Vice-President and Dean for Campus Life or his/her designee, who will ensure accountability with relevant University policies and procedures.

8.12.4 Responsibilities of Student Organizations

All Student Organizations are required to abide by and follow all Emory University policies, rules, and regulations. Any Student Organization that does not follow such policies, rules or regulations will be referred to the Office of Student Conduct. These policies include, but are not limited to, the following:

- The Emory University Undergraduate Student Code of Conduct or a student’s respective graduate and professional school’s codes of ethics and codes of conduct
- Space Reservation Policies
- Defensive Driving and Travel Policies
- Alcohol Policy
- Anti-Hazing Policy
- Contract Policy (only for SGA Recognized Student Organizations).
- Volunteer Event Approval
- Student Organization Website policies and procedures
- Catering and Food policies
- Finance, Administration, and Preferred Vendor policies
- And a number of others outlined at www.policies.emory.edu and www.osls.emory.edu in the Eagle Source

8.12.5 Benefits to Registration

The following benefits are available, if applicable, to Student Organizations. No student groups who have not followed this policy to become officially recognized Student Organizations have access to these benefits.

8.12.5.1 Available to all Student Organizations at Emory University

- Use of Emory University name to identify institutional affiliation (per guidelines of Emory Brand Management) which can include a logo, access to letterhead, and other such benefits.
- Ability to reserve space on campus/use space on campus (some charges may apply) and use University meeting rooms and facilitates.
- Free organizational advising, consulting and training by Office of Student Leadership & Service Staff
- Participation in Student Activity Fairs as hosted by Campus Life or the Office of Student Leadership & Service
- Ability to be financially supported by other University Departments with co-sponsorship funding opportunities.
- Access to the Student Organization Management database “Community.”
- Access to a website supported and hosted by Emory University (subject to Emory University Policy 8.12.6)
- Ability to apply for Grant Opportunities in Campus Life such as Late Night @ Emory, the Student Organization Food Grant managed by SGA and Food Service Administration, etc...
- Use of the Eagles’ Landing for informal meetings
- Other benefits as deemed appropriate by various offices, departments, and divisions of Emory University.
8.12.5.2 Available to Student Organizations who receive recognition from the Emory University Student Government Association.

- Ability to apply for Student Activity Fee money
- Access to Student Organization Locker storage

8.12.6 Student Organization Websites

Registered student organizations are entitled to a website supported and hosted by Emory University. Organizations may contract with a third party to design and build a website on their behalf, though a third party is not exempt from this policy. All student organization websites must meet the following criteria:

- Hosted on a server controlled by Emory University
- Compliant with applicable local, state, and federal laws, including but not limited to those concerning copyright and trademark protections, harassment, and sexual misconduct
- Compliant with Emory University Branding Guidelines
- Compliant with Campus Life Technology and Communications Guidelines
- Built on a Wordpress foundation
- Directly accessible for administration by a Campus Life employee
- Aggregated under a single domain name
- Administered by students bound by the Student Code of Conduct and other applicable Policies and Codes

Exceptions to these criteria may be granted by the Office of Student Leadership and Service or by the Campus Life Interactive Communications Developer. Websites built by third party must be approved by the Campus Life Interactive Communications Developer before becoming active. Student organizations in violation of this policy forfeit their entitlement to a website and may have their website archived until compliance is reestablished.

Websites are protected under Policy 8.14, Respect for Open Expression Policy.

8.12.6.1 Student Organization Website Domain Names

Student organizations may not purchase domain names without the explicit approval of the Campus Life Interactive Communications Developer (CLICD). A record of domain names owned by student organizations must be maintained by the CLICD. Domain names must be compliant with the following criteria:

- Forwarded to a web property controlled by Emory University (i.e. the student organization’s URL under the domain that contains aggregated student organization websites)
- The intended use of the name is within the scope implied by the name

Exceptions to these criteria may be granted by the Campus Life Interactive Communications Developer.

Definitions

- Department or Division is defined as a department or division of Emory University that has a Director, Department Chair, or similar title.
- Recognizing Body is defined as the Department or Division, Emory University Student Government Association or other Emory University authorized governing or recognizing body that may authorize a Student Organization.
- Student Organizations are groups of students that meet the Student Government Association requirements for recognition. This term includes, but is not limited to, student organizations recognized by the Office of Student Leadership and Service through the Student Government Association, Greek letter organizations recognized by the Office of Sorority and Fraternity Life, athletic teams organized by Athletics and Recreation (including varsity and intramural sports teams), and organizations recognized and/or advised by a Recognizing Body or other administrative units of the University.

Related Links
Current Version of This Policy: http://policies.emory.edu/8.12
Community Platform for Registration (http://www.studentorgs.emory.edu)

Contact Information

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<td>Office of Student Leadership &amp; Service</td>
<td>404-727-6169</td>
<td><a href="mailto:osls@emory.edu">osls@emory.edu</a></td>
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Revision History

- Version Published on: Nov 27, 2012 (added 8.12.6 & 8.12.6.1. changed name of policy, changed definition)
- Version Published on: Nov 27, 2012 (changed wording in 8.12.3)
- Version Published on: Jul 11, 2012 (Original Publication)

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.
Policy 8.13
Missing Student Notification

Responsible Official: SVP and Dean for Campus Life
Administering Division/Department: Campus Life
Effective Date: October 01, 2010
Last Revision: September 30, 2016

Policy Sections:

I. Overview
II. Applicability
III. Policy Details
IV. Related Links
V. Contact Information
VI. Revision History

Overview

The purpose of the Emory University Missing Student Policy is to establish procedures for the University’s response to a report of a missing student as required under the Higher Education Opportunity Act (HEOA) of 2008.

Applicability

The HEOA of 2008 requires institutions of higher education to establish:

- A missing student notification policy for students who reside in on-campus housing
- A process for students to register a confidential contact for use under this policy
- Procedures to implement this policy for students who reside in on-campus housing

Emory University applies this missing student notification process to all students. This policy applies to all students found to be missing or absent from the University for a period of 24 hours without any known reason or when the absence may be contrary to usual patterns of behavior. A student will be considered missing immediately, if his/her absence has occurred under circumstances that are suspicious or cause concerns for her/his safety. Such circumstances include, but are not limited to: reports or suspicions of foul play, suicidal thoughts, drug use, any life threatening situations, or where a student may be known to be with individual(s) who may endanger the welfare of the student.

Policy Details

8.13.1. Process Overview

If any member of the University community has reason to believe that a student may be missing, he or she should immediately notify the Emory Police Department at 404-727-6111 (Main Campus) or 770-784-8377 (Oxford Campus).

A campus officer is available to respond to a call 24 hours a day and seven days a week.
If the student in question resides off-campus, or resides on-campus but is reported missing from an off-campus location, the Emory Police Department will assist the reporting party in notifying the appropriate law enforcement agency with jurisdiction at the off-campus residence or last known location.

8.13.2. Procedures for Designation of Missing Persons Contact Information

Each student will be given the opportunity during each semester registration process to designate one or more individuals to be contacted in the event the student is determined missing. This designation is distinct from the identification of a general emergency contact, but students may identify the same person for both purposes. Students’ missing persons contact information will be kept confidential and accessible only to authorized campus officials, and it will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

8.13.3. Official Notification Procedures for Missing Persons

1. Any member of the university community who has information that a student may be a missing person must notify the Emory Police Department as soon as possible.

2. If the initial report that a student is missing is made to a department other than the Emory Police Department, the staff member or faculty receiving the report must ensure that the Emory Police Department is contacted immediately and that contact information for the original reporting party is shared with the Emory Police Department.

3. The Emory Police Department, Campus Life, and other appropriate staff members will attempt to locate the student. If the student resides off-campus or was reported missing from an off-campus location, the University will cooperate with the appropriate local law enforcement agency in its effort to locate the student. The Emory Police Department shall act as the primary investigating agency in a missing person case only when it has been determined that the missing person was last seen in EPD’s jurisdiction.

4. Appropriate university staff will be notified to aid in the search for the student.

5. If the student is not located within 24 hours of the report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Emory Police Department shall notify the local law enforcement agency that has jurisdiction in the area that the student is missing (unless it was the local law enforcement that determined the student to be missing). The notification will be made within 24 hours of the student being determined missing.

6. When a student is determined to be a missing person, the Dean of Campus Life and/or his or her designee will notify the individual(s) the student designated to be contacted for missing persons purposes that the student has been determined missing. If the student is under the age of 18 and not an emancipated minor, a custodial parent or guardian will be contacted in addition to the designated missing persons contact(s) if they are not the same person(s). The required notifications will be made within 24 hours of the student being determined missing.

*Successful contact is contingent upon the correct contact information being made available by the student.

7. Senior University Administration will be notified in accordance with this policy.

8.13.4. Campus Communications About Missing Students

In all cases of a missing student, where the student is declared missing by the Emory Police Department or by the appropriate local law enforcement agency after an initial investigation, the Emory University Office of University Media Relations will provide information to the media that is designed to obtain public assistance in the search for any missing student. Any media requests to the college will be directed to the Office of University Media Relations. Prior to providing the Emory University community with any information about a missing student, the Office of University Media Relations shall consult with the Emory Police Department and with local law enforcement authorities to ensure that communications do not hinder the investigation.

Related Links

- Current Version of This Policy: [http://policies.emory.edu/8.13](http://policies.emory.edu/8.13)

Contact Information

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<th>Subject</th>
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<td>Dean of Campus Life</td>
<td>404-727-4364</td>
<td><a href="mailto:kmoss@emory.edu">kmoss@emory.edu</a></td>
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Revision History

- Version Published on: Oct 05, 2015 (recent changes to OPUS designed to capture specific missing persons co)
- Version Published on: Oct 05, 2015 (student designation of emergency contact)
- Version Published on: Aug 02, 2012 (Original Publication)

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*
Policy 8.14
Respect for Open Expression Policy

Responsible Official: SVP and Dean for Campus Life
Administering Division/Department: Campus Life
Effective Date: October 29, 2013
Last Revision: April 12, 2017

Policy Sections:

I. Overview
II. Policy Details
III. Definitions
IV. Related Links
V. Attachments
VI. Contact Information
VII. Revision History

Overview

see below

Policy Details

8.14.1 Principles

Emory University (“University”) is committed to an environment where the open expression of ideas and open, vigorous debate and speech are valued, promoted, and encouraged. As a community of scholars, we affirm these freedoms of thought, inquiry, speech, and assembly. Firmly grounded in the principles outlined by the 2011 Taskforce on Dissent, Protest & Community Report (weblink to statement), this Policy reaffirms Emory’s unwavering commitment to a community that inspires and supports courageous inquiry through open expression, dissent, and protest, while acknowledging the challenges of the creative tensions associated with courageous inquiry in an ever changing community.

Recognizing that the educational process of our institution necessarily includes various and diverse forms of open expression, the University affirms the rights of members of the Community to assemble and demonstrate peaceably within the limits of this Policy. Simultaneously, the University affirms the right of others to pursue their normal activities and to be protected from injury or property damage, as defined by law.

Emory University also affirms values of diversity, inclusion, and community. The University Community is diverse -- in race, ethnicity, gender, sexual orientation,
background, age, religion, abilities, life experiences, political ideologies, ideas of thought, and in many other ways. The actions of each member have an impact upon the culture of inclusion and respect for which we strive as a community. The University is fundamentally committed to open inquiry, open expression, and the vigorous discussion and debate upon which the advancement of its multifaceted mission depends. Civility and mutual respect are important values in our community; while they do not limit the rights protected by this Policy, we ask all members of the Community to consider these values carefully when exercising their fundamental right to open expression.

8.14.2 Applicability, Scope, and Definitions

Emory University Community (“Community”): the following individuals are considered members of the Community for purposes of this Policy:

1. students, defined as any person pursuing studies at the University, including (1) a person not currently enrolled who was enrolled in the preceding fall, spring, or summer; (2) a person not currently enrolled who was previously enrolled in Emory University and may reasonably seek re-enrollment at a future date; (3) a person who has applied to and been accepted for admission to Emory University and has accepted an offer of admission or may reasonably be expected to enroll; and (4) a person enrolled in the Emory University Pre-College Program on a credit or non-credit basis;

2. persons who are employed by Emory University or Emory Healthcare as faculty or staff, and persons who are employed by contracted entities to provide a service to Emory University and whose work location is on any of Emory’s multiple campus locations;

3. trustees of the University and members of Boards of various entities of the University;

4. alumni of the University when returning to campus or to official University events;

5. invited guests of the University such as guest speakers, panelists, artists, performers, participants, etc. for events, both on and off campus; and

6. patrons, guests, and those receiving the services of Emory Healthcare or other businesses, such as Continuing Education, of Emory University.

Meetings and Events (“Meetings” or “Events”): gatherings of members of the Community in a location specifically reserved for that purpose. Events are generally considered to be public. Meetings are generally considered to be private.

Dissent (“Dissent”): the fundamental right of expression of counterpoint(s) through symbols, speech, expression, satire, flyers or leaflets, action, and other comparable forms of expression.

Protest (“Protest”): dissent with the goal of change, which may attract attention. Protests may include an actual gathering of people to bring attention to
the cause, such as picketing, rallies, sit-ins, vigils, or similar forms of expression. Protest may also include more individually-based forms of Dissent such as posting flyers, wearing t-shirts or arm bands, and other similar actions.

**Internal vs. External Dissent:** The University acknowledges that some protest may be externally focused, meaning the topic of protest is directed at some broader issue beyond the University. Examples may include protesting local legislation or global social injustices, among others. The University also acknowledges that some protest may be internally focused, directed at the leadership of the institution, at decisions made by faculty or administrators, or toward other members of the Community with whom one disagrees. Both forms of protest are valued, protected, and affirmed.

Nothing in this Policy prevents Emory Healthcare from managing its property with due regard for the unique needs of healthcare delivery. The Senior Vice President and Dean of Campus Life (DCL) is responsible for enforcing this policy. The DCL and their designee may send Open Expression Observers on their behalf during Events to enforce this Policy.

**Conflicting Policies:** This Policy is paramount to other policies of the University that may conflict, except those grounded expressly in local, state, or national law.

### 8.14.3 Committee for Open Expression

The University Senate Standing Committee for Open Expression (hereinafter Committee) is a working group of community members—faculty, staff, and students—who seek to promote and protect the rights and responsibilities of community members related to issues and controversies involving speech, debate, open expression, protest, and other related matters.

#### 8.14.3.1 Jurisdiction

The Committee has responsibility for all issues and controversies involving various forms of expression, including but not limited to speech, debate, Protest, Dissent, and other related matters in accordance with this Policy.

#### 8.14.3.2 Committee Responsibilities

The Committee shall provide advice and counsel to Community members interpreting the Policy and the rights and responsibilities of individuals and groups under it. The Committee shall have the following powers and duties:

- to investigate alleged infringements of the right of members of the Community concerning speech, debate, open expression, Protest, Dissent, and other related matters, between all members of the Community;
- to provide education and training to the Community regarding open expression;
- to provide resources and referral to appropriate campus colleagues as necessary;
to regularly review this Policy and its applicability, and to recommend changes to the University Senate as necessary;

- to report annually on the status of the Committee’s work for presentation to the University Senate, and to make such reports available to the Community; and

- to take other actions as necessary to effectuate this Policy and the principles contained herein.

8.14.3.3 Composition and Term

The Committee shall consist of 13 members:

Four Faculty Members should be appointed to staggered two-year terms. At least one faculty should be from one of the Woodruff Health Sciences schools (Medicine, Public Health, Nursing, or Yerkes).

Three Staff Members should be appointed to staggered two-year terms so that each year at least one new member is named or reappointed to the Committee.

Five student members should be appointed to one-year terms. At least two students must be undergraduates and at least two students must be graduate or professional students. All of the graduate or professional students must represent different academic divisions of the institution.

One member of Student Government Association’s Constitutional Council, as appointed by the President and confirmed by the SGA Legislature, shall serve a one-year term as an ex officio member of the committee. This ex officio member is not a voting member of the committee and should not count for quorum purposes.

One representative from the Division of Campus Life should also be appointed to a two-year term.

The appropriate nominating body (University Senate) should make all reasonable efforts to nominate new representatives to the Committee, but nothing in this Policy prohibits members from serving multiple and/or consecutive terms if deemed appropriate by the nominating body.

The Committee Chair will be nominated by the Committee for Open Expression for appointment by the University Senate Executive Committee.

Under the advice and consent of this Committee, Oxford College of Emory University may assemble its own Committee, which must include students, to support, promote, and protect Open Expression at Oxford.

8.14.3.4 Committee Procedures

The following procedures are designed to ensure continuity and effectiveness of the Committee:

a. Except as provided with respect to the conflict resolution and mediation
function outlined in section 8.14.4, 7 members constitute a quorum. In order for a quorum to exist, at least one faculty, one staff, and one student representative must be present.

b. The Committee may authorize the creation of subcommittees to act for the Committee in any matter except for proposing changes to the Policy and submitting yearly reports. The University Senate must approve the membership of any subcommittees if 1) members of said subcommittees are not current approved Senate members and 2) members of the subcommittees need to cast any actionable votes.

c. The Committee or any subcommittee may invite other Community members to provide consultative services to the Committee for their areas of expertise. The opinions of invited members are non-binding and only serve to help inform the Committee in its decision-making.

d. The Committee shall maintain a spirit of openness and transparency. Under certain conditions, the Committee shall respect the privacy of individuals over transparency to the broader community and shall maintain the right to declare its proceedings confidential.

i. If a person appearing before the Committee requests confidentiality, the Committee will consider that request and notify the individual of the decision before the scheduled testimony.

ii. Committee minutes may be declared confidential by the overall Committee or by the Chair of the Committee or subcommittee subject to review by the overall Committee.

iii. All minutes and materials deemed confidential shall be clearly marked and shall be accompanied by a warning against unauthorized disclosure.

8.14.4 Filing Complaints to the Committee for Open Expression

The University seeks to actively promote open expression within our Community. As such, this Policy enumerates an investigation procedure for those members who believe their rights under this Policy have been violated. When an Event, Meeting, or Protest is occurring, the enforcement of this policy shall follow the guidelines outlined in 8.14.7; however, should a member of the Community believe their open expression has been violated, the Committee shall work to resolve those concerns as outlined in this section. An initial complaint may be submitted to the Committee for review through the Committee’s email, through the Division of Campus Life, or through other channels as the Committee deems appropriate.

8.14.4.1 Hearing Panel

The Committee will appoint a three member panel from the membership of the Committee to investigate the incident. The Committee shall consider any potential conflicts of interest when appointing this panel.
8.14.4.2 *Investigations*

Investigations as conducted by this Panel may include:

- collection of written statements from involved parties;
- informal interviews of involved parties;
- informal interviews of topical experts for additional perspective; and
- other information as needed.

8.14.4.3 *Findings*

When a complaint is submitted and to the greatest extent possible, the Committee will seek to resolve the conflict and mediate the situation between the parties.

This Committee, however, has no disciplinary authority because of its role protecting and promoting Open Expression. Actions that violate other Community expectations such as the Undergraduate Code of Conduct, the conduct expectations of the graduate and professional schools, or any other appropriate University policy, may be referred to the appropriate body.

8.14.4.4 *Authority*

This Committee, when it finds violations of this Open Expression policy by any member of the Community including those acting in the name of the University, may submit recommendations to the University Senate, the President, the DCL, or any other appropriate person or governing body for review.

8.14.5 *Community Responsibilities*

Emory University respects the Constitutional rights of free speech and assembly. As such, the only responsibilities outlined in this section that limit the free exercise thereof have been done in a way to ensure maximum open expression and narrowly tailoring exceptions to specific safety or community concerns.

8.14.5.1 *Awareness of Community Responsibilities*

Each member of the Community is expected to know and follow this Policy. A person who violates these standards or other policies of the University in the course of open expression may be held accountable for that conduct. Any member of the Community who is in doubt as to the propriety of planned conduct may seek guidance from the Committee for Open Expression in advance of the Event.

8.14.5.2 *Freedom of Speech and Freedom of Expression: Joint Standards*

Expression that communicates a viewpoint, regardless of form, is protected as long as it does not violate the guidelines of this Policy. This includes protest, dissent, and any other communicative activity, whether or not it occurs in the context of a Meeting or Event.

The right to Dissent is the complement of the right to speak, but these rights may
conflict at certain times. The University promotes simultaneous, but not disruptive, Dissent. As such, during a scheduled Event or Meeting, a speaker is entitled to communicate a message to an audience during an allotted time, and the audience is entitled to hear the message and see the speaker during that time. A dissenter must not substantially interfere with the speaker’s ability to communicate or the audience’s ability to hear, see, or question the speaker. Protests outside of a Meeting, Event, or another Protest shall not impede access to the Meeting, Event, or Protest nor substantially interfere with the communication inside.

8.14.5.3 Standards for Scheduling Meetings, Protests, and Events for both Indoor and Outdoor Locations

It is the policy of the University to protect voluntary assembly and to make its facilities available for assembly. The University shall establish standards for scheduling Events and Meetings. These standards should be published or provided to any member of the Community. Such standards must be reasonable and not require excessive limitations when not warranted, and it is the responsibility of administrators of space on campus to ensure policies and procedures promote open expression. Reservations shall not be denied to any member of the Community based on content of the Meeting, Event, or Dissent unless such content would otherwise violate the responsibilities set forth in 8.14.5.5 of this Policy.

The Committee for Open Expression should be consulted whenever possible before denying a request for use of a room, facility, or space by an organization recognized by the University for a reason other than prior assignment of the room, facility, or space. The University shall not deny recognition to an organization because of disagreement with its mission or the viewpoints that it represents. However, the University may properly take into account, when allocating scarce resources to groups, whether one group’s mission is duplicative of another’s.

8.14.5.4 Violation of Community Responsibilities

The Committee for Open Expression exists to help support the right to Expression, Dissent, and Protest. An affirmative commitment to helping rectify violations through support and alternatives shall be the appropriate course of action. Members of the Community serving as Open Expression Observers shall focus on helping the Expression, Dissent, or Protest continue while making modifications to ensure no violations continue to occur. Further, the Committee for Open Expression should be consulted whenever possible before making a determination that members of the Community are indeed violating the principles of this Policy.

Community members, in the course of their actions, violate this Policy if they:

a. Unreasonably infringe on the rights of other Community members to engage in open expression, Protest, and Dissent.

b. Cause substantial disruption to a Meeting or Event that impedes the rights of attendees of that Meeting or Event, including excessive noise, continually
interrupting a speaker, or preventing an audience from seeing/engaging with a speaker during a Meeting or Event.

c. Create undue hardship that substantially impedes a Community member’s right to open expression, such as unreasonable space reservation or usage policies.

8.14.5.5 Violation of Other Policies that relate to Open Expression

Community members, in the course of their actions, violate other policies of the University (such as the Undergraduate Student Code of Conduct, Codes of Conduct in the Graduate and Professional schools, and others that can be found at www.policies.emory.edu) and are no longer operating within the spirit of Open Expression at Emory if:

a. They violate any federal, state, local or other applicable law (e.g., gaining unauthorized access to restricted areas, refusing to leave restricted areas if instructed, defacing of public and/or private property, etc.).

b. They interfere unreasonably with the activities or rights of other persons. Factors that may be considered in determining whether conduct is reasonable include, but are not limited to, the time of day, size of audience, and noise level of a Meeting, Event, or Protest.

c. They interfere unreasonably with the general operations of the University.

d. They hold Meetings, Events, or Protests under circumstances where the health or safety of persons is endangered.

e. They knowingly interfere with unimpeded movement in a University location. Examples may include preventing access to a building, or blocking any entrances or exits in a way that causes safety concerns.

f. They cause injury to persons or property or threaten to cause such injury.

g. They use or threaten violence or force, or encourage others to use or threaten violence or force.

h. They cause harassment, as defined by state law.

i. They violate reasonable noise levels, such as but not limited to DeKalb County noise ordinances.

8.14.5.6 Supporting Expression, Protest, and Dissent through University Space

There are many locations on campus especially conducive to Expression, Protest, and Dissent. A list of suggested spaces can be obtained in the Dobbs University Center’s Meeting Services, who can assist with reservations of most space on campus or assist in connecting with owners of other spaces.
Moreover, the foundations of this Policy are grounded in the principles of the entire campus being open and available to members to build community through Expression, Protest, and Dissent. As such, all spaces, both indoors and outdoors, are available to support both planned and impromptu Expression, Protest, and Dissent except as provided below. For planned events, reservations can be made and no reservation shall be denied because of the content of expression. For impromptu Expression, Protest, and Dissent, please see 8.14.5.7.

The following locations are not available for these types of Events, Meetings, or Protests unless a special exception is granted; however, if the focus of the Expression, Protest, or Dissent includes one of these areas, there is an affirmative support to ensure protests occur in places like the outdoor spaces in front of the buildings or common gathering places close to these locations.

a. Private offices, research laboratories or associated facilities, and computer centers.

b. Specific areas of offices, museums, libraries, and other facilities that contain valuable or sensitive materials, collections, equipment, and records protected by law, or by existing University policy such as educational records, student-related or personnel-related records, or financial records.

c. Classrooms, seminar rooms, auditoriums, meeting rooms, or outdoor spaces in which classes, private Events, or Meetings are being held or are scheduled to be held during the time of the Protest.

d. Outdoor and indoor locations when the free flow of traffic, both vehicular and pedestrian, is unreasonably impeded; when entrances or exits to private offices, classrooms, and meeting spaces are blocked; or when undue health and safety risks are created.

e. Hospitals, clinics, and surrounding green space or grounds (including, but not limited to, sidewalks, access roads, parking areas, etc.), the facilities of healthcare service providers, emergency facilities, communication systems, utilities, or other facilities or services vital to the continued functioning of the University.

8.14.5.7 Protests in Spaces that have not been reserved

We fully support and acknowledge as a Community that sometimes impromptu Expression, Dissent, and Protest are pivotal to achieve the principles of this Policy. Not having a reservation is not sufficient reason for terminating any Protest unless the impromptu Protest unreasonably interferes with prior scheduled Meetings, Events, or essential operations of the University. Community members serving as Open Expression Observers shall ensure impromptu Expression, Dissent, or Protest continues until it should otherwise be relocated to allow for prior scheduled activities. To encourage such impromptu Dissent, the Open Expression Observers shall demonstrate this affirmative commitment by working with those involved to identify space where the Expression, Protest, or Dissent can be
continued should the space being used interfere with other scheduled Meetings, Events, or essential operations.

All general outdoor public areas of the institution, even those that have reservation procedures, should be available for impromptu Expression, Protest, and Dissent unless it otherwise violates this policy. Requirements to reserve space should not be unreasonable in terms of time frame, requirements, or costs to the group wishing to host the Event. No group or organization should be denied use of a space on campus because of the content of the Meeting, Event, or Protest, unless such content would otherwise violate the responsibilities set forth in 8.14.5.5 of this Policy.

8.14.5.8 Nonpersonal Expression such as flyers, signs, displays, etc.

For purposes of nonpersonal expression such as flyers, chalking, signs, and displays, persons expressing themselves should follow all applicable flyer posting policies and banner reservation rules; however, these requirements should not be unreasonable in terms of access, time frame, requirements, or costs to the group. No nonpersonal expression should be denied because of the content of the flyer, sign, or display within the limits of the law. Additionally, a member of the Community who defaces the open expression of others will be held in violation of this policy.

8.14.6 Promotion and Dissemination of this Policy

The Committee for Open Expression shall partner with the DCL to:

· promote this Policy through educational efforts to the Emory Community, at least annually;

· provide educational opportunities to make community members aware of their rights and responsibilities regarding Open Expression; and

· educate members of the Community actively participating in Expression, Dissent, or Protest of their rights and responsibilities.

8.14.7 Administration and Enforcement

Except for hospital facilities as managed by Emory Healthcare, it is the responsibility of the Senior Vice President and Dean of Campus Life or their designee to protect and maintain the right of open expression under these Guidelines. This procedure is outlined as a transparent process for enforcing safety and other University policies while protecting the Community’s rights to open expression.

8.14.7.1 Administrative Procedures

a. Observation of Meetings, Events or Protests, when deemed necessary by the DCL to protect and maintain open expression, shall be the responsibility of the DCL, who may delegate such responsibility. This Observer shall have full authority to act in the name of the DCL under these Guidelines. References to the DCL include their designee, who will take the form of trained staff or faculty who will
serve as Open Expression Observers to help protect open expression and the rights of all parties involved.

b. Except in emergencies, the DCL's authority under these Guidelines shall not be delegated to employees of the Emory Police Department. Emergencies, for purposes of this clause, are defined as situations that include any of the following: imminent serious bodily harm; serious threat; imminent life threatening behavior; reckless disregard for human life; or threat to life, limb, or property.

c. The Observer shall identify himself or herself to those responsible for the Meeting or Event or to the leaders of the Protest.

d. The DCL shall attempt to inform the chair of the Committee for Open Expression of Meetings, Events, or Protests to which an Observer will be sent. The chair may designate a member or members of the Committee to accompany and advise the Observer. Such a Committee representative shall also be identified to those responsible for the Meeting or Event or to the leaders of the Protest.

e. Any Observer who attends a Meeting, Event, or Protest shall reasonably attempt to respect the privacy of those involved.

f. The Committee for Open Expression should be consulted whenever possible before making a determination that members of the Community are indeed violating the principles of this Policy.

8.14.7.2 Enforcement Procedures

The Committee and the DCL shall work with Protestors or Dissenters to identify ways to continue the Expression, Protest, or Dissent with modifications to avoid future violations. The spirit of this policy is to protect the right of Protestors to do so while ensuring the narrow exceptions in this policy are no longer being violated.

a. The DCL is responsible for enforcing Section 8.14.5 and may work with anyone whose behavior is violating or threatens to violate these Guidelines to modify or terminate such behavior. The instruction shall include notice that failure or refusal to comply is a further violation according to Section 8.14.7 of these Guidelines. However, an instruction or warning by the DCL is not a prerequisite for a finding that a violation has occurred.

b. The Committee for Open Expression should be consulted whenever possible before making a determination that members of the Community are indeed violating the principles of this Policy. When the DCL declares that an individual or a group has violated the Guidelines, they may request to examine their University or other identification. The hosts of invited guests may also be asked to provide their University identification.

i. Failure to comply with this request is a violation of the Guidelines.

ii. In the event that any person(s) are deemed by the DCL or their designee to have violated the Guidelines and such person(s) refuse to show University or other identification, the DCL has the authority to make reasonable efforts to
identify the individuals. The DCL is not authorized to photograph or take video of individuals where a reasonable expectation of privacy exists.

c. In carrying out this responsibility for safeguarding the right of open expression, the DCL shall obtain the advice and recommendation of the Committee for Open Expression whenever feasible.

8.14.7.3 Terminations or Arests because of Violations of this Policy

Termination of an event or any arrests must be the option of last resort. The Chair of the Committee for Open Expression, or their designee, must be consulted and must have advised of all alternatives to support continuation of the Expression, Protest, or Dissent before there is any termination or arrest. Avoidance of injury to persons by the continuation of a Meeting, Event, or Protest is a key factor in determining whether it should be forcibly terminated. Property damage and significant interference with educational processes are also factors to be considered and may be of sufficient magnitude to warrant forcible termination.

If a Meeting, Event, or Protest is forcibly terminated, a full statement of the circumstances leading to the incident shall be publicized by the DCL within the University.

8.14.7.4 Violations of Other University Policies

The Committee for Open Expression is not an investigatory committee related to conduct of Community members. As such, all Community violations shall be handled in the following manner:

a. Cases involving undergraduate students are referred to the Office of Student Conduct who investigates the Event and decides what disciplinary proceedings, if any, to pursue.

b. Cases involving graduate or professional students are referred to the established disciplinary body of the school in which the student is enrolled.

c. Cases involving faculty are referred to the appropriate Dean or to the Provost.

d. Cases involving University, including Healthcare, staff or administrators are referred to that individual’s supervisor, any other person with supervisory responsibility over that individual, or Human Resources.

e. Cases involving trustees and associate trustees of the University and members of the Boards of Overseers or other bodies advisory to the University are referred to the Executive Committee of the Trustees.

f. Cases involving contracted workers shall be discussed by the Committee for Open Expression in collaboration with the University administrator managing that relationship.

Definitions

Opinion of the Emory University Senate Standing Committee for Open Expression Regarding Definition of Community
Member

Related Links

- Current Version of This Policy: http://policies.emory.edu/8.14
- Undergraduate Student Code of Conduct (http://conduct.emory.edu/)
- Meeting Services Space Reservation Policies (http://duc.emory.edu/meeting_services/index.html)
- (http://)

Forms and Attachments

Posting Guidelines and Practices: download

Contact Information

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<td><a href="mailto:openexpression@emory.edu">openexpression@emory.edu</a></td>
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<td>Administration of Policy</td>
<td>Division of Campus Life</td>
<td>404-727-4364</td>
<td><a href="mailto:campuslife@emory.edu">campuslife@emory.edu</a></td>
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<td>Student Organization Support</td>
<td>Student Involvement, Leadership and Transition</td>
<td>404-727-6169</td>
<td><a href="mailto:osls@emory.edu">osls@emory.edu</a></td>
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<td>Conduct-Related Questions or Sanctions</td>
<td>Office of Student Conduct</td>
<td>404-727-7190</td>
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<td>Space Reservations</td>
<td>Meeting Services</td>
<td>404-727-1706</td>
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<tr>
<td>Sexual Misconduct Policy</td>
<td>Campus Life</td>
<td>404-727-4364</td>
<td><a href="http://www.policies.emory.edu/8.2">http://www.policies.emory.edu/8.2</a></td>
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<tr>
<td>Discriminatory Harassment Policy</td>
<td>Equal Opportunity Programs</td>
<td>404-727-9867</td>
<td><a href="http://www.policies.emory.edu/1.3">http://www.policies.emory.edu/1.3</a></td>
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Revision History

- Version Published on: Dec 05, 2016 (policy updated by committee)
- Version Published on: Dec 05, 2016 (link to Standing Committee opinion-cmty member definition)
- Version Published on: Aug 26, 2016
- Version Published on: Jun 01, 2016 (links updated and uploaded guidelines)
- Version Published on: Nov 18, 2015
- Version Published on: Mar 02, 2015 (Senate approved changes 2.2015)
- Version Published on: Nov 05, 2013 (Original Publication)

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Policy 8.2
Sexual Misconduct

Responsible Official: SVP and Dean for Campus Life
Administering Division/Department: Campus Life
Effective Date: May 24, 2007
Last Revision: September 26, 2016

Policy Sections:

I. Overview
II. Applicability
III. Policy Details
IV. Definitions
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Overview

Emory University is committed to maintaining an environment that is free of unlawful harassment and discrimination. Thus, in accordance with federal law and its commitment to a fair and open campus environment, Emory cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, sex, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any factor that is a prohibited consideration under applicable law.

Title IX of the Educational Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Emory fosters a safe learning and working environment that supports academic and professional growth of students, staff, and faculty and does not tolerate sexual misconduct in its community and will take prompt action when misconduct occurs.

This Policy covers sexual misconduct committed by Emory University students. Sexual misconduct is a form of sexual harassment that is prohibited under federal law and the Emory University Equal Opportunity and Discriminatory Harassment Policy (Policy 1.3). Sexual misconduct can occur in many forms, including, but not limited to, sexual harassment, domestic violence, dating violence, intimate partner violence, sexual assault, and stalking.

The university will take seriously every allegation or report of sexual misconduct received. Emory University’s response is intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough, and equitable manner.

Concerns, complaints, or questions relating to this Policy may be directed to the staff members listed below:

Lynell A. Cadray
Associate Vice Provost
Office of Institutional Equity and Inclusion
Applicability

The following policies and procedures apply to situations in which a student is alleged to have engaged in sexual misconduct. Allegations of sexual misconduct not involving a student, or involving a student acting in an employment capacity, are primarily addressed through the university’s Equal Opportunity and Discriminatory Harassment Policy (Policy 1.3). However, a student acting in an employment capacity may be subject to this Policy as well as any applicable employment policies.

The University Title IX Coordinator monitors and oversees Emory University’s compliance with federal regulations concerning sexual harassment and discrimination. Upon receipt of a report of alleged sexual misconduct, the University Title IX Coordinator will monitor responsive action to ensure that the educational environment at Emory University is free of discrimination and discriminatory harassment. Additionally, the University Title IX Coordinator monitors the steps taken, as appropriate, to remedy the effects of the sexual misconduct on the complainant. This may include commencement of disciplinary proceedings against a respondent.

This policy applies to sexual misconduct that occurs in connection with all academic, educational, extracurricular, athletic, and other programs of Emory, whether those programs take place in university facilities, at a program sponsored by the university at another location, or elsewhere.

Policy Details

8.2.1. Reporting Sexual Misconduct

Reporting to the police. Because sexual misconduct may constitute both a violation of University policy and criminal activity, persons having knowledge of a possible violation are
strongly encouraged to report alleged sexual misconduct promptly to the Emory Police Department, or to local law enforcement authorities for incidents that occur off campus. The university strongly encourages survivors who have been sexually assaulted to report the assault, to seek assistance, and to pursue judicial action for their own protection and that of the entire campus community.

Confidential reporting (providing information without your name attached to it) is an available option with the Emory Police Department through the TIPS line ((404)727-TIPS/8477); however, investigative or criminal enforcement activity can be significantly limited in the case of anonymous reports. Regardless of whether a complainant pursues a criminal complaint, the university will investigate the incident in question and take appropriate responsive action to ensure that the educational environment at Emory is free of harassment and to prevent the recurrence of a hostile environment, and, as appropriate, to remedy the effects of the harassment.

When the survivor elects not to, or is unable to, report an assault, Emory encourages other persons with knowledge of the assault to make a prompt and accurate report to the Emory Police Department. The wishes of the survivor about confidentiality, if known, should be respected in making such a report.

Pursuant to University Policy 4.119, Emory University's Mandated Child Abuse Reporting Policy, unless there is an exception under Georgia law, Emory University requires all Emory University personnel, including faculty, staff, students, and third-parties, to report suspected Child Abuse of which they are made aware in their capacity of employment or duties. Child abuse includes sexual abuse or exploitation of a person who is under eighteen (18) years old. Any uncertainty about whether reporting is required should always be resolved in favor of making a report to the Emory Police Department.

Reporting Sexual Misconduct for University Action. Every university employee who is informed about an allegation of sexual misconduct involving any student is required to notify a Title IX Coordinator either directly or through their relevant reporting structure. However, university employees who serve in a professional role in which communications are afforded confidential status under the law (e.g., medical providers, therapists, and professional and pastoral counselors) are not bound by this requirement but may, consistent with their ethical and legal obligations, be required to report limited information about incidents without revealing the identities of the individuals involved, to a Title IX Coordinator or Deputy Coordinator. All members of the Emory University Community are encouraged to promptly report incidents of sexual harassment and discrimination.

Complaints under this sexual misconduct policy may be filed: (1) with the University Title IX Coordinator, (2) with the Title IX Coordinator for Students, or (3) with a Deputy Title IX Coordinator. The complaint may be made in a written or verbal format. A reporting form is available at http://sexualmisconductresources.emory.edu.

Retaliation prohibited. Federal regulations and university policy protect against retaliation directed at any individual who files a complaint or is involved in the adjudicatory process under this policy in good faith or participates in an investigation of a complaint. A complaint of retaliation may be initiated with the Title IX Coordinator for Students for any retaliatory actions resulting from the filing of a complaint under this policy. Retaliation is adjudicated under the guidelines of this sexual misconduct policy.

8.2.2. Investigation and Adjudication

The Title IX Coordinator for Students is primarily responsible for coordinating responses to complaints of possible violations of this policy, directly overseeing the investigation and adjudication of complaints, and coordinating possible remedial actions or other responses designed to reasonably minimize the recurrence of the alleged conduct as well as mitigate the effects of the harassment. The Title IX Coordinator for Students will ensure prompt, fair, and impartial investigations and resolutions of complaints alleging violations of this policy. In most cases, an investigation will be completed within 60 days; however, a longer period may be needed in some
more complex cases.

The procedures for institutional disciplinary action will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking. The officials, who are members of the Emory University community, will handle matters under this policy promptly and equitably.

When conducting the investigation, the university's primary focus will be on addressing the sexual assault and not on other Emory University alcohol or other drug policy violations that may be discovered or disclosed. Emory encourages reporting and seeks to remove any barriers to reporting. Emory recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential Conduct Code consequences for the individual who reports. An individual who reports sexual misconduct, either as a Complainant or a third party witness, will not be subject to disciplinary action by the university for personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. At the conclusion of the investigation, the Title IX Coordinator for Students may initiate an educational discussion or recommend other educational or therapeutic remedies regarding alcohol or other drugs for the reporting individual(s).

The complainant and respondent may each be assisted by an advisor of choice during any investigative meeting or pre-hearing conference that a university official schedules with a complainant or respondent. The principal role of an advisor is to serve as a support to a complainant or respondent, and not as a representative or advocate in interactions with university officials.

The filing of a sexual misconduct complaint under this policy is independent of any criminal investigation or proceeding, and except in cases where it is determined that a conduct proceeding might impede a criminal investigation or otherwise not be in the best interests of the law enforcement agency, a complainant, or the university, a university investigation will not wait for the conclusion of any criminal proceedings to commence its own investigation and take needed interim measures.

Investigation of a Complaint and Notice of Charges of Alleged Policy Violation. Title IX Coordinator for Students will appoint a team of investigators to examine each complaint received. The investigators will conduct a prompt, thorough, and impartial investigation of the complaint. The investigation may involve interviews of a complainant, respondent, or witnesses, collection of documents or other physical/electronic information, and other appropriate steps in conducting an investigation. Individuals who are interviewed during the investigation will be advised that the matter is confidential and that retaliation is prohibited by this Policy. A complainant and respondent may both provide information and suggestions to the investigators during the investigation, but the investigators have independent authority to conduct an investigation as best determined by the investigators. Neither a complainant nor respondent, or anyone on behalf of a complainant or respondent, is permitted to engage in any independent investigative activity that involves contacting individuals associated with the investigation and adjudication.

At the conclusion of the review, the investigators will submit a written Report of Findings to the Title IX Coordinator for Students detailing the information that was collected. The Title IX Coordinator for Students may ask further clarifying questions of the complainant, respondent, or witnesses to supplement the Report of Findings.

The Title IX Coordinator for Students shall review the Report of Findings and determine whether there is sufficient information to support charging a student with a violation of this Policy. If a determination is made that the available information will not support a violation, then the student will not be charged. If the Title IX Coordinator for Students determines that there is
sufficient information that a student may have committed a violation of this Policy, then within 7 days after the report of findings is completed or supplemented, a written “Notice of Charges of Policy Violation” (“Notice of Charges”) will be provided to the respondent and the complainant with summary information that supports the charge(s).

**Input from the Complainant Regarding the Method of Resolution.** Early on in the investigation, the Title IX Coordinator for Students will seek to determine how the complainant wishes to proceed - whether the complainant wishes to pursue a formal resolution, seeks to resolve the allegation informally, or does not wish to pursue resolution of any kind.

A. If the complainant wishes to proceed with a formal resolution and the Title IX Coordinator for Students determines there is sufficient information to proceed with a disciplinary process, then a hearing will be conducted as outlined in section 8.2.3 (Hearing Procedures) of this policy.

B. If the complainant wishes to proceed with an informal resolution, the Title IX Coordinator for Students may elect to initiate an informal resolution process. However, a complainant (a) should never be required to work out a problem or resolve an issue directly with the respondent without school involvement; (b) must be advised of the right to end the informal process at any time and to begin to pursue a formal complaint process; and (c) should be notified that mediation is not appropriate, even on a voluntary basis, for sexual assault allegations. Additionally, a complainant and respondent must mutually consent to use of the informal resolution. The Title IX Coordinator for Students may elect not to pursue an informal resolution process if it is deemed not in the best interest of the involved parties or in the best interest of the university.

C. Even if the complainant does not wish to pursue resolution, requests that no action be taken, or requests that the complaint remain confidential or elects not to participate in the process, Emory has an obligation to respond to reports of sexual misconduct. The university’s ability to respond may be limited if a complainant wishes to remain anonymous. Also, no guarantees can be made to a complainant regarding confidentiality, but the Title IX officials will consider every request for confidentiality and significant weight will be given to honoring that request in determining a response to the report of sexual misconduct. In all cases, information will be treated with discretion and privacy but cannot always be handled confidentially. A student will not be required to make a formal report if the student is not ready to.

A request for confidentiality will be considered in the dual contexts of the university’s legal obligation to ensure a living and learning environment free from sexual misconduct and the due process rights of the respondent to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the university will comply with requests for confidentiality to the extent possible. The complainant’s request may be weighed against the following factors in considering how to respond: the seriousness of the alleged sexual misconduct, the complainant’s age, whether there have been other complaints of sexual misconduct against the same respondent, and the respondent’s right to receive information about the allegations if the information is maintained by the university as an “education record” under Family Educational Rights and Privacy Act (FERPA).

**Authority to Impose Interim Restrictions and Provide Accommodations.** During the investigation and until resolution of allegations, the Title IX Coordinator for Students, University Title IX Coordinator, or designee, may issue interim restrictions, including, but not limited to the following: no-contact or stay away orders between the complainant and the respondent, interim suspension, temporary exclusion from areas of campus, removal from or relocation to another residence hall, changes in academic/course schedules, or limiting participation in certain events, gatherings, or activities, among other measures. Interim measures should not be construed to suggest that any decision has been made about the merits of the cases. Appeals must be submitted in writing to the University Title IX Coordinator within 7 days from the day the parties are notified about the interim restriction. The University Title IX Coordinator will review the materials within 5 days of receipt of the appeal and may affirm the original restriction; modify the restriction, which may be of greater or lesser severity, or dismiss the original restriction. The
University Title IX Coordinator’s determinations on any interim restrictions are final and not appealable. Both parties shall receive simultaneous written notice of the outcome of the appeal.

Accommodations may be provided to individuals involved, regardless of whether formal conduct proceedings are instituted, including academic/course schedule changes; housing reassignments; safety escorts; safety/crime prevention briefings, and other protective or safety measures. Interim restrictions and accommodations are considered on a case-by-case basis by the Title IX Coordinator for Students. Interim restrictions may be appealed to the University Title IX Coordinator.

Acceptance of Responsibility. Within 5 days after receipt of the “Notice of Charges,” the respondent has an opportunity to accept or not accept responsibility for the charge(s). If a respondent is charged and accepts responsibility for having violated this policy, the Title IX Coordinator for Students will determine the appropriate sanction within 5 days and send written notification of the sanction imposed and the appeal process to the complainant and respondent. The sanction determination is appealable to the University Title IX Coordinator within 7 days of the notice of sanction. The University Title IX Coordinator’s determination shall be final and not appealable.

8.2.3. Hearing Procedures

If an investigation supports moving forward with a hearing and the respondent does not accept responsibility for the alleged conduct, the Title IX Coordinator for Students will appoint a hearing panel of three individuals, drawn from a pool of faculty, staff, and students with appropriate knowledge and training, to determine if the respondent is responsible for violations in the Notice of Charges. The appointment of the hearing panel will occur within 5 days. The Title IX Coordinator for Students will appoint one member of the panel as its chairperson. The Title IX Coordinator for Students will select the date, time, and location of the hearing, and will provide notice to all parties. All parties shall be given at least 10 days’ notice in advance of the hearing date, absent agreement by the parties to shorten the time period or extraordinary circumstances as determined by the hearing chairperson.

In hearings conducted under this Policy:

1. Both parties shall be given similar and timely access to information that will be used at the hearing and be given the substantially equivalent opportunities to present relevant evidence and witnesses.

2. The proceedings shall be non-adversarial in nature. The chairperson of the Council is empowered to take such steps as may be necessary to preserve the non-adversarial character of the hearing.

3. Both parties have the right to be present for the entire hearing, except for deliberations or recesses for the panel to discuss procedural issues.

4. The university may require any student to attend and to give testimony relevant to the case under consideration. Signed, written statements of complainants from a respondent or from witnesses who cannot attend the hearing may be accepted at the discretion of the chairperson. The university may request the attendance of a faculty or staff member, or alternatively request that a faculty or staff member furnish a written statement.

5. The complainant and respondent are both permitted to have an advisor of choice present at the board hearing. If an advisor attends a board hearing, the advisor is permitted to communicate with the student but not be directly involved in the proceeding. An advisor may attend the hearing to provide advice and support to a student, but is not permitted to make statements to the hearing panel or question hearing participants. While in a hearing, the advisor’s advice and support must be provided in a manner that does not
disrupt the hearing. The chairperson for the board has discretion to place limitations or conditions on the advisor’s presence or participation, and in extreme cases, where an advisor fails to adhere to this policy and disrupts a board hearing, the advisor can be dismissed from a hearing. Any cost associated with the participation of an advisor is the sole responsibility of the individual seeking the advisor’s assistance.

6. A complainant shall not be required to be physically present in the same room as the respondent, and at the discretion of the chairperson of the hearing panel, electronic participation by a complainant may constitute presence for purposes of any proceeding.

7. Panel members shall be required to disclose any conflicts of interest relating to the allegations or the proceeding.

8. Neither party shall be permitted to directly question each other or any witness at the hearing, but they may submit questions to the panel chairperson’s consideration.

9. The panel chairperson will determine whether the panel can properly weigh or take into consideration any evidence offered by a party or witness, and will make determinations as to whether specific, requested questions can be asked by members of the panel the parties. These determinations shall be based on relevance. Rules of evidence applicable to criminal or civil court proceedings will not apply.

10. There shall be a single verbatim record, such as a tape recording, of all hearings (not including deliberations). The recording shall be the property of the university. Documentation of conduct proceedings, including written findings of facts, transcripts, and any audio recordings, are maintained in accordance with the applicable university document retention records.

11. For all cases, the standard that shall be used to determine whether a violation was committed is **preponderance of the evidence**, i.e., it is more likely than not that sexual misconduct occurred.

12. After all admissible evidence has been reviewed the panel shall deliberate to decide the case. The respondent shall be found responsible or not responsible for each charge by a majority vote of the panel.

The panel chairperson will submit a written report to the Title IX Coordinator for Students containing the panel’s determination and rationale within 5 days of the conclusion of the hearing. If the panel concludes that, under a preponderance of the evidence standard, the respondent violated this policy, the panel will provide a sanction recommendation to the Title IX Coordinator for Students. The Title IX Coordinator for Students shall be empowered to affirm this sanction and/or determine an alternate sanction and remedy. Both parties shall receive simultaneous written notice of the outcome of the hearing, sanctions and remedies imposed, and the process and deadline for submitting an appeal by either party.

Emory may impose a range of sanctions and protective measures following a final determination of a violation of the sexual misconduct code, including rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking, among other conduct that violates this Policy. The sanctioning decision will be informed by the degree to which the behavior was intentional, irresponsible, or without knowledge.

Factors pertinent to the determination of what sanction applies include, but are not limited to, the nature of the conduct at issue, prior disciplinary history of the respondent (shared with a panel only upon a finding of responsibility to the allegation), respondent’s willingness to accept
responsibility for the respondent’s actions, previous university response to similar conduct, and university interests.

The broad range of sanctions includes:

- Expulsion (Students found responsible for engaging in actual or attempted sexual penetration without consent, or who are found responsible for repeated sexual misconduct, should be prepared to be permanently separated from the university).
- Suspension for an identified time frame or until satisfaction of certain conditions, or both;
- Temporary or permanent separation of the parties (e.g. only: change in classes, reassignment of residence, no contact orders, limiting geography where parties may go on campus) with additional sanctions for violating orders;
- Successful completion of sexual or relationship sensitivity training/awareness education program/bystander intervention training;
- Successful completion of alcohol and other drug awareness and abuse prevention program;
- Counseling or mentoring;
- Educational programs that focus on rehabilitation of the mindset;
- Volunteering/Community Service requirements;
- Loss of university privileges;
- Delays in obtaining administrative services and benefits from the university (e.g. holding transcripts, delaying registration, graduation, diplomas);
- Additional academic requirements relating to scholarly work or research on sexual assaults or sexual assaults on university campuses;
- Financial restitution (payments) to any individual(s) who were injured or impacted by the Respondent’s conduct; and
- Any other discretionary sanctions that are directly related to the violation or conduct and that are aimed at eliminating sexual misconduct, preventing its recurrence, and addressing its effects.

8.2.3.1. Appeals

Both parties shall have the right to appeal the outcome on any of the following grounds:

1. To consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing.
2. To allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing.
3. To allege that finding was inconsistent with the weight of the information.

Appeals must be submitted in writing to the University Title IX Coordinator within 7 days from the day the parties are notified about the outcome of the case. Upon receipt of an appeal the University Title IX Coordinator will appoint an appellate review panel of 3 members from a pool of trained faculty, staff, and students. The panel will review the materials within 10 days of receipt of the appeal. The panel will examine all documentation of the hearing to determine if there is a reasonable basis for changing the outcome, and in its discretion, can hold an appellate hearing. The panel will issue a written determination of the appeal, or may request that the University Title IX Coordinator take appropriate steps in the appeal, which may include: affirm the original finding and sanction; affirm the original finding but issue a new sanction, which may be of greater or lesser severity; remand the case back to the hearing body to correct a procedural or factual defect; or, dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The panel’s determinations are final and not appealable. However, the outcome of a remanded case may again be appealed under this provision. Both parties shall receive simultaneous written notice of the outcome of the appeal. Both parties shall receive
simultaneous written notice of any change to the results that occurs prior to the time that such results become final; and when such results become final.

8.2.4. Support Services and Options for Students going Through the Sexual Misconduct Process

A variety of support resources are available on campus and in the community to assist students in dealing with sexual or dating violence, whether it happened recently or in the past. A full listing of support, including healthcare, counseling, advocacy or peer support, and other support services may be found at http://sexualmisconductresources.emory.edu. The Respect Program, in the Office of Health Promotion, Campus Life, http://studenthealth.emory.edu/hp/programs/respect_program/, provides education, advocacy, and support for students who have been affected by sexual and relationship violence as well as their friends and families. Amanda Yu, Director of the Center for Healthful Living, serves as the primary point of contact for students at Oxford College. http://www.oxford.emory.edu/life/support_services/health-education/wellness-resources/sexual-assault.dot.

8.2.5. Contact Information

All Emergencies (any campus/location) 9-1-1
Emory Police Department 404.727.6111 or 404.727.8005
Emory Police Department TIPS line 404.727.8477/TIPS
Emory Trust Line 1-888-550-8850
Counseling and Psychological Services (CAPS)—Atlanta Campus 404.727.7450
Student Health and Counseling Services—Oxford Campus 770-784-8394
Student Health Services—Atlanta Campus 404.727.7551

Deputy Title IX Coordinators:

Emory Campus Life
Dona Yarbrough, Ph.D.
Senior Director/Senior Associate Dean for Learning and Innovation
409G Dobbs University Center
Drawer PP, 605 Asbury Circle
Atlanta, GA 30322
Phone: (404) 727-2003
dona.yarbrough@emory.edu

Candler School of Theology
Anne Burkholder
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1531 Dickey Dr.
301 Candler School of Theology
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Priscilla Echols
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Emory University Law School
Katherine Brokaw
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Nell Hodgson Woodruff School of Nursing
Arnita Howard
Director of Enrollment, Office of Admissions
1520 Clifton Rd.
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Phone: (404) 712-6826
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Laney Graduate School
Donna Cunningham-Lynch
HR Manager
202 Administration Building
Atlanta, GA 30322
Phone: (404) 727-2669
dlynchc@emory.edu

Rollins School of Public Health
Brittney Romanson
Assistant Director of Student Life
1518 Clifton Road; Grace Crum Rollins Building
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brittney.romanson@emory.edu

Goizueta Business School
Harriet Ruskin
Director, International Programs 1330 Clifton Rd.
212 Goizueta Business School
Atlanta, GA 30322
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Oxford College
Rhiannon Hubert
Asst. Dean for Campus Life/Director for Student Involvement & Leadership
100 Hamill Street; Candler 101
Oxford, GA 30054
Phone: (770) 784-8445
rhiannon.hubert@emory.edu

School of Medicine
J. William "Bill" Eley
Executive Associate Dean, Medical Education and Student Affairs
100 Woodruff Circle; Room 453, School of Medicine Administration Building
Atlanta, GA 30322
Definitions

**Allegation.** A statement by a complainant that an act of sexual misconduct has occurred.

**Coercion.** Coercion is inappropriate pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When a person makes clear that they do not want sex, wants to stop, or that going past a certain point of sexual interaction is unwanted, continued pressure beyond that point can be coercive.

**Complainant.** The person making an allegation or complaint of sexual misconduct.

**Complaint.** A formal notification, either orally or in writing, of the belief that sexual misconduct has occurred.

**Consent.** Consent is clear, unambiguous, and voluntary agreement between participants to engage in specific sexual activity. Consent is active, not passive, and is given by clear actions or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one’s responsibility to obtain consent. In some situations, an individual may be deemed incapable of consenting to sexual activity because of circumstances or the behavior of another, or due to their age.[1] Examples of such situations include, but are not limited to, incompetence, impairment from alcohol and/or other drugs, fear, unconsciousness, intimidation, coercion, confinement, isolation, or mental or physical impairment.

**Dating violence.** Violence committed by a person: who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

**Domestic violence.** A felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Georgia, or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the state of Georgia.

**Force.** The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcomes resistance or produces consent. There is no requirement that a person has to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
**Incapacitation.** Incapacity can result from mental disability, sleep, involuntary physical restraint, or from intentional or unintentional taking of alcohol and/or other drugs. An incapacitated person does not have the ability to give knowing consent. Sexual activity with a person who one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated, constitutes a violation of this policy. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of the use of alcohol and/or drugs on another’s ability to give consent.

**Intimate Partner Violence (IPV).** Physical, sexual, or psychological harm by a current or former partner or spouse. This type of violence can occur among heterosexual or same-sex couples, whether cohabitating or not, and does not require sexual intimacy. IPV can vary in frequency and severity, can occur on a continuum, and can include acts of physical violence, sexual violence, threats of physical or sexual violence, or psychological or emotional violence. Psychological or emotional violence is a broad term that results in trauma to a victim caused by acts, threats of acts, or coercive tactics, and can include acts of humiliation, intimidation, isolation, stalking, and harassment.

**Non-Consensual Sexual Contact.** Any intentional sexual touching by a person upon a person, that is without consent and/or by force. Sexual Contact includes, but is not limited to, intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice, with any object.

**Non-Consensual Sexual Intercourse.** Any sexual intercourse by a person upon a person, that is without consent and/or by force. Intercourse includes, but is not limited to, vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

**Respondent** refers to the person against whom the allegation or complaint of sexual misconduct is made.

**Sexual Exploitation** occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to the following:

- invasion of sexual privacy;
- prostituting another student;
- non-consensual video or audio-recording of sexual activity or circulation of such video and video or audio recording;
- going beyond the boundaries of consent;
- observing unsuspecting individuals who are partly undressed, naked, or engaged in sexual acts;
- knowingly transmitting an STI or HIV to another student;
- exposing one’s breasts, buttocks, groin, or genitals, in non-consensual circumstances; inducing another to expose their breasts, buttocks, groin, or genitals;
- sexually-based stalking and/or bullying may constitute a form of sexual exploitation, as well as a form of sexual harassment, as discussed above.

**Sexual Harassment.** Unwelcome conduct, based on sex or on gender stereotypes, which is so severe or pervasive that it unreasonably interferes 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. Sexual harassment may include, for example, an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention or advances; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence or sexual assault; intimate partner violence; stalking; inappropriate comments; and gender-based bullying.

**Sexual Misconduct.** Sexual misconduct encompasses sexual harassment, non-consensual sexual contact (or attempts to commit same); non-consensual sexual intercourse (or attempts to commit same), and sexual exploitation. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by persons of any gender or sex, and it can occur between people of the same or different sex.

**Stalking.** Behavior where a person follows, places under surveillance, or contacts another person without the consent of that person for the purpose of harassing and intimidating him or her. The term “contact” means to make or attempt to make any communication, including, but not limited to, communication in person, by telephone, by mail, by broadcast, by computer or computer network, or by any other electronic device. “Harassing and intimidating” refers to a course of conduct or communications directed at a person that causes the person to suffer emotional distress that would cause a reasonable person to fear for personal safety or the safety of others, and which serves no legitimate purpose. It does not require that an overt threat of death or bodily injury be made.

**Student.** The term student means any person pursuing academic studies at the university. The term also includes: (1) a person not currently enrolled who was enrolled in the fall, spring, or summer term preceding the alleged violation, or (2) a person who, while not currently enrolled, was previously enrolled in Emory University and who is reasonably anticipated to seek enrollment at a future date, (3) a person who has applied to or been accepted for admission to Emory university and has accepted an offer of admission or may reasonably be expected to enroll, or (4) a person enrolled in an Emory program on a credit or non-credit basis.

----------------------------------------
[1] In Georgia, minors under the age of 16 years are generally unable to provide consent, with narrow exceptions. See Georgia Code Ann. § 16-6-3, Statutory Rape.

**Related Links**

- Current Version of This Policy: [http://policies.emory.edu/8.2](http://policies.emory.edu/8.2)
- Policy 1.3: Equal Opportunity and Discriminatory Harassment Policy (http://policies.emory.edu/1.3)
- Policy 4.119: Mandated Child Abuse Reporting (http://policies.emory.edu/4.119)

**Contact Information**

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<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Policy Posting</td>
<td>Campus Life Central</td>
<td>404-727-4364</td>
<td><a href="mailto:kmoss@emory.edu">kmoss@emory.edu</a></td>
</tr>
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**Revision History**

- Version Published on: Jul 14, 2016 (location of Judith Pannell, replace 2 deputies)
- Version Published on: Jul 14, 2016 (school of medicine deputy info changed)
- Version Published on: Jul 13, 2016 (new Deputies for Laney and Oxford )
- Version Published on: Sep 15, 2015
- Version Published on: Nov 25, 2014 (based on community feedback)
- Version Published on: Nov 03, 2014
- Version Published on: Oct 08, 2014 (annual review of policy)
Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.
Policy 8.8  
Alcohol and Drug Abuse Policy

Responsible Official: SVP and Dean for Campus Life  
Administering Division/Department: Campus Life  
Effective Date: March 31, 2007  
Last Revision: August 31, 2017

Policy Sections:

I. Overview  
II. Applicability  
III. Policy Details  
IV. Definitions  
V. Related Links  
VI. Contact Information  
VII. Revision History

Overview

Emory University is committed to the health and well-being of its faculty, staff, and student body. Alcohol and drug misuse and abuse can be detrimental to one's overall physical and emotional health; academic and/or professional performance; and adversely impact family, friends and co-workers.

As a recipient of federal grants and contracts, Emory University adheres to the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. As administrator of certain state-funded financial aid programs for students, Emory University also adheres to Georgia’s Drug-Free Postsecondary Education Act of 1990.

This policy is also designed to convey the university’s care and concern for its members and their well-being, given that alcohol and other drug misuse on college campuses is a major public health concern. In order to foster academic achievement, personal success and wellness, and to promote the safety of the community, the university has adopted the following tenets to guide the prevention of alcohol and other drug misuse:

· Emory University complies with and upholds all applicable federal, state, and local laws related to alcohol, illicit drugs and controlled substances. Violations of such laws that come to the attention of university officials may be addressed within the university or through prosecution in the courts, or both.

· The university strives to create an environment that supports individuals who choose not to use alcohol and individuals who choose to use alcohol legally and in moderation. The illegal sale, distribution or use of alcohol is not permitted.

· The university encourages individuals with prescription medications to safely and legally use such medications in compliance with their prescriptions. The misuse of prescription medication or other controlled substances is not tolerated.

· The sale, distribution or use of illegal drugs is not permitted.

· The university seeks to create an environment of personal development and supportive community. It supports individuals seeking services for alcohol, tobacco and/or other drug misuse and makes confidential services available to them.

· In instances where individuals are found to be in violation of the university’s Alcohol and Drug Abuse Policy, the university’s response will stress individual accountability, personal development, and connection to appropriate health services, as well as the effect on impacted parties and the community.

· Emory is a Tobacco-Free Campus. The use or sale of tobacco products in or on Emory owned or Emory leased property is prohibited. See Policy 4.113 Tobacco-Free Environment for more information (http://policies.emory.edu/4.113), including resources for tobacco cessation.
Applicability

All Emory University full-time, part-time and temporary faculty, staff, and students are hereby notified that this policy will apply to all activities conducted on university-owned property and to all other university-sponsored events. This policy is distributed annually to all Emory University faculty, staff, and students.

Emory University permits the purchase and use of alcoholic beverages with university funds under certain conditions but expects individuals and organizations to take measures to prevent alcohol and drug misuse. The university expects that individuals and organizations will take responsibility for complying with the policy as outlined. This policy provides minimum expectations regarding alcohol and other drug prevention and services; individuals and organizations are encouraged to utilize best practices and to develop additional steps to support community safety.

Specific offices have been designated to provide clarification about the procedures and guidelines for event planning, as well as services and resources available to faculty, staff and students for reducing at-risk behaviors related to alcohol and drug use. The contact information for, and responsibility of, each of these offices is listed at the conclusion of this policy under “Contact Information.”

Prospective students that fail to comply with Georgia law and university policy can experience parental/guardian notification, the removal from campus, and may additionally compromise their consideration for admission to the university, in addition to possible law enforcement processes.

Policy Details

8.8.1. Standards of Conduct

1. All Emory University faculty, staff and students are prohibited by the University from unlawfully using, possessing, manufacturing, dispensing or distributing alcohol, controlled substances or illegal drugs on University-owned property or at University-sponsored activities.

2. Emory University expects all of its faculty, staff and students to comply with any applicable federal, state or local laws pertaining to the use, possession, manufacture, dispensation or distribution of alcohol, controlled substances, or illegal drugs.

8.8.2. General Georgia and DeKalb County Restrictions

As of the effective date of the policy, THE FOLLOWING IS A SUMMARY OF THE GEORGIA AND DEKALB COUNTY LAWS, ORDINANCES AND REGULATIONS:

8.8.2.1. Possession of Alcohol

Possession or use of alcoholic beverages by persons under 21 years of age, or distribution of alcoholic beverages to persons under 21 years of age, is prohibited.

Furnishing alcoholic beverages to persons who are underage or intoxicated is prohibited.

The sale of alcoholic beverages without a license is prohibited. The sale of alcoholic beverages within 100 yards of a college campus in the State of Georgia is also prohibited, unless such license was in existence prior to July 1, 1981. “Sale” includes charging admission to any activity where alcoholic beverages are served, even if the beverage is “free” to those who have gained admission.

Public intoxication and possession of an open container of an alcoholic beverage in public are prohibited in the State of Georgia.

8.8.2.2. Other Drugs

It is illegal and prohibited by the university for an individual to manufacture, possess, use, dispense, sell or distribute controlled substances or illegal drugs (as defined by state and federal law).

8.8.2.3. False Identification

It is illegal and prohibited by the university for an individual to provide false name, address or date of birth for the purpose of acquiring alcohol or other drugs. Members of the Emory community who allow their identification to be used by others to obtain alcohol or other drugs are also subject to disciplinary consequences.

8.8.3. Sanctions and Penalties
3.1. Any member of the Emory University faculty, staff or student body who violates any of the Standards of Conduct shall be subject to corrective disciplinary actions and penalties up to and including expulsion from university academic programs, termination of employment and referral to the appropriate federal, state or local authorities for prosecution in the courts.

Depending on the nature of the infraction, alleged violations of this policy by an individual student shall also be referred to the Office of Student Conduct, Student Health Services, other appropriate programs or the appropriate school’s conduct body. The Office of Student Conduct shall have the authority to make appropriate referrals and to impose on undergraduate students and student organizations such sanctions for violations of the policy as it may deem appropriate, including but not limited to participating in educational programs, parental notification and/or loss of privileges.

3.2. Depending upon the nature of the crime, persons convicted of violating federal and state laws prohibiting the unlawful use, possession, dispensation, and distribution of alcohol, controlled substances, or illegal drugs may face stiff sanctions such as heavy fines; incarceration for various periods of time, including life; forfeiture of assets; or suspension or loss of driver’s, business or professional licenses. Federal, state and local officials are responsible for enforcing these laws and any sanctions for such crimes will be determined by courts. The university does not manage the criminal process but will cooperate with legal authorities in a manner consistent with its legal obligations.

3.3. Section 484(r) of the Higher Education Act states that a federal or state drug conviction can disqualify a student for Federal Student Aid funds. As of the effective date of the policy, the period of ineligibility depends on whether the conviction was for sale or possession during a period of enrollment in which a student received federal student aid and whether the student had previous offenses, ranging from one year to an indefinite period of time. A student regains eligibility the day after the period of ineligibility ends, when he or she successfully completes a qualified drug rehabilitation program, when he or she successfully passes two unannounced drug tests conducted by a qualified drug rehabilitation program; or if a conviction is reversed, set aside or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record.

Please see the Related Links section below for the Federal Drug Trafficking Penalties and Georgia Controlled Substance and Dangerous Drug Law charts for additional information.

8.8.4. Notification of Drug-Related Convictions

As of the effective date of the policy, the following is a summary of the notification requirements upon a drug-related conviction:

8.8.4.1. Employee Notification of Drug-Related Convictions

(a) In accordance with the mandates of the Drug-Free Workplace Act of 1988, and as a condition of employment at Emory, all employees (including student employees) will:

(1) abide by the terms of this policy; and

(2) notify, as appropriate, their supervisor, vice president, administrator, dean or department head if they have been convicted of any criminal drug statute violation occurring in the workplace no later than five days after such a conviction. If a federal grant is involved, the Emory University Office of Sponsored Programs must be notified immediately. Failure to notify the appropriate person within the five day period may result in disciplinary action.

(b) Within thirty (30) calendar days of receiving notice of a conviction, the person notified pursuant to Paragraph 8.8.4.1(a)(2) above shall consult with the human resources department of Emory University (human resources department may contact the Office of Equal Employment Opportunity, as appropriate), and said person shall then:

(1) take appropriate personnel action against the employee, up to and including termination, consistent with the requirement of the Rehabilitation Act of 1973, as amended, or the Americans with Disabilities Act; and/or

(2) require the employee to participate successfully, and provide evidence of such participation, in a drug-abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

8.8.4.2. Student Notification of Drug-Related Convictions

In accordance with the State of Georgia’s Drug-Free Postsecondary Education Act of 1990, any student convicted under the laws of Georgia, the United States or any other state of any felony offense involving the manufacture, distribution, sale, possession or use of marijuana, a controlled substance, or a dangerous drug must, within ten (10) days of said conviction, report it in writing to the Emory University or Oxford College of Emory University Office of Financial Aid, as appropriate. Any student who suffers such a conviction shall, as of the date of the conviction, be denied state of Georgia funds for certain types of loans, grants or scholarships, including Georgia Higher Education Loan Program loans, student incentive grants or tuition equalization grants.

As of the effective date of the policy, the denial of state funds shall become effective on the first day of the term for
which the student was enrolled immediately following either the date of conviction or the date on which the court accepts a plea of nolo contendere or formally allows a student to receive first offender treatment. The denial of funds shall continue through the end of said term.

8.8.5. Advertisements and Promotions

8.8.5.1. Advertisements and Promotion of Events

Publications of any type and in any media, including The Wheel and other newspapers, pamphlets, flyers, websites, etc., that receive some or all of their funding from university sources (including the Student Activity Fee) must not accept or contain commercial advertising or other materials that promotes, depicts or encourages excessive or underage consumption or use, or underage purchase, of alcoholic beverages or controlled substances.

Depictions of the following may not be used in advertisements or in the promotion of events:

- Excessive or underage consumption or use, or underage purchase, of alcoholic beverages or controlled substances
- All-you-can-drink activities
- Drinking games
- Price specials on alcohol
- Promotions or prizes featuring alcohol

This list is not exhaustive; it is meant to provide examples of the types of activities that are considered by the University as promoting excessive alcohol consumption. It is also not intended to cover alcohol consumption related to content of curriculum, research objectives or alumni events.

8.8.5.2. Use of Name, Logo, Seal, Insignia or Mascot

Neither the University’s name, the names of its organizations, nor its logos, mascots, marks or other identifying indicia may be used in conjunction with any materials, references or imagery, including commercial sponsorship, related to excessive or underage consumption or use, or underage purchase of alcoholic beverages or controlled substances.

8.8.6. Purchasing Alcohol with University and Student Activity Fee Funds

Alcoholic beverages may not be purchased with any state or federal appropriated funds. For more information, contact the Office of Grants and Contracts Accounting.

Schools, colleges, departments, or units determine the permissibility of charging alcoholic beverages to university accounts. In addition Purchasing Cards (“P-cards”) are not to be used to purchase alcoholic beverages unless there is a special exception. For more information, contact the head of the specific unit or department.

Student organizations that are recognized by the Student Government Association (“Student Organization”) and fraternities and sororities recognized by the Office of Sorority and Fraternity Life (“Fraternities”) must obtain approval from the Office of Student Leadership and Service or the Office of Sorority and Fraternity Life, as applicable, for the purchase of any alcoholic beverage.

The use of alcoholic beverages purchased with university and student activity funds as a prize in any type of contest is prohibited.

8.8.7. Storage of Alcohol

Any alcohol that is stored on campus must be kept in a place where it is not accessible to those under twenty-one years of age.

8.8.8. Use of Alcohol in Residence Halls

Activities that take place within university Residence Halls are governed by applicable laws and regulations, the terms of the Residence Life Policy for Undergraduate Students, the Undergraduate Housing Agreement, and the Undergraduate Code of Conduct. A Campus Life online registration form is applicable whenever the service of alcoholic beverages takes place within any university community space.

Residents under the age of 21:

- Are not permitted to be in possession of, consume or store alcohol in any residence halls, consistent with state law.

Residents age 21 and over:
Are permitted to be in possession of, consume or store alcohol in any residence halls, consistent with state law, with the exception of those at Oxford College. Possessing, consuming and/or storing alcohol is prohibited in all residence halls at Oxford College.

In Residence Halls:

- Alcohol is not allowed in community spaces (such as lobbies, lounges, study rooms, or hallways) without prior approval from Residence Life and Housing, with the exception of organizations that fall under the Office of Sorority and Fraternity Life. Fraternities and sororities are required to follow regulations from the Office of Sorority and Fraternity Life (OSFL) and from their respective national organizations. Other individuals or groups who wish to serve alcohol in community spaces of residence halls should complete the Campus Life online registration form.
- Common containers (such as kegs and punch bowls) are not permitted in residence halls or food service areas of residence halls.
- Activities (e.g. drinking games) and paraphernalia (i.e. funnels, beer pong tables, and ice slides) that promote the rapid and unsafe consumption of alcohol are also prohibited within residence halls and contiguous areas.
- Brewing or production of alcohol beverages is prohibited.

Residents of university residence halls are required to inform all guests of the aforementioned regulations and to make sure their guests abide by all provisions of this policy. In cases where the guest of a resident violates this policy, the hosting resident will be subject to disciplinary consequences.

8.8.9. Use of Alcohol at Athletic Events

Alcoholic beverages may not be possessed, consumed or served at university intramural and club sports contests or intercollegiate athletic contests, but may be allowed at adjacent events. Interpretation of “adjacent events” will be under the authority of the Director of Athletics or his/her staff, as appropriate.

The possession, consumption and purchase of alcoholic beverages, tobacco and/or illegal drugs by any student-athlete or manager is prohibited while participating in an intercollegiate, club, intramural or recreational athletics activity. In the case of road trips, no alcoholic beverages, tobacco or illegal drugs are to be purchased by or possessed by any team member from the time the team leaves campus until the time the team returns to campus.

Student-athletes should refer to Emory’s Student-Athlete handbook for information regarding NCAA banned substances. They can also contact their team physician or certified athletic trainer with any questions.

Emory Athletics Overnight Program

Emory host students that fail to comply with Georgia law and university policy prohibiting individuals under the age of 21 to consume or possess alcohol and/or Georgia law and university policy prohibiting any person from furnishing alcohol to a person under the age of 21 or to someone who is intoxicated can be subject to Campus Life disciplinary consequences and/or law enforcement processes.

8.8.10. Procedures for Events with Alcohol

The following procedures apply to all university-sponsored events where alcohol will be served. University-sponsored events are defined as an event hosted by a student organization or by an official department or division of the university. University-sponsored events include, but are not limited to, any internal or external sponsored events held on campus; fraternity and sorority events; campus organization events; and divisional and departmental or unit events. The following procedures are provided to assist with the planning of events; however, the service of alcoholic beverages is permitted only in accordance with this policy and applicable local laws.

8.8.10.1. On-Campus Events with Alcohol

Student Organization Events

All Student Organizations must complete the online registration form for student organizations.

The following management strategies must be in place in order for alcohol service to be permitted:

- The president or risk manager of the Student Organization must attend a Campus Life sponsored training session that includes content about hosting events with alcohol;
- Alcohol acquired with university funds, including kegs of beer, is allowed only if a licensed caterer or trained non-student server serves the alcohol;
- EmoryCard readers or another verification plan approved by Campus Life must be used to verify each individual’s age.
Student organizations are also responsible for complying with any applicable regulations from their national organizations; and

Under no circumstances is the alcohol to be left unattended.

Sorority and Fraternity Events

Sororities and fraternities are expected to follow all of the above policies for student organization events with alcohol. Sorority and fraternity events where alcohol is served (including guest list parties, date parties and mixers) are required to follow additional regulations from the Office of Sorority and Fraternity Life (OSFL) and from their respective national organizations.

The organizer for each social event must complete the online registration form for fraternity and sorority social events; and

Presidents, risk managers, and social chairs must attend an OSFL-sponsored training that includes content about hosting events with alcohol service. (This training fulfills the requirement of the Campus-Life sponsored training outlined above.)

Other University Events

For University events in which attendance is expected by undergraduate students, alcohol acquired with university funds, including kegs of beer, is allowed only if a licensed caterer or trained non-student server serves the alcohol, and under no circumstances is the alcohol left unattended.

EmoryCard readers or another verification plan approved by Campus Life must be used to verify each individual’s age.

The following individuals or groups wishing to serve alcoholic beverages at any event that takes place on campus (excluding events at the Emory Conference Center, the Houston Mill House, or the Miller Ward Alumni House) must complete the online registration form for university departments:

a. Any individual acting in a capacity other than on behalf of an academic or administrative department (this applies to both members and non-members of the university community);

b. Anyone planning an open (public) event, (including those individuals acting on behalf of an academic or administrative department);

c. Anyone planning an event for which individuals under twenty-one (21) years of age are expected to attend (including those individuals acting on behalf of an academic or administrative department).

The completed online registration form will be forwarded to Meeting Services Office. The Meeting Services staff will send it to the building manager of the venue at which the event is being held.

8.8.10.2. Additional Food and Beverages

All events where alcohol is served must have sufficient quantities of non-alcoholic beverages and substantial food offerings available at all times during the event.

8.8.10.3. Off-Campus Events

An individual planning an off-campus event with alcohol on behalf of a department or unit, e.g. departmental party, must notify the head of the department or unit. In addition, student-government and other chartered groups must notify their faculty/staff advisor.

Hiring an insured and licensed caterer to control the service of alcohol is recommended, unless such service is provided by the venue, and requiring the caterer or venue, as applicable, to provide liquor liability insurance is also recommended. The owner of the event space assumes all liability for the event. Additional procedures or guidelines may be required by individual university departments or units. Organizations or event sponsors should check with the particular department or sponsor to make sure all requirements are understood.

8.8.11. Additional Information

8.8.11.1. Health Risks

The scope and impact of health risks from alcohol and drug misuse and abuse are extensive and well documented, ranging from mood-altering to life-threatening, with consequences that extend beyond the individual to classmates, co-workers, family, friends, organizations and society at large. The University, therefore, conducts regular programs to educate its faculty, staff, and students that the misuse and abuse of alcohol and other drugs alters behavior, distorts perception, impairs thinking, impedes judgment and sabotages opportunity. Alcohol and drug abuse also may result in deterioration of physical health by causing or contributing to various diseases, illnesses, birth defects and even death. In addition, substance use
negatively impacts health and wellness. Please see the Related Links section below for Drugs of Abuse – Uses & Effects, for additional information.

8.8.11.2. Resources for Education, Consultation and Counseling

The university sponsors several programs that provide information and professional services for its faculty, staff and students on matters related to the misuse and abuse of alcohol and drugs. These programs provide education, consultation, assessment, counseling and referral in a professional environment that respects individual confidentiality and integrity. The university maintains the Faculty Staff Assistance Program (FSAP) (404.727.4328) for faculty and staff; and the Counseling and Psychological Services (CAPS)(404.727.7450) and the Office of Health Promotion (404.727.7551) for students. Augmenting these formal programs, a variety of other campus programs and services educate and assist individuals who take the initiative to help themselves. Please see Related Links for additional information on these services.

Common to all of these programs is the ethic that personal responsibility and professional guidance are keys to success. Therefore, the university expects its faculty, staff, and students to take measures to prevent alcohol and drug misuse and abuse in the community. The university also encourages its members to seek assistance from the above programs if they think that they may have a problem with alcohol or drug use.

8.8.11.3. Distribution

This policy and any revisions thereto, shall be distributed to all faculty, staff, and students annually. Other applicable policies that have reference to this policy are found in the Campus Life Handbook, the Faculty Handbook, the Staff Handbook, the Human Resources Handbook and Policies and Procedures Manual, the Undergraduate Code of Conduct, and the Doctor of Medical Student Handbook.

8.8.11.4. Additional Policies Regarding Alcohol

All student organizations chartered by the Student Government Association are under the jurisdiction of the Student Government Association and its policies and procedures and the policies and procedures of the Office of Student Leadership and Service.

Fraternities and sororities must comply with their respective national organizations’ alcohol policies, the Interfraternity Council (IFC) and Intersorority Council (ISC) policies, and the policies of the Office of Sorority and Fraternity Life (OSFL).

Residence Hall events must comply with Residence Life and Housing policies.

Students at Oxford College must comply with the Oxford College Alcohol Policy.

Miller Ward Alumni House events must comply with the Miller Ward Alumni House Alcohol Policy.

Additional policies are linked to below.

8.8.11.5. Review

A biennial review of this policy shall be conducted by a committee appointed by the president that shall include representatives from the following offices, programs, divisions and departments: Office of the President, Office of the Senior Vice President and General Counsel, Office of Research Compliance, Faculty Staff Assistance Program, Human Resources Division, Division of Campus Life, Office of Financial Aid, Emory Police Department, Office of the Provost, and Office of the Vice President for Health Affairs, as well as one or more student representatives. In addition, in accordance with the Higher Education Opportunity Act, the review shall include the number of drug and alcohol-related violations and fatalities that occur on campus or as part of the university’s activities and are reported to campus officials, as well as the number and type of sanctions imposed as a result of such drug and alcohol-related violations and fatalities, that occur on campus or as part of the university’s activities.

Deans and directors of all schools, departments, and divisions will review and interpret policies and procedures.

Definitions

**University Residence Halls**—includes university-owned residential facilities such as halls, fraternity and sorority housing, theme houses, and apartments.

**University-Sponsored Event**—is an event hosted by a student organization or by an official department or division of the university. University-sponsored events include, but are not limited to, any internal or external sponsored events held on campus; fraternity and sorority events; campus organization, divisional, departmental or unit events.

**University-Sponsored Organization** – A student organization that (1) is registered with the university; (2) is affiliated with a university department or unit that acknowledges the organization as part of its activities; or (3) sponsors
activities that relate to the education, research and community service missions of the university or to the goals or objectives of the department or unit of affiliation.

Related Links

- Current Version of This Policy: http://policies.emory.edu/8.8
- CAPS Counseling and Psychological Services (http://studenthealth.emory.edu/cs/)
- Athletics Department (http://www.emoryathletics.com/landing/index)
- Faculty Staff Assistance Program (http://www.fsap.emory.edu/)
- EmoryCard Office: Request for EmoryCard Service (http://studentfinancials.emory.edu/pdf/Request_for_EmoryCard_Services-Revised_Ver_8_02_2012.pdf)
- Medical Amnesty Protocol (http://studenthealth.emory.edu/hp/alcohol_and_other_drugs/medical_amnesty.html)
- Doctor of Medicine Student Handbook 2013-2014 (https://med.emory.edu/handbook/)
- Miller-Ward Alumni House Policy (http://millerward.emory.edu/)
- Office of Graduate Medical Education Drug-Free Workplace Policy (http://www.med.emory.edu/gme/housestaff/housestaff_policies/section24.html)
- Office of Health Promotion (http://studenthealth.emory.edu/hp/)
- Residence Life and Housing (http://www.emory.edu/HOUSING/SELECTION/policy.html)
- Office of Sorority and Fraternity Life (http://osfl.emory.edu/)
- Office of Sorority and Fraternity Life social even registration form (http://www.emory.edu/CAMPUS_LIFE/alcohol_registration/index.html)
- Office of Student Conduct (http://conduct.emory.edu/)
- Oxford College Office of Student Conduct (http://www.oxford.emory.edu/life-at-oxford/student-conduct/)
- Purchasing Card Policy and Procedures (http://policies.emory.edu/2.23)
- Office of Student Leadership and Service and SGA Organization Policies (Eagle Source) (http://www.osls.emory.edu/student_orgs/eagle_source/)
- Student Government Association (http://students.emory.edu/SGA/)
- Student Health Services (http://studenthealth.emory.edu/hs/)
- Center for International Programs Abroad (http://www.cipa.emory.edu/index.html)
- Substance Abuse/Drug-Free Workplace (http://policies.emory.edu/4.66)
- Georgia Controlled Substance and Dangerous Drug Laws Chart (http://tinyurl.com/26pfhy)
- Drugs of Abuse: Uses and Effects (http://tinyurl.com/2gcprg)
- Registration forms for on campus events with alcohol, for student organizations, for fraternity and sorority social events, for university departments (http://www.emory.edu/CAMPUS_LIFE/alcohol_registration/index.html)
- Tobacco Free Environment Policy 4.113 (https://policies.emory.edu/4.113)

Contact Information

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<th>Subject</th>
<th>Contact</th>
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<th>Email</th>
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<tr>
<td>Information about policies affecting the SPC, SGA, and other student organizations</td>
<td>Office of Student Leadership &amp; Service</td>
<td>404-727-6169</td>
<td>340E Dobbs University Center <a href="http://www.osls.emory.edu/">www.osls.emory.edu/</a></td>
</tr>
<tr>
<td>Information about wellness services available to faculty and staff</td>
<td>Faculty Staff Assistance Program</td>
<td>404-727-4328</td>
<td>1762 Clifton Road NE Suite 1100 <a href="http://www.fsap.emory.edu">www.fsap.emory.edu</a></td>
</tr>
<tr>
<td>Information about health and free counseling services for students</td>
<td>Emory University Student Health Services Office of Health Promotion</td>
<td>404-727-7551</td>
<td>1st Floor 1525 Clifton Road <a href="http://www.studenthealth.emory.edu/hp">www.studenthealth.emory.edu/hp</a></td>
</tr>
<tr>
<td>Information about policies regarding study abroad</td>
<td>Center for International Programs Abroad</td>
<td>404-727-2240</td>
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<td>about assessments and therapy provided by psychiatry residents and psychology interns</td>
<td>Department of Psychiatry and Behavioral Sciences</td>
<td>404-727-0399</td>
<td>2004 Ridgewood Drive <a href="http://www.psychiatry.emory.edu/">www.psychiatry.emory.edu/</a></td>
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<td>about assessments and medication for psychiatric problems provided by medical residents</td>
<td>Department of Psychiatry and Behavioral Sciences</td>
<td>404-727-3903</td>
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<td>Clarification of Policy</td>
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<td>404-727-4364</td>
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<td>404-727-6111</td>
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<td>Notification of employee drug-related convictions</td>
<td>Human Resources - Employee Relations</td>
<td>404-727-7625</td>
<td>1599 Clifton Road NE Atlanta, GA 30322 <a href="http://www.emory.edu/HR">www.emory.edu/HR</a></td>
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<td>Information about events at the Miller-Ward Alumni House</td>
<td>Miller-Ward Alumni House</td>
<td>404-727-6924</td>
<td>815 Houston Mill Road <a href="http://millerward.emory.edu/">http://millerward.emory.edu/</a></td>
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<td>Information about state and federal laws and the interpretation of the policy</td>
<td>Office of General Counsel</td>
<td>404-727-6011</td>
<td>101 Administration Building 201 Downman Drive Atlanta, GA 30322 <a href="http://www.emory.edu/OGC">www.emory.edu/OGC</a></td>
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<td>Issues concerning medical residents and the GME Drug-Free Workplace Policy</td>
<td>Office of Graduate Medical Education</td>
<td>404-727-5658</td>
<td>Suite 327 School of Medicine Building, 1648 Pierce Drive Atlanta, GA 30322 <a href="http://www.med.emory.edu/GME/">www.med.emory.edu/GME/</a></td>
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<td>Information about use of federal or state appropriated funds for the purchase of alcohol</td>
<td>Office of Grants and Contracts Accounting</td>
<td>404-727-4269</td>
<td>Suite 530, 1784 N. Decatur Road <a href="http://www.ogca.emory.edu/">www.ogca.emory.edu/</a></td>
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<td>Information about housing policies</td>
<td>Office of Residence Life and Housing</td>
<td>404-727-4144</td>
<td>1st Floor Alabama Hall <a href="http://www.emory.edu/HOUSING/CONTACT/contactus.html">www.emory.edu/HOUSING/CONTACT/contactus.html</a></td>
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<td>Information about policies affecting sororities and fraternities</td>
<td>Office of Sorority and Fraternity Life</td>
<td>404-727-4142</td>
<td>234E Dobbs University Center <a href="http://osfl.emory.edu/">http://osfl.emory.edu/</a></td>
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<td>Information about undergraduate student conduct proceedings</td>
<td>Office of Student Conduct</td>
<td>404-727-7190</td>
<td>5th Floor Dobbs University Center <a href="http://conduct.emory.edu/">http://conduct.emory.edu/</a></td>
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<td>Information about assessments and treatment provided by graduate students in psychology</td>
<td>The Psychological Center, Dept of Psychology</td>
<td>404-727-7451</td>
<td>1462 Clifton Road, Suite 235 <a href="http://psychology.emory.edu/clinical/center.html">http://psychology.emory.edu/clinical/center.html</a></td>
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<td>Information about free counseling for students</td>
<td>Counseling and Psychological Services (CAPS) Student Counseling Center</td>
<td>404-727-7450</td>
<td>1462 Clifton Road Suite 235 <a href="http://www.studenthealth.emory.edu/cs">www.studenthealth.emory.edu/cs</a></td>
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<td>Information about free counseling for students at Oxford College</td>
<td>Oxford College Counseling and Career Services</td>
<td>770-784-8394</td>
<td>600 Haygood Street, Oxford GA 30054 <a href="http://www.oxford.emory.edu/counseling">www.oxford.emory.edu/counseling</a></td>
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### Revision History

- Version Published on: Jun 07, 2016 (Reinstated "health risks" section 8.8.11.1)
- Version Published on: Jun 07, 2016 (updated MWAH web address)
- Version Published on: Sep 18, 2014 (added Oxford contact information)
- Version Published on: Feb 06, 2014
- Version Published on: Feb 05, 2013 (resource contact information updated/revised 8.8.11.1)
- Version Published on: Jan 31, 2013 (reordered 8.8.1 and 8.8.2. Wording changed in 8.8.2)
- Version Published on: Dec 20, 2012 (revised Campus Services Available for Drug Abuse document)
- Version Published on: Dec 14, 2012 (revised 8.8.3.3 and Drug Trafficking Penalty Link)
- Version Published on: Jul 02, 2012
- Version Published on: Jun 29, 2012 (June 2012-updated 8.8.10. Clarify definition for student organizations)
- Version Published on: Dec 02, 2009 (12/2/2009-changed name to Office of Student Leadership & Service)
- Version Published on: Jun 04, 2007 (Original Publication)

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*
Policy 8.9
Student Vehicle Use Policy

Responsible Official: SVP and Dean for Campus Life
Administering Division/Department: Campus Life
Effective Date: May 01, 2010
Last Revision: September 19, 2013

Policy Sections:

I. Overview
II. Applicability
III. Policy Details
IV. Related Links
V. Attachments
VI. Contact Information
VII. Revision History

Overview

The goal of the Student Vehicle Use Policy is to protect our students from injury while driving personal vehicles on University-sponsored activities and programs and while driving University vehicles or those rented for University sponsored-activities and programs.

Applicability

This Student Vehicle Use Policy sets forth the University's regulations and procedures for all students (graduate, professional, and undergraduate) who drive University-owned, rented, or leased vehicles ("University Vehicles") in connection with University-sponsored activities or programs or personal vehicles in connection with University-sponsored activities and programs.

The Student Vehicle Use Policy does not apply to the rental of vehicles to be used by graduate or professional students for a University-sponsored activity or program and that is: (1) for less than seven days, and (2) for a driving distance of no more than 300 miles one-way.

University-sponsored activities and programs are defined in this policy as all activities funded in any way through the University, such as all recognized student organizations, Residential Life, Volunteer Emory, athletic or academic, academic employment or internships, and off-campus programs.

Policy Details

8.9.1 Requirements

To drive a University Vehicle for any purpose, a student will need to:

- Follow this policy;
· Be at least 18 years of age;
· Hold a valid U.S. driver’s license and have held either such license or a foreign license for at least two years;
· Disclose any moving violations and vehicle accidents during the last three years;
· Complete the Driving Record Consent Form (available under Forms and Brochures on the Emory HR website), which authorizes Emory University Human Resources to conduct a Division of Motor Vehicles driving record check on an annual basis;
· Have a “clear” or “acceptable” driving record as defined below; and
· Successfully complete the Emory Defensive Driving Course every three years in order to drive a University Vehicle.

8.9.2 Motor Vehicle Record

The University will check a motor vehicle record (MVR) when the Driving Record Consent Form is first submitted and at least bi-annually (every two years) thereafter. Additional checks may be conducted if the University becomes concerned about a student’s ability to drive a University Vehicle on a University-sponsored activity or program. It can take up to seven days to receive a MVR from the time a properly completed Driving Record Consent Form is submitted. Please allow sufficient time for the MVR receipt and review, as you will not be permitted to drive a University Vehicle on a University-sponsored activity or program until your MVR is received and approved.

MVRs will be assessed based on the criteria below, as a minimum standard. In certain situations, drivers may be held to higher standards, depending on the nature of the driving, their driving record, or concerns about their ability to drive safely.

An MVR will be considered unacceptable if it involves:

(a) One or more of the following violations during the previous three-year period:
· reckless driving;
· driving while impaired or under the influence of alcohol or drugs;
· homicide by vehicle, negligent homicide or involuntary manslaughter;
· fleeing or attempting to elude police officers;
· driving without a license or while a license is suspended or revoked;
· hit and run or failure to stop after an accident; or
· major speeding (20 MPH or more over limit)

(b) Two or more of the following violations during the previous three-year period:
· speeding (less than 20 MPH over limit);
· any other moving violation other than speeding or listed in (a), (b) or (c);
· “at-fault” accident; or
· failure to have required insurance

(c) Three of the following violations during the previous three-year period:
· defective equipment;
· oversize or overweight load;
· operating without required equipment or warnings;
· other equipment violations; or
· not “at-fault” accident

Driving records must be clear or acceptable, as outlined above, for a student to drive a University Vehicle on a University-sponsored activity or program.

If a student does not meet the requirements, he or she will not be allowed to drive a University Vehicle on a University-sponsored activity or program.
If a student’s driving record changes or if there is a change in a student’s medical condition that may affect his or her driving after his or her initial driving approval, the student must report the change immediately to the office or department that manages such travel, or owns, rents, or leases the vehicle.

If a student becomes ineligible to drive a University Vehicle on a University-sponsored activity or program, his or her approved status will be revoked for the duration of his or her enrollment at the University. Further, the student may be subject to disciplinary action from the Office of Student Conduct for undergraduate students or the appropriate graduate or professional school conduct process for graduate students.

8.9.3 Driver Training

In order to drive a University Vehicle, students must successfully complete the Emory Defensive Driving Course once every three years. The Division of Human Resources oversees the online Emory Defensive Driving Course, and the National Safety Council will certify individuals who successfully complete the Defensive Driving Course.

Students must first have their Motor Vehicle Record checked by turning in an MVR Clearance Form and a copy of their Drivers License to the Office of Student Leadership and Service in the DUC, Room E340. Once the MVR passes, the student will be emailed information on how to take the course. For forms and more information – www.osls.emory.edu and click on Eagle Source.

Individuals who do not successfully complete the Defensive Driving Course will be provided an opportunity to repeat the course and successfully complete it. If a passing score is not attained the second time, such students will not be allowed to drive on a University-sponsored activity or program, and a decision will be made regarding the employment status of a student whose job requirement requires driving on a University-sponsored activity or program.

8.9.4 Personal Vehicles

A student who uses his or her personal vehicle on a University-sponsored program must:

- Obtain personal auto insurance and provide the following upon request - a valid and current certificate of insurance that includes insurance company name, make/model of vehicle, vehicle VIN number, policy number and name of person insured.
- Acknowledge that the University does not carry insurance on, and assumes no responsibility for, any damage to personal vehicles, even when used on a University-sponsored activity or program. The student’s auto insurance will respond for third party liability including liability for injuries to passengers in the vehicle. It is an industry standard that insurance follows the vehicle.
- Acknowledge that he or she will be responsible for paying any deductibles or co-pays associated with his or her insurance in the event of an accident.

8.9.5 Travel Limitations

- Students may not drive a University Vehicle, and may not drive a personal vehicle on a University-sponsored activity or program, more than 300 miles one-way. For trips over 300 miles one-way, students must contract with a third party carrier (i.e. airline, bus company, shuttle service).
- Note: Proposed travel that falls outside of these travel limitations must be reviewed and approved in advance by the Student Travel Committee (Director of Student Leadership and Service, Dean of Students, Director of Athletics and Recreation). Third party carriers must be chosen from a list pre-approved by the Student Travel Committee. For more information, please contact the Director of the Office of Student Leadership and Service.
- Do not exceed the recommended load capacity for vehicles for both number of passengers and weight of cargo.
- 15 passenger vans may not be leased, purchased or driven as University vehicles.

8.9.6 Travel Itineraries/Parties

- This section of the policy applies to all trips greater than 60 miles from Emory’s campus.
- A complete roster of travelers including cell phone numbers and a trip itinerary should be filed with appropriate on-campus personnel (i.e. staff member, student organization advisor) for each University-sponsored activity. There should be at least two on-campus personnel who have responsibility for implementing the emergency action plan (see 8.9.8), and the traveling party should have emergency phone numbers for both of these individuals.
- There should be more than one traveling person designated as the “person responsible” on all trips in case of injury to one of the persons.
- Other than Emory students, minors may not ride in vehicles used on a University-sponsored activity or program.
- Family members may not be transported in University Vehicles or in personal vehicles used on a University-sponsored activity or program.
8.9.7 General Operating Instructions

- Drivers must drive responsibly and are expected to follow traffic laws, posted speed limits, practice defensive driving, wear seat belts and avoid any activity that has the potential to divert attention from driving safely.

- Drivers are restricted from activities of distracted driving while driving on behalf of the University, including but not limited to use of cell phones, texting, smoking, eating, checking email, etc.

- Drivers must monitor weather and road conditions and commit to change plans if warranted to ensure safety. This may mean taking breaks more frequently, stopping overnight, or postponing the trip altogether.

- Change drivers at least every 2 hours, more frequently if the driving is fatiguing.

- Drivers must assess the type of driving (highway, back roads, winding roads, hilly roads) compared to the driver's experience and comfort level and assign driving shifts accordingly.

- Do not caravan. Each driver should have a set of directions and maps. Do not attempt to stay together or rendezvous along the way. Each driver should travel independently. It is recommended that there be no driving between 12:00 midnight and 6:00 a.m.

- While driving on a University-sponsored activity or program, a driver may not be under the influence of illegal drugs or alcohol. Drivers and passengers may not bring alcoholic beverages (even unopened) into a vehicle. Such behavior will subject students to disciplinary action as determined by the Office of Student Conduct.

- Drivers must secure University Vehicles when not occupied and must have contents reasonably safeguarded.

- The use of radar detectors (or similar speed enforcement detection) is strictly prohibited.

- Trailer, hitches or towing are not permitted without special permission.

- University Vehicles should be used only for University business and should not be taken home at night (special exceptions may be approved by student activity advisor).

- Drivers are personally responsible for paying all traffic tickets.

8.9.8 Emergency Action Plan and Accident Reporting

8.9.8.1 Important Notes

- The University's liability insurance protects the University against damages resulting from bodily injury and/or property damage. The University's liability insurance will also protect an authorized driver as long as the authorized driver is driving a University Vehicle and is acting within the scope of his/her authority and responsibilities. As noted above, however, when driving your personal vehicle - even on a University-sponsored activity or program - your personal insurance is primary.

- Immediately report all accidents during a University-sponsored program to your student activity advisor, even if you are driving your personal vehicle per the agreed upon Emergency Action Plan.

- Depending on the circumstances, advisors will contact the following University officials to enact an emergency action plan:
  - University Communications – 404/727-6216
  - Emory Police Department - 404/727-6111
  - Campus Life Emergency Line – 404/280-7073 or 404/895-5948

- Failure to report an accident will result in the revocation of your authorization to drive a University Vehicle on a University-sponsored activity or program.

- All University-owned vehicles contain an accident reporting kit and insurance card. Driver is responsible for using kit in the event of an accident.

- When you return to campus, promptly complete an Accident Report with the Emory Police Department and contact the Office of Risk and Insurance Services.

- All accidents will be investigated and may result in revocation of driving authorization and other disciplinary action.

8.9.8.2 Recommended Emergency Action Plan Guidelines
Each department and division should develop detailed instructions in an Emergency Action Plan. This plan should be disseminated to all students driving or travelling under your jurisdiction.

All chartered Student Organizations should abide by the Office of Student Leadership & Service Emergency Action Plan unless otherwise noted (http://www.osls.emory.edu/student_orgs/eagle_source/student_driving.html).

General recommended actions to include are as follows:

- Assess safety of self and passengers
- If injuries, Call 9-1-1 immediately.
- If no immediate injuries, move the vehicle to a nearby, safe place if possible.
- Call 9-1-1.
- Take down all information, take pictures of damages, etc...
- Contact your activity advisor, faculty, or staff member ASAP
- When police arrive, do file a police report no matter how serious the damage or injuries
- Work with your advisor, faculty, or staff member contact to determine how to proceed back to campus.
- Complete an internal incident report form to document statements from all witnesses back on campus.

8.9.9 Violations of this policy may subject a student to disciplinary action as determined by the Office of Student Conduct.

Related Links

- Current Version of This Policy: http://policies.emory.edu/8.9
- Safe Driver Enrollment Form (http://www.osls.emory.edu/student_orgs/eagle_source/student_driving.htm)

Forms and Attachments

Driving Record Consent Form: download

Contact Information

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Revision History

- Version Published on: Dec 12, 2012
- Version Published on: Dec 12, 2012 (2nd sentence under applicability)
- Version Published on: Sep 27, 2012 (procedures and protocol revisions)
- Version Published on: Jun 22, 2012 (corrected link in 8.9.3)
- Version Published on: Oct 18, 2010
- Version Published on: Mar 03, 2010
- Version Published on: Feb 12, 2010 (Original Publication)

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Policy 10.12
Student Complaints

Responsible Official: Provost and Executive Vice President for Academic Affairs
Administering Division/Department: General Policies
Effective Date: April 01, 2013
Last Revision: May 09, 2017

Policy Sections:

I. Overview
II. Applicability
III. Policy Details
IV. Definitions
V. Related Links
VI. Contact Information
VII. Revision History

Overview

Emory University is committed to receiving and addressing written student complaints against the university, its faculty, staff, or administrative personnel in a timely manner. Appropriate procedures are described below and should be adhered to in response to student complaints. Students should first attempt to resolve their complaints with the office most directly responsible for the action being challenged. Each school at Emory has an office of Student Services that can further assist students and direct them within their specific school if they are uncertain about where to start. In addition, students may use the ombudsperson (http://ombudsperson.emory.edu/index.html) to assist with complaints if they are uncertain or wish to discuss a situation confidentially before taking more formal action.

Federal financial aid laws and regulations require that each state has a process to review and act on complaints concerning educational institutions in the state. You may file a complaint about Emory University with the State of Georgia Office of Inspector General by following the directions at the OIG website. In the event that OIG receives a student complaint relating to financial aid, it will forward it to the Office of Inspector General of the U.S. Department of Education.

Applicability

This policy applies to current and former students who choose to make a formal written complaint against the university, its faculty, staff, or administrative personnel.

Policy Details

Documentation of Complaint

Student complaints must be submitted in writing and accompanied by relevant documentation describing 1) the specific action, practice or decision that is being challenged, 2) the individuals involved in or with knowledge of the action, practice or decision at issue, 3) the impact of the decision, 4) what resolution is desired, and 5) why it should be granted.

Complaint Resolution

Except in situations involving allegations of discrimination or harassment (where students may file complaints directly with the Office of Equity and Inclusion), Emory encourages each student to pursue complaints against faculty, staff or administrative personnel at the school or department level. Each school has its own procedures as described in the
student handbook or school's catalog. Academic or other concerns usually begin with student service personnel in each school who then typically route the concerns to the appropriate school authority. Student concerns can be effectively handled by school personnel who have expertise in the academic discipline involved, familiarity with the faculty/staff, and who have experience in handling similar school decisions made regarding its students.

To expedite a prompt resolution, complaints should include current contact information of the individual filing the complaint. In most cases, responses to the complaint, including the final decision, will be provided in writing within 30 days of receipt of the complaint. However, exceptions to this timeframe may be allowed with reasonable and regular communication to inform the student of the current status of the complaint.

**Record Retention**

The designated school or department representative for reporting purposes should retain the written complaint along with the resolution of the complaint, and any additional supporting documentation including emails, or other communication. In addition, an action log of all complaints received should be maintained each year. This action log is collected by the Office of Planning and Budgeting as a part of the Annual Report process. An example is provided below in the “Related Link” section.

**State of Georgia**

Federal financial aid laws and regulations require that each state has a process to review and act on complaints concerning educational institutions in the state. If you have a complaint, you may file it with Emory's financial aid office or call the Trust Line at 1-888-550-9850 or file a report online at [https://www.mycompliancerereport.com/EmoryTrustLineOnline](https://www.mycompliancerereport.com/EmoryTrustLineOnline). You may also file a complaint about Emory University with the State of Georgia Office of Inspector General by following the directions at the OIG website. In the event that OIG receives a student complaint relating to financial aid, it will forward it to the Office of Inspector General of the U.S. Department of Education.

**Definitions**

A complaint is a written description of a problem or concern. Student complaints can be categorized into four major areas: Academic, Non-academic, Discrimination/Harassment ([equityandinclusion.emory.edu/](http://equityandinclusion.emory.edu/)), or Appeals of any of the previously mentioned areas.

If a student has a complaint involving discrimination, harassment or sexual misconduct against an Emory employee, the complaint can be made directly to the Office of Equity and Inclusion. Otherwise, a complaint should be filed with and handled by the relevant school or department.

The “handling official” is the person designated in each school or department to address the complaint.

An ombudsperson is an individual to whom students may speak regarding a problem, conflict or concern. The Ombudsperson offers assistance through informal means only, and is not an advocate in grievance procedures, judicial procedures or any other formal process.

**Related Links**

- Current Version of This Policy: [http://policies.emory.edu/10.12](http://policies.emory.edu/10.12)
- Ombudsperson Website ([http://ombudsperson.emory.edu/index.html](http://ombudsperson.emory.edu/index.html))
- Emory Trustline ([http://www.mycompliancerereport.com/EmoryTrustLineOnline](https://www.mycompliancerereport.com/EmoryTrustLineOnline))
- Equity and Inclusion Website ([http://equityandinclusion.emory.edu/](http://equityandinclusion.emory.edu/))
- Student Complaint Example ([https://policies.emory.edu/uploads/StudentComplaintLogExample1.pdf](https://policies.emory.edu/uploads/StudentComplaintLogExample1.pdf))
Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.
Travel Policies

If a student is traveling utilizing University funds or at the request of the University, then he or she should refer to Emory University Travel Policies.

Section 2: EUSOM Policies

Consensual Teacher – Student Relationships

The relationship between teacher and student is the foundation of the academic mission of the University. This relationship vests considerable trust in the teacher, who, in turn, bears the responsibility to serve as mentor, educator, and impartial evaluator. In discharging this responsibility, teachers are accountable for behaving at the highest professional level, recognizing the dignity and worth of each person, and protecting the integrity of the student-teacher relationship.

Teacher-student relationships carry risks of conflict of interest, breach of trust, abuse of power, and breach of professional ethics. For these reasons, teachers must not engage in any consensual sexual relationships with a student while the teacher is in a position of supervisory academic authority with respect to the student. Nor may a teacher assert any supervisory academic authority with respect to a student who was the subject of a previous consensual sexual relationship. This prohibition extends to consensual sexual relationships between a graduate or professional student and an undergraduate when the graduate or professional student has some supervisory academic responsibility for the undergraduate, to consensual sexual relationships between department Chairs and students in that department, to consensual sexual relationships between graduate advisors, Program Directors, and all others (each of whom is considered a teacher) who have supervisory academic responsibility for a student and that student.

When a teacher-student consensual sexual relationship exists, has previously existed, or develops, the teacher must decline to participate in any evaluative or supervisory academic activity with respect to the student. Furthermore, it is the responsibility of the student to inform the appropriate dean when such a relationship exists, or has existed, so that he/she will not be placed in any such situation. The appropriate dean to inform includes the Associate Dean for Medical Education and Student Affairs, Director of Admissions and/or Assistant Dean for Medical Education and Student Affairs for students in the Foundations Phase, and the Associate or Assistant Dean for Clinical Education for students in the Application, Discovery, and Translation Phases.

The deans, department chairs, and other administrators should respond to reports of prohibited sexual relationships by inquiring further and, if such reports appear to be accurate, initiating appropriate disciplinary action or remedial measures against the teacher involved. Egregious breach of this policy is adequate cause for termination under paragraph 12.2 of the Emory University Faculty Handbook Statement of Principles Governing Faculty Relationships.
Non-consensual sexual relationships are prohibited by the Equal Opportunity and Discriminatory Harassment policy (1.3).

**Inclement Weather**

During a weather emergency, student safety is the highest concern. In the event of inclement weather, the School of Medicine follows the Emory University Inclement Weather Policy 4.42 with the following modifications:

When the University is closed, classes during Foundations are canceled. The Executive Associate Dean for Medical Education and Student Affairs will notify students of any new arrangements for required activities or exams.

The Executive Associate Dean for Medical Education and Student Affairs will notify students of the expectations regarding reporting for clinical duties during inclement weather. As a general rule, if you live within walking distance of your clinical site or if you can travel via public transit (assuming it is running), you should report to your site. If you are working at a private practice or another outpatient site, you should call to confirm that the office is open. If travel to the clinical site would be dangerous, students should let their clerkship director and team know that you cannot safely travel to the site (you will not be penalized for this decision).

If students miss clinical time due to inclement weather, they may be asked to make up this time (especially a call day/night) if it is feasible within the duty hour restrictions and time left in the clinical rotation.

**Industry Relations**

The primary missions of the School of Medicine are to provide outstanding educational programs for medical and graduate students and trainees; to provide the highest standard of clinical care for patients; to develop outstanding, knowledgeable physicians and scientists who serve the community and the world; and to conduct innovative and collaborative research and integrate this knowledge into the practice of medicine. The School of Medicine is committed to ensuring that its faculty, staff, students, and trainees strive for the highest degree of ethical and professional standards in carrying out its missions. As part of this commitment, the School supports principled relationships with industry in which its faculty, staff, students, and trainees collaborate with industry on advances in science and medicine that enhance Emory’s missions and are beneficial to the public.

Industry has a long history of collaboration with academic medicine that has contributed to our educational, clinical, service, and research missions. These partnerships have often benefitted individual and public health through the development of new drugs, devices, equipment, computer technology, therapies, and services. For example, industry provides grants to Emory University to fund clinical trials
and other research conducted by faculty; and faculty consult with industry to advise on research directions and health needs.

The primary intent of this policy is to support faculty, staff, students, and trainees in effectively engaging in relationships with outside entities. The individual, the School and University can work together to enhance the beneficial outcomes of personal external relationships and to prevent situations that might create actual or perceived conflicts of interest and might harm the public, the institution, or the individual. View the entire policy.

Emory SOM students:

- May not accept gifts from industry, on or off the Emory campus (pens, pads, cash, food and drink, entertainment, books, software, etc.). Travel expenses are also considered a gift, and therefore prohibited.
- May not accept donations of medications.
- Must not disclose information regarding clinical trials of medical devices or drugs to any outside entity.
- Must not provide advice or training to industry regarding selling, marketing, or promoting of a company’s products.
- May not receive remuneration for listening to sales talks or attending industry-sponsored education and training.
- May be part of interactions between industry representatives and faculty that concern research being done by the faculty member and industry, as long as the meeting does not include sales, marketing, or promotion.
- Must cooperate with inquiries from Emory administrative offices regarding compliance with these policies.
- Submit proposals for personal, external professional relationships with industry and other entities to the Dean for review and approval prior to engaging or receiving compensation for the activities.

Additional regulations in this policy include:

- Commercial Exhibits are prohibited in School of Medicine Buildings.
- Any book or educational material that is recommended by a faculty member who has a financial interest in the book or material must be approved by a committee formed by the faculty member’s chair.
- Faculty presentations to School of Medicine students and residents should disclose all their personal, professional financial relationships with industry in each presentation.

Any violation of this policy by a student will be considered unprofessional behavior and will subject the student to actions by the appropriate Progress and Promotions Committee or by an ad hoc Conduct Committee appointed by the Executive Associate Dean for Medical Education and Student Affairs.
Involuntary Withdrawal of Student from EUSOM

Overview

Emory University considers the safety and welfare of its students, faculty, staff and patients 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 Dean of the School of Medicine shall have final authority regarding the decision, enactment, enforcement and management of the involuntary withdrawal of a student.

Policy Details

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; or (3) is unable to fulfill his/her role as a student of the healthcare profession.

Procedure

When the Executive Associate Dean for Medical Education and Student Affairs (EAD) 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 EAD 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 that must be satisfied prior to re-enrollment, and may be referred for appropriate mental health or other health services. If the student refuses to withdraw voluntarily from the University, and the EAD continues to have reasonable cause to believe the student meets one or more of the criteria for involuntary withdrawal, the EAD may require the student to be evaluated by an appropriate mental health or other healthcare professional.

Evaluation

The EAD may refer the student for a mandatory evaluation by an appropriate mental health professional or other appropriate professional. The 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) (or other professional) and the University. Upon completion of the evaluation, copies of the evaluation report will be provided to the EAD and the student.

The professional making the evaluation shall make an individualized and objective assessment of the student’s ability safely to participate in Emory’s program, based on a reasonable professional judgment relying on the most current professional 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 professional will, with appropriate authorization, share his/her recommendation with the EAD, who will take this recommendation into consideration in determining whether the student should be involuntarily withdrawn from Emory. A copy of the professional’s recommendation will be provided to the student, unless, in the opinion of the professional, it would be damaging to the student to do so.

If the evaluation results in a determination that the student’s continued attendance presents no significant risk to the health or safety of the student, patients, 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, patients, 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 EAD of the involuntary withdrawal, of his/her right to an informal hearing, of his/her right to appeal the decision.
of the hearing officer to the Dean of the School of Medicine, 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.

**Informal Hearing**

A student who has been involuntarily withdrawn may request an informal hearing before a hearing officer appointed by the EAD 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 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 re-consider, and the student shall be provided written notice of the hearing officer’s decision as soon as possible.

**Appeal to the Dean**

The student may appeal the hearing officer’s decision to the Dean, who shall review all information presented and make a final decision as to whether or not to uphold the involuntary withdrawal.

**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 EAD, (d) the student refuses to complete the mandatory evaluation, or (e) the EAD 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.

**Conditions for Re-enrollment**

Because this Involuntary Withdrawal Policy applies to cases in which there is a concern about the safety of the student or others, the 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.

**Personal Recordings**
Students are not permitted to record (either via audio* or video) any Emory School of Medicine educational event without the prior expressed authorization of the faculty member. Furthermore, audio or video recording of meetings, phone calls, conversations, patients, or of any content involving others is prohibited unless prior consent of all parties involved is obtained. Violation of this rule may be deemed a violation of the Student Conduct Code, and improper use of any curricular material, including recordings, may constitute infringement of intellectual property rights.

(*as a proviso, audio recordings are permissible as part of the transcript service)

Research Studies Involving School of Medicine Students as Subjects

All research studies that include Emory School of Medicine medical students as subjects (i.e. any study that requires human subject protections as defined in HHS 45CFR46 must be approved by the Executive Curriculum Committee (ECC). This policy includes: all studies performed by Emory University School of Medicine students on other students, studies by Emory University School of Medicine faculty members, studies performed by students or faculty members from all other LCME- accredited medical schools, or all others. Internal approval of a study does not replace the judgment of the Emory Institutional Review Board (IRB) and consent may be contingent on obtaining the appropriate IRB approval. All requests to conduct studies using Emory University School of Medicine medical students as subjects should be directed to the Chair of the ECC.

Separation of Roles

Faculty and house staff members’ professional or personal roles, should not conflict with their roles as teachers and evaluators of students. Faculty and house staff members who have a professional, personal, or familial relationship to a student, including providing health services or psychiatric/psychological counseling, should not have any involvement in the academic assessment of that student.

All faculty and house staff members are required to recuse themselves of assessing a student with whom they have such a conflict. For any student assessment they complete, faculty and house staff must attest that no conflict exists.

Students must notify the Executive Associate Dean of Medical Education of any potential conflicts of interest in order to allow for changes in a resident or faculty teaching assignment. Students will be reassigned to a different faculty or house staff member for coursework and subsequent assessment. Any information provided to the Executive Associate Dean regarding potential conflicts will be treated as confidential.

Students as Chaperones

A chaperone’s role regarding intimate examinations (those involving breast, genitalia or rectum), is both to protect patients from abuse, as well as to protect medical care providers from false allegations. Due to
the potential liability issues, medical students cannot serve as a chaperone for intimate examinations. This does not preclude medical students from performing or for being present for such examinations as part of their educational experience.

**Students as Interpreters**

Medical interpreting is a profession that requires training, experience, skills, knowledge of medical terminology, the Standards of Practice, and the Code of Ethics, as well as language fluency and proficiency in both English and the patient’s language. The Department of Human Health Services states that “an individual that has above average familiarity with speaking or understanding a language other than English does not suffice to make that individual a qualified interpreter for an individual with limited English proficiency.”

A qualified interpreter is required per federal standards and compliance with hospital policies. If students are fluent in that language, they can speak directly to the patient, however they should not interpret for another person (third party), unless students meet the required interpreter qualifications. The same regulations apply to those that are hearing impaired. The only exception is if the medical situation is considered to be life threatening and no professional interpreters are available.

**Student Employment During the MD Program**

The schedule of studies and clinical activities of the MD Program requires full-time engagement of each student. Employment during any part of the educational program may interfere with studies and clinical work and seriously jeopardize a student's ability to complete the degree program. While employment is discouraged by the medical school, any student contemplating employment for any reason should discuss the matter with the Executive Associate Dean for Medical Education and Student Affairs before undertaking employment. Any student who is considering (or engages in) employment must be in good academic standing. If at any time there is evidence that the student’s academic performance is placing the student at-risk for failing, the student’s employment status will be reviewed with the student. This could result in being asked to terminate employment.

**Student Mistreatment**

The School of Medicine strives for an environment that is respectful of all community members and does not tolerate mistreatment of students. Emory students are protected by two University Policies as stated in the following two paragraphs.

*The University Equal Opportunity and Discriminatory Harassment Policy (Policy 1.3)* is incorporated into this Policy. Per Policy 1.3, Emory encourages anyone who has knowledge of discrimination on campus to report alleged violations of Policy 1.3 to the Director of Equal Opportunity Programs. Emory faculty, administrators and supervisors are required to immediately report any complaints they receive or
incidents of discrimination or discriminatory harassment they witness, to their immediate report or to the Office of Equal Opportunity Programs.

Per the Emory University Sexual Misconduct Policy (Policy 8.2) every university employee who is informed about an allegation of sexual misconduct involving any student is required to notify a Title IX Coordinator.

In conjunction with the two University Policies listed above, the School of Medicine Student Mistreatment Policy addresses additional types of behavior that will not be tolerated. Mistreatment of medical students includes, but is not limited to, students:

Being treated in a manner that a reasonable person would find belittling, humiliating insulting or disrespectful under the circumstances

- Being sexually harassed
- Being denied opportunities for training or rewards, or receiving lower evaluations or grades based on the basis of any prohibited consideration, including race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any factor that is a prohibited consideration under applicable law (referred to as “prohibited considerations”).
- Being maliciously and intentionally left out of communications to the detriment of a student
- Being subjected to offensive sexist, racist, or ethnically offensive remarks or names
- Being required to perform inappropriate personal services (i.e. babysitting, shopping)
- Being threatened with physical harm (e.g. hit, slapped, kicked)

Reporting Mistreatment

Student mistreatment is contrary to the values, respect, civility, and community as set forth in the University's Statement of Ethical Principles. Medical students who experience mistreatment themselves or observe other students experiencing possible mistreatment are expected and encouraged to follow the following reporting process.

The initial step is for students to discuss the incident of mistreatment with their Society Small Group Advisor (SGA) in a confidential but not anonymous manner. SGA's develop a longitudinal relationship with each medical student and play an essential role in their development. SGA's have the experience to understand the context of the alleged offense and the training to guide the student to the next most appropriate action steps for resolution.

Students may choose to seek resolution through several other pathways. Any or all of the following persons may be contacted in seeking guidance to resolve an incident of experienced or observed mistreatment:

1. A different Small Group Advisor
2. The Director of the Society System: Dr. Mary Jo Lechowicz
3. One of the Deans of the School of Medicine
4. The Executive Associate Dean for Medical Education and Student Affairs

The Society Advisors and Deans are trained to respond to complaints related to student mistreatment. The Society Advisors and Deans will report any alleged mistreatment to appropriate School and/or University officials as per the policies that apply to the report.

After discussing the mistreatment with their Society Advisor, another Society Advisor, or a dean, subsequent actions by the student may include any or all of the following:

**Direct Communication with the Person Alleged to have Mistreated the Student**

If the student feels comfortable speaking directly with the alleged offending person to address concerns and obtain an appropriate resolution, the student may do so.

**File an Internal Complaint (within the School of Medicine)**

A student who believes he or she has been mistreated may file a written complaint (via email or hard-copy) with the Executive Associate Dean for Medical Education and Student Affairs. The complaint should include the name(s) of those accused of mistreatment, the names of any witnesses of the alleged mistreatment, the nature of the alleged action(s), the date and times of the alleged action(s), and any adverse consequences experienced by the student.

If the mistreatment includes alleged sexual misconduct by a student, a report will be submitted to the University Title IX officer. If the mistreatment is alleged to be of a discriminatory nature and by a staff member, a faculty member, or others in the educational environment, the report will be submitted to the Equal Opportunity Program (EOP) for review.

If the alleged mistreatment is not sexual or discriminatory harassment, the Executive Associate Dean for Medical Education and Student Affairs will investigate the alleged mistreatment and make a report to the Dean of the School of Medicine, when possible, within 30 days of the filing of the complaint. The Dean or his or her designee will be responsible for deciding upon and imposing disciplinary action(s).

**File an External Complaint**

If a student believes he or she has been subjected to unlawful discrimination, harassment, or retaliation as described in Emory University Policy 1.3, the student may file a complaint with the Equal Employment Opportunity Commission.

**Prohibition of Retaliation**

The School of Medicine prohibits retaliation against a student who, in good faith, complains about or participates in an investigation of student mistreatment. Any student who feels he or she has been
retaliated against or threatened with retaliation should report the allegation immediately to the Executive Associate Dean for Medical Education and Student Affairs. The Executive Associate Dean for Medical Education and Student Affairs will investigate the alleged retaliation and make a report to the Dean of the School of Medicine, when possible, within 30 days of the filing of the complaint. The Dean, or his or her designee, will be responsible for deciding upon and imposing disciplinary action(s).

While mistreatment issues may be written in student evaluations of residents or faculty and evaluations of courses or clerkships, students should NOT rely on those mechanisms as the primary or sole means to report mistreatment. The reporting mechanisms described above have been established to produce a timely and effective resolution to any mistreatment concerns.

**Use of School of Medicine Buildings**

All student activities in the School of Medicine that require the reservation of space must submit a request for approval to Ms. Shikina Harrison in Student Affairs. Once approval has been given the student leader can proceed with the following steps:

1. Use 25Live with your University User ID and Password.
2. Login with your Emory NetID and password and request the space. If you do not have access to 25Live, notify Ms. Harrison to request access. If time is a concern, let Ms. Harrison know the request has been placed in the system.
3. Ms. Harrison can assist you in getting a diagram of the set-up for your event to the Staging Department in Campus Services. This is needed only if changes must be made to the space; Campus Services will need it in order to set up and return the space to its original order.
4. All users of space in the School of Medicine must abide by the Use of School of Medicine Buildings policy. Failure to do so would prevent confirmed reservations in the future.

Students must use the on-line request procedures. Student Affairs staff can advise student leaders on their staging (tables and chairs) requests or needs for custodial or Campus Services in conjunction with their events.

**Part V: Costs and Financial Aid**

**Costs of the MD Program**

Medical school tuition covers a normal program of study for the Doctor of Medicine degree. In addition, students must pay the following mandatory fees each semester: Athletic Fee, Activity Fee, Immunization/Disability Fee, Mental Health Fee, Clinical Administrative Fee and Technology Fee. **A one-time Transcript Fee is assessed to students for their first semester of a degree seeking program at Emory.**
A portion of the Student Activities Fee is returned to the individual classes/organizations to cover funding of appropriate class activities. Tuition payments are divided, one-half to be paid at fall registration and one-half to be paid at the beginning of spring semester. In the case that certain federal funds are not appropriated in future years for the support of education in the School of Medicine, subsequent increases in tuition rates may be necessary. Tuition rates are subject to change and will affect all students unless otherwise specified.

The 2018-2019 tuition rate for the Doctor of Medicine program is $25,000 per semester.

The Doctor of Medicine program has two semesters of payment (Fall and Spring) per year.

**2018-2019 Fees for the Doctor of Medicine program**

- Athletic Fees Per Semester $142
- Activity Fees Per Semester $92
- Transcript Fee (Entering students only) one-time fee of $70
- Student Mental Health and Counseling Fee Per Semester $80
- Clinical Administrative Fee Per Semester $75
- Student Immunization and Disability Fee Per Semester $125
- Technology Fee Per Semester $50

Each year the Financial Aid Office must estimate all normal expenses incurred by students in each academic program. This estimate is called the Cost of Attendance. In addition to tuition and fees, this estimate includes expenses for books, supplies, transportation, health insurance, food, rent, utilities, etc.

The estimated Cost of Attendance for the 2018-2019 academic year (Fall 2018/Spring 2019) is approximately $83,000. This covers a 12-month period.

**How much should I expect to borrow for the entire MD program?**

The average indebtedness for the MD students who graduated from the program in 2018 was approximately $158,000.

**Are there programs that can reduce my indebtedness?**

Yes, there are a number of employment arrangements in which students can reduce their indebtedness after they complete their degree. Some of these include the National Institutes of Health, the U.S. military and state health agencies. Also, some healthcare facilities will offer loan repayment incentives to potential employees. These arrangements often require the employee to commit to employment for a specific number of years. Also, students who work for a non-profit healthcare facility may qualify to have the balance of their loans forgiven after 10 years of repayment through the Public Service Loan Forgiveness Program.
Applying for Financial Aid

Incoming MD students are encouraged to apply for financial aid as soon as possible. You do not have to be accepted to begin the financial aid process.

Students who wish to apply for need-based scholarships must complete both the Free Application for Federal Student Aid (FAFSA) and the CSS PROFILE. Parental income and assets must be included on the PROFILE regardless of the student’s age or marital status. The 2018-2019 FAFSA and PROFILE are based on 2016 income.

Students who wish to apply for federal loans only can complete just the FAFSA. Only the student (and spouse) information is required on the FAFSA.

View [detailed instructions for applying for financial aid for the MD program](#)

The FAFSA is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The school code for Emory is **001564**. The PROFILE site is [https://student.collegeboard.org/css-financial-aid-profile](https://student.collegeboard.org/css-financial-aid-profile) and the school code is **0140**.

The deadline to submit your financial aid documents is **March 1, 2018 for incoming students**. This is a target date and not a cut-off date, but students who complete their financial aid file later may miss out on some institutional funds. **The deadline for returning students is May 1, 2018.**

Once the university Office of Financial Aid receives your FAFSA information, they will begin to send you e-mails to let you know if other documents are required. Your financial aid file will be considered incomplete until all documents requested have been received.

The Office of Financial Aid will review your application and begin sending award letters to incoming students in April. The award letters will be electronic. **Returning students will begin receiving their award letters in June.**

By the time you are awarded, you will have access to Emory’s student information system OPUS. You will be able to review and accept your awards on-line, and you will be given instructions to complete promissory notes for any student loans that you accept.

Types of Financial Aid

Veterans Benefits

The University Office of the Registrar is responsible for certifying the eligibility and enrollment for students receiving veteran’s educational benefits.

Yellow Ribbon Program for Veterans
The Yellow Ribbon Program is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. This program provides additional financial support for veterans who have 100% eligibility for Post-9/11 benefits. The dependents of such veterans can be eligible for Yellow Ribbon also.

Currently, one student in the MD program is awarded this funding annually in the amount of $6,500. The VA will match this amount in addition to providing any other benefits the veteran (or his/her dependent) is eligible to receive.

All veterans’ benefits are administered through the University’s Office of the Registrar. However, each school in the University has a specific contact for Yellow Ribbon. In the School of Medicine, the contact is the Associate Director of Financial Aid and Scholarships, Mike Behler. Interested students should contact him on June 15, 2018 for the 2018-2019 Yellow Ribbon Awards. Keep in mind that the funds are offered on a first-come, first-served basis for eligible applicants.

For detailed information about Veterans Benefits, including the Yellow Ribbon Program at Emory, please review the information on the Office of the Registrar’s website.

**Emory Payment Plan**

The Emory Payment Plan is available to qualified students who wish to divide tuition fees into scheduled payments. A $60 service fee is charged to participate in the Emory Payment Plan. The fee is added to the second payment.

Instructions are given for deduction of loans and for University-administered scholarships in listing the amount due, which is to be paid in four installments each semester according to the Emory Payment Plan Schedule. (The Payment Plan for summer semester is paid in three installments.)

Contact Student Financial Services at (404)727-6095 or www.emory.edu/studentfinancials to sign up for a payment plan.

**Scholarships for Medical Students**

Over 90 named scholarships are available and awarded by the Office of Financial Aid based on eligibility as determined by the information students submit on the FAFSA and the PROFILE. In addition to need, there are scholarships based on merit and community service. No supplemental applications are required. For a list of scholarships, please refer to the financial aid website.

**Loan Programs**

**Direct Federal Unsubsidized Stafford Loan**
Not based on financial need; up to $47,167 per academic year; 6.595% interest rate; interest is assessed as soon as student receives full disbursement of loan but student can allow interest to accumulate and accumulated interest is added to loan amount when student begins repayment; up to 10 years to repay (may be extended up to 25 years depending on total indebtedness); no cosigner required.

**Direct Federal GradPLUS**

Not based on financial need; can borrow up to the Cost of Attendance (see above) minus any other aid student is receiving; 7.595% interest rate; repayment begins 60 days after student receives full disbursement of loan but student can request a deferment until 6 months after leaving school; interest accumulates if student defers payments while enrolled; up to 10 years to repay (may be extended up to 25 years depending on total indebtedness); student must pass a credit check or have a credit-worthy cosigner.

**Institutional Loans**

Based on financial need; $5,000 per academic year; 4.22% interest rate; repayment begins 6-months after leaving school; up to 10 years to repay. These include: Emory Clinic Medical Loan, Medical School Dean’s Loan, Martha W. Andrews Medical Loan; AMA-ERF Medical Loan; Georgia Pediatric Society Medical Loan; Richardson Medical Loan; and Ben Smithloff Medical Loan.

**Private Loans**

Students are encouraged to take advantage of all institutional and federal aid before turning to private loans, which may have higher interest rates and/or lack some of the other benefits of federal aid. However, students who have reached federal loan limits or fail to meet certain academic requirements may need to look to private loans for assistance. These loans are available from some banks that participated in federal loans previously. Borrowers must be credit-worthy or have a credit-worthy cosigner. Contact the Office of Financial Aid or refer to its website for more information.

**Emergency Loans**

Students in need of emergency loans should contact the Associate Director of Financial Aid and Scholarships. Short-term, interest-free loans up to $1500 are available to students for their living expenses. These emergency loans are available within 90 days of the next financial aid disbursement date. Any amount due on emergency loans will be deducted from the student’s next financial aid disbursement on the disbursement date. If the disbursement does not cover the emergency loan amount, the student must cover the remaining balance out of pocket. Finance charges will accrue monthly on any remaining balance.

**Maintaining Academic Eligibility for Financial Aid**
An underlying requirement for all federal, state and institutional financial aid is the need for students to meet minimum academic standards. Students who do not meet these standards may lose their eligibility for financial aid (including loans) even if they meet all other requirements of the aid programs. Some students could lose their eligibility for financial aid even if their academic program allows them to continue with their studies. These minimum academic standards are part of the Financial Aid Satisfactory Academic Progress Policy. Please note that the Financial Aid Satisfactory Academic Progress Policy is distinct from the Satisfactory Academic Progress that governs progress and promotions.

Financial Aid Satisfactory Academic Progress Policy – MD Program

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:

Grade point average (GPA), time to degree completion (maximum attempted units), and percentage of courses passed (completion rate) will be evaluated at the conclusion of each semester. Medical students must maintain a 2.0 current GPA each semester and an overall GPA to meet satisfactory academic progress standards.

Failure to maintain the minimum GPA for two successive semesters will result in disqualification from receiving financial aid. Any student who fails for two successive semesters to pass two-thirds of the hours, i.e., maintain a 66.66% completion rate, will also be disqualified from receiving financial aid.

All students are expected to complete their degree programs within a maximum time frame. The maximum time frame for graduate students is 150% of the hours required to complete their degree program. Time to degree completion is calculated for all credit hours for which the student enrolls or receives credit at Emory and any of the following grades are assigned: A, B, C, D, F, Satisfactory and Unsatisfactory. A course assigned an Incomplete, In Progress or Withdrawal is also counted toward attempted credits. Audited classes are not considered attempted credits. Medical students must complete the degree within 269 attempted units based on a 179 unit-degree requirement.

Students who exceed the maximum timeframe are disqualified from receiving financial aid.

Monitoring Eligibility: Disqualification, Probation, Suspension and Conditions of Reinstatement
Students whose academic records fall below the minimum standards stated above will be disqualified from receiving future financial aid payments. Disqualified students may be approved to receive financial aid after successfully appealing their case. Students who successfully appeal are placed on Financial Aid Probation. During the probationary period students remain eligible for financial aid. Students who, at the conclusion of the probationary period, are making satisfactory academic progress will have their financial aid reinstated unconditionally for the next award term.

Students on probation must receive a GPA of at least 2.0, and are not permitted to receive grades of F, U, W, WF, WU, I, IF, or IU. Students who receive aid on probation and fail to meet probationary conditions will be ineligible for future financial aid payments. Students who become ineligible for financial aid or fail to meet probationary terms can re-establish their eligibility by attending classes at their own expense or with the help of private resources from outside the University. Once minimum standards are met, financial aid funding may be reinstated.

An appeal for extenuating circumstances should be submitted by the first day of class for the semester one is appealing to ensure adequate time to prepare for any impact to the student account. Failure to submit a complete appeal by this date may result in the probationary term being postponed to a future semester.

A Satisfactory Academic Progress Appeal Form should be submitted with supporting documentation of any mitigating circumstances that negatively impacted academic progression. The financial aid advisor should be contacted for any questions.

Generally, the Office of Financial Aid will only approve one appeal per academic degree. This policy may be waived on a case-by-case basis where extenuating circumstances can be documented.

**Financial Obligations for Graduation**

It is a requirement for graduation that all financial obligations to the University shall have been satisfied. Students with an unpaid balance on their student accounts may have a hold placed on their diploma and transcripts until the balance is paid in full.

**Tuition Refunds**

Tuition refunds are partial. A student may cancel registration during the first week of the semester in which case only the deposit is forfeited (or twenty-five dollars if no deposit was required). After the first week of class, a student may voluntarily withdraw, and the tuition forfeiture increases progressively. Please refer to the Withdrawal Deadlines Schedule posted on the Student Financial Services webpage for the most current refund policy for complete withdrawals.
No refund is given after the fifth week of any semester. No refund is given if students drop only part of their coursework after the last day specified for approved schedule changes. No refund is given to a student who is dismissed.

Refunds for first-time Emory University students who are federal aid recipients (Title IV) will be prorated in accordance with the Higher Education Amendments of 1992 and any related regulations.

Readmission of students following withdrawal for medical reasons requires medical clearance by designated University health officials.

A student who withdraws may not continue to live in University housing or participate in student activities.

Tuition refunds will apply as follows:

<table>
<thead>
<tr>
<th>Withdrawal during:</th>
<th>Charge</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 5 class days</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>Second 5 class days</td>
<td>20%</td>
<td>80%</td>
</tr>
<tr>
<td>Third 5 class days</td>
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<td>60%</td>
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<tr>
<td>Fourth 5 class days</td>
<td>60%</td>
<td>40%</td>
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<tr>
<td>Fifth 5 class days</td>
<td>80%</td>
<td>20%</td>
</tr>
</tbody>
</table>

Financial Aid Resources and Helpful Links

Emory has created a 4-year program to provide students with up to date knowledge regarding debt management and personal finances during school and after. Workshops and classes on financial management and individual coaching sessions are provided during your medical school career. This is a component of the EUSOM “Debt Management Initiative”.

Other helpful resources include:

- **Emory University Office of Financial Aid** - Detailed instructions and information regarding the financial aid application process
- **Emory University Student Financial Services** – This is the student accounts office. They send bills, accept payment for tuition and fees, and process refunds.
- **Free Application for Federal Student Aid (FAFSA)**
- **CSS PROFILE**
- **Department of Education** – Official information on federal financial aid programs, including eligibility requirements and options for loan repayment.
- **Association of American Medical Colleges (AAMC)** – A wealth of information regarding financing your medical education as well as tools for financial literacy.

Part VI: Student Wellness, Health and Other Resources
Section 1: Student Health

The health and well-being of Emory students is a top priority and essential to student success. While we encourage self-care, health promotion and prevention, medical students are not exempt from having physical and/or mental illness.

All students are expected to take responsibility for maintaining personal wellness by utilizing the multiple resources at Emory outlined below and notifying the dean’s office when personal health becomes a concern.

The mission of Emory University Student Health Services and Counseling and Psychological Services (CAPS) is to empower students to take responsibility for their health and to complement the academic mission of the university by providing unified medical, counseling and health promotion services that result in a healthy campus culture. Student Health Services and CAPS are committed to providing caring professional clinical services to a diverse student body and to reducing the stigma associated with seeking mental health services. Emory University Student Health Services is very proud to be fully accredited by the Accreditation Association for Ambulatory Healthcare, Inc. (AAAHC). The Emory Counseling and Psychological Services’ (CAPS) Psychologist Training Program is fully accredited by the American Psychological Association (APA).

Student Health Services (SHS)

Emory University Student Health Services is located in the 1525 Clifton Road Building on the Emory Campus and provides comprehensive outpatient medical care for enrolled students. Services available are outpatient primary medical care, physical examinations, confidential HIV testing, STI testing, post-blood borne pathogen exposure follow-up care, dermatology, contraception, IUD insertion and colposcopy, psychiatry, preventive medicine, sports medicine, allergy injections, immunizations, PPD tuberculin skin tests, referrals to specialists, health education, international travel information and immunizations, nutrition counseling, and alcohol, tobacco and substance abuse counseling.

A Student Health physician is available for telephone consultation when the office is closed and can be contacted by calling the EUSHS paging operator at 404-727-7551, option 0.

Professional fees for primary care visits to Emory Student Health Services during regular hours are covered by Emory tuition. Other services, such as laboratory tests, x-rays, immunizations and allergy injections are not covered by tuition and must be paid for by the student or their insurance. Charges incurred at EUSHS are covered 100% by the Aetna Student Health Insurance Policy. The Emory Student Health Services (EUSHS) is a member of over 40 national PPO networks, including most major insurance carriers with the exception of Blue Cross/Blue Shield (BC/BS). Students on BC/BS are considered out-of-network at EUSHS and will be responsible for any charges incurred at the time of the visit. The EUSHS will provide the necessary paperwork to submit for reimbursement. Most other insurance carriers will be
billed directly. Students will be responsible for any outstanding charges that are not covered by insurance. Payment by cash, check, Visa, and MasterCard are accepted.

The Student Health “Your Patient Portal” is a 24-hour Internet communication tool for Emory students. By using this system, Emory students are able to communicate online with Student Health Services in a private, confidential and secure manner that meets federal HIPAA/FERPA privacy standards. Your Patient Portal can be used to schedule appointments, request prescription refills, view recent billing statements and request medical records releases.

Appointments

The Emory University Student Health Services (EUSHS) operates on an APPOINTMENT ONLY system, including same day/urgent care appointments. Appointments are scheduled by calling (404) 727-7551 (press 1) during office hours, or you can schedule your own appointment through the on-line appointment system (Your Patient Portal). You will be scheduled as follows:

For routine care, appointments are scheduled up to two weeks in advance.

For urgent conditions, an appointment or urgent consultation can be arranged for the same day.

For most acute, but not urgent needs, you may get an appointment in 24-48 hours. The only patient visits that will be handled on a work-in basis will be urgent care.

If you cannot keep your appointment, please call and cancel at least two (2) hours before the scheduled appointment time or 24 hours in advance before specialty clinics. Charges do apply for not showing up (No Show) for a scheduled appointment.

Emory University Student Health Services: 404-727-7551 Sharon Rabinovitz, MD, Interim Assistant Vice President, Executive Director

Student Health Immunization Nurse: 404-727-0392 www.studenthealth.emory.edu

Student Counseling and Psychological Services (CAPS)

The Emory University Student Counseling & Psychological Services (CAPS) is located in the 1462 Clifton Road Building, Suite 235. CAPS provides free, confidential individual, group, and couples counseling for enrolled undergraduate, graduate and professional students at Emory University. CAPS staff also provides consultations to students, faculty, or staff who are concerned about an Emory student. In addition, CAPS provides outreach and educational workshops on a variety of topics.

Services are provided by competent, caring psychologists, social workers, and psychology and social work trainees. Services at CAPS are covered by the Mental Health & Counseling Fee. CAPS also provides
referrals to other agencies on campus, low-cost services in the community, or private practitioners in the community when necessary and/or requested.

An Emory student interested in arranging an appointment can call (404) 727-7450 or come to CAPS between 8:30 am and 5:00 pm, Monday through Friday. Same day crisis triage appointments are available between 8:30 am and 3:30 pm. Psychiatric services are available at Student Health Services at 1525 Clifton Road, phone (404) 727-7551.

Learn more information about CAPS services.

Other after hours’ resources include:

DeKalb County Mental Health Support Line: 404-892-4646

In case of an emergency the Police should be called by dialing 911.

The Respect Program

The Emory University Respect Program’s mission is to engage the Emory community to prevent and respond to sexual assault and relationship violence. To learn more about the program please contact the Respect Advocate Wanda Swan at 404.727.1514 or wanda.swan@emory.edu or visit: http://healthpromotion.emory.edu/respect/index.html

Section 2: Student Insurance

Mandatory Health Insurance

Student Health insurance coverage for sickness, accidents and hospitalization is required of all Emory students. All new and continuing degree-seeking and international Emory University students are required to have health insurance. Coverage must be continuous from the date of matriculation until the date of graduation and must meet University minimum coverage requirements.

The Emory University Student Health Insurance Plan will once again be offered by Aetna Student Health of Boston, MA. View an overview of the Emory/Aetna Student Health Insurance Policy. All students are automatically enrolled and charged for the Emory/Aetna Student Health Insurance Plan. The annual premium for the 2018-2019 academic year is $3,466 and is billed in two installments of $1,733 (once in the fall and again in the spring). The charge will appear on students’ tuition statements.

Students who have health insurance coverage through another carrier must complete an online waiver at OPUS confirming they have health insurance coverage that is comparable and meets Emory University waiver criteria. The Health Insurance Waiver site opens every spring (late May) prior to matriculation.
After the online waiver has been completed, the charge for the Emory/Aetna Student Health Insurance Policy will reverse on the student’s university account.

Incoming MD students (including MD/PhD students starting in July) must complete the waiver by the August date only, as July starts the fall term for the MD program. Beginning with students’ second year, the waiver process must be completed annually for EACH year they are enrolled at Emory.

Maintaining health insurance coverage is a requirement for continued enrollment. Students are responsible for informing themselves of the current policy.

As a result of national healthcare reform, students may be eligible to remain on a parent’s insurance plan until age 26. Contact your insurance carrier if you have questions about current federal or state law.

More information regarding the mandatory health insurance waiver process can be found here.

Disability Insurance

All students enrolled full-time in the Emory University School of Medicine are provided with group long-term disability insurance coverage. For the 2018-2019 academic year this coverage is provided by The Guardian Insurance Co., Inc. A summary of the plan and an electronic copy of the benefit booklet is distributed to students annually. Additional information concerning the plan is available by calling the plan administrator, Ms. Susan Gelber of InsMed Insurance Agency, Inc., 1-800-214-7039. Seniors will be given 30 days after graduation to extend the policy if desired. Ms. Gelber, is also available by phone to discuss the options available to graduating seniors.

Liability Insurance

Students are covered by professional medical liability insurance any time they are enrolled in a clinical course for credit, observing or assisting in the provision of care under the supervision of Emory faculty, or under the supervision of faculty at other institutions as part of their Emory educational program.

This would include:

- activities that are an official component of the curriculum, including required and elective courses
- clinical activities that students may participate in, at the invitation of faculty, but which are not required as part of that faculty member’s SOM clinical duties
- volunteer clinical activities supervised by Emory faculty (e.g. volunteer service at the Open Door Clinic)

At all times, students must be under supervision of faculty in performing clinical service, and the performance of such services must be within the scope of the supervisor’s training and certification.
Students who provide medical services outside the scope of the School of Medicine curriculum or with non-Emory faculty physicians are NOT covered by University liability insurance. Students are advised not to engage in such activities unless other liability coverage is provided for them.

Section 3: Wellness and Well-Being

Emory University School of Medicine is committed to the wellness and well-being of learners, faculty, and staff from diverse backgrounds. This is facilitated through multiple domains which is longitudinal and begins at the start of medical student and extends to graduation. These faculty and student-driven initiatives are in alignment with the EUSOM ‘s goal on wellness which is to “facilitate system-wide cultural changes to maximize the success and well-being of our patients, learners, and teachers”.

While not an exhaustive list, EUSOM supports student wellness including mental and physical health, and financial, environmental, and social well-being. Well-being resources include:

1. **Relationships and Community**: Emory organizes society social events, and other offerings that help promote a healthy learning environment and a sense of belonging within the community for students.

2. **Purpose**: EUSOM helps students develop their professional identity and find meaning within their medical school experience. EUSOM embraces the value of diversity and personal growth, and encourages students to pursue their passions (via Discovery, elective and other opportunities).

3. **Mental and physical health**: Emory provides counseling and psychological (CAPS) and student health services (SHS) for all medical students. EUSOM encourages the practice of meditation, supports the enhancement of the physical environment (such as the Healthy Emory Sustainable initiatives) and strives to ensure students build their resiliency. EUSOM provides support systems and encourages healthy habits such as allowing students time to go to their doctor’s appointments. In addition, Emory is a Tobacco Free Campus. EUSOM provides suggestions to enhance how students organize and manage their lifestyle which can be found in the manual “Academic Success in Emory Medical School”.

4. **Security**: EUSOM promotes student safety through policies and procedures regarding student mistreatment, harassment, and equal opportunity, and by ensuring a safe environment with the help of Emory’s Public Safety Departments. EUSOM helps promote financial security by organizing workshops on debt management and finances throughout the curriculum.

Other resources include your Small Group Advisors, Deans and access to the SOM Wellness and Well-being Committee through your student representative.

Section 4: Infection Control Protocols
Needle Sticks and Other Blood/Body Fluid Exposures

1. Learn and always observe Standard Precautions (Universal Precautions).
2. If you have an exposure to blood or other body fluids (e.g., needle stick, cut), immediately clean the wound with soap and water.
3. Exposed oral and nasal mucosa should be decontaminated by vigorously flushing with water. Exposed eyes should be irrigated with clean water or sterile saline. Eyewash facilities can be accessed quickly in the emergency department for each hospital.
4. Follow the protocol of the hospital in which the incident occurred to the fullest including all follow-up (through the hospital’s Employee Health Service). It is especially important that you report your exposure to the hospital’s Employee Health Service as soon as possible so that a timely evaluation can be performed. Additionally, your exposure may guide future preventive efforts (e.g., education, training, selection of devices). If prophylactic medications are indicated, it is recommended they be initiated as soon as possible after the exposure, ideally within two hours.
5. If you are uncertain of the procedures for reporting and obtaining care at the facility where your exposure occurred, call the Woodruff Health Sciences (WHSC) Needle stick Hotline for assistance at 404-727-4736.
6. Acute serology should be drawn to establish one’s baseline antibody titers to hepatitis B virus (if you have not previously been determined to be HBsAb positive [immune to Hepatitis B]) and, if indicated, to HIV and/or Hepatitis C Virus [HCV] (if the source patient is HIV-positive or HCV-positive).
7. Depending on the results of one’s serology and the baseline serology of the patient (from which the incident occurred), you may need follow-up serologies as per the hospital protocol where the injury occurred.
8. If the source patient is HIV-infected, the administration of post-exposure prophylaxis (PEP or “prophylactic” antiretroviral medications) to decrease the risk of patient-to-healthcare worker transmission should be strongly considered. Medications may be initiated pending results of HIV serology on the source patient. If used, these medications should be taken as soon as possible after the needle stick injury. Each hospital has a protocol and will counsel you and give advice as needed. PEP regimens are complicated; therefore, be sure that the individual who manages your exposure consults with the Hospital Epidemiologist (see list below).
9. Again, call the WHSC Needle Stick Hotline 404-727-4736 if you have any questions about management of the needle stick or other occupational exposure.

The following list of specific areas and/or individuals should be contacted at the facility in which the exposure occurs:

Contacts for Infection Control Protocol

Grady Memorial Hospital and Affiliated Sites
• Healthcare worker goes directly to Employee Health Services (EHS) – 15th floor EHS nurse will facilitate post-exposure care in collaboration with EHS doctor EHS staff will arrange for source patient testing
• EHS staff may call ID attending (on the call schedule for needle sticks) for consultation as needed.

After hours and on weekends:

Healthcare worker should NOT go to the emergency room unless they need an emergency eye wash. Healthcare worker calls STIX Hotline (404-616-STIX) and follow directions:

• Press 4: to be connected directly to the cell phone of the Health System Administrator HSA (who is physically present in the hospital). This cell number is: 404-319-7367
• Press 5: to leave a voicemail message for the Health System Administrator. This message will be delivered immediately to their cell phone and they will return the call promptly.

HCW may also call the WHSC Needle Stick Hotline and the Grady ID attending on-call for BBF exposures will be paged. The attending will inform the HCW of reporting procedures and assist them. HSA will personally arrange for source patient testing. Rapid HIV test results should be back within the 4-hour time frame for starting ART PEP.

If source patient is known to be HIV positive or the rapid test returns positive, the HSA will escort the HCW to the Emergency Department where they will receive care from an ED attending with consultation from the ID attending on call for BBF exposures. The HSA will contact the ID attending on call for BBF exposures. The ID attending will discuss the exposure with the ED attending (and the HCW) and make recommendations for ART PEP. The first dose of PEP will be given in the ED. Additional doses needed to last until the next business day will also be provided directly to the HCW.

If the source patient tests HIV negative, the HCW will be instructed to report to EHS on the next business day to get final lab results on the source patient (hep C, hep B sAg) and determine if additional follow-up is needed.

Other contacts at Grady:

• Employee Health Nurse on call (from home): 404-809-7470
• Susan Ray, MD cell: 404-536-8233 or PIC 17255

VA Medical Center

• Report incident directly to occupational health. VA Occupational Health Injury Management Dr. Joyce Thompson, DNP, FNP-C x6471
• Ms. Teneka Hosang, PA-C (x6471)
• Receptionist (x5400)
After hours and on weekends:

- Contact the nurse supervisor on call (physically present in the hospital): Call hospital operator and ask for the “AOD” on call.
- The HCW is seen in Emergency Room for Treatment with follow-up in Occupational Health the next business day. This is important for OH to forward BBPE information to Emory for further follow-up

Other contacts at VAMC:

- Robert Gaynes, MD, Hospital Epidemiologist – cell: 770-315-3335
- Rudy Tacoronit, MD, VA Occupational Health Director – x 5400
- If you are unable to reach any of the above individuals, call the WHSC Needle Stick Hotline 404-727-4736.

Emory University Hospital - Midtown

- Daytime hours, Monday thru Friday (7 am to 4 pm)
- Employee Health Service 404-686-2352

After hours, and on weekends:

- Healthcare worker calls Exposure Pager (PIC 11917) or calls the WHSC Needle Stick Hotline (404-727-4PEM).
- If WHSC Needle Stick Hotline called, the on-call OIM nurse practitioner will be paged (PIC 50464). The Occupational Injury Management (OIM) nurse practitioner will facilitate immediate post-exposure care. Healthcare worker should go to OIM during the next business day to have baseline labs drawn.

Other contacts at Midtown:

- Jesse Jacob, MD – cell: 404-402-5110

If you are unable to reach any of the above individuals, call the WHSC Needle Stick Hotline 404-727-4736.

Emory University Hospital

- Daytime hours, Monday thru Friday (7 am to 4 pm) Employee Health/Occupational Injury Management Office 1364 Clifton Road, Room D219
- Occupational Injury Management (Worker's Compensation) 404-686-8587
- Employee Health Services 404-686-8589

After hours and on weekends:

- Occupational Injury Management (Worker's Compensation) 404-686-8587
• Employee Health Services 404-686-8589
• Healthcare worker calls Exposure Pager (PIC 13084) or calls the WHSC Needle Stick Hotline (404-727-4PEM). If WHSC Needle Stick Hotline called, the on-call OIM nurse practitioner will be paged (PIC 50464). The OIM nurse practitioner will facilitate immediate post-exposure care.
• Healthcare workers should go to OIM during the next business day to have baseline labs drawn.

Other contacts at EUH:

• Jay Varkey, MD – PICC 12084

If you are unable to reach any of the above individuals, call the WHSC Needle Stick Hotline 404-727-4736.

Children’s Healthcare of Atlanta (CHOA) (Egleston or Scottish Rite)

• Any needle sticks or blood borne pathogen exposure is referred to the 24/7 hotline 404-785-7777. This is staffed by an employee health nurse who will provide guidance to students.
• Employee Health Digital Pager 1-800-682-4549 or Needle Stick Hotline (ext. 4444 at Egleston and ext. 824444 at Scottish Rite)

Other contacts at CHOA (if students cannot reach employee health nurse via hotline or pager)

• Employee Health Digital Pager 1-800-682-4549 or Needle Stick Hotline (ext. 4444 at Egleston and ext. 824444 at Scottish Rite)
• Andi Shane, MD – cell: 404-354-7692 or office 404-727-9880
• Infectious Disease Service Team on Call – pager: 404-785-7778

If you are unable to contact any of the above individuals, call the WHSC Needle Stick Hotline 404-727-4736.

Financial considerations of accidental needle sticks

The cost of the follow-up and necessary medications may be borne by Emory University Affiliated Hospitals or may need to be submitted through the student’s health insurance. Any uncovered costs will be covered through the Office of Medical Education & Student Affairs if the procedures outlined above are followed.

For medical students and students in the health professions, initial evaluation of the exposure should be as explained above. Following this initial evaluation, all incidents and follow-up for exposures occurring at a hospital should be reported by the student within 4 days to the Registrar, Ms. Mary Kaye Garcia 404-712-9921.
Conversions

PPD tuberculin skin tests will be performed every year (at a minimum) or at the time of exposure for medical students. Those with PPD conversions will be referred to an appropriate physician in the University Health Services for follow-up. Expense of drugs, x-rays, and laboratory testing will be covered as long as protocol is followed.

Students Infected with HIV, Hepatitis B, Hepatitis C

Emory University School of Medicine requires any student who is infected with Human Immune Deficiency Virus (HIV), Hepatitis B virus “e” antigen positive, or Hepatitis C virus to notify the Executive Associate Dean for Medical Education and Student Affairs of his/her positive status so that the School may help to define any limitations necessary on clinical rotations and make such accommodations as may be reasonable to permit the student’s continued matriculation.

The Executive Associate Dean for Medical Education and Student Affairs, or his/her designee, will make recommendations for students continued education on a case-by-case basis, utilizing the best currently available scientific knowledge and any established recommendations from the U.S. Centers for Disease Control and Prevention and other applicable governmental guidelines regarding what, if any, limitations need to be applied to clinical activity for persons with the given condition. In conducting this evaluation and making such recommendations, the Executive Associate Dean will consult with the student, the student’s personal physician, student affairs deans and others, including faculty of the School of Medicine, as determined appropriate to assist in this individualized judgment. Within the parameters of existing law, the student’s confidentiality will be maintained during this process.

Reasonable efforts to assist the student in completing the requirements for an M.D. degree will be made by the School of Medicine. In addition, the student will be offered counseling concerning the options for the future selection of a career pathway in the profession of medicine.

More Specific Guidelines on Students Infected with Blood-Borne Pathogens

Students should be allowed to complete the M.D. degree if at all possible with an effort by all to maintain confidentiality to the degree that it is possible.

In such instances, the clinical department chairs need not be notified of the name of an individual student involved or the type of blood-borne pathogen involved. However, the Clerkship Director for the Departments of Surgery, Obstetrics/Gynecology, Emergency Medicine and any other Clerkship Directors (if indicated) will be informed of the name of the individual student so that any special assignments can be made if indicated. If the student is Hepatitis B “e”-antigen positive, the Clerkship Director will be given that data.
Students will be carefully counseled concerning their potential risk to patients and their risk to themselves. They will be instructed to be punctilious in the use of universal precautions and up-to-date hospital infection control techniques. They will be referred to appropriate physician caregivers for optimal follow-up and therapy. The student will also be counseled carefully about future career plans based on current medical and legal data.

Invasive procedures considered as potential risks for health care workers-to-patient transmission by the Centers for Disease Control and Prevention will be strictly avoided by students who are Hepatitis B “e”-antigen positive. Students with other known blood-borne pathogens will be advised on a case-by-case basis. In general, because of their lack of experience, students with HIV or HCV infections will be advised like HBV-infected students. Recommended practices include double gloving and not performing any procedures that have been previously identified as associated with a risk of provider-to-patient HBV transmission.

The student will be allowed to withdraw without penalty from any clinical setting that the student feels might present a risk for infectivity.

HIV-positive students should undergo screening for Tuberculosis every six to twelve months and receive pneumococcal vaccine, annual influenza vaccine, and other appropriate preventive immunizations.

The student’s condition will be re-evaluated at least annually by the Executive Associate Dean for Medical Education and Student Affairs to determine if any additional limitations are indicated. The student’s viral load, CD4 count and clinical status as well as the regimen of anti-retroviral therapy that is being employed can be useful in assisting in any decision making by the medical school if the student will allow the Executive Associate Dean to discuss the results with his/her healthcare provider.

Students who fail to show a response to Hepatitis B vaccination by serologic means will be counseled to see a physician to determine their Hepatitis B antigen status and to see if they are Hepatitis B “e”-antigen positive. If they are “e”-antigen positive, they will be encouraged to report this finding to the Office of the Executive Associate Dean, Medical Education & Student Affairs and then to be followed as per protocol.

**Section 5: Academic Assistance**

**Academic Counseling**

All students will need to maintain grades of “Satisfactory” or “C” or better in all courses and clerkships throughout medical school. If a student is having academic difficulty, academic counseling or tutoring may be suggested. It is always advisable for students to seek academic assistance from instructors/course directors immediately during a course or clerkship - rather waiting until examinations or final grades are issued.
Despite the self-discipline and good study habits that students developed, which has gotten them into medical school, there are many occasions when students may need assistance for the first time in their career. In addition, guidance is necessary to help students make up for work lost because due to an illness (or any other unforeseen event).

Students are requested to make an appointment with their Small Group Advisor or an Associate/Assistant Dean for counsel and advice concerning academic problems unresolved by discussions with course/clerkship directors. All students select faculty advisors during the Application Phase. These advisors assist primarily in residency planning and preparation of the senior year schedule.

**Tutoring**

Students who are in academic difficulty in the first or second year of medical school, as defined by the Student Progress and Promotions Committee, may request tutoring. Course Directors will work in concert with the Assistant Dean for Medical Education and Student Affairs to develop a tutoring plan.

**Section 6: Career Advising**

Choosing a career path is one of the most significant decisions a medical student will make. At Emory, the career planning begins at matriculation and continues throughout medical school.

Career planning is part of every academic year’s Orientations, and specific Career counseling sessions occur throughout the curriculum. Small Group Advisors are trained to provide guidance on this important issue, and are able to advise medical students where to seek specialty-specific information and counselors.

Career planning at Emory includes:

**Resources**

[Emory Development of Career Specialty (DOCS) website](#) – (information regarding career planning, advisors, match results, and related resources)

[Association of American Medical Colleges Careers in Medicine (CiM) website](#) (career planning program designed to help medical students choose a specialty and residency program, successfully land a residency position, and plan their physician career)

Access to information about dual degree programs

**Counseling**
• Small Group Advisors offering career guidance and facilitating networking within and outside Emory
• Scheduled career advice and planning sessions throughout the curriculum
• One-on-one meetings with an Associate or Assistant Dean for Clinical Education and Student Affairs for career counseling
• Department-designated medical student advisors chosen to counsel students regarding their specialty (on EmoryDOCS website)
• Choosing advisors, both informally for career advice, and formally to help students plan and schedule their Translation Phase of medical school
• Easily accessible deans, faculty, recent Emory graduates, and staff to contact for career advising

Activities

• Planned curricular activities to aid in making a career choice
• Exposure to a wide variety of specialties and careers through the Foundations, Application and Translation Phases (required clerkships and electives)
• Research opportunities through the Discovery Phase

Three class meetings during the Translation Phase to discuss:

• Advice and counseling for students who are still undecided after completing the Application Phase
• Early preparation for residency applications
• Timeline for applying to residency programs
• Information about early match programs
• The residency application and matching process
• Exploring residency options – panel discussions with residency program directors
• Where to access detailed information about specific residency programs
• Applying for highly competitive programs

For additional information and/or questions:

Mary Dolan, MD, MPH
Director, Emory DOCS
mdolan@emory.edu

Shikina Harrison, MS
Program Coordinator
Career Advising and Student Affairs
shikina.harrison@emory.edu
404-727-4335

Section 7: Other Resources
Parking and Transportation

Emory Campus Parking

Parking on the Emory Campus requires the display of a valid permit. Only permits issued by Emory Transportation and Parking Services are valid. Permits are the property of Emory University.

Permits are non-transferrable and are for use by the permit holder.

Any permit purchased requires submission of vehicle information for all vehicles which will be used with the permit. Vehicle information includes the make, model, color, style, and state issued license plate number. Failure to maintain current vehicle information with Parking Services will result in a fine.

Permits can be requested in person at the Parking Office or online.

Permit Types

- Annual permit: Provides unlimited access to assigned parking area.
- Eagle Pass (occasional permit): Provides one access to assigned parking area per use.
- Temporary permit: Provides unlimited access to assigned parking area during the time period purchased, up to six months.
- Motorcycle/Scooter decal: Provides approval to park in designated motorcycle/scooter parking. Must register in person at the Parking Office.

Acceptance of a permit indicates acknowledgement and agreement to abide by the Transportation and Parking Services Rules and Regulations.

Parking privileges be suspended or revoked for violation of the Rules and Regulations.

Permit ownership is nontransferable.

Falsifying information in order to obtain a permit is a violation of parking regulations.

Replacement cost of a lost or stolen permit is $20, nonrefundable.

All vehicles that belong to the immediate family of a student, whether registered with Emory or not, will be considered the responsibility of that individual. Any parking violations charged against that vehicle will be the responsibility of the individual.

Permit owners are responsible for maintaining current vehicle information with Parking Services.
Unregistered vehicles with outstanding citations will be identified through the vehicle plate information obtained from the U.S. state registration system. An additional fine will be applied if a vehicle is not registered with Parking Services.

Individuals with outstanding fines will not be allowed to purchase new permits until the fines are paid in full. Outstanding fines can also result in loss of parking access, immobilization of vehicle, or the vehicle being towed.

Cars are not to be parked in the loading dock areas unless a special tag is given and are subject to towing and fines.

**Emory Parking Permit Costs**

Information about annual and other parking permit costs can be accessed [here](#).

**Parking at Affiliated Hospitals**

- **Emory Midtown** – No charge for parking. Arrangements for MD students are made by Barbara Bingham in the Office of Clinical Education at Grady.
- **CHOA** – Emory students use Emory parking office arrangements; visiting students arrange parking through CHOA security office.
- **VAMC** – Students should park in the back of the hospital. No sticker/pass or charge for parking.
- **Grady** – Students purchase through Grady parking office. They do not prorate the parking pass fee. Students must have a Grady ID badge prior to arranging for parking.

**Shuttle Services**

Emory Transportation Services offer shuttles on campus, for commuters, between major affiliated hospitals and other routes such as Georgia Tech, Oxford and shopping facilities. In addition, late-night service and SafeRide are available.

View [Cliff routes & schedules](#).

**Contact Information**

Contact a Transportation Services representative or visit the Transportation Services Offices in the Clairmont Campus Parking Deck (1945 Starvine Way, Atlanta, 30322). Office Hours: Mon-Fri, 7:30 am - 4:30 pm

To report shuttle delays or problems, call 404-727-1829 or email shuttles@emory.edu.

**Safety and Security**
Emory University School of Medicine is enriched by the legacy and energy of Atlanta, but the location also means that urban crime or violence are possible.

Every effort is made by the Emory University School of Medicine and Emory University to provide a safe and secure environment for our students at all sites (campuses, healthcare facilities, etc.). Emory maintains its own police department that manages law enforcement, fire safety and emergency medical services as well as advising schools and individuals on public safety matters. The Emory University School of Medicine is made aware of all public safety matters and acts on them accordingly. Grady and the VA have their own security departments and we work in conjunction with them to maintain a safe environment for all students.

The James P. Williams School of Medicine building provides 24-hour study space for School of Medicine students and a security guard is on duty after hours. The entire building can be accessed outside of business hours only by using an Emory ID card. The security guard checks student ID cards to limit after hours use to registered School of Medicine students only.

We encourage students to request a security escort to or from the parking decks. Each campus also provides motorist assistance. Contact information for security escorts at each site:

- Emory Main Campus – 404-727-7555
- Emory Midtown – 404-686-2597
- Grady – 404-616-4025
- Veterans Hospital – 404-728-7641 or 404-321-6111 (ext. 4911)
- Children’s Healthcare of Atlanta – Egleston – Call the Emory Main Campus escort if your car is parked on Emory’s campus or call 404-785-6142 if your car is parked in the ED parking at Egleston
- Children’s Healthcare of Atlanta – Hughes Spalding – Call Grady Escort above

Emergency "blue light" phones located throughout campus link callers directly to the Emory Police Department in order to report emergencies and request security escorts.

Although parking decks have restricted access, the possibility still exists for break-ins. Please remove all valuables from your vehicle and either store them in locked storage spaces provided at each site or leave them at home.

Emory University Office of Critical Event Preparedness and Response (CEPAR) coordinates campus-wide activities related to unusual events. CEPAR uses www.emory.edu website bulletins, cell phone text messages, emails and other means to notify community members about precautions and plans.

**Emory University-affiliated Hospitals Public Safety Departments**

Officers are on duty twenty-four hours each day. Students are encouraged to notify the Public Safety Departments concerning any activity which may compromise an individual student's safety and/or the safety of any other students, physicians, residents, hospital employees, patients, or visitors.
Student Life

Campus Life

Emory University’s Division of Campus Life cultivates a welcoming and dynamic community that is committed to modeling and teaching holistic well-being, ethical leadership, civic engagement, cultural humility, and global citizenship by providing a supportive and responsive foundation for an evolving campus community to develop skills necessary for lifelong success and positive transformation in the world.

As a graduate student at Emory University, medical students not only contribute, but also have access, to the vibrant Emory community. In addition to the over 400 organizations officially recognized by the Emory Student Government Association, athletic and recreational programs, public service and leadership opportunities, Campus Life is a resource to assist you with social, career, and intellectual advancement.

Housing

Emory’s preferred graduate housing is available at Campus Crossings Briarcliff (operated by Campus Apartments). For a complete listing of all nearby housing, please visit https://offcampushousing.emory.edu.

Each year in June, the Office of Admissions and the rising second year class with host a Housing Weekend for the incoming medical students. This event is designed to showcase the variety of housing options available in the Emory area and surrounding neighborhoods.

Student Government

The students of Emory University are governed by the Student Government Association (SGA) and all student organization charters must be approved by the SGA.

The Medical Student Senate (MSS) approves all applications for medical student groups seeking charter with the SGA. To submit an application to the MSS:

Starting a Student Organization
Students are encouraged to charter new organizations when there is interest. Funding for guest speakers, teaching forums, and other education events are available for chartered organizations.

For more information about chartering a student organization, please visit the [Medical Student Senate website](#).

**Medical Student Class Officers**

Each medical school class will elect officers annually, including Medical Student Senators. These elections are run in accordance with the SGA Code of Elections. The current list of officers for each class can be found on the [Student Portal](#).
Overview

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 to which all University faculty, staff, students, and authorized guests are entitled. This policy documents the responsibilities that accompany this privilege.

Campuses, schools, colleges, departments, and other administrative units have considerable latitude in developing complementary information technology conditions of use policies, as long as they are consistent with this enterprise policy and any other applicable policies of the University. Such policies may be more restrictive than the enterprise policy, but must not be more permissive.

Applicability

This policy applies to Emory faculty, staff, students, and retirees who have been issued computer accounts such as an Emory NetID and to visitors and guests who have been issued sponsored computer accounts. This policy applies to all Emory information technology resources, whether they are accessed from campus or from a remote location. This policy also applies to anyone who has been granted access to or connects any device to the Emory network or Emory IT resources.
Information Security Requirements:

- Users of Emory’s IT resources may not:
  - Share their passwords or other access credentials;
  - Attempt to hack, bypass, or violate security controls or conduct unauthorized testing of IT resources for security vulnerabilities;
  - Access, modify, or share sensitive data or information obtained from any of Emory’s systems without appropriate authorization;
  - Use access credentials issued to other individuals or attempt to impersonate another individual in order to access IT resources.

- Users of Emory IT resources must:
  - Implement reasonable and appropriate safeguards to protect sensitive or critical information that they create or maintain;
  - Dispose of sensitive information in a secure manner (e.g. shredding, physical destruction, disk wiping);
  - Report any IT security incidents or security policy violations;
  - Cooperate with authorized IT security investigations;
  - Cooperate with authorized requests to discontinue activities that threaten the confidentiality, integrity, or availability of IT resources.
  - Return all institutional data and IT resources to Emory upon termination of employment and securely delete all institutional data from personally owned devices/media.

Conduct:

- Users of Emory’s IT resources may not use those resources for any unethical or illegal purpose, including but not limited to the following:
  - 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) (see http://web.library.emory.edu/research-learning/scholcomm-datamgmt/index.html for more information on University guidelines for copyright and fair use);
  - 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;
  - Viewing or distributing content, to the extent that doing so violates any applicable Emory policy and/or state and/or federal law, regulation, or policy;
  - Monitoring or disrupting the communications of others.

Personal Usage:

- Limited and reasonable personal use of Emory’s IT resources is acceptable and allowed, as long as it does not:
  - Interfere with the fulfillment of an employee’s responsibilities;
  - Adversely impact or conflict with any activities that support Emory’s mission or operations;
  - Result in any measurable cost to Emory;
  - Violate any other applicable University policies.

Network Protection and Monitoring:

- Authorized Emory staff may without notice:
  - Monitor, inspect, or copy network communications, IT resources, and the data they contain. Use of the Emory network and/or IT resources constitutes consent to such monitoring;
  - Assess IT resources connected to the Emory network for security vulnerabilities;
  - Take emergency protective actions such as restricting user access rights or access to IT resources or the network;
  - Block potentially malicious network communications;
  - Block the viewing, downloading, or distribution of any content to the extent that doing so is required by federal or state law, regulation, or policy, or is required to carry out Emory's mission or operations.

Sanctions:

- Failure to comply with this policy may have legal consequences and may result in:
  - Suspension or termination of access;
  - Disciplinary actions (up to and including termination of employment) in accordance with applicable university policy.
Related Links

- Current Version of This Policy: [http://policies.emory.edu/5.1](http://policies.emory.edu/5.1)
- Connecting to the Emory Data Network ([http://policies.emory.edu/5.4](http://policies.emory.edu/5.4))
- Emory Network IDs (NetIDs) and Passwords ([http://policies.emory.edu/5.5](http://policies.emory.edu/5.5))
- Peer-to-Peer File Sharing ([http://policies.emory.edu/5.7](http://policies.emory.edu/5.7))
- Disk Encryption Policy ([http://policies.emory.edu/5.12](http://policies.emory.edu/5.12))
- Automatic Forwarding of Email from the EmoryExchange Environment ([http://policies.emory.edu/5.13](http://policies.emory.edu/5.13))
- Copyright, Publishing and Fair Use ([http://web.library.emory.edu/research-learning/scholcomm-datamgmt/index.html](http://web.library.emory.edu/research-learning/scholcomm-datamgmt/index.html))

Contact Information

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<tbody>
<tr>
<td>Clarification of policy</td>
<td>Brad Sanford</td>
<td>404-727-2630</td>
<td><a href="mailto:brad.sanford@emory.edu">brad.sanford@emory.edu</a></td>
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Revision History

- Version Published on: Mar 13, 2016 (*Incorporation of changes requested by OGC*)
- Version Published on: Mar 13, 2016 (*Updated web links*)
- Version Published on: Mar 15, 2011 (*Major Revision / Re-write*)
- Version Published on: Mar 29, 2007 (*Original Publication*)

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*
School of Medicine Information Technology Services (SOMITS)

The School of Medicine’s Information Technology Services Department collaborates with OMESA in the delivery of student support services. Information Technology Services’ primary objective is to manage and maintain technology utilized for the delivery of the School of Medicine’s curriculum.

For help with Emory University School of Medicine’s IT Resources: Student Computing, Equipment Checkout, Public Printing, SOM Computer Labs, Mobile Video Conferencing, Audio / Visual Assistance, Classroom Podiums, Classroom Audio / Visual Training, and SOM Event Consultation.

- Phone: 404-727-6648
- Web: med.emory.edu/help
- Email: meded-help@emory.edu
- Hours: Monday - Friday, 8 am - 5 pm.*Excludes Emory Observed Holidays

Francisco Armas (temp)
Senior Desktop Consultant
404-778-4370
francisco.armas@emory.edu

Kyana Elder
Academic Technology Specialist
404-727-6648
kyana.r.elder@emory.edu

Jess Bowling
Sr. Application Analyst
jbowlin@emory.edu
404-712-8824

Jon Hamilton
Manager, Audio Visual
jon.hamilton@emory.edu
404-712-1563

Tom Quinn
Director, Information Technology
tdquinn@emory.edu
404-727-9805
Policy 5.14
Smart Device Security Policy

Responsible Official: Enterprise CIO and Sr. Vice Provost for Library Services and Digital Scholarship
Administering Division/Department: LITS: Library & IT Services
Effective Date: January 01, 2012
Last Revision: July 20, 2017

Policy Sections:

I. Overview
II. Applicability
III. Policy Details
IV. Definitions
V. Related Links
VI. Contact Information
VII. Revision History

Overview

This policy explains Emory’s official position on the security requirements of smart devices that access Emory Exchange e-mail, and/or store sensitive Emory data. Emory maintains a centrally managed service that supports the synchronization of data between smart devices and the Emory Exchange messaging and calendaring system: Exchange ActiveSync (EAS).

Applicability

This policy applies to any smart device, either Emory owned or privately owned, that accesses Emory Exchange e-mail, and/or stores sensitive Emory data.

Policy Details

To improve the security of Emory data stored on smart devices, Emory requires the following security settings (when supported) on all smart devices storing sensitive Emory data and/or using the EAS service:

- A non-trivial numeric device passcode with a minimum required length of four characters. Passcodes consisting of additional character sets or greater lengths are allowed.
- An inactivity timeout to automatically lock the device after a maximum of fifteen minutes
- Data storage encryption (when supported by the device)
- Automatic data wiping after ten failed passcode entry attempts
- Enable the ability to remotely wipe data from lost/stolen devices
- Prohibit users from modifying or disabling security safeguards

These requirements will be enforced by Emory’s IT infrastructure where feasible (e.g. EAS servers). Any device that is not capable of meeting these requirements is prohibited from being used to store Emory data classified as confidential or restricted (student records, patient records, financial records, etc.).

ActiveSync Devices

Emory Exchange users with devices that are capable of performing ActiveSync connections to retrieve messaging and calendaring information must use Emory’s Exchange ActiveSync Server (EAS). Smart devices capable of enforcing the
necessary security configuration settings via EAS are required.

For a list of mobile ActiveSync clients and their support for these requirements: 
http://it.emory.edu/security/smart_device/

**IMAP and Other Protocols**

Many smart devices have the ability to retrieve email using IMAP and other mail protocols or services. While this allows for email access, it does not provide access to other components such as the calendar, nor does it enforce security policies. Individuals may use IMAP to access email from a smart device, but the device must also be configured to conform to the requirements of this policy in order to protect the email contents from disclosure.

**Lost or Stolen Devices**

Users are required to immediately report lost or stolen smart devices to the Emory Service Desk so that a remote wipe of the device may be initiated. Users must also immediately change their Emory password to protect against unauthorized access to other Emory IT resources.

The wiping of a smart device will result in the loss of ALL data on the device, including contacts, pictures, notes, applications, text messages, etc. Smart device users should always maintain a current backup of their device(s) so that data may be easily restored in the event that a device must be wiped.

**Decommissioned Devices**

Smart devices that will no longer be used must be wiped and reset to factory defaults before disposal. This may be done through ActiveSync, or via the device’s built-in reset utility.

**Sanctions:**

- Failure to comply with this policy may have legal consequences and may result in:
  - Suspension or termination of access;
  - Disciplinary actions (up to and including termination of employment) in accordance with applicable university policy.

**Definitions**

**Smart device** - A mobile computing device such as smartphone or tablet.

**Exchange ActiveSync (EAS)** - A protocol developed by the Microsoft Corporation that allows for the synchronization of e-mail, calendars, tasks, and contacts between a Microsoft Exchange e-mail server and a mobile device. EAS is supported on most non-BlackBerry smart devices.

**IMAP** - (Internet Message Access Protocol) A commonly used protocol that defines how messages are retrieved from an e-mail server. IMAP does not support synchronizing calendaring, contacts, or tasks.

**Related Links**

- Current Version of This Policy: http://policies.emory.edu/5.14
- Mobile Device Setup Information for Android and IOS (http://it.emory.edu/office365)
- List of mobile ActiveSync clients and their support for these requirements (http://it.emory.edu/security/smart_device)

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**Revision History**

- Version Published on: Mar 17, 2016 (Updated sanctions language)
- Version Published on: Mar 17, 2016 (Updated to remove BES)
- Version Published on: Jan 06, 2012 (Original Publication)
Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.
Student Portal

The [Student Portal Website](#) provides a real-time calendar on curricular and event information. The Portal includes a link to the most current version of this student handbook as well as to other valuable resources or references. Be sure to bookmark it as a favorite to get up-to-the-minute information. Updates or additions to the portal can be submitted to [Mary Kaye Garcia](#) who will forward to the appropriate Student Portal Editor.

**Woodruff Health Sciences Center Library**

The [Woodruff Health Sciences Center Library (WHSC Library)](http://health.library.emory.edu) offers a broad range of services and resources that support medical education, biomedical research and clinical care. Comprehensive print and electronic collections of books and journals are accessible via web services and discoverE, the University online library catalog. All major works can be found in permanent and course reserves, housed at the Information Desk. Library services include assistance with information and knowledge management, project management, use of multiple information sources for problem solving, biomedical imaging, and access to data sets.

**Main Branch**

1462 Clifton Road, Atlanta, GA 30322

[http://health.library.emory.edu](http://health.library.emory.edu)

**Hours**

- Monday thru Thursday: 8:00 AM - Midnight (Summer Hours until 10:00 PM)
- Friday: 8:00 AM - 7:00 PM
- (Starting Fall Semester 2018, the library will open Monday – Friday at 7:30AM)
- Saturday: 10:00 AM - 7:00 PM
- Sunday: 12:00 PM - Midnight (Summer Hours until 10:00 PM)

**Contact Information**

- [Ask A Librarian](#)
- Information Desk - 404.727.8727

**Emory University Hospital Branch Library**

1364 Clifton Road, Atlanta, GA 30322 Emory University Hospital, Room H-140

- 24/7 card access available to students on rotations with activated ID card
• To have your ID programmed, take your schedule to Public Safety, room HB43

_Co_contact Information_

• EUH Branch Clinical Informationist: 404-727-3094

**Emory University Hospital Midtown Branch Library**

550 Peachtree St. NE, Atlanta, GA 30308, Davis-Fischer Building, 1st Floor, Room 1312

• 24/7 card access available to students on rotations with activated ID card
• To have your ID programmed, take your schedule to Security Services, Orr Building

_Co_contact Information_

• EUH Midtown Branch Clinical Informationist: 404-686-1978

**Grady Branch Library**

69 Jesse Hill, Jr. Drive, Atlanta, GA 30303

• Hours: Monday thru Friday: 8:00 AM - 5:00 PM

_Co_contact Information_

• Grady Branch Desk: 404-251-8777

To Access Resources and Services, always start at [Woodruff Health Sciences Center Library](#)

• Identify yourself with your network ID and password when prompted

To Research Questions & Topics, Perform a Literature Search, or Analyze Data

• Clinical Decision Support – Access Medicine, Clinical Key, Cochrane Library, DynaMed
• Databases – PubMed, EMBASE, CINAHL, Web of Science, Scopus
• BrowZine – Desktop program and app that customizes access to Emory’s ejournals
• eJournals – Searchable A-Z List of Emory’s ejournals
• eBooks – Access Medicine, Access Emergency Medicine, Access Surgery, Clinical Key,
• eTools – EndNote, Lasergene, SPSS

To Obtain Journal Articles from Database Search Results

• Click on the Find It@Emory button to view full-text availability and other options
• If full-text or print unavailable, click on “Request via ILLiad”
To Make Online Requests, Go to the Library’s Services Section

- Get an article delivered from another institution if not available at Emory (Interlibrary Loan)
- Schedule a consultation (Ask a librarian)
- Have an Informationist complete a literature search for you (Ask a Librarian)

Submit Questions, Suggestions, Corrections, Additions

Questions, suggestions, corrections or additions regarding the information contained in the Student Handbook should be sent to ebrownf@emory.edu.