
Emory University School of Medicine

GENETIC COUNSELING STUDENT HANDBOOK *Academic Years 2019-2020*

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Director

Emory University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools
1866 Southern Lane, Decatur, Georgia 30033-4097

Emory University School of Medicine is accredited by the Liaison Committee on Medical Education of the American Medical Association and the
Association of American Medical Colleges.

The Emory University School of Medicine Genetic Counseling Training Program is accredited by the Accreditation Council for Genetic Counseling (ACGC), located at 4400 College Blvd., Ste. 220, Overland Park, KS 66211, web address www.gceducation.org. ACGC can be reached by phone at 913.222.8668.

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I. INTRODUCTION and PURPOSE

This handbook is a reference for genetic counseling students and others seeking information concerning the formal administrative policies, rules and regulations of Emory University and the School of Medicine, as well as core policies and procedures specific to the Emory Genetic Counseling Training Program. This Student Handbook includes information regarding admissions, academic and professional standards, progress and promotion, financial aid, student organizations, student health and disability insurance, personal counseling, and student health. Nothing in this document constitutes a contract or creates a contractual obligation on the part of Emory University. The University reserves the right to interpret and apply its policies and procedures, and to deviate from these guidelines, as appropriate in the particular circumstances and in accordance with the mission and goals of the University. The University further reserves the right to alter or modify any statement contained in this document without prior notice. Every student enrolled in the School of Medicine is accountable for reading, understanding, and abiding by the regulations listed in this handbook as well as the general Rules and Regulations of the University as set forth in detail in the Campus Life Handbook, which is distributed annually to all students within the University. *It is the responsibility of each student enrolled in the Emory University School of Medicine to read and abide by the regulations and policies outlined in this handbook and within Emory University Publications.*

The Handbook is revised annually or biennially and is available to current or prospective genetic counseling students on the program web site at http://genetics.emory.edu/gc_training/program/handbook.html. Addendums to this Handbook may be published as necessary.

I – A THE EMORY UNIVERSITY SCHOOL OF MEDICINE MISSION STATEMENT

The Emory University School of Medicine is a leading institution with the highest standards in education, biomedical research, and patient care.

We are committed to recruiting and developing a diverse group of students and innovative leaders in biomedical science, public health, medical education, and clinical care.

We foster a culture that integrates leading edge basic, translational, and clinical research to further the ability to deliver quality health care, to predict illness and treat the sick, and to promote health of our patients and community.

Our mission encompasses the following objectives:

- Provide outstanding educational programs for medical and graduate students, and for training health care professionals.
- Develop outstanding clinicians and investigators who are lifelong learners, who will provide the highest quality compassionate care, and who will serve the needs of their community and the world in the best traditions of our profession.
- Conduct innovative and collaborative research and integrate this knowledge into the practice of medicine.
- Advance the early detection, treatment, and prevention of disease.
- Ensure the highest ethical and professional standards in all of our endeavors.

I - B PROGRAM MISSION, VISION AND CORE VALUES DEFINITION, AND COMPETENCIES

Genetic Counseling Training Program Mission Statement

To provide an innovative and rigorous program of training that prepares genetic counselors to serve the needs of the healthcare community today while paving the way for incorporating the genomic medicine advances of tomorrow.

Genetic Counseling Training Program Vision Statement

The Genetic Counseling Training Program at Emory University will transform students through a variety of scholarly activities into practitioners, leaders, and advocates for the advanced role of genetic counseling within an integrated care team model.

Core Values:

- This is *our* program – students, staff, faculty, supervisors, directors all have a stake in making the program successful
- Self-initiative and innovation
- Work to one’s fullest potential
- Stretch and support each individual involved in the program
- Honor the whole person and value individuality
- Respect each individual’s contribution

- Accept personal responsibility for own success
- Acknowledge when need to seek help
- Communicate both verbally and in writing with clarity, accuracy, honesty and respect

I – C GENETIC COUNSELING DEFINITION AND PRACTICE-BASED COMPETENCIES

Definition of Genetic Counseling

Genetic counseling is the process of helping people understand and adapt to the medical, psychological and familial implications of genetic contributions to disease. This process integrates:

- Interpretation of family and medical histories to assess the chance of disease occurrence or recurrence.
- Education about inheritance, testing, management, prevention, resources and research.
- Counseling to promote informed choices and adaptation to the risk or condition.

National Society of Genetic Counselors, 2005

Genetic Counseling Practiced Based Competencies (2013)

The essential skill set for genetic counselors falls under the four domains below. These domains represent practice areas that define the activities of a genetic counselor.

Domain I: Genetics Expertise and Analysis

- Demonstrate and utilize a depth and breadth of understanding and knowledge of *genetics* and *genomics* core concepts and principles.
- Integrate knowledge of psychosocial aspects of conditions with a genetic component to promote client well being.
- Construct relevant, targeted and comprehensive personal and *family histories* and *pedigrees*.
- Identify, assess, facilitate, and integrate genetic testing options in genetic counseling practice.
- Assess individuals' and their relatives' *probability of conditions with a genetic component* or carrier status based on their pedigree, test result(s), and other pertinent information.
- Demonstrate the skills necessary to successfully manage a genetic counseling case.
- Critically assess genetic/genomic, medical and social science literature and information.

Domain II: Interpersonal, Psychosocial and Counseling Skills

- Establish a mutually agreed upon genetic counseling agenda with the client.

- Employ active listening and interviewing skills to identify, assess, and empathically respond to stated and emerging concerns.
- Use a range of genetic counseling skills and models to facilitate informed decision-making and adaptation to genetic risks or conditions.
- Promote *client-centered*, informed, non-coercive and value-based decision-making.
- Understand how to adapt genetic counseling skills for varied service delivery models.
- Apply genetic counseling skills in a culturally responsive and respectful manner to all clients.

Domain III: Education

- Effectively educate clients about a wide range of genetics and genomics information based on their needs, their characteristics and the circumstances of the encounter.
- Write concise and understandable clinical and scientific information for audiences of varying educational backgrounds.
- Effectively give a presentation on genetics, genomics and genetic counseling issues.

Domain IV: Professional Development & Practice

- Act in accordance with the ethical, legal and philosophical principles and values of the genetic counseling profession and the policies of one's institution or organization.
- Demonstrate understanding of the research process.
- Advocate for individuals, families, communities and the genetic counseling profession.
- Demonstrate a self-reflective, evidenced-based and current approach to genetic counseling practice.
- Understand the methods, roles and responsibilities of the process of clinical supervision of trainees.
- Establish and maintain professional *interdisciplinary relationships* in both team and one-on-one settings, and recognize one's role in the larger healthcare system.

Genetic Counselors as well as genetic counseling students are expected to abide by the National Society of Genetic Counselors (NSGC) professional Code of Ethics, which can be found at:

<http://www.nsgc.org/Advocacy/NSGCCodeofEthics/tabid/155/Default.aspx>.

II EMORY UNIVERSITY POLICIES AND REGULATIONS

II – A EQUAL OPPORTUNITY AND DISCRIMINATORY HARRASSMENT POLICY

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.

Details regarding this policy can be found at: <http://policies.emory.edu/1.3>.

II – B SEXUAL MISCONDUCT POLICY

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
Emory University
Atlanta, GA 30322
404-712-8541
lynell.cadray@emory.edu

Or

Judith Pannell
Title IX Coordinator for Students
Special Assistant, Emory Campus Life
413E Dobbs University Center
Drawer PP; 605 Asbury Circle
Atlanta, GA 30322
Phone: (404) 727-4079
jpanne2@emory.edu

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.

Details regarding this policy can be found at: <http://policies.emory.edu/8.2> .

II - C EMORY UNIVERSITY ALCOHOL AND DRUG ABUSE POLICY

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.

Details regarding this policy can be found at: <http://policies.emory.edu/8.8>

II – D STUDENT VEHICLE USE POLICY

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.

Details regarding this policy can be found at: <http://policies.emory.edu/8.9>.

II - E STUDENT COMPLAINTS

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.

Details regarding this policy can be found at: <http://policies.emory.edu/10.12>.

II – F UNIVERSITY-STUDENT RELATIONS

The Board of Trustees of Emory University has adopted a Statement of Policy dealing with University-student relationships. Since application for admission is voluntary, students are free to withdraw at their pleasure, subject to compliance with the regulations of their school or college and to the fulfillment of their financial obligations to the University. Upon matriculation, each student agrees to be bound by the rules, policies, procedures, and administrative regulations as they exist at the time of his/her admission and as duly constituted authority may change them. Students have the opportunity to participate in the development of rules and procedures to the extent that such participation and its results are consistent with the orderly processes and with the responsibilities of the trustees and the administration. Rules of student organizations need not be uniform so long as they do not contravene any policy established by the Board of Trustees.

As an educational institution, Emory is not a vehicle for political or social action but does endorse the right of dissent and protects and encourages this right. The Board of Trustees and the president of the University have published a statement clarifying policy concerning abuse of this right. Each medical student should read this statement as contained in the Campus Life Handbook of the University.

To accomplish its objectives and responsibilities, the University must be free from violence, threats, and intimidation and must be dedicated to the rational approach to a resolution of human problems. In accordance with the By Laws of the University, the president of the University has delegated to the deans and faculties of each school primary responsibility for designing and implementing the school's educational program and whatever procedural guidelines and regulations may be deemed necessary to carry out the school's educational objectives appropriately. The dean of each school has the authority and responsibility for final judgment and action in all cases, provided that established procedures are followed.

Discretionary responsibility for handling extreme cases is retained by the president of the University. In particular situations, other offices or agents of the University must promulgate rules and regulations applicable to the area for which they are responsible (such as housing, University Health Service, food service, traffic and security, libraries, student organizations and activities, athletics, and other public events).

Rules and regulations contained herein conform to University policy but in some cases, include specific requirements for students in the School of Medicine. The University Campus Life Handbook contains detailed listings of University policy and is distributed to all medical and academic health students annually who are accountable to its contents.

A detailed summary of State of Georgia and DeKalb County laws on alcohol, University regulations, and additional policies regarding alcohol may be obtained from the Campus Life Handbook and on the web at www.emory.edu/CAMPUS_LIFE/.

Statement of Policy

The Board of Trustees of Emory University has adopted a statement of policy dealing with University-student relationships, a digest of which follows:

1. Emory University was founded on Christian principles by the Methodist Church and proudly continues its church relationship as an agency dedicated to seeking and imparting truth.
2. Emory University admits qualified students of any sex, sexual orientation, race, religion, color, national origin, age, disability, or veteran status to all of the rights, privileges, programs, and activities generally accorded or made available to students at Emory University. The University does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran status in administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, and other Emory University-administered programs.
3. Attendance at Emory University is a privilege and not a right. However, no student will be dismissed except in accordance with prescribed procedures. Students applying for admission do so voluntarily and are free to withdraw at their pleasure, subject to compliance with the regulations of their school or college governing withdrawal and to the fulfillment of their financial obligations to the University.
4. Upon matriculation at Emory, each student agrees to be bound by the rules, policies, procedures, and administrative regulations as the regulations exist at the time of admission and as the regulations may be changed by duly constituted authority.
5. By admission as a student at Emory University, a person acquires the right to pursue the course of study to which he or she is admitted, and to be treated with the dignity appropriate to an adult person in all matters relating to the University. In the same spirit, the student shall comply with the rules and regulations of Emory University.
6. Students will be provided the opportunity to participate in the development of rules and procedures pertaining to University affairs to the extent that such participation and the results thereof, as determined by the Board of Trustees or its designated agent, are consistent with orderly processes and with the policies and administrative responsibilities of the Board of Trustees and the administration.
7. The University expects students to conduct themselves with dignity, courtesy, responsibility, and integrity and with due respect for the rights of others, realizing that sobriety and morality are not only characteristics of a mature and responsible person but are essential to the maintenance of a free and orderly society.

8. Membership in and rules governing admission to student organizations shall be determined by the organizations themselves, and such rules shall not be required to be uniform so long as these rules do not contravene any policy established by the Board of Trustees.

Emory University is an educational institution, not a vehicle for political or social action. It endorses the right of dissent and protects and encourages reasonable exercise of this right by individuals within the University. Because the right of dissent is subject to abuse, the Board of Trustees and the president have published a statement to clarify policy concerning such abuse, a digest of which follows:

1. Individuals associated with Emory represent a variety of viewpoints; the University fosters the free expression and interchange of differing views through oral and written discourse and logical persuasion.
2. Dissent, to be acceptable, must be orderly and peaceful and represent constructive alternatives reasonably presented.
3. Coercion, threats, demands, obscenity, vulgarity, obstructionism, and violence are not acceptable.
4. Demonstrations, marches, sit-ins, or noisy protests that are designed or intended to or do disrupt normal institutional pursuits will not be permitted.
5. Classes and routine operations will not be suspended except for reasonable cause as determined by the president.
6. Administrators, faculty, other employees, and students are expected to abide by these standards of conduct in promoting their views, particularly dissent.
7. Persons who are not so inclined should not become associated with Emory nor continue to be associated with Emory.
8. Academic and administrative procedures will protect individuals in their right of free expression and provide for prompt and appropriate action against those individuals who abuse such right.

II-G INFORMATION TECHNOLOGY AND SECURITY

Information Technology

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.

Details regarding this policy can be found at: <http://policies.emory.edu/5.1>

Smart Device Security:

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.

Details regarding this policy can be found at: <http://policies.emory.edu/5.14>

II-H ADDITIONAL POLICIES

Student Organization Recognition, Advising, Activity Fee, and Website Policy:

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.

Details regarding this policy can be found at: <http://policies.emory.edu/8.12>

Respect for Open Expression Policy:

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](#), 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.

Details regarding this policy can be found at: <http://policies.emory.edu/8.14>

III ACADEMICS AND PROFESSIONALISM

The Emory University School of Medicine takes great pride in the development and accomplishments of its genetic counseling students and of the medical providers it graduates. It is a combination of academic success and professional development that provides the cornerstone of a successful career in genetic counseling.

To that end, various safeguards are in place to monitor and assess the progress, performance and promotion of genetic counseling students. This chapter outlines the components that address this growth and progression. Academic regulations and professional standards provide the basics for satisfactory performance in the genetic counseling program.

The Program Directors are responsible for monitoring the academic and professional development or inadequacies throughout a genetic counseling student's career at Emory. Academic or professional deficiencies are discussed among the Program Directors with recommended remediation or actions put forward upon consultation with the Advisory Board as indicated.

The School of Medicine and Academic Health Professions Honor Codes address student misconduct of an academic nature. The School of Medicine Conduct Code addresses student misconduct outside of the academic setting. Ultimately, continued enrollment in Emory University School of Medicine is subject to the decision of the Program Directors, the Executive Associate Dean, and the Dean who must be assured that academic grades and overall performance are satisfactory, that the student is complying with the rules and regulations of the University and the School of Medicine, and that the best interests of the School and of the other students are being served through the student's continued enrollment.

III - A ACADEMIC REGULATIONS

III - A - 1 Attendance

Attendance at all scheduled classes is required, unless the course instructor and Program Directors have approved alternative arrangements. Attendance is mandatory for all small group sessions, scheduled department case conferences and grand rounds. Attendance is mandatory for all examinations, both written and oral. Students are responsible for being present prior to the beginning of all examinations. Exams will begin ON TIME; students who arrive after an examination has begun may be refused admission to the examining room, thus jeopardizing their course grade.

Attendance on clinical rotation on the scheduled dates and time is mandatory and monitored carefully. Transportation and alternate child-care arrangements are the responsibility of the student. Under no circumstances may a student leave a clinical rotation without prior approval from the program director and designated clinical supervisor. Unless there is physical danger such a departure will be treated as abandonment of the rotation and subject to sanctions by the Program Directors,

which may include dismissal from the program. All students are required to complete eight (8) clinical rotations. At least seven (7) of these must be Emory arranged and take place in the greater Atlanta area. Students are allowed to make arrangements for one out of town/non-Emory arranged clinical rotation during Summer II with the approval of the Program Directors.

Students are expected to adhere to the Focus Internship scheduled participation as pre-arranged with their focus mentor and approved by the Program Director. It is the responsibility of the student to communicate directly with their focus mentor regarding any absences or scheduling concerns, and to make arrangements to make-up the time missed.

Students are provided the opportunity for three (3) planned personal days during their first year, and five (5) during their second year. These must be approved no later than 2 weeks before the absence. No more than one personal day may be taken in any single rotation. Absences other than that for illness, emergency or a pre-approved personal day will not be tolerated and, in addition to requiring the time to be made up, will result in one course grade being deducted from the final grade for each day missed.

III - A - 2 Reporting of Absences

Student absences from scheduled clinical rotation days for illness or emergency must be reported within 8 hours to the Program Assistant Director. The student must provide the program with the name of his/her rotation and supervising genetic counselor, the reason for the absence, when he/she expects to return and a telephone number where the student can be reached. When absence due to illness extends beyond 48 hours, a signed physician's report may be required (from the University Student Health Service or from the student's personal physician). This is done primarily for the student's protection against any accusation of neglect or indifference, as well as to ensure that students have sought proper health care when appropriate. Written notification of personal day absences will be sent from the program to the individual genetic counseling supervisor when appropriate. Arriving late, leaving early or missing a clinic day will impact the student's rotation evaluation.

III - A - 3 Policy Statement on Religious Observances

The School of Medicine recognizes that excellence in medical education cannot be dependent solely upon any calendar, since patient illness respects no calendar, be it secular or religious. Faculty members recognize, however, that some students may have special needs in the scheduling of tests, final examinations, and clinical rotation or focus internship responsibilities because of religious beliefs and practices. To this end, students who anticipate conflicts with regularly scheduled classes, tests, examinations, and/or clinical or focus activities should notify the Program Director, at least 15 days in advance of any conflict.

III - A - 4 Involuntary Withdrawal and Readmission

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

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

Criteria

A student may be withdrawn involuntarily from Emory University School of Medicine if the School 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 a healthcare profession.

Additional important information including Evaluation, Informal Hearing, Appeal to the Dean, Emergency Suspension, and Conditions for Re-enrollment, can be found here <https://med.emory.edu/handbook/#416>

III – A – 5 Right of Appeal

In all cases involving academic or non-academic disciplinary decisions, whether the problem is academic, psychiatric, or conduct-related, the student has the right to request a rehearing and/or to appeal to the Dean of the School of Medicine.

III – A – 6 Leave of Absence

Requests for leave of absence (LOA) may be granted by the Program Director when recommended by a faculty committee. LOA may be granted, if deemed appropriate, for health, personal, or family reasons, or for special academic study. A leave of absence 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 the issues necessitating the leave have been dealt with appropriately. If for any reason the leave of absence extends beyond one year, the student must apply for readmission to the program, unless a longer period for special study is approved by the Program Director. The leave of absence does not extend the thirty-nine month period allowed for completion of the standard Master of Medical Science degree unless the approved leave involves an academic course of study

which takes longer than two years to qualify for the degree or certificate. The fact that this leave of absence will take more than two years must be made clear in writing to the Program Director when requesting approval for the LOA.

All students requesting a leave of absence must:

- 1) Request the LOA in a letter specifying both the LOA start, and the return to school dates,
- 2) Meet with the Program Directors, and
- 3) Receive a letter from the Program Director approving the leave.

Discussion about planned absences (e.g. – for special academic study) 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. Written requests for such absences should be made at least 6 months in advance.

III – B PROFESSIONAL BEHAVIOR

Medicine is a profession entrusted with the care of patients and hence, students in the School of Medicine must conduct themselves in a professional manner. In the belief that genetic counselors are called to the highest standards of honor and professional conduct and understanding that this responsibility begins at the inception of one’s medical education rather than upon receipt of a degree, the students of the Emory University School of Medicine must uphold the following standards in all aspects of their life at Emory. These standards are intended to promote an atmosphere of honesty, trust, and cooperation among the students, the faculty, the staff, their patients, and society.

III – B – 1 *Standards of Professionalism*

Appropriate behavior includes, but is not in any way limited to honesty, trustworthiness, professional demeanor, respect for the rights of others, personal accountability, and concern for the welfare of patients – all of which are outlined below.

Honesty – Being truthful in communication with others.

Trustworthiness – Being dependable; following through on responsibilities in a timely manner; maintaining confidentiality.

Professional Communication and Demeanor – Being thoughtful and kind when interacting with classmates, faculty, patients, their families, other members of the healthcare team, and all others; 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 patient population served.

Respect for the rights of others – Dealing with classmates, faculty, staff, and peer members of the health team in a considerate manner and with a spirit of cooperation; Acting with an egalitarian spirit toward all persons encountered in a professional or non-professional setting, regardless of age, race, color, national origin, disability, religion, gender, sexual

preference, socioeconomic status, or veteran/Reserve/National Guard status; 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 all aspects one's educational experience and in patient care to the best of one's ability and, in the case of the latter, with appropriate supervision; Undertaking clinical duties and persevering until they are complete; Notifying the responsible person if something interferes with one's ability to perform clinical tasks effectively; compliance with University Policies and Procedures in an honest and forthright manner.

Concern for the welfare of patients – Treating classmates, faculty, patients and their families with respect and dignity both in their presence and in discussions with others; Discerning accurately when help 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; Not using alcohol or drugs in a way that could compromise patient care or one's own performance; Not engaging in romantic, sexual, or other nonprofessional relationships with a patient, even upon the apparent request of a patient.

III - B - 2 Consensual Teacher (Faculty or Supervisor) – 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 Phase.

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)..

III – B – 3 Guidelines for Professional Dress

Emory students, faculty, and staff are required to place a high value on personal behavior and appearance, including attire. The reasons are rooted in concerns for infection control, the facilitation of trust and good communication with patients and colleagues, societal expectations, and sensitivity to diverse cultural mores and attitudes. This chapter briefly describes standards for dress and appearance necessary to meet the service and safety objectives of placing patient comfort and welfare first, and the educational objectives of preparing the student to assume the role of a professional health care worker. Patient trust and confidence in the health care provider are essential to excellent acute and chronic care. The message communicated by the caregiver by his/her dress and appearance plays a fundamental role in establishing this trust and confidence. Students should consider the cultural sensitivities of their most socially conservative patients and families. Genetic counselors-in-training should present themselves in a manner that will demonstrate respect, inspire trust, and ensure patient comfort. Recent trends in clothing, body art, and body piercing, which may be personally attractive in some social situations, may not be accepted by some patients and should not be worn or displayed by genetic counseling students or genetic counselors in professional settings.

During much of the curriculum at Emory, students may spend time in lectures or other activities that do not involve patients. Attire at that time should be comfortable but should not detract from the serious educational atmosphere. When patient contact is part of the educational experience, students are expected to dress professionally.

The following guidelines may help Emory students establish a successful caregiver-patient relationship:

IMPORTANT TO NOTE: This includes actual or standardized patient encounters in the hospital or clinic or lectures to which a patient is brought. Neat, clean, and professional attire – including a nametag when in hospital or clinic – are minimal requirements. **AT ALL TIMES**, avoid dress or attire that could be potentially offensive to the public, your peers, patients, or faculty.

During clinical rotations, the School of Medicine requires the following attire. Check with your clinical supervisor when you begin a rotation to learn of any other particular dress code requirements.

General Standards:

For security purposes and for patient comfort in identifying professional personnel, nametags or badges should be worn at all times. Good personal hygiene is to be maintained at all times. This includes regular bathing, use of deodorants/antiperspirants, and regular dental hygiene. Avoid distracting perfumes or colognes that may precipitate allergic responses or be sensitizing to patients or colleagues.

Hair Maintenance:

Hair should be neat, clean, and of a natural human color. Hair should be styled off the face and out of the eyes. Shoulder length hair should be secured to avoid interference with patients or work duties. Avoid scarves or ribbons (unless culturally appropriate). Beards/mustaches must be neatly trimmed. Unless head coverings are required for religious or cultural reasons, hats should be avoided.

Jewelry:

Keep jewelry at a minimum, as it may have a potential for cross-infection.

Clothing:

Clothing should be clean, professionally styled, and in good repair. Women should wear tailored slacks or dresses or skirts of medium length. Blouses or tops may not be transparent, low cut or tight. Men should wear slacks, dress shirt and a necktie, or non-casual sweater. Shorts and blue jeans are not appropriate dress on clinical rotations. Shoes must be comfortable, clean and in good repair. Shoes should be worn with socks or hose. Excessively high heels, flip flops and dirty athletic shoes are not allowed. Students must adhere to the policies of the clinical setting in which they are rotating with respect to open toed shoes and foot coverings.

III – B – 4 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 (residency, fellowship and beyond) 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 or FERPA). 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 applies to deceased patients also.
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.

Professional conduct is expected from students at all times, both in the academic and non-academic setting. Professionalism is an essential component of all course and clinical evaluations and is a primary factor considered by the Program Directors in monitoring of the student's successful progress. Any lack of professionalism outside of the academic setting will be considered for referral to a Conduct Hearing by the Program Director.

III- B - 6 Reporting of Criminal Charges or Arrests

Any student who is charged with a crime or arrested, from the time of acceptance to graduation, must report the occurrence to the Program Director as soon as possible. The underlying conduct that is the subject of the criminal charge may also lead to an investigation and hearing under the School of Medicine Conduct Code. Failure to report the criminal charge or arrest may also subject the student to a conduct code investigation. School of Medicine conduct proceedings may occur regardless of any process ongoing or finalized in the legal system.

III - B - 7 Policy on Industry and Other External Professional Relationships

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 mission and are beneficial to the public. Industry has a long history of principled collaborations with academic faculty that have contributed to our educational, clinical, service, and research missions in ways that benefit 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 principled relationships with outside entities. The individual, the School and University can work together to enhance the beneficial outcomes of principled 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. The entire policy can be found at: http://www.med.emory.edu/administration/policies/industry_relations/index.html.

Policies that directly affect allied health students include the following.

Emory 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 allied health 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 Program Directors or by a Conduct Committee.

III – B – 8 Personal Recording of Educational Events

Students are not permitted to record (either via audio* or video) any Emory School of Medicine educational event without prior express authorization of the faculty member. 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)

III – B – 9 Research Studies Involving School of Medicine Students as Subjects

All research studies that include Emory School of Medicine students as subjects (i.e. any study that requires human subject protections as defined in HHS 45CFR46 (<http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html>) 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. Approval of a study by the ECC does not replace the judgment of the Emory Institutional Review Board (IRB) and ECC 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.

III – B – 10 Separation of Roles

Faculty members' professional or personal roles, should not conflict with their roles as teachers and evaluators of students. Faculty 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. On certain occasions, at a student's explicit request, this policy may be waived by the Executive Associate Dean for Medical Education and Student Affairs.

III – B – 11 Student Agreements, Consents, and Releases

Student Agreements

All medical and academic health 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.

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.

III - C MONITORING AND EVALUATION OF STUDENT PROGRESS

III – C – 1 Requirement for the Master of Medical Science Degree in Human Genetics and Genetic Counseling

To be eligible to receive the degree of Master of Medical Science in Human Genetics and Genetic Counseling from Emory University School of Medicine, students must:

- Students will be required to complete a minimum residency of 6 semesters of academic study (22.5 months).
- Students must receive approval for continuation each semester by the Program Directors based on satisfactory academic performance and professional conduct*.
- Students must successfully complete all courses, clinical rotations, and focus internship experiences in the sequence outlined in IV – A: Curriculum Overview, within no more than three (3) years.
- Students must obtain a minimum of 75 credit hours with a cumulative GPA of 3.0 or greater (See III-C-6).
- Students must successfully complete their Capstone Project as approved by a committee that includes their advisor, focus mentor and two additional faculty/staff members.

*The judgment of the faculty as to the fitness of an applicant for continuation is based not only upon scholastic achievement alone but also upon knowledge of the applicant's character, professionalism, general attitude, and ability to master the genetic counseling core competencies.

III - C - 2 Grading and Evaluation System

III - C - 2 - a Grades

A, B, C, and **S** are passing grades for which credit is awarded. The grades of **D** and **U** indicate failure or inadequate performance and credit will only be granted based on successful remediation or course repetition. **F** indicates failure for which no credit is granted; **I** indicates that the student has not completed all the work for a course; **P** indicates work in progress; **W** indicates withdrawal without penalty; **WF** indicates withdrawal failing; and **WU** indicates withdrawal unsatisfactory.

The letter grades **A** through **F** have no exact numerical equivalent; they indicate the quality of performance as described below. These grades represent the faculty's total estimate of the individual's achievement both academically and professionally, and they are not simply summaries of formal arithmetic grades.

- **A** is the highest grade given. A grade of **A** indicates achievement of superior quality.
- **B** indicates performance that is above the merely acceptable range.
- **C** indicates performance has met minimum standards of acceptability, but does not imply competency. Remediation is required for any course or clinical practicum where the student receives less than a **B**.
- **D** and **U** indicates the student has not met minimum standards of acceptability. In all cases remediation will be required for continuation. The Program Directors may also recommend repetition of the course/rotation.
- **WU** indicates the student is not performing satisfactorily at the time of withdrawal. The student must re-enroll and demonstrate satisfactory performance within 6 months or be placed on Academic Probation.
- **F** indicates failure and the student will be Dismissed from the program. Extenuating circumstances will be considered on a case-by-case basis, but at minimum repetition of the course will be required.
- **WF** indicates the student is failing at the time of withdrawal from the course/clinical rotation. The student must satisfactorily repeat the course/clinical rotation within one year or he/she will be Dismissed. Extenuating circumstances will be considered on a case-by-case basis.
- **I** indicates incomplete course work. Final transcripts cannot carry grades of "I".

Faculty may choose to require demonstration of the students' mastery of skills or concepts whenever an evaluation score falls below 80%. In addition to achieving an appropriate grade, students must exhibit the appropriate professional, ethical and moral attitudes and behaviors to successfully pass a block, clerkship or phase of the curriculum. Each course syllabus contains the criteria for achieving a satisfactory grade.

III – C - 2 – b Appeal Process for Grades

Students are encouraged to discuss evaluations and final grades with the course director or clinical supervisor as appropriate. If a student wishes to appeal a final course grade or summative evaluation, this should be presented in writing to the Program Directors (PDs) within 30 days of receiving the grade. The appeal may be based on the process that leads to the final grade/evaluation and/or questions of factual content of the evaluation process. The PD will then review the basis for the appeal of the final evaluation and/or grade. The PDs may review the final grade or evaluation in terms of 1) the process that led to the final grade/evaluation, and/or 2) questions of factual content that led to the final grade/evaluation. Upon review, the PDs may find that there is no basis, based on process or factual content, for a change of final grade or evaluation. Alternatively, the PDs may recommend that the course director or clinical supervisor consider a change of grade/evaluation or additional assessment of student performance and subsequent reconsideration of the evaluation/grade.

After review by the PDs and submission of the re-considered grade/evaluation, the student may appeal any decision to the Executive Associate Dean whose decision shall be final.

III – C - 2 - c Evaluation of Student Academic Performance

Student academic performance will be evaluated by the Program Directors each semester based on course grades, clinical rotation evaluations, and focus mentor reports. If, based on this evaluation it is determined that the student is not meeting program academic standards, consideration for academic warning, probation or dismissal will be made. Final decisions regarding dismissal and reinstatement will require a review and vote of the Genetic Counseling Training Program Advisory Board, which is made up of faculty, clinical supervisors, and external genetics professionals. Students may appeal the decision of the Advisory Board to the Executive Associate Dean for Medical Education and Student Affairs.

III – C - 2 - d Evaluation of Professional Conduct

The medical school faculty of Emory University has established standards for determining the ethical and professional fitness of genetic counseling students to participate in the medical profession. The evaluation of ethical behavior and professionalism is an ongoing process during school and the successful completion of each semester, rotation and phase of the curriculum requires that a student meet the appropriate ethical and professional standards as determined by the faculty. The Standards of Professionalism are described in Section III-B-1 of this handbook. Some specific examples of professional conduct include:

- i.) Concern for the welfare of patients as evidenced by thoughtful and professional attitude in obtaining history and physical examinations; avoidance of foul language, offensive gestures or inappropriate remarks with sexual overtones; treatment of patients with respect and dignity both in their presence and in discussions with peers; manifestation of concern for the total patient.

- ii.) Concern for the rights of others, as shown by dealing with faculty, professional and staff personnel and with peers in a considerate manner and with a spirit of cooperation; acting with an egalitarian spirit towards all persons regardless of race, color, religion, sex, sexual orientation, national origin, veteran's status, disability, or age; assuming an appropriate and equitable share of duties among peers.
- iii.) Responsibility to duty, which involves: 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; punctual attendance for class, small groups, rounds, conferences and other clinical duties, or offering appropriate explanation when unable to be present; notifying the Program Director's Office, course directors, and/or supervising house officers of absence or inability to carry out 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.
- iv.) Trustworthiness, exhibited by being truthful and intellectually honest in communications with others; accepting responsibility for meeting multiple demands by establishing proper priorities and by completing work necessary for the optimal care of patients; discerning accurately when supervision or advice is needed before acting; maintaining confidentiality of information concerning patients.
- v.) Professional communication and demeanor, which means a neat and clean appearance in attire, that is reasonably acceptable as appearing professional to the patient population;
- vi.) Maintaining equilibrium under pressures of fatigue, professional stress, or personal problems; avoiding the effects of alcohol or drugs while on duty.

III – C - 2 - e Procedure for the Reporting of Unprofessional Behavior

Unprofessional behavior by a student should be reported to the course director, clinical supervisor, or the Program Director(s), as appropriate. Unprofessional behavior may be addressed in one or more of the following ways, depending upon the nature of the behavior, and the setting and circumstances in which it occurred:

- i) Review by Program Directors
- ii) Conduct Code
- iii) Honor Code.

The Conduct Code is described in Section 3-F. The Honor Code procedure is described in Section 3-D. If a student receives an unsatisfactory evaluation for professionalism during a course, clinical rotation, or focus internship, this should be reported to the Program Director, Assistant Program Director, or Medical Director respectively. Students are routinely informed about their evaluations during and upon completion of the course or rotation. Unprofessional conduct is discussed as part of routine meetings of the Program Directors. When considering allegations of a student's unprofessional

behavior the Program Directors may interview the involved student(s) and any other faculty, staff, or students, as appropriate. If the Program Directors deem the unprofessional conduct to be of an egregious nature warranting consideration of dismissal, the situation will be brought to the attention of the DOHG Education Committee and/or the program Advisory Board to consider the alleged behavior and recommend a course of action.

III – C – 3 Program Continuation

At the end of each academic period, the Program Directors meet to review the performance of each student. In the case of students experiencing difficulties in achieving satisfactory progress either academically or professionally, the Program Directors will make a determination of whether the student should continue in the program or if there are grounds for consideration of Academic Warning, Academic Probation or Dismissal.

Personal illness and/or family tragedy directly affecting a student’s performance are given full consideration by the Program Directors. The Program Directors may choose to interview the involved student, and any other faculty, staff or students as appropriate. The Program Directors will consider the totality of the student’s record and behavior since enrollment and may recommend:

1. Deceleration of the academic program;
2. Repetition of the academic program;
3. Suspension;
4. Dismissal;
5. Other appropriate actions.

The Program Directors’ final decision is conveyed to the student in writing and a copy is placed in the student file. The student may appeal the decision to the Executive Associate Dean of the Medical School by submitting such a request in writing to the Dean within ten (10) days of being notified of the decision by the Program Directors.

III – C – 4 Academic Warning

Academic Warning is an official warning given by the Program Directors to a student whose performance is of concern. A student on Academic Warning is Not in Good Academic Standing. Students given an Academic Warning receive written notice of their status from the Program Director, noting the specific concern(s). A copy of the letter is placed in the student’s file and made available as needed during the student’s course of study. The designation of Academic Warning may result in the loss of financial aid.

III – C – 5 Academic Probation

Academic Probation is a conditional status that may be designated by the Program Directors when a student’s performance is unsatisfactory. The period of Academic Probation and the reasons for probation are given to the student in the

form of a letter, which is placed in the student's file. Academic Probation is a serious reprobation, is indicated on the student's transcript, and requires that a student maintain adequate performance for the period designated as the probationary period. The designation of academic probation may result in the loss of federal financial aid.

III - C - 6 Academic Guidance & Support

Each student upon entering the GC Training Program will be assigned either the Program Director or a Program Assistant Director as his or her Academic Advisor. The advisor will also serve as a resource to address student issues or concerns regarding the program or their performance, or personal issues that are impacting their ability to succeed. In addition to meeting with the student formally twice per semester, the academic advisor will be the point of contact for instructional faculty, focus mentors, or clinical supervisors who have concerns regarding the student's abilities or performance.

In general, students are expected to maintain grades of "B" or better or "satisfactory" in all courses including rotations and Focus. If a student is having academic difficulty, academic counseling or tutoring may be recommended. It is always advisable for students to seek academic assistance from instructors/course directors as a given course proceeds rather than to wait until examination time. In spite of the expected degree of self-discipline and good study habits that students developed before entering into the GC Training Program, there are instances in which students may need assistance. In addition, some degree of guidance is necessary when making up work lost because of illness (or any other unforeseen event). Students are requested to make an appointment with their advisor for counsel and advice concerning academic problems unresolved by discussions with instructors/course directors.

III - C - 7 Program Standards for Continuation

During every semester of the program, a student must have demonstrated both the requisite levels of professionalism and academic success, as judged by the Program Directors. Professionalism may be part of any course's evaluation and grade. Independent of the final grade, unprofessional behavior may be the sole criterion for which a student may be recommended for a period of Academic Probation, Suspension, Dismissal, or other appropriate sanctions as described in Section III-C-3, Procedures above. The designation of Academic Probation or Suspension may result in the loss of federal financial aid.

Assuming the required level of professionalism has been met:

1. A student qualifies for program continuation without restrictions with a cumulative GPA of 3.0 or better, and no course or clinical rotation grade below a **B**.
2. A student who receives a **C** in any course or clinical practicum will be given an Academic Warning. The student must remediate to the satisfaction of the course director/instructor. Failure to complete remediation successfully by the middle of the next semester will result in the student being placed on Academic Probation. If required to

- repeat the course/clinical rotation, the student must receive a B or better. Failure to do so will result in Academic Probation.
3. A student who makes a total of 3 **C**'s at any point in the program will be placed on Academic Probation.
 4. A student who is unable to complete a rotation due to performance or professional issues will receive an **F** for that rotation.
 5. In a single semester:
 - A student whose cumulative GPA falls below 3.0 will be placed on Academic Probation.
 - A student who receives less than a **B** in more than one course/rotation in a single semester will be placed on Academic Probation.
 - A student receiving a grade of **D** in a course or clinical rotation, or a **U** in focus internship will be placed on Academic Probation. The student will be required to repeat the course/clinical rotation, and must receive a B or better to remain in the program.
 - A student receiving a final grade of **F** in any course or clinical rotation will be Dismissed from the program. Extenuating circumstances will be considered on a case-by-case basis.
 - A student receiving 2 or more **D**'s in a single semester will be Dismissed from the program. Extenuating circumstances will be considered on a case-by-case basis.
 6. In a subsequent semester:
 - A student must obtain a **B** or better in all courses/rotations for one semester to be removed from Academic Probation
 - Once removed from Academic Probation:
 - a student who receives a total of 4 **C**'s (or 1 D and 2 **C**'s) at any time in the program will be Dismissed
 - a student who subsequently receives a **D/F/U** will be Dismissed
 7. A student currently on Academic Probation who again meets new grounds for Academic Probation (#3, #4, or #5) will be Dismissed from the program
 8. A student cannot graduate on Academic Probation

Extenuating circumstances will be considered on a case-by-case basis when determining appropriate sanctions for a student.

III-C- 8 Policies Regarding Academic Credits

- The GC Training program does not award academic credit towards the degree for courses taken on a non-credit basis.
- The GC Training program will consider academic course credit for transfer on a case-by-case basis if:
 - The course was completed within the last 5 years

- The course was obtained at the graduate level in an accredited institution
- The student received a grade of “B” or better
- The syllabus is available for review and approval by the Program Directors and instructor of the equivalent Emory program course
- Credit will not be granted for clinical genetic counseling experiences occurring outside of the Emory GC Training Program.
- The GC Training Program utilizes the **Carnegie system** in determining course, clinical, and focus internship credit allocation.

III – D THE ACADEMIC HEALTH PROFESSIONS STUDENT HONOR COUNCIL AND CODE

Emory University School of Medicine Academic Health Professions Student Honor Council and Code

I. Preamble

The students, faculty, and administration of the Emory University School of Medicine join together in support of this 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. Matters outside of those that fall within the jurisdiction of the Honor Code, such as violations of the Student Conduct Code, will be handled in accordance with the applicable policy.

Students who matriculate in the Emory University School of Medicine must agree to abide by and uphold the Honor Code.

II. Statement of the Academic Health Programs Honor Code

- A. Any action indicating lack of integrity and/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.
 1. *Cheating*: 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 un-authorized aids, or impermissible collaboration.

2. *Plagiarism*: Plagiarism is the act of incorporating into one's own work, the work or expression of another without appropriately and adequately indicating the source.
 3. *Sabotage*: Sabotage is defined as intentional and malicious actions that impair another student's academic performance.
 4. *Falsifying or manipulating data*: Falsifying or manipulating data is the act of creating, enhancing, or otherwise changing actual results in academic, clinical, or research matters.
- B. Acts observed that appear to be in violation of the Honor Code must be reported to the Honor Council as detailed below. Failure on the part of a student to report such apparent violation will itself be considered a violation of the Honor Code.
 - C. Students are expected to abide by the terms of the Honor Code and a lack of knowledge of the actions prohibited by the Honor Code is not a valid defense and does not excuse a violation of the Honor Code.
 - D. To uphold this Honor Code and its purpose, an instructor may ask students to sign the following pledge at the end of all final examinations, quizzes, and other important projects:

"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."
 - E. The absence of this pledge does not exempt the student or the assignment from abiding by this Honor Code.
 - F. Each student upon entering the School of Medicine must sign a matriculation pledge stating that the student has read, understands, and is aware of the student's responsibilities under the Honor Code.

III. The Academic Health Student Council on Honor

The Academic Health (AH) Professions Student Honor Council (hereafter referred to as the Honor Council) will have jurisdiction over the supervision of the Honor Code as it applies to students in the Academic Health Professions Programs.

A. Membership

1. Student Representatives and Alternates

By September 30th of each year, a Student Representative and two Alternate Student Representatives will be selected by each program to serve for a one-year term. In order to be eligible to serve as a Student Representative or Alternate Student Representative, a student must remain in good standing and cannot have previously been found to be in violation of the Honor Code.

Should a vacancy occur, and a Student Representative be unable to serve on the Honor Council, the respective AH program will choose one of the Alternate Student Representatives to fill that role. Should the respective AH

program be unable to find someone to serve in the role of Student Representative, Alternate Student Representatives from other programs will serve on a rotational basis until the respective AH program can identify a new Student Representative.

2. Faculty Representatives and Alternates

To establish a pool of two faculty members from each AH program, the following process will be utilized:

- Directors of the AH programs will submit names of faculty representatives to the Liaison (see below) by Sept. 30th.
- Each AH PDs will submit the names of one Faculty Representative and one Alternate Faculty Representatives who will serve a two-year term.
- AH PDs are responsible for submitting names to the Honor Council Liaison of alternate faculty representatives as needed to fill vacancies.
- Faculty representatives are limited to participate for no more than three consecutive terms.
- Vacancies will be filled by appointments by the Directors of the AH programs.

B. Honor Council Liaison

An Assistant or Associate Dean in the School of Medicine will function as an ad hoc advisor to the Honor Council indefinitely in order to provide guidance and continuity in the day to day operations of the Honor Council. The Honor Council Liaison (hereafter called the HC Liaison) will only be notified that an alleged violation of the Honor Council has occurred if the Honor Council requests assistance to ensure the investigation and hearing are conducted according to policies. 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 Honor Council members. The HC Liaison will:

1. Work with the Program Directors to ensure Faculty and Student Representatives are selected by September 30th.
2. Coordinate and lead the two training sessions described below.
3. Provide guidance, as needed, to the Student Leadership, Investigators, and the Student and Faculty Representatives during the process of an investigation and hearing.
4. Be notified that an accusation has been made only if the Student Leadership requests assistance to ensure the investigation and hearing are conducted according to policies
5. The HC Liaison will only be given the name of the student who is alleged to have violated the Honor Code if a hearing is deemed warranted.

C. Training

1. The HC Liaison will coordinate a formal training session for all new Faculty and Student Representatives in the fall.
2. The session will be conducted by an official representative of the Office of Undergraduate Education Honor Council.
3. A second training session will follow to review in detail the investigation and hearing process.
4. All members of the Honor Council are required to complete the training prior to participating in an investigation or hearing. If an Honor Council member cannot attend either session, they must coordinate with the HC Liaison to find a date in which to make-up the training.

D. Leadership of the Honor Council

The Chair, Vice-Chair and Secretary will be chosen from the Student Representatives of the Honor Council who are currently enrolled in AH programs of at least two years in length. The Honor Council Liaison will ask if any of the Student Representatives would like to volunteer to fill each position. If there are multiple Student Representatives who volunteer to fill a position, the Honor Council Liaison will coordinate an election where the positions will be voted on by the members of the Honor Council by majority vote. Any person who volunteers or is elected to fill one of the positions must ultimately be confirmed by a majority vote of the Honor Council.

1. The positions of Chair, Vice Chair, and Secretary must be filled by students from three different Academic Health Programs.
2. In the event the Chair is from the same program as a student accused of violating the Honor Code, the Vice Chair will lead the process.

IV. Procedures for Reporting and Investigating Academic Health Honor Code Violations

- A. If an individual believes that a violation of the Honor Code has or may have occurred, that individual must report the violation as soon as possible to a member of the Honor Council. Failure to report the violation will itself constitute a violation of the Honor Code.
- B. Once an allegation has been made, the individual making that allegation must draft, sign, and submit a brief statement to the Honor Council Secretary.
- C. Upon notification of a possible violation of the Honor Code, the following will occur:

1. The Honor Council Secretary will inform the Honor Council Chair that a possible violation of the Honor Code has been reported.
 2. The Honor Council Secretary will then appoint two investigators from available student representatives. The investigators will be responsible for gathering information about the case. The investigators will be from two different AH programs and will not be from the same program as the student accused of violating the Honor Code.
 3. The Honor Council Chair will inform the Honor Council Faculty Representatives, the HC Liaison, and the Executive Associate Dean for Medical Education and Student Affairs (hereafter called the EAD) that the Honor Council has received a complaint of an alleged violation of the Honor Code and an investigation will be conducted. 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 may deem necessary.
 4. The student named in the allegation will be informed of the investigation prior to its onset by HC Secretary and an investigation will proceed.
- D. After the investigators finish gathering information concerning the alleged violation, the investigators will submit that information to the Honor Council Chair, who along with the two investigators, will determine whether sufficient evidence exists to warrant a formal hearing by a majority vote.

V. Prior to the Hearing

- A. If the Chair and investigators determine that sufficient evidence exists to warrant a formal hearing, the Secretary of the Honor Council will notify the student accused of violating the Honor Code of that decision in writing and provide the date, time, and place of the Hearing; the nature of the violation with which the student is charged; the evidence of the violation, including the name of the individual making the allegation. Upon notification of the hearing, the student will be provided with a list of available faculty by the HC Liaison, with whom to consult, at the student's discretion or select a consulting member of the school of medicine themselves with the guidance of the HC Liaison.
- B. The hearing will take place no more than 21 days after the determination is made to move forward with a hearing. In rare instances, the Honor Council, at their sole discretion, may extend that time period if the Honor Council feels that the circumstances dictate such an extension.
- C. Any student who is alleged to have violated the Honor Code will be permitted to continue academic endeavors until a final decision is made.
- D. The student who is alleged to have violated the Honor Code may review the evidence of a violation and gather evidence prior to the hearing.

- E. For each hearing, the hearing panel will consist of eight members: five Student Representatives, the Chair (or Vice-Chair should the student alleged to have violated the Honor Code be from the same program as the Chair) and two Faculty Representatives. The five Student Representative are randomly selected by the Chair from the Student Representatives, then from Alternate Student Representatives, if needed, and will include a student from each AH program including that of the student alleged to have violated the Honor Code. If any Student or Faculty Representative is unable to serve for any reason, including conflict of interest, then the Chair will select an alternate Student or Faculty Representative. The Alternate Student Representatives who investigated a case will present pertinent information at the Hearing but will not be allowed to vote in the proceedings or be present during deliberations.
- F. The Honor Council Secretary to inform the Honor Council members chosen to be on the hearing panel of the alleged violation (date, person involved, and nature of the accusation). The Chair (or Vice-Chair) will preside over the hearing and participate in the discussion and deliberation of the case but will not have a vote.

VI. The Hearing

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

A. Order of Proceeding:

1. Call to order
2. Reading of Parts I and II of the Honor Code (Preamble and Statement of the Honor Code).
3. Statement of the alleged Honor Code violation
4. Presentation of evidence: The Investigators and the student alleged to have violated the Honor Code may present testimony and other evidence as appropriate and relevant to the case. The Chair and members of the Honor Council, and the student alleged to have violated the Honor Code, may ask questions of witnesses.
5. The chair will determine whether the hearing board can properly weigh or take into consideration any evidence offered by a party or witness based upon relevance. Rules of evidence applicable to criminal or civil court proceedings will not apply.
6. Discussion and deliberation by the Council is held in a private executive session.
7. After all admissible evidence has been reviewed, the hearing panel shall deliberate to decide the case.

B. Rules Governing Proceedings:

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

- Chair (or Vice-Chair) of the Honor Council.
 - The seven selected Honor Council Representatives (2 Faculty, 5 Students, not including the Chair).
 - The Secretary or, if needed, a temporary Secretary appointed by the permanent Secretary.
 - The student alleged to have violated the Honor Code.
 - The two investigators assigned to the case.
 - Relevant witnesses who may be present only while testifying.
 - The faculty advisor selected by the accused. This individual is not permitted to testify, ask questions, or to make statements of any nature.
3. The Secretary or his/her appointee will take minutes of the hearing and make them available to the Honor Council.

VII. Decisions and Penalties

- A. For a student to be found responsible of an Honor Code violation, the unanimous vote of the seven voting members of the Honor Council is required [the Chair (or Vice-Chair) is not eligible to vote]. 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 a violation of the Honor Code occurred.
- B. If a student is found to have violated the Honor Code, the hearing panel will make a recommendation to the EAD for a sanction. The hearing panel will make the decision on the sanction by majority vote of the voting members of the Honor Council. In case of a tie, the Chair (or Vice-Chair) will cast a vote.
- C. The HC Liaison and EAD will be informed of the decision of the hearing panel and recommendation for sanction, where applicable, promptly following the decision of the hearing panel.
- D. The HC Liaison or EAD will only notify the Program Director of the student alleged to have violated the Honor Code of the outcome of the hearing if the student is found responsible for a violation of the Honor Code and a sanction is recommended.
- E. Recommended sanctions for violations of the Honor Code.
1. The standard sanction for violation of the Honor Code is (a) a mandatory leave of absence from Emory University School of Medicine for at least one academic term (semester); and (b) a grade of “Incomplete” for all courses in which the student is enrolled at the time of the infraction.
 2. The Honor Council may recommend to the EAD 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.

3. 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.
4. A student on a mandatory leave of absence may enroll on graduate resident status.

F. Decision of the Executive Associate Dean of the School of Medicine

The final decision on responsibility and the sanction rests with the EAD. The decision of the EAD will be effective immediately, unless there is an appeal to the dean. The appeal, including the basis for the appeal, must be submitted by the student in writing to the Dean within one week after the student is notified by the EAD of the decision. If a student files an appeal, the EAD will appoint an ad hoc committee consisting of three faculty members from the School of Medicine. The EAD will provide the committee with the information reviewed by the hearing panel, the minutes of the hearing, and the student’s appeal. The committee will then make a recommendation to the Dean that the decision of the appeal committee be affirmed or remanded to a new hearing panel. The Dean will then review that recommendation and make the final decision in the matter.

VIII. 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 reviewed by Emory School of Medicine General Counsel and approved by the EAD 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 academic health professions’ students have been notified of the change via mail or email.

III – E EMORY UNIVERSITY SCHOOL OF MEDICINE CONDUCT CODE

III – E – 1 Overview

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 health care 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 citizen of the University community and a future health care 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.

The University community is necessarily pluralistic and its constituent elements varied and diverse. 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 citizen of the University community. 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 medical and academic health students.

This Code may be reviewed annually and changes require the approval of the Executive Associate Dean for Medical Education and Student Affairs and review and approval by 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 a student matriculates as a medical or academic health student into the School of Medicine until the day of completion of his or her degree program and graduation from Emory University he or she is considered a student of the School of Medicine and governed by the principles set forth within this Conduct Code.

The Emory University School of Medicine Conduct Code pertains to misconduct of medical and academic health 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 Program Directors.

III – E – 2 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 motorist assistance

and well-being of the campus community. 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.

From the time a student is accepted as a student into the School of Medicine until the day of completion of his or her degree program and graduation from Emory University he or she is considered a student of the School of Medicine and governed by the principles set forth above.

III - E- 3 Confidentiality

Student's conduct records are confidential and will not be released outside of 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 the student's records which may be shared with future employers or institutions providing further education. 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.

III- E - 4 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.

III - E - 5 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 Professionalism described in Section III-B-1 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:

Attempting, assisting, or encouraging any conduct as described below.

1. Causing physical harm to any person or causing reasonable apprehension of such harm.
2. Disorderly or indecent behavior including but not limited to destroying or damaging University property or the property of others.
3. 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.
4. Violating the University’s Policy on Sexual Misconduct.
5. Violating the University’s Policy Statement on Discriminatory Harassment.
6. Initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
7. Misrepresenting information or furnishing false information to the University or its representatives.
8. Forgery, alteration, misrepresentation, counterfeiting, or misuse of any University or other document, instrument of identification, or access device.
9. 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.
10. Unauthorized possession of an open container of an alcoholic beverage.
11. 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.
12. Unauthorized distribution, possession, or use of any controlled substance or distribution, possession, or use of any illegal drug.

13. Unauthorized use, possession, or storage of any weapon.
14. Unauthorized use or possession of fireworks of incendiary, dangerous, or noxious devices or materials.
15. Intentionally or recklessly misusing or damaging fire or other safety equipment.
16. Theft or misuse of property or services.
17. Substantially interfering with the freedom of expression of others.
18. 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.
19. Disregarding or failing to comply with the directive of an officer of the law acting in the performance of his or her duties.
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. 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.
22. 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.
23. Violating any government laws or ordinances, or of any University or School of Medicine rules, regulations or policies including but not limited to the “Standards of Professionalism” set forth above. Such rules, regulations or policies shall include but are not to be limited to the regulations and policies contained in the Campus Life Handbook, Information Technology Division (ITD) materials, Policy Statement on Discriminatory Harassment, Sexual Assault Policy Statement, School of Medicine Medical Student Handbook or Allied Health 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.
24. Failure to report any arrests, criminal charges, positive results of drug tests or Criminal Background Checks (CBCs) that occur from the time of enrollment until graduation.

Additional important information including Conduct Procedures, Student Conduct Hearing Boards, Hearing Procedures, Hearing Decisions, Sanctions, Appeals, School Of Medicine Conduct Appeal Board, Notification and Retention of Records can be found at <https://med.emory.edu/handbook/professional-conduct/conduct-code/index.html>

III – F CRIMINAL BACKGROUND CHECKS AND DRUG TESTING

Emory medical and academic health students undergo Criminal Background Checks (CBCs) before matriculation as facilitated by the American Medical College Application Service (AMCAS). 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 and academic health 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 initiated to evaluate their fitness to participate in their medical education.

All positive and multiple negative-dilute drug screenings and previously unreported findings from the CBCs 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 a multiple-dilute drug screening, the committee may require the student to submit to a blood-based drug screening.

Given the reports and the 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.

IV. GENETIC COUNSELING TRAINING PROGRAM CURRICULUM

IV - A CURRICULUM OVERVIEW

The table below provides a general overview of the curriculum content and sequence for the duration of the training program. Periodic adjustments to courses and sequences may occur as the development of the program progresses. Course descriptions can be found on the program website at: http://genetics.emory.edu/gc_training/.

Emory Genetic Counseling Training Program Curriculum

Fall Semester I 1 st 8 wks	Fall Semester I 2 nd 8 wks	Spring Semester I	Summer Semester	Fall Semester II	Spring Semester II
HGC 705: Intro to Genetic Counseling (3)	HGC 745a: Medical Genetics I (1)	HGC 745b: Medical Genetics II (2)	Elective Course (2)*	HGC 805: Public Health Genomics (2)	HGC 820: Hot topics in Genomics (3)
				Elective Course (2)*	
HGC 707: Intro to Epidemiology & Biostatistics (3)		HGC 750: GC Theory and Practice II (2)		PAE 7103: Biomedical Ethics (3)	Elective course (2)*
HGC 715: Human Genetics (3)		HGC 755: Current Topics in Clinical Genetic Testing (3)		HGC 810: GC Theory and Practice III (2)	HGC 730d: GC Seminar IV (1)
HGC 720: GC Theory and Practice I (2)		HGC 760: Genetics of Common Diseases (3)		HGC 730c: GC Seminar III (1)	HGC 815: GC Research (2)
	HGC 725: Developmental Bio/Human Malformation (2)	HGC 730b: GC Seminar II (1)		HGC 815: GC Research (1)	
HGC 730a: GC Seminar I (1)		HGC 735b: Clinical Practicum – Rotation I (2)		HGC 735d: Clinical Practicum – Rotation III (2)	HGC 735f: Clinical Practicum – Rotation V (3)
	HGC 735a: Clinic Prep & Observations (2)	HGC 735c: Clinical Practicum – Rotation II (2)	HGC 735e: Clinical Practicum – Rotation IV (5)	HGC 735g: Clinical Practicum – Rotation VI (3)	HGC 735i: Clinical Practicum – Rotation VIII (3)
HGC 740a: Focus Internship I (1)		HGC 740b: Focus Internship II (1)	HGC 740c: Focus Internship III (4)	HGC 740d: Focus Internship IV (1)	HGC 740e: Focus Internship V (1)
Credits	18	16	11-13	15-17	13-15

*Minimum one 2 credit elective *either* Summer, Fall II or Spring II

Minimum total – 75 credits

IV - B CLINICAL TRAINING

IV - B - 1 Clinical Training Progression

The student's clinical practicum will begin in second half of their first fall semester with 8 weeks of didactic preparation, role-play activities, and simulations with standardized patients. Student will also complete clinical observations with opportunities for rapport building and taking pedigrees.

Formal clinical placements begin in the first half of the year 1 spring semester. Each student will complete five, 8-week rotations in the core areas of genetic counseling: prenatal, general genetics, and cancer, including 2 rotations in 2 of the three core areas. These will be supplemented by 5, 4-week specialty rotations. Examples include laboratory genetic counseling, reproductive endocrinology, neurogenetics, cardiovascular genetics, Lysosomal Storage Disease Center, metabolic clinic/newborn screening, Jewish Genetic Disease Screen and others.

During the interim summer session students will have the option to explore clinical rotation possibilities outside of the Atlanta area. Students seeking an external placement for the summer are encouraged to identify potential summer rotations sites in the fall of their first year so that appropriate clinical training agreements can be made with those institutions. The summer clinical rotation is typically 6 weeks full-time.

IV - B - 2 Expectations of the Student

Students are required to track their clinical experiences through the Typhon clinical tracking system that allows for monitoring and recording of clinical cases in line with the requirements of the ACGC.

The role of the student in patient management and counseling will be steadily increased throughout their clinical training, based on the skills exhibited and the clinical supervisor's assessment of competency. It is anticipated that students will be able to see patients independently by their last rotation, including all aspects of case preparation and follow-up, with appropriate pre- and post-consultation supervision.

IV - B - 3 Preparation for Clinical Rotations

A site-specific rotation profile will be prepared by the rotation clinical supervisor(s) and provided to the student prior to their first day at the rotation site. This profile will include clinic contact information, logistics, site-specific expectations, and policies. At the beginning of each rotation the student will complete a Clinical Rotation Goals form to be discussed with and approved by the primary supervisor.

IV - B - 4 Student Evaluation

Formal evaluations will take place at the mid-point and end of each of the core clinical rotations. The supervisor will complete the Mid-Rotation Evaluation and Final Rotation Evaluation forms and meet formally with the student to review and discuss. For specialty rotations, only a final evaluation will be performed.

Students will complete a Rotation Self-Evaluation Form that will be shared with the PD/APD and rotation supervisor, as well as a Supervisor Evaluation and Clinical rotation evaluation forms for each rotation.

IV - B - 5 Procedures for Handling Supervisor-Student Conflicts and Poor Student Performance

Supervisors should initially address any conflicts directly with the student, but email the PD/APD to apprise them of the situation and planned resolution. If the supervisor does not feel the situation is adequately resolved, the PD/APD will meet with the student, and then arrange a 3-way meeting with the supervisor. Similarly, if supervisors become concerned regarding student performance potentially threatening successful completion of the rotation, they will notify the PD/APD to discuss their concerns and initiate an agreed upon remediation plan. If improvement is not seen, the PD/APD will work directly with the student to provide directed instruction and support. The supervisor will be asked to check in weekly (phone or email) with the PD/APD to discuss progress. All communication and remediation efforts will be documented.

Students who are having *significant* conflicts with a particular supervisor should request a meeting with the supervisor to try to resolve the issues on their own. If after this conversation, the conflicts are still present, the student should bring the situation to the attention of the PD/APD.

IV - C FOCUS INTERNSHIP

The focus internship is a unique part of the Emory Genetic Counseling Training Program intended to provide the students with a rich and in-depth experience encompassing non-traditional and expanded roles. This focus internship also provides the foundation for the required capstone project designed to develop research and publication skills. The focus internship lasts for the duration of the program.

Students work under the guidance of a mentor on an identified project(s) in their focus area, spending an average of 4-6 hrs/week (75-90 hrs per semester) on their focus activities during the fall and spring semesters of their 1st and 2nd years, and the equivalent of 4 full-time weeks during the interim summer.

Focus Outcomes:

The focus experience is intended to provide the students with a rich and in-depth non-traditional experience, enhancing their ability to obtain an optimal position upon graduation and add to the expansion of the profession. A further goal of the focus experience will be to provide valuable work of benefit to their focus mentor/site. The final goal is to provide the means to complete their required capstone project.

Capstone Project: In lieu of a traditional thesis, the students will complete a capstone project, which includes:

1. Research Project - students design (with mentor input) and conduct a project related to their focus area, and analyze resulting data (with statistical assistance as needed).
2. Abstract - Students develop an abstract for submission to a national meeting
3. Manuscript – students complete a manuscript suitable for publication based on their Research Project

The student's committee - comprised of the focus mentor, the faculty advisor, and 2 additional faculty/staff - will have responsibility for final approval and documentation of successful completion of the capstone project.

V. STUDENT AFFAIRS

V - A FINANCIAL AID INFORMATION AND ASSISTANCE

Information concerning loans and need based scholarships is available through the University Financial Aid Office.

In addition, the Associate Director of Financial Aid and Scholarships or the Director of the Office of Medical Education and Student Affairs are available to meet with genetic counseling students regarding individual financial concerns, including emergency loans. If you have questions please contact the Office of Medical Education and Student Affairs – 404-727-5655 and set up an appointment.

V - A - 1 Tuition and Fees

Tuition covers a normal program of study for the Master of Medical Science degree. In addition, students must pay the following mandatory fees each semester: Activity Fee, Athletic Fee, Immunization and Disability Insurance Fee, Mental Health

Fee, Clinical Administration Fee, and Technology Fee. A portion of the Student Activities Fee is returned to the individual classes/organizations to cover funding of appropriate class activities. Tuition payments cover three semesters of study (fall, spring and summer) however loans are distributed only in fall and spring semesters. In the event that certain federal funds are not appropriated in future years for the support of the School of Medicine, tuition increases in subsequent years may be necessary. Tuition rates are subject to change and will affect all students unless otherwise specified.

V- A - 2 Deferred Payment/The Emory Payment Plan

The Emory Payment Plan is available to qualified students who wish to divide tuition fees into scheduled payments. A handling fee is charged per semester by the University for participation in the Emory Payment Plan. 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 Deferred Payment Plan Schedule.

V - A - 3 Cancellations and Withdrawal

A student’s registration may be canceled during the first week of classes. Refer to the academic calendar on the University website for the precise date for each semester. Cancellation of registration means that no deficiencies will be noted on the student’s official transcript. After the first week of classes, a student who wished to leave the University must go through the withdrawal procedure.

Withdrawal forms are processed after receiving a written request from the student. To cancel registration or to withdraw from the program at any time other than the close of the semester, a student must secure written permission from the Program Director. Withdrawal without academic penalty requires that this process be followed. Failure to do so will result in dismissal.

V - A - 4 Policy Statement on Refunds

Genetic counseling students who choose to withdraw from the curriculum for any reason may qualify for a tuition refund on a per semester basis. Tuition refunds will apply as follows:

<u>Withdrawal during</u>	<u>Charge</u>	<u>Credit</u>
First 5 class days	0%	100%
Second 5 class days	20%	80%
Third 5 class days	40%	60%
Fourth 5 class days	60%	40%
Fifth 5 class days	80%	20%

There will be no refunds after the fifth week of any semester.

V – A - 5 Financial Aid Requests

Student financial aid requests must be made annually. Rejection of aid for the first year does not necessarily indicate that aid will not be available during the next three years, nor does an award for the first-year guarantee aid for subsequent years.

V – A – 6 Application Procedure for Financial Aid and Scholarships

Detailed information on financial aid and all scholarships can be found in the annual Financial Aid Handbook of the School of Medicine. These booklets may be obtained from the Central Office of Medical Education and Student Affairs in the Financial Aid Office P382.

V – A – 7 Emergency Loans

Students in need of emergency loans should contact the Office of Medical Education and Student Affairs. Short-term, interest-free loans are available to students in certain situations. All emergency loans will be future dated and posted to the student's account when issued. On the date the emergency loan is due, this amount will become a current charge and will appear on the student's bill in the next billing cycle. Financial charges will accrue on the account if payment is not made by the end of the month. Any amounts due on emergency loans will automatically be deducted from students receiving refunds at the time of registration.

V – A – 8 Financial Aid and Satisfactory Academic Progress Policy

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. Students must meet the following minimum grade requirements to meet satisfactory academic progress standards.

- Master of Medical Science in Human Genetics & Genetic Counseling (MMSc): Must maintain a 3.0 current GPA each semester and overall cumulative GPA.

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. Students who exceed the maximum timeframe are disqualified from receiving financial aid.

- Master of Medical Science in Human Genetics & Genetic Counseling (GNTC): Must complete degree within 113 attempted units based on a 75-unit degree requirement.

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 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 you are appealing to ensure adequate time to prepare for any impact to the student account. Failure to submit your complete appeal by this date may result in your 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. Please contact your financial aid advisor if you have questions specific to your case.

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.

Frequently Asked Questions

1. What is Satisfactory Academic Progress?

Satisfactory Academic Progress is the method in which the University tracks the movement of successful and timely completion of degree requirements associated with programs of enrollment. Students must maintain satisfactory academic progress to receive financial aid.

2. How is Satisfactory Academic Progress measured?

There are qualitative and quantitative measurements. The qualitative measurement consists of current and cumulative grade point averages. The quantitative component consists of your attempted credit hours and completion rate.

3. How often is Satisfactory Academic Progress calculated?

Satisfactory Academic Progress is calculated each semester following the posting of grades.

4. Are summer enrolled hours included in the calculation for attempted credits?

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

5. What happens if I withdraw from a class? Are hours withdrawn from included as “attempted” in the Satisfactory Academic Progress calculation?

Yes, classes withdrawn from resulting in a W, WF, or WU are counted in the Satisfactory Academic Progress calculation as attempted hours.

6. I have received a warning email from the Office of Financial Aid regarding my Satisfactory Academic Progress status. What should I do?

This email is provided to students who may be in danger of falling below minimum standards. Students may wish to review their course or program plans with their academic advisor after becoming familiar with the policies for continuation.

7. I have been notified by the Office of Financial Aid that I have been disqualified because my academic record does not meet minimum standards. What options do I have?

You may submit an appeal which details your circumstances and addresses a corrective action plan. Please refer to the Satisfactory Academic Progress [Appeal Form](#) for additional details on this process.

V - B STUDENT BUDGETS

The Financial Aid Office calculates student budgets annually, with the amount of available financial assistance based on the monetary needs of each class.

Tuition and fees, living expenses using cost of living figures for the Atlanta area, and other expenses including books, supplies, equipment, insurance, uniforms, and travel expenses are included in budget estimates.

	2019-20 Academic Year 1st Years (Fall 2019/Spring 2020/Summer 2020)	2019-20 Academic Year 2nd Years (Fall 2019, Spring 2020)
Tuition	\$37,800	\$25,200
Fees	\$1,500	\$1,500
Living Expenses	\$24,000	\$18,000
Books & Supplies	\$3,600	\$2,400
Health Insurance	\$3,500	\$3,600

Loan Fees	\$300	\$300
Transportation	\$1,000	\$1,000
Total	\$71,800	\$52,000

V - C STUDENT RECORDS

V - C - 1 *Student Registration*

Every student is required to register prior to each academic year. Applicants who have been accepted for enrollment and students who have been promoted register at a place and manner that is designated by the Program. Registration, including fee payment, must be completed prior to the first day of class for each academic term. Payment of tuition and fees is to be made in accordance with University policy as published by the Bursar of the University and provided to students in the spring of the previous year. Registration for any term is not complete until the student is in compliance with all published procedures and tuition and other financial responsibilities to the University have been met.

V - C - 2 *Access to Records and Official Transcripts*

As indicated in previous sections, students are kept informed whenever any question is raised regarding the quality of their academic performance or their professional conduct. The faculty reports course grades directly to the Associate Director of Registration and Financial Aid, and official reports are then sent to the University Registrar for permanent records. At the end of each semester, students can login to the Emory Home Page on the World Wide Web (www.emory.edu) and access the OPUS system to obtain their course grades, accumulated hours of credit, and grade point average. *Students are responsible for updating relevant statistical data such as current address, phone, and marital status or name change.*

Official transcripts bearing the University seal and validating signatures may be ordered online at <http://www.registrar.emory.edu/records-transcripts/transcripts/index.html>. There is no charge for delivery of electronic copies or mailing of paper copies within the U.S.

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.

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their federal education records. Further details can be found at: <https://med.emory.edu/handbook/omesa-units/omesa/registrar/student-records.html>.

V – C – 3 Letters of Reference

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 for a position.

V – C – 4 Student Files

The official record of each Emory student is maintained in the Office of the Registrar. To assist in evaluating the progress of students in obtaining their medical education, additional records are kept in the Office of Medical Education and Student Affairs under the direction of the Executive Associate Dean for Medical Education and Student Affairs and secondary files are maintained in the Genetic Counseling Training Program Offices.

It is the policy of Emory University School of Medicine that these 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. A genetic counseling student may be granted permission by the Executive Associate Dean for Medical Education/Student Affairs or their designee to review the contents of his/her official record but only after giving 48 hours notice. Students can contact the Director of OMEESA or their designee in order to receive the proper paperwork.

While students are enrolled in the School of Medicine, the student file contained in the program may contain the following:

- Official Undergraduate and Graduate Education Transcripts
- Admissions application
- GRE scores
- Letter of acceptance
- Biographical and Demographic Information

- Unofficial Emory Transcript
- Rotation Evaluations
- Composite evaluations
- “Consent to Release” forms
- Verification of annual OSHA training and HIPAA Certification
- Health insurance documentation
- Information regarding research activities
- Honor Code compliance signature
- Notifications of merit scholarship awards
- Documents of other external or internal awards
- Military documents including reimbursement forms
- GC Student Evaluations, letters, and reports

Letters concerning probation, deceleration, leaves of absence, failure to be promoted, or disciplinary actions are also kept in the file.

Notes concerning health problems are not made a part of a student’s permanent record unless provided by the student and said health problems influence academic or clinical performance. Copies of the documents can be made by authorized OMESA staff but all original documentation must remain in the file.

V – D STUDENT LIFE

V- D- 1 Safety and Security

Emory University School of Medicine is enriched by the legacy and energy of Atlanta, while subject to possible urban crime and violence.

Every effort is made to provide a safe and secure environment for our students on all campuses. Emory maintains its own police department that manages law enforcement, fire safety and emergency medical services. The School of Medicine facility provides 24-hour study space for SOM students with a Security Guard on duty after hours. The entire SOM building is card-access only after hours. The Security Guard checks student ID cards to limit the after hours use to registered School of Medicine students.

Students in need of escorts to and from parking decks or for motorist assistance on the Emory Campus are instructed to dial (404) 727-8005. The Emory Police Department can be reached by dialing (404) 727-6111. DeKalb County Police may be reached through the emergency 911 number. Students on the Grady Campus dial 5-4025 or (404) 616-4025 to reach Grady Security.

Emergency "blue light" phones located throughout campus link callers directly to the department in order to report emergencies and request security escorts.

The Office of Critical Event Preparedness and Response 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.

The Emory University-affiliated hospitals have public safety departments with officers on duty twenty-four hours each day. Students are encouraged to notify the Public Safety Department at 404.712.5598 (Emory University Hospital), 404.686.2597 (Crawford Long Hospital), or 404.616.4024 (Grady Hospital) concerning any activity which may compromise the student's safety and/or the safety of other students, physicians, residents, hospital employees, patients, and visitors.

V- D - 2 Vehicle Registrations, Parking, and Traffic Regulations

Vehicle Registration

All students operating automobiles at Emory must register with Transportation and Parking Services, 1945 Starvine Way (in the Clairmont Campus Parking Deck), immediately after arrival on campus or as soon as the vehicle is acquired.

University regulations, strictly enforced on campus, are specified in a regulation booklet furnished at the time of parking registration. Persons with vehicles on campus are expected to know and abide by these regulations. Failure to do so may result in fines and/or removal of vehicles from campus and disciplinary action as described in the code of conduct. For more information, contact Transportation and Parking Services, 404.727.PARK.

Emory University issues parking hang tags, which provide greater flexibility to those who register for University parking privileges. One tag is issued to each registered driver, and registered drivers may transfer hangtags from one vehicle to another. This parking permit carries the philosophy that the University registers drivers rather than vehicles. All registered drivers share a responsibility to maintain safety and to follow the University Traffic and Parking Rules and Regulations. All traffic and parking rules and regulations are managed by and available from the University Parking Office located at the Starvine Parking Deck on the Clairmont Campus (404-727-PARK or 404-727-7275) or <http://transportation.emory.edu/>.

Cars are not to be parked in the loading dock areas unless a special tag is given and are subject to towing and fines.

V - D - 3 Cliff Routes and Schedules

Transportation and Parking Services (TPS) is focused on providing faculty, staff, students, patients and visitors with safe, reliable, and efficient transportation services. Budgetary constraints may result in changes to or elimination of certain routes. Please visit the Emory Cliff Shuttle web site for up-to-date route and timing information

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 8:00am-5:00pm

Phone: 404-727-1829

Fax: 404-727-5930

Email: shuttles@emory.edu

V - D - 4 Outside Employment of Students

The schedule of studies in the Genetic Counseling Training Program requires the full-time attention of the student. The administration, therefore, strongly discourages outside employment that may interfere with the quality of academic performance. Students are encouraged to discuss their situation with their advisor or the Program Director before accepting outside employment.

V - E STUDENT ORGANIZATIONS

V - E - 1 University Senate

The elective membership of the University Senate includes nine student members, elected for one-year terms, with eligibility for no more than two successive terms. The members are chosen from full-time students in good standing. The Schools of Nursing, Law, Theology, and Business Administration each have a student representative on the University Senate every other year, so that there are three students from these schools each year. The Office of Student Affairs regularly appoints one representative to the University Senate from the sophomore class for the medical student body.

V – E – 2 Student Government Association (SGA)

The governing body for student activities at Emory University is the Student Government Association (SGA). Student legislative power is vested in the student legislature of the SGA, to which the student body of each school elects members according to a formula based on enrollment. The formula calls for election of one legislator for each 200 full-time students enrolled and for an additional legislator for any fraction thereof over one-half. The SGA constitution states that it is the responsibility of all students of Emory University to obey the honor/conduct code of their respective schools and of the University. All University student organizations must apply to SGA for charter.

V – E – 3 Genetic Counseling Student Association

The Emory Genetic Counseling Student Association, or GCSA, is a student run group focused on increasing awareness about genetic counseling and promoting the incorporation of genetic counselors into the healthcare field. All students enrolled in the Emory Genetic Counseling Training Program are eligible for full membership

The mission of the Association is to represent the interests of the Emory University School of Medicine Genetic Counseling Training Program students, promote the educational endeavors of its members, increase awareness about genetic counseling, and as the field of genetics expands, promote the incorporation of genetic counselors into standard medical care and the health care team.

V – E – 4 The National Society of Genetic Counselors (NSGC)

The National Society of Genetic Counselors (NSGC) promotes the professional interests of genetic counselors and provides a network for professional communications. Local and national continuing education opportunities and the discussion of all issues relevant to human genetics and the genetic counseling profession are an integral part of belonging to the NSGC. Students are expected to join NSGC as student members, and participate in NSGC activities available to members (e.g. discussion boards, student SIG). Information regarding joining NSGC as a student can be found at: <https://www.nsgc.org/p/cm/ld/fid=180>

VI. STUDENT RESOURCES

VI - A STUDENT HEALTH

The health and wellbeing of Emory allied health students is a top priority and essential to student success. While we encourage self-care, health promotion and prevention, allied health 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.

EMORY CARES 4 U

Emory Cares 4 U provides culturally relevant awareness and support that fosters an integrated community of caring and enhanced well-being in order to reduce stigma and prevent suicide at Emory University.

http://www.emorycaresforyou.emory.edu/emory_cares_4_u/index.html

Crisis Numbers

404-727-6111 Emory Police or 911 off campus

1.800.273.8255 National Suicide Prevention Lifeline

1.800.715.4225 Georgia Crisis and Access Line

404.727.7450 Emory Counseling Center (M-F 8:30-5:00)

404-727-7551 Psychiatry at Emory Student Health Services or

404.778.5000 for the Emory Psychiatrist on Call after hours

404-712-7100 Emory Hospital University Emergency Department

Emory University Student Health and Counseling Services

The mission of Emory University Student Health and Counseling Services 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 and Counseling Services is 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 and Counseling Services is very proud to be fully accredited by the Accreditation Association for Ambulatory Health Care, Inc. (AAAHC) The Emory University Counseling and Psychological Services _

VI - A - 1 Student Health Services

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. Student's spouses, qualified domestic partners and dependents

over the age of 18 on the Emory Aetna Student Insurance Plan can also be seen at Student Health Services on a fee-for-service basis.

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, mental health and counseling, 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.

Appointments

The Emory University Student Health Services (EUSHS) operates on an APPOINTMENT ONLY system. 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). For routine care, appointments are scheduled up to two weeks in advance.

Emory University Student Health Services: 404-727-7551

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

Michael J. Huey, MD, Executive Director

VI – A - 2 Student Counseling and Psychological Services

The Emory University Student Counseling & Psychological Services (CAPS) is located in 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 and faculty or staff who is concerned about an Emory student. Finally, 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 the Counseling Center between 8:30 a.m. and 5:00 P.M., Monday through Friday. Psychiatric services are available at Student Health Services at 1525 Clifton Road, phone (404) 727-7551. Counselors are on call in case of emergency.

For more information about CAPS services, visit: <http://studenthealth.emory.edu/cs/>

Other after hours resources include:

Dekalb County Mental Health Support Line: 404-892-464

In case of an emergency the Police should be called by dialing 911.

VI- A - 3 Faculty members that Assist Students in Obtaining Psychiatric Evaluation

These individuals are designated by the Chairperson of the Department of Psychiatry and Behavioral Science and may assist students in obtaining appropriate psychiatric assistance. They will serve as triage and may be able to help identify the most appropriate person either within the Emory Department of Psychiatry or among private practice psychiatrists in the community. Students on the Emory/AETNA student health insurance plan should be aware that a referral by a Student Health or Counseling Center clinician is required before seeking psychiatric and/or counseling care either at The Emory Clinic or in the community.

For a list of Emory Core providers, go to www.aetnastudenthealth.com or call the Student Health and Counseling Services Insurance Office at 404-727-7560

<http://studenthealth.emory.edu/hp/index.php>.

VI - A - 4 Department of Psychiatry Outpatient Psychotherapy Training Program

This program is a confidential service that is staffed by senior residents with faculty supervision. Services are charged on a sliding scale basis. The program has proven to be helpful to selected genetic counseling students, but referrals must be made by one of the triage faculty members in the Department of Psychiatry or by the Emory University Health Service psychiatrist. Although it is one of the lowest cost arrangements available, students should be aware that the clinic does not bill insurance, including the Emory student health insurance plan.

Please contact Jennice Vilhauer in the Dept of Psychiatry - jvilhau@emory.edu

VI - A - 5 Additional Psychiatrists or Clinical Psychologists

The Office of Medical Education & Student Affairs has compiled a list of therapists who have been of assistance to Emory University School of Medicine students in the past. Some are full-time or volunteer faculty members; others are not. This is only a limited list of practitioners and in no way attempts to be all-inclusive. There are many other psychiatric and counseling care options in the community for students, and students can also consult counselors/psychiatrists at Emory Student Health and Counseling Services for recommended off campus options. Once again, students on the Emory student health insurance

plan (offered by Aetna) should be aware that a referral by a Student Health or Counseling Center clinician is required before seeking psychiatric and/or counseling care either at The Emory Clinic or in the community.

VI – A - 6 Involuntary Psychiatric Withdrawal and Readmission

Emory University puts the safety and welfare of its students as a top priority. When students engage in behavior that violates Emory rules of conduct, the behavior will be addressed as a disciplinary situation under the Student Conduct Code. That code defines prohibited conduct and outlines a process for conducting disciplinary proceedings.

However, in those limited situations in which the current state of a student’s mental or physical health makes it unsafe to continue enrollment at present, and the student has refused the option of a voluntary withdrawal, this Involuntary Withdrawal Policy will apply.

In such a circumstance, the mental health professional(s) involved in the student’s evaluation/treatment may recommend involuntary withdrawal in an effort to ensure the safety of the student and others.

This recommendation may include a recommended minimum time away from school. If the student is not then receiving services from a mental health professional, the Dean of the student’s school of matriculation may, if circumstances warrant, immediately direct that the student be withdrawn involuntarily, or may refer the student to a mental health professional, at no cost to the student, to assist the Dean in making a decision about whether involuntary withdrawal is appropriate. If the student refuses to cooperate with the referral, the Dean may direct the involuntary withdrawal of the student without an evaluation.

In all cases, the Dean has final authority regarding the decision, enactment, enforcement and management of the involuntary withdrawal.

There is ordinarily no required re-evaluation before re-enrollment following a voluntary withdrawal. Because this Involuntary Withdrawal Policy applies to cases in which there is a concern about the safety of the student or others, the Dean 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 danger to him/herself or others.

VI – A - 7 Entering Genetic Counseling Student Health Requirements

Because of the risks of exposure to infectious diseases to which genetic counseling students are subjected in the course of clinical work, certain tests and immunizations are required of all students at the time of registration.

Entering students are required to have documentation of previous immunization against tetanus/diphtheria (Td) booster (within the past 10 years), measles/mumps/rubella (MMR) (initial immunization plus one booster), and polio, as well as a positive Varicella titer or documentation of vaccine administration.

Entering students also need to have had a PPD (tuberculosis skin test) within the last 6 months. A second PPD test will be performed as part of program orientation. Students testing positive for PPD at the time of matriculation are required to have chest x-rays performed (at the expense of the medical school) and are to be followed at Emory Student Health Services (at the expense of the student).

Students whose PPDs convert from negative to positive while enrolled full-time in the School of Medicine receive their treatment at the expense of the medical school. Students with no clinical history of chicken pox receive varicella screening during the orientation period to document the presence of immunity against this disease. If found not to be immune and if no contraindication exists, these students will be vaccinated at the expense of the medical school. Hepatitis B serology will be obtained approximately 8 weeks following completion of the immunization series to confirm immunity. Students who have previously received Hep B vaccine will have a serology drawn unless they submit a positive quantitative HB surface antibody.

A personal recent medical history and physical examination are required within one year of matriculation to the School of Medicine and must be recorded on University forms. Students will not be allowed to register until a report is on file with Emory University Student Health Services. An updated medical history and physical examination are required for re-enrollment after more than one year of attendance elapses. 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 other official publications of the University and as amended or revised during the student's continued enrollment.

VI – A - 8 Health Insurance

Student Health insurance coverage for sickness, accidents and hospitalization is required of all Emory students. Coverage must be continuous from the date of enrollment until the date of graduation. The Emory-sponsored plan will be available at registration. An overview of the Emory/Aetna Student Health Insurance Policy is available at http://www.studenthealth.emory.edu/hs/insurance_fees/EUSHIP/index.html

Students who do not enroll in this plan are required to complete an online waiver process at www.opus.emory.edu confirming that the coverage is comparable and meets Emory University waiver criteria. The Health Insurance Waiver site opens every spring prior to matriculation. Students who do not complete a successful waiver will be automatically enrolled in the annual Emory Student Health Insurance Plan and billed for the annual premium via Student Financial Services. Students will have unlimited access to the waiver site during this time. Students are responsible for informing themselves of the current policy.

Students must complete the health insurance waiver process for EACH year they are enrolled at Emory.

Maintaining health insurance coverage is a requirement for continued enrollment.

Additionally, as a result of national healthcare reform, students may now 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.

VI – A - 9 Student Immunization and Disability Fee

All genetic counseling students are charged a health fee of \$125 per semester. This amount covers long-term disability insurance, all of the above immunizations and serologies, all PPD skin tests, and all costs associated with PPD conversion to positive status during enrollment, after the claim has first been submitted to the student's health insurance plan. There is no waiver of this fee for any reason.

The long-term disability insurance coverage is provided by The Guardian Insurance Co., Inc. Additional information concerning the plan is available through the plan administrators, InsMed, Inc., 1-800-214-7039. All seniors will be given the option to extend the policy upon graduation if desired. Representatives from InsMed, Inc. are available by phone to discuss the options available to graduating seniors.

VI – A – 10 Liability Insurance

Students are covered by professional medical liability insurance anytime that they are 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: a) activities that are an official component of the curriculum, including required and elective courses, b) 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, and c) 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. Students are advised not to engage in such activities unless other liability coverage is provided for them.

VI – A – 11 Office of Accessibility Services

Students requiring accommodations are referred to the Office of Accessibility Services (OAS): <http://accessibility.emory.edu/index.html> . Emory provides all persons an equal opportunity to participate in and benefit from programs and services afforded to others.

OAS assists qualified 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.

Qualified students and must register and request services at: <http://accessibility.emory.edu/students/index.html>. Confidentiality is honored and maintained.

VI – B INFECTION CONTROL POLICY AND PROTOCOL

The Emory University School of Medicine has specific policies regarding infection control related to:

- [Needlesticks and Other Blood/Body Fluid Exposures](#)
- [PPD Conversions](#)
- [Students Infected with HIV, Hepatitis B, Hepatitis C](#)
- [Students Infected with Blood-Borne Pathogens](#)

Details regarding these policies can be found at: <http://www.med.emory.edu/handbook/student-resources/infection-control-protocols.html>

In general, any issues related to infection exposure should be reported initially to the Employee Health Service of the facility where it occurred. 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) Needlestick Hotline for assistance at 404-727-4736.

For genetic counseling students, initial evaluation of the exposure should be according to the protocols indicated in the link above, and the student should immediately report the incident to the Assistant Program Director.

VI - C INFORMATION TECHNOLOGY SERVICES

Passwords:

For help please visit <http://help.emory.edu>; or call: 404-727-7777

Emory Card:

For help with Student ID Cards, (EUV) Building Access, and Emory Prox Card, please visit:

<https://www.onecard.emory.edu/emorycard>

- 101 Boisfeuillet Jones Center, 404-727-6095, emorycard@emory.edu
- Hours: Monday - Friday from 8:30 am until 4:30 pm.

Eagle Email, Wireless (EmoryUnplugged), network account troubleshooting, Webdrive, Canvas and Symantec Antivirus

- For help, please Contact: Emory IT Help <http://it.emory.edu>
- Hours: Monday - Friday, 7 am - 6 pm

School of Medicine Technology Services:

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.

School of Medicine Information Technology Services 404-727-6648

- Web: med.emory.edu/help
- Email: meded-help@emory.edu
- Hours: Monday - Friday, 8 am - 5 pm.

*Standard Support Hours Excludes Emory Observed Holiday

VI - D WOODRUFF HEALTH SCIENCES CENTER LIBRARY

The Woodruff Health Sciences Center Library (WHSC Library) 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.

Woodruff Health Sciences Library

1462 Clifton Road – Atlanta, GA 30322

health.library.emory.edu

Contact Information

- <http://health.library.emory.edu/about/contact/index.html>
- Information Desk - 404.727.8727

VII. ADMINISTRATION: THE OFFICE OF MEDICAL EDUCATION AND STUDENT AFFAIRS (OMESA)

OMESA Welcome Center

100 Woodruff Circle, P384

Atlanta, GA 30322

404-727-5655

<http://med.emory.edu/administration/omesa/>

VII - A FUNCTIONS

OMESA personnel facilitate those activities essential to the success of students in all School of Medicine programs. Some but not all of the functions performed are:

- OMESA is responsible for Student Affairs functions such as admissions, record keeping, and registration issues for incoming and continuing students. OMESA personnel are responsible for the registration of all students of the School of Medicine.
- OMESA is responsible for the tracking of Health Insurance, Disability Insurance, Liability Insurance, and Immunizations for all School of Medicine students.
- OMESA is the liaison for medical and academic health students with the University Registrar, the University Office of Financial Aid and Student Health.
- OMESA oversees all need-based, merit-based, and service-based scholarships which are tracked through this office, as well as grants and loans including student emergency loans.

- OMESA oversees all need-based, merit-based, and service-based scholarships, as well as grants and loans, including student emergency loans. OMESA works with the Office of Development to insure donor recognition and increase scholarship endowments.
- OMESA personnel provide committee coordination of the Executive Curriculum Committee and its sub-committees.
- OMESA administrates communication with students via Outlook, mailboxes, bulletin boards, PIC pagers and cell phones.
- The OMESA Welcome Center has been designed to serve the needs of all students within the School of Medicine.

VII - B REGISTRAR

Mary Kaye Garcia

Registrar

Associate Director, Student Affairs

Emory University School of Medicine

marykaye.garcia@emory.edu

404-712-9921

The School of Medicine Registrar works closely with the University Registrar and maintains the permanent records and academic documents of all active and former School 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 School of Medicine 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 final honors for graduation
- Managing student enrollment changes

- Monitoring satisfactory progress and advancement to the next phase of the curriculum
- Ensuring degree candidates have met all graduation requirements
- Certifying graduates with the University
- Submitting graduate list of honors students to the University registrar for notation on transcript
- Data reporting on student demographics, enrollment, and academic progress

VII-C OTHER PERSONNEL

Administration

J. William Eley, M.D., M.P.H.	Executive Associate Dean	(404) 712-9979	jeley@emory.edu
Dierdre Abrams	Executive Administrative Assistant	(404) 712-9979	deirdre.e.abrams@emory.edu
Douglas S. Ander, M.D.	Associate Dean, Medical Education	(404) 251-8828	dander@emory.edu
Erica Brownfield, MD	Assistant Dean	(404) 778-1613	Erica.brownfield@emory.edu
Gordon Churchward, P.H.D.	Assistant Dean	(404) 727-2538	Gordon.churchward@emory.edu

Central Office Staff

Mike Behler	Associate Director of Financial Aid Scholarships & Student Affairs	(404) 727-5683	mbehler@emory.edu
Kimberly Hemingway	Assistant Director of Student Affairs (Registration	(404) 712.9930	kimberly.m.hemingway@emory.edu

VIII. THE GENETIC COUNSELING TRAINING PROGRAM ADMINISTRATION & FACULTY

VIII - A ADMINISTRATIVE FUNCTIONS

The Genetic Counseling Program personnel are responsible for the day-to-day life of genetic counseling students. Some but not all of their functions are:

- admissions, record keeping, and registration issues for incoming and continuing students. GC Program Faculty/Staff are responsible for the selection, and admission of students into the GC Training program
- curriculum coordination management in conjunction with the Course Faculty/Staff, Clinical Supervisors, and Focus Mentors
- ensuring continuing compliance with the accreditation standards as set forth by the American Board of Genetic Counseling
- monitoring and recording the progress, continuation, graduation, and post-graduate success of genetic counseling students
- responsibility for students on clinical rotations, including coordination of rotation schedules, student and supervisor evaluations
- responsibility for coordination of special events within the academic career of the students. Orientation, commencement and graduation are all coordinated by GC Program Faculty/Staff in cooperation with OMESA.
- administers communication with students via email, bulletin boards and Blackboard
- to provide career counseling and academic advising

VIII - B PERSONNEL

Genetic Counseling Training Program

Emory University School of Medicine

Department of Human Genetics

Physical Location: 1462 Clifton Road, Suite 310

Mailing Address:

Whitehead Building, Suite 301
615 Michael St.
Atlanta, GA 30322
Ph: 404-727-2931 Fax: 404-727-5056
gcprogram@emory.edu

Administration

Cecelia Bellcross, PhD, MS, CGC	Program Director	(404) 727-3281	cbellcr@emory.edu
Lauren Lichten, MS, CGC	Assistant Program Director	(404) 727-5912	lauren.lichten@emory.edu
Nadia Ali, PhD	Co-Assistant Program Director	(404) 778-8613	nadia.ali@emory.edu
Stephanie Wechsler, MD, PhD	Medical Director	(404)778-8570	stephanie.burns.wechsler@emory.edu
Cathy Jackson	Administrative Assistant	(404) 727-2931	cjacks4@emory.edu

Faculty

Kate Garber, PhD	Faculty	(404) 712-9985	kgarbe2@emory.edu
Yue Guan, PhD, ScM, CGC	Faculty	(404) 712-1671	yue.guan@emory.edu
Gwen Gunn, PhD, MS, CGC	Adjunct Faculty	(404) 778-8552	gggunn@emory.edu
Dawn Laney, MS, CGC	Faculty	(404) 778-8518	dawn.laney@emory.edu
Ami Rosen, MS, CGC	Adjunct Faculty	(404) 778-8536	arosen3@emory.edu
Christine Stanislaw, MS, CGC	Faculty	(404) 778-8525	cstanis@emory.edu

IX APPENDIX

IX – A HONOR COUNCIL PROCEEDINGS

The information below outlines the process of Honor Council proceeding when a student is accused of violating the Honor Code.

THE ACADEMIC HEALTH PROFESSIONS COUNCIL ON HONOR

1. MEMBERSHIP

A. The Honor Council

- (1) The Honor Council will consist of one elected Student Representative from each program and 2 (two) Faculty Representatives. In addition, there will be two (2) alternate Student Representatives from each program, and four (4) Alternate Faculty Representatives. The leadership of the Council will be under the direction of a Chair, Vice Chair, and Secretary who are elected by the student membership from the Student Representatives on the Honor Council.
- (2) Student Representatives and Alternates
 - (1) Elections will be held by November 1st of each academic year. A Student Representative and two Alternate Student Representatives will be elected by each program's students to serve for a one-year term. The elections will be open to any student, including previous members of the

Honor Council. The list of candidates will be approved by the Dean.

(2) Vacancies will be filled by special election of the respective program, when possible. If a program is unable to elect any representatives, alternates from other programs will serve on a rotational basis until a new Student Representative can be elected.

(3) Faculty Representatives and Alternates

(1) To establish a pool of six faculty members, three of whom are replaced each year, the following process will be utilized:

- 1) Programs will submit nominations for faculty membership to the Academic Health Professions Advisory Committee for consideration for appointment. Selected faculty nominees will be forwarded to the Dean.
- 2) In the first year, the Dean will appoint one Faculty Representative and two Alternate Faculty Representatives for a one year term, and one Faculty Representative and two Alternate Faculty Representatives for a two year term.
- 3) Each November thereafter, the Dean will appoint one Faculty Representative and two Alternate Faculty Representatives for a two year term.

(2) Each appointed member can serve no more than two years without reappointment by the Dean.

(3) Faculty members will be limited to three consecutive terms.

(4) Vacancies will be filled by appointments by the Dean.

B. Leadership Of The Honor Council

- a. Chair and Vice-Chair: The Chair and Vice-Chair will be Student Representatives elected by the student membership of the Honor Council who are presently enrolled in programs of at least two years in length. This election will be held by December 1st of each academic year following the first year of implementation. These elected officers must be approved by the Dean.

b. Secretary: The Secretary will be a Student Representative and will be elected for a one year term by the entire Council from the pool of Student Representatives whose program length allows fulfillment of the term. This officer is approved by the Dean.

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

IV. PROCEDURES FOR REPORTING & INVESTIGATING VIOLATIONS

- A. 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.
- B. 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.
- C. Upon notification of a possible violation of the Honor Code, the Council Secretary will choose two investigators from available alternate Council members whose responsibility it will be to gather information about the case. The Secretary will then inform the Honor Council Chair that an investigation has been initiated. The Chair shall subsequently inform the Council faculty members and the Executive Associate Dean of OMESA 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 may deem necessary. The student named in the allegation will be informed of the investigation prior to its onset. Upon notification of the investigation, the student will be provided with a list of available advisors with whom to consult, at the student's discretion.
- D. 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 concurring views of at least two of the three participants.

- E. 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, and the options available to the student concerning assistance by an advisor.
- F. 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.)
- G. 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.
- H. For each hearing, the Honor Council consists of eight members: five student members, the Chair (or Vice-Chair) and two faculty members. The five student members are randomly chosen by the Chair and will include a student member from the program of the accused. If any member is unable to serve for any reason, including conflict of interest, 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.
- I. 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). 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.

V. THE HEARING

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

- A. Order of Proceedings
 1. Call to order
 2. Reading of Parts I and II of the Honor Code (Preamble and Statement of the Honor Code).
 3. Statement of the alleged Honor Code violation

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.

B. Rules Governing Proceedings

1. All hearings will be conducted in closed-door session and will remain confidential.
2. Participants in the hearing will be limited to the following:
 - a. Chair (or Vice-Chair) of the Honor Council
 - b. Honor Council Representatives to include the Secretary or, if needed, a temporary secretary appointed by the permanent Secretary.
 - c. Student accused of violation
 - d. Two Alternate Council Representatives who served as investigators for the case.
 - e. Relevant witnesses who may be present only while testifying
 - f. Advisor for the accused.
3. The Secretary or his/her appointee will take notes of the hearing and make them available to the Honor Council.
4. 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.

VI. DECISION AND PENALTIES

- A. For a student to be found guilty of an Honor Code violation, the unanimous vote of the seven voting members of the Honor Council will be required [the Chair (or Vice-Chair) will not be eligible to vote].
- B. The penalty recommended for an Honor Code violation will be by a plurality vote of the seven voting members of the Honor Council. In case of a tie, the Chair (or Vice-Chair) will cast a vote.

- C. The Dean will be informed promptly following the decision of the Honor Council.
- D. Recommendation for penalties regarding violations of the Statement of the Honor Code.:
 - 1. 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); and (b) a grade of “Incomplete” for all courses in which the student is enrolled at the time of the infraction.
 - 2. 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.
 - 3. 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.
 - 4. At the discretion of the Program Director, the student may be required to enroll as a student in special standing for purposes of review prior to re-enrollment as a full-time student.
- E. 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.

VII. AMENDMENTS

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 academic health professions students have been notified of the change via mail or email.