

**EMORY UNIVERSITY  
SCHOOL OF MEDICINE**

**MEDICAL IMAGING  
PROGRAM**

**STUDENT HANDBOOK**

**2020-2021**

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## INTRODUCTION

The Medical Imaging Program *Student Handbook* is a reference for students and others seeking information concerning the formal administrative policies, rules and regulations of Emory University, the School of Medicine, and the Medical Imaging Program. In addition, this *Student Handbook* contains procedural policies for areas such as admissions, academic and professional standards, progress and promotion, financial aid, student organizations, student health, disability insurance, academic and personal counseling, and student health. A directory for Medical School administrative personnel, Radiology personnel, Medical Imaging Program personnel, and a listing of all Clinical Education Settings are included.

**It is the responsibility of each student enrolled in the Emory University School of Medicine to read and abide by the regulations and policies within this handbook and within Emory University Publications. A revised copy of this handbook is made available to each student annually. Addendums to this handbook may be published as necessary.**

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

**Programmatic Accreditation:** The Medical Imaging Program is also accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Contact the JRCERT at 20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182 or call 312-704-5300 for questions about the Medical Imaging Program accreditation.

## Mission Statements

### SCHOOL OF MEDICINE

The Emory University School of Medicine is committed to excellence in medical education, biomedical research and patient care.

The Emory University School of Medicine seeks to develop leaders in medicine, science, and clinical care by fostering a culture that integrates and recognizes the interdependence of biomedical science and the delivery of health care.

This goal encompasses the following objectives:

- To provide outstanding educational programs in health and biomedical sciences;
- To create new knowledge leading to innovative technology and treatments and to integrate them into the practice of medicine;
- To advance the detection, treatment and prevention of disease processes;
- To teach and exemplify the highest standards of professionalism and ethical behavior; and

- To develop outstanding clinicians who provide quality patient care that assures compassion and concern and serves the needs of the community.

## **MEDICAL IMAGING PROGRAM**

The Emory University Medical Imaging Program seeks to develop leaders in medical imaging by fostering academic and clinical excellence within a patient and family centered care environment. Specifically, the mission of the program is to produce well-educated, culturally and clinically competent, highly motivated medical imaging professionals who will safely perform diagnostic imaging procedures. Program graduates will also possess either advanced imaging skills in a specialty modality, or leadership skills in education or management.

### **Program Goals and Outcomes**

1. Students will communicate effectively.
  - a. Students will utilize effective oral communication skills.
  - b. Students will utilize effective written communication skills.
2. Students will possess the knowledge and skills of an entry level radiographer.
  - a. Students will be able to position the patient for routine radiographic procedures.
  - b. Students will apply appropriate radiation safety principles.
3. Students will develop problem solving and critical thinking skills.
  - a. Students will be able to evaluate radiographic images.
  - b. Students will be able to modify standard procedures to accommodate patient or environmental conditions.
4. Students will demonstrate professional behavior.
  - a. Students will demonstrate a positive work ethic.
  - b. Students will develop cooperative relationships in the clinical environment.

### **Program Effectiveness Data**

1. Ninety percent of graduates will pass the national certification examination on the first attempt.
2. Graduates will have an average score of 8.0 on each section of the national certification examination.
3. Graduates will have an average ARRT scaled score of  $\geq 83$ .
4. The program will maintain a program completion rate and graduation rate of 70%.
5. The program will have a job placement rate of 75% within twelve months of graduation.
6. The program will receive an overall score of  $\geq 4.0$  on the Post-Graduate Program Evaluation.
7. The program will receive an average score of  $\geq 4.0$  on each item on the Post-Graduate Program Evaluation.
8. Program graduates will receive an average overall score of  $\geq 3.5$  on the Employer Questionnaire.
9. Program graduates will receive an average score of  $\geq 3.5$  on each item on the Employer Questionnaire.

# **PART I: PROFESSIONAL CONDUCT**

## **Section 1: Expectations**

### **\*SOM Standards of Dress and Appearance**

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

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

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

Professional dress for clinical duty is outlined below:

#### **Hair Maintenance**

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

#### **Clothing**

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

## **Scrubs**

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

## **Body Piercing and Tattoos**

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

## **Nametags/Badges**

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

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

## **\*Use of Social Media**

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

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

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

- 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.
- Internet activities may be permanently linked to the author, such that all future employment may be hampered by inappropriate behavior on the Internet.
- 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.
- Do not share information in a way that may violate any laws or regulations (i.e. HIPAA). Disclosing information about patients without written permission of the patient and the School of Medicine, including photographs or potentially identifiable information is strictly prohibited. This rule also applies to deceased patients.
- 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.
- Do not share confidential or proprietary information that may compromise Emory’s research efforts, business practices or security.

In addition to the above, the [Social Media Guidelines for Medical Students and Physicians](#), created by the American Medical Student Association, should be followed. These guidelines are included here:

In all situations, including on social media sites, members of the medical profession should always represent him/herself in a manner that reflects values of professionalism, accountability, integrity, honor, acceptance of diversity, and commitment to ethical behavior.

For purposes of these guidelines, “social media” includes Internet and mobile-based applications that are built on user-generated shared content. Social networks including, but not limited to, blogging, microblogging (e.g., Twitter), networking sites (e.g., Facebook, LinkedIn), podcasts and video sites (e.g., Flickr, YouTube) – offer opportunities for communication, information/experience sharing, collaborative learning, professional interactions and outreach.

## **Guidelines for social networking**

- **Be professional.** As medical students and physicians, we should represent our profession well. Adhere to rules of ethical and professional conduct at all times.
- **Be responsible.** Carefully consider content and exercise good judgment as anything you post can have immediate and/or long-term consequences and carry the potential for significant public impact and viral spread of content. Therefore, all statements must be true and not misleading. Make sure that you differentiate opinions from facts.
- **Maintain separation.** Avoid interacting with current or past patients through social media, and avoid requests to give medical advice through social media.
- **Be transparent/use disclaimers.** Disclose yourself and provide an appropriate disclaimer that distinguishes your views from those of the clinic, hospital system and/or University with which you are associated (while at the same time, being careful not to violate any social media policy to which you may be subject by such organizations). Without specific direction from the appropriate personnel, you may not present yourself as an official representative or spokesperson for said organizations. Also, be sure to reveal any conflicts of interest and be honest about your credentials as a medical student or physician (resident or otherwise).
- **Be respectful.** Do not use defamatory, vulgar, libelous and potentially inflammatory language and do not display language or photographs that imply disrespect for any individual or group because of age, race, national origin, gender, sexual orientation, ethnicity, marital status, genetic information, military status, or any other protected characterization or group.
- **Follow copyright laws.** Comply with copyright laws. Make sure you have the right to use material before publishing.
- **Protect client/patient information.** Do not discuss confidential information and follow standards of patient privacy and confidentiality and regulations outlined in Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g). Remember you could personally face a HIPAA violation if there are enough details in the post for patients to recognize themselves.
- **Avoid politics.** Political endorsements or advocacy positions should generally be avoided.
- **Comply with all legal restrictions and obligations.** Remember use of social networking sites or weblogs can carry legal and professional ramifications. Comments made in an unprofessional manner can be used in legal, professional, or other disciplinary proceedings (i.e., hearings before a State Medical Licensing Board).

- **Be aware of risks to privacy and security.** Read the site's Terms of Use and Privacy Policy. Be cognizant of continuous changes in these sites and closely monitor the privacy settings of the social network accounts to optimize your privacy and security.

Adapted from the Social Media Guidelines for the American Medical Student Association (AMSA).

## **Section 2: Emory School of Medicine Conduct Code**

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

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

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

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

### **Basic Expectations/Inherent Authority**

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

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

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

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

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

### **Confidentiality**

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

### **Violations of the Law and This Code**

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

### **Prohibited Conduct**

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

It is neither possible nor necessary to specify every instance of misconduct that could result in disciplinary action against a student. Violations of the Standards of Professional Conduct as described in Section I of this Student Handbook may also constitute "Prohibited Conduct" that is

subject to this Code of Conduct. The following list includes, but is not limited to, conduct that may subject a student to disciplinary action:

1. Attempting, assisting, or encouraging any conduct as described below.
2. Causing physical harm to any person or causing reasonable apprehension of such harm.
3. Disorderly or indecent behavior including, but not limited to, destroying or damaging University property or the property of others.
4. Engaging in conduct directed at a specific person or persons that seriously alarms or intimidates such person or persons and that serves no legitimate purpose. Such conduct may include: explicit or implicit threats, including gestures that place a person in reasonable fear of unwelcome physical contact, harm, or death; following a person about in a public place or to or from his or her residence; making remarks in a public place to a specific person that are by common usage lewd, obscene, expose a person to public hatred, or that can reasonably be expected to have a tendency to cause acts of violence by the person to whom the remark is addressed; or communicating anonymously by voice or graphic means or making a telephone call anonymously whether or not a conversation ensues.
5. Violating the University's Policy on Sexual Misconduct.
6. Violating the University's Policy on Equal Opportunity and Discriminatory Harassment.
7. Initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
8. Misrepresenting information or furnishing false information to the University or its representatives.
9. Forgery, alteration, misrepresentation, counterfeiting, or misuse of any University or other document, instrument of identification, or access device.
10. Providing alcoholic beverages to an individual under 21 years of age or to one who is noticeably intoxicated, or possession or use of alcoholic beverages by an individual less than 21 years of age.
11. Unauthorized possession of an open container of an alcoholic beverage.
12. Appearing in a public place manifestly under the influence of alcohol or a controlled or other intoxicating substance, particularly when there is danger to self, others, or property or there is unreasonable annoyance to person(s) in the vicinity.
13. Unauthorized distribution, possession, or use of any controlled substance or distribution, possession, or use of any illegal drug.
14. Unauthorized use, possession, or storage of any weapon.
15. Unauthorized use or possession of fireworks or incendiary, dangerous, or noxious devices or materials.
16. Intentionally or recklessly misusing or damaging fire or other safety equipment.
17. Theft or misuse of property or services.
18. Substantially interfering with the freedom of expression of others.
19. Interfering with normal University or School of Medicine functions, University-sponsored activities, or any function or activity on University premises including but not limited to studying, teaching, public speaking, research, University or School of Medicine administration, or fire, police, or emergency services.
20. Disregarding or failing to comply with the directive of a hearing body or University official including a campus police officer acting in the performance of his or her duties.

21. Disregarding or failing to comply with the directive of an officer of the law acting in the performance of his or her duties.
22. Disrupting University or other computer systems; unauthorized alteration, disclosure, gaining or providing unauthorized access; or destruction of University or other computer system or material; improper access to University or other computer files and systems; or violation of copyright or proprietary material restrictions connected with University or other computer systems, programs, or materials.
23. The display or distribution of lewd, offensive, threatening or inappropriate material via paper or electronic means. Such material includes pictures, videos, or written content that portray oneself or others in a manner that brings dishonor to the profession of medicine.
24. Violating any government laws or ordinances, or of any University or School of Medicine rules, regulations, or policies.
25. Information Technology Division (ITD) materials, Policy Statement on Discriminatory Harassment, Sexual Assault Policy Statement, School of Medicine Medical Student Handbook; regulations relating to entry (opening and closing hours) and use of University facilities; traffic and parking regulations; regulations and policies on the sale, consumption or misuse of alcoholic beverages; and on the misuse of identification cards.
26. Failure to report any arrests, criminal charges, positive results of drug tests or Criminal Background Checks (CBCs) that occur from the time of acceptance until graduation.
27. Recording any other person without the consent of the person(is) being recorded.
28. Inappropriate use of social media.

## **Conduct Procedures**

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

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

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

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

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

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

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

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

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

### **School of Medicine Conduct Committee**

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

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

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

### **Hearing Procedures**

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

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

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

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

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

Both parties and/or their advisors are allowed to:

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

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

## **Hearing Decisions**

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

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

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

## **Sanctions**

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

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

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

## **Appeal**

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

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

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

The Dean will either:

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

## **School of Medicine Conduct Appeal Board**

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

The Board shall be composed of:

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

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

### **Notification and Retention of Records**

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

## **PART II. POLICIES**

**Section 1: Emory University Policies – See <http://policies.emory.edu/>. The following university policies are also included in Appendix A of this document:**

- \*Policy 1.3 Equal Opportunity and Discriminatory Harassment**
- \*Policy 5.1 Information Technology Conditions of Use**
- \*Policy 5.14 Smart Device Security Policy**
- \*Policy 8.2 Sexual Misconduct**
- \*Policy 8.7 Mandatory Student Insurance**
- \*Policy 8.8 Alcohol and Drug Abuse Policy**
- \*Policy 8.9 Student Vehicle Use Policy**
- \*Policy 8.12 University Recognized Student Organizations**
- \*Policy 8.14 Respect for Open Expression Policy**
- \*Policy 10.12 Student Complaints**
- \*Travel Policies**

### **Section 2: School of Medicine Policies**

#### **\*Consensual Teacher-Student Relationships**

The relationship between teacher and student is the foundation of the academic mission of the University. This relationship vests considerable trust in the teacher, who, in turn, bears the responsibility to serve as mentor, educator, and impartial evaluator. In discharging this responsibility, teachers are accountable for behaving at the highest professional level, recognizing the dignity and worth of each person, and protecting the integrity of the student-teacher relationship.

Teacher-student relationships carry risks of conflict of interest, breach of trust, abuse of power, and breach of professional ethics. For these reasons, teachers must not engage in any consensual sexual relationships with a student while the teacher is in a position of supervisory academic authority with respect to the student. Nor may a teacher assert any supervisory academic

authority with respect to a student who was the subject of a previous consensual sexual relationship. This prohibition extends to consensual sexual relationships between a graduate or professional student and an undergraduate when the graduate or professional student has some supervisory academic responsibility for the undergraduate, to consensual sexual relationships between department Chairs and students in that department, to consensual sexual relationships between graduate advisors, Program Directors, and all others (each of whom is considered a teacher) who have supervisory academic responsibility for a student and that student.

When a teacher-student consensual sexual relationship exists, has previously existed, or develops, the teacher must decline to participate in any evaluative or supervisory academic activity with respect to the student. Furthermore, it is the responsibility of the student to inform the appropriate dean when such a relationship exists, or has existed, so that he/she will not be placed in any such situation. The appropriate dean to inform includes the Associate Dean for Medical Education and Student Affairs, Director of Admissions and/or Assistant Dean for Medical Education and Student Affairs for students in the Foundations Phase, and the Associate or Assistant Dean for Clinical Education for students in the Application, Discovery, and Translation Phases.

The deans, department chairs, and other administrators should respond to reports of prohibited sexual relationships by inquiring further and, if such reports appear to be accurate, initiating appropriate disciplinary action or remedial measures against the teacher involved. Egregious breach of this policy is adequate cause for termination under paragraph 12.2 of the Emory University Faculty Handbook Statement of Principles Governing Faculty Relationships.

Non-consensual sexual relationships are prohibited by the Equal Opportunity and Discriminatory Harassment policy (1.3).

### **\*Criminal Background Checks and Drug Testing**

Criminal background checks will be performed on all students enrolling in the Medical Imaging Program. Drug screening will be performed only as required by clinical sites. The program recommends that each student self-report any criminal activity that may impact eligibility for clinical attendance or certification by the American Registry of Radiologic Technologists. Each student is required to pay a \$100 Clinical Administration Fee upon matriculation to cover the cost of these checks.

Policy: Adverse Finding on Criminal Background Check

Effective: October 30, 2010

Rationale:

When a criminal background check (CBC) is performed after acceptance and prior to matriculation into a health professions program, the programs must consider the threshold at which revocation of an offer of admission might occur. In the event that the CBC reveals a finding of concern, careful deliberation of the nature of the incident and its potential impact on

the student's education, access to professional certification and licensing, the institution and the public must be given.

Policy:

A positive finding on a criminal background check may result in the revocation of an offer of admission. Findings including but not limited to felony conviction or a nolo contendere plea to a felony charge, multiple misdemeanor convictions, drug or substance abuse convictions, crimes against persons or any crimes (including misdemeanors) involving acts of violence are examples generally inconsistent with admissions to a health profession program.

Procedure:

1. The program director will review all criminal background checks with any positive findings.
2. The program director will make a preliminary determination as to matriculation.
3. If the preliminary determination is that the findings of the criminal background check may be inconsistent with continuation in the program, Emory University's Office of the General Counsel will be consulted and final determination made by the program director.
4. If preliminary determination is that the findings of the criminal background check do not warrant revocation of the admissions offer, the program director will counsel the student regarding the possible consequence of his or her background check related to access to hospital rotations, licensure and/or future employment.
5. The student will be asked to sign a statement indicating understanding of the above.
6. If the review by the Office of the General Counsel and the program director indicate that revocation of the admissions offer is warranted, the student will be notified by certified mail within 5 days of the decision.
7. The student may appeal the revocation decision, in writing, to the Executive Associate Dean of Medical Education and Student Affairs within 5 business days of receipt of the notification letter. The decision of the Executive Associate Dean is final.

**\*Entering Student Health and Immunization Requirements**

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

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

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

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

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

### **Immunization Requirements 2020-2021**

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

- **Tetanus/Diphtheria/Pertussis** – primary series of DTP or DTap, in addition to at least one adult dose of Tdap followed by a Tdap or Td every 10 years.
- **Measles/Mumps/Rubella (MMR)** – 2 doses of a combined MMR -OR- two(2) doses of Measles, two (2) doses of Mumps, and one (1) dose of Rubella –OR- laboratory evidence of immunity to each disease.
- **Varicella (Chickenpox)** – positive Varicella antibody titer -OR- 2 doses of the Varicella vaccine given at least 1 month apart.
- **Hepatitis B** – 2 or 3 dose series, followed by a post-vaccine quantitative antibody titer.
- **Tuberculosis Screening** – one PPD/Mantoux skin test must be completed within 6 months and at least 2 weeks prior to matriculation. Upon matriculation, incoming students will be required to obtain a SECOND PPD, to be administered during the first semester of medical school and at the expense of the School of Medicine. Thereafter, students will receive a TB exposure questionnaire to determine if additional PPD testing is required. Students whose PPDs convert from negative to positive (reading of  $\leq 10$  mm induration) while enrolled full-time in the School of Medicine will be referred for care by a physician affiliated with Emory University Student Health Services and will receive their treatment at the expense of the School of Medicine.

### **TB Screening notes:**

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

### **Exceptions**

Emory Student Health Services is aware that some students have a strong personal objection to vaccination with one or more of the required vaccines. In the case of a medical contraindication, EUSHS requires the student to submit a letter of explanation, signed by both the student and the

student's healthcare provider, along with other immunization records to EUSHS through the Student Patient Portal. To see more details about medical contraindication or declination processes, please visit our immunization page and scroll to the last section.

### **\*Industry Relations**

The primary missions of the School of Medicine are to provide outstanding educational programs for medical and graduate students and trainees; to provide the highest standard of clinical care for patients; to develop outstanding, knowledgeable physicians and scientists who serve the community and the world; and to conduct innovative and collaborative research and integrate this knowledge into the practice of medicine. The School of Medicine is committed to ensuring that its faculty, staff, students, and trainees strive for the highest degree of ethical and professional standards in carrying out its missions. As part of this commitment, the School supports principled relationships with industry in which its faculty, staff, students, and trainees collaborate with industry on advances in science and medicine that enhance Emory's missions and are beneficial to the public.

Industry has a long history of collaboration with academic medicine that has contributed to our educational, clinical, service, and research missions. These partnerships have often benefitted individual and public health through the development of new drugs, devices, equipment, computer technology, therapies, and services. For example, industry provides grants to Emory University to fund clinical trials and other research conducted by faculty; and faculty consult with industry to advise on research directions and health needs.

The primary intent of this policy is to support faculty, staff, students, and trainees in effectively engaging in relationships with outside entities. The individual, the School and University can work together to enhance the beneficial outcomes of personal external relationships and to prevent situations that might create actual or perceived conflicts of interest and might harm the public, the institution, or the individual. [View the entire policy.](#)

Emory SOM students:

- May not accept gifts from industry, on or off the Emory campus (pens, pads, cash, food and drink, entertainment, books, software, etc.). Travel expenses are also considered a gift, and therefore prohibited.
- May not accept donations of medications.
- Must not disclose information regarding clinical trials of medical devices or drugs to any outside entity.
- Must not provide advice or training to industry regarding selling, marketing, or promoting of a company's products.
- May not receive remuneration for listening to sales talks or attending industry-sponsored education and training.
- May be part of interactions between industry representatives and faculty that concern research being done by the faculty member and industry, as long as the meeting does not include sales, marketing, or promotion.

- Must cooperate with inquiries from Emory administrative offices regarding compliance with these policies.
- Submit proposals for personal, external professional relationships with industry and other entities to the Dean for review and approval prior to engaging or receiving compensation for the activities.

Additional regulations in this policy include:

- Commercial Exhibits are prohibited in School of Medicine Buildings.
- Any book or educational material that is recommended by a faculty member who has a financial interest in the book or material must be approved by a committee formed by the faculty member's chair.
- Faculty presentations to School of Medicine students and residents should disclose all their personal, professional financial relationships with industry in each presentation.

Any violation of this policy by a student will be considered unprofessional behavior and will subject the student to actions by the appropriate Progress and Promotions Committee or by an ad hoc Conduct Committee appointed by the Executive Associate Dean for Medical Education and Student Affairs.

#### **\*Involuntary Withdrawal and Readmission**

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

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

#### **Policy Details**

##### **Criteria**

A student may be withdrawn involuntarily from Emory if the University determines that the student represents a direct threat to the health and safety of himself/herself or others by (1) engaging or threatening to engage in behavior which poses a high probability of substantial harm to himself/herself or others; or (2) engaging or threatening to engage in behavior which would cause significant property damage, would directly and substantially impede the lawful activities

of others, or would interfere with the educational process and the orderly operation of the University; or (3) is unable to fulfill his/her role as a student of the healthcare profession.

## **Procedure**

When the Executive Associate Dean for Medical Education and Student Affairs (EAD) or his/her designee, based on a student's conduct, actions or statements, has reasonable cause to believe that the student meets one or more of the criteria for involuntary withdrawal, he or she may initiate an assessment of the student's ability to safely participate in the University's program.

The EAD initiates this assessment by first meeting with the student to (1) review available information concerning the behavior and/or incidents which have caused concern, (2) provide the student with a copy of this Involuntary Withdrawal Policy and Procedure and discuss its contents with the student, (3) provide the student an opportunity to explain his/her behavior, and (4) discuss options available to the student, including counseling, voluntary withdrawal and evaluation for involuntary withdrawal. If the student agrees to withdraw voluntarily from the University and waives any right to any further procedures available under this policy, the student will be given a grade of W for all courses, will be advised in writing of any conditions that must be satisfied prior to re-enrollment, and may be referred for appropriate mental health or other health services. If the student refuses to withdraw voluntarily from the University, and the EAD continues to have reasonable cause to believe the student meets one or more of the criteria for involuntary withdrawal, the EAD may require the student to be evaluated by an appropriate mental health or other healthcare professional.

## **Evaluation**

The EAD may refer the student for a mandatory evaluation by an appropriate mental health professional or other appropriate professional. The professional may be selected by the University, so long as there is no cost to the student for the evaluation. A written copy of the involuntary referral shall be provided to the student.

The evaluation must be completed within five school days after the date the referral letter is provided to the student. Prior to the evaluation, the student will be required to sign a written authorization authorizing the exchange of relevant information among the mental health professional(s) (or other professional) and the University. Upon completion of the evaluation, copies of the evaluation report will be provided to the EAD and the student.

The professional making the evaluation shall make an individualized and objective assessment of the student's ability safely to participate in Emory's program, based on a reasonable professional judgment relying on the most current professional knowledge and/or the best available objective evidence. This assessment shall include a determination of the nature, duration and severity of the risk posed by the student to the health or safety of himself/herself or others, the probability that the potentially threatening injury will actually occur, and whether reasonable modifications of policies, practices or procedures will sufficiently mitigate the risk. The professional will, with appropriate authorization, share his/ her recommendation with the EAD, who will take this recommendation into consideration in determining whether the student should be involuntarily

withdrawn from Emory. A copy of the professional's recommendation will be provided to the student, unless, in the opinion of the professional, it would be damaging to the student to do so.

If the evaluation results in a determination that the student's continued attendance presents no significant risk to the health or safety of the student, patients, or others, and no significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the University, no further action shall be taken to withdraw the student from the University.

If the evaluation results in a determination that the continued attendance of the student presents a significant risk to the health or safety of the student, patients, or others, such that there is a high probability of substantial harm, or a significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the University, the student may be involuntarily withdrawn from the University. In such an event, the student shall be informed in writing by the EAD of the involuntary withdrawal, of his/her right to an informal hearing, of his/her right to appeal the decision of the hearing officer to the Dean of the School of Medicine, and of any conditions necessary for re-enrollment. In most cases, a student who is involuntarily withdrawn will be given a grade of W in all courses in which the student is currently enrolled.

### **Informal Hearing**

A student who has been involuntarily withdrawn may request an informal hearing before a hearing officer appointed by the EAD by submitting a written request to be heard within two business days from receipt of the notice of involuntary withdrawal. A hearing will be set as soon as possible. The student shall remain involuntarily suspended pending completion of the hearing.

The hearing shall be informal and non-adversarial. During the hearing, the student may present relevant information and may be advised by an Emory faculty or staff member or a health professional of his/her choice. The role of the advisor is limited to providing advice to the student.

At the conclusion of the hearing, the hearing officer shall decide whether to uphold the involuntary withdrawal or whether to re-consider, and the student shall be provided written notice of the hearing officer's decision as soon as possible.

### **Appeal to the Dean**

The student may appeal the hearing officer's decision to the Dean, who shall review all information presented and make a final decision as to whether or not to uphold the involuntary withdrawal.

### **Emergency Suspension**

The University may take emergency action to suspend a student pending a final decision on whether the student will be involuntarily withdrawn, in situations in which (a) there is imminent danger of serious physical harm to the student or others, (b) there is imminent danger of

significant property damage, (c) the student is unable or unwilling to meet with the EAD, (d) the student refuses to complete the mandatory evaluation, or (e) the EAD determines such other exceptional circumstances exist that suspension is warranted. In the event emergency action is taken to suspend the student on an interim basis, the student shall be given notice of the emergency suspension and an initial opportunity to address the circumstances on which the emergency suspension is based.

### **Conditions for Re-enrollment**

Because this Involuntary Withdrawal Policy applies to cases in which there is a concern about the safety of the student or others, the Dean or his/her designee may require a student who has been involuntarily withdrawn under this Policy to be re-evaluated before he/she is readmitted in order to assure that he/ she presents no direct threat to himself/ herself or others.

### **\*Maintaining Academic Eligibility for Financial Aid**

An underlying requirement for all federal, state and institutional financial aid is the need for students to meet minimum academic standards. Students who do not meet these standards may lose their eligibility for financial aid (including loans) even if they meet all other requirements of the aid programs. Some students could lose their eligibility for financial aid even if their academic program allows them to continue with their studies. These minimum academic standards are part of the Financial Aid Satisfactory Academic Progress Policy. *Please note that the Financial Aid Satisfactory Academic Progress Policy is distinct from the Satisfactory Academic Progress that governs progress and promotions.*

### **Financial Aid Satisfactory Academic Progress Policy**

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.

### **Scope**

This policy applies to those students receiving Title IV federal aid, state aid and university- and school-funded aid.

Students may receive financial aid for a limited amount of time, depending on the standard length of their specific academic program. The general guideline is 150% of the required time to complete the program with full-time status. For example, a student in a four-year program must complete it within six years. Students attending part-time can have their time limit extended proportionately.

Students who do not meet this requirement will be suspended from financial aid eligibility.

### **Completion of Course Requirements**

Students must complete with passing grades at least 75% of the credit hours for which they registered, paid fees for, and completed each academic year (fall through summer semesters). Students who fail to meet this 75% standard due to unsatisfactory or failing grades will be placed on financial aid probation. Any students on financial aid probation must complete 75% of all enrolled courses during the next academic year (fall through summer semesters), or they will be suspended from financial aid eligibility.

As soon as incomplete grades are changed to earned grades, the students' financial aid probationary or suspension status may be lifted if the grades meet academic program standards.

### **Progress and Promotion**

Each academic program has a Progress and Promotions Committee that meets regularly to review the academic progress of each student. If a Progress and Promotions Committee determines a student is not meeting the requirements leading to completion of the degree, that student will be placed on financial aid probation for one academic year.

Since the Committees are charged with evaluating students on character, professionalism, attitude and abilities in addition to academic achievement, the Committees may determine that a student is not making satisfactory progress even if the student is meeting the conditions above. In the event a student is determined to not be meeting the program standards by the Progress and Promotions Committee, the Committee's decision will prevail.

If a Progress and Promotions Committee deems that a student on financial aid probation is not meeting the program's degree requirements at the end of the probationary year, the student's financial aid eligibility will be suspended.

### **Appeals of Financial Aid Suspension**

A student whose financial aid has been suspended may appeal by indicating in writing why he/she did not achieve minimum academic standards and what he/she will do to achieve these goals in the future. The letter should be directed to the Associate Director of Financial Aid, Scholarships and Student Affairs in the School of Medicine. Each appeal will be considered on its own merit, and individual cases will not be considered as precedent.

The Associate Director of Financial Aid, Scholarships and Student Affairs will meet with the Financial Aid Appeals Committee within one week of receiving the appeal letter. The Financial Aid Appeals Committee will consist of staff in the Office of Medical Education and Student Affairs. A majority of the Committee members present will make a decision on the merits of the appeal. The student will be advised of the Committee's decision in writing within one week of the appeal's consideration.

A student whose appeal is denied by the Financial Aid Appeals Committee may appeal that decision by writing a new appeal letter to the Executive Associate Dean for Medical Education and Student Affairs. The Executive Associate Dean will make a decision within two weeks of receiving the appeal letter and advise the Associate Director of Financial Aid of that decision. The Associate Director of Financial Aid will notify the student in writing within one week of

receiving the Executive Associate Dean's decision.

### **Reinstatement**

A student shall be reinstated for financial aid eligibility at such time as he or she successfully completes sufficient hours; has achieved an acceptable grade as set forth in this policy; or has met the conditions imposed on him/her by the Progress and Promotions Committee.

It is the student's responsibility to prompt the Associate Director of Financial Aid at the time of meeting the requirements for reinstatement.

### **Enforcement**

The Associate Director of Financial Aid, Scholarships and Student Affairs shall have primary responsibility for enforcing this policy. The Office of the Registrar, the academic programs and other offices that maintain student information relevant to enforcement of the policy shall provide appropriate information to the Associate Director of Financial Aid when necessary.

Private student loans with less favorable repayment terms may be available to cover living expenses for students who do not meet the terms of the Financial Aid Satisfactory Academic Progress.

### **\*Mandatory Health Insurance**

Student Health insurance coverage for sickness, accidents and hospitalization is required of all Emory students. [See Emory Mandatory Student Insurance Policy 8.7](#). All new and continuing degree-seeking and international Emory University students are required to have health insurance. Coverage must be continuous from the date of matriculation until the date of graduation and must meet University minimum coverage requirements.

The Emory University Student Health Insurance Plan (EUSHIP) provides care for enrolled Emory students. View an overview of the [Emory University Student Health Insurance Plan](#).

All students are automatically enrolled and charged for the Emory University Student Health Insurance Plan. The charge will appear on students' tuition statements.

Students who have health insurance coverage through another carrier must complete an online waiver in [OPUS](#) confirming they have health insurance coverage that is comparable and meets Emory University waiver criteria. The Health Insurance Waiver site opens every spring (April or May) prior to matriculation. After the online waiver has been completed and approved through the online audit process, the charge for the Emory University Student Health Insurance Plan will reverse on the student's university account.

Incoming students must **complete the waiver by the August date** as those students start in the fall term. Beginning with students' second year, the waiver process **must be completed annually** for EACH year they are enrolled at Emory.

**Maintaining health insurance coverage is a requirement for continued enrollment.** Students are responsible for informing themselves of the current policy.

As a result of national healthcare reform, students may be eligible to remain on a parent's insurance plan until age 26. Contact your insurance carrier if you have questions about current federal or state law.

#### **\*Personal Recordings**

Students are not permitted to record (either via audio or video) any Emory School of Medicine educational event without the prior expressed authorization of the faculty member. Furthermore, audio or video recording of meetings, phone calls, conversations, patients, or of any content involving others is prohibited unless prior consent of all parties involved is obtained. Violation of this rule may be deemed a violation of the Student Conduct Code, and improper use of any curricular material, including recordings, may constitute infringement of intellectual property rights.

#### **\*Research Studies Involving School of Medicine Students as Subjects**

All research studies that include Emory School of Medicine medical students as subjects (i.e. any study that requires human subject protections as defined in [HHS 45CFR46](#)) must be approved by the School of Medicine. This policy includes: all studies performed by Emory University School of Medicine students on other students, studies by Emory University School of Medicine faculty members, studies performed by students or faculty members from all other LCME- accredited medical schools, or all others. Internal approval of a study does not replace the judgment of the Emory Institutional Review Board (IRB) and consent may be contingent on obtaining the appropriate IRB approval. All requests to conduct studies using Emory University School of Medicine medical students as subjects should be directed to the Associate Dean of Medical Education, Dr. Erica Brownfield.

#### **\*Separation of Roles**

Faculty and house staff members' professional or personal roles, should not conflict with their roles as teachers and evaluators of students. Faculty and house staff members who have a professional, personal, or familial relationship to a student, including providing health services or psychiatric/psychological counseling, should not have any involvement in the academic assessment of that student.

All faculty and house staff members are required to recuse themselves of assessing a student with whom they have such a conflict. For any student assessment they complete, faculty and house staff must attest that no conflict exists.

Students must notify the Executive Associate Dean of Medical Education of any potential conflicts of interest in order to allow for changes in a resident or faculty teaching assignment. Students will be reassigned to a different faculty or house staff member for coursework and

subsequent assessment. Any information provided to the Executive Associate Dean regarding potential conflicts will be treated as confidential.

## **\*Student Agreements, Consents, and Releases**

### **Student Agreements**

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

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

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

### **Student Consents and Releases**

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

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

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.

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.

## **\*Student Mistreatment**

The School of Medicine strives for an environment that is respectful of all community members and does not tolerate mistreatment of students. Emory students are protected by two University Policies as stated in the following two paragraphs.

[The University Equal Opportunity and Discriminatory Harassment Policy \(Policy 1.3\)](#) is incorporated into this Policy. Per Policy 1.3, Emory encourages anyone who has knowledge of discrimination on campus to report alleged violations of Policy 1.3 to the Director of Equal Opportunity Programs. Emory faculty, administrators and supervisors are required to immediately report any complaints they receive or incidents of discrimination or discriminatory harassment they witness, to their immediate report or to the Office of Equal Opportunity Programs.

Per the Emory University [Sexual Misconduct Policy \(Policy 8.2\)](#) every university employee who is informed about an allegation of sexual misconduct involving any student is required to notify a Title IX Coordinator.

In conjunction with the two University Policies listed above, the School of Medicine Student Mistreatment Policy addresses additional types of behavior that will not be tolerated. Mistreatment of medical students includes, but is not limited to, students:

- Being treated in a manner that a reasonable person would find belittling, humiliating insulting or disrespectful under the circumstances
- Being sexually harassed
- Being denied opportunities for training or rewards, or receiving lower evaluations or grades based on the basis of any prohibited consideration, including race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law (referred to as "prohibited considerations").
- Being maliciously and intentionally left out of communications to the detriment of a student
- Being subjected to offensive sexist, racist, or ethnically offensive remarks or names
- Being required to perform inappropriate personal services (i.e. babysitting, shopping)
- Being threatened with physical harm (e.g. hit, slapped, kicked)

## **Reporting Mistreatment**

Student mistreatment is contrary to the values, respect, civility, and community as set forth in the University's Statement of Ethical Principles. Medical students who experience mistreatment themselves or observe other students experiencing possible mistreatment are expected and encouraged to follow the following reporting process.

The initial step is for students to discuss the incident of mistreatment with their **Program Director** in a confidential but not anonymous manner. The Program Director has the experience

to understand the context of the alleged offense and the training to guide the student to the next most appropriate action steps for resolution.

Students may choose to seek resolution through several other pathways. Any or all of the following persons may be contacted in seeking guidance to resolve an incident of experienced or observed mistreatment:

1. A different faculty member
2. One of the Deans of the School of Medicine
3. The Executive Associate Dean for Medical Education and Student Affairs

The faculty members and Deans are trained to respond to complaints related to student mistreatment. The faculty members and Deans will report any alleged mistreatment to appropriate School and/or University officials as per the policies that apply to the report.

After discussing the mistreatment with a faculty member, or a dean, subsequent actions by the student may include any or all of the following:

### **Direct Communication with the Person Alleged to have Mistreated the Student**

If the student feels comfortable speaking directly with the alleged offending person to address concerns and obtain an appropriate resolution, the student may do so.

### **File an Internal Complaint (within the School of Medicine)**

A student who believes he or she has been mistreated may file a written complaint (via email or hard-copy) with the Executive Associate Dean for Medical Education and Student Affairs. The complaint should include the name(s) of those accused of mistreatment, the names of any witnesses of the alleged mistreatment, the nature of the alleged action(s), the date and times of the alleged action(s), and any adverse consequences experienced by the student.

If the mistreatment includes alleged sexual misconduct by a student, a report will be submitted to the University Title IX officer. If the mistreatment is alleged to be of a discriminatory nature and by a staff member, a faculty member, or others in the educational environment, the report will be submitted to the Equal Opportunity Program (EOP) for review.

If the alleged mistreatment is not sexual or discriminatory harassment, the Executive Associate Dean for Medical Education and Student Affairs will investigate the alleged mistreatment and make a report to the Dean of the School of Medicine, when possible, within 30 days of the filing of the complaint. The Dean or his or her designee will be responsible for deciding upon and imposing disciplinary action(s).

## **File an External Complaint**

If a student believes he or she has been subjected to unlawful discrimination, harassment, or retaliation as described in Emory University Policy 1.3, the student may file a complaint with the Equal Employment Opportunity Commission.

## **Prohibition of Retaliation**

The School of Medicine prohibits retaliation against a student who, in good faith, complains about or participates in an investigation of student mistreatment. Any student who feels he or she has been retaliated against or threatened with retaliation should report the allegation immediately to the Executive Associate Dean for Medical Education and Student Affairs. The Executive Associate Dean for Medical Education and Student Affairs will investigate the alleged retaliation and make a report to the Dean of the School of Medicine, when possible, within 30 days of the filing of the complaint. The Dean, or his or her designee, will be responsible for deciding upon and imposing disciplinary action(s).

While mistreatment issues may be written in student evaluations of residents or faculty and evaluations of courses or clerkships, students should **NOT** rely on those mechanisms as the primary or sole means to report mistreatment. The reporting mechanisms described above have been established to produce a timely and effective resolution to any mistreatment concerns.

## **Section 3: Program and Departmental Policies**

### **\*Bulletin Board Notices**

Check the bulletin board located in the Student Commons Area occasionally. Schedule changes, continuing education notices, job opportunities, and other pertinent information will be posted.

### **\*Cell Phone Policy**

All students must turn cell phones off during all educational activities (Class, lab, clinical assignments). These devices are disruptive to the educational activities and should only be activated during breaks. **Students may have cell phone with them in the clinical education setting; however, the phone should be turned off or to a silent mode. Cell phones should NEVER ring or be answered when a student is participating in clinical or class activities.** Violation of this policy will result in disciplinary action.

### **\*Conduct Requirements: Department of Radiology and Imaging Sciences**

While working in the Department or any assigned area the student must conduct himself in a manner consistent with the ideals of the Program of Radiologic Technology. The student should:

1. conform in every way to the general policies of the Department of Radiology.

**Policy #HR 201  
Imaging Services**

**Section: Department of Radiology and Imaging Sciences**

**Policy Section: Human Resources**

**Policy Statement:**

Department of Radiology and Imaging Sciences employees will display understanding, courtesy, tact and cooperation towards all patients, patient's family, visitors, physicians, and fellow employees at all times.

**Scope/Procedure:**

1. The Department of Radiology and Imaging Sciences is responsible for all employees under its direction and shall insure that each employee provides prompt and efficient service in a courteous, professional manner.
  2. It is the responsibility of each employee to exhibit a friendly, helpful attitude to provide the best possible service to our patients, patient's family and guests. This professional behavior shall not be limited to the employee's work area, but shall extend to the entire hospital.
  3. Department leadership shall communicate to each employee the department's standard and expectations with regard to:
    - A. Proper introduction.
    - B. Responsiveness to requests for information or assistance.
    - C. Telephone courtesy.
    - D. Personal appearance and neatness of work area.
    - E. Mutual respect and cooperation should be exhibited by each employee to everyone with whom they come into contact, e.g., patients, patient's family, management co-workers, medical staff and visitors.
  4. All employees must meet the behavior and guest relations requirements or may receive disciplinary action to include suspension and/or termination.
2. conscientiously observe the ethical directives specific to the Department of Radiology and Imaging Sciences. The student is not to render interpretation of radiographs or reveal radiographic findings to patients, friends or relatives.

The following inappropriate behaviors will not be tolerated and may constitute disciplinary action or dismissal from the program:

1. Failure to complete clinical education satisfactorily.
2. Inability to maintain satisfactory grades and/or cutting classes.
3. Insubordination.
4. Alcohol or drug abuse while on duty or affecting duty.

5. Failure to develop those qualities considered essential to the ethical practice of radiography.

### **\*Confidential Information**

Confidential information learned about a patient in the exercise of your duty must be regarded as a sacred trust and may never be divulged. By your work and professional relationships with the patients, you will learn many things about their illness, treatment and even their personal lives. This **INFORMATION SHOULD NOT BE DISCUSSED WITH ANYONE** either inside or outside the hospital. Students will be required to attend HIPAA training and sign a confidentiality agreement that will be maintained in the student's file throughout their tenure in the program.

### **\*Inclement Weather Policy (ABBREVIATED)**

**Delayed Openings:** In cases of delayed openings, the entire University will be open and operating at a specific time to be announced by 5:30 a.m. on local radio and television stations. If it is not possible to specify an opening time, but it is expected that the University will open at some point during the day, an announcement to this effect will be made.

**University Closing:** In the case of delayed opening or closing, the University Provost will contact the Director of the University News and Information Office, who will contact the local media. The University News and Information Office will contact the following stations: Radio: WSTR, WZXI, WSB AM and FM, WCNN, WGST, WFOX, WYAY, and WAOK. Television: WAGA, WXIA, WSB, and WGNX. The Provost will also contact others in an officially established phone chain who will, in turn, contact other offices in the University. **You can call 404-727-1234 to confirm the hours of university operation.** In cases of inclement weather, an e-mail notice will be sent to all students. Please check your university e-mail to confirm the cancellation of class or clinical assignments.

### **\*Outside Employment of Students**

The schedule of studies in the School of Medicine, Medical Imaging Program requires the full-time commitment of the student. The administration, therefore, views with disfavor outside employment that may interfere with the quality of academic performance. It is recommended that students discuss their situation with the program director before accepting outside employment. **It is also recommended that students never accept a position that requires more than twenty (20) hours of work per week.**

### **\*Personal Relationships**

ADMINISTRATION: The student is expected to demonstrate loyalty and generous cooperation, so that the Emory Healthcare system may fulfill the obligation of adequate patient care.

**PHYSICIANS:** To the radiologist the student owes loyalty and obedience in all matters pertaining to the department of which they are the directors. He/she also owes him/her the respect and courtesy due a member of the medical profession. Specifically:

- a. Always address him/her by the title "Doctor";
- b. Willingly conform to his/her directives; and
- c. Graciously accept his/her corrections.

To all other physicians using the clinical facilities, he/she owes the same respect and prompt, cheerful service.

**FACULTY AND STAFF:** To the department faculty and staff falls the responsibility of seeing that order and conformity prevail in the department; therefore, the student should readily attend their assignments and directions.

**PATIENTS:** The students should endeavor to instill within themselves the highest ideals of charity toward the sick. Moreover, they should:

- a. Treat the patients with a warm and friendly approach, but with reserve.
- b. Clothe them and perform all examinations with due regard to modesty. The patient should always have an x-ray gown and be properly covered.
- c. Explain all procedures, answer the patient's questions and have the courtesy to give them the feeling of personal contact.
- d. Carefully watch the aged, unconscious, mentally ill, and children.
- e. Anticipate patients' needs and handle them with due regard to their condition.

### **\*Personal Visitors**

Personal visitors are not permitted during class or clinical hours. If you wish to have anyone visit the department, permission must be obtained. This policy applies to all clinical assignments.

### **\*Professional Society Membership**

Professional society membership allows the student the opportunity to become aware of trends in the profession, to make professional contacts, to become aware of new imaging techniques, and to make new friends. The Atlanta Society of Radiologic Technologists is the local professional organization. The Atlanta Society holds quarterly scientific meetings and your attendance is encouraged. Program faculty members also recommend that you join the Georgia Society and the American Society of Radiologic Technologists, in addition to the Atlanta Society.

### **\*Snacking and Smoking Areas**

**Smoking is no longer permitted on the Emory campus.** Gum is never chewed when there might be patient contact. Food is never eaten where there might be patient contact. All food must be restricted to the lounge area in each clinical department.

## **\*Technical Standards for the Bachelor of Medical Science, Medical Imaging Program\***

Essential abilities and characteristics required for completion of the Bachelor of Medical Science, Medical Imaging Program (“Program”) consist of certain minimum physical and cognitive abilities and sufficient mental and emotional stability to assure that candidates for admission, promotion, and graduation are able to complete the entire course of study and participate fully in all aspects of medical training, with or without reasonable accommodation.

The following abilities and characteristics are defined as technical standards, which, in conjunction with academic standards established by the faculty, are requirements for admission, promotion, and graduation.

The Program has an ethical responsibility for the safety of patients with whom students and graduates will come in contact. Although students learn and work under the supervision of the faculty, students interact with patients throughout their education. Patient safety and well-being are therefore major factors in establishing requirements involving the physical, cognitive, and emotional abilities of candidates for admission, promotion, and graduation. Students must have the physical and emotional stamina and capacity to function in a competent manner in the hospital, classroom, and laboratory settings, including settings that may involve heavy workloads, long hours, and stressful situations. Individuals whose performance is impaired by abuse of alcohol or other substances are not suitable candidates for admission, promotion, or graduation.

Students enrolled in the Program are required to possess the following physical, mental, and emotional skills, with or without reasonable accommodation:

- I. **Observation:** The student must be able to:
  - a. Participate actively in demonstrations and experiences in the classroom, laboratory, and clinical environments;
  - b. Observe patients accurately and completely, both at a distance and close at hand, and assess findings;
  - c. Observe and appreciate nonverbal communications when performing an assessment and performing imaging exams and duties;
  - d. Obtain a medical history;
  - e. Visually monitor patients in low levels of light;
  - f. Distinguish between shades of gray or colors on medical images; and
  - g. Hear sufficiently to provide safe and efficient patient care and effectively communicate with healthcare personnel.
  
- II. **Communication:** The student must be able to:
  - a. Communicate effectively and efficiently with a degree of sensitivity and cultural appropriateness with students, faculty, patients, their families, and members of the healthcare team;

- b. Establish good rapport with patients, interpret non-verbal aspects of communication, and convey or exchange information at a level allowing development of a health history;
- c. Process and communicate information regarding the patient's status with accuracy in a timely manner to members of the healthcare team;
- d. Record information accurately and clearly; and
- e. Read and interpret patient charts and requisitions for medical imaging examinations.

III. **Motor Function:** The student must have sufficient strength, motor coordination, and manual dexterity to:

- a. Execute movements required to provide for the general care and treatment to patients in all healthcare settings;
- b. Move, adjust, and manipulate a variety of medical imaging equipment, including the physical transportation of mobile radiographic machines, in order to arrange and align the equipment with respect to the patient and the image receptor according to established procedure and standards of speed and accuracy;
- c. Transport, move, lift, and transfer patients from a wheelchair or stretcher to an exam table or to a patient's bed;
- d. Provide physical and emotional support to the patient during the radiographic procedures; and
- e. Respond to situations requiring first aid and provide emergency care to the patient in the absence of or until the physician arrives.

IV. **Intellectual-Conceptual, Integrative, and Quantitative Abilities:** The student must have sufficient cognitive (mental) abilities and effective learning techniques to assimilate the detailed and complex information presented in the curriculum. The student must be able to:

- a. Learn through a variety of modalities including, but not limited to, classroom instruction; small group, team and collaborative activities; individual study; preparation and presentation of reports; and use of computer technology;
- b. Self-organize his/her time, independently manage multifaceted demands and schedules;
- c. Memorize, measure, calculate, reason, analyze, synthesize, and transmit information across modalities;
- d. Comprehend three-dimensional relationships and understand the spatial relationships of structures;
- e. Calculate and select proper technical exposure factors according to the individual needs of the patient and the requirements of the procedure's standards of speed and accuracy; and

- f. Review and evaluate the recorded medical images for the purpose of identifying proper patient positioning, accurate procedural sequencing, proper radiographic exposure, and other appropriate and pertinent technical qualities.
- V. **Behavioral and Social Attributes:** The student must possess the emotional health and maturity required for full utilization of his or her intellectual abilities, the exercise of good judgment, maintenance of patient confidentiality, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients, faculty, staff, and students. The student must be able to:
- a. Work effectively, respectfully, and professionally as part of a healthcare team;
  - b. Interact with patients, their families, and healthcare personnel in a courteous, professional, and respectful manner;
  - c. Tolerate taxing workloads, function effectively under stress, and display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of patients;
  - d. Contribute to collaborative, constructive learning environments; accept constructive feedback from others, and take personal responsibility for making appropriate positive changes; and
  - e. Display the personal qualities of compassion, integrity, concern of others, interest, motivation, and interpersonal skills.

The Program is sensitive to the needs of individuals with disabilities and will not discriminate against qualified individuals with disabilities who apply for admission or who are enrolled in the Program. Although these standards serve to delineate the necessary physical, mental, and emotional abilities of all applicants and students, they are not intended to deter anyone for whom reasonable accommodation will allow the fulfillment of the complete curriculum. Any applicant or student with questions regarding these technical standards are encouraged to contact the Office of Accessibility Services (“OAS”) (<http://accessibility.emory.edu/index.html>) immediately to begin to address what types of accommodation may be considered for development to achieve these standards. Admission to the Program is conditional on the applicant having the ability to satisfy these technical standards, with or without reasonable accommodation, and results from a process that examines and values all of the skills, attitudes, and attributes of each applicant on a case-by-case basis. It is the responsibility of a student who seeks a reasonable accommodation(s) to contact OAS.

The Director of the Program welcomes questions or inquiries regarding these technical standards and their application to the unique circumstance of each applicant or student.

***\* Developed in compliance with Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1990, and the ADA Amendments Act of 2008.***

## Telephone Etiquette

Good telephone habits can give people the feeling that they are receiving our interest, that we are serving them and that we are friendly, helpful and considerate. Let these principles be your guide in using the department phones:

1. Answer promptly with the standard greeting:

“Thank you for calling the “clinical setting”, Department of Radiology and Imaging Sciences. This is “your name”. How may I help you?”

2. Transfer calls tactfully;

3. Give accurate and careful answers; and

4. Hang the receiver up carefully.

Because of limited telephone facilities and the need for the telephone in connection with proper care of patients, **personal calls are not permitted while in clinical rotations, except in emergency situations.**

You can be reached *in case of an emergency* by giving outside callers the following contact information:

Program Office	(404) 712-5005 <a href="mailto:med.imaging.program@emoryhealthcare.org">med.imaging.program@emoryhealthcare.org</a>
Ted Brzinski	(404) 712-1229 <a href="mailto:ted.brzinski@emory.edu">ted.brzinski@emory.edu</a>
Kimberly Cross	(404) 712-0294 <a href="mailto:kgreen6@emory.edu">kgreen6@emory.edu</a>
Ajeenah Bullock	(404) 712-1673 <a href="mailto:ajeenah.bullock@emory.edu">ajeenah.bullock@emory.edu</a>
Lamiis Khalifa	(404) 712-1228 <a href="mailto:lkhalif@emory.edu">lkhalif@emory.edu</a>
Dawn Couch Moore	(404) 727-3200 <a href="mailto:lmoore@emory.edu">lmoore@emory.edu</a>
Sean Strickler	(404) 712-2167 <a href="mailto:Sean.strickler@emory.edu">Sean.strickler@emory.edu</a>
Kimberly Reese	(404) 712-1160 <a href="mailto:kimberly.c.reese@emory.edu">kimberly.c.reese@emory.edu</a>

Telephone dialing instructions:

To reach the Emory Operator:	Dial "0"
On-campus calls:	Dial 7, 8 or 2 plus the last four digits.
Off-campus calls:	Dial "9" and the local number.

## **SECTION III: ADMINISTRATION**

### **Section 1: Dean and Executive Associate Dean**

#### **Dean**

Vikas P. Sukhatme, MD, ScD  
James B Williams School of Medicine  
100 Woodruff Circle, Suite 423  
Atlanta, GA 30322  
(404) 727-5631

#### **Executive Associate Dean**

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

#### **J. William Eley, MD, MPH**

Executive Associate Dean, Medical Education and Student Affairs  
School of Medicine  
100 Woodruff Circle, Suite 453  
Atlanta, GA 30322  
[jeley@emory.edu](mailto:jeley@emory.edu)  
404-712-9979 office  
404-310-6022 cell

### **Section 2: Office of Medical Education and Student Affairs (OMESA)**

The Office of Medical Education & Student Affairs  
James B. Williams School of Medicine  
Third Floor, Room P375  
100 Woodruff Circle, Atlanta, GA 30322  
Main Line – (404) 727-5655

**\*OMESA Administration Deans**

**Douglas Ander, MD**

Assistant Dean, Medical Education  
[dander@emory.edu](mailto:dander@emory.edu)  
404-251-8828

**Marilane Bond, EdD, MBA**

Associate Dean, UME, GME, CME, Allied Health  
[mbond@emory.edu](mailto:mbond@emory.edu)  
404-727-5658

**Erica Brownfield, MD**

Assistant Dean, Medical Education  
[ebrownf@emory.edu](mailto:ebrownf@emory.edu)  
404-778-1613

**Gordon Churchward, PhD**

Assistant Dean, Medical Education and Student Affairs  
[gordon.churchward@emory.edu](mailto:gordon.churchward@emory.edu)  
404-727-2538

**Joel Felner, MD**

Associate Dean, Clinical Education  
[jfelner@emory.edu](mailto:jfelner@emory.edu)  
404-727-9876

**Sheryl Heron, MD, MPH, FACEP**

Associate Dean, Community Engagement, Equity and Inclusion  
Assistant Dean, Clinical Education  
[sheron@emory.edu](mailto:sheron@emory.edu)  
404-778-5924 or 404-251-8867

**Ira Schwartz, MD**

Associate Dean, Student Affairs  
Director of Admissions  
[ischwar@emory.edu](mailto:ischwar@emory.edu)  
404-727-5660

**Hugh Stoddard, MD**

Assistant Dean, Medical Education  
[hugh.stoddard@emory.edu](mailto:hugh.stoddard@emory.edu)  
404-727-8451

**\*Emory Center for Experiential Learning (ExCEL)**

The Emory Center for Experiential Learning (ExCEL) is located in the James P. Williams School of Medicine Building and includes both the Simulation Center and the Clinical Skills Center. The Center is a state-of-the-art facility encompassing over 10,000 square foot of

educational space. ExCEL includes spaces for low-tech task trainers, sophisticated human patient simulators, and virtual reality equipment for surgical techniques.

Simulation rooms have the capacity for direct and remote observation and recording. Much of the equipment will be mobile allowing integration of experiential learning into the classroom and small group learning.

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

ExCEL is a resource for the entire School of Medicine. Currently, it is used by many of the school's educational programs, residencies, fellowships, and faculty programs.

**Sharon Muret-Wagstaff, PhD, MPA**

Director, ExCEL Simulation Center

[sharon.muret-wagstaff@emory.edu](mailto:sharon.muret-wagstaff@emory.edu)

404-727-1293

**Kim Fugate**

Associate Director, Simulation Center

[kim.fugate@emory.edu](mailto:kim.fugate@emory.edu)

404-727-8961

**Reginald Adams**

Senior Program Associate, Simulation Center

[reginald.adams@emory.edu](mailto:reginald.adams@emory.edu)

404-727-8955

**Alison Dean**

BLS/ACLS Technology Specialist

ExCEL Simulation Center

[alison.e.dean@emory.edu](mailto:alison.e.dean@emory.edu)

404-727-2231

**\*Student Affairs and Enrollment Services**

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

- Class registration in the Emory PeopleSoft/OPUS system
- Upload final grades for MD students and process grade changes in OPUS
- Process changes to enrollment status for student leaves, dual degree study, and withdrawals in OPUS
- Assign classrooms and meeting space in 25Live

- Arrange access to the School of Medicine Building after hours for after-hours events and for students with ID prox cards
- Enrollment verification and letters of good standing
- Requests for exclusion of jury duty during medical school rigors
- Emergency loan requests
- Facilitate, monitor and ensure compliance of students' annual vaccination and healthcare training requirements (PPD, flu shot, OSHA, HIPAA)
- Intent to Graduate letter
- Degree verifications for state medical board/residency programs
- Notary Public services
- Monitor and facilitate the sign up for USMLE board examinations
- Fax and copy documents
- Assignment of student lockers in the student lounge, in the anatomy locker rooms, and in the basement for use by bikers
- Lost and found
- Student Affairs provides services to students on all campuses. Student affairs staff members are located on both the main Emory and Grady campuses.

**Mary Kaye Garcia, Registrar & Associate Director**

Student Affairs

Emory University School of Medicine

[marykaye.garcia@emory.edu](mailto:marykaye.garcia@emory.edu)

404-712-9921

**Emory Campus**

- **Kim Hemingway**  
Assistant Director of Registration and Student Affairs  
[kimberly.m.hemingway@emory.edu](mailto:kimberly.m.hemingway@emory.edu)  
404-712-9930
- **Shikina Harrison, MS**  
Program Coordinator  
[shikina.harrison@emory.edu](mailto:shikina.harrison@emory.edu)  
404-727-5655
- **Catherine Hall**  
Academic Records Specialist  
[catherine.m.hall@emory.edu](mailto:catherine.m.hall@emory.edu)  
404-727-5655

## **\*Financial Aid**

### **Mike Behler, Associate Director**

Financial Aid, Scholarships and Student Affairs

[mbehler@emory.edu](mailto:mbehler@emory.edu)

404-727-5683

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

For additional financial aid information see:

<https://med.emory.edu/education/financial-aid/index.html>

## **\*Registrar**

### **Mary Kaye Garcia, Registrar**

Associate Director, Student Affairs

Emory University School of Medicine

[marykaye.garcia@emory.edu](mailto: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 Doctor of Medicine students.

The Registrar is also responsible for:

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

- Data reporting on student demographics, enrollment, and academic progress

### **Section 3: Department and Program Personnel**

#### **\*Department Chair**

Carolyn Meltzer, M.D.  
 William P. Timmie Professor and Chair  
 Radiology and Imaging Sciences  
 Executive Associate Dean, Faculty Advancement, Leadership and Inclusion

#### **\*Program Faculty and Staff**

Ted Brzinski, M.E.S., R.T.(R) Instructor	Program Director
Kimberly Cross, M.S.R.S., R.T.(R) Instructor	Clinical Coordinator Assistant Program Director
Ajeenah Bullock, M.S.R.S., R.T.(R) Instructor	Radiography Instructor
Lamiis Khalifa, M.S.R.S., R.T.(R)(MR) Senior Associate	Radiography Instructor
Dawn Couch Moore, M.M.Sc., R.T.(R) Assistant Professor	Radiography Instructor
Sean Strickler, B.S., R.T.(R)(MR) Associate	MRI Instructor
Kimberly Reese	Academic Program Associate
Brenda Burroughs	Sr. Office Assistant

#### **\*Students (Class of 2021):**

Ivy Angelova	Chad Dauphinais
Shemarva Fluellyn-Davis	Noushin Hedayat
Kiara Holsey	Markevia Jackson
Rachel Jacques	Tesha Kumar
Courtney Miller	Marcus Peak
Jamileh Pouresmaeilhadi	Haylee Prince
Rosemary Tran	

**\*Students (Class of 2022):**

Aisha Ahmed  
Eboney Daniels-Burbridge  
Hannah King  
Sina Saljooghi

Brandi Carr  
Janine Gonzales  
Nicki Meyers

## **PART IV: STUDENT RESOURCES**

### **Section 1: Access, Disability Services and Resources**

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

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

Eligible students and faculty/staff must register and request services —contact OAS at Emory University or Emory's Oxford College. Confidentiality is honored and maintained.

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

The OAS office offers a wide variety of legally mandated services to students with documented disabilities.

#### **Determining Initial Eligibility**

- Students new to Emory or the accommodations process must follow these OAS policies and procedures for determining initial eligibility.
- Returning students will skip this step.
- Fill out Emory's student registration form and submit it along with the appropriate medical/disability documentation.
- An OAS staff member will review the application materials and determine appropriate accommodations specific to the individual's disabilities. Accommodations are developed for students on an individual basis and, depending on the course content and format, may vary by semester or term.
- If a student is determined to be eligible for reasonable accommodation, an OAS staff member will meet with the student to discuss approved accommodations. Otherwise, OAS may assist the student in identifying voluntary and readily achievable means for meeting his or her needs.

## Requesting Accommodations

- Students who need accommodations to participate fully in Emory's programs should file a formal request for accommodations with OAS. The best time to do so is immediately after registering for classes each semester or term, as this allows OAS to adequately coordinate services and provide instructors with reasonable notice.
- Students who are already registered with OAS must request accommodation letters each term.
- Newly admitted students should apply for accommodations using the same process as current students. Determination of eligibility for OAS services and accommodations is not part of the admission process.
- Students who have developed an impairment due to an illness, accident, or surgery may contact the office about potential accommodations for a temporary disability.
- *Students have the primary responsibility of advocating for themselves during the accommodation process.* They should not rely on their parents, faculty members, or others to do so for them.

## Implementing Accommodations

- After registering with OAS, the student will request an accommodation notification letter. Without a student's request, the office will not provide an accommodation letter.
- It is the student's responsibility to give the letter to the individual faculty member responsible for teaching and/or administering an assessment of the student in which an accommodation is requested.
- A copy of the letter must also be submitted to the Assistant Director of Medical Education Programs and Curriculum Management, Ms. Sherice Allen-Henry.
- Ms. Allen-Henry can provide assistance in contacting the OAS office.

## 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](http://www.emorycaresforyou.emory.edu/emory_cares_4_u/index.html)

## Section 2: Frequently Called Numbers

Medical Education/Student Affairs Office	727-5655
Minority Affairs Office	727-0016
Counseling, Psychiatric Counseling Center	727-7450
Counseling, Psychiatric University Health Service	727-7551
Financial Aid Office	727-6039
Library Services (Health Sciences)	727-5820
Parking, Emory Office	727-7641
Student Accounts	727-6095
University Health Service	727-7551
University Registrar	727-6042
University Campus Life Office	727-4407

### Section 3: General Diagnostic Clinical Education Settings

<b>Emory University Hospital</b> 1364 Clifton Road, N.E., Atlanta, GA 30322	<b>404-727-7021</b> 404-712-7036 (Radiology)
<b>Emory University Hospital Midtown</b> 550 Peachtree Street, N.E., Atlanta, GA 30365	<b>404-686-4411</b> 404-686-2326 (Radiology)
<b>Emory University Hospital Midtown (Medical Office Tower)</b> 8 <sup>th</sup> Floor, 550 Peachtree Street, N.E., Atlanta, GA 30365	404-686-3194 (Radiology)
<b>Emory Johns Creek Hospital</b> 6325 Hospital Parkway, Johns Creek, GA 30097	<b>678-474-7000</b> 678-474-7150 (Radiology)
<b>Emory St. Joseph's Hospital</b> 5665 Peachtree Dunwoody Rd., Atlanta, GA 30342	<b>678-843-7001</b>
<b>Egleston Children's Hospital</b> 1405 Clifton Road, N.E., Atlanta, GA 30322	<b>404-325-6000</b> 404-325-6555 (Radiology)
<b>The Emory Clinic at WCI</b> 1365 Clifton Road, N.E., Atlanta, GA 30322	<b>404-321-0111</b> 404-778-3596 (Radiology)
<b>The Executive Park Sports/ Spine Center</b> 59 Executive Park South, Atlanta, GA	404-778-6261(Radiology)

### Section 4: Infection Control

See the Medical Imaging Program *Clinical Handbook 2020-2021* or Part VI, Section 4 of the Medical Student Handbook (<https://inside.med.emory.edu/student/handbook/>).

### Section 5: Parking and Transportation

#### Emory Campus Parking

Parking on the Emory Campus **requires the display of a valid permit**. Only permits issued by Emory Transportation and Parking Services are valid. Permits are the property of Emory University. Permits are non-transferrable and are for use by the permit holder.

Any permit purchased requires submission of vehicle information for all vehicles which will be used with the permit. Vehicle information includes the make, model, color, style, and state issued license plate number. Failure to maintain current vehicle information with Parking Services will result in a fine.

Permits can be requested in person at the Parking Office or online <https://myaccount.parking.emory.edu/Account/Portal>.

## **Permit Types**

- Annual permit: Provides unlimited access to assigned parking area.
- Eagle Pass (occasional permit): Provides one access to assigned parking area per use.
- Temporary permit: Provides unlimited access to assigned parking area during the time period purchased, up to six months.
- Motorcycle/Scooter decal: Provides approval to park in designated motorcycle/scooter parking. Must register in person at the Parking Office.
- Acceptance of a permit indicates acknowledgement and agreement to abide by the Transportation and Parking Services Rules and Regulations.
- Parking privileges may be suspended or revoked for violation of the Rules and Regulations.
- Permit ownership is nontransferable.
- Falsifying information in order to obtain a permit is a violation of parking regulations.
- Replacement cost of a lost or stolen permit is \$20, nonrefundable.
- All vehicles that belong to the immediate family of a student, whether registered with Emory or not, will be considered the responsibility of that individual. Any parking violations charged against that vehicle will be the responsibility of the individual.
- Permit owners are responsible for maintaining current vehicle information with Parking Services.
- Unregistered vehicles with outstanding citations will be identified through the vehicle plate information obtained from the U.S. state registration system. An additional fine will be applied if a vehicle is not registered with Parking Services.
- Individuals with outstanding fines will not be allowed to purchase new permits until the fines are paid in full. Outstanding fines can also result in loss of parking access, immobilization of vehicle, or the vehicle being towed.
- Cars are not to be parked in the loading dock areas unless a special tag is given and are subject to towing and fines.

## **Emory Parking Permit Costs\***

### **Annual Pass**

- Term is August-August
- Annual Rate: \$672
- Semester Rate: \$336

### **Summer Pass**

- Term is May-August
- Rate: \$165

### **Temporary Permit**

- Maximum length of term is six months. You should purchase only for the dates needed. Permit can be customized to any specific dates (not just by calendar month).
- Rate: Daily rate x number of days needed. Daily rate is based on  $\$672/\text{yr} \div 9$  months.

### **Eagle Pass**

- Length of term – 2 years
- Rate: \$100 for 20 swipes
- Additional swipes may be purchased in the following packages: \$25/5 swipes; \$50/10 swipes; \$100/20 swipes. A request to purchase additional swipes may be done by email at <https://myaccount.parking.emory.edu/Account/Portal>. The cost will be billed to your student account.

### **Motorcycle/Scooter**

- Decal is valid until August 31
- Rate: No charge

\*Proration and Refunds: The cost of a permit is prorated based on the type of permit and the date of purchase during the academic year. Refunds are based on the return date and the original cost of the permit. Student permits cannot be returned for a refund after March 31.

### **Parking at Affiliated Hospitals**

- **Emory Midtown** – No charge for parking. Arrangements for Medical Imaging students are made by Kimberly Reese.
- **CHOA** – Emory students use Emory parking office arrangements; visiting students arrange parking through CHOA security office.

### **Shuttle Services**

- Emory Transportation Services offer shuttles on campus, for commuters, between major affiliated hospitals and other routes such as Georgia Tech, Oxford and shopping facilities. In addition, late-night service and SafeRide are available.
- **Cliff routes & schedules can be found on the Emory Website**  
<http://transportation.emory.edu/shuttles/index.html>.
- **Contact Information:** Contact a Transportation Services representative or visit the Transportation Services Offices in the Clairmont Campus Parking Deck (1945 Starvine Way, Atlanta, 30322). Office Hours: Mon-Fri, 7:30 am - 4:30 pm
- To report shuttle delays or problems, call 404-727-1829 or email [shuttles@emory.edu](mailto:shuttles@emory.edu).

## **Section 6: Safety and Security**

Emory University School of Medicine is enriched by the legacy and energy of Atlanta, but the location also means that urban crime or violence are possible.

Every effort is made by the Emory University School of Medicine and Emory University to provide a safe and secure environment for our students at all sites (campuses, healthcare facilities, etc.). Emory maintains its own police department that manages law enforcement, fire safety and emergency medical services as well as advising schools and individuals on public safety matters.

The James P. Williams School of Medicine building provides 24-hour study space for School of Medicine students and a security guard is on duty after hours. The entire building can be

accessed outside of business hours only by using an Emory ID card. The security guard checks student ID cards to limit after hours use to registered School of Medicine students only.

Students wishing to request an escort to or from parking decks or for motorist assistance on the Emory Campus are instructed to dial (404) 727-8005.

- Emory Police Department - 404-727-6111
- DeKalb County Police - emergency 911 number
- Emergency "blue light" phones located throughout campus link callers directly to the Emory Police Department in order to report emergencies and request security escorts.
- **Emory University Office of Critical Event Preparedness and Response (CEPAR)** coordinates campus-wide activities related to unusual events. CEPAR uses [www.emory.edu](http://www.emory.edu) website bulletins, cell phone text messages, emails and other means to notify community members about precautions and plans.

### **Emory University-affiliated Hospitals Public Safety Departments**

Officers are on duty twenty-four hours each day. Students are encouraged to notify the Public Safety Departments concerning any activity which may compromise an individual student's safety and/or the safety of any other students, physicians, residents, hospital employees, patients, or visitors.

- 404.712.5598 – Emory University Hospital
- 404.686.2597 – Emory University Hospital: Midtown

## **Section 7: School of Medicine Information Technology Services (SOMITS)**

The School of Medicine's Information Technology Services Department collaborates with OMESA in the delivery of student support services. Information Technology Services' primary objective is to manage and maintain technology utilized for the delivery of the School of Medicine's curriculum.

For help with Emory University School of Medicine's IT Resources: Student Computing, Equipment Checkout, Public Printing, SOM Computer Labs, Mobile Video Conferencing, Audio / Visual Assistance, Classroom Podiums, Classroom Audio / Visual Training, and SOM Event Consultation contact:

Phone: 404-727-6648

Web: [med.emory.edu/help](http://med.emory.edu/help)

Email: [meded-help@emory.edu](mailto:meded-help@emory.edu)

Hours: Monday - Friday, 8 am - 5 pm.\*Excludes Emory Observed Holidays

### **Noah Paris**

Academic Technology Specialist II

[nparis@emory.edu](mailto:nparis@emory.edu)

404-727-4106

**Mark Trenchard**

Senior Director, SOMITS  
[mark.trenchard@emory.edu](mailto:mark.trenchard@emory.edu)  
404-582-3222

**Jess Bowling**

IT Manager, Curricular Support  
[jbowlin@emory.edu](mailto:jbowlin@emory.edu)  
404-712-8824

**Jon Hamilton**

Manager, Audio Visual  
[jon.hamilton@emory.edu](mailto:jon.hamilton@emory.edu)  
404-712-1563

**Tom Quinn**

Director, Information Technology  
[tdquinn@emory.edu](mailto:tdquinn@emory.edu)  
404-727-9805

**Section 8: Student Health**

The health and well-being of Emory students is a top priority and essential to student success. While we encourage self-care, health promotion and prevention, medical students are not exempt from having physical and/or mental illness.

All students are expected to take responsibility for maintaining personal wellness by utilizing the multiple resources at Emory outlined below and notifying the dean's office when personal health becomes a concern.

**Student Health Services (EUSHS) and Counseling and Psychological Services (CAPS)**

The mission of Emory University Student Health Services is to empower students to take responsibility for their health and to complement the academic mission of the university by providing collaborative medical, counseling and health promotion services that result in a healthy campus culture. Student Health 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 Services is very proud to be fully accredited by the Accreditation Association for Ambulatory Health Care, Inc. (AAAHC).

**Student Health Services (EUSHS)**

Emory University Student Health Services (EUSHS) is located at 1525 Clifton Road and provides a wide variety of outpatient clinical and health education services designed to meet the needs of Emory students. Registered students with valid Emory ID cards are eligible for care. Student's spouses, Domestic Partners and unmarried children over 18 years of age are only

eligible for primary medical care if they are currently enrolled in the Emory/Aetna Student Health Insurance Plan. Please note that the enrolled Emory student must have purchased dependent coverage separately; it is not automatically provided by virtue of the student's enrollment in the plan. Care for eligible dependents is provided by appointment on a fee-for-service basis.

Please note that Emory University employees attending courses under the tuition courtesy program are NOT eligible for care at EUSHS and should seek care with other primary care providers in the Emory Healthcare system or the local community.

EUSHS services include primary outpatient health care; physical examinations; confidential HIV testing; women's health and contraception services; colposcopy and IUD placements; mental health counseling and referral; preventive health; substance abuse counseling and referrals; allergy injections and immunizations; on-site specialty clinic in dermatology and referrals to off-site specialists; health education and wellness programming and individual consultation; international travel clinic and immunizations; nutrition counseling; and laboratory testing.

### **Appointments**

Emory University Student Health Services (EUSHS) is open 8:30 - 5 pm Monday - Friday. Web-booking is available for nurse immunization appointments and wellness physicals. All other appointments are scheduled by calling **404- 727-7551 (press 1)** during office hours.

**During the COVID-19 Response, access to Student Health Services remains robust but in different more innovative ways. Hours are 8:30 - 5 pm.**

**For those of you who have NON-COVID-19 related medical concerns that require attention:**

- Starting April we began to offer Telehealth using Zoom for those living in Georgia for many concerns.
- Psychiatry Telehealth visits have started and have been very successful.
- Please call 404-727-7551 (404-727-6145 for Psychiatry) if you need to schedule an appointment, which will either be in-person or over Zoom after your concern is reviewed by our nursing staff to ensure the appropriate level of care.
- You may also reach out to your primary health care provider via the patient portal if you are due for a visit to review next steps.

**For those who have COVID-19 related questions or are experiencing symptoms, START WITH A VIRTUAL ASSESSMENT:**

- Send a message to the "COVID Assessment Provider" on your online patient portal and fill out the form. A provider reviews these forms daily from 9 a.m. to 4 p.m., and will call you to address your concerns and provide individualized guidance.
- If you are at high risk for complications or your symptoms require an in-person evaluation these will be arranged by appointment only.

- If you have urgent symptoms or questions after hours or over the weekend, call Student Health Services at 404-727-7551 and press “0” for the medical advice line. If you are having chest pain, serious difficulty breathing, or any another type of medical emergency, call 911 or 404-727-6111 on campus.

EUSHS operates on an APPOINTMENT ONLY system. If you cannot keep your appointment, please call and cancel at least two (2) hours before the scheduled appointment time or 24 hours in advance before specialty clinics.

Please [read about charges for not showing up](#) (No Show) for a scheduled appointment.

- **Emory University Student Health Services:** 404-727-7551
- Sharon Rabinovitz, MD, Vice President and Executive Director
- Student Health Immunization Nurse: 404-727-0392
- [www.studenthealth.emory.edu](http://www.studenthealth.emory.edu)

### **Student Counseling and Psychological Services (CAPS)**

The Emory University Student Counseling & Psychological Services (CAPS) is located in the 1462 Clifton Road Building, Suite 235. CAPS provides free, confidential individual, group, and couples counseling for enrolled undergraduate, graduate and professional students at Emory University. CAPS staff also provides consultations to students, faculty, or staff who are concerned about an Emory student. In addition, CAPS provides outreach and educational workshops on a variety of topics.

Services are provided by competent, caring psychologists, social workers, and psychology and social work trainees. Services at CAPS are covered by the Mental Health & Counseling Fee. CAPS also provides referrals to other agencies on campus, low-cost services in the community, or private practitioners in the community when necessary and/or requested.

An Emory student interested in arranging an appointment can call (404) 727-7450 or come to CAPS between 8:30 am and 5:00 pm, Monday through Friday. Same day crisis triage appointments are available between 8:30 am and 3:30 pm. Psychiatric services are available at Student Health Services at 1525 Clifton Road, phone (404) 727-7551.

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

### **Other after-hours resources**

- Dekalb County Mental Health Support Line: 404-892-4646
- In case of an emergency the Police should be called by dialing 911.

### **The Respect Program**

The Office of Respect is a 24-hour support resource that helps Emory students impacted by interpersonal violence. We have advocates available to offer support and help you learn more about your options and rights; assist with safety planning; provide legal and medical accompaniment; and/or offer academic assistance. We also aim to reduce the incidents of sexual

assault and interpersonal violence through preventative work, bystander trainings, and support of peer networks.

COVID-19 Statement: The Office of Respect remains open. Although our staff are working remotely, we remain available for consultation and meetings via zoom or by phone.

The RESPECT Hotline is: 470-270-5360 or visit: [the Office of Respect](#).

## **Section 9: Student Insurance**

### **Disability**

All students enrolled full-time in the Emory University School of Medicine are provided with group long-term disability insurance coverage. For the 2020-2021 academic year this coverage is provided by The Guardian Insurance Co., Inc. A summary of the plan and an electronic copy of the benefit booklet is distributed to students annually. Additional information concerning the plan is available by calling the plan administrator, Ms. Susan Gelber of InsMed Insurance Agency, Inc., [1-800-214-7039](tel:1-800-214-7039). Seniors will be given 30 days after graduation to extend the policy if desired. Ms. Gelber, is also available by phone to discuss the options available to graduating seniors.

### **Liability**

Students are covered by professional medical liability insurance any time they are enrolled in a clinical course for credit, observing or assisting in the provision of care under the supervision of Emory faculty, or under the supervision of faculty at other institutions as part of their Emory educational program.

This would include:

- activities that are an official component of the curriculum, including required and elective courses
- clinical activities that students may participate in, at the invitation of faculty, but which are not required as part of that faculty member's SOM clinical duties
- volunteer clinical activities supervised by Emory faculty

At all times, students must be under supervision of faculty in performing clinical service, and the performance of such services must be within the scope of the supervisor's training and certification.

Students who provide medical services outside the scope of the School of Medicine curriculum or with non-Emory faculty physicians are NOT covered by University liability insurance. Students are advised not to engage in such activities unless other liability coverage is provided for them.

### **Mandatory Health Insurance**

See page 96 in this Handbook or Part VI, Section 2 of the Medical Student Handbook (<https://inside.med.emory.edu/student/handbook/>).

## Section 10: Student Life

### Campus Life

Emory University's Division of Campus Life cultivates a welcoming and dynamic community that is committed to modeling and teaching holistic well - being, ethical leadership, civic engagement, cultural humility, and global citizenship by providing a supportive and responsive foundation for an evolving campus community to develop skills necessary for lifelong success and positive transformation in the world.

As a student at Emory University, medical imaging students not only contribute, but also have access, to the vibrant Emory community. In addition to the over 400 organizations officially recognized by the Emory Student Government Association, athletic and recreational programs, public service and leadership opportunities, Campus Life is a resource to assist you with social, career, and intellectual advancement.

[http://www.emory.edu/CAMPUS\\_LIFE/index.html](http://www.emory.edu/CAMPUS_LIFE/index.html)

### Housing

Emory's preferred graduate and professional student housing is available at Campus Crossings Briarcliff (operated by Campus Apartments). For a complete listing of all nearby housing, please visit <https://offcampushousing.emory.edu>.

### Student Government

The students of Emory University are governed by the Student Government Association (SGA) and all student organization charters must be approved by the SGA. For more information about Emory University Student Organizations and Divisional Councils, please visit their website at <https://emory.campuslabs.com/engage/organization/student-government-association>.

The Medical Student Senate (MSS) approves all applications for medical student groups seeking charter with the SGA. To submit an application to the MSS:

### Starting a Student Organization

1. Check the list of existing medical student organizations to make sure that there isn't already a group similar to the one you are interested in starting.
2. Submit the following information to the Medical Student Senate (MSS) Vice President:
  1. A written constitution for your organization (a template is available online)
  2. Club Adviser, Leadership, and Membership Roster Form (available online)
  3. A listing of the current leadership for the organization, with contact information. President and Treasurer are the minimum.
  4. Membership roster, including the 7-digit student ID numbers for students. At least 10 members are required.
  5. Name and contact information for the club adviser (this must be a faculty member).
3. Attend the next MSS Meeting to present your plans for your new student group.
4. Plan events for your group and request funding as needed.
5. Report back to the MSS about any events you hold, using the MSS Event Form (available online)

6. If your group is doing well, after 6 months, you will be able to request a full charter for your group. This will allow you to submit an annual budget every year. If you are interested in moving from a junior charter to a full charter, contact the MSS VP.
7. If your full charter is approved, make sure to submit a budget and attend the budget meeting in May!

For more information and links to online references, please visit the Medical Student Senate website: <https://emory.campuslabs.com/engage/organization/medical-school-senate>.

### **Medical Imaging Program Class Officers**

Each medical imaging program class will elect officers annually.

## **Section 11: Use of School of Medicine Building**

### **Reserving Space**

All student activities in the School of Medicine that require the reservation of space must submit a request for approval to [Ms. Shikina Harrison](#) in Student Affairs. Once approval has been given the student leader can proceed with the following steps:

1. <https://25live.collegenet.com/emory> allows you to use 25Live with your University User ID and Password.
2. Go online and request the space. If time is a concern, notify Ms. Harrison the request has been placed in the system. Confirmation can be completed if time is of concern.
3. Ms. Harrison can assist you in getting a diagram of your set-up for your event to Staging in Campus Services. This is needed only if changes must be made to the space and Campus Services will need it in order to set up and return the space to its original order.
4. All users of space in the School of Medicine must abide by the official School of Medicine space policy. Failure to do so would prevent confirmed reservations in the future.

Students must use the on-line request procedures. Student Affairs staff can advise student leaders on their staging (tables and chairs) requests or needs for custodial or FMD services in conjunction with their events.

## **Section 12: 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.

## **Main Branch**

1462 Clifton Road, Atlanta, GA 30322

<http://health.library.emory.edu>

## **Hours**

- Monday thru Thursday: 8:00 AM - Midnight (Summer Hours until 10:00 PM)
- Friday: 8:00 AM - 7:00 PM
- Saturday: 10:00 AM - 7:00 PM
- Sunday: 12:00 PM - Midnight (Summer Hours until 10:00 PM)

## **Contact Information**

- Ask A Librarian - <http://health.library.emory.edu/ask-librarian/>
- Information Desk - 404.727.8727

## **School of Medicine Building, OMESA Office, Suite 375P**

- Medical Education & Technologies Informationist (METI)
- Hours: generally 8:30 am-12: 30 pm, Monday through Friday, or by appointment
- Contact Information: METI: 404-712-9936

## **Emory University Hospital Branch Library**

- 1364 Clifton Road, Atlanta, GA 30322
- Emory University Hospital, Room H-140
- 24/7 card access available to students on rotations with activated ID card
- To have your ID programmed, take your schedule to Public Safety, room HB43
- Contact Information: EUH Branch Clinical Informationist: 404-727-3094

## **Emory University Hospital Midtown Branch Library**

- 550 Peachtree St. NE, Atlanta, GA 30308
- 5<sup>th</sup> Floor Medical Office Tower, EIMS
- 24/7 card access available to students on rotations with activated ID card
- To have your ID programmed, take your schedule to take your schedule to Security Services, Orr Building
- Contact Information: EUH Midtown Branch Clinical Informationist: 404-686-1978

## **To Access Resources and Services, always start at Woodruff Health Sciences Center Library: <http://health.library.emory.edu/>**

- Identify yourself with your network ID and password when prompted

## **To Research Questions & Topics, Perform a Literature Search, or Analyze Data, Start Here:**

- Clinical Decision Support – AccessMedicine, ClinicalKey, Cochrane Library, DynaMed, Epocrates
- Databases - PubMed, EMBASE, CINAHL, Web of Science, Scopus
- eJournals - Searchable A-Z List of Emory's Electronic Journals
- eBooks - AccessMedicine, AccessEmergencyMedicine, AccessSurgery, ClinicalKey,
- eTools - EndNote, Lasergene, SPSS

### **To Obtain Journal Articles from Database Search Results**

- Click on the Find It@Emory button to view full-text availability and other options
- If there is no full-text, click the discoverE -GO- button to check for print availability
- If there is no full-text or print available, click the ILLiad -GO- button to request the article

### **To Make Online Requests, Go To the Library's Services page under Using the Library**

- <http://health.library.emory.edu/training/eLearning-solutions.html#collapse1>
- Get an article delivered from another institution if not available at Emory (Interlibrary Loan)
- Schedule a consultation (Ask a librarian)
- Have an Informationist complete a literature search for you (Ask a Librarian)

## **PART V. ACADEMIC POLICIES**

### **Section 1: Academic Integrity**

#### **\*Classroom Etiquette**

In order to maintain an environment conducive to learning and to promote order, the following is a summary of proper classroom etiquette that must be followed by all students. Any behavior that creates discomfort in your classmates is inappropriate as it interferes with their right to participate fully in the learning process. Furthermore, many of the behaviors presented may be viewed as disrespectful by the instructor.

#### **Punctuality**

At the scheduled start time of a class, students are expected to be seated and ready to learn. Late arrival is annoying and disruptive. If a student is late, they should enter the room quietly and sit in the back of the room.

#### **Questioning**

Questions enhance the learning process and provide opportunity for clarification of concepts. Questions benefit the entire class when they are relevant to the materials being presented. Students should follow the guidelines below when asking questions:

- If a student has a question, they should raise their hand and wait for recognition by the instructor.
- Questions should be asked in a respectful manner. Challenging or argumentative tones do not promote scholarly discussion and adversely affect the learning process.
- Students should not ask questions of another student or have whispered conversations while the instructor is speaking. This type of behavior is rude and distracting.

## **Computer Use**

Computer use during class is acceptable as long as it is directly related to the subject matter being learned. Off-task use of computers (checking e-mail; surfing the net; working on assignments for other classes, etc.) is unacceptable, disrespectful, and will result in the student's loss of computer privileges for the remainder of the semester.

## **Mutual Respect**

Students should follow the guidelines listed below to assist in the maintenance of an open and cooperative learning environment.

- Be considerate of the feelings of others.
- Use appropriate language. Profanity or demeaning language is not acceptable.
- Respect the opinions of others (both students and faculty members) in the class, even if you disagree with them.
- Share ideas and opinions. Sharing ideas and opinions in a respectful way is healthy; however, telling other students how to behave or what to believe or do is inappropriate.
- When debating an issue, challenge the issue, not the other individual.
- Do not exhibit disruptive behavior in class. Examples of unacceptable behavior include, but are not limited to, the following:
  - Expressions of boredom (Heavy sighing, exaggerated yawning, etc.)
  - Sleeping
  - Talking inappropriately
  - Arguing
  - Off-task computer usage

Students exhibiting disruptive behavior may be asked to leave the class.

## **Participation/Assignments/Testing**

Students are expected to be prepared for class each day. Reading and homework assignments should be completed **prior to class**.

Calculators should be brought to class every day in certain courses. Students will be notified at the beginning of the semester if this is a requirement. Students should not ask to borrow the instructor's calculator or to use their phone as a calculator.

Students are expected to submit quality work by the assigned deadlines. Student grades will reflect the quality and timeliness of assignments.

Students are expected to exhibit honesty in all academic matters.

Each in-class exam or quiz has a specific time limit. If a student completes the test prior to the time limit, they should either sit quietly or leave the room quietly. Students should not leave and re-enter the room as this is distracting to those still testing.

## **Grades**

Each student's grade on an assignment or test is private. It is inappropriate to ask another

student about their grades. If a student wishes to share this information, they will do so voluntarily.

Student grades reflect performance. Students who have questions about an assignment grade should meet with the course instructor after class to discuss the situation.

## **\*Academic Health Professions Student Honor Council and Code**

### **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.

### **Statement of the Academic Health Programs Honor Code**

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.

### **Definitions and Policies**

- 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.
- 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.
- Sabotage. Sabotage is defined as intentional and malicious actions that impair another student's academic performance.
- 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.

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.

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.

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.”

The absence of this pledge does not exempt the student or the assignment from abiding by this Honor Code.

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.

### **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.

### **Membership**

The Honor Council will consist of one elected Student Representative and one Faculty Representative from each AH program. In addition, there will be two Alternate Student Representatives from each AH program, and one Alternate Faculty Representative appointed by the AH Program Directors (hereafter referred to as the PDs). The Honor Council is led by a Chair, Vice Chair, and Secretary who are elected by the student membership from among the Student Representatives on the Honor Council.

### **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.

### **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.

### **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:

- Work with the Program Directors to ensure Faculty and Student Representatives are selected by September 30th.
- Coordinate and lead the two training sessions described below.
- Provide guidance, as needed, to the Student Leadership, Investigators, and the Student and Faculty Representatives during the process of an investigation and hearing.
- 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.
- 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.

### **Training**

The HC Liaison will coordinate a formal training session for all new Faculty and Student Representatives in the fall.

The session will be conducted by an official representative of the Office of Undergraduate Education Honor Council.

A second training session will follow to review in detail the investigation and hearing process.

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.

### **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.

- The positions of Chair, Vice Chair, and Secretary must be filled by students from three different Academic Health Programs.
- 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.

### **Procedures for Reporting and Investigating Honor Code Violations**

1. 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.
2. Once an allegation has been made, the individual making that allegation must draft, sign, and submit a brief statement to the Honor Council Secretary.
3. Upon notification of a possible violation of the Honor Code, the following will occur:
4. The Honor Council Secretary will inform the Honor Council Chair that a possible violation of the Honor Code has been reported.
5. 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.
6. 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.
7. The student named in the allegation will be informed of the investigation prior to its onset by HC Secretary and an investigation will proceed.

8. 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.

### **Prior to the Hearing**

9. 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.

10. 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.

11. Any student who is alleged to have violated the Honor Code will be permitted to continue academic endeavors until a final decision is made.

12. 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.

13. 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.

14. 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.

### **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.

### **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. After all admissible evidence has been reviewed, the hearing panel shall deliberate to decide the case.

### **Rules Governing Proceedings**

1. All hearings will be conducted in closed-door session and will remain confidential. Participants in the hearing will be limited to the following:
  7. Chair (or Vice-Chair) of the Honor Council.
  8. The seven selected Honor Council Representatives (2 Faculty, 5 Students, not including the Chair).
  9. The Secretary or, if needed, a temporary Secretary appointed by the permanent Secretary.
  10. The student alleged to have violated the Honor Code.
  11. The two investigators assigned to the case.
  12. Relevant witnesses who may be present only while testifying.
  13. The faculty advisor selected by the accused. This individual is not permitted to testify, ask questions, or to make statements of any nature.

The Secretary or his/her appointee will take minutes of the hearing and make them available to the Honor Council.

### **Decisions and Penalties**

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.

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.

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.

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.

Recommended for sanctions for violations of the Honor Code.

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.

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.

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.

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

### **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.

### **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.

## **Section 2: Registration**

All students must register on the dates indicated in the Academic Calendar. Registration information may be obtained from the program office. **Students who do not complete registration on registration day are charged a late fee of \$150.00.** After the last date in the Academic Calendar for changing courses, registration may be allowed only by joint consent of the director, the registrar and instructors concerned. After 10 calendar days have lapsed from the date classes begin, registration is not permitted.

Tuition is due and payable at registration for each semester. Payment plans are available during the fall and spring semesters. For information contact Student Accounts.

## **Section 3: Cancellation and Withdrawal**

Registration may be canceled during the first week of classes. See the Academic Calendar for the precise date each semester. Cancellation of registration means that no deficiencies will be noted on the student's transcript.

After the first week of classes, a student who wishes to leave the University must go through a withdrawal procedure. Honorable dismissal requires that this procedure be followed. Withdrawal forms may be secured at the Office of Medical Education and Student Affairs.

Refunds of tuition are only partial. A student may cancel registration within the first week of the semester (first five class days), in which case only the deposit will be forfeited (or \$25.00 if no deposit was required). After the first week of classes, a student may voluntarily withdraw; the forfeit in withdrawal increases progressively but is not less than for cancellation as a minimum. There is no refund of tuition after approximately five weeks. No refund is given if a student drops only a part of the course work for which he registered after the last day for approved schedule changes as specified in the Academic Calendar. There is no refund for a student who is dismissed from the program.

Readmission of students following withdrawal for medical reasons requires medical clearance by designated University health official.

A student who withdraws may not continue living in University housing or participate in student activities and is ineligible for University health services.

A student's continued enrollment at Emory University is a privilege based not only on a satisfactory scholastic status, but also upon good emotional health. If, in the opinion of the Dean of a student's school, the student demonstrates evidence of an emotional disorder, the student

may be referred by the Dean to the University Student Health Service for psychiatric evaluation. Refusal to obtain a psychiatric evaluation, when properly requested to do so, or determination by the University Health Service that withdrawal would be in the best interest of the student and the University shall be cause for involuntary withdrawal of the student from the University by the Dean.

Withdrawal in such cases shall normally incur no academic penalty for the term in which the student is enrolled; and tuition refund, if any, shall be based on the schedule established for voluntary withdrawal. The Dean shall inform the student in writing of the effective date of the involuntary withdrawal, and shall explain in writing the procedure for application for readmission to Emory University.

Application for readmission after withdrawal for psychiatric reasons will require evaluation by the University psychiatrist. A person seeking readmission may choose to submit a written report from his/her own psychiatrist at the individual's own expense. In no case shall readmission be granted after psychiatric withdrawal without the approval of the University Health Service.

#### **Section 4: Class and Examination Attendance**

Attendance at all scheduled classes is expected, but specific requirements are at the discretion of individual course directors. **Daily attendance on clinical clerkships is mandatory. Attendance is also mandatory for all tests, final examinations, and certification examinations.** Students are responsible for being present at 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. Requests for rescheduling or delaying examinations will not be considered except in cases of documented medical or family emergency. Deferred examinations must be taken at the time specified by the major professor of the course. Failure to take a deferred examination will result automatically in the grade of "F".

#### **Section 5: Reporting of Absences**

**Students must report absence from examinations or from daily clinical clerkship duties and reasons thereof, as soon as possible to the Program Office and to the faculty member responsible for the course or clerkship.** When it is known in advance that attendance will not be possible, notification should be made before the day of absence. If the faculty member cannot be reached, the Program office should be asked to notify them.

**When absence due to illness extends beyond 48 hours, a signed physician's report will be required** (from the Student Health Service or from the student's personal attending physician). This is done primarily for the student's protection against any accusation of neglect or indifference, as well as to ensure students, in the case of illness, seek proper health care.

#### **Section 6: Religious Observances**

The School of Medicine, Medical Imaging Program 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 clerkship duties because of religious beliefs and practices. **To this end, individualized requests should be directed to course directors at least 15 days in advance of any conflict.**

During clinical assignments, when the schedule of patient care and clinical conferences conflicts with a student’s religious observances, the student should arrange substitutions and make-up work in consultation with, and in agreement with, the Clinical Coordinator. Due to the “non-scheduled” nature of the clinical training, each student is expected to recognize his/her own personal responsibility for patient care and his/her own learning experience. Preparing students to assume the responsibility for patient care is the nature of clinical training and is critical to students’ professional training.

## Section 7: Grading System

A student's continued enrollment in the Medical Imaging Program is dependent upon satisfactory scholastic achievement. The criteria used in determining whether a student's scholastic standing is satisfactory are described in this section.

### Grading Scale:

The following system of grading is used except for courses where special permission has been granted to use Satisfactory (S) and Unsatisfactory (U):

Quality Points	Letter Grade	Numerical Grade
4.0	A	90 - 100
3.0	B	80 - 89
2.0	C	75 - 79
1.0	D	70 - 74
0.0	F	< 70
0.0	I	Incomplete
0.0	IF	Incomplete Fail (Work not completed within allotted time)
0.0	W	Withdrawal
0.0	WF	Withdrawal Fail (Average < 70 at time of withdrawal)

To compute a grade-point average (GPA), first identify the classes or semester to include in the calculation. Then, for each course, multiply the quality points earned times the number of credit hours attempted *on a letter grade basis*. Lastly, divide that total by sum of the credit hours attempted. Courses with a grade of S, U, W, or WU are not used in calculating the grade point average. Courses with a grade of IF or WF are counted as F when calculating the grade point average.

### **Tentative Grades:**

When assigned work is not satisfactorily completed during a prescribed period, a grade of “I” (Incomplete) may be given if the instructor so desires. If the work is not subsequently completed within one year or a time period prescribed by the course instructor, a final grade of “F” or “U” will be entered on the record. The grade of “I” may be changed to a “W” in special circumstances of extended illness or injury.

### **Grade Appeals:**

Students are encouraged to discuss evaluations and final grades with the course director. If a student wishes to appeal a final grade or evaluation, this must be **presented in writing** to the Program Director, 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 Program Director will then review the basis for the appeal of the final evaluation and/or grade. The Program Director 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 Program Director may find that there is no basis, based on process or factual content, for a change of final grade or evaluation. Alternatively, the Program Director may recommend that the course director consider any of the following: 1) for questions regarding factual content, the Program Director may recommend that the course director submit the questions and answers to a group of faculty in the field for review; 2) for questions regarding process or factual content, the Program Director may suggest additional assessment of student performance and subsequent reconsideration of the evaluation/grade; or 3) the Program Director may suggest a change of grade/evaluation. The course director will then consider the recommendation made by the Program Director and submit a written response to the Program Director and a re-considered final grade/evaluation. After review by the Program Director and submission of the re-considered grade/evaluation, the student may appeal any decision to the Program Grade Appeal Committee. The student may further appeal the Program Grade Appeal Committee decision to the Executive Associate Dean of the Medical School. The decision by the Executive Associate Dean of the Medical School shall be final.

### **Section 8: Requirements for Continued Enrollment**

A student's continued enrollment at Emory University is subject to the decision of the program's Progress and Promotions Committee that satisfactory academic progress is being made, that rules of the program and University are being complied with, and that the best interests of the school and other students are being served. The Progress and Promotions Committee may, at their discretion and irrespective of grades, declare probationary status for any student who, in their opinion, is not properly utilizing time and talents or not adhering to program and university policies.

### **Academic Standing and Academic Dismissal:**

Students earning a grade of “D” in any medical imaging course will be required to retake the course in which the “D” was earned. Achievement of a grade of “C” will be required when the course is repeated; however, the initial grade of “D” will remain on the student’s official transcript. Repeating a course means the student will have to interrupt the program of full-time study and graduation will be delayed for one year. During the intervening year, individualized plans of study will be developed jointly by the student and the Program Director.

Achievement of two or more grades of “D” in medical imaging courses will automatically result in exclusion from the program.

Achievement of one grade of “F” or “IF” in any medical imaging course will automatically result in exclusion from the program.

Students experiencing academic, clinical or personal difficulty may withdraw from a course. Withdrawals will only be granted prior to mid-term and a grade of W (withdrawal without penalty) or WF (withdrawal failing) will be assigned as appropriate. Withdrawing from a course means the student will have to interrupt the program of full-time study and graduation will be delayed for one year. During the intervening year, individualized plans of study will be developed jointly by the student and the Program Director.

### **Grade Point Average Requirement:**

A 2.0 average must be maintained in **each semester** to remain in good academic standing and to continue in the program.

A cumulative GPA of at least 2.0 (didactic and clinical) is required for graduation.

### **Readmission Policy:**

Students requesting to return to the program after a leave of absence must request readmission, in writing, to the Program Director. A student returning to the program after a leave of absence of one year or less must follow the following policies and procedures:

- 1) The student must enroll as a part-time student in the semester prior to their re-enrollment as a full-time student. In this semester the student will enroll in Independent Study. This will allow the student the opportunity to become reacquainted with the clinical and classroom environments.
- 2) The student must take written exams covering major content areas (both general radiography and minor track) taught in previously taken courses. The student must make a grade of 75 or better on each exam.
- 3) The student must take skills tests covering all competency procedures learned in previous semesters. This includes:

- a) Simulation on all previous procedures. (Minimum score of 80)
- b) Completion of performance objectives. (Minimum score of 75)
- c) Completion of clinical quizzes. (Minimum score of 75)
- d) Completion of one prerequisite exam followed by competency evaluation for all competency examinations previously completed (both routine and final competency exams). (Minimum score of 80-routine competency exams; 90- final competency exams).

Students absent from the program for a period of greater than one year must re-enroll at the beginning of the course of study. Class size is limited by the accreditation agency and clinical capacity. Readmission will be considered only if there are positions available.

### **Section 9: Exclusion**

Achievement of two or more grades of “D” in medical imaging courses will automatically result in exclusion from the program.

Achievement of one grade of “F” or “IF” in any medical imaging course will automatically result in exclusion from the program.

A student who is excluded under these rules will not be eligible to attend for the next regular semester. The Program’s Progress and Promotion Committee and Admission Committee will act upon a petition for readmission for any subsequent semester.

### **Section 10: Satisfactory Academic Progress**

A student is considered to be making satisfactory academic progress as long as a G.P.A. of 2.0 or better for completed courses is earned. **All students will be able to review grades via Canvas throughout each semester. Students who are at risk of failing will receive counseling at the mid-point and end of each semester to review their status in each course.**

### **Section 11: Transfer of Credit Policy**

Students enrolling in the Medical Imaging Program must transfer a minimum of 30 semester (45 quarter) hours of core curriculum coursework into the university system. Core curriculum courses taken to satisfy admission and graduation requirements must be taken at a regionally accredited institution (COC: SACS equivalent). Graduates of foreign institutions must present transcripts of at least one full academic year (preferably in the sciences and in English) from an accredited college or university in the United States or Canada. Only courses with a grade of "C" or higher are eligible for transfer.

Students already enrolled in a medical imaging program who wish to transfer into the Emory University Program will be evaluated on an individual basis. Only students who are currently enrolled in a degree granting, JRCERT accredited program are able to transfer. Only courses

with a grade of "C" or higher are eligible for transfer. Transfer students may require a longer time to complete the course of study.

## **Section 12: Application for Degree**

Formal application for degree must be made to the Director of the Office of Medical Education and Student Affairs. An on-line application will be available for that purpose at the beginning of the semester in which the degree is to be conferred (see Academic Calendar). A candidate for a degree must be present at commencement unless excused.

## **Section 13: Graduation Requirements**

The following requirements must be satisfied to earn the B.M.Sc. degree:

1. Students must meet a minimum residency requirement of three semesters. A minimum of 46 semester hours must be completed at Emory University.
2. Students must complete all courses in the Emory University Bachelor of Medical Science degree program in Medical Imaging with a minimum cumulative G.P.A. of 2.0.
3. Students must meet all clinical competency and exam repetition requirements.
3. Students must have satisfactorily completed (grade of C or better) a minimum of 30 semester hours (45 quarter hours) of specified undergraduate core curriculum courses.
4. Students must satisfactorily complete of a minimum of **128 semester hours** of undergraduate credit.

## **Section 14: Official Transcripts**

Students are kept informed whenever any question is raised regarding the quality of their academic performance or their professional conduct. Program faculty members report course grades to the University Registrar for permanent records. At the end of each semester, students can login to the Emory Home Page ([www.emory.edu](http://www.emory.edu)) and access the OPUS system to obtain their course grades, accumulated hours of credit, and grade point average.

Directions for requesting transcripts can be found at <http://www.registrar.emory.edu/Students/Transcripts/index.html>.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their federal education records. Detailed information pertaining to FERPA and other regulations regarding student records may be found in the *Campus Life Handbook*, which is found at [http://www.emory.edu/CAMPUS\\_LIFE/about/handbook.html](http://www.emory.edu/CAMPUS_LIFE/about/handbook.html).

## **Section 15: 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.

## **Section 16: 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 education, additional records are kept in the Program Office and the Office of Medical Education and Student Affairs under the direction of the Executive Associate Dean for Medical Education/Student Affairs. 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. A student may be granted permission by the Program Director to review the contents of his/her record. While students are enrolled in the School of Medicine, the student folder may contain the following:

- . official transcripts
- . admissions application
- SAT and/ or ACT scores
- . letter of acceptance
- . unofficial transcript
- . clerkship evaluation forms
- . immunization records
- . documents of external or internal awards
- . military documents including reimbursement forms
- . letters concerning probation, deceleration, leave of absence
- . failure to be promoted, or disciplinary actions

Notes concerning health problems are not made a part of a student's permanent record unless said health problems influence academic or clinical performance. No information concerning performance will be released to external requests without the signed permission of the student or graduate.

## PART VI: FINANCIAL INFORMATION

Information concerning financial aid and scholarships is available through the University Financial Aid Office. In addition, the Associate Director of Financial Aid and Student Affairs, located on the third floor of the School of Medicine Building, is available to meet with students in the School of Medicine, Medical Imaging Program regarding individual financial concerns, including emergency loans.

### Section 1: Academic Charges

#### Tuition and Fees:

Tuition	\$5,800.00	(\$483/semester hour)
Immunization Fee	125.00	(\$375/year)
Mental Health/ Counseling Fee	83.00	(\$249/year)
Technology Fee	75.00	(\$225/year)
Athletic Fees	192.00	(\$57 in summer semester)
Activity Fee	<u>92.00</u>	(\$0 in summer semester)
Total per semester	\$6,367.00	

### Section 2: Deferred Payment/ The Emory Payment Plan (EPP)

The Emory Payment Plan is available to qualified students who wish to divide tuition fees into scheduled payments. **A handling fee is charged 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 following schedule:

	<u>FALL</u>	<u>SPRING</u>	<u>SUMMER</u>
First Payment:	Registration	Registration	Registration
Second Payment:	September 25	February 25	June 25
Third Payment:	October 25	March 25	July 25
Fourth Payment:	November 25	April 25	

For more information, visit <http://studentfinancials.emory.edu/emory-payment-plan.aspx>.

### Section 3: Policy Statement on Refunds

In case of withdrawal within the first five weeks of the semester, an adjusted proportionate refund of tuition and fees will be granted. **NO REFUND WILL BE ALLOWED WHEN A STUDENT IS DISMISSED.**

Medical Imaging 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.**

#### **Section 4: Meals**

Meals are available on campus at Cox Hall, the DUC-ling or Asbury Court and at near-by restaurants. Meal plans are available at considerable savings. For information write Director of Food Services, Emory University, Atlanta, Georgia 30322, call 404-727-6407 or visit [http://www.emory.edu/dining/dining\\_plans.php](http://www.emory.edu/dining/dining_plans.php).

#### **Section 5: Books**

The University Bookstore is located at 1390 Oxford Road. All medical imaging textbooks are located in the bookstore.

#### **Section 6: Professional Society Scholarships**

GEORGIA SOCIETY OF RADIOLOGIC TECHNOLOGISTS SCHOLARSHIP FUND: The state professional society sponsors a small number (1-4) of \$500 scholarships annually. Applications for this scholarship will be distributed late in the fall semester. **Applicant must be a member of the society.**

ATLANTA SOCIETY OF RADIOLOGIC TECHNOLOGISTS SCHOLARSHIP FUND: The local professional society sponsors a \$500 scholarship annually. Applications for this scholarship will be distributed late in the fall semester. **Applicant must be a member of the society.**

AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS SCHOLARSHIP FUND: The national professional society sponsors the Jerman-Cahoon Student Scholarships and the Royce Osborn Minority Student Scholarship annually. Applications for this scholarship will be distributed in the fall semester. The deadline for the application is February 1. **Applicant must be a member of the society.**

## PART VII: CURRICULUM

### Section 1: Course Sequence 2020-2021

\* Courses in “BOLD” are taken by all students.

SEMESTER	NUMBER	TITLE	CREDIT HOURS
<b>FALL 2020</b>	<b>MI 201</b>	<b>INTRODUCTION TO MEDICAL IMAGING</b>	2
	<b>MI 203</b>	<b>MEDICAL TERMINOLOGY</b>	1
	<b>MI 211a</b>	<b>PATIENT CARE</b>	3
	<b>MI 221a</b>	<b>ANATOMY &amp; PHYSIOLOGY</b>	3
	<b>MI 213a</b>	<b>MEDICAL IMAGING PROCEDURES</b>	2
	<b>MI 261a</b>	<b>CLINICAL CLERKSHIP</b>	2
	<b>MI 327</b>	<b>COMPUTER APPLICATIONS IN MEDICAL IMAGING</b>	1
			<b>14</b>
<b>SPRING 2021</b>	<b>MI 321a</b>	<b>PHYSICAL PRINCIPLES OF IMAGING</b>	3
	<b>MI 211b</b>	<b>PATIENT CARE</b>	3
	<b>MI 221b</b>	<b>ANATOMY &amp; PHYSIOLOGY</b>	3
	<b>MI 213b</b>	<b>MEDICAL IMAGING PROCEDURES</b>	3
	<b>MI 261b</b>	<b>CLINICAL CLERKSHIP</b>	4
			<b>16 hours</b>
<b>SUMMER 2021</b>	<b>MI 321b</b>	<b>PHYSICAL PRINCIPLES OF IMAGING</b>	3
	<b>MI 323</b>	<b>MEDICAL IMAGING SAFETY</b>	2
	<b>MI 325a</b>	<b>PRINCIPLES OF RADIOGRAPHIC TECHNIQUE</b>	3
	<b>MI 213c</b>	<b>MEDICAL IMAGING PROCEDURES</b>	3
	<b>MI 361a</b>	<b>CLINICAL INTERNSHIP</b>	4
			<b>15 hours</b>
<b>FALL 2021</b>	<b>MI 221c</b>	<b>ANATOMY &amp; PHYSIOLOGY</b>	3
	<b>MI 325b</b>	<b>PRINCIPLES OF RADIOGRAPHIC TECHNIQUE</b>	3
	<b>MI 213d</b>	<b>MEDICAL IMAGING PROCEDURES</b>	3
	<b>MI 390r</b>	<b>MEDICAL IMAGING SEMINAR</b>	1
	<b>MI 361b</b>	<b>CLINICAL INTERNSHIP</b>	4
			<b>14 hours</b>
<b>SPRING 2022</b>	<b>MI 211c</b>	<b>PATIENT CARE</b>	3
	<b>MI 213e</b>	<b>MEDICAL IMAGING PROCEDURES</b>	2
	<b>MI 329</b>	<b>IMAGE PROCESSING TECHNIQUE</b>	2
	<b>MI 390r</b>	<b>MEDICAL IMAGING SEMINAR</b>	1
	<b>MI 361c</b>	<b>CLINICAL INTERNSHIP</b>	4
	<b>MI 421</b>	<b>IMAGING EQUIPMENT</b>	3
			<b>16 hours</b>
<b>SUMMER 2022</b>	<b>MI 411</b>	<b>PHARMACOLOGY</b>	2
	<b>MI 301</b>	<b>SURVEY OF MEDICAL AND SURGICAL DISEASES</b>	3
	<b>MI 461a</b>	<b>CLINICAL PRACTICUM</b>	4

<b>(ADM. MINOR)</b>	MI 430	PRINCIPLES OF MANAGEMENT	3
	MI 431	BUSINESS COMMUNICATION	3
	MI 463a	MANAGEMENT PRACTICUM	2
<b>(ED. MINOR)</b>	MI 440	INTRODUCTION TO MEDICAL IMAGING EDUCATION	3
	MI 441	METHODS AND MATERIALS OF TEACHING	3
<b>(CT MINOR)</b>	MI 450	CT PHYSICS AND INSTRUMENTATION	3
	MI 451a	CT PROCEDURES	2
	MI 465a	CT PRACTICUM	2
<b>(MRI MINOR)</b>	MI 453a	MRI PHYSICS AND INSTRUMENTATION	2
	MI 455a	MRI PROCEDURES	2
	MI 467a	MRI PRACTICUM	2
			<b>14-17 hours</b>
<b>FALL 2022</b>	<b>MI 423</b>	<b>BASIC RADIATION BIOLOGY</b>	2
	<b>MI 425</b>	<b>QUALITY CONTROL</b>	2
	<b>MI 497r</b>	<b>DIRECTED STUDY</b>	2
	<b>MI 461b</b>	<b>CLINICAL PRACTICUM</b>	4
<b>(ADM. MINOR)</b>	MI 433	ORGANIZATIONAL BEHAVIOR	3
	MI 435	HOSPITAL ORGANIZATION AND PERSONNEL MANAGEMENT	3
	MI 463b	MANAGEMENT PRACTICUM	2
<b>(ED. MINOR)</b>	MI 443r	PRACTICE TEACHING (CLINICAL)	3
	MI 445r	PRACTICE TEACHING (DIDACTIC)	2
<b>(CT MINOR)</b>	MI 451b	CT PROCEDURES	2
	MI 465b	CT PRACTICUM	3
<b>(MRI MINOR)</b>	MI 453b	MRI PHYSICS AND INSTRUMENTATION	2
	MI 455b	MRI PROCEDURES	2
	MI 467b	MRI PRACTICUM	3
			<b>15-18 hours</b>
<b>SPRING 2023</b>	<b>MI 427</b>	<b>EVALUATION &amp; MEASUREMENT</b>	3
	<b>MI 496r</b>	<b>INDEPENDENT STUDY</b>	2
	<b>MI 461c</b>	<b>CLINICAL PRACTICUM</b>	4
<b>(ADM. MINOR)</b>	MI 437	HEALTHCARE FINANCE	3
	MI 439	MARKETING	3
	MI 463c	MANAGEMENT PRACTICUM	2
<b>(ED. MINOR)</b>	MI 447	ADMINISTRATION OF MEDICAL IMAGING PROGRAMS	3
	MI 443r	PRACTICE TEACHING (CLINICAL)	2
	MI 445r	PRACTICE TEACHING (DIDACTIC)	3

(CT MINOR)	MR 451c	CT PROCEDURES	2
	MR 465c	CT PRACTICUM	4
(MRI MINOR)	MI 453c	MRI PHYSICS AND INSTRUMENTATION	2
	MI 455c	MRI PROCEDURES	2
	MI 467c	MRI PRACTICUM	4
			<b>15-17 hours</b>

## Section 2: Course Descriptions (General Track):

### MI 201: Introduction to Medical Imaging

Fall. Credit, two hours. This course introduces the student to the principles and practices of medical imaging. The function of radiographer and their relationship with the health care team is stressed. The student is also oriented to the hospital environment and health care systems.

### MI 203: Medical Terminology

Fall. Credit, one hour. This course introduces the student to medical terminology. Emphasis is placed on terminology pertinent to diagnostic radiology.

### MI 211a, b, c: Patient Care I, II, and III

Fall, Spring, and Spring. Credit, nine hours. Prerequisites: MI 211a prior to MI 211b prior to MI 211c. Basic patient care needs and interpersonal relationships with patients, peers, physicians, and other members of the health care team are stressed. Basic principles of radiographing the pediatric patient and geriatric patient are included. Confidentiality and medico-legal considerations including professional liability, patient records, and professional guidelines are introduced. MI 211c focuses on advanced patient care concepts including cardiac monitoring and venipuncture.

### MI 213a, b, c, d, e: Medical Imaging Procedures I, II, III, IV, and V

Fall, Spring, Summer, Fall, and Spring. Credit, thirteen hours total. Prerequisites: MI 213a prior to MI 213b prior to MI 213c prior to MI 213d prior to MI 213e. Lecture, on-line, and laboratory course emphasizing routine and specialized procedures used in diagnostic radiology.

### MI 221a, b, c: Anatomy and Physiology I, II, and III

Fall, Spring, and Fall. Credit, nine hours total. Prerequisite: MI 221a prior to MI 221b prior to MI 221c. Human anatomy, emphasizing the body tissues and systems, is included. Emphasis is placed on the skeletal system and other systems closely associated with imaging. Cross-sectional anatomy is the focus of MI 221c. Emphasis is placed on radiographic anatomy in all courses.

### MI 261 a, b: Clinical Clerkship

Fall and Spring. Credit, six hours total. Prerequisites: MI 261a prior to MI 261b. A series of courses designed for persons entering the field of Medical Imaging to become familiar with the practical application of theories, principles, morals and ethics of Medical Imaging and the medical field. The students will go from observation to participation in general diagnostic exams.

**MI 301: Survey of Medical and Surgical Diseases**

Summer. Credit, three hours. Prerequisites: MI 203, MI 221 a-c. An overview of common diseases intended to orient the technologist to the nature of a patient's disease is presented. Emphasis is placed on the radiographic appearance of common pathologies. The effects of pathology on radiographic quality and diagnostic radiologic procedures will be considered.

**MI 321a, b: Physical Principles of Imaging I and II**

Spring and Summer. Credit, six hours total. Prerequisites: MI 321a prior to MI 321b. Fundamentals of radiologic physics and its application to diagnostic radiology are covered. These courses include both the rudiments of basic physics and elementary principles of electricity and magnetism required for understanding x-ray production and interaction.

**MI 323: Medical Imaging Safety**

Summer. Credit, two hours. Radiation protection, personnel monitoring, radiation shielding, and patient protection are introduced in this course. Emphasis is placed on protection mechanisms utilized in diagnostic radiology. Safety issues related to CT and MRI are also presented.

**MI 325a, b: Principles of Radiographic Technique I and II**

Summer and Fall. Credit, six hours total. Prerequisites: MI 325a prior to MI 325b. Technical factors regulating the four radiographic qualities of receptor exposure, contrast, spatial resolution, and distortion are emphasized. Students acquire the skills necessary to adapt technical factors in order to produce diagnostic radiographs in the digital imaging environment.

**MI 327: Computer Applications in Medical Imaging**

Fall. Credit, one hour. This course introduces the student to the use of computers in radiology.

**MI 329: Image Processing Technique**

Summer. Credit, two hours. Current trends in the processing, analysis, manipulation, and display of digital radiographic images. Capture of image data from CR and DR detectors is discussed. Pre- and post- image processing operations are presented. The calculation and evaluation of exposure indicators is explained. The practical application of radiographic techniques, technique myths, and image evaluation in digital imaging are discussed. Digital image artifacts are also explained.

**MI 361a, b, c: Clinical Internship**

Summer, Fall and Spring. Credit, twelve hours total. Prerequisites: MI 361a prior to MI 361b prior to MI 361c. A series of courses designed for persons entering the field of Medical Imaging to become familiar with the practical application of theories, principles, morals and ethics of Medical Imaging and the medical field. Students begin to master basic skills in the operation of a radiographic room and in radiographic positioning. Students work independently under indirect supervision after successful competency evaluation. Students will also experience a variety of advanced imaging modalities.

**MI 390r: Medical Imaging Seminar**

**Fall and Spring. Credit, two hours total.** These courses will explore a current topic in the radiologic sciences. Discussion of journal and textbook readings pertinent to the assigned topic will be required.

**MI 411: Pharmacology**

Summer. Credit, two hours. Prerequisites: MI 221a, b, MI 211a-c. This course is designed to provide basic concepts of pharmacology. The theory and practice of basic techniques of venipuncture and the administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during procedures requiring contrast administration is emphasized.

**MI 421: Imaging Equipment**

Spring. Credit, three hours. Prerequisites: MI 321a, b, MI 325a, b. This course introduces the student to the different types of imaging systems. The basic principles of digital imaging, CT, MRI, interventional radiology and mammography equipment are presented.

**MI 423: Radiation Biology**

Fall. Credit, two hours. Prerequisites: MI 321a, b, and MI 323. This course involves the study of organisms following absorption of energy from ionizing radiation. Interactions of radiation in matter, short and long-term biological effects, and cell survival kinetics are emphasized.

**MI 425: Quality Control**

Fall. Credit, two hours. Prerequisites: MI 321a, b and MI 329. This course focuses on external factors affecting the quality of an image. Emphasis is placed on healthcare and imaging accrediting bodies, radiographic equipment evaluation, and repeat analysis. It includes didactic and lab components.

**MI 427: Evaluation and Measurement**

Spring. Credit, three hours. Prerequisites: All prior courses. This course utilizes various methods to determine achievement of cognitive competencies. Preparation for the ARRT national certifying examination is emphasized.

**MI 461a, b, c: Clinical Practicum**

Summer, Fall, and Spring. Credit, twelve hours total. Prerequisites: MI 461 a prior to 461b prior to MI 461c. A series of advanced clinical education courses designed for persons entering the field of Medical Imaging to practice independently all general radiography examinations after successful competency evaluation. These courses prepare students to enter the workforce as a general diagnostic radiographer with exceptional work ethic.

**MI 496r: Independent Study**

Spring. Credit, two hours. Prerequisites: All prior courses. This course involves the completion of a research paper and project on a selected medical imaging topic. The findings must then be presented to the class in a formal presentation.

**MI 497r: Directed Study**

Fall. Credit, two hours. This course involves preliminary preparation for the national certifying examination, as well as, the completion of a proposal and project plan on a pertinent topic in radiology.

**Course Descriptions (Administration Track)****MI 430: Principles of Management**

Summer. Credit, three hours. This course will explore management theory and practice and their impact on the development and performance of organizations. Through a critical assessment of the classical and alternative approaches to the discipline, the student will learn the essentials of leadership of contemporary organizations in a global environment. Related topics such as human resource management, organizational development and change, and their effect on productivity and performance will be examined.

**MI 431: Business Communication**

Summer. Credit, three hours. This course is designed for the professional whose activities require communicative abilities in a variety of interpersonal group situations. This course will help students develop an understanding of the communication process and will allow students to critically evaluate their skills. Methods of effective oral and written presentation will be introduced.

**MI 433: Organizational Behavior**

Fall. Credit, three hours. This course will examine the theories and practice of organizational behavior. Individual and group behaviors in organization will be addressed. Organizational dynamics and the development of work environment that fosters successful team building will be studied. Case studies will also be used to enhance students' experiences.

**MI 435: Hospital Organization and Personnel Management**

Fall. Credit, three hours. This course will explore health care systems and contemporary problems and issues in health care administration. Functional and structural aspects of the hospital organization will also be discussed- authority, responsibility and role relationship of the governing board, administration and medical staff. The internal and external forces affecting the administrative process will be included.

**MI 437: Healthcare Finance.**

Spring. Credit, three hours. Decision-making processes as they relate to effective management of financial resources will be discussed. Students will acquire knowledge in interpreting health care institution financial reports and techniques of financial planning and control. Emerging trends in the system and the changing roles of government, and other private providers will be discussed.

**MI 439: Principles of Marketing**

Spring. Credit, three hours. This course provides students with an understanding of modern marketing practice, philosophy, marketing decisions, market segmentation, product positioning, buyer psychology and behavior and new product development. Marketing represents both a key

function and philosophy that provides a foundation for the successful operation of all business and non-profit organizations today. Marketing executives perform the essential tasks of planning the firm's competitive market position, product distribution and advertising strategies.

### **MI 463a, b, c: Management Practicum I, II, and III**

Summer, Fall, and Spring. Credit, six hours total. The practicum will involve an individually designed learning experience. It will be a field-based experience designed to reinforce didactic content and to help the student make a successful role transition into a health care setting as a supervisor, manager or administrator. The student will be assigned to radiology departments for administrative practical experience. The courses are designed to help the student identify a systematic approach to: work flow analysis, organization, department budget, planning, record systems, job evaluations, quality assurance and other problem solving tasks.

## **Course Descriptions (Education Track)**

### **MI 431: Business Communication**

Summer. Credit, three hours. This course is designed for the professional whose activities require communicative abilities in a variety of interpersonal group situations. This course will help students develop an understanding of the communication process and will allow students to critically evaluate their skills. Methods of effective oral and written presentation will be introduced.

### **MI 435: Hospital Organization and Personnel Management**

Fall. Credit, three hours. This course will explore health care systems and contemporary problems and issues in health care administration. Functional and structural aspects of the hospital organization will also be discussed- authority, responsibility and role relationship of the governing board, administration and medical staff. The internal and external forces affecting the administrative process will be included.

### **MI 440: Introduction to Medical Imaging Education**

Summer. Credit, three hours. This course provides an overview of radiologic science education. Professional organizations and accreditation requirements influencing the curriculum will be identified. The student will be introduced to effective lesson preparation and utilization of selected multimedia materials.

### **MI 441: Methods and Materials of Teaching Medical Imaging**

Summer. Credit, three hours. This course involves the development of instructional materials for specific units in the radiography curriculum. Objectives, lesson plans, visual aids and evaluation instruments will be developed. Emphasis will be placed on the organization and presentation of educational materials.

### **MI 443r: Practice Teaching (Clinical)**

Fall and Spring. Credit, five hours total. These courses prepare the student for teaching in the clinical setting. Concepts related to clinical objectives, instructional methodologies, scheduling, and competency evaluation are introduced. Students will be assigned to work with students in the clinical education settings.

**MI 445r: Practice Teaching (Didactic)**

Fall and Spring. Credit, five hours total. These courses prepare the student for teaching basic radiologic science didactic material. The student will prepare lesson plans, present course material, and evaluate student progress in selected subject areas.

**MI 447: Administration of Medical Imaging Programs**

Spring. Credit, three hours. This course will explore contemporary problems and issues in radiologic science program administration. Functional and structural aspects of the program organization will also be discussed. This course also involves the design of a radiologic science program according to the Joint Review Committee on Education in Radiologic Technology *Standards* or comparable guides for other imaging disciplines. Emphasis is placed on the determination program compliance with the JRCERT *Standards*.

**Course Descriptions (Computed Tomography Track)****MI 450: CT Physics and Instrumentation**

Summer. Credit, three hours. Physics topics covered include the characteristics of radiation, CT beam attenuation, linear attenuation coefficients, tissue characteristics, and Hounsfield number application. Data acquisition and manipulation techniques and image reconstruction algorithms will be explained. CT systems and operations will be fully explained.

**MI 451a, b, c: CT Procedures I, II, and III**

Summer, Fall, and Spring. Credit, six hours total. CT protocols will be taught for differentiation of specific structures and pathology. Patient history, education and preparation, contrast media type, amount and administration route, patient positioning and orientation, scan parameters, image display and common pathology will be covered. These courses complement Clinical Practicum I, II, and III.

**MI 465a, b, c: CT Practicum I, II, and III**

Summer, Fall, and Spring. Credit, nine hours total. These courses involve the application of didactic information in the clinical setting. The student will observe, assist, and perform basic patient care and clinical procedures under direct supervision. The student will be required to complete specific repetitions in accordance with the ARRT requirements.

**Course Descriptions (Magnetic Resonance Imaging Track)****MI 453a, b, c: MRI Physics and Instrumentation I, II, and III**

Summer, Fall, and Spring. Credit, six hours total. These courses introduce the student to the concepts related to production of the MR image. MR basics, image weighting and contrast, encoding, parameters, pulse sequences, flow phenomena, artifacts, vascular and cardiac imaging, contrast agents, and functional MRI will be covered in these courses.

**MI 455a, b, c: MRI Procedures I, II, and III**

Summer, Fall, and Spring. Credit, six hours total. MRI protocols will be taught for

differentiation of specific structures and pathology. MRI safety, instrumentation and equipment, patient care and preparation, contrast media type, amount and administration route, patient positioning and orientation, scan parameters, filming and common pathology will be covered. These courses complement Clinical Practicum I, II, and III.

**MI 467a, b, c: MRI Practicum I, II, and III**

Summer, Fall, and Spring. Credit, nine hours total. These courses involve the application of didactic information in the clinical setting. The student will observe, assist, and perform basic patient care and clinical procedures under direct supervision. The student will be required to complete specific repetitions in accordance with the ARRT requirements.

**Course Descriptions (Interventional Radiology Track)**

**MI 457a, b, c: Advanced Clinical Procedures**

Summer, Fall, and Spring. Credit, seven hours total. IR protocols will be taught for differentiation of specific anatomic structures and pathology. Patient history, education and preparation, contrast media type, amount and administration route, patient positioning and orientation, imaging and common pathology will be covered. These courses complement Advanced Clinical Practicum I, II, and III.

**MI 465a, b, c: Advanced Clinical Practicum I, II, and III**

Summer, Fall, and Spring. Credit, nine hours total. These courses involve the application of didactic information in the clinical setting. The student will observe, assist, and perform basic patient care and clinical procedures under direct supervision. The student will be required to complete specific exam repetitions in accordance with ARRT requirements.

**Course Descriptions (Women's Health Track)**

**MI 457a, b, c: Advanced Clinical Procedures**

Summer, Fall, and Spring. Credit, seven hours total. A series of advanced procedure courses designed for persons entering the field of Women's Health to become familiar with the theories, principles, and practices of mammography and bone density. Fundamentals, equipment, quality control, image production, anatomy, pathology, and basic procedures will be covered. These courses complement Advanced Clinical Practicum I, II, and III.

**MI 465a, b, c: Advanced Clinical Practicum I, II, and III**

Summer, Fall, and Spring. Credit, nine hours total. These courses involve the application of didactic information in the clinical setting. The student will observe, assist, and perform basic patient care and clinical procedures under direct supervision. The student will be required to complete specific repetitions in accordance with the ARRT requirements for both mammography and bone densitometry procedures.

### Section 3: Class Schedules

Class schedules are subject to change. These are sample class schedules to illustrate the class and clinical distribution.

**CLASS:** *Sophomore*

**SEMESTER:** *Fall 2020*

	MON	TUES	WED	THURS	FRI
8:30 am - 10:30 am	MI 211a <i>Via Zoom</i> <b>(Bullock)</b>	(Orientation activities per schedule)	MI 211a <i>Via Zoom</i> <b>(Bullock)</b>	(Orientation activities per schedule)	MI 213a <i>Via Zoom &amp; N122/123</i> <b>(Cross/Bullock)</b>  <b>{9:00 a.m. – Noon}</b>
10:30 am - 10:45 am	Break		Break		
10:45 am – 12:45 pm	MI 221a <i>Via Zoom</i> <b>(Khalifa)</b>		MI 221a <i>Via Zoom</i> <b>(Khalifa)</b>		
12:45 pm - 1:30 pm	Lunch		Lunch		
1:30 pm - 3:00 pm	MI 201 <i>Via Zoom</i> <b>(Brzinski)</b>		MI 201 <i>Via Zoom</i> <b>(Brzinski)</b>		

NUMBER	TITLE	CREDIT HOURS
MI 201	INTRODUCTION TO MEDICAL IMAGING	2
MI 203*	MEDICAL TERMINOLOGY	1
MI 211a	PATIENT CARE	3
MI 221a	ANATOMY & PHYSIOLOGY	3
MI 213a	MEDICAL IMAGING PROCEDURES	2
MI 261a**	CLINICAL CLERKSHIP	2
MI 327*	COMPUTER APPLICATIONS IN MEDICAL IMAGING	1

\* MI 203 and MI 327 are on-line courses.

\*\* MI 261a will be scheduled the last two weeks of the semester.

#### Semester Schedule:

Orientation	August 24 <sup>th</sup> – 25 <sup>th</sup>
Classes Meet:	August 26 <sup>th</sup> - November 20 <sup>th</sup>
Labor Day Holiday:	September 7 <sup>th</sup>
Fall Break:	October 12 <sup>th</sup> – 13 <sup>th</sup>
Final Exam Week:	November 23 <sup>rd</sup> – 27 <sup>th</sup>
Clinical Clerkship:	November 30 <sup>th</sup> – December 4 <sup>th</sup> (8 hours/day) December 7 <sup>th</sup> – 10 <sup>th</sup> (8 hours/day) December 11 <sup>th</sup> (clinical meeting)

**EMORY UNIVERSITY  
MEDICAL IMAGING PROGRAM  
CLASS SCHEDULE**

**CLASS:** *Sophomore*

**SEMESTER:** *Spring 2021*

	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THURS</b>	<b>FRI</b>
9:00 – 10:30	MI 221b ( <i>EUH Annex: N122</i> ) <b>Khalifa</b>	MI 261b  (See clinical schedule)	MI 221b* ( <i>EUH Annex: N122</i> ) <b>Khalifa</b>	MI 261b  (See clinical schedule)	MI 213b (9:00 am- 12:00 pm) ( <i>EUH Annex: N122</i> ) <b>Strickler &amp; Bullock</b>
10:30 – 10:45	Break		Break		
10:45 – 12:15	MI 321a ( <i>EUH Annex: N122</i> ) <b>Moore &amp; Strickler</b>		MI 321a* ( <i>EUH Annex: N122</i> ) <b>Moore &amp; Strickler</b>		
12:15 – 1:00	Lunch		Lunch		
1:00 – 2:30	MI 211b ( <i>EUH Annex: N122</i> ) <b>Khalifa &amp; Bullock</b>		MI 211b* ( <i>EUH Annex: N122</i> ) <b>Khalifa &amp; Bullock</b>		

- Class schedules will rotate throughout the semester on Wednesdays. See individual course syllabi for the weekly schedule.

<b>NUMBER</b>	<b>TITLE</b>	<b>CREDIT HOURS</b>
MI 211b	PATIENT CARE	3
MI 213b	MEDICAL IMAGING PROCEDURES	3
MI 221b	ANATOMY & PHYSIOLOGY	3
MI 321a	PHYSICAL PRINCIPLES OF IMAGING	3
MI 261b	CLINICAL CLERKSHIP	4

**Semester Schedule:**

Classes Begin:	January 4, 2021
Spring Break:	March 8-12, 2021
Classes End:	April 23, 2021
Final Exams:	April 26-30, 2021

**EMORY UNIVERSITY  
MEDICAL IMAGING PROGRAM  
CLASS SCHEDULE**

**CLASS:** *Junior*

**SEMESTER:** *Summer 2021*

	MON	TUES	WED	THURS	FRI
8:30 - 10:00	MI 361a  <i>Site Specific: Refer to clinical schedule</i>	MI 321b <b>(Moore/ Strickler)</b>	MI 361a  <i>Site Specific: Refer to clinical schedule</i>	MI 321b <b>(Moore/ Strickler)</b>	MI 213c (9:00 am – 12:00 pm) <b>(Strickler/ Bullock)</b>
10:00-10:15		Break		Break	
10:15-11:15		MI 323 <b>(Khalifa)</b>		MI 323 <b>(Khalifa)</b>	
11:15-12:00		Lunch		Lunch	
12:00– 1:30		MI 325a <b>(Brzinski/ Bullock)</b>		MI 325a <b>(Brzinski/ Bullock)</b>	
1:30 – 3:30		<i>Image Critique*</i>		MI 213c (Sims) <b>(Strickler/ Bullock)</b>	

**All Classes will be held in the Program Classroom (EUH Annex Room N122)**

\*One critique per student; scheduled with individual faculty members.

NUMBER	TITLE	CREDIT HOURS
MI 213c	MEDICAL IMAGING PROCEDURES	3
MI 321b	PHYSICAL PRINCIPLES OF IMAGING	3
MI 323	MEDICAL IMAGING SAFETY	2
MI 325a	PRINCIPLES OF RADIOGRAPHIC TECHNIQUE	3
MI 361a	CLINICAL INTERNSHIP	4

**Classes Begin:**

Wednesday, May 19<sup>th</sup>

**Holidays:**

Monday, May 31<sup>st</sup>; Monday, July 5<sup>th</sup>

**Final Exam Week:**

August 2<sup>nd</sup> - August 6<sup>th</sup>

**Semester Ends:**

Friday, August 6<sup>th</sup>

## PART VIII: ACADEMIC CALENDAR 2020-2021

### FALL SEMESTER 2020

August 26 Wednesday	Classes begin.	March 8-12 Monday-Friday	Spring Break.
September 2 Wednesday	Last day to cancel registration with full refund. Last day for approved schedule changes. Last day to drop courses without incurring a "W" or "WF."	March 22 Monday	Pre-registration for Fall
September 7 Monday	Labor Day Holiday	April 23 Friday	Classes end.
September 11 Friday	Last day to file application for degree to be granted at the end of the semester.	April 26-April 30 Monday-Friday	Exam period.
October 12-13 Monday-Tuesday	Fall Break	May 10 Monday	Term ends. <b>Commencement</b>
October 26 Monday	Pre-registration for Spring begins	<b>SUMMER SEMESTER 2021</b>	
November 26-27 Thursday-Friday	Thanksgiving Recess	May 17 Monday	Registration for full Summer semester.
December 4 Friday	Classes end.	May 19 Wednesday	Classes begin.
December 7-11 Monday-Friday	Exam period.	May 31 Monday	Memorial Day Holiday (Observed)
December 19 Saturday	Fall Semester ends.	July 2 Thursday	Last day to file application for degree to be granted at the end of the semester.

### SPRING SEMESTER 2021

January 4 Monday	Classes begin.	July 5 Monday	Independence Day Holiday
January 18 Monday	MLK Holiday.	July 30 Friday	Classes end.
January 18 Monday	Last day to cancel registration with full refund. Last day for approved schedule changes. Last day to drop courses without incurring a "W" or "WF."	August 2-6 Monday-Friday	Exam period.
February 5 Friday	Last day to file application for degree to be granted at the end of the semester. Summer pre-registration begins.	August 6 Friday	Summer semester ends.

## **PART IX: ACCREDITATION**

### **Section 1: Regional Accreditation**

Emory University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the associate, bachelors, masters, and doctoral levels. This organization can be contacted at the following address:

Commission on Colleges: Southern Association of Colleges and Schools  
1866 Southern Lane  
Decatur, GA 30033-4907  
(404) 679-4501

### **Section 2: Programmatic Accreditation**

The Medical Imaging Program is also accredited by the Joint Review Committee on Education in Radiologic Technology. The following pages contain a copy of the "Standards for an Accredited Educational Program in Radiologic Sciences" as published by the Joint Review Committee on Education in Radiologic Technology.

### **Section 3: Allegations of Non-compliance with JRCERT *Standards***

Students are introduced to the Joint Review Committee on Education in Radiologic Technology *Standards* during program orientation when the Medical Imaging Program *Student Handbook* is reviewed. The JRCERT *Standards* are further reviewed during MI 201: Introduction to Medical Imaging in the first semester of enrollment. Students have the right to submit allegations against a JRCERT-accredited program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or general welfare of the students.

If a student wishes to lodge a complaint, they should follow the indicated steps.

- 1) The allegation of non-compliance should be presented **in writing** to the Program Director.
- 2) The Program Director will review the allegation and, upon review, may find there is no basis for the allegation of non-compliance. Alternatively, the Program Director may recommend that modifications to program policies and /or procedures be instituted. The decision of the Program Director will be rendered within 2 weeks of receipt of the initial complaint.
- 3) After submission of the findings to the student, the student may appeal the findings to the Executive Associate Dean of the Medical School.
- 4) The decision by the Executive Associate Dean of the Medical School shall be rendered within 30 days of receipt of the complaint.

If the student is unable to resolve the complaint with the program/ institution or believes that his/her concerns have not been properly addressed, the student may wish to contact the JRCERT directly. The JRCERT contact information is listed below.

**Chief Executive Officer  
JRCERT  
20 N. Wacker Drive  
Suite 2850  
Chicago, IL 60606-3182  
Phone: (312) 704-5300  
Fax: (312) 704-5304  
E-mail: [mail@jrcert.org](mailto:mail@jrcert.org)**

The process for reporting allegations of non-compliance with the JRCERT *Standards* can be found at the following web address:

[http://www.jrcert.org/pdfs/accreditation\\_process/forms\\_&\\_checklists/other\\_forms/allegations\\_reporting\\_form.pdf](http://www.jrcert.org/pdfs/accreditation_process/forms_&_checklists/other_forms/allegations_reporting_form.pdf)

The JRCERT should be contacted only after the internal grievance procedure has been completed. If a student complaint is lodged with the JRCERT, the program will cooperate fully with the JRCERT to insure the timely investigation and resolution of any area of alleged non-compliance.

Section 4: JRCERT Standards

# Standards for an Accredited Educational Program in Radiography

EFFECTIVE JANUARY 1, 2014

Adopted by:  
**The Joint Review Committee on Education  
in Radiologic Technology - October 2013**



*Joint Review Committee on Education in Radiologic Technology*  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
312.704.5300 • (Fax) 312.704.5304  
[www.jrcert.org](http://www.jrcert.org)

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and to the quality and safety of patient care through the accreditation of educational programs in the radiologic sciences.

The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council on Higher Education Accreditation (CHEA) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT awards accreditation to programs demonstrating substantial compliance with these **STANDARDS**.

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**Standard One**  
*Integrity*

- Standard One:**      **The program demonstrates integrity in the following:**
- **Representations to communities of interest and the public,**
  - **Pursuit of fair and equitable academic practices, and**
  - **Treatment of, and respect for, students, faculty, and staff.**

**Objectives:**

In support of **Standard One**, the program:

- 1.1 Adheres to high ethical standards in relation to students, faculty, and staff.
- 1.2 Provides equitable learning opportunities for all students.
- 1.3 Provides timely, appropriate, and educationally valid clinical experiences for each admitted student.
- 1.4 Limits required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.
- 1.5 Assures the security and confidentiality of student records, instructional materials, and other appropriate program materials.
- 1.6 Has a grievance procedure that is readily accessible, fair, and equitably applied.
- 1.7 Assures that students are made aware of the **JRCERT Standards for an Accredited Educational Program in Radiography** and the avenue to pursue allegations of non-compliance with the **STANDARDS**.
- 1.8 Has publications that accurately reflect the program's policies, procedures, and offerings.
- 1.9 Makes available to students, faculty, and the general public accurate information about admission policies, tuition and fees, refund policies, academic calendars, clinical obligations, grading system, graduation requirements, and the criteria for transfer credit.
- 1.10 Makes the program's mission statement, goals, and student learning outcomes readily available to students, faculty, administrators, and the general public.
- 1.11 Documents that the program engages the communities of interest for the purpose of continuous program improvement.
- 1.12 Has student recruitment and admission practices that are non-discriminatory with respect

to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.

- 1.13 Has student recruitment and admission practices that are consistent with published policies of the sponsoring institution and the program.
- 1.14 Has program faculty recruitment and employment practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.
- 1.15 Has procedures for maintaining the integrity of distance education courses.

**Standard Two:**

***Resources***

**Standard Two:      The program has sufficient resources to support the quality and effectiveness of the educational process.**

**Objectives:**

In support of **Standard Two**, the program:

**Administrative Structure**

- 2.1 Has an appropriate organizational structure and sufficient administrative support to achieve the program's mission.
- 2.2 Provides an adequate number of faculty to meet all educational, program, administrative, and accreditation requirements.
- 2.3 Provides faculty with opportunities for continued professional development.
- 2.4 Provides clerical support services, as needed, to meet all educational, program, and administrative requirements.

**Learning Resources/Services**

- 2.5 Assures JRCERT recognition of all clinical settings.
- 2.6 Provides classrooms, laboratories, and administrative and faculty offices to facilitate the achievement of the program's mission.
- 2.7 Reviews and maintains program learning resources to assure the achievement of student learning.

- 2.8 Provides access to student services in support of student learning.

### **Fiscal Support**

- 2.9 Has sufficient ongoing financial resources to support the program's mission.
- 2.10 For those institutions and programs for which the JRCERT serves as a gatekeeper for Title IV financial aid, maintains compliance with United States Department of Education (USDE) policies and procedures.

### **Standard Three**

#### ***Curriculum and Academic Practices***

**Standard Three: The program's curriculum and academic practices prepare students for professional practice.**

#### **Objectives:**

In support of **Standard Three**, the program:

- 3.1 Has a program mission statement that defines its purpose and scope and is periodically reevaluated.
- 3.2 Provides a well-structured, competency-based curriculum that prepares students to practice in the professional discipline.
- 3.3 Provides learning opportunities in current and developing imaging and/or therapeutic technologies.
- 3.4 Assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.
- 3.5 Measures the length of all didactic and clinical courses in clock hours or credit hours.
- 3.6 Maintains a master plan of education.
- 3.7 Provides timely and supportive academic, behavioral, and clinical advisement to students enrolled in the program.
- 3.8 Documents that the responsibilities of faculty and clinical staff are delineated and performed.

- 3.9 Evaluates program faculty and clinical instructor performance and shares evaluation results regularly to assure instructional responsibilities are performed.

**Standard Four**  
*Health and Safety*

**Standard Four: The program's policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.**

**Objectives:**

In support of **Standard Four**, the program:

- 4.1 Assures the radiation safety of students through the implementation of published policies and procedures that are in compliance with Nuclear Regulatory Commission regulations and state laws as applicable.
- 4.2 Has a published pregnancy policy that is consistent with applicable federal regulations and state laws, made known to accepted and enrolled female students, and contains the following elements:
- Written notice of voluntary declaration,
  - Option for student continuance in the program without modification, and
  - Option for written withdrawal of declaration.
- 4.3 Assures that students employ proper radiation safety practices.
- 4.4 Assures that medical imaging procedures are performed under the direct supervision of a qualified radiographer until a student achieves competency.
- 4.5 Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after a student achieves competency.
- 4.6 Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory images.
- 4.7 Assures sponsoring institution's policies safeguard the health and safety of students.
- 4.8 Assures that students are oriented to clinical setting policies and procedures in regard to health and safety.

**Standard Five**  
*Assessment*

**Standard Five:**     **The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.**

**Objectives:**

In support of **Standard Five**, the program:

**Student Learning**

5.1     Develops an assessment plan that, at a minimum, measures the program's student learning outcomes in relation to the following goals: clinical competence, critical thinking, professionalism, and communication skills.

**Program Effectiveness**

- 5.2     Documents the following program effectiveness data:
- Five-year average credentialing examination pass rate of not less than 75 percent at first attempt within six months of graduation,
  - Five-year average job placement rate of not less than 75 percent within twelve months of graduation,
  - Program completion rate,
  - Graduate satisfaction, and
  - Employer satisfaction.
- 5.3     Makes available to the general public program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.

**Analysis and Actions**

- 5.4     Analyzes and shares student learning outcome data and program effectiveness data to foster continuous program improvement.
- 5.5     Periodically evaluates its assessment plan to assure continuous program improvement.

## **Standard Six**

### *Institutional/Programmatic Data*

**Standard Six:**       **The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.**

#### **Objectives:**

In support of **Standard Six**, the program:

#### **Sponsoring Institution**

- 6.1 Documents the continuing institutional accreditation of the sponsoring institution.
- 6.2 Documents that the program's energized laboratories are in compliance with applicable state and/or federal radiation safety laws.

#### **Personnel**

- 6.3 Documents that all faculty and staff possess academic and professional qualifications appropriate for their assignments.

#### **Clinical Settings**

- 6.4 Establishes and maintains affiliation agreements with clinical settings.
- 6.5 Documents that clinical settings are in compliance with applicable state and/or federal radiation safety laws.

#### **Program Sponsorship, Substantive Changes, and Notification of Program Officials**

- 6.6 Complies with requirements to achieve and maintain JRCERT accreditation.

# APPENDIX A

## EMORY UNIVERSITY POLICIES

**The following university policies are included in this Appendix:**

**\*Policy 1.3 Equal Opportunity and Discriminatory Harassment**

**\*Policy 5.1 Information Technology Conditions of Use**

**\*Policy 5.14 Smart Device Security Policy**

**\*Policy 8.2 Sexual Misconduct**

**\*Policy 8.7 Mandatory Student Insurance**

**\*Policy 8.8 Alcohol and Drug Abuse Policy**

**\*Policy 8.9 Student Vehicle Use Policy**

**\*Policy 8.12 University Recognized Student Organizations**

**\*Policy 8.14 Respect for Open Expression Policy**

**\*Policy 10.12 Student Complaints**

**\*Travel Policies**

If a student is traveling utilizing University funds or at the request of the University, then he or she should refer to the Emory University Travel Policies (2.90) found at

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



## Policy 1.3

# Equal Opportunity and Discriminatory Harassment Policy

<b>Responsible Official:</b>	University President
<b>Administering Division/Department:</b>	Department of Equity and Inclusion (formerly Equal Opportunity Programs or EOP)
<b>Effective Date:</b>	April 13, 2007
<b>Last Revision Date:</b>	May 27, 2020

### Policy Sections:

- I. [Overview](#)
- II. [Applicability](#)
- III. [Policy Details](#)
- IV. [Definitions](#)
- V. [Related Links](#)
- VI. [Contact Information](#)
- VII. [Revision History](#)

### Overview

#### EMORY UNIVERSITY NONDISCRIMINATION STATEMENT

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

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

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



This policy also supersedes and retires Policy 8.6, Grievance Procedures – Employee and Student Complaints of Discrimination, and unifies the grievance process. The effective date represents only the date that this version was published on [policies.emory.edu](https://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 Department of Equity and Inclusion (DEI) and/or the Title IX Coordinator, or his or her designee, who shall report his or her findings and recommendations to the Senior Vice President and Dean for Campus Life and the Dean of the school or college in which the student is enrolled.

### Sexual Harassment Complaints Against Students

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

## **Policy Details**

### 1.3.1. EQUAL OPPORTUNITY POLICY

### 1.3.2. DISCRIMINATORY HARASSMENT POLICY

### 1.3.3. INVESTIGATION AND RESOLUTION PROCESSES

### 1.3.4. COMPLAINTS AGAINST VENDORS, CONTRACTORS AND THIRD PARTIES

### 1.3.5 DEFINITIONS

### 1.3.6 ADDITIONAL UNIVERSITY RESOURCES

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### **1.3.1. EQUAL OPPORTUNITY POLICY**

Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status. Emory University does not discriminate in admissions, educational programs, or employment on the basis of any factor stated above or prohibited under applicable law. Students, faculty, and staff are assured of participation in University programs and in the use of facilities without such discrimination. Emory University complies with all applicable equal employment opportunity laws and regulations, and follows the principles



outlined above in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training.

### 1.3.2. DISCRIMINATORY HARASSMENT POLICY

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

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

#### A. Discriminatory Harassment of a Sexual Nature

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student status or;
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting such individual or;
- Such conduct is so severe and/or pervasive it has the purpose or effect of unreasonably interfering with a person's university employment, academic performance or participation in university programs or activities, or creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive.

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

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

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

#### B. Discriminatory Harassment of a Non-Sexual Nature

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



- Has the purpose or effect of creating an intimidating, hostile, or offensive employment, educational, or living environment; or
- Has the purpose or effect of unreasonably interfering with an individual's work performance or a student's academic performance.

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

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

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

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

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

#### Contact Information:

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

OR

Carol E. Henderson, Ph.D.  
Vice Provost  
Office of Diversity, Equity, and Inclusion  
Chief Diversity Officer  
Advisor to the President  
Emory University  
201 Dowman Drive  
Administration Bldg, Ste 305  
Atlanta, GA 30322  
MS: 1000-001-1AX  
(404) 727-3127  
(404) 712-9108 fax  
[carol.e.henderson@emory.edu](mailto:carol.e.henderson@emory.edu)



#### D. Prohibition Against Retaliation

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

#### E. False Accusations

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

### **1.3.3. INVESTIGATION AND RESOLUTION PROCESSES**

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

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

#### **A. Direct Communication with the Alleged Harasser**

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

#### **B. Filing an internal complaint with the Emory University Department of Equity and Inclusion**

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

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

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

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



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

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

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

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

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

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

### C. Issues Specific to Faculty

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

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



#### D. Filing an External Complaint

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

#### **1.3.4. COMPLAINTS AGAINST VENDORS, CONTRACTORS AND THIRD PARTIES**

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

#### **1.3.5 DEFINITIONS**

See definitions section below.

#### **1.3.6 ADDITIONAL UNIVERSITY RESOURCES**

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

Emory Police Department 404.727.6111 or 404.727.8005

Emory Police Department TIPS line 404.727.8477/TIPS

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

##### **Faculty Staff Assistance Program**

1762 Clifton Road NE, Suite 1100, Atlanta, GA 30322, 404.727.4328

##### **Emory University Human Resources**

Employee Relations Department

1599 Clifton Road, NE

Atlanta, GA 30322

404.727.7625

Campus Life Offices 404.727.4364

Student Health 404.727.7551

Emory Trust Line 1.888.550.8850 (for non-emergencies)

DeKalb Rape Crisis Center 404.377.1428

#### **Definitions**

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



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

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

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

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

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

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

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

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

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

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

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

- invasion of sexual privacy;
- prostituting another person;
- non-consensual video or audio-taping of sexual activity;



- going beyond the boundaries of consent;
- observing unsuspecting individuals who are partly undressed, naked, or engaged in sexual acts;
- knowingly transmitting a sexually transmitted infection or HIV to another person;
- exposing one’s breasts, buttocks, groin, or genitals, in non-consensual circumstances; inducing another to expose their breasts, buttocks, groin, or genitals;
- sexually-based stalking and/or bullying may constitute a form of sexual exploitation, as well as a form of sexual harassment, as discussed above.

**Sexual Harassment** - Unwelcome conduct, based on sex or on gender stereotypes, which is so severe or pervasive that it unreasonably interferes with a person’s university employment, academic performance or participation in university programs or activities or creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive. Sexual harassment may include, for example, an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention or advances; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence or sexual assault; intimate partner violence; stalking, or gender-based bullying.

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

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

**Related Links**

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

**Contact Information**

Subject	Contact	Phone	Email
Clarification of Policy	Department of Equity and Inclusion	404-727-9867	maurice.middleton2@emory.edu
File A Complaint	Department of Equity and Inclusion	404-727-9867	maurice.middleton2@emory.edu

**Revision History**

- Version Published on: May 27, 2020 (*Contact information update, update with office name change*)
- Version Published on: Aug 27, 2018 (*Contact information update, update details numbering*)
- Version Published on: Jun 02, 2015 (*Updated contact*)
- Version Published on: Aug 28, 2014 (*Update with office name change*)
- Version Published on: Jan 16, 2014 (*Rewrite of policy*)
- Version Published on: Jan 18, 2012 (*Contact information update*)



- Version Published on: [Jan 09, 2012](#)
- Version Published on: [Apr 13, 2007](#) (*revised to include gender identity and expression*)
- Version Published on: [Apr 02, 2007](#) (*Original Publication*)



## Policy 5.1

# Information Technology Conditions of Use

<b>Responsible Official:</b>	Enterprise CIO and Sr. Vice Provost for Library Services and Digital Scholarship
<b>Administering Division/Department:</b>	LITS: Library & IT Services
<b>Effective Date:</b>	March 31, 2007
<b>Last Revision Date:</b>	July 07, 2017

### Policy Sections:

- I. [Overview](#)
- II. [Applicability](#)
- III. [Policy Details](#)
- IV. [Definitions](#)
- V. [Related Links](#)
- VI. [Contact Information](#)
- VII. [Revision History](#)

### 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.



## Policy Details

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### General Principles:

- Emory's information technology (IT) resources are provided for uses consistent with the University's missions of teaching, learning, research, and service or for related administrative support.
- The use of Emory's IT resources must be consistent with other University policies, government regulations and laws.
- IT resources are not to be used for private financial gain or for supporting non-Emory related businesses.
- Users of Emory IT resources are expected to read and abide by all relevant IT policies and standards and to complete any prescribed IT security training.

### Information Security Requirements:

- Users of Emory's IT resources may not:
  - Share their passwords or other access credentials;
  - Attempt to hack, bypass, or violate security controls or conduct unauthorized testing of IT resources for security vulnerabilities;
  - Access, modify, or share sensitive data or information obtained from any of Emory's systems without appropriate authorization;
  - Use access credentials issued to other individuals or attempt to impersonate another individual in order to access IT resources.
- Users of Emory IT resources must:
  - Implement reasonable and appropriate safeguards to protect sensitive or critical information that they create or maintain;
  - Dispose of sensitive information in a secure manner (e.g. shredding, physical destruction, disk wiping)
  - Report any IT security incidents or security policy violations;
  - Cooperate with authorized IT security investigations;
  - Cooperate with authorized requests to discontinue activities that threaten the confidentiality, integrity, or availability of IT resources.
  - Return all institutional data and IT resources to Emory upon termination of employment and securely delete all institutional data from personally owned devices/media.

### Conduct:

- Users of Emory's IT resources may not use those resources for any unethical or illegal purpose, including but not limited to the following:
  - Violating copyrights or license agreements for any type of intellectual property (e.g. software, music, audio/video recordings, photographs, illustrations, documents, media files, e-journals, e-books, databases) (see <http://web.library.emory.edu/research-learning/scholcomm-datamgmt/index.html> for more information on University guidelines for copyright and fair use);
  - Harassing other members of the Emory community;
  - Destroying or stealing equipment, software, or data belonging to others;
  - Intentionally damaging or destroying the confidentiality or integrity of IT resources or disrupting their availability;
  - Viewing or distributing content, to the extent that doing so violates any applicable Emory policy and/or state and/or federal law, regulation, or policy;
  - Monitoring or disrupting the communications of others.



### **Personal Usage:**

- Limited and reasonable personal use of Emory's IT resources is acceptable and allowed, as long as it does not:
  - Interfere with the fulfillment of an employee's responsibilities;
  - Adversely impact or conflict with any activities that support Emory's mission or operations;
  - Result in any measurable cost to Emory;
  - Violate any other applicable University policies.

### **Network Protection and Monitoring:**

- Authorized Emory staff may without notice:
  - Monitor, inspect, or copy network communications, IT resources, and the data they contain. Use of the Emory network and/or IT resources constitutes consent to such monitoring;
  - Assess IT resources connected to the Emory network for security vulnerabilities;
  - Take emergency protective actions such as restricting user access rights or access to IT resources or the network;
  - Block potentially malicious network communications;
  - Block the viewing, downloading, or distribution of any content to the extent that doing so is required by federal or state law, regulation, or policy, or is required to carry out Emory's mission or operations.

### **Sanctions:**

- Failure to comply with this policy may have legal consequences and may result in:
  - Suspension or termination of access;
  - Disciplinary actions (up to and including termination of employment) in accordance with applicable university policy.

### **Definitions**

### **Related Links**

- Current Version of This Policy: <http://policies.emory.edu/5.1>
- Connecting to the Emory Data Network (<http://policies.emory.edu/5.4>)
- Emory Network IDs (NetIDs) and Passwords (<http://policies.emory.edu/5.5>)
- Peer-to-Peer File Sharing (<http://policies.emory.edu/5.7>)
- Disk Encryption Policy (<http://policies.emory.edu/5.12>)
- Automatic Forwarding of Email from the EmoryExchange Environment (<http://policies.emory.edu/5.13>)
- Copyright, Publishing and Fair Use (<http://web.library.emory.edu/research-learning/scholcomm-datamgmt/index.html>)

### **Contact Information**



<b>Subject</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
Clarification of Policy	Brad Sanford	404-727-2630	brad.sanford@emory.edu

### **Revision History**

- Version Published on: [Jul 07, 2017](#) (*Incorporation of changes requested by OGC*)
- Version Published on: [Mar 13, 2016](#) (*Updated web links*)
- Version Published on: [Mar 15, 2011](#) (*Major Revision / Re-write*)
- Version Published on: [Mar 29, 2007](#) (*Original Publication*)



## Policy 5.14

# Smart Device Security Policy

<b>Responsible Official:</b>	Enterprise CIO and Sr. Vice Provost for Library Services and Digital Scholarship
<b>Administering Division/Department:</b>	LITS: Library & IT Services
<b>Effective Date:</b>	January 01, 2012
<b>Last Revision Date:</b>	July 20, 2017

### Policy Sections:

- I. [Overview](#)
- II. [Applicability](#)
- III. [Policy Details](#)
- IV. [Definitions](#)
- V. [Related Links](#)
- VI. [Contact Information](#)
- VII. [Revision History](#)

### Overview

This policy explains Emory's official position on the security requirements of smart devices that access Emory Exchange e-mail, and/or store sensitive Emory data. Emory maintains a centrally managed service that supports the synchronization of data between smart devices and the Emory Exchange messaging and calendaring system: Exchange ActiveSync (EAS).

### Applicability

This policy applies to any smart device, either Emory owned or privately owned, that accesses Emory Exchange e-mail, and/or stores sensitive Emory data.

### Policy Details

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To improve the security of Emory data stored on smart devices, Emory requires the following security settings (when supported) on all smart devices storing sensitive Emory data and/or using the EAS service:

- A non-trivial numeric device passcode with a minimum required length of four characters. Passcodes consisting of additional character sets or greater lengths are allowed.
- An inactivity timeout to automatically lock the device after a maximum of fifteen minutes
- Data storage encryption (when supported by the device)
- Automatic data wiping after ten failed passcode entry attempts
- Enable the ability to remotely wipe data from lost/stolen devices
- Prohibit users from modifying or disabling security safeguards

These requirements will be enforced by Emory's IT infrastructure where feasible (e.g. EAS servers). Any device that is not capable of meeting these requirements is prohibited from being used to store Emory data classified as confidential or restricted (student records, patient records, financial records, etc.).

#### ActiveSync Devices

Emory Exchange users with devices that are capable of performing ActiveSync connections to retrieve messaging and calendaring information must use Emory's Exchange ActiveSync Server (EAS). Smart devices capable of enforcing the necessary security configuration settings via EAS are required.

For a list of mobile ActiveSync clients and their support for these requirements:  
[http://it.emory.edu/security/smart\\_device/](http://it.emory.edu/security/smart_device/)

#### IMAP and Other Protocols

Many smart devices have the ability to retrieve email using IMAP and other mail protocols or services. While this allows for email access, it does not provide access to other components such as the calendar, nor does it enforce security policies. Individuals may use IMAP to access email from a smart device, but the device must also be configured to conform to the requirements of this policy in order to protect the email contents from disclosure.

#### Lost or Stolen Devices

Users are required to immediately report lost or stolen smart devices to the Emory Service Desk so that a remote wipe of the device may be initiated. Users must also immediately change their Emory password to protect against unauthorized access to other Emory IT resources.

The wiping of a smart device will result in the loss of ALL data on the device, including contacts, pictures, notes, applications, text messages, etc. Smart device users should always maintain a current backup of their device(s) so that data may be easily restored in the event that a device must be wiped.

#### Decommissioned Devices

Smart devices that will no longer be used must be wiped and reset to factory defaults before disposal. This may be done through ActiveSync, or via the device's built-in reset utility.

#### **Sanctions:**

- Failure to comply with this policy may have legal consequences and may result in:
  - Suspension or termination of access;
  - Disciplinary actions (up to and including termination of employment) in accordance with applicable university policy.



## Definitions

**Smart device** – A mobile computing device such as smartphone or tablet.

**Exchange ActiveSync (EAS)** – A protocol developed by the Microsoft Corporation that allows for the synchronization of e-mail, calendars, tasks, and contacts between a Microsoft Exchange e-mail server and a mobile device. EAS is supported on most non-BlackBerry smart devices.

**IMAP** – (Internet Message Access Protocol) A commonly used protocol that defines how messages are retrieved from an e-mail server. IMAP does not support synchronizing calendaring, contacts, or tasks.

## Related Links

- Current Version of This Policy: <http://policies.emory.edu/5.14>
- Mobile Device Setup Information for Android and IOS (<http://it.emory.edu/office365>)
- List of mobile ActiveSync clients and their support for these requirements ([http://it.emory.edu/security/smart\\_device](http://it.emory.edu/security/smart_device))

## Contact Information

Subject	Contact	Phone	Email
Clarification of Policy	Brad Sanford	404-727-2630	<a href="mailto:brad.sanford@emory.edu">brad.sanford@emory.edu</a>

## Revision History

- Version Published on: [Jul 20, 2017](#) (*Updated sanctions language*)
- Version Published on: [Mar 17, 2016](#) (*Updated to remove BES*)
- Version Published on: [Jan 06, 2012](#) (*Original Publication*)

# Policy 8.2

## Sexual Misconduct

**Responsible Official:** Office of the Provost  
**Administering Division/Department:** Office of Equity and Inclusion  
**Effective Date:** May 24, 2007  
**Last Revision:** February 28, 2020

### Policy Sections:

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

### Overview

Emory University (“Emory”) is committed to maintaining an environment that is free of unlawful harassment and discrimination. Pursuant to Emory’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, sex, 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 welcomes and promotes an open and genuinely diverse environment.

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. Accordingly, Emory does not tolerate sexual misconduct in its community and will take prompt action when misconduct occurs.

This Policy covers sexual misconduct committed by Emory students. Sexual misconduct is a form of sexual harassment that is prohibited under federal law and Emory’s Equal Opportunity and Discriminatory Harassment Policy (Emory Policy 1.3- Applicable to all University Employees). Sexual misconduct can occur in many forms, including, but not limited to, sexual and gender-based harassment, non-consensual sexual intercourse, non-consensual sexual contact, dating violence, domestic violence, sexual exploitation and stalking.

Emory will take seriously every allegation or report of sexual misconduct received. Its 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:

Yolanda Buckner, JD  
University Title IX Coordinator  
Office of Title IX  
Administration Building, Suite 305  
201 Dowman Drive  
Atlanta, GA 30322  
Phone: (404) 727-8205  
yolanda.buckner@emory.edu

Or

Judith Pannell, Ed.D.  
Title IX Coordinator for Students  
Office of Title IX  
Administration Building, Suite 308  
201 Dowman Drive  
Atlanta, GA 30322  
Phone: (404) 727-4079  
judith.pannell@emory.edu

Questions may also be directed to a Deputy Title IX Coordinator. Their names and contact information are listed at the end of this document.

### **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 Emory 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'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 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 Emory facilities, at a program sponsored by Emory at another location, or elsewhere.

### **Policy Details**

#### **8.2.1. Reporting Sexual Misconduct**

#### **8.2.2. Investigation and Adjudication**

#### **8.2.3. Hearing Procedures**

##### **8.2.3.1. Appeals**

#### **8.2.4. Support Services and Options for Students Going Through the Sexual Misconduct Disciplinary Process**

#### **8.2.5. Contact Information**

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### 8.2.1. Reporting Sexual Misconduct

**Reporting to the Police.** Because sexual misconduct may constitute both a violation of Emory policy and criminal activity, persons having knowledge of a possible violation are strongly encouraged to report alleged sexual misconduct promptly to the Emory Police Department (EPD), or to local law enforcement authorities for incidents that occur off campus. Emory strongly encourages Complainants to report the incident, to seek assistance, and to pursue judicial action for their own protection and that of the entire campus community.

Confidential reporting (providing information without your name attached to it) is an available option with EPD through their TIPS line at (404) 727-TIPS/8477); however, investigative or criminal enforcement activity can be significantly limited in the case of anonymous reports. **(Note: EPD's TIPS line is a non-emergency telephone number; in the event of an emergency, please call 911).** Regardless of whether a Complainant pursues a criminal complaint, Emory will investigate the incident in question and take appropriate responsive action to ensure that the educational environment is free of harassment, to prevent the recurrence of a hostile environment, and, as appropriate, to remedy the effects of the harassment.

When an individual elects not to, or is unable to, report an incident of sexual misconduct, Emory encourages other persons with knowledge of the incident to make a prompt and accurate report to the EPD. The wishes of the Complainant about confidentiality, if known, should be respected in making such a report.

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

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

Complaints under this sexual misconduct policy may be filed with: (1) the University Title IX Coordinator, (2) the Title IX Coordinator for Students, or (3) a Deputy Title IX Coordinator. The complaint may be made in a written or verbal format.

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

### 8.2.2. Investigation and Adjudication

The Title IX Coordinator for Students is primarily responsible for coordinating responses to complaints of possible violations of this Policy, directly overseeing the investigation and adjudication of complaints, and coordinating possible remedial actions or other responses designed to reasonably minimize the recurrence of the alleged conduct as well as mitigate the effects of the harassment. The Title IX Coordinator for Students will ensure prompt, fair, and impartial investigations and resolutions of complaints alleging violations of this Policy. Emory will endeavor to complete the investigation and resolution of a complaint in a prompt and timely manner; the Title IX Coordinator for Students will keep the parties apprised of the status of their case on a periodic basis.

The procedures for institutional disciplinary action will be conducted by Emory faculty, staff and graduate/professional students<sup>1</sup> who receive annual training on this Policy and the skills necessary to complete their roles in the Title IX process. These trained individuals will handle matters under this Policy promptly and equitably.

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<sup>1</sup> Emory Graduate/Professional students are only allowed to serve as hearing board or appeals panel members.

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

The Complainant and Respondent may each be assisted by an advisor of choice during any investigative or other meeting that an Emory official schedules with a Complainant or Respondent. The principal role of an advisor is to serve as a support to a Complainant or Respondent, and not as a representative or advocate in interactions with Emory officials.

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

**Investigation of a Complaint and Notice of Charges of Alleged Policy Violation.** The Title IX Coordinator for Students will appoint an investigator to examine each complaint received. The investigator will conduct a prompt, thorough, and impartial investigation of the complaint. The investigation may involve interviews of a Complainant, Respondent, or a witness / witnesses; collection of documents or other physical/electronic information; and other appropriate steps as needed. Individuals who are interviewed during the investigation will be advised that the matter is confidential and that retaliation is prohibited by this Policy. A Complainant and Respondent may both provide information and suggestions to the investigator, but the investigator has independent authority to conduct the investigation using their best judgment.

After the investigation, the investigator will submit a written Report of Investigation to the Title IX Coordinator for Students detailing the information that was collected. The Title IX Coordinator for Students may ask the investigator further clarifying questions of the Complainant, Respondent, or witness(es) to supplement the Report of Investigation. The Title IX Coordinator for Students will then provide the draft of the Report of Investigation to the parties and will allow them to submit written statements responding to or clarifying information found in the report prepared by the investigator; any material submitted by the parties will be attached to the Report of Investigation as appendices, and the Report of Investigation will be finalized.

The Title IX Coordinator for Students shall review the finalized Report of Investigation and determine whether there is sufficient information to support charging the Respondent with a violation of this Policy. If a determination is made that the available information will not support a violation, then the student will not be charged and the case is closed. If the Title IX Coordinator for Students determines that there is sufficient information that a Respondent may have committed a violation (or violations) of this Policy, then within 7 business days after the Report of Investigation is completed or supplemented, a written "Notice of Charges of Policy Violation" ("Notice of Charges") will be provided to the Respondent and the Complainant with summary information that supports the charge(s).

**Input from the Complainant Regarding the Method of Resolution.** Early in the investigation, the Title IX Coordinator for Students will seek to determine how the Complainant wishes to proceed – whether the Complainant wishes to pursue a formal resolution, an informal resolution, or does not wish to pursue resolution of any kind.

- A. If the Complainant wishes to proceed with a formal resolution and the Title IX Coordinator for Students determines there is sufficient information to proceed with the sexual misconduct disciplinary process, then a hearing will be conducted as outlined in Section 8.2.3 (Hearing Procedures) of this Policy.
- B. If the Complainant wishes to proceed with an informal resolution, the Title IX Coordinator for Students may elect to initiate an informal resolution process. However, a Complainant (a) should never be required to work out a problem or resolve an issue directly with the Respondent without school involvement; and (b) must be advised of the right to end the informal process at any time and to begin to pursue a formal complaint process. Additionally, a Complainant and Respondent must mutually consent to use of the informal resolution process. The Title IX Coordinator for Students may elect not to pursue an informal resolution process if it is deemed not in the best interest of the involved parties or in Emory's best interest.

Even if the Complainant does not wish to pursue resolution, requests that no action be taken, or requests that the complaint remain confidential or elects not to participate in the process, Emory has an obligation to respond to reports of sexual misconduct. Emory's ability to respond may be limited if a Complainant wishes to remain anonymous. No guarantees can be made to a Complainant regarding confidentiality, but the Title IX Coordinator for Students, or their designee, will consider every request for confidentiality and significant weight will be given to honoring that request in determining a response to the report of sexual misconduct. In all cases, information will be treated with discretion and privacy but cannot always be handled confidentially.

A request for confidentiality will be considered in the dual contexts of Emory's legal obligation to ensure a living and learning environment free from sexual misconduct and the due process rights of the Respondent to be informed of the allegations and their source. The Complainant's request may be weighed against the following factors in considering how to respond: the seriousness of the alleged sexual misconduct, the Complainant's age, whether there have been other complaints of sexual misconduct against the same Respondent, and the Respondent's right to receive information about the allegations if the information is maintained by Emory as an "education record" under Family Educational Rights and Privacy Act (FERPA). Please note: in cases involving a pattern of conduct by the Respondent, the use of weapons, or drugs to limit a Complainant's capacity, Emory is required to move forward with a formal process.

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

Accommodations may be provided to individuals involved, regardless of whether formal conduct proceedings are instituted, including academic/course schedule changes; housing reassignments; safety escorts; safety/crime prevention briefings, and other protective or safety measures.

Both interim restrictions and accommodations are considered on a case-by-case basis by the Title IX Coordinator for Students.

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

### **8.2.3. Hearing Procedures**

If the Respondent does not accept responsibility for the alleged conduct, the Title IX Coordinator for Students will appoint a hearing board of three individuals, drawn from a pool of faculty, staff, and graduate/professional students with appropriate knowledge and training, to determine if the Respondent is responsible for violations in the Notice of Charges. The appointment of the hearing board will occur within 10 business days of the Respondent's denial of Responsibility. The Title IX Coordinator for Students will appoint one member of the board as its chair. The Title IX Coordinator for Students will select the date, time, and location of the hearing, and will provide notice to all parties. All parties shall be given at least 10 business days' notice in advance of the hearing date, absent agreement by the parties to shorten the time period or extraordinary circumstances as determined by the chair.

In hearings conducted under this Policy:

1. Both parties shall be given similar and timely access to information that will be used at the hearing and be given the substantially equivalent opportunities to present relevant evidence and witnesses.
2. The proceedings shall be non-adversarial in nature. The chair of the hearing board is empowered to take such steps as may be necessary to preserve the non-adversarial character of the hearing.

3. Both parties have the right to be present for the entire hearing, except for deliberations or recesses for the hearing board to discuss procedural issues.
4. Emory may require any student to attend and to give testimony relevant to the case under consideration. Signed, written statements from a Complainant, a Respondent, or from witnesses who cannot attend the hearing may be accepted at the discretion of the chair. Emory may request the attendance of a faculty or staff member, or alternatively request that a faculty or staff member furnish a written statement.
5. The Complainant and Respondent are both permitted to have an advisor of choice present at the hearing. If an advisor attends the hearing, the advisor is permitted to quietly provide advice and support to their student but cannot be directly involved in the hearing or disrupt the hearing. Accordingly, an advisor is not permitted to make statements to the hearing board or to question the opposing party or witnesses. The chair has discretion to place limitations or conditions on the advisor's presence or participation, and in extreme cases, where an advisor fails to adhere to this Policy and disrupts a hearing, the advisor can be dismissed from a hearing. Any cost associated with the participation of an advisor is the sole responsibility of the student seeking the advisor's assistance.
6. Neither party is required to be physically present in the same room, and at the discretion of the chair, electronic participation by either party may constitute presence for purposes of any hearing.
7. Hearing board members shall be required to disclose any conflicts of interest relating to the allegations or the hearing.
8. Neither party shall be permitted to directly question each other or any witness at the hearing, but they may submit questions to the chair for their consideration. The chair will determine whether specific, requested questions can be asked. If a specific question from a party cannot be asked, the chair will note the reason for its omission in the post-hearing report.
9. 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.
10. There shall be a single verbatim record, such as a tape recording, of the hearing (not including deliberations). The recording shall be Emory property. Documentation of sexual misconduct proceedings, including written findings of facts, transcripts, and any audio recordings, are maintained in accordance with the applicable Emory document retention records.
11. For all cases, the standard that shall be used to determine whether a violation was committed is "preponderance of the evidence", i.e., it is more likely than not that sexual misconduct occurred.
12. After all admissible evidence has been reviewed, the hearing board shall deliberate to decide the case. The Respondent shall be found responsible or not responsible for each charge by a majority vote of the board.

The chair will submit a written report to the Title IX Coordinator for Students containing the hearing board's determination and rationale within 10 business days of the conclusion of the hearing. If the hearing board concludes that, under a preponderance of the evidence standard, the Respondent violated this Policy, the hearing board will provide a sanction recommendation to the Title IX Coordinator for Students. The Title IX Coordinator for Students shall be empowered to affirm this sanction and/or determine an alternate sanction and remedy. Both parties shall receive simultaneous written notice of the outcome of the hearing, sanctions and remedies imposed, and the process and deadline for submitting an appeal by either party.

Emory may impose a range of sanctions and protective measures following a final determination of a violation of this Policy. The sanctioning decision will be informed by the degree to which the behavior was intentional, irresponsible, or without knowledge. Factors pertinent to the determination of what sanction applies include, but are not limited to, the nature of the conduct at issue, prior disciplinary history of the Respondent (shared with the hearing board only upon a finding of responsibility for the particular allegation), the Respondent's willingness to accept responsibility for their actions, previous University response to similar conduct, and the interests of the University.

The broad range of sanctions includes:

- Expulsion (Students found responsible for engaging in actual or attempted nonconsensual sexual intercourse, or who are found responsible for repeated sexual misconduct, should be prepared to be permanently separated from Emory);
- Suspension for an identified time frame or until satisfaction of certain conditions, or both;
- Temporary or permanent separation of the parties (e.g. only: change in classes, reassignment of residence, no contact orders, limiting geography where parties may go on campus) with additional sanctions for violating orders;
- Successful completion of sexual or relationship sensitivity training/awareness education program / bystander intervention training;
- Successful completion of alcohol and other drug awareness and abuse prevention program;
- Counseling or mentoring;

- Volunteering / community service requirements;
- Educational programs
- Loss of Emory privileges;
- Delays in obtaining administrative services and benefits from Emory (e.g. only: holding transcripts; delaying registration, graduation, or receipt of diploma);
- Additional academic requirements relating to scholarly work or research on sexual misconduct or sexual misconduct on university campuses;
- Financial restitution (payments) to any individual(s) who were injured or impacted by the Respondent's conduct; and
- Any other discretionary sanctions that are directly related to the violation or conduct and that are aimed at eliminating sexual misconduct, preventing its recurrence, and addressing its effects.

### **8.2.3.1. Appeals**

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

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

Appeals must be submitted in writing to the University Title IX Coordinator within 7 business days from the day the parties are notified about the outcome of the case. Upon receipt of an appeal, the University Title IX Coordinator will appoint an appeals panel of 3 members from a pool of trained faculty, staff, and graduate/professional students. The appeals panel will review the materials within 10 business days of receipt of the appeal. The panel will examine all documentation of the hearing to determine if there is a reasonable basis for changing the outcome. The panel will issue a written determination of the appeal, or may request that the University Title IX Coordinator take appropriate steps in the appeal, which may include: affirming the original finding and sanction; affirming the original finding but issuing a new sanction, which may be of greater or lesser severity; remanding the case to a new hearing panel to correct a procedural or factual defect; or, dismissing the case if there was a procedural or factual defect that cannot be remedied by remand. The panel's determinations are final and not appealable. However, the outcome of a remanded case may again be appealed under this provision. Both parties shall receive simultaneous written notice of the outcome of the appeal.

### **8.2.4. Support Services and Options for Students Going Through the Sexual Misconduct Process**

A variety of support resources are available on campus and in the community to assist students in dealing with sexual misconduct, whether it happened recently or in the past. A full listing of support services, including healthcare, counseling, advocacy or peer support, and other resources may be found at: <http://sexualmisconductresources.emory.edu>.

The Office of Respect at the Atlanta campus provides education, advocacy, and support for Complainants, as well as their friends and families: <http://respect.emory.edu>

Support Hotline (24/7): (470) 270-5360

Office: (404) 727-1514

Counseling and Career Services (CCS) is the primary point of contact for Complainants, as well as their friends and families, at Oxford College. (<https://oxford.emory.edu/life/thriving-at-oxford/counseling-and-career.html/> (404) 727-7450)

Respondents should contact the Office of Title IX for referral to support resources.

### **8.2.5. Contact Information**

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

Emory Police Department: (404) 727-6111

Emory Police Department TIPS line (non-emergency number): (404) 727-8477 (TIPS)

Emory HelpLine (non-emergency number): (404) 727-4357 (HELP)

**Atlanta campus**

Counseling and Psychological Services (CAPS): (404) 727-7450  
Student Health Services: (404) 727-7551 (press 1)  
Office of Spiritual and Religious Life: (404) 727-6226 or 404-727-4070

**Oxford campus**

Counseling and Career Services (CCS): (770) 784-8394  
Student Health Services: (770) 784-8376  
Office of Spiritual and Religious Life: (770) 784-8392

**Deputy Title IX Coordinators:**

**Candler School of Theology**

Dr. Anne Burkholder  
Associate Dean, Professor  
Candler School of Theology  
1531 Dickey Dr., Room 301  
Atlanta, GA 30322  
Phone: (404) 727-1351  
anne.burkholder@emory.edu

**Emory College of Arts and Sciences**

Blaire Wilson  
Assistant Director  
White Hall  
301 Dowman Dr., Room 307  
Atlanta, GA 30322  
Phone: (404) 727-8928  
blaire.wilson@emory.edu

**Goizueta Business School**

Harriet Ruskin  
Director, International Programs  
Goizueta Business School  
1330 Clifton Rd., Room 212  
Atlanta, GA 30322  
Phone: (404) 727-6644  
harriet.ruskin@emory.edu

**Laney Graduate School**

Donna Lynch Cunningham  
HR Manager  
Laney Graduate School  
Administration Building  
201 Dowman Drive, Suite 209  
Atlanta, GA 30322  
Phone: (404) 727-2669  
dlynchc@emory.edu

Dr. James Hughes  
Director, Jones Program in Ethics  
Associate Director, Student Progress  
Laney Graduate School  
Administration Building  
201 Dowman Drive, Suite 209  
Atlanta, GA 30322  
Phone: (404) 727-2295  
jlhughe@emory.edu

**Nell Hodgson Woodruff School of Nursing**

Arnita Howard  
Assistant Dean for Student Affairs and Diversity Initiatives  
Nell Hodgson Woodruff School of Nursing  
1520 Clifton Rd., Room P10  
Atlanta, GA 30322  
Phone: (404) 712-6826  
ahoward@emory.edu

**Oxford College**

Rhiannon Hubert  
Asst. Dean for Campus Life / Director, Student Involvement & Leadership  
Candler Hall / Student Center  
100 Hamill Street  
Oxford, GA 30054  
Phone: (770) 784-8445  
rhiannon.hubert@emory.edu

Anthony Mize, Jr.  
Diversity Coordinator  
100 Hamill Street  
Candler 213  
Oxford, GA 30054  
Phone: (770) 784-4527  
anthony.mize.jr@emory.edu

**Rollins School of Public Health**

Joanne Paredes Amposta  
Assistant Director of Student Engagement  
Rollins School of Public Health  
Grace Crum Rollins Building  
1518 Clifton Road  
Atlanta, GA 30322  
Phone: (404) 683-5404  
jampost@emory.edu

**School of Law**

Katherine Brokaw, JD  
Assistant Dean for Academic Engagement and Success  
Gambrell Hall  
1301 Clifton Rd.  
Atlanta, GA 30322  
Phone: (404) 727-6809  
kbrokaw@emory.edu

**School of Medicine**

Dr. J. William "Bill" Eley  
Executive Associate Dean, Medical Education and Student Affairs  
School of Medicine Administration Building  
100 Woodruff Circle; Room 453  
Atlanta, GA 30322  
Phone: (404) 712-9979  
jeley@emory.edu

## **Policy Definitions**

**Affirmative Consent.** Affirmative consent is a knowing, voluntary, clear, and mutual agreement among all participants to engage in specific sexual activity.

- a. Affirmative consent can be given by words or actions, as long as those words or actions express willingness to engage in the sexual contact or activity. It is important not to make assumptions. If there is confusion or ambiguity, participants in sexual activity should stop and verbally clarify each person's willingness to continue. A person who wants to engage in a specific sexual activity is responsible for obtaining affirmative consent for that activity.
- b. Affirmative consent to one form of sexual activity does not imply affirmative consent to other forms of sexual activity.
- c. Affirmative consent to engage in sexual activity with one person does not imply affirmative consent to engage in sexual activity with another person.
- d. Silence or the lack of resistance, in and of itself, does not demonstrate affirmative consent. Again, it is important not to make assumptions; if confusion or ambiguity arises during a sexual interaction, each participant should stop and verbally clarify the other's willingness to continue engaging in the sexual contact or activity.
- e. Affirmative consent may be initially given, but can be withdrawn at any time. When affirmative consent is withdrawn, or can no longer be given, sexual activity must stop.
- f. Previous relationships or previous affirmative consent for sexual activity is not affirmative consent to sexual activity on a different occasion.
- g. The definition of affirmative consent does not vary based upon a participant's sex, sexual orientation, gender identity, gender expression or relationship status.
- h. Affirmative consent cannot be procured using physical force, compulsion, threats, intimidating behavior, coercion, or from a person who is incapacitated.
- i. Under Georgia law, minors under the age of 16 years are generally unable to provide affirmative consent, with narrow exceptions. See O.C.G.A. § 16-6-3, Statutory Rape.

**Aiding, Facilitating, Encouraging, Concealing, or Otherwise Assisting.** Aiding, facilitating, encouraging, concealing, or otherwise assisting in a violation (or attempted violation) of this Policy is prohibited by this Policy.

**Coercion.** Coercion is conduct that would reasonably place an individual in fear of immediate or future physical, emotional, or other harm and that is used to pressure someone to engage in sexual contact. Coercion can include manipulation, intimidation, unwanted contact, express or implied threats of harm. Coercion is more than an effort to persuade, entice or attract another person to engage in sexual activity. In evaluating whether coercion was used, the University will consider whether pressure was applied and, if so, the frequency, intensity, and duration of the pressure, as well as the degree of isolation of the person being pressured. Sexual activity that is coerced is non-consensual.

**Complainant.** The Complainant is the person reporting or making an allegation or complaint of sexual misconduct. Where a third-party has reported alleged sexual misconduct, the person alleged to have been subjected to sexual misconduct also will be referred to as the Complainant.

**Complaint.** A communication or statement lodged with the Office of Title IX alleging a violation under this Policy; a complaint filed by a party, which can be verbal or written, indicates that the party would like to initiate formal or informal Title IX proceedings as per this Policy.

**Dating Violence.** The use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, psychological, sexual, technological, or economic abuse directed toward a person with whom one is or has been in a social relationship of a romantic or sexually intimate nature that does not constitute domestic violence. Whether there is or was such a relationship will be determined based on, among other factors, the parties' statements, and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the parties involved in the relationship. Dating violence includes behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, or physically injure someone. Dating violence can be a single act or a pattern of behavior in relationships. Dating violence is sometimes called intimate partner violence.

**Domestic Violence.** The use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, psychological, sexual, technological, or economic abuse directed toward (1) a current or former spouse or intimate partner; (2) a person with whom one shares a child; or (3) anyone who is protected from the Respondent's acts under the domestic or family violence laws of Georgia. This includes behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, or physically injure someone. Domestic violence can be a single act or a pattern of behavior in relationships. Domestic violence is also sometimes called intimate partner violence.

**Force.** Force refers to the use of physical violence and/or imposing on someone physically to gain sexual access. Sexual activity that is forced is non-consensual.

**Gender-Based Harassment.** Includes harassment based upon gender, sexual orientation, gender identity or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic, co-curricular, or campus life activities;
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or student life decisions affecting that individual;
- c. The conduct is so severe and/or pervasive that it unreasonably interferes with a person's University employment, academic performance, or participation in University programs or activities; or
- d. The conduct is so severe and/or pervasive that it creates an intimidating, hostile, demeaning, or offensive campus or living environment.

**Incapacitation.** Incapacitation occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. A person who is incapacitated lacks the ability to understand a decision to participate in sexual activity.

- a. Incapacitation may be associated with a person's lacking consciousness or awareness; being asleep; being involuntarily restrained; having a disability that impedes affirmative consent; or if an individual otherwise cannot affirmatively consent due to other forms of mental or physical helplessness. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to provide affirmative consent.
- b. Individuals should be aware of, and carefully consider, the potential consequences of the use of alcohol or drugs. Alcohol and drugs can lower inhibitions and create an atmosphere of confusion over whether consent is freely and affirmatively given. It is the responsibility of each party to be aware of the intoxication level of the other party before engaging in sexual activity. If there is any doubt as to the level or extent of the other individual's intoxication, it is safest to forgo or cease any sexual contact or activity. Being intoxicated, impaired, or incapacitated by alcohol or other drugs is never an excuse for sexual misconduct and does not diminish anyone's responsibility to obtain affirmative consent. The use of alcohol or other drugs never makes someone at fault for experiencing sexual harassment/misconduct.

**Intimidation.** The use of implied or overt threats that menace or cause reasonable fear to overcome an individual's freedom of will to choose whether to participate in sexual activity or provide affirmative consent. Affirmative consent obtained by intimidation is not valid.

**Non-Consensual Sexual Contact.** Any intentional sexual touching, without a person's affirmative consent. Intentional sexual touching includes deliberate contact, under or over clothing, with the breasts, buttocks, groin, or genitals, or conscious and willful touching another with any of these body parts; making another person touch any of these body parts under or over clothing; and the emission of ejaculate on the clothing or body of another person.

**Non-Consensual Sexual Intercourse.** Any form of vaginal, anal, or oral penetration by a penis, object, tongue, or finger without a person's affirmative consent; or oral copulation (mouth-to-genital contact or genital-to-mouth contact) without a person's affirmative consent, no matter how slight the penetration or contact.

**Report.** A report of sexual misconduct is when a party notifies the Office of Title IX of alleged misconduct and requests support and resources, but where there has not yet been a decision about whether to proceed through the Title IX process.

**Respondent.** The Respondent is the person alleged to have committed or perpetrated the sexual misconduct. Respondents are entitled to a presumption that there is no violation of this Policy throughout the disciplinary process unless the Respondent chooses to accept responsibility for a violation or until they are found responsible for a violation of this Policy via the hearing process.

**Responsible Employee** (also called a “Mandatory Reporter”). A responsible employee is any University employee who has the authority to take action to redress the harassment; who has the duty to report sexual harassment or any other misconduct by students or employees to school officials; or an individual who a student could reasonably believe has this authority or responsibility. At Emory, responsible employees include all faculty and staff members who are not considered to be confidential.

**Retaliation.** Any adverse action or threatened action, taken or made, personally or through a third party, against someone who has filed a sexual harassment/misconduct complaint (a Complainant), has been the subject of a sexual harassment/misconduct complaint (a Respondent), or any other individual who engages with the University in connection with a sexual harassment/misconduct complaint. All individuals and groups of individuals, not just a Respondent or Complainant, are prohibited from engaging in retaliation.

- a. Retaliation includes directly or indirectly threatening, intimidating, harassing, or any other conduct that would discourage a reasonable person from engaging in activity protected under this Policy, such as seeking services; receiving protective measures and accommodations; reporting sexual harassment/misconduct; and/or participating in an investigation or adjudication.
- b. Retaliation includes maliciously and purposefully interfering with, threatening, or damaging the academic or professional career of another individual before, during or after the investigation and resolution of a report of sex- and gender-based harassment/misconduct under this Policy.
- c. Retaliation may be present even where there is a finding of “no responsibility” on the allegations.
- d. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are determined not to be accurate. Filing a counter complaint, counter appeal, or conduct complaint through processes established by University policy does not in itself constitute retaliation, unless it is determined that the filing was without a reasonable basis and made in bad faith.

**Sexual Exploitation.** Non-consensual abuse or exploitation of another person’s sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other purpose. Examples of sexual exploitation may include, but are not limited to:

- invasion of sexual privacy;
- prostituting an individual;
- non-consensual video- or audio-recording of sexual activity or circulation of such recorded material (i.e., revenge pornography);
- non-consensual photographing individuals who are partly undressed, naked, or engaged in sexual acts and transmitting or posting those photographs without an individual’s consent;
- observing unsuspecting individuals who are partly undressed, naked, or engaged in sexual acts;
- knowingly transmitting a sexually transmitted disease (STD); exposing one’s breasts, buttocks, or genitals without affirmative consent or inducing another to do the same; and
- inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

**Sexual Harassment.** Unwelcome sexual advances, requests for sexual contact or favors, conduct based on gender stereotypes, or other verbal, non-verbal, physical, or visual conduct of a sexual nature constitutes sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic, co-curricular, or campus life activities;
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or student life decisions affecting that individual;
- c. The conduct is so severe and/or pervasive that it unreasonably interferes with a person’s University employment, academic performance, or participation in University programs or activities; or
- d. The conduct is so severe and/or pervasive that it creates an intimidating, hostile, demeaning, or offensive campus or living environment

**Stalking.** Engaging in a course of conduct directed at a specific person (or persons) that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer significant mental suffering or anguish. Course of conduct means two or more acts, including acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Stalking does not require an overt threat.

**Student.** The term student means any person pursuing academic studies at the University. The term also includes:

- a. A person who, while not currently enrolled, was previously enrolled at Emory and who is reasonably anticipated to seek enrollment at a future date, or
- b. A person who has applied to or been accepted for admission to Emory and has accepted an offer of admission or may reasonably be expected to enroll, or
- c. A person enrolled in an Emory program on a credit or non-credit basis.

### Related Links

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

### Contact Information

Subject	Contact	Phone	Email
Policy Posting	Lynell Cadray	(404) 727-2611	lynell.cadray@emory.edu

### Revision History

- Version Published on: February 28, 2020 (deleted and revised references to “co-investigators”)
- Version Published on: March 27, 2019 (*replace University and deputy Title IX Coordinators*)
- Version Published on: Aug 13, 2018
- Version Published on: Sep 26, 2016 (*location of Judith Pannell, replace 2 deputies*)
- Version Published on: Jul 14, 2016 (*School of Medicine deputy info changed*)
- Version Published on: Jul 13, 2016 (*new Deputies for Laney and Oxford*)
- Version Published on: Sep 15, 2015
- Version Published on: Nov 25, 2014 (*based on community feedback*)
- Version Published on: Nov 03, 2014
- Version Published on: Oct 08, 2014 (*annual review of policy*)
- Version Published on: May 27, 2014 (*changed Lynell Cadray's address*)
- Version Published on: May 23, 2014 (*updated University Title IX coordinator's name, deputy names*)
- Version Published on: Sep 25, 2013 (*summer 2013-Centralized Sexual Misconduct*)
- Version Published on: May 24, 2013
- Version Published on: Aug 16, 2012 (*change coordinator & program names*)
- Version Published on: Nov 28, 2007 (*last paragraph-updated contact information*)
- Version Published on: May 24, 2007
- Version Published on: Mar 28, 2007 (*Original Publication*)



## Policy 8.7

# Mandatory Student Insurance

<b>Responsible Official:</b>	VP and Dean for Campus Life
<b>Administering Division/Department:</b>	Campus Life
<b>Effective Date:</b>	August 31, 2007
<b>Last Revision Date:</b>	September 21, 2018

### Policy Sections:

- I. [Overview](#)
- II. [Applicability](#)
- III. [Policy Details](#)
- IV. [Definitions](#)
- V. [Related Links](#)
- VI. [Contact Information](#)
- VII. [Revision History](#)

### Overview

Effective Fall Semester 2006, Emory University requires that all new and continuing degree-seeking students and all international students (including Oxford College) either have health insurance or purchase the University-sponsored plan.

### Applicability

Students

### Policy Details

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In order to waive enrollment in the Emory Student Health Insurance Plan, students must show evidence of enrollment in a United States domiciled health insurance plan that meets specific waiver criteria. Each academic year, new and



continuing degree-seeking students and all international students who do not wish to be enrolled in the Emory Student Health Insurance Plan must successfully complete an online waiver process prior to the first day of Fall Semester classes. Students may access the waiver process via their OPUS account at [www.opus.emory.edu](http://www.opus.emory.edu). 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.

New and transfer students entering in Spring or Summer Semester who do not wish to be enrolled in the Emory Student Health Insurance Plan will complete the on line waiver process prior to the start of classes for their first semester at Emory. These mid-year admits will then join all continuing students in completing the process for the subsequent Fall Semester.

Emory students who have failed the waiver process (or failed to complete the process by the deadline date) may appeal the decision to enroll them in the University-sponsored plan. The Mandatory Student Health Insurance Appeals Committee, consisting of students, faculty and staff, reviews and votes upon requests for reconsideration of denied waivers.

Individual Emory undergraduate, graduate and professional colleges and schools may have a more restrictive mandatory health insurance policy in order to meet the needs of their individual academic discipline and students.

**Definitions**

n/a

**Related Links**

- Current Version of This Policy: <http://policies.emory.edu/8.7>
- OPUS-access waiver forms (<http://www.opus.emory.edu>)

**Contact Information**

Subject	Contact	Phone	Email
Clarification of Policy	Student Health Services	404-727-7560	<a href="mailto:shsinsurance@emory.edu">shsinsurance@emory.edu</a>
Policy Posting	Campus Life Central	404-737-4364	<a href="mailto:campuslife@emory.edu">campuslife@emory.edu</a>

**Revision History**

- Version Published on: [Sep 21, 2018](#) (*Updated contact email*)
- Version Published on: [Apr 02, 2007](#) (*Original Publication*)

# Policy 8.8

## Alcohol and Drug Abuse Policy

**Responsible Official:** VP and Dean for Campus Life

**Administering Division/Department:** Campus Life

**Effective Date:** March 31, 2007

**Last Revision:** March 2, 2020

### Policy Sections:

- I. [Overview](#)
- II. [Applicability](#)
- III. [Definitions](#)
- IV. [Policy Details](#)
- V. [Related Links](#)
- VI. [Contact Information](#)
- VII. [Revision History](#)

### Overview

Emory University is committed to the health and well-being of its faculty, staff, and student body. Alcohol and drug misuse and abuse can be detrimental to one's overall physical and emotional health; can be detrimental to academic and/or professional performance; and can 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, as amended. 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.
- In instances where individuals are found to be in violation of this policy, the University's response will stress individual accountability, personal development and education, and connection to appropriate health services, as well as the effect on impacted parties and the community.
- 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 a low risk way. Activities (e.g. drinking games) and paraphernalia (e.g. funnels, beer pong tables, and ice slides) that promote the rapid and unsafe consumption of alcohol are prohibited.

- 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 illegal sale, distribution or use of alcohol is not permitted.
- The sale of alcoholic beverages without an applicable license is not permitted.
- The University seeks to create an environment of personal development through education and supportive community. It supports individuals seeking services for alcohol, tobacco and/or other drug misuse and makes confidential services available to them.
- 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**

This policy applies to all Emory University full-time, part-time and temporary faculty, staff, and students for all University-Sponsored Events and to all activities conducted on University-owned property.

Emory University permits the purchase and use of alcoholic beverages with University funds under certain conditions but expects faculty, staff and students to take measures to prevent alcohol and drug misuse. 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.”

### **Definitions**

**University Housing**—includes University-owned and/or managed student residential facilities such as residence halls, fraternity and sorority housing, theme houses, and apartments.

**University-Sponsored Event**—is an event hosted, organized or financed by a University-Sponsored Student Organization or by a department or division of the University. University-Sponsored Events include, but are not limited to, any internal or external sponsored events held on campus; fraternity and sorority events; and campus organization, divisional or departmental events.

**University-Sponsored Student Organization** – is a student organization, including sororities and fraternities, undergraduate, graduate and professional organizations, that (1) is registered with the University; (2) is affiliated with a University department or division that acknowledges the organization as part of its activities; or (3) sponsors activities that relate to the education, research and community service missions of the University or to the goals or objectives of the department or division of affiliation.

### **Policy Details**

#### **1. Standards of Conduct**

#### **2. General Restrictions as of the Policy Effective Date**

##### **2.1. Possession of Alcohol**

##### **2.2. Other Drugs**

##### **2.3. False Identification**

### **3. Sanctions and Penalties**

#### **4. Notification of Drug-Related Convictions**

##### **4.1. Employee Notification of Drug-Related Convictions**

##### **4.2. Student Notification of Drug-Related Convictions**

#### **5. Advertisements and Promotions**

##### **5.1. Advertisements and Promotion of Events**

##### **5.2. Use of Name, Logo, Seal, Insignia or Mascot**

#### **6. Purchasing Alcohol**

#### **7. Storage of Alcohol**

#### **8. Use of Alcohol in University Housing**

#### **9. Use of Alcohol at Athletic Events**

#### **10. Procedures for Events with Alcohol**

##### **10.1. On-Campus and Off-Campus Events with Alcohol**

##### **10.2. Additional Food and Beverages**

#### **11. Additional Information**

##### **11.1. Health Risks**

##### **11.2. Resources for Education, Consultation and Counseling**

##### **11.3. Distribution**

##### **11.4. Additional Policies Regarding Alcohol**

##### **11.5. Review**

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## **1. Standards of Conduct**

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

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

## **2. General Restrictions as of the Policy Effective Date**

## **2.1. Possession of Alcohol**

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

## **2.2. Other Drugs**

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

## **2.3. False Identification**

It is illegal for an individual to provide false name, address or date of birth for the purpose of acquiring alcohol or other drugs.

## **3. Sanctions and Penalties**

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

Alleged violations of this policy by an individual undergraduate student shall be referred to the Office of Student Conduct. Alleged violations of this policy by an individual graduate/professional student shall be referred to the established disciplinary body of the school in which the student is enrolled. The Office of Student Conduct and the established disciplinary bodies of the graduate/professional schools shall have the authority to make appropriate referrals and to impose on students and student organizations such sanctions for violations of the policy as it may deem appropriate, including but not limited to participating in educational programs, parental notification and/or loss of privileges.

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

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

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

## **4. Notification of Drug-Related Convictions**

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

### **4.1. Employee Notification of Drug-Related Convictions**

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

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

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

(b) Within thirty (30) calendar days of receiving notice of a conviction, the person notified pursuant to Paragraph 4.1(a)(2) above shall consult with the human resources department of Emory University (human resources department may contact the Office of Equal Employment Opportunity, as appropriate), and said person shall then:

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

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

#### **4.2. Student Notification of Drug-Related Convictions**

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

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

### **5. Advertisements and Promotions**

#### **5.1. Advertisements and Promotion of Events**

Publications of any type and in any media, including but not limited to The Wheel and other newspapers, pamphlets, flyers, and websites, that receive some or all of their funding from University sources (including the Student Activity Fee) must not accept or contain commercial advertising or other materials that promote, depict or encourage excessive or underage consumption or use, or underage purchase, of alcoholic beverages or controlled substances. This section is not intended to restrict advertisement or promotion of curricula or research objectives involving alcohol consumption.

Depictions promoting excessive alcohol consumption including but not limited to any of the following may not be used in advertisements or in the promotion of events:

- Excessive or underage consumption or use, or underage purchase, of alcoholic beverages or controlled substances
- All-you-can-drink activities
- Drinking games

- Price specials on alcohol
- Promotions or prizes featuring alcohol

This list is not exhaustive; it is meant to provide examples of the types of activities that are considered by the University as promoting excessive alcohol consumption.

## **5.2. Use of Name, Logo, Seal, Insignia or Mascot**

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

## **6. Purchasing Alcohol**

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

Schools, colleges, departments, or units determine the permissibility of charging alcoholic beverages to University accounts. For more information, contact the head of the specific unit or department.

University-Sponsored Student Organizations must follow all applicable Student Government Association and Graduate Student Government Association financial policies for the purchase of any alcoholic beverages.

Fraternities and sororities recognized by the Office of Sorority and Fraternity Life are prohibited from using organizational funds to purchase alcohol.

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

## **7. Storage of Alcohol**

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

## **8. Use of Alcohol in University Housing**

Activities that take place within University Housing are governed by applicable laws and regulations and the terms of applicable University policies, including but not limited to the Undergraduate Code of Conduct.

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

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

Residents under the age of 21:

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

Residents age 21 and over:

- Are permitted to be in possession of, consume or store alcohol in University Housing, consistent with state law, with the exception of those at Oxford College. Possessing, consuming and/or storing alcohol is prohibited in all residence halls at Oxford College.

## **9. Use of Alcohol at Athletic Events**

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

The possession, consumption and purchase of alcoholic beverages, tobacco and/or illegal drugs by any student-athlete or manager is prohibited while participating in an intercollegiate, club, intramural or recreational athletics activity, including such activities taking place off campus, from the time the team leaves campus until the time the team returns to campus.

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

## **10. Procedures for Events with Alcohol**

The following procedures apply to all University-Sponsored Events where alcohol will be served. The following procedures are provided to assist with the planning of University-Sponsored Events; however, the service of alcoholic beverages is permitted only in accordance with this policy and applicable local laws.

### **10.1. On-Campus and Off-Campus Events with Alcohol**

#### University-Sponsored Student Organization Events

All University-Sponsored Student Organizations must complete the [online registration form](#) for student organizations if they are serving alcohol at an event.

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

- The president or risk manager of the University-Sponsored Student Organization must attend a Campus Life sponsored training session that includes content about hosting events with alcohol;
- University-Sponsored Student Organizations must comply with any applicable regulations from their national organizations;
- Under no circumstances is the alcohol to be left unattended; and
- Activities (e.g. drinking games) and paraphernalia (e.g. funnels, beer pong tables, and ice slides) that promote the rapid and unsafe consumption of alcohol are prohibited.

In addition, the following management strategies must be in place in order for alcohol service to be permitted at events in which attendance is expected by individuals under the age of twenty-one (21):

- EmoryCard readers or another age-verification plan approved by Campus Life must be utilized; and

- A licensed caterer or a non-student employee must serve the alcohol. The non-student employee must:
  - a. Be at least twenty-one years old;
  - b. Be listed by name on the online registration form for University-Sponsored Student Organizations;
  - c. Be present for the duration of the alcohol being served; and
  - d. If not an employee, have documentation of current insurance.

### Other Events

Any academic or administrative department having or hosting an event with alcohol at which individuals under twenty-one (21) years of age are expected to attend must implement an age-verification plan, such as use of an Emory Card Reader or licensed server and must not leave alcohol unattended.

### **10.2. Additional Food and Beverages**

All University-Sponsored Events where alcohol is served must have free non-alcoholic beverages and free and substantive food offerings available at all times during the event.

## **11. Additional Information**

### **11.1. Health Risks**

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

### **11.2. Resources for Education, Consultation and Counseling**

The University sponsors several programs that provide information and professional services for its faculty, staff and students on matters related to the misuse and abuse of alcohol and drugs. These programs provide education, consultation, assessment, counseling and referral in a professional environment that respects individual confidentiality and integrity. The University maintains the [Faculty Staff Assistance Program](#) (404.727.4328) for faculty and staff; and the [Counseling and Psychological Services](#) (404.727.7450) and the [Office of Health Promotion](#) (404.727.7551) are available to students on the Atlanta campus. Counseling and Career Services (770.784.8394) and Center for Healthful Living (770.784.8634) are available to students on the Oxford Campus. Augmenting these formal programs, a variety of other campus programs and services educate and assist individuals who take the initiative to help themselves. Please see the Related Links section below for additional information on these services.

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

### **11.3. Distribution**

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

### **11.4. Additional Policies Regarding Alcohol**

All University-Sponsored Student Organizations are under the jurisdiction of the Student Government Association and/or Graduate Student Government Association and their policies and procedures and the policies and procedures of the Office of Student Involvement, Leadership, and Transition.

In addition:

Fraternities and sororities must comply with their respective national organizations' alcohol policies, the Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council and Panhellenic Council policies, and the [policies of the Office of Sorority and Fraternity Life](#);

Residence Hall events must comply with the [Office of Residence Life and Housing Operations policies](#);

Students at Oxford College must comply with the Oxford College Alcohol Policy; and

Miller Ward Alumni House events must comply with the [Miller Ward Alumni House Alcohol Policy](#).

### 11.5. Review

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

### Related Links (references and links)

Laws, Policies, and Protocols

- Current Version of This Policy (<http://policies.emory.edu/8.8>)
- Student organization registration system for events with alcohol (<https://emory.campuslabs.com/engage/submitter/form/start/315808v>)
- Office of Sorority and Fraternity Life Social Event Policy (<http://osfl.emory.edu/current-members/index.html>)
- Substance Abuse/Drug-Free Workplace (<http://policies.emory.edu/4.66>)
- Tobacco Free Environment Policy 4.113 (<https://policies.emory.edu/4.113>)
- Medical Amnesty Protocol ([http://conduct.emory.edu/policies/medical\\_amnesty/](http://conduct.emory.edu/policies/medical_amnesty/))
- Undergraduate Student Code of Conduct (Atlanta) (<http://conduct.emory.edu/>)
- Oxford College Code of Conduct (<http://www.oxford.emory.edu/life-at-oxford/student-conduct/>)
- Student Government Association Finance Policy (<https://orgsync.com/116828/chapter>)
- Graduate Student Government Association Finance Policy (<http://emory.orgsync.com/org/gsga/>)
- Georgia Controlled Substance and Dangerous Drug Laws Chart (<http://tinyurl.com/26pfhy>)
- Miller-Ward Alumni House Policy (<http://millerward.emory.edu/>)
- NCAA Banned Substances (<http://www.ncaa.org/2018-19-ncaa-banned-drugs-list>)

Support Resources

- Faculty Staff Assistance Program ([www.fsap.emory.edu](http://www.fsap.emory.edu))
- Office of Health Promotion (<http://healthpromotion.emory.edu/>)
- Counseling and Psychological Services (<http://counseling.emory.edu/>)
- Student Health Services (<http://studenthealth.emory.edu/hs/>)
- Oxford College Counseling and Career Services ([www.oxford.emory.edu/counseling](http://www.oxford.emory.edu/counseling))
- Emory Police Department ([www.campserv.emory.edu/epd/](http://www.campserv.emory.edu/epd/))

Educational Resources

- Drugs of Abuse: Uses and Effects (<http://www.emory.edu/WELCOME/SECURITY/2005-06/charts/ControlledSubUses&Effects.pdf>)

#### Handbooks

- [Doctor of Medicine Student Handbook](https://med.emory.edu/handbook/) (<https://med.emory.edu/handbook/>)
- Emory's Student-Athlete handbook ([https://issuu.com/emoryathletics/docs/student-athlete\\_handbook\\_2016-17](https://issuu.com/emoryathletics/docs/student-athlete_handbook_2016-17))

#### Contact Information

Subject	Contact	NCPHONE	Web Address
Clarification of Policy	Emory Campus Life	404-727-4364	<a href="http://campuslife.emory.edu/">http://campuslife.emory.edu/</a>
Information about state and federal laws and the interpretation of the policy	Office of General Counsel	404-727-6011	<a href="http://www.emory.edu/OGC">www.emory.edu/OGC</a>

#### Revision History

- Version Published on: Mar 02, 2020
- Version Published on: [Aug 31, 2017](#) (*Reinstated "health risks" section 8.8.11.1*)
- Version Published on: [Jun 07, 2016](#) (*updated MWAH web address*)
- Version Published on: [Sep 18, 2014](#) (*added Oxford contact information*)
- Version Published on: [Feb 06, 2014](#)
- Version Published on: [Feb 05, 2013](#) (*resource contact information updated/revised 8.8.11.1*)
- Version Published on: [Jan 31, 2013](#) (*reordered 8.8.1 and 8.8.2. Wording changed in 8.8.2*)
- Version Published on: [Dec 20, 2012](#) (*revised Campus Services Available for Drug Abuse document*)
- Version Published on: [Dec 14, 2012](#) (*revised 8.8.3.3 and Drug Trafficking Penalty Link*)
- Version Published on: [Jul 02, 2012](#)
- Version Published on: [Jun 29, 2012](#) (*June 2012-updated 8.8.10. Clarify definition for student organizations*)
- Version Published on: [Dec 02, 2009](#) (*12/2/2009-changed name to Office of Student Leadership & Service*)
- Version Published on: [Jun 04, 2007](#) (*Original Publication*)



## Policy 8.9

# Student Vehicle Use Policy

<b>Responsible Official:</b>	VP and Dean for Campus Life
<b>Administering Division/Department:</b>	Campus Life
<b>Effective Date:</b>	May 01, 2010
<b>Last Revision Date:</b>	September 21, 2018

### Policy Sections:

- I. [Overview](#)
- II. [Applicability](#)
- III. [Policy Details](#)
- IV. [Definitions](#)
- V. [Related Links](#)
- VI. [Contact Information](#)
- VII. [Revision History](#)

### Overview

The goal of the Student Vehicle Use Policy is to protect our students from injury while driving personal vehicles on University-sponsored activities and programs and while driving University vehicles or those rented for University sponsored-activities and programs.

### Applicability

This Student Vehicle Use Policy sets forth the University's regulations and procedures for all students (graduate, professional, and undergraduate) who drive University-owned, rented, or leased vehicles 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/chartered student organizations, Residential Life, programs and organizations in



Civic and Community Engagement, programs and organizations in Recreation and Wellness, athletic or academic, academic employment or internships, and off-campus programs.

## Policy Details

### 8.9.1 Requirements

### 8.9.2 Motor Vehicle Record

### 8.9.3 Driver Training

### 8.9.4 Personal Vehicles

### 8.9.5 Travel Limitations

### 8.9.6 Travel Itineraries/Parties

### 8.9.7 General Operating Instructions

### 8.9.8 Emergency Action Plan and Accident Reporting

#### 8.9.8.1 Important Notes

#### 8.9.8.2 Recommended Emergency Action Plan Guidelines

8.9.9 Violations of this policy for undergraduate students are subject to the Undergraduate Code of Conduct while graduate and professional school students will be subject to the disciplinary processes of their respective academic units.

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## 8.9.1 Requirements

To drive a University-owned, rented, or leased vehicles or personal vehicle in connection with University-sponsored activities or programs for any purpose, a student will need to:

- Follow this policy;
- Be at least 18 years of age;
- Hold a valid U.S. driver's license and have held either such license or a foreign license for at least two years;
- Disclose any moving violations and vehicle accidents during the last three years;
- Complete the Motor Vehicle Record Consent Form (available in the forms section on any student organizational portal on Orgsync), which authorizes Emory University Human Resources to conduct a state level driving record check;
- Have a "clear" or "acceptable" driving record as defined below; and
- Successfully complete the Emory Defensive Driving Course every two years in order to drive a University-owned, rented, or leased vehicles or personal vehicle in connection with University-sponsored activities or programs.

## 8.9.2 Motor Vehicle Record

The University will check a motor vehicle record (MVR) when the Consent Form is first submitted and at least bi-annually (every two years) thereafter. Additional checks may be conducted if the University becomes concerned about a student's ability to drive in an official capacity on a University-sponsored activity or program.

Please allow sufficient time for the MVR receipt and review, as you will not be permitted to drive a University Vehicle on a University-sponsored activity or program until your MVR is received, approved and the defensive driving program test is passed and certificate of completion is submitted to Student Involvement, Leadership, and Transitions.



MVRs will be assessed based on the criteria below, as a minimum standard. In certain situations, drivers may be held to higher standards, depending on the nature of the driving, driving record, or concerns about ability to drive safely.

An MVR will be considered unacceptable if it involves:

(a) One or more of the following violations during the previous three-year period:

- reckless driving;
- driving while impaired or under the influence of alcohol or drugs;
- homicide by vehicle, negligent homicide or involuntary manslaughter;
- fleeing or attempting to elude police officers;
- driving without a license or while a license is suspended or revoked;
- hit and run or failure to stop after an accident; or
- major speeding (20 MPH or more over limit)

(b) Two or more of the following violations during the previous two-year period:

- speeding (less than 20 MPH over limit);
- any other moving violation other than speeding or listed in (a), (b) or (c);
- "at-fault" accident; or
- failure to have required insurance

(c) Three of the following violations during the previous two-year period:

- defective equipment;
- oversize or overweight load;
- operating without required equipment or warnings;
- other equipment violations; or
- not "at-fault" accident

Driving records must be clear or acceptable, as outlined above, for a student to drive a University-owned, rented, or leased vehicles or personal vehicle in connection with University-sponsored activities or programs on a University-sponsored activity or program.

If a student does not meet the requirements, he or she will not be allowed to drive a University-owned, rented, or leased vehicles or personal vehicle in connection with University-sponsored activities or programs on a University-sponsored activity or program.

If a student's driving record changes or if there is a change in a student's medical condition that may affect his or her driving after initial driving approval, the student must report the change immediately to the office or department that manages such travel, or owns, rents, or leases the vehicle and Student Involvement, Leadership, and Transitions.

If a student becomes ineligible to drive a University-owned, rented, or leased vehicles or personal vehicle in connection with University-sponsored activities or programs on a University-sponsored activity or program, the approved status will be revoked for the duration of enrollment at the University. Further, the student may be subject to disciplinary action from the Office of Student Conduct for undergraduate students or the appropriate graduate or professional school conduct process for graduate students.

### 8.9.3 Driver Training

In order to drive a University-owned, rented, or leased vehicles or personal vehicle in connection with University-sponsored activities or programs, students must successfully complete the Emory Defensive Driving Course once every two years. Student Involvement, Leadership, and Transitions oversees the online Emory Defensive Driving Course, and the National Safety Council will certify individuals who successfully complete the Defensive Driving Course.

Students must first have their Motor Vehicle Record checked by turning in an MVR Clearance Form and a copy of their Drivers License to Student Involvement, Leadership, and Transitions via OrgSync. Once the MVR passes, the student will be informed on how to take the course. For forms and more information go to the forms section of any student organization portal on OrgSync.



Individuals who do not successfully complete the Defensive Driving Course will be provided an opportunity to repeat the course and successfully complete it. If a passing score is not attained the second time, such students will not be allowed to drive on a University-sponsored activity or program, and a decision will be made regarding the employment status of a student whose job requirement requires driving on a University-sponsored activity or program.

#### **8.9.4 Personal Vehicles**

A student who uses his or her personal vehicle on a University-sponsored program must:

- Obtain personal auto insurance and provide the following upon request - a valid and current certificate of insurance that includes insurance company name, make/model of vehicle, vehicle VIN number, policy number and name of person insured.
- Acknowledge that the University does not carry insurance on, and assumes no responsibility for, any damage to personal vehicles, even when used on a University-sponsored activity or program. The student's auto insurance will respond for third party liability including liability for injuries to passengers in the vehicle. It is an industry standard that insurance follows the vehicle.
- Acknowledge responsibility for paying any deductibles or co-pays associated with personal insurance in the event of an accident.

#### **8.9.5 Travel Limitations**

- Students may not drive a University-owned, rented, or leased vehicles or personal vehicle in connection with University-sponsored activities or programs, on a University-sponsored activity or program, more than 500 miles one-way. For trips over 500 miles one-way, students must contract with a third party carrier (i.e. airline, bus company, shuttle service) or received special permission from the Director of Student Involvement, Leadership, and Transitions.
- Note: Proposed travel that falls outside of these travel limitations must be reviewed and approved in advance by the Student Travel Committee (Director of Student Leadership and Service, Dean of Students, Director of Athletics and Recreation). Third party carriers must be chosen from a list pre-approved by the Student Travel Committee. For more information, please contact the Director of the Office of Student Leadership and Service.
- Do not exceed the recommended load capacity for vehicles for both number of passengers and weight of cargo.
- 15 passenger vans may not be leased, purchased or driven as University vehicles. Only 12 passenger vans or smaller may be used.

#### **8.9.6 Travel Itineraries/Parties**

This section of the policy applies to all trips greater than 60 miles from Emory's campus.

- A complete roster of travelers including cell phone numbers and a trip itinerary should be filed with appropriate on-campus personnel (i.e. staff member, student organization advisor) for each University-sponsored activity. There should be at least two on-campus personnel who have responsibility for implementing the emergency action plan (see 8.9.8), and the traveling party should have emergency phone numbers for both of these individuals.
- There should be more than one traveling person designated as the "person responsible" on all trips in case of injury to one of the persons.
- Other than Emory students, minors may not ride in vehicles used on a University-sponsored activity or program.
- Family members may not be transported in University-owned, rented, or leased vehicles or personal vehicle in connection with University-sponsored activities or programs on a University-sponsored activity or program.

#### **8.9.7 General Operating Instructions**



- Drivers must drive responsibly and are expected to follow traffic laws, posted speed limits, practice defensive driving, wear seat belts and avoid any activity that has the potential to divert attention from driving safely.
- Drivers are restricted from activities of distracted driving while driving on behalf of the University, including but not limited to use of navigation, cell phones, texting, smoking, eating, checking email, etc.
- Drivers must abide by the hands free law (House Bill 673) in the state of Georgia.
- Drivers must monitor weather and road conditions and commit to change plans if warranted to ensure safety. This may mean taking breaks more frequently, stopping overnight, or postponing the trip altogether.
- Change drivers at least every 2 hours, more frequently if the driving is fatiguing. If a trip is more than 2 hours away, there must be at least 2 certified drivers per vehicle.
- Drivers must assess the type of driving (highway, back roads, winding roads, hilly roads) compared to the driver's experience and comfort level and assign driving shifts accordingly.
- Do not caravan. Each driver should have a set of directions and maps. Do not attempt to stay together or rendezvous along the way. Each driver should travel independently. It is recommended that there be no driving between 12:00 midnight and 6:00 a.m.
- While driving on a University-sponsored activity or program, a driver may not be under the influence of illegal drugs or alcohol. Drivers and passengers may not bring alcoholic beverages (even unopened) into a vehicle. Such behavior will subject students to disciplinary action as determined by the Office of Student Conduct.
- Drivers must secure University Vehicles when not occupied and must have contents reasonably safeguarded.
- The use of radar detectors (or similar speed enforcement detection) is strictly prohibited.
- Trailer, hitches or towing are not permitted without special permission.
- University Vehicles should be used only for University business and should not be taken home at night (special exceptions may be approved by student activity advisor).
- Drivers are personally responsible for paying all traffic tickets.

### **8.9.8 Emergency Action Plan and Accident Reporting**

#### 8.9.8.1 Important Notes

- The University's liability insurance protects the University against damages resulting from bodily injury and/or property damage. The University's liability insurance will also protect an authorized driver as long as the authorized driver is driving a University Vehicle and is acting within the scope of his/her authority and responsibilities. As noted above, however, when driving your personal vehicle - even on a University-sponsored activity or program - your personal insurance is primary.
- Immediately report all accidents during a University-sponsored program to your student activity advisor, even if you are driving your personal vehicle per the agreed upon Emergency Action Plan.
- Depending on the circumstances, advisors will contact the following University officials to enact an emergency action plan:
  - University Communications – 404/727-6216
  - Emory Police Department - 404/727-6111
  - Campus Life Emergency Line – 404/280-7073 or 404/895-5948
- Failure to report an accident will result in the revocation of your authorization to drive a University Vehicle on a University-sponsored activity or program.
- All University-owned vehicles contain an accident reporting kit and insurance card. Driver is responsible for using kit in the event of an accident.
- When you return to campus, promptly complete an accident report form with the Emory Police Department and contact the Office of Risk and Insurance Services.
- All accidents will be investigated and may result in revocation of driving authorization and other disciplinary action.

#### 8.9.8.2 Recommended Emergency Action Plan Guidelines

- Each department and division should develop detailed instructions in an Emergency Action Plan. This plan should be disseminated to all students driving or travelling under your jurisdiction.



- All chartered Student Organizations should abide by the Office of Student Leadership & Service Emergency Action Plan unless otherwise noted ([http://www.osls.emory.edu/student\\_orgs/eagle\\_source/student\\_driving.html](http://www.osls.emory.edu/student_orgs/eagle_source/student_driving.html)).
- General recommended actions to include are as follows:
  - Assess safety of self and passengers
  - If injuries, Call 9-1-1 immediately.
  - If no immediate injuries, move the vehicle to a nearby, safe place if possible.
  - Call 9-1-1.
  - Take down all information, take pictures of damages, etc.
  - Contact your activity advisor, faculty, or staff member ASAP
  - When police arrive, do file a police report no matter how serious the damage or injuries
  - Work with your advisor, faculty, or staff member contact to determine how to proceed back to campus.
  - Within 24 hours, contact Office of Risk Management to alert to the issue (EPD/Risk Management – 404-727-6111/ 404/686-2470).
  - Complete an internal incident report form to document statements from all witnesses back on campus.

**8.9.9 Violations of this policy may subject a student to disciplinary action as determined by the Office of Student Conduct.**

**Definitions**

n/a

**Related Links**

- Current Version of This Policy: <http://policies.emory.edu/8.9>
- [Safe Driver Enrollment Form](http://www.osls.emory.edu/student_orgs/eagle_source/student_driving.htm) ([http://www.osls.emory.edu/student\\_orgs/eagle\\_source/student\\_driving.htm](http://www.osls.emory.edu/student_orgs/eagle_source/student_driving.htm))

**Contact Information**

Subject	Contact	Phone	Email
Content	Lisa Loveall	404/727-6169	Lisa.loveall@emory.edu
Accident Reporting	EPD/Risk and Insurance Services	404/727-6111	

**Revision History**

- Version Published on: [Sep 21, 2018](#) (*Updated policy content, contact information.*)
- Version Published on: [Sep 19, 2013](#)
- Version Published on: [Dec 12, 2012](#) (*2nd sentence under applicability*)
- Version Published on: [Sep 27, 2012](#) (*procedures and protocol revisions*)
- Version Published on: [Jun 22, 2012](#) (*corrected link in 8.9.3*)
- Version Published on: [Oct 18, 2010](#)
- Version Published on: [Mar 03, 2010](#)



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- Version Published on: [Feb 12, 2010](#) (*Original Publication*)



## Policy 8.12

# University Recognized Student Organizations

<b>Responsible Official:</b>	VP and Dean for Campus Life
<b>Administering Division/Department:</b>	Campus Life
<b>Effective Date:</b>	July 11, 2012
<b>Last Revision Date:</b>	September 21, 2018

### Policy Sections:

- I. [Overview](#)
- II. [Applicability](#)
- III. [Policy Details](#)
- IV. [Definitions](#)
- V. [Related Links](#)
- VI. [Contact Information](#)
- VII. [Revision History](#)

### Overview

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

### Applicability

n/a

### Policy Details

[8.12.1 Rights](#)

[8.12.2 Official Registration List](#)



### 8.12.3 Authorization

### 8.12.4 Responsibilities of Student Organizations

### 8.12.5 Benefits to Registration

#### 8.12.5.1 Available to all Student Organizations at Emory University

#### 8.12.5.2 Available to Student Organizations who receive recognition from the Emory University Student Government Association.

### 8.12.6 Student Organization Websites

#### 8.12.6.1 Student Organization Website Domain Names

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## 8.12.1 Rights

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

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

## 8.12.2 Official Registration List

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

## 8.12.3 Authorization

In order for an organization to be recognized as an official Student Organization, the Student Organization must have the approval of a Recognizing Body and be listed on the official list of Student Organizations maintained by the Campus Life through Student Involvement, Leadership, and Transitions. Each Recognizing Body is responsible for managing their own processes to recognize Student Organizations. The Vice-President and Dean for Campus Life, or his/her designee, are responsible for holding Student Organizations and Recognizing Bodies accountable to all relevant University policies.

In addition, all Student Organizations must have an official University advisor. For groups recognized by University departments, their advisor is the director/chair of that department or his/her designee. For all groups chartered by the Student Government Association and/or Graduate Student Government Association, advisors are required to be a full-time faculty or staff member. Campus Life grants authority to Student Involvement, Leadership, and Transition to set additional requirements for SGA/GSGA Advisors.

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

## 8.12.4 Responsibilities of Student Organizations



All Student Organizations are required to abide by and follow all Emory University policies, rules, and regulations. Any Student Organization that does not follow such policies, rules or regulations will be referred to the Office of Student Conduct while graduate and professional school student organizations will be subject to disciplinary processes of their respective academic units.

### **8.12.5 Benefits to Registration**

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

#### 8.12.5.1 Available to all Student Organizations at Emory University

- Use of Emory University name to identify institutional affiliation (per guidelines of Emory Brand Management) which can include a logo, access to letterhead, and other such benefits.
- Ability to reserve space on campus/use space on campus (some charges may apply) and use University meeting rooms and facilities.
- Free organizational advising, consulting and training by Student Involvement, Leadership, and Transitions Staff
- Participation in Student Activity Fairs as hosted by Campus Life or the Student Involvement, Leadership, and Transitions
- Ability to be financially supported by other University Departments with co-sponsorship funding opportunities.
- Access to the Student Organization Management database "OrgSync."
- Access to a website supported and hosted by Emory University (subject to Emory University Policy 8.12.6)
- Ability to apply for Grant Opportunities in Campus Life such as Late Night @ Emory, the Student Organization Food Grant managed by SGA and/or GSGA and Emory Dining, etc...
- Other benefits as deemed appropriate by various offices, departments, and divisions of Emory University.

#### 8.12.5.2 Available to Student Organizations who receive recognition from the Emory University Student Government Association and/or Graduate Student Government Association.

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

### **8.12.6 Student Organization Websites**

Registered student organizations are entitled to a website supported and hosted on Emory OrgSync/Engage. All student organization websites must meet the following criteria:

- Hosted on Emory OrgSync/Engage
- Compliant with applicable local, state, and federal laws, including but not limited to those concerning copyright and trademark protections, harassment, and sexual misconduct
- Compliant with Emory University Branding Guidelines
- Compliant with Campus Life Technology and Communications Guidelines
- Administrated by students bound by the Student Code of Conduct and other applicable Policies and Codes

Student organizations in violation of this policy forfeit their entitlement to a website and may have their website deactivated and archived until compliance is reestablished.

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

#### 8.12.6.1 Student Organization Website Domain Names

Registered student organizations are required to maintain their websites on Emory OrgSync/Engage. Each organization will have a unique website URL within OrgSync/Engage.

Domain names purchased through third parties will not be supported.



Unregistered student organizations will not be provided OrgSync access nor permitted to use the Emory name or logo for promotional purposes or establishing domains/URLs.

**Definitions**

Department or Division is defined as a department or division of Emory University that has a Director, Department Chair, or similar title.

Recognizing Body is defined as the Department or Division, Emory University Student Government Association and/or Graduate Student Government Association or other Emory University authorized governing or recognizing body that may authorize a Student Organization.

Student Organizations are groups of students that meet the Student Government Association and/or Graduate Student Organization requirements for recognition. This term includes, but is not limited to, student organizations recognized by the Emory Campus Life through the Student Involvement, Leadership, and Transitions, Greek letter organizations recognized by the Office of Sorority and Fraternity Life, athletic teams organized by Athletics and Recreation (including varsity and intramural sports teams), and organizations recognized and/or advised by a Recognizing Body or other administrative units of the University.

**Related Links**

- Current Version of This Policy: <http://policies.emory.edu/8.12>
- [Community Platform for Registration](http://www.studentorgs.emory.edu) (<http://www.studentorgs.emory.edu>)

**Contact Information**

Subject	Contact	Phone	Email
Questions about Registration Process	Lisa Loveall	404-727-6169	Lisa.loveall@emory.edu

**Revision History**

- Version Published on: [Sep 21, 2018](#) (*Updated Details, Definitions, Contact*)
- Version Published on: [Aug 14, 2014](#) (*added 8.12.6 & 8.12.6.1. changed name of policy, changed definition*)
- Version Published on: [Nov 27, 2012](#) (*changed wording in 8.12.3*)
- Version Published on: [Jul 11, 2012](#) (*Original Publication*)



## Policy 8.14

# Respect for Open Expression Policy

<b>Responsible Official:</b>	VP and Dean for Campus Life
<b>Administering Division/Department:</b>	Campus Life
<b>Effective Date:</b>	October 29, 2013
<b>Last Revision Date:</b>	September 21, 2018

### Policy Sections:

- I. [Overview](#)
- II. [Applicability](#)
- III. [Policy Details](#)
- IV. [Definitions](#)
- V. [Related Links](#)
- VI. [Contact Information](#)
- VII. [Revision History](#)

### Overview

n/a

### Applicability

n/a

### Policy Details

[8.14.1 Principles](#)

[8.14.2 Applicability, Scope, and Definitions](#)

[8.14.3 Committee for Open Expression](#)

[8.14.3.1 Jurisdiction](#)



- 8.14.3.2 Committee Responsibilities
  - 8.14.3.3 Composition and Term
  - 8.14.3.4 Committee Procedures
  - 8.14.4 Filing Complaints to the Committee for Open Expression
    - 8.14.4.1 Hearing Panel
    - 8.14.4.2 Investigations
    - 8.14.4.3 Findings
    - 8.14.4.4 Authority
  - 8.14.5 Community Responsibilities
    - 8.14.5.1 Awareness of Community Responsibilities
    - 8.14.5.2 Freedom of Speech and Freedom of Expression: Joint Standards
    - 8.14.5.3 Standards for Scheduling Meetings, Protests, and Events for both Indoor and Outdoor Locations
    - 8.14.5.4 Violation of Community Responsibilities
    - 8.14.5.5 Violation of Other Policies that relate to Open Expression
    - 8.14.5.6 Supporting Expression, Protest, and Dissent through University Space
    - 8.14.5.7 Protests in Spaces that have not been reserved
    - 8.14.5.8 Nonpersonal Expression such as flyers, signs, displays, etc.
  - 8.14.6 Promotion and Dissemination of this Policy
  - 8.14.7 Administration and Enforcement
    - 8.14.7.1 Administrative Procedures
    - 8.14.7.2 Enforcement Procedures
    - 8.14.7.3 Terminations or Arrests because of Violations of this Policy
    - 8.14.7.4 Violations of Other University Policies
- 

### **8.14.1 Principles**

Emory University (“University”) is committed to an environment where the open expression of ideas and open, vigorous debate and speech are valued, promoted, and encouraged. As a community of scholars, we affirm these freedoms of thought, inquiry, speech, and assembly. Firmly grounded in the principles outlined by the 2011 Taskforce on Dissent, Protest & Community Report ([https://www.emory.edu/CAMPUS\\_LIFE/documents/archive/2011\\_DPC\\_report.pdf](https://www.emory.edu/CAMPUS_LIFE/documents/archive/2011_DPC_report.pdf)), this Policy reaffirms Emory’s unwavering commitment to a community that inspires and supports courageous inquiry through open expression, dissent, and protest, while acknowledging the challenges of the creative tensions associated with courageous inquiry in an ever changing community.

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



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

#### 8.14.2 Applicability, Scope, and Definitions

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

1. students, defined as any person pursuing studies at the University, including (1) a person not currently enrolled who was enrolled in the preceding fall, spring, or summer; (2) a person not currently enrolled who was previously enrolled in Emory University and may reasonably seek re-enrollment at a future date; (3) a person who has applied to and been accepted for admission to Emory University and has accepted an offer of admission or may reasonably be expected to enroll; and (4) a person enrolled in the Emory University Pre-College Program on a credit or non-credit basis;
2. persons who are employed by Emory University or Emory Healthcare as faculty or staff, and persons who are employed by contracted entities to provide a service to Emory University and whose work location is on any of Emory's multiple campus locations;
3. trustees of the University and members of Boards of various entities of the University;
4. alumni of the University when returning to campus or to official University events;
5. invited guests of the University such as guest speakers, panelists, artists, performers, participants, etc. for events, both on and off campus; and
6. patrons, guests, and those receiving the services of Emory Healthcare or other businesses, such as Continuing Education, of Emory University.

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

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

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

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

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

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

#### 8.14.3 Committee for Open Expression

The University Senate Standing Committee for Open Expression (hereinafter Committee) is a working group of community members—faculty, staff, and students—who seek to promote and protect the rights and responsibilities of



community members related to issues and controversies involving speech, debate, open expression, protest, and other related matters.

#### 8.14.3.1 Jurisdiction

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

#### 8.14.3.2 Committee Responsibilities

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

- to investigate alleged infringements of the right of members of the Community concerning speech, debate, open expression, Protest, Dissent, and other related matters, between all members of the Community;
- to provide education and training to the Community regarding open expression;
- to provide resources and referral to appropriate campus colleagues as necessary;
- to regularly review this Policy and its applicability, and to recommend changes to the University Senate as necessary;
- to report annually on the status of the Committee's work for presentation to the University Senate, and to make such reports available to the Community; and
- to take other actions as necessary to effectuate this Policy and the principles contained herein.

#### 8.14.3.3 Composition and Term

The Committee shall consist of 13 members:

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

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

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

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

One representative from Campus Life should also be appointed to a two year term.

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

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

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

#### 8.14.3.4 Committee Procedures

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

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



- b. The Committee may authorize the creation of subcommittees to act for the Committee in any matter except for proposing changes to the Policy and submitting yearly reports. The University Senate must approve the membership of any subcommittees if 1) members of said subcommittees are not current approved Senate members and 2) members of the subcommittees need to cast any actionable votes.
- c. The Committee or any subcommittee may invite other Community members to provide consultative services to the Committee for their areas of expertise. The opinions of invited members are non-binding and only serve to help inform the Committee in its decision-making.
- d. The Committee shall maintain a spirit of openness and transparency. Under certain conditions, the Committee shall respect the privacy of individuals over transparency to the broader community and shall maintain the right to declare its proceedings confidential.
  - i. If a person appearing before the Committee requests confidentiality, the Committee will consider that request and notify the individual of the decision before the scheduled testimony.
  - ii. Committee minutes may be declared confidential by the overall Committee or by the Chair of the Committee or subcommittee subject to review by the overall Committee.
  - iii. All minutes and materials deemed confidential shall be clearly marked and shall be accompanied by a warning against unauthorized disclosure.

#### **8.14.4 Filing Complaints to the Committee for Open Expression**

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

##### 8.14.4.1 Hearing Panel

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

##### 8.14.4.2 Investigations

Investigations as conducted by this Panel may include:

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

##### 8.14.4.3 Findings

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

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

##### 8.14.4.4 Authority

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



### 8.14.5 Community Responsibilities

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

#### 8.14.5.1 Awareness of Community Responsibilities

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

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

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

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

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

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

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

#### 8.14.5.4 Violation of Community Responsibilities

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

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

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



- b. Cause substantial disruption to a Meeting or Event that impedes the rights of attendees of that Meeting or Event, including excessive noise, continually interrupting a speaker, or preventing an audience from seeing/engaging with a speaker during a Meeting or Event.
- c. Create undue hardship that substantially impedes a Community member's right to open expression, such as unreasonable space reservation or usage policies.

#### 8.14.5.5 Violation of Other Policies that relate to Open Expression

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

- a. They violate any federal, state, local or other applicable law (e.g., gaining unauthorized access to restricted areas, refusing to leave restricted areas if instructed, defacing of public and/or private property, etc.).
- b. They interfere unreasonably with the activities or rights of other persons. Factors that may be considered in determining whether conduct is reasonable include, but are not limited to, the time of day, size of audience, and noise level of a Meeting, Event, or Protest.
- c. They interfere unreasonably with the general operations of the University.
- d. They hold Meetings, Events, or Protests under circumstances where the health or safety of persons is endangered.
- e. They knowingly interfere with unimpeded movement in a University location. Examples may include preventing access to a building, or blocking any entrances or exits in a way that causes safety concerns.
- f. They cause injury to persons or property or threaten to cause such injury.
- g. They use or threaten violence or force, or encourage others to use or threaten violence or force.
- h. They cause harassment, as defined by state law.
- i. They violate reasonable noise levels, such as but not limited to DeKalb County noise ordinances.

#### 8.14.5.6 Supporting Expression, Protest, and Dissent through University Space

There are many locations on campus especially conducive to Expression, Protest, and Dissent. A list of suggested spaces can be obtained in the University Center's Meeting Services, who can assist with reservations of most space on campus or assist in connecting with owners of other spaces.

Moreover, the foundations of this Policy are grounded in the principles of the entire campus being open and available to members to build community through Expression, Protest, and Dissent. As such, all spaces, both indoors and outdoors, are available to support both planned and impromptu Expression, Protest, and Dissent except as provided below. For planned events, reservations can be made and no reservation shall be denied because of the content of expression. For impromptu Expression, Protest, and Dissent, please see 8.14.5.7.

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

- a. Private offices, research laboratories or associated facilities, and computer centers.
- b. Specific areas of offices, museums, libraries, and other facilities that contain valuable or sensitive materials, collections, equipment, and records protected by law, or by existing University policy such as educational records, student-related or personnel-related records, or financial records.
- c. Classrooms, seminar rooms, auditoriums, meeting rooms, or outdoor spaces in which classes, private Events, or Meetings are being held or are scheduled to be held during the time of the Protest.



- d. Outdoor and indoor locations when the free flow of traffic, both vehicular and pedestrian, is unreasonably impeded; when entrances or exits to private offices, classrooms, and meeting spaces are blocked; or when undue health and safety risks are created.
- e. Hospitals, clinics, and surrounding green space or grounds (including, but not limited to, sidewalks, access roads, parking areas, etc.), the facilities of healthcare service providers, emergency facilities, communication systems, utilities, or other facilities or services vital to the continued functioning of the University.

#### 8.14.5.7 Protests in Spaces that have not been reserved

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

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

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

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

#### **8.14.6 Promotion and Dissemination of this Policy**

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

- promote this Policy through educational efforts to the Emory Community, at least annually;
- provide educational opportunities to make community members aware of their rights and responsibilities regarding Open Expression; and
- educate members of the Community actively participating in Expression, Dissent, or Protest of their rights and responsibilities.

#### **8.14.7 Administration and Enforcement**

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

##### 8.14.7.1 Administrative Procedures

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



- b. Except in emergencies, the DCL's authority under these Guidelines shall not be delegated to employees of the Emory Police Department. Emergencies, for purposes of this clause, are defined as situations that include any of the following: imminent serious bodily harm; serious threat; imminent life threatening behavior; reckless disregard for human life; or threat to life, limb, or property.
- c. The Observer shall identify himself or herself to those responsible for the Meeting or Event or to the leaders of the Protest.
- d. The DCL shall attempt to inform the chair of the Committee for Open Expression of Meetings, Events, or Protests to which an Observer will be sent. The chair may designate a member or members of the Committee to accompany and advise the Observer. Such a Committee representative shall also be identified to those responsible for the Meeting or Event or to the leaders of the Protest.
- e. Any Observer who attends a Meeting, Event, or Protest shall reasonably attempt to respect the privacy of those involved.
- f. The Committee for Open Expression should be consulted whenever possible before making a determination that members of the Community are indeed violating the principles of this Policy.

#### 8.14.7.2 Enforcement Procedures

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

- a. The DCL is responsible for enforcing Section 8.14.5 and may work with anyone whose behavior is violating or threatens to violate these Guidelines to modify or terminate such behavior. The instruction shall include notice that failure or refusal to comply is a further violation according to Section 8.14.7 of these Guidelines. However, an instruction or warning by the DCL is not a prerequisite for a finding that a violation has occurred.
- b. The Committee for Open Expression should be consulted whenever possible before making a determination that members of the Community are indeed violating the principles of this Policy. When the DCL declares that an individual or a group has violated the Guidelines, they may request to examine their University or other identification. The hosts of invited guests may also be asked to provide their University identification.
  - ii. Failure to comply with this request is a violation of the Guidelines.
  - i. In the event that any person(s) are deemed by the DCL or their designee to have violated the Guidelines and such person(s) refuse to show University or other identification, the DCL has the authority to make reasonable efforts to identify the individuals. The DCL is not authorized to photograph or take video of individuals where a reasonable expectation of privacy exists.
- c. In carrying out this responsibility for safeguarding the right of open expression, the DCL shall obtain the advice and recommendation of the Committee for Open Expression whenever feasible.

#### 8.14.7.3 Terminations or Arrests because of Violations of this Policy

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

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

#### 8.14.7.4 Violations of Other University Policies

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

- a. Cases involving undergraduate students are referred to the Office of Student Conduct who investigates the Event and decides what disciplinary proceedings, if any, to pursue.
- b. Cases involving graduate or professional students are referred to the established disciplinary body of the school in which the student is enrolled.



- c. Cases involving faculty are referred to the appropriate Dean or to the Provost.
- d. Cases involving University, including Healthcare, staff or administrators are referred to that individual's supervisor, any other person with supervisory responsibility over that individual, or Human Resources.
- e. Cases involving trustees and associate trustees of the University and members of the Boards of Overseers or other bodies advisory to the University are referred to the Executive Committee of the Trustees.
- f. Cases involving contracted workers shall be discussed by the Committee for Open Expression in collaboration with the University administrator managing that relationship.

**Definitions**

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

**Related Links**

- Current Version of This Policy: <http://policies.emory.edu/8.14>
- 2011 Taskforce on Dissent, Protest & Community Report ([https://www.emory.edu/CAMPUS\\_LIFE/documents/archive/2011\\_DPC\\_report.pdf](https://www.emory.edu/CAMPUS_LIFE/documents/archive/2011_DPC_report.pdf))
- Undergraduate Student Code of Conduct (<http://conduct.emory.edu/>)
- Meeting Services Space Reservation Policies (<http://universitycenter.emory.edu/>)
- Posting Guidelines and Practices : download (<http://policies.emory.edu/uploads/Emory%20Posting%20Guidelines%20and%20Practices2016.pdf>)

**Contact Information**

Subject	Contact	Phone	Email
Complaints or Violations to this Policy	University Senate and the Committee for Open Expression	n/a	<a href="mailto:openexpression@emory.edu">openexpression@emory.edu</a>
Administration of Policy	Campus Life	404-727-4364	<a href="mailto:campuslife@emory.edu">campuslife@emory.edu</a>
Student Organization Support	Student Involvement, Leadership, and Transitions	404-727-6169	<a href="mailto:lisa.loveall@emory.edu">lisa.loveall@emory.edu</a>
Conduct-Related Questions or Sanctions	Office of Student Conduct	404-727-7190	<a href="mailto:conduct@emory.edu">conduct@emory.edu</a>
Space Reservations	Meeting Services	404-727-1706	<a href="mailto:universitycenter@emory.edu">universitycenter@emory.edu</a>
Open Expression Observers	Campus Life	404-727-2136	<a href="mailto:mshutt@emory.edu">mshutt@emory.edu</a>

**Revision History**

- Version Published on: [Sep 21, 2018](#) (*Quick updates to Details, Updated Links, Contacts*)
- Version Published on: [Apr 12, 2017](#) (*policy updated by committee*)
- Version Published on: [Dec 05, 2016](#) (*link to Standing Committee opinion-cmty member definition*)
- Version Published on: [Aug 26, 2016](#)
- Version Published on: [Jun 01, 2016](#) (*links updated and uploaded guidelines*)
- Version Published on: [Nov 18, 2015](#)
- Version Published on: [Mar 02, 2015](#) (*Senate approved changes 2.2015*)



EMORY  
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Official University Policy  
<https://emory.ellucid.com>

- Version Published on: [Nov 05, 2013](#) (*Original Publication*)



## Policy 10.12

### Student Complaints

<b>Responsible Official:</b>	Provost and Executive Vice President for Academic Affairs
<b>Administering Division/Department:</b>	General Policies
<b>Effective Date:</b>	April 01, 2013
<b>Last Revision Date:</b>	February 24, 2020

#### Policy Sections:

- I. [Overview](#)
- II. [Applicability](#)
- III. [Policy Details](#)
- IV. [Definitions](#)
- V. [Related Links](#)
- VI. [Contact Information](#)
- VII. [Revision History](#)

#### Overview

Emory University is committed to receiving and addressing written student complaints against the university, its faculty, staff, or administrative personnel in a timely manner. Appropriate procedures are described below and should be adhered to in response to student complaints. Students should first attempt to resolve their complaints with the office most directly responsible for the action being challenged. Each school or administrative unit at Emory has an office of Student Services or other office that can further assist students and direct them -if they are uncertain about where to start. In addition, students may use the Office of the Ombuds (<https://ombuds.emory.edu/>) to assist with complaints if they are uncertain or wish to discuss a situation confidentially before taking more formal action. Note that in cases of sexual misconduct, the Ombuds is a mandated reporter.

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.

An agreement with the Georgia Nonpublic Postsecondary Education Commission permits students enrolled in distance learning programs to file a complaint with the following agencies if their complaint cannot be resolved by following Emory University procedures: 1) the Georgia Nonpublic Postsecondary Commission, 2) the Southern Association of Colleges and Schools, Commission on Colleges, and 3) a complaint to the state in which the distance learning student resides.



## Applicability

**This policy applies to current and former students who choose to make a formal written complaint against the university, its faculty, staff, or administrative personnel..**

## Policy Details

### Documentation of Complaint

Student complaints must be submitted in writing and accompanied by relevant documentation describing 1) the specific action, practice or decision that is being challenged, 2) the individuals involved in or with knowledge of the action, practice or decision at issue, 3) the impact of the decision, 4) what resolution is desired, and 5) why it should be granted.

### Complaint Resolution

Except in situations involving allegations of discrimination or harassment (where students may file complaints directly with the Office of Equity and Inclusion), Emory encourages each student to pursue complaints against faculty, staff or administrative personnel at the school, office, or unit level. Each school and administrative unit has its own procedures as described in the student handbook, school's catalog, or unit website. Academic or other concerns usually begin with student service personnel in each school or administrative unit who then typically route the concerns to the appropriate school or administrative authority. Student concerns can be effectively handled by school or administrative unit personnel who have expertise in the academic or service discipline involved, familiarity with the faculty/staff, and who have experience in handling similar decisions made regarding its students.

To expedite a prompt resolution, complaints should include current contact information of the individual filing the complaint. In most cases, responses to the complaint, including the final decision, will be provided in writing within 30 days of receipt of the complaint. However, exceptions to this timeframe may be allowed with reasonable and regular communication to inform the student of the current status of the complaint.

### Record Retention

The designated school or unit representative for reporting purposes should retain the written complaint along with the resolution of the complaint, and any additional supporting documentation including emails, or other communication. In addition, an action log of all complaints received should be maintained each year. This action log is collected by the Office of Planning and Administration as a part of the Annual Report process. An example is provided below in the "Related Link" section.

### Distance Learning: National Council for State Authorization Reciprocity Agreements

Effective March 17, 2016, the Georgia Nonpublic Postsecondary Education Commission (GNPEC) approved Emory University to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). A "State authorization reciprocity agreement" is an agreement between two or more States that authorizes an institution located and legally authorized in a State covered by the agreement to provide postsecondary education through distance education or correspondence courses to students in other States covered by the agreement. If a complaint submitted by a student enrolled in a distance learning program cannot be resolved by following the Emory University procedures, a student may file a complaint with the following agencies: 1) Georgia Nonpublic Postsecondary Commission (complete the [SARA Online Student Complaint form](#)), 2) the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Emory University's regional accrediting body (["Complaint Procedures"](#)), and 3) a complaint to the state within which the distance learning student resides ([file a complaint in your state](#)).

### State of Georgia

Federal financial aid laws and regulations require that each state has a process to review and act on complaints concerning educational institutions in the state. If you have a complaint, you may file it with Emory's financial aid office or call the Trust Line at 1-888-550-8850 or file a report online at <https://www.mycompliancereport.com/EmoryTrustLineOnline>. You may also file a complaint about Emory



University with the State of Georgia Office of Inspector General by following the directions at the OIG website. In the event that OIG receives a student complaint relating to financial aid, it will forward it to the Office of Inspector General of the Department of Education.

Southern Association of Colleges and Schools Commission on Colleges

The Southern Association of Colleges and Schools Commission on Colleges is Emory University’s regional accrediting body. Students may make inquiries to SACSCOC regarding complaint procedures or about issues and concerns that could be considered complaints. Policy and procedures for filing student complaints are outlined in the document “Complaint Procedures against SACSCOC or its Accredited Institutions.” SACSCOC asks that you read its policy statement before filing a complaint.

**Definitions**

A complaint is a written description of a problem or concern that has not been resolved through normal academic or administrative processes at the office or unit level. Student complaints can be categorized into four major areas: Academic, Non-academic, Discrimination/Harassment ([equityandinclusion.emory.edu](http://equityandinclusion.emory.edu)), or Appeals of any of the previously mentioned areas.

If a student has a complaint involving discrimination, harassment or sexual misconduct against an Emory employee, the complaint can be made directly to the Office of Equity and Inclusion. Otherwise, a complaint should be filed with and handled by the relevant school or administrative unit.

The “handling official” is the person designated in each school or administrative unit to address the complaint.

An ombudsperson is an independent, impartial individual from whom students may seek confidential guidance regarding a problem, conflict or concern. The Emory Ombuds Office offers assistance through informal means only and is not an advocate in grievance procedures, judicial procedures, or any other formal processes.

A “State authorization reciprocity agreement” is an agreement between two or more States that authorizes an institution located and legally authorized in a State covered by the agreement to provide postsecondary education through distance education or correspondence courses to students in other States covered by the agreement.

**Related Links**

- Current Version of This Policy: <http://policies.emory.edu/10.12>
- Office of the Ombuds Website (<https://ombuds.emory.edu/>)
- Emory Trustline (<http://www.mycompliancereport.com/EmoryTrustLineOnline>)
- Office of Inspector General (<https://oig.hhs.gov/>)
- Southern Association of Colleges and Schools Commission on Colleges Complaint Procedures (<http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>)
- NC-SARA Online Student Complaint Forms (<https://gnpec.georgia.gov/student-complaint-forms>)
- Information for Filing Complaints in Other States (<https://sheeo.org/about/>)
- Equity and Inclusion Website (<http://equityandinclusion.emory.edu/>)
- Student Complaint Example (<https://policies.emory.edu/uploads/StudentComplaintLogExample1.pdf>)

**Contact Information**

Subject	Contact	Phone	Email
Clarification of Policy	Office of the Provost	404-727-4170	nancy.bliwise@emory.edu



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- Version Published on: [Aug 07, 2018](#)
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