

Doctor of Medicine Student Handbook 2017-2018

Introduction	5
Part I: Professional Conduct	6
Section 1: Expectations	6
Overview.....	6
Standards of Dress and Appearance	7
Use of Social Media	8
Section 2: Emory University School of Medicine Conduct Code.....	9
Basic Expectations/Inherent Authority.....	10
Conduct Procedures	13
Student Conduct Hearing Boards.....	14
Part II: Policies.....	19
Section 1: Emory University Policies	19
Policy 1.3 Equal Opportunity and Discriminatory Harassment Policy	19
Policy 5.1 Information Technology Conditions of Use	27
Policy 5.14 Smart Device Security	30
Policy 8.12 Student Organization Recognition, Advising, Activity Fee, and Website	33
Policy 8.2 Respect for Open Expression	37
Policy 8.8 Sexual Misconduct.....	50
Policy 8.9 Alcohol and Drug Abuse	64
Policy 10.12 Student Vehicle Use.....	74
Travel Policies	82
Section 2: School of Medicine Policies	82
Clinical Placement Reassignment and Schedule Changes.....	82
Consensual Teacher - Student Relationships.....	82
Criminal Background Checks and Drug Testing	83
Entering Medical Student Health and Immunization Requirements.....	84
Industry Relations	85
Involuntary Withdrawal of Student from Emory SOM	87
Maintaining Academic Eligibility for Financial Aid	90

Mandatory Health Insurance.....	91
Personal Recordings	92
Research Studies Involving School of Medicine Students as Subjects.....	93
Separation of Roles	93
Student Agreements, Consents, and Releases	93
Student Mistreatment.....	94
Part III: Medical Education and Student Affairs Personnel and Functions	98
Executive Associate Dean for Medical Education and Student Affairs	98
OMESA (Office of Medical Education and Student Affairs).....	98
OMESA Administration Deans	98
Medical Education.....	100
Emory Center for Experiential Learning (ExCEL)	101
Student Affairs and Enrollment Services.....	102
Clinical Education	104
Admissions.....	105
Financial Aid.....	106
Registrar	111
Multicultural Medical Student Affairs.....	115
Part IV: Student Resources	117
Access, Disability Services and Resources	117
Emory Cares 4 U	118
Infection Control Protocols.....	119
Parking and Transportation	125
Safety and Security.....	127
School of Medicine Information Technology Services (SOMITS).....	128
Student Health	129
Student Insurance	132
Student Life.....	133
Student Portal.....	135
Use of School of Medicine Building	135
Woodruff Health Sciences Center Library	135

Part V: Academic Integrity, Regulations, Procedures, and Graduation Requirements	138
Section 1: Academic Integrity	138
Emory University School of Medicine Honor Code	138
The Medical Student Council on Honor	139
Student Representatives	140
Faculty Representatives	140
Leadership of the Honor Council– The Spring Elections	140
Procedures for Reporting Violations and Investigating Violations.....	141
The Hearing.....	142
Decision and Penalties	143
Decision of the Dean of the School of Medicine.....	143
Amendments to the Honor Code.....	143
Section 2: Attendance	144
Overview.....	144
Duty Hours on Clinical Clerkships	144
Punctuality.....	144
Arriving Late for or Missing an Examination	144
Section 3: Absences.....	145
Overview.....	145
Applicability	145
Policy Details.....	146
Section 4: Leaves/Interruption of Medical Education	147
Section 5: Student Assessment and Grading.....	148
Assessment, Evaluation, and Grading.....	148
Grading Scales.....	148
Grading in the Foundations Phase	150
Grading in the Application, Discovery, and Translation Phases.....	150
Completion of Clerkship Requirements	150
Section 6: National Board of Medical Examiners (NBME) Subject and United States Medical Licensing (USMLE) Examinations	151
NBME Subject Exams.....	151

United States Medical Licensing Examination (USMLE).....	152
Section 7: Grade Appeals.....	153
Section 8: Remediation	154
Remediation for the Foundations Phase.....	154
Section 9: Use of Student Feedback.....	155
Student Feedback of Courses, Clerkships and MD Program	155
Student Feedback of Residents and Faculty.....	155
Section 10: Graduation Requirements for the MD Degree	155
Student Physician Activities (SPAs).....	155
Academic Requirements.....	157
End of Phase Required Objective Structured Clinical Examinations (OSCEs).....	157
Financial Obligations	157
Section 11: Progress and Promotions	157
Promotional Guidelines and the Progress and Promotions Committee.....	157
Foundations Phase	159
Application, Discovery, and Translation phases.....	160
Section 12: The Medical Student Performance Evaluation (MSPE).....	162
Section 13: Honors	164
Academic honors.....	164
Alpha Omega Alpha	164
Part VI: Student Resources Specific to the MD Program.....	165
Section 1: Academic Assistance	165
Section 2: Career Advising	165
Section 3: Society System	167
Section 4: Supplies	168

Introduction

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

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

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

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

Part I: Professional Conduct

Section 1: Expectations

Overview

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

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

Health professionals are privileged to serve in important and time-honored roles as caregivers for other humans. These roles include physical and emotional dimensions that demand the highest degree of ethical behavior.

Ethical behavior includes, but is not in any way limited to honesty, ***maintaining confidentiality, trustworthiness, professional demeanor, respect for the rights of others, personal accountability, concern for the welfare of patients, and responsibility to duty:***

- **Honesty** – Being truthful in communication with all others, while in the healthcare arena or in the community at large.
- **Maintenance of Patient Confidentiality** – Restricting discussion of patient care to those areas where conversations cannot be overheard by others outside of the care team; refraining from disclosing patient identity to those not connected to the care of the patient; maintaining appropriate security for all paper and electronic patient records, whether in the patient care or research realms.
- **Trustworthiness** – Being dependable; following through on responsibilities in a timely manner.
- **Professional Communication and Demeanor** – Being thoughtful and kind when interacting with patients, their families, other members of the healthcare team, and all others; maintaining civility in all relationships; striving to maintain composure under pressures of fatigue, professional stress or personal problems; maintaining a neat and clean appearance and dress in attire that is reasonable and accepted as professional to the circumstances; refraining from intoxication; abstaining from the illegal use of drugs (both prescription and illicit drugs).

- **Respect for the rights of others** – Dealing with all others, whether in a professional or non-professional setting, in a considerate manner and with a spirit of cooperation; respecting the rights of patients and their families to be informed and share in patient care decisions; respecting patients’ modesty and privacy.
- **Personal accountability** – Participating responsibly in patient care to the best of one’s ability and with appropriate supervision; undertaking clinical duties and persevering until they are complete; notifying the responsible person if one is unable to perform clinical tasks effectively; complying with University Policies and Procedures in an honest and forthright manner.
- **Concern for the welfare of patients** – Treating patients and their families with respect and dignity both in their presence and in discussions with others; avoiding the use of foul language, offensive gestures or inappropriate remarks; discerning accurately when supervision or advice is needed and seeking these out before acting; recognizing when one’s ability to function effectively is compromised and asking for relief or help; never administering care, in person or over the phone while under the influence of alcohol or other drugs (prescription or illegal); not engaging in romantic, sexual, or other nonprofessional relationships with a patient, even upon the apparent request of a patient; advocating for the best care of the patient, in context of that patient’s beliefs and desires.
- **Responsibility to duty**– Effectively undertaking duties with alacrity [eagerness, enthusiasm and promptness are synonyms] and persevering until complete, or notifying a responsible more senior person of a problem; being punctual for class, small groups, rounds, conferences and other duties; timely notification of supervisory faculty, residents and Deans of absences or an inability to carry out assigned duties; seeing patients regularly and assuming responsibility for their care with appropriate supervision; identifying emergencies and responding appropriately; and being available to faculty or staff personnel when on duty.

Standards of Dress and Appearance

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

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

Clothing should be clean, professionally styled, and in good repair. Women should avoid clothing such as bare back tops, halter tops, midriff tops, spandex tops, or skirts that are too short. Men should wear slacks, a dress shirt and necktie. 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.

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

Use of Social Media

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

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

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

1. There is no such thing as an “anonymous” post. Furthermore, any posts or comments submitted for others to read should be posted with full identification of the writer. Where your connection to Emory is apparent, make it clear that you are speaking for yourself and not on behalf of Emory. A disclaimer, such as, "The views expressed on this [blog; website] are my own and do not reflect the views of my University or the School of Medicine" are required.
2. Internet activities may be permanently linked to the author, such that all future employment may be hampered by inappropriate behavior on the Internet
3. Making postings “private” does not preclude others copying and pasting comments on public websites. “Private” postings that become public are still subject to sanctions described in the School of Medicine Conduct Code.
4. Do not share information in a way that may violate any laws or regulations (i.e. HIPAA). Disclosing information about patients without written permission of the patient and the School of Medicine, including photographs or potentially identifiable information is strictly prohibited. This rule also applies to deceased patients.
5. For Emory’s protection as well as your own, it is critical that you show proper respect for the laws governing intellectual property, copyright and fair use of copyrighted material owned by others, including Emory’s own copyrights and brands. Curricular materials developed by Emory faculty and staff or faculty/staff of other medical schools or educational institutions should not be distributed or redistributed. When in doubt, students should seek guidance regarding appropriate use of such materials.
6. Do not share confidential or proprietary information that may compromise Emory’s research efforts, business practices or security.

Section 2: Emory University School of Medicine Conduct Code

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

Associate Dean for Medical Education and Student Affairs for the School of Medicine the responsibility of designing and maintaining a conduct code for Emory School of Medicine students.

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

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

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

Basic Expectations/Inherent Authority

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

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

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

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

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

Confidentiality

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

Violations of the Law and This Code

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

Prohibited Conduct

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

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

1. Attempting, assisting, or encouraging any conduct as described below.
2. Causing physical harm to any person or causing reasonable apprehension of such harm.
3. Disorderly or indecent behavior including, but not limited to, destroying or damaging University property or the property of others.
4. Engaging in conduct directed at a specific person or persons that seriously alarms or intimidates such person or persons and that serves no legitimate purpose. Such conduct may include: explicit or implicit threats, including gestures that place a person in reasonable fear of unwelcome physical contact, harm, or death; following a person about in a public place or to or from his or her residence; making remarks in a public place to a specific person that are by common usage lewd, obscene, expose a person to public hatred,

or that can reasonably be expected to have a tendency to cause acts of violence by the person to whom the remark is addressed; or communicating anonymously by voice or graphic means or making a telephone call anonymously whether or not a conversation ensues.

5. Violating the University's Policy on Sexual Misconduct.
6. Violating the University's Policy on Equal Opportunity and Discriminatory Harassment.
7. Initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
8. Misrepresenting information or furnishing false information to the University or its representatives.
9. Forgery, alteration, misrepresentation, counterfeiting, or misuse of any University or other document, instrument of identification, or access device.
10. Providing alcoholic beverages to an individual under 21 years of age or to one who is noticeably intoxicated, or possession or use of alcoholic beverages by an individual less than 21 years of age.
11. Unauthorized possession of an open container of an alcoholic beverage.
12. Appearing in a public place manifestly under the influence of alcohol or a controlled or other intoxicating substance, particularly when there is danger to self, others, or property or there is unreasonable annoyance to person(s) in the vicinity.
13. Unauthorized distribution, possession, or use of any controlled substance or distribution, possession, or use of any illegal drug.
14. Unauthorized use, possession, or storage of any weapon.
15. Unauthorized use or possession of fireworks or incendiary, dangerous, or noxious devices or materials.
16. Intentionally or recklessly misusing or damaging fire or other safety equipment.
17. Theft or misuse of property or services.
18. Substantially interfering with the freedom of expression of others.
19. Interfering with normal University or School of Medicine functions, University-sponsored activities, or any function or activity on University premises including but not limited to studying, teaching, public speaking, research, University or School of Medicine administration, or fire, police, or emergency services.
20. Disregarding or failing to comply with the directive of a hearing body or University official including a campus police officer acting in the performance of his or her duties.
21. Disregarding or failing to comply with the directive of an officer of the law acting in the performance of his or her duties.
22. Disrupting University or other computer systems; unauthorized alteration, disclosure, gaining or providing unauthorized access; or destruction of University or other computer system or material; improper access to University or other computer files and systems; or violation of copyright or proprietary material restrictions connected with University or other computer systems, programs, or materials.
23. The display or distribution of lewd, offensive, threatening or inappropriate material via paper or electronic means. Such material includes pictures, videos, or written content

that portray oneself or others in a manner that brings dishonor to the profession of medicine.

24. Violating any government laws or ordinances, or of any University or School of Medicine rules, regulations, or policies.
25. Information Technology Division (ITD) materials, Policy Statement on Discriminatory Harassment, Sexual Assault Policy Statement, School of Medicine Medical Student Handbook; regulations relating to entry (opening and closing hours) and use of University facilities; traffic and parking regulations; regulations and policies on the sale, consumption or misuse of alcoholic beverages; and on the misuse of identification cards.
26. Failure to report any arrests, criminal charges, positive results of drug tests or Criminal Background Checks (CBCs) that occur from the time of acceptance until graduation.
27. Recording any other person without the consent of the person(is) being recorded.

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.

Student Conduct Hearing Boards

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

Policy 1.3 Equal Opportunity and Discriminatory Harassment Policy

Policy 5.1 Information Technology Conditions of Use

Policy 5.14 Smart Device Security

Policy 8.12 Student Organization Recognition, Advising, Activity Fee, and Website

Policy 8.2 Respect for Open Expression

Policy 8.8 Sexual Misconduct

Policy 8.9 Alcohol and Drug Abuse

Policy 10.12 Student Vehicle Use

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 [Emory University Travel Policies](#).

Section 2: School of Medicine Policies

Clinical Placement Reassignment and Schedule Changes

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

Requests for Clinical Placement Reassignment

During the Application and Translation Phases, clerkship directors and coordinators are responsible for assigning students to specific rotation sites. Clerkship directors may factor student preferences into such assignments, but preferences are never guaranteed.

Should special circumstances arise either before or during when a student is placed, a student may request (in writing) a reassignment. A student's request for reassignment must provide an appropriate rationale. All requests for reassignment should be sent to the respective clerkship director(s) unless the special circumstance is of a highly personal nature. In such cases, a student should request reassignment from the Associate Dean for Clinical Education.

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

Requests for Schedule Changes in the Application and Translation Phases

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

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

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

Additionally, all incoming medical students will be required to submit to a drug screening, as facilitated by a contracted vendor. The Admissions Committee will review any findings to determine what, if any, action is required. Students may also be required to undergo additional CBCs and drug

screening as required by clinical rotation sites, or if required to do so as an evaluation initiated to evaluate their fitness to participate in their medical education.

All positive and multiple negative-dilute drug screenings and previously unreported findings from the CBCs will be reported to the Executive Associate Dean for Medical Education and Student Affairs, and then referred to a faculty committee for further consideration. After review of the results of the CBC and/or drug screening, the committee may seek additional information from the student, in writing or via interview. In the case of multiple negative-dilute drug screenings, the committee may require the student to submit to a blood-based drug screening.

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

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

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

Entering Medical Student Health and Immunization Requirements

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

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

Students will not be allowed to register or participate in any clinical activities until both forms are on file with Emory University Student Health and Counseling Services. 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 other official publications of the University and as amended or revised during the student's continued enrollment.

Immunization Requirements 2017-2018

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

- **Tetanus/Diphtheria/Pertussis** – primary series of 3 doses of Diphtheria/Tetanus/Pertussis (DTP or DTaP), followed by a Tdap booster within the past 10 years.
- **Measles/Mumps/Rubella (MMR)** – 2 doses of a combined MMR -OR- 2 doses of each individual vaccination or laboratory evidence of immunity to each disease.
- **Varicella (Chickenpox)** – positive Varicella antibody titer -OR- 2 doses of the Varicella vaccine given at least 1 month apart.
- **Hepatitis B** – series of 3 doses, followed by a post-vaccine quantitative antibody titer.
- **Tuberculosis Screening** – one PPD/Mantoux skin test must be completed within 6 months and at least 2 weeks prior to matriculation. Upon matriculation, incoming students will be required to obtain a SECOND PPD, to be administered during Orientation and at the expense of the School of Medicine. Thereafter, students will receive PPDs at the beginning of each academic year throughout their enrollment at the expense of the School of Medicine. Students whose PPDs convert from negative to positive (reading of >9 mm induration) while enrolled full-time in the School of Medicine will be referred for care by a physician affiliated with Emory University Student Health and Counseling Services and will receive their treatment at the expense of the School of Medicine.
- TB Screening notes:
 - Entering students with a positive PPD (current or previous) are required to have a negative chest x-ray.
 - Students who have received BCG vaccination in the past and have a positive PPD reaction, should have both a CXR and a blood test (quantiferon or T-spot) performed to complete the evaluation for latent TB.

Industry Relations

The primary missions of the School of Medicine are to provide outstanding educational programs for medical and graduate students and trainees; to provide the highest standard of clinical care for patients; to develop outstanding, knowledgeable physicians and scientists who serve the community and the world; and to conduct innovative and collaborative research and integrate this knowledge into the practice of medicine. The School of Medicine is committed to ensuring that its faculty, staff,

students, and trainees strive for the highest degree of ethical and professional standards in carrying out its missions. As part of this commitment, the School supports principled relationships with industry in which its faculty, staff, students, and trainees collaborate with industry on advances in science and medicine that enhance Emory's missions and are beneficial to the public.

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

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

Emory SOM students:

- May not accept gifts from industry, on or off the Emory campus (pens, pads, cash, food and drink, entertainment, books, software, etc.). Travel expenses are also considered a gift, and therefore prohibited.
- May not accept donations of medications.
- Must not disclose information regarding clinical trials of medical devices or drugs to any outside entity.
- Must not provide advice or training to industry regarding selling, marketing, or promoting of a company's products.
- May not receive remuneration for listening to sales talks or attending industry-sponsored education and training.
- May be part of interactions between industry representatives and faculty that concern research being done by the faculty member and industry, as long as the meeting does not include sales, marketing, or promotion.
- Must cooperate with inquiries from Emory administrative offices regarding compliance with these policies.
- Submit proposals for personal, external professional relationships with industry and other entities to the Dean for review and approval prior to engaging or receiving compensation for the activities.

Additional regulations in this policy include:

- Commercial Exhibits are prohibited in School of Medicine Buildings.

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

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

Involuntary Withdrawal of Student from Emory SOM

Overview

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

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

Policy Details

Criteria

A student may be withdrawn involuntarily from Emory if the University determines that the student represents a direct threat to the health and safety of himself/herself or others by (1) engaging or threatening to engage in behavior which poses a high probability of substantial harm to himself/herself or others; or (2) engaging or threatening to engage in behavior which would cause significant property damage, would directly and substantially impede the lawful activities of others, or would interfere with the educational process and the orderly operation of the University; or (3) is unable to fulfill his/her role as a student of the healthcare profession.

Procedure

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

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

Evaluation

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

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

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

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

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

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

Informal Hearing

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

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

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

Appeal to the Dean

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

Emergency Suspension

The University may take emergency action to suspend a student pending a final decision on whether the student will be involuntarily withdrawn, in situations in which (a) there is imminent danger of serious physical harm to the student or others, (b) there is imminent danger of significant property damage, (c) the student is unable or unwilling to meet with the EAD, (d) the student refuses to complete the mandatory evaluation, or (e) the EAD determines such other exceptional circumstances

exist that suspension is warranted. In the event emergency action is taken to suspend the student on an interim basis, the student shall be given notice of the emergency suspension and an initial opportunity to address the circumstances on which the emergency suspension is based.

Conditions for Re-enrollment

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

Maintaining Academic Eligibility for Financial Aid

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

Financial Aid Satisfactory Academic Progress Policy – MD Program

Federal regulations require that students receiving financial assistance maintain satisfactory academic progress. The Office of Financial Aid is required to monitor a student aid recipient's academic progress. Aid recipients must meet certain quantitative and qualitative measures and complete their programs within a maximum time frame. All students who receive financial aid, whether from federal, state or Emory-funded sources, must be enrolled degree candidates in good standing to retain financial aid awards.

Academic records will be evaluated each semester as follows:

Grade point average (GPA), time to degree completion (maximum attempted units), and percentage of courses passed (completion rate) will be evaluated at the conclusion of each semester. Medical students must maintain a 2.0 current GPA each semester and an overall GPA to meet satisfactory academic progress standards.

Failure to maintain the minimum GPA for two successive semesters will result in disqualification from receiving financial aid. Any student who fails for two successive semesters to pass two-thirds of the hours, i.e., maintain a 66.66% completion rate, will also be disqualified from receiving financial aid.

All students are expected to complete their degree programs within a maximum time frame. The maximum time frame for graduate students is 150% of the hours required to complete their degree

program. Time to degree completion is calculated for all credit hours for which the student enrolls or receives credit at Emory and any of the following grades are assigned: A, B, C, D, F, Satisfactory and Unsatisfactory. A course assigned an Incomplete, In Progress or Withdrawal is also counted toward attempted credits. Audited classes are not considered attempted credits. Medical students must complete the degree within 269 attempted units based on a 179 unit-degree requirement.

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

Monitoring Eligibility: Disqualification, Probation, Suspension and Conditions of Reinstatement

Students whose academic records fall below the minimum standards stated above will be disqualified from receiving future financial aid payments. Disqualified students may be approved to receive financial aid after successfully appealing their case. Students who successfully appeal are placed on Financial Aid Probation. During the probationary period students remain eligible for financial aid. Students who, at the conclusion of the probationary period, are making satisfactory academic progress will have their financial aid reinstated unconditionally for the next award term.

Students on probation must receive a GPA of at least 2.0, and are not permitted to receive grades of F, U, W, WF, WU, I, IF, or IU. Students who receive aid on probation and fail to meet probationary conditions will be ineligible for future financial aid payments. Students who become ineligible for financial aid or fail to meet probationary terms can re-establish their eligibility by attending classes at their own expense or with the help of private resources from outside the University. Once minimum standards are met, financial aid funding may be reinstated.

An appeal for extenuating circumstances should be submitted by the first day of class for the semester one is appealing to ensure adequate time to prepare for any impact to the student account. Failure to submit a complete appeal by this date may result in the probationary term being postponed to a future semester.

A Satisfactory Academic Progress [Appeal Form](#) should be submitted with supporting documentation of any mitigating circumstances that negatively impacted academic progression. The financial aid advisor should be contacted for any questions.

Generally, the Office of Financial Aid will only approve one appeal per academic degree. This policy may be waived on a case-by-case basis where extenuating circumstances can be documented.

Mandatory Health Insurance

Student Health insurance coverage for sickness, accidents and hospitalization is required of all Emory students. All new and continuing degree-seeking and international Emory University students are required to have health insurance. Under this requirement, students must either purchase the Emory University Student Health Insurance Plan or provide documentation of enrollment in a comparable United States-domiciled plan. Coverage must be continuous from the date of enrollment until the date of graduation.

The Emory University Student Health Insurance Plan will once again be offered by Aetna Student Health of Boston, MA. View an overview of the [Emory/Aetna Student Health Insurance Policy](#).

Students are automatically enrolled and charged for the Emory/Aetna Student Health Insurance Plan. The annual premium for the 2017-2018 academic year is \$3,466 and is billed in two installments of \$1,733 (once in the fall and again in the spring). The charge will appear on students' tuition statements.

New this year:

- Coverage of Indemnity dental plan
- Reinstatement of domestic dependent coverage

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

Incoming MD (including MD/PhD students starting in July) must complete the waiver by the August date only, as July starts the fall term for the MD program. Beginning with students' second year, the waiver process must be completed annually for EACH year they are enrolled at Emory.

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

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

Personal Recordings

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

(*as a proviso, audio recordings are permissible as part of the transcript service)

Research Studies Involving School of Medicine Students as Subjects

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

Separation of Roles

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

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

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

Student Agreements, Consents, and Releases

Student Agreements

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

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

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

Student Consents and Releases

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

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

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

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

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

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

Student Mistreatment

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

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

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

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

Being treated in a manner that a reasonable person would find belittling, humiliating insulting or disrespectful under the circumstances

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

Reporting Mistreatment

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

The initial step is for students to discuss the incident of mistreatment with their Society Small Group Advisor (SGA) in a confidential but not anonymous manner. SGA's develop a longitudinal relationship with each medical student and play an essential role in their development. SGA's have the experience to understand the context of the alleged offense and the training to guide the student to the next most appropriate action steps for resolution.

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

1. A different Small Group Advisor
2. The Director of the Society System: Dr. Mary Jo Lechowicz
3. One of the Deans of the School of Medicine
4. The Executive Associate Dean for Medical Education and Student Affairs

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

After discussing the mistreatment with their Society Advisor, another Society Advisor, or a dean, subsequent actions by the student may include any or all of the following:

Direct Communication with the Person Alleged to have Mistreated the Student

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

File an Internal Complaint (within the School of Medicine)

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

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

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

File an External Complaint

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

Prohibition of Retaliation

The School of Medicine prohibits retaliation against a student who, in good faith, complains about or participates in an investigation of student mistreatment. Any student who feels he or she has been retaliated against or threatened with retaliation should report the allegation immediately to the Executive Associate Dean for Medical Education and Student Affairs. The Executive Associate Dean for Medical Education and Student Affairs will investigate the alleged retaliation and make a report to

the Dean of the School of Medicine, when possible, within 30 days of the filing of the complaint. The Dean, or his or her designee, will be responsible for deciding upon and imposing disciplinary action(s).

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

Part III: Medical Education and Student Affairs Personnel and Functions

Executive Associate Dean for Medical Education and Student Affairs

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

J. William Eley, MD, MPH

Executive Associate Dean, Medical Education and Student Affairs
Professor, Hematology/Oncology

jeley@emory.edu

404-712-9979 office

404-310-6022 cell

Deirdre Abrams

Executive Administrative Assistant

deirdre.e.abrams@emory.edu

404-712-9979

100 Woodruff Circle, Suite 453, Atlanta, GA 30322

OMESA (Office of Medical Education and Student Affairs)

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

OMESA Administration Deans

Douglas Ander, MD

Assistant Dean for Medical Education

Director, Emory Center for Experiential Learning (ExCEL)

dander@emory.edu

404-251-8828

Marilane Bond, EdD, MEd, MBA

Associate Dean, Medical Education and Graduate Medical Education

mbond@emory.edu

404-712-9644

Erica Brownfield, MD

Assistant Dean for Medical Education

ebrownf@emory.edu

404-727-3400

Gordon Churchward, MD

Assistant Dean for Medical Education and Student Affairs

gordon.churchward@emory.edu

404-712-9943

Joel Felner, MD

Associate Dean of Clinical Education

jfelner@emory.edu

404-778-1372

Sheryl Heron, MD

Assistant Dean of Clinical Education

sheron@emory.edu

404-778-5975 or 404-778-1366

Robert Lee, PhD

Associate Dean/Director Multicultural Medical Student Affairs

rlee08@emory.edu

404-727-0016

Ira Schwartz, MD

Associate Dean of Medical Education and Student Affairs

Director of Admissions

ischwar@emory.edu

404-727-5660

Hugh Stoddard, M. Ed., PhD

Assistant Dean for Medical Education Research

hugh.stoddard@emory.edu

404-727-8451

Medical Education

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

Yolanda Hood

Associate Director

Medical Education and Multicultural Medical Student Affairs

yhood@emory.edu

404-727-0602

Sherice Allen-Henry

Assistant Director of Medical Education Programs Management

sahenry@emory.edu

404-712-7967

(Vacant)

Evaluations & Assessments Program Coordinator

mbr0028@emory.edu

404-727-5591

Dr. Doug Falls

Foundations Curriculum

dfalls@emory.edu

404-727-0520

Tyrese Hinkins Jones

Assistant Director of Medical Education Programs, Evaluation and Training

thinkin@emory.edu

404-727-8777

Catherine Kiefer

Assistant Director of Medical Education Programs and Assessment

catherine.kiefer@emory.edu

404-727-5718

(Vacant)

Assistant Director of Medical Education Programs and Curriculum Management

404-712-9938

Charlotte Whitehead

Assistant Director of Medical Education Programs and Research

cpwhite@emory.edu

404-712-9962

Emory Center for Experiential Learning (ExCEL)

The Emory Center for Experiential Learning (ExCEL) is located in the James P. Williams School of Medicine Building and includes both the Simulation Center and the Clinical Skills Center. The Center is a state-of-the-art facility encompassing over 15,000 square foot of educational space. ExCEL includes spaces for 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, assessment and other educational experiences. It contains four suites each of which contain a central debrief room with projection capability and 4 examinations rooms equipped with examination table and standard clinic equipment.

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

Douglas S. Ander, MD

Director, ExCEL Center

dander@emory.edu

404-727-8926

Kim Fugate

Associate Director, ExCEL Simulation Center

kim.fugate@emory.edu

404-727-8961

Gina Shannon

Associate Director, ExCEL Clinical Skills Center

gina.m.shannon@emory.edu

404-295-1776

Reginald Adams

Senior Program Associate, ExCEL Simulation Center

reginald.adams@emory.edu

404-727-8955

Jess Bowling

Senior Applications Support, ExCEL

jbowlin@emory.edu

404-712-8824

Connie Coralli

Testing & Development Specialist

ExCEL Clinical Skills Center

connie.coralli@emory.edu

404-712-9925

Alison Dean

BLS/ACLS Technology Specialist

ExCEL Simulation Center

alison.e.dean@emory.edu

404-727-2231

Deborah Laubscher

Program Coordinator, ExCEL Clinical Skills Center

deborah.laubscher@emory.edu

404-304-0618

Kelly O'Malley

Program Coordinator, ExCEL Clinical Skills Center

kelly.erwin@emory.edu

404-801-6664

Sherry Stewart

Program Coordinator, ExCEL Clinical Skills Center

sherry.stewart@emory.edu

404-309-6378

Student Affairs and Enrollment Services

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

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

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

Mary Kaye Garcia

Associate Director & Registrar
Student Affairs

Emory University School of Medicine

marykaye.garcia@emory.edu

404-712-9921

Emory Campus

School of Medicine Building
100 Woodruff Circle
Suite 375P

Kimberly M. Hemingway

Assistant Director of Registration and Student Affairs

kimberly.m.hemingway@emory.edu

404-712-9930

Shikina Harrison, MS

Program Coordinator

Career Counseling and Student Affairs

shikina.harrison@emory.edu

404-727-4335

(vacant)

Academic Services Coordinator

404-727-5655

Grady Campus

Emory University Faculty Office Building

49 Jesse Hill Jr. Drive

Suite 102

Barbara Bingham

Administrative Manager

Clinical Education and Student Affairs

bbingha@emory.edu

404-778-1372

Theresa Hicks

Secretary

tmhicks@emory.edu

404-778-1368

Laura Hopkins

Program Coordinator

Clinical Education and Student Affairs

laura.hopkins@emory.edu

404-778-1365 (Grady campus)

404-712-9948 (Emory Main campus)

Michele Rutherford

Academic Electives Program Coordinator

mrruthe@emory.edu

404-778-1371

Clinical Education

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

- Plan and implement Orientation to the Clinical Years

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

Admissions

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

Office of Admissions

Emory School of Medicine
100 Woodruff Circle, Suite 231
Atlanta, GA 30322

June Eddingfield

Associate Director

june.eddingfield@emory.edu

404-727-8454

Sheryl Cottle

Admissions Program Coordinator

sheryl.cottle@emory.edu

404-712-9931

Faith Levy

Admissions Manager

flevy@emory.edu

404-727-8934

Shelby Smith

Senior Admissions Program Coordinator

shelby.smith@emory.edu

404-727-0017

Financial Aid

Mike Behler

Associate Director

Financial Aid, Scholarships and Student Affairs

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.

Costs of the MD program

Medical school tuition covers a normal program of study for the Doctor of Medicine degree. In addition, students must pay the following mandatory fees each semester: Athletic Fee, Activity Fee, Immunization/Disability Fee, Mental Health Fee, Clinical Administrative Fee and Technology Fee. **A one-time Transcript Fee is assessed to students for their first semester of a degree seeking program at Emory.**

A portion of the Student Activities Fee is returned to the individual classes/organizations to cover funding of appropriate class activities. Tuition payments are divided, one-half to be paid at fall registration and one-half to be paid at the beginning of spring semester. In the case that certain federal funds are not appropriated in future years for the support of education in the School of Medicine, subsequent increases in tuition rates may be necessary. Tuition rates are subject to change and will affect all students unless otherwise specified.

The tuition rate for 2017-2018 for Medicine is \$25,000 per semester.

The Doctor of Medicine program has two semesters of payment (Fall and Spring) per year.

Fees for 2017-2018 for the Doctor of Medicine program are:

- Athletic Fees Per Semester \$138
- Activity Fees Per Semester \$92
- Transcript Fee (Entering students only) one-time fee of \$70
- Student Mental Health and Counseling Fee Per Semester \$78

- Clinical Administrative Fee Per Semester \$50
- Student Immunization and Disability Fee Per Semester \$125
- Technology Fee Per Semester \$50

Each year the Financial Aid Office must estimate all normal expenses incurred by students in each academic program. This estimate is called the Cost of Attendance. In addition to tuition and fees, this estimate includes expenses for books, supplies, transportation, health insurance, food, rent, utilities, etc.

The [estimated Cost of Attendance](#) for the 2017-2018 academic year (Fall 2017/Spring 2018) is approximately \$81,000. This covers a 12-month period.

How much should I expect to borrow for the entire MD program?

The average indebtedness for the students who graduated from the program in 2017 was approximately \$171,000.

Are there programs that can reduce my indebtedness?

Yes, there are a number of employment arrangements in which students can reduce their indebtedness after they complete their degree. Some of these include the National Institutes of Health, the U.S. military and state health agencies. Also, some healthcare facilities will offer loan repayment incentives to potential employees. These arrangements often require the employee to commit to employment for a specific number of years. Also, students who work for a non-profit healthcare facility may qualify to have the balance of their loans forgiven after 10 years of repayment through the [Public Service Loan Forgiveness Program](#).

Applying for Financial Aid

Incoming MD students are encouraged to apply for financial aid as soon as possible. You do **not** have to be accepted to begin the financial aid process.

Students who wish to apply for need-based scholarships must complete both the Free Application for Federal Student Aid (FAFSA) and the CSS PROFILE. Parental income and assets must be included on the PROFILE regardless of the student's age or marital status. The 2017-18 FAFSA and PROFILE are based on 2015 income.

Students who wish to apply for federal loans only can complete just the FAFSA. Only the student (and spouse) information is required on the FAFSA.

View [detailed instructions for applying for financial aid for the MD program](#)

The FAFSA is available on-line at www.fafsa.ed.gov. The school code for Emory is **001564**. The PROFILE site is <https://student.collegeboard.org/css-financial-aid-profile> and the school code is **0140**.

The deadline to submit your financial aid documents is **March 1, 2018 for incoming students**. This is a target date and not a cut-off date, but students who complete their financial aid file later may miss out on some institutional funds. **The deadline for returning students is May 1, 2018.**

Once the university Office of Financial Aid receives your FAFSA information, they will begin to send you e-mails to let you know if other documents are required. Your financial aid file will be considered incomplete until all documents requested have been received.

The Office of Financial Aid will review your application and begin sending award letters to incoming students in April. The award letters will be electronic. **Returning students will begin receiving their award letters in June.**

By the time you are awarded, you will have access to Emory's student information system OPUS. You will be able to review and accept your awards on-line, and you will be given instructions to complete promissory notes for any student loans that you accept.

Types of Financial Aid

Veterans Benefits

The University Office of the Registrar is responsible for certifying the eligibility and enrollment for students receiving veteran's educational benefits.

Yellow Ribbon Program for Veterans

The Yellow Ribbon Program is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. This program provides additional financial support for veterans who have 100% eligibility for Post-9/11 benefits. The dependents of such veterans can be eligible for Yellow Ribbon also.

Currently, one student in the MD program is awarded this funding annually in the amount of \$7,200. The VA will match this amount in addition to providing any other benefits the veteran (or his/her dependent) is eligible to receive.

All veterans' benefits are administered through the University's Office of the Registrar. However, each school in the University has a specific contact for Yellow Ribbon. In the School of Medicine, the contact is the Associate Director of Financial Aid and Scholarships, Mike Behler. Interested students should contact him on June 15, 2017 for the 2017-2018 Yellow Ribbon Awards. Keep in mind that the funds are offered on a first-come, first-served basis for eligible applicants.

For detailed information about Veterans Benefits, including the Yellow Ribbon Program at Emory, please review the information on the [Office of the Registrar's website](#).

Emory Payment Plan

The Emory Payment Plan is available to qualified students who wish to divide tuition fees into scheduled payments. A \$60 service fee is charged to participate in the Emory Payment Plan. The fee is added to the second payment.

Instructions are given for deduction of loans and for University-administered scholarships in listing the amount due, which is to be paid in four installments each semester according to the Emory Payment Plan Schedule. (The Payment Plan for summer semester is paid in three installments.)

Contact Student Financial Services at (404)727-6095 or www.emory.edu/studentfinancials to sign up for a payment plan.

Scholarships for Medical Students

Over 80 named scholarships are available and awarded by the Office of Financial Aid based on eligibility as determined by the information students submit on the FAFSA and the PROFILE. In addition to need, there are scholarships based on merit and community service. No supplemental applications are required. For a list of scholarships, please refer to the [financial aid website](#),

Loan Programs

Direct Federal Unsubsidized Stafford Loan

Not based on financial need; up to \$47,167 per academic year; 6% interest rate; interest is assessed as soon as student receives full disbursement of loan but student can allow interest to accumulate and accumulated interest is added to loan amount when student begins repayment; up to 10 years to repay (may be extended up to 25 years depending on total indebtedness); no cosigner required.

Direct Federal Repulsion

Not based on financial need; can borrow up to the Cost of Attendance (see above) minus any other aid student is receiving; 7% interest rate; repayment begins 60 days after student receives full disbursement of loan but student can request a deferment until 6 months after leaving school; interest accumulates if student defers payments while enrolled; up to 10 years to repay (may be extended up to 25 years depending on total indebtedness); student must pass a credit check or have a credit-worthy cosigner.

Institutional Loans

Based on financial need; \$5,000 per academic year; 4.22% interest rate; repayment begins 6-months after leaving school; up to 10 years to repay. These include: Emory Clinic Medical Loan, Medical School Dean's Loan, Martha W. Andrews Medical Loan; AMA-ERF Medical Loan; Georgia Pediatric Society Medical Loan; Richardson Medical Loan; and Ben Smithloff Medical Loan.

Private Loans

Students are encouraged to take advantage of all institutional and federal aid before turning to private loans, which may have higher interest rates and/or lack some of the other benefits of federal aid. However, students who have reached federal loan limits or fail to meet certain academic requirements may need to look to private loans for assistance. These loans are available from some banks that participated in federal loans previously. Borrowers must be credit-worthy or have a credit-worthy cosigner. Contact the Office of Financial Aid or refer to its website for more information.

Emergency Loans

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

Tuition Refunds

Tuition refunds are partial. A student may cancel registration during the first week of the semester in which case only the deposit is forfeited (or twenty-five dollars if no deposit was required). After the first week of class, a student may voluntarily withdraw, and the tuition forfeiture increases progressively. Please refer to the [Withdrawal Deadlines Schedule](#) posted on the Student Financial Services webpage for the most current refund policy for complete withdrawals.

No refund is given after the fifth week of any semester. No refund is given if students drop only part of their coursework after the last day specified for approved schedule changes. No refund is given to a student who is dismissed.

Refunds for first-time Emory University students who are federal aid recipients (Title IV) will be prorated in accordance with the Higher Education Amendments of 1992 and any related regulations.

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

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

Tuition refunds will apply as follows:

Withdrawal during:	Charge	Credit
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%

Resources/Helpful Links

- [Emory University Office of Financial Aid](#) - Detailed instructions and information regarding the financial aid application process
- [Emory University Student Financial Services](#) – This is the student accounts office. They send bills, accept payment for tuition and fees, and process refunds.

Emory has created a 4-year program to provide students with up to date knowledge regarding debt management and personal finances during school and after. Workshops and classes on financial management and individual coaching sessions are provided during each level of your medical school career.

- [Free Application for Federal Student Aid \(FAFSA\)](#)
- [CSS PROFILE](#)
- [Department of Education](#) – Official information on federal financial aid programs, including eligibility requirements and options for loan repayment.
- [Association of American Medical Colleges \(AAMC\)](#) – A wealth of information regarding financing your medical education as well as tools for financial literacy.

Registrar

Mary Kaye Garcia

Registrar

Associate Director, Student Affairs

Emory University School of Medicine

marykaye.garcia@emory.edu

404-712-9921

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

The Registrar is also responsible for:

- Processing requests from students and alumni to view permanent student record

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

Registration, Cancellation, and Withdrawal

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

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

A student's registration and attendance of classes is considered as agreement to comply with the rules and regulations of the University as published in the catalogs and other official publications of the school and as amended or revised during the student's continued enrollment.

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

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

Student Records

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

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

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

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

Access to Student Records

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

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

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

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

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

View [more detailed information about FERPA](#)

Requesting Certified University Transcripts

At the end of each semester, students can log into the [Emory Home Page](#) and access the OPUS system to obtain their course grades, accumulated hours of credit, and grade point average.

If any discrepancies appear on the transcript, students are encouraged to contact the School of Medicine Registrar immediately so the record can reflect the correct information.

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

View [further information on official transcripts.](#)

Multicultural Medical Student Affairs

The Office of Multicultural Medical Student Affairs (OMMSA) serves as the focal point in the recruitment efforts of underrepresented minority students for the School of Medicine. The associate dean and staff of this office provides supportive services to students underrepresented in medicine and serve as a liaison to the Admissions Office. The associate dean serves as a voting member on the Admissions Committee.

Programs for underrepresented students at Emory School of Medicine include:

Emory Revisited Program that invites accepted underrepresented candidates back to the campus for a two day “second look” program in the spring of each year. This program provides a casual but informative opportunity for accepted candidates to interact with faculty, students, and other accepted students. This program is sponsored by the Office of Multicultural Medical Student Affairs with active participation by members of the Emory chapter of the Student National Medical Association. More information about that organization is listed below.

Student National Medical Association (SNMA)

Emory University School of Medicine has a strong and active chapter of the Student National Medical Association, an organization with the goals of increasing the number underrepresented students in the School of Medicine, of increasing the number of physicians serving minority and underserved communities and developing future minority health professionals. Emory SNMA members participate in recruitment day events at local colleges and universities and host candidates interviewing or visiting Emory School of Medicine. The members also work with the Office of Multicultural Medical Students Affairs to sponsor orientation for entering students, provide informal tutoring and academic support, sponsor social events and speakers, and sponsor a big brother/big sister program for entering students. In the Atlanta community, SNMA members talk with high school students interested in medical careers, work with local churches in coordinating health fairs, and volunteer with community organizations. On four occasions the Emory SNMA chapter co-host the SNMA National Convention in Atlanta with Morehouse School of Medicine.

Support Programs

Tutorials and individual counseling are made available when needed for any student experiencing academic or personal situations that might interfere with their academic or personal success.

Pre-Health Advisors Program

Emory University School of Medicine maintains a strong working relationship with pre-health advisors at numerous colleges and universities throughout the country who disseminate information about Emory University School of Medicine and assist in attracting applicants.

Robert Lee, PhD

Associate Dean & Director
Multicultural Medical Student Affairs

rlee08@emory.edu

(404) 727 0016

Annie Butler

Administrative Assistant

apjames@emory.edu

404-712-9937

Yolanda Hood, PhD

Associate Director

Medical Education and Multicultural Medical Student Affairs

yhood@emory.edu

404-727-0602

Part IV: Student Resources

Access, Disability Services and Resources

Students requiring accommodations are referred to [Access, Disability Services and Resources \(ADSR\)](#). Emory provides all persons an equal opportunity to participate in and benefit from programs and services afforded to others.

ADSR 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 ADSR 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 ADSR's role to embody Emory's commitment to its mission "in work and deed."

The ADSR 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 ADSR 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 ADSR 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 ADSR staff member will meet with the student to discuss approved accommodations. Otherwise, ADSR 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 ADSR. The best time to do so is immediately after registering for classes each semester or term, as this allows ADSR to adequately coordinate services and provide instructors with reasonable notice.

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

Newly admitted students should apply for accommodations using the same process as current students. Determination of eligibility for ADSR 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 ADSR, 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 Management, Ms. Sherice Allen-Henry.

Ms. Allen-Henry can provide assistance in contacting the ADSR 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.

Infection Control Protocols

Needle sticks and Other Blood/Body Fluid Exposures

1. Learn and always observe Standard Precautions (Universal Precautions).
2. If you have an exposure to blood or other body fluids (e.g., needle stick, cut), immediately clean the wound with soap and water.
3. Exposed oral and nasal mucosa should be decontaminated by vigorously flushing with water. Exposed eyes should be irrigated with clean water or sterile saline. Eyewash facilities can be accessed quickly in the emergency department for each hospital.
4. Follow the protocol of the hospital in which the incident occurred to the fullest including all follow-up (through the hospital's Employee Health Service). It is especially important that you report your exposure to the hospital's Employee Health Service as soon as possible so that a timely evaluation can be performed. Additionally, your exposure may guide future preventive efforts (e.g., education, training, selection of devices). If prophylactic medications are indicated, it is recommended they be initiated as soon as possible after the exposure, ideally within two hours.
5. If you are uncertain of the procedures for reporting and obtaining care at the facility where your exposure occurred, call the Woodruff Health Sciences (WHSC) Needle stick Hotline for assistance at 404-727-4736.
6. Acute serology should be drawn to establish one's baseline antibody titers to hepatitis B virus (if you have not previously been determined to be HBsAb positive [immune to Hepatitis B]) and, if indicated, to HIV and/or Hepatitis C Virus [HCV] (if the source patient is HIV-positive or HCV-positive).
7. Depending on the results of one's serology and the baseline serology of the patient (from which the incident occurred), you may need follow-up serologies as per the hospital protocol where the injury occurred.
8. If the source patient is HIV-infected, the administration of post-exposure prophylaxis (PEP or "prophylactic" antiretroviral medications) to decrease the risk of patient-to-healthcare worker transmission should be strongly considered. Medications may be initiated pending results of HIV serology on the source patient. If used, these medications should be taken as soon as possible after the needle stick injury. Each hospital has a protocol and will counsel you and give advice as needed. PEP regimens are complicated; therefore, be sure that the individual who manages your exposure consults with the Hospital Epidemiologist (see list below).
9. Again, call the WHSC Needle stick Hotline 404-727-4736 if you have any questions about management of the needle stick or other occupational exposure.

The following list of specific areas and/or individuals should be contacted at the facility in which the exposure occurs:

Contacts for Infection Control Protocol

Grady Memorial Hospital and Affiliated Sites

- Healthcare worker goes directly to Employee Health Services (EHS) – 15th floor EHS nurse will facilitate post-exposure care in collaboration with EHS doctor EHS staff will arrange for source patient testing
- EHS staff may call ID attending (on the call schedule for needle sticks) for consultation as needed.

After hours and on weekends:

Healthcare worker should NOT go to the emergency room unless they need an emergency eye wash. Healthcare worker calls STIX Hotline (**404-616-STIX**) and follow directions:

- Press 4: to be connected directly to the cell phone of the Health System Administrator HSA (who is physically present in the hospital). This cell number is: **404-319-7367**
- Press 5: to leave a voicemail message for the Health System Administrator. This message will be delivered immediately to their cell phone and they will return the call promptly.

HCW may also call the WHSC Needle stick Hotline and the Grady ID attending on-call for BBF exposures will be paged. The attending will inform the HCW of reporting procedures and assist them. HSA will personally arrange for source patient testing. Rapid HIV test results should be back within the 4 -hour time frame for starting ART PEP.

If source patient is known to be HIV positive or the rapid test returns positive, the HSA will escort the HCW to the Emergency Department where they will receive care from an ED attending with consultation from the ID attending on call for BBF exposures. The HSA will contact the ID attending on call for BBF exposures. The ID attending will discuss the exposure with the ED attending (and the HCW) and make recommendations for ART PEP. The first dose of PEP will be given in the ED. Additional doses needed to last until the next business day will also be provided directly to the HCW.

If the source patient tests HIV negative, the HCW will be instructed to report to EHS on the next business day to get final lab results on the source patient (hep C, hep B sAg) and determine if additional follow-up is needed.

Other contacts at Grady:

- Employee Health Nurse on call (from home): 404-809-7470
- Susan Ray, MD cell: 404-536-8233 or PIC 17255

VA Medical Center

- Report incident directly to occupational health. VA Occupational Health Injury Management Dr. Joyce Thompson, DNP, FNP-C x6471
- Ms. Teneka Hosang, PA-C (x6471)
- Receptionist (x5400)

After hours and on weekends:

- Contact the nurse supervisor on call (physically present in the hospital): Call hospital operator and ask for the “AOD” on call.
- The HCW is seen in Emergency Room for Treatment with follow-up in Occupational Health the next business day. This is important for OH to forward BBPE information to Emory for further follow-up

Other contacts at VAMC:

- Robert Gaynes, MD, Hospital Epidemiologist – cell: 770-315-3335
- Rudy Tacoronit, MD, VA Occupational Health Director – x 5400
- If you are unable to reach any of the above individuals, call the WHSC Needle Stick Hotline 404-727- 4736.

Emory University Hospital - Midtown

- Daytime hours, Monday thru Friday (7 am to 4 pm)
- Employee Health Service 404-686-2352

After hours, and on weekends:

- Healthcare worker calls Exposure Pager (PIC 11917) or calls the WHSC Needle stick Hotline (404- 727-4PEM).
- If WHSC Needle stick Hotline called, the on-call OIM nurse practitioner will be paged (PIC 50464). The Occupational Injury Management (OIM) nurse practitioner will facilitate immediate post- exposure care. Healthcare worker should go to OIM during the next business day to have baseline labs drawn.

Other contacts at Midtown:

- Jesse Jacob, MD – cell: 404-402-5110

If you are unable to reach any of the above individuals, call the WHSC Needle Stick Hotline 404-727-4736.

Emory University Hospital

- Daytime hours, Monday thru Friday (7 am to 4 pm) Employee Health/Occupational Injury Management Office 1364 Clifton Road, Room D219
- Occupational Injury Management (Worker's Compensation) 404-686-8587
- Employee Health Services 404-686-8589

After hours and on weekends:

- Occupational Injury Management (Worker's Compensation) 404-686-8587
- Employee Health Services 404-686-8589
- Healthcare worker calls **Exposure Pager (PIC 13084)** or calls the WHSC **Needle stick Hotline (404-727-4PEM)**. If WHSC Needle stick Hotline called, the on-call OIM nurse practitioner will be paged (PIC 50464). The OIM nurse practitioner will facilitate immediate post-exposure care.
- Healthcare workers should go to OIM during the next business day to have baseline labs drawn.

Other contacts at EUH:

- Jay Varkey, MD – PICC 12084

If you are unable to reach any of the above individuals, call the WHSC Needle Stick Hotline 404-727-4736.

Children's Healthcare of Atlanta (CHOA) (Egleston or Scottish Rite)

- Any needle stick or blood borne pathogen exposure is referred to the **24/7 hotline 404-785-7777**. This is staffed by an employee health nurse who will provide guidance to students.
- Employee Health Digital Pager 1-800-682-4549 or Needle Stick Hotline (ext. 4444 at Egleston and ext. 824444 at Scottish Rite)

Other contacts at CHOA (if students cannot reach employee health nurse via hotline or pager)

- Employee Health Digital Pager 1-800-682-4549 or Needle Stick Hotline (ext. 4444 at Egleston and ext. 824444 at Scottish Rite)
- Andi Shane, MD – cell: 404-354-7692 or office 404-727-9880
- Infectious Disease Service Team on Call – pager: 404-785-7778

If you are unable to contact any of the above individuals, call the WHSC Needle stick Hotline 404-727-4736.

Financial considerations of accidental needle sticks

The cost of the follow-up and necessary medications may be borne by Emory University Affiliated Hospitals or may need to be submitted through the student's health insurance. Any uncovered costs will be covered through the Office of Medical Education & Student Affairs if the procedures outlined above are followed.

For medical students and students in the health professions, initial evaluation of the exposure should be as explained above. Following this initial evaluation, all incidents and follow-up for exposures occurring at a hospital should be reported by the student within 4 days to the Registrar, [Ms. Mary Kaye Garcia](#) 404-712-9921.

Conversions

PPD tuberculin skin tests will be performed every year (at a minimum) or at the time of exposure for medical students. Those with PPD conversions will be referred to an appropriate physician in the University Health Services for follow-up. Expense of drugs, x-rays, and laboratory testing will be covered as long as protocol is followed.

Students Infected with HIV, Hepatitis B, Hepatitis C

Emory University School of Medicine requires any student who is infected with Human Immune Deficiency Virus (HIV), Hepatitis B virus "e" antigen positive, or Hepatitis C virus to notify the Executive Associate Dean for Medical Education and Student Affairs of his/her positive status so that the School may help to define any limitations necessary on clinical rotations and make such accommodations as may be reasonable to permit the student's continued matriculation.

The Executive Associate Dean for Medical Education and Student Affairs, or his/her designee, will make recommendations for students continued education on a case-by-case basis, utilizing the best currently available scientific knowledge and any established recommendations from the U.S. Centers for Disease Control and Prevention and other applicable governmental guidelines regarding what, if any, limitations need to be applied to clinical activity for persons with the given condition. In conducting this evaluation and making such recommendations, the Executive Associate Dean will consult with the student, the student's personal physician, student affairs deans and others, including faculty of the School of Medicine, as determined appropriate to assist in this individualized judgment. Within the parameters of existing law, the student's confidentiality will be maintained during this process.

Reasonable efforts to assist the student in completing the requirements for an M.D. degree will be made by the School of Medicine. In addition, the student will be offered counseling concerning the options for the future selection of a career pathway in the profession of medicine.

More Specific Guidelines on Students Infected with Blood-Borne Pathogens

Students should be allowed to complete the M.D. degree if at all possible with an effort by all to maintain confidentiality to the degree that it is possible.

In such instances, the clinical department chairs need not be notified of the name of an individual student involved or the type of blood-borne pathogen involved. However, the Clerkship Director for the Departments of Surgery, Obstetrics/Gynecology, Emergency Medicine and any other Clerkship Directors (if indicated) will be informed of the name of the individual student so that any special assignments can be made if indicated. If the student is Hepatitis B “e”-antigen positive, the Clerkship Director will be given that data.

Students will be carefully counseled concerning their potential risk to patients and their risk to themselves. They will be instructed to be punctilious in the use of universal precautions and up-to-date hospital infection control techniques. They will be referred to appropriate physician caregivers for optimal follow-up and therapy. The student will also be counseled carefully about future career plans based on current medical and legal data.

Invasive procedures considered as potential risks for health care workers-to-patient transmission by the Centers for Disease Control and Prevention will be strictly avoided by students who are Hepatitis B “e”- antigen positive. Students with other known blood-borne pathogens will be advised on a case-by-case basis. In general, because of their lack of experience, students with HIV or HCV infections will be advised like HBV-infected students. Recommended practices include double gloving and not performing any procedures that have been previously identified as associated with a risk of provider-to-patient HBV transmission.

The student will be allowed to withdraw without penalty from any clinical setting that the student feels might present a risk for infectivity.

HIV-positive students should undergo screening for Tuberculosis every six to twelve months and receive pneumococcal vaccine, annual influenza vaccine, and other appropriate preventive immunizations.

The student’s condition will be re-evaluated at least annually by the Executive Associate Dean for Medical Education and Student Affairs to determine if any additional limitations are indicated. The student’s viral load, CD4 count and clinical status as well as the regimen of anti-retroviral therapy that is being employed can be useful in assisting in any decision making by the medical school if the student will allow the Executive Associate Dean to discuss the results with his/her healthcare provider.

Students who fail to show a response to Hepatitis B vaccination by serologic means will be counseled to see a physician to determine their Hepatitis B antigen status and to see if they are Hepatitis B “e”-antigen positive. If they are “e”-antigen positive, they will be encouraged to report this finding to the

Office of the Executive Associate Dean, Medical Education & Student Affairs and then to be followed as per protocol.

Parking and Transportation

Emory Campus Parking

Parking on the Emory Campus requires the display of a valid permit. Only permits issued by Emory Transportation and Parking Services are valid. Permits are the property of Emory University.

Permits are non-transferrable and are for use by the permit holder.

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

Permits can be requested in person at the Parking Office or [online](#).

Permit Types

- Annual permit: Provides unlimited access to assigned parking area.
- Eagle Pass (occasional permit): Provides one access to assigned parking area per use.
- Temporary permit: Provides unlimited access to assigned parking area during the time period purchased, up to six months.
- Motorcycle/Scooter decal: Provides approval to park in designated motorcycle/scooter parking. Must register in person at the Parking Office.

Acceptance of a permit indicates acknowledgement and agreement to abide by the Transportation and Parking Services Rules and Regulations.

Parking privileges be suspended or revoked for violation of the Rules and Regulations.

Permit ownership is nontransferable.

Falsifying information in order to obtain a permit is a violation of parking regulations.

Replacement cost of a lost or stolen permit is \$20, nonrefundable.

All vehicles that belong to the immediate family of a student, whether registered with Emory or not, will be considered the responsibility of that individual. Any parking violations charged against that vehicle will be the responsibility of the individual.

Permit owners are responsible for maintaining current vehicle information with Parking Services.

Unregistered vehicles with outstanding citations will be identified through the vehicle plate information obtained from the U.S. state registration system. An additional fine will be applied if a vehicle is not registered with Parking Services.

Individuals with outstanding fines will not be allowed to purchase new permits until the fines are paid in full. Outstanding fines can also result in loss of parking access, immobilization of vehicle, or the vehicle being towed.

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

Emory Parking Permit Costs*

Annual Pass

- Term is August 15-August 14 Annual Rate: \$672
- Semester Rate: \$336

Summer Pass

- Term is May 19-August 14 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 $\$672/\text{yr.} \div 9 \text{ months}$.

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 be done by email at parking@emory.edu. 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 MD students are made by Barbara Bingham in the Office of Clinical Education at Grady.
- **CHOA** – Emory students use Emory parking office arrangements; visiting students arrange parking through CHOA security office.
- **VAMC** – Students should park in the back of the hospital. No sticker/pass or charge for parking.
- **Grady** – Students purchase through Grady parking office. Rate is \$21.50/mo. or \$5/day. They do not prorate the parking pass fee. Students must have a Grady ID badge prior to arranging for parking.

Shuttle Services

Emory Transportation Services offer shuttles on campus, for commuters, between major affiliated hospitals and other routes such as Georgia Tech, Oxford and shopping facilities. In addition, late-night service and SafeRide are available.

View [Cliff routes & schedules](#).

Contact Information: Contact a Transportation Services representative or visit the Transportation Services Offices in the Clairmont Campus Parking Deck (1945 Starvine Way, Atlanta, 30322). Office Hours: Mon-Fri, 7:30 am - 4:30 pm

To report shuttle delays or problems, call 404-727-1829 or email shuttles@emory.edu.

Safety and Security

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

Every effort is made by the Emory University School of Medicine and Emory University to provide a safe and secure environment for our students at all sites (campuses, healthcare facilities, etc.). Emory maintains its own police department that manages law enforcement, fire safety and emergency medical services as well as advising schools and individuals on public safety matters. The Emory University School of Medicine is made aware of all public safety matters and acts on them accordingly. Grady and the VA have their own security departments and we work in conjunction with them to maintain a safe environment for all students.

The James P. Williams School of Medicine building provides 24-hour study space for School of Medicine students and a security guard is on duty after hours. The entire building can be accessed outside of business hours only by using an Emory ID card. The security guard checks student ID cards to limit after hours use to registered School of Medicine students only.

We encourage students to request a security escort to or from the parking decks. Each campus also provides motorist assistance. Contact information for security escorts at each site:

- Emory Main Campus – 404-727-7555
- Emory Midtown – 404-686-2597
- Grady – 404-616-4025
- Veterans Hospital – 404-728-7641 or 404-321-6111 (ext. 4911)
- Children’s Healthcare of Atlanta – Egleston – Call the Emory Main Campus escort if your car is parked on Emory’s campus or call 404-785-6142 if your car is parked in the ED parking at Egleston
- Children’s Healthcare of Atlanta – Hughes Spalding – Call Grady Escort above

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

Although parking decks have restricted access, the possibility still exists for break-ins. Please remove all valuables from your vehicle and either store them in locked storage spaces provided at each site or leave them at home.

Emory University Office of Critical Event Preparedness and Response (CEPAR) coordinates campus-wide activities related to unusual events. CEPAR uses www.emory.edu website bulletins, cell phone text messages, emails and other means to notify community members about precautions and plans.

Emory University-affiliated Hospitals Public Safety Departments

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

- Emory University Hospital - 404.712.5598
- Emory University Midtown Hospital - 404.686.2597
- Grady Hospital - 404.616.4024
- Veterans Hospital - 404-321-6111 (ext. 4911) or 404-728-7641
- Other important numbers to have include the following:
- Emory Police Department – 404-727-6111
- DeKalb County Police – emergency 911 number

School of Medicine Information Technology Services (SOMITS)

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

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

- Phone: 404-727-6648
- Web: med.emory.edu/help
- Email: meded-help@emory.edu
- Hours: Monday - Friday, 8 am - 5 pm.*Excludes Emory Observed Holidays

Deah (DJ) Gooden

Student & Curricular Support Lead

404-778-4370

djgoode@emory.edu

Sheneca Stephens

Academic Technology Specialist

404-727-6648

sheneca.stephens@emory.edu

Jess Bowling

Sr. Application Analyst

jbowlin@emory.edu

404-712-8824

Jon Hamilton

Manager, Audio Visual

jon.hamilton@emory.edu

404-712-1563

Tom Quinn

Director, Information Technology

tdquinn@emory.edu

404-727-9805

Student Health

General

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 and Counseling and Psychological Services (CAPS) is to empower students to take responsibility for their health and to complement the academic mission of the university by providing unified medical, counseling and health promotion services that result in a healthy campus culture. Student Health Services and CAPS are committed to providing caring professional clinical services to a diverse student body and to reducing the stigma associated with seeking mental health services. Emory University Student Health Services is very proud to be fully accredited by the Accreditation Association for Ambulatory Healthcare, Inc. (AAAHC). The Emory Counseling and Psychological Services' (CAPS) Psychologist Training Program is fully accredited by the American Psychological Association (APA).

Student Health Services (EUSHS)

Emory University Student Health Services is located in the 1525 Clifton Road Building on the Emory Campus and provides comprehensive outpatient medical care for enrolled students. Services available are outpatient primary medical care, physical examinations, confidential HIV testing, STI testing, post-blood borne pathogen exposure follow-up care, dermatology, contraception, IUD insertion and colposcopy, psychiatry, preventive medicine, sports medicine, allergy injections, immunizations, PPD tuberculin skin tests, referrals to specialists, health education, international travel information and immunizations, nutrition counseling, and alcohol, tobacco and substance abuse counseling.

A Student Health physician is available for telephone consultation when the office is closed and can be contacted by calling the EUSHS paging operator at 404-727-7551, option 0.

Professional fees for primary care visits to Emory Student Health Services during regular hours are covered by Emory tuition. Other services, such as laboratory tests, x-rays, immunizations and allergy injections are not covered by tuition and must be paid for by the student or their insurance. Charges incurred at EUSHS are covered 100% by the Aetna Student Health Insurance Policy. The Emory Student Health Services (EUSHS) is a member of over 40 national PPO networks, including most major insurance carriers with the exception of Blue Cross/Blue Shield (BC/BS). Students on BC/BS are considered out-of-network at EUSHS and will be responsible for any charges incurred at the time of the visit. The EUSHS will provide the necessary paperwork to submit for reimbursement. Most other insurance carriers will be billed directly. Students will be responsible for any outstanding charges that are not covered by insurance. Payment by cash, check, Visa, and MasterCard are accepted.

The Student Health ["Your Patient Portal"](#) is a 24-hour Internet communication tool for Emory students. By using this system, Emory students are able to communicate online with Student Health

Services in a private, confidential and secure manner that meets federal HIPAA/FERPA privacy standards. Your Patient Portal can be used to schedule appointments, request prescription refills, view recent billing statements and request medical records releases.

Appointments

The Emory University Student Health Services (EUSHS) operates on an APPOINTMENT ONLY system, including same day/urgent care appointments. Appointments are scheduled by calling (404) 727-7551 (press 1) during office hours, or you can schedule your own appointment through the on line appointment system ([Your Patient Portal](#)). You will be scheduled as follows:

For routine care, appointments are scheduled up to two weeks in advance.

For urgent conditions, an appointment or urgent consultation can be arranged for the same day.

For most acute, but not urgent needs, you may get an appointment in 24-48 hours. The only patient visits that will be handled on a work-in basis will be urgent care.

If you cannot keep your appointment, please call and cancel at least two (2) hours before the scheduled appointment time or 24 hours in advance before specialty clinics. *Charges do apply for not showing up ([No Show](#)) for a scheduled appointment.*

Emory University Student Health Services: 404-727-7551 Michael J. Huey, MD, Executive Director

Student Health Immunization Nurse: 404-727-0392 www.studenthealth.emory.edu

Student Counseling and Psychological Services (CAPS)

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

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

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

Learn more information about [CAPS services](#).

Other after hours' resources include:

DeKalb County Mental Health Support Line: 404-892-4646

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

The Respect Program

The Emory University Respect Program's mission is to engage the Emory community to prevent and respond to sexual assault and relationship violence. To learn more about the program please contact the Respect Advocate Wanda Swan at 404.727.1514 or wanda.swan@emory.edu or visit: http://studenthealth.emory.edu/hp/programs/respect_program/.

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 2017-2018 academic year this coverage is provided by The Guardian Insurance Co., Inc. A summary of the plan and an electronic copy of the benefit booklet is distributed to students annually. Additional information concerning the plan is available by calling the plan administrator, Ms. Susan Gelber of InsMed Insurance Agency, Inc., 1-800-214-7039. Seniors will be given 30 days after graduation to extend the policy if desired. Ms. Gelber, is also available by phone to discuss the options available to graduating seniors.

Liability

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

This would include:

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

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

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

Mandatory Health Insurance

Student Health insurance coverage for sickness, accidents and hospitalization is required of all Emory students. Coverage must be continuous from the date of enrollment until the date of graduation. View an overview of the [Emory/Aetna Student Health Insurance Policy](#).

Students are automatically enrolled and charged for the Emory/Aetna Student Health Insurance Plan. The annual premium for the 2017-2018 academic year is \$3,466 and is billed in two installments of \$1,733 (once in the fall and again in the spring). There is no dependent coverage for domestic students; however, coverage is available to dependents of international students to satisfy visa requirements.

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

Incoming MD (including MD/PhD students starting in July) must complete the waiver by the August date only, 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. The fall waiver site opens late May, and the deadline is late August.

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.

Student Life

Campus Life

Emory University's [Division of Campus Life](#) cultivates a welcoming and dynamic community that is committed to modeling and teaching holistic well - being, ethical leadership, civic engagement, cultural humility, and global citizenship by providing a supportive and responsive foundation for an

evolving campus community to develop skills necessary for lifelong success and positive transformation in the world.

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

Housing

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

Each year in June, the Office of Admissions and the rising second year class will host a Housing Weekend for the incoming medical students. This event is designed to showcase the variety of housing options available in the Emory area and surrounding neighborhoods.

Student Government

The students of Emory University are governed by the [Student Government Association \(SGA\)](#) and all student organization charters must be approved by the SGA.

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

Starting a Student Organization

Students are encouraged to charter new organizations when there is interest. Funding for guest speakers, teaching forums, and other education events are available for chartered organizations.

For more information about chartering a student organization, please visit the [Medical Student Senate website](#).

Medical Student Class Officers

Each medical school class will elect officers annually, including Medical Student Senators. These elections are run in accordance with the SGA Code of Elections. The current list of officers for each class can be found on the [Student Portal](#).

Student Portal

This [site](#) provides a real time calendar on curricular and event information. The Portal includes a link to the most current version of this student handbook as well as to other valuable resources or references. Be sure to bookmark it as a favorite to get up to the minute information. Updates or additions to the portal can be submitted to [Mary Kaye Garcia](#) who will forward to the appropriate Student Portal Editor.

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. Use [25Live](#) with your University User ID and Password.
2. Login with your Emory NetID and password and request the space. If you do not have access to 25Live, notify Ms. Harrison to request access. If time is a concern, let Ms. Harrison know the request has been placed in the system.
3. Ms. Harrison can assist you in getting a diagram of the set-up for your event to the Staging Department in Campus Services. This is needed only if changes must be made to the space; Campus Services will need it in order to set up and return the space to its original order.
4. All users of space in the School of Medicine must abide by the 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 Campus Services in conjunction with their events.

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](#)
- Information Desk - 404.727.8727

Emory University Hospital Branch Library

- 1364 Clifton Road, Atlanta, GA 30322 Emory University Hospital, Room H-140
- 24/7 card access available to students on rotations with activated ID card
- To have your ID programmed, take your schedule to Public Safety, room HB43

Contact Information:

- EUH Branch Clinical Informationist: 404-727-3094

Emory University Hospital Midtown Branch Library

- 550 Peachtree St. NE, Atlanta, GA 30308 5th 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

Grady Branch Library

- 69 Jesse Hill, Jr. Drive, Atlanta, GA 30303
- Hours: Monday thru Friday: 8:00 AM - 5:00 PM

Contact Information

- Grady Branch Desk: 404-251-8777

To Access Resources and Services, always start at [Woodruff Health Sciences Center Library](#):

Identify yourself with your network ID and password when prompted

To Research Questions & Topics, Perform a Literature Search, or Analyze Data

- Clinical Decision Support – Access Medicine, Clinical Key, Cochrane Library, DynaMed, Epocrates
- Databases - PubMed, EMBASE, CINAHL, Web of Science, Scopus
- eJournals - Searchable A-Z List of Emory's Electronic Journals
- eBooks - Access Medicine, Access Emergency Medicine, Access Surgery, Clinical Key,
- eTools - EndNote, Lasergene, SPSS

To Obtain Journal Articles from Database Search Results

- Click on the Find It@Emory button to view full-text availability and other options
- If 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

- 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 Integrity, Regulations, Procedures, and Graduation Requirements

Section 1: Academic Integrity

Statement

Academic integrity is defined as a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage¹. The Emory University School of Medicine seeks to involve every member of the community in cultivating a culture of academic integrity and promoting communal standards.

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

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

[International Center for Academic Integrity.](#)

Emory University School of Medicine Honor Code

Preamble

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

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

Statement of the MD Student Honor Code

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

Honor Code Violations Definitions and Policies include:

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

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

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

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

“On my honor, I have neither given nor received any aid on this [examination, quiz, or paper], nor am I aware of anyone who did.”

However, absence of this pledge does not exempt the student or the assignment from the obligations set forth under this Honor Code.

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

The Medical Student Council on Honor

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

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

Student Representatives

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

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

Faculty Representatives

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

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

Leadership of the Honor Council– The Spring Elections

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

Procedures for Reporting Violations and Investigating Violations

1. If an individual believes that a violation of the Honor Code has occurred, that individual must report the violation as soon as possible to any member of the Honor Council. Failure to report the violation will itself constitute a violation of the Honor Code.
2. Once an allegation has been made, the individual making that allegation must draft, sign, and submit to the Honor Council Secretary a brief statement for Honor Council documentation.
3. Upon notification of a possible violation of the Honor Code, the following will occur:
4. The Council Secretary will inform the Honor Council Chair that a violation has been reported and an investigation has been initiated.
5. The Council Secretary will then choose two investigators from available alternate Council members whose responsibility it will be to gather information about the case.
6. The Chair shall subsequently inform the Council faculty members and the Executive Associate Dean of Medical Education and Student Affairs that an investigation is being conducted, but the name of the student and details of the incident will remain known only to the Chair, the Secretary, the investigators, and any individuals the Chair deem necessary.
7. The student named in the allegation will be informed of the investigation prior to its onset. Should the student be a member of the first or second year medical school class, he or she will be informed by the Chair of the Honor Council. If the student under investigation is a member of the third or fourth year class, one of the faculty members of the Honor Council will inform the student.
8. After information concerning the case has been gathered, this information shall be submitted to the Chair of the Honor Council, who along with the two investigators, will judge whether sufficient evidence exists to warrant a formal hearing. Among the Chair and two investigators, the decision to continue with a formal hearing or cease the investigation will rest upon the concurrent views of at least two of the three participants.
9. If a hearing is deemed warranted, the student will be notified by the Secretary of the Honor Council in writing of the date, time, and place of the Hearing; the nature of the violation with which the student is charged; the evidence of the investigation, including the name of the individual making the initial allegation. Upon notification of the hearing, the student will be provided with a list of available advisors with whom to consult, at the student's discretion.
10. The hearing will take place within a reasonable time (no more than 21 days) after the accusation is reported to the Honor Council. (In rare instances, a different time period may be determined by the Honor Council based upon the specific circumstances of the case).
11. The student will be permitted to continue academic endeavors until a final decision is made. The student and advisor may review and gather evidence prior to the hearing.
12. For each hearing, the Honor Council will consist of seven members: five student members [the Chair (or Vice-Chair) and four student members consisting of one member from each class] and two faculty members. If members decide they cannot serve for any reason, including conflict of interest, or if representation from each class is not possible, then an alternate member will sit on the Honor Council. The alternate members who serve as investigators will

present pertinent information but will not be allowed to vote in the proceedings or to be present during deliberations.

13. It will be the responsibility of the Secretary to inform the Honor Council members of the alleged violation (date, person involved, and nature of the accusation).
14. The Chair (or Vice-Chair) will preside over the hearing and participate in discussion and deliberation of the case but will not have a vote.

The Hearing

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

Order of Proceeding

1. Call to order.
2. Reading of Parts I and II of the Honor Code (Preamble and Statement of the Honor Code).
3. Statement of the alleged Honor Code violation.
4. Presentation of evidence: The investigators and the accused may present testimony and other evidence as appropriate and relevant to the case. The Chair and members of the Honor Council, the accused, and the advisor to the accused may ask questions of witnesses, but the Chair shall have the right to determine whether such questions are appropriate.
5. Discussion and deliberation by the Council is held in a private executive session.

Rules Governing Proceedings

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

Decision and Penalties

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

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

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

Decision of the Dean of the School of Medicine

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

Amendments to the Honor Code

Amendments to the Honor Code may be proposed by the Honor Council at any point in the academic year; proposed amendments must be approved by the Dean before becoming effective. If an amendment is approved while a case is under active review that amendment will not apply to that

case. Any new amendment, once approved, will become effective as soon as all medical students have been notified of the change via mail or email.

Section 2: Attendance

Overview

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

Duty Hours on Clinical Clerkships

During the clinical clerkships, students must adhere to the duty hour guidelines as outlined by the Accreditation Council of Graduate Medical Education (ACGME).

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

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

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

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

Punctuality

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

Arriving Late for or Missing an Examination

Students who arrive after an examination has begun may be refused admission to the examining room, thus jeopardizing their module or clerkship grade. Unexcused absences from a scheduled exam will result in a grade of "U" (in Foundations) or "F" (in Applications) for that examination. The final

grade of a clerkship will account for the failed examination grade as determined by the clerkship director. Unexcused absences from NBME or OSCE exams will result in the student being charged for any additional costs associated with rescheduling of the examination.

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

Section 3: Absences

Overview

The education of a physician involves individual growth that requires students to work together and with fellow students, staff and faculty on a regular and regimented basis. The nature of our work as caregivers requires that we notify appropriate persons when we must be absent so that patient care is not compromised. Students are *strongly requested* to be present for all educational activities. As stated above, for many of the educational sessions attendance is required. These required sessions are detailed above.

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

Applicability

Excused absences will be considered for the following circumstances:

1. Appointments for medical care that cannot be scheduled outside your MD program responsibilities
2. Medical illness or family emergency
3. Scholarly presentation at an academically relevant national meeting
4. Running for or holding national office in a professionally relevant national organization
5. Religious observances
6. Residency interviews
7. Participation in the MD or MD/PhD interview and tour guides related to the admissions process
8. Participation in meetings of the EUSOM Executive Curriculum Committee and its subcommittees

Policy Details

Excused absences are granted by the Dean's Office. Students should contact the Dean's Office (Dr. Schwartz during the Foundations Phase; Drs. Felner or Heron during the Application, Translation, and Discovery Phases.) *Note: Requests should be made to the appropriate Dean as far in advance as possible. For emergent absences, students should call the appropriate Dean by telephone.* All other requests should be made in person or by email. The appropriate Dean will then notify the module or clerkship director of the student's excused absence. Any required sessions, academic assignments, clinical work, etc. that are missed must be fulfilled to the satisfaction of the supervising faculty and the appropriate Dean. Within reason, module and clerkship directors will assist students to complete all work missed during excused absences, as deemed necessary by the director of the module or clerkship. If an excused absence does not allow for the missed work to be made up before the end of the module, phase, or clerkship, the student may be assigned a grade of "Incomplete" until the work is completed. If the student is unable to complete the missed work in a timely manner, as determined by the module or clerkship director, the grade may be converted to "Withdrawal". The designation of "Withdrawal" would require the student to repeat the module or clerkship.

Several of the categories of excused absence require additional information that is included below.

Excused Absences for Personal Medical Care

Medical students are strongly encouraged to promote and maintain their own health and well-being. Whenever possible, students should schedule non-emergent healthcare appointments during times that do not conflict with classroom and clinical activities. In the event an appointment must be scheduled during a required educational activity, students must request permission from the appropriate Dean (see above) to be excused. The Dean who grants permission will notify the appropriate supervising faculty member as to the time and duration of the excused absence.

Religious Observances

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

Residency Interviews

During clinical clerkships, students be granted one-day excused absence for residency interviews per each two weeks of the clinical rotation. Prior to submitting such requests to the Dean, students should not schedule interviews during required clerkship events and should discuss any requests with the respective Clerkship Director. Regardless of absences for interviews, students must complete the requirements of the rotation by the last day of the rotation. Any deviation from this policy must be approved by the Clerkship Director and the Associate Dean for Clinical Education.

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

Students actively participate in the MD and MD/PhD admissions process, serving as interviewers and tour guides. When asked to serve in this capacity, students should seek permission by sending an email to their clerkship director and to the Associate Dean for Clinical Education. Students will not be allowed to miss mandatory components of any clerkship to serve as an interviewer and tour guide. Once a student has been approved to be an interviewer or tour guide, the student should notify their team members immediately. This ensures that clinical care will not be not be impacted.

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

Students actively participate in the subcommittees of the EUSOM Executive Curriculum Committee. When students are scheduled to attend their respective subcommittee meetings, they must notify their team members and clerkship directors.

[View Absence Flow Chart \(PDF\)](#)

Section 4: Leaves/Interruption of Medical Education

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

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

All students requesting a leave **must:**

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

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

Section 5: Student Assessment and Grading

Assessment, Evaluation, and Grading

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

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

Grading Scales

S/U

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

A -- F

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

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

IP and I

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

W

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

Grading in the Foundations Phase

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

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

Grading in the Application, Discovery, and Translation Phases

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

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

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

Completion of Clerkship Requirements

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

Section 6: National Board of Medical Examiners (NBME) Subject and United States Medical Licensing (USMLE) Examinations

NBME Subject Exams

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

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

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

For NBME examinations, students **MUST** test within the normal testing schedule. A published exam schedule is available through the student portal.

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

Arriving Late for an NBME Exam or Missing Examinations

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

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

For any student who is more than 30 minutes late for the exam, the NBME must be contacted by the Chief Proctor to seek approval for taking the examination. The Chief Proctor and his or her designees

are not required to allow any student to start an exam late if doing so will be excessively disruptive to the other students.

United States Medical Licensing Examination (USMLE)

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

USMLE Step 1

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

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

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

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

- Option A - permits re-taking the test at the next available administration. Once the examination has been retaken, the student may begin clinical work. If a passing score is achieved, the student will continue the Application Phase; if a passing score is not achieved, the student will cease Application Phase course work and be allowed to retake the examination a 3rd time. It is highly encouraged that such students engage in an intense review of the basic sciences and consider auditing courses prior to re-taking the examination for the third and final time.

- Option B - grants a year's time during which time the student is encouraged to obtain remedial help and engage in an intense review of the basic sciences, with retake of the examination by February 1st of the following year. If the test is passed at that time, the student then enters the Applications Phase.

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

A student who fails USMLE Step 1 on the second administration will be given a third and final opportunity to successfully pass Step 1. Dismissal from Emory University School of Medicine is mandatory after three unsuccessful attempts to pass Step 1 of the USMLE.

USMLE Step 2 Clinical Knowledge (CK)

Students are encouraged to take Step 2 CK as soon as feasible after the Application Phase. At the latest however, students must take Step 2 CK by October 31st of their senior year. Passing Step 2 CK is a requirement for graduation. Students will have no more than 3 attempts to pass USMLE Step 2 CK. Dismissal from Emory University School of Medicine is mandatory after three unsuccessful attempts to pass Step 2 CK of the USMLE.

USMLE Step 2 Clinical Skills (CS)

Students must take Step 2 CS by October 31st of the senior year. Students must schedule their exam date by the preceding March 31st in order to ensure an exam date by the October 31st deadline. Passing Step 2 CS is a requirement for graduation. Students will have no more than 3 attempts to pass USMLE Step 2 CS. Dismissal from Emory University School of Medicine is mandatory after three unsuccessful attempts to pass Step 2 CS of the USMLE.

Section 7: Grade Appeals

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

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

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

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

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

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

Section 8: Remediation

Remediation for the Foundations Phase

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

The Office of Medical Education and Student Affairs will notify students of their need to remediate a module no later than three weeks after grades have been released. The student must contact the module director within one week after this notification. **It is the responsibility of the student to schedule the remediation process with the module director.** The first attempt at remediation should occur by the week following the next school break.

Students requiring remediation must meet with the director of the module to be remediated. If, during this conversation, the student identifies a non-academic contributor to their poor performance (i.e., something medical or social), this should be brought to the attention of the Associate Dean of Medical Education and Student Affairs, Director of Admissions, Dr. Ira Schwartz, ischwar@emory.edu or 404-727-5660.

The process for remediation, as determined by the module director, will be tailored to the individual student through the identification and correction of specific areas of deficiency. Retaking the entire module exam is only appropriate if the student's performance in all major content areas is unsatisfactory.

The module director will give to the Assistant Dean for Medical Education and Student Affairs a record of the remediation process for each student. This will be part of the student's record. Failure to demonstrate adequate competence will necessitate additional remediation by the student.

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

Section 9: Use of Student Feedback

Student Feedback of Courses, Clerkships and MD Program

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

Student Feedback of Residents and Faculty

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

Section 10: Graduation Requirements for the MD Degree

Student Physician Activities (SPAs)

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

1. Take a patient-centered history (focused and complete)
2. Perform a physical examination (focused and comprehensive) and recognize normal and abnormal findings
3. Apply principles of medical science to interpret clinical information
4. Apply principles of medical science to patient care to develop a problem list, working diagnosis, etiologic evaluation, and management plan
5. Develop a patient care plan
6. Perform technical procedures * (see Graduation Procedures List)
7. Communicate with patients and their support system regarding their care
8. Participate in difficult conversations with patients and their families
9. Document patient findings and treatment plans
10. Explain clinical decisions using scientific reasoning
11. Use electronic medical records
12. Formulate questions and search the literature to resolve knowledge gaps
13. Contribute to generalizable medical knowledge
14. Apply best evidence to the care of individual patients
15. Recognize and address ethical dilemmas
16. Protect patient information
17. Fulfill the professional role of a physician
18. Manage time
19. Be a leader
20. Use feedback to improve one's own practices
21. Demonstrate trustworthiness to patients, colleagues, and other healthcare personnel
22. Treat patients while understanding own biases
23. Treat patients without regard to personal advantage
24. Work in inter-professional teams
25. Identify personal limitations and seek assistance as needed
26. Teach peers and team members
27. Serve the community
28. Contribute to healthcare quality and safety initiatives

* Graduation Procedures List

Before graduation, all medical students should be able to:

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

Academic Requirements

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

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

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

End of Phase Required Objective Structured Clinical Examinations (OSCEs)

As a requirement of the longitudinal Essentials of Patient Care course, students must successfully pass the "End of Foundations OSCE" and the "End of Application OSCE". Failure of passing either OSCE requires appropriate remediation and subsequent passing of the OSCE in order to pass the course.

Financial Obligations

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

Section 11: Progress and Promotions

Promotional Guidelines and the Progress and Promotions Committee

A student is considered to be achieving satisfactory academic progress as long as he or she passes the sequence of course and clerkships established by the Curriculum Committee and meets the performance standards set by the appropriate Progress and Promotions Committee. The assessment of academic progress includes the domains of knowledge, skills, behaviors, and attitudes – as expressed in the form of Student Physician Activities (SPAs). Hence, professionalism is an integral component when considering academic progress.

Independent of the final grade, unprofessional behavior may be the sole criterion for which a student may be recommended for academic warning, a period of academic probation, suspension, dismissal, or other sanctions as described throughout this document.

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

Progress and Promotions Committees

The academic progress, including professional development, of EUSOM students is monitored in two separate Progress and Promotions (P & P) committees. The module directors for the Foundations Phase (i.e., M1/M2 P & P Committee) and the clerkship/course directors for the Application, Discovery and Translation of Medical Science phases (i.e., M3/ M4 P & P Committee) meet regularly to review the performance of all students. Each committee has a chair appointed by the Executive Associate Dean (EAD) for Medical Education and Student Affairs. The P&P committees review the academic records of students and are responsible for making recommendations to continue the student in good academic standing or address academic concerns¹. Academic concerns are brought forth by the module or clerkship directors and discussed in the appropriate P & P meeting. The P & P committee reviews the entirety of the student's record at EUSOM in determining the appropriate sanctions and will have access to any documented violations of the Honor or Conduct Codes. The sanctions could include recommendations to the EAD that the student receive a letter of concern, academic warning, academic probation, suspension or dismissal.

If, after a full discussion, a committee member recommends a specific sanction which is seconded by another committee member, then the committee members vote on approval or disapproval of the sanction². The sanctions do not have to follow a specific order (i.e., a student does not have to be on probation to be suspended or dismissed; a student does not have to be given an academic warning before being placed on probation). The criteria for each sanction are outlined below:

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

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

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

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

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

The grading systems (as defined earlier in the handbook and reviewed below) and management of academic concerns can be different for the M1/M2 and M3/M4 courses/clerkships and this is outlined below:

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

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

Foundations Phase

The Foundations Phase course directors assign grades to students on a Satisfactory/ Unsatisfactory scale. An Unsatisfactory grade is the equivalent of a D or F in the M3/M4 curriculum. Any student who receives a grade of Unsatisfactory must undertake remediation according to the policy approved by the Curriculum Committee, to the satisfaction of the module director. If a student receives a grade of Unsatisfactory in more than four modules overall, the committee will consider academic probation and recommend that the student repeat either the Human Disease section or the entire Foundations Phase of the curriculum.

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

The chair of the Progress and Promotions Committee is responsible for writing a letter to the EAD which outlines any academic concerns and summarizes the discussion of the committee members, the vote on the sanctions and the rationale for making a recommendation for sanctions. The EAD may accept the recommendations, or request clarification or discuss any concerns about the

justification for the sanctions given the documentation in the letter with the committee chair. The EAD will then schedule a meeting to discuss the concerns expressed by the committee to the student and, at the EAD's discretion, may decide to follow through with the recommended sanctions, or relay the concerns of the committee and not impose the sanctions. If a student is given an academic sanction, the sanction is documented in a letter to the student that is placed in their academic file. The committee is informed of the EAD's decision regarding the recommendations at the next scheduled meeting by the EAD.

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

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

Application, Discovery, and Translation phases

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

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

- **Students who receive a grade of D** in an M3/M4 clerkship will be recommended for academic probation or suspension and will be required to repeat the clerkship before continuing in the medical curriculum. A student who repeats a clerkship and receives a D or F in the repeated clerkship will be recommended for suspension or dismissal.

- **Students who receive a “D” on two separate clerkships** in the M3/M4 year will be required to repeat the entire phase that they are in at the time they receive their second D (i.e., Application Phase or Translation of Medical Science Phase) and be placed on academic probation. For example, a student who receives a D in the Application Phase and remediates to a B, then receives a second D in the Translation of Medical Science Phase would have to repeat the Translation Phase. Another example- if a student in the Application Phase received a D on the Surgery Clerkship and a second D on Medicine Clerkship then they would have to repeat the entire Application Phase.
- **If the student receives a D or F in a clerkship/course** during the remediation of the Application, Discovery or Translation phases, then they will be recommended for dismissal.
- **Students who receive an F** in a clerkship/course will be: 1) required to repeat the clerkship/course before continuing on additional clerkships and placed on academic probation; or, 2) required to repeat the entire phase (Application Phase, Discovery or Translation of Medical Science Phase) and be placed on academic probation; or, 3) recommended for suspension with requirements to repeat the clerkship/ course they failed and/or repeat other clerkships/courses when their suspension ends, or 4) recommended for dismissal.
- **Students who receive two F’s** in clerkships/courses (including students who receive an F during clerkship/course repetition will be recommended for dismissal.

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

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

The ad hoc committee will then provide the EAD with their recommendation as to whether or not to proceed with the recommendation of the Progress and Promotions committee. The final decision for suspension or dismissal is made by the EAD after considering the ad hoc committee’s

recommendation. The EAD's final decision is then provided to the student and a copy is placed in the student's file. A student may appeal the decision of the EAD to the Dean by submitting such request in writing within ten (10) days of being notified of the decision by the EAD.

Requirements for the Discovery Phase of the MD Curriculum for MD Students Enrolled in a

Second Degree Program

1. All students must demonstrate that they have adequate knowledge of the research methods commonly used in healthcare professions. Either they must take and pass didactic material associated with Discovery, or take and pass material associated with the second degree program that has been approved by the Discovery leadership as meeting this requirement.
2. All students must carry out a research project that meets the standards established by the Discovery leadership for the MD degree. This project can be part of the student's second degree program, and may be designed and undertaken as part of that program. The Discovery leadership is responsible for assuring that the project fulfills the requirements for the Discovery phase of the MD curriculum.
3. All students will be required to present the results of their research project at Research Day.

Section 12: The Medical Student Performance Evaluation (MSPE)

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

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

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

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

The MSPE is specialty-neutral and is written to include:

- Identifying Information
- Student's name
- Name and location of the medical school

- Expected date of graduation Unique Characteristics
- Family background
- Undergraduate education
- Gap years
- Information about special considerations such as travel or activities before entering medical school, including any distinguishing characteristics exhibited by the student in medical school (e.g., demonstrated leadership and research abilities, participation in community service activities)
- Academic History
- Date of matriculation
- Leave/interruption of medical education, if applicable (personal, medical, or educational)
- Adverse academic action such as repeating a course/clerkship or repeating a year of school
- Academic Progress
- Student performance in the preclinical curriculum
- Student performance in the clinical clerkships and elective rotations completed to date
- Performance on USMLE Step 1 and 2
- Unique honors such as election to AOA Research/Scholarly Activities
- PhD work
- Discovery project
- Community and Leadership Involvement Small Group Leader Comments
- Summary
- Strengths
- Relative weaknesses
- Summative assessment of the student's comparative performance in medical school relative to his/her peers

Process

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

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

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

Section 13: Honors

Academic honors

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

Alpha Omega Alpha

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

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

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

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

[Learn more information.](#)

Part VI: Student Resources Specific to the MD Program

Section 1: Academic Assistance

Academic Counseling

All students will need to maintain grades of “Satisfactory” or “C” or better in all courses and clerkships throughout medical school. If a student is having academic difficulty, academic counseling or tutoring may be suggested. It is always advisable for students to seek academic assistance from instructors/course directors immediately during a course or clerkship - rather waiting until examinations or final grades are issued.

Despite the self-discipline and good study habits that students developed, which has gotten them into medical school, there are many occasions when students may need assistance for the first time in their career. In addition, guidance is necessary to help students make up for work lost because due to an illness (or any other unforeseen event).

Students are requested to make an appointment with their Small Group Advisor or an Associate/Assistant Dean for counsel and advice concerning academic problems unresolved by discussions with course/clerkship directors. All students select faculty advisors during the Application Phase. These advisors assist primarily in residency planning and preparation of the senior year schedule.

Tutoring

Students who are in academic difficulty in the first or second year of medical school, as defined by the Student Progress and Promotions Committee, may request tutoring. Course Directors will work in concert with the Executive Associate Dean for Medical Education and Student Affairs to develop a tutoring plan.

Section 2: Career Advising

Statement

Choosing a career path is one of the most significant decisions a medical student will make. At Emory, the career planning begins at matriculation and continues throughout medical school.

Career planning is part of every academic year’s Orientations, and specific Career counseling sessions occur throughout the curriculum. Small Group Advisors are trained to provide guidance on this important issue, and are able to advise medical students where to seek specialty-specific information and counselors.

Career planning at Emory includes:

Resources

[Emory Development of Career Specialty \(DOCS\) website](#) – (information regarding career planning, advisors, match results, and related resources)

[Association of American Medical Colleges Careers in Medicine \(CiM\) website](#) (career planning program designed to help medical students choose a specialty and residency program, successfully land a residency position, and plan their physician career)

Access to information about dual degree programs

Counseling

- Small Group Advisors offering career guidance and facilitating networking within and outside Emory
- Scheduled career advice and planning sessions throughout the curriculum
- One-on-one meetings with an Associate or Assistant Dean for Clinical Education and Student Affairs for career counseling
- Department-designated medical student advisors chosen to counsel students regarding their specialty (on EmoryDOCS website)
- Choosing advisors, both informally for career advice, and formally to help students plan and schedule their Translation Phase of medical school
- Easily accessible deans, faculty, recent Emory graduates, and staff to contact for career advising

Activities

- Planned curricular activities to aid in making a career choice
- Exposure to a wide variety of specialties and careers through the Foundations, Application and Translation Phases (required clerkships and electives)
- Research opportunities through the Discovery Phase

Three class meetings during the Translation Phase to discuss:

- Advice and counseling for students who are still undecided after completing the Application Phase
- Early preparation for residency applications
- Timeline for applying to residency programs
- Information about early match programs
- The residency application and matching process
- Exploring residency options – panel discussions with residency program directors
- Where to access detailed information about specific residency programs

- Applying for highly competitive programs

For additional information and/or questions:

Mary Dolan, MD, MPH

Director, Emory DOCS

mdolan@emory.edu

Shikina Harrison, MS

Program Coordinator

Career Advising and Student Affairs

shikina.harrison@emory.edu

404-727-4335

Section 3: Society System

Each class is divided into 4 groups, named after 4 physicians of historic importance and renown. The societies are a central focus of small group learning and professional development throughout the four years of medical school.

Harvey Society

Office A167

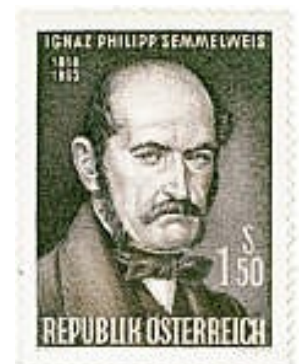
William Harvey (1578-1657) English physician, best remembered for correctly describing the circulation of blood through the heart. In 1628, he published *Exercitation Anatomica de Motu Cordis et Sanguinis in Animalibus* (An Anatomical Exercise on the Heart and Living Beings), a review of his careful observations, measurements, and remarkable experiments. He subsequently was named physician to King Charles I.



Semmelweis Society

Office P186

Ignaz Semmelweis (1818 – 1865) Viennese obstetrician/gynecologist. Iconoclast and advocate for women’s health, he correctly described the infectious cause of Puerperal Fever (now known to be Streptococcal post-partum infection). Despite considerable scorn from his peers, he proved that hand washing saves lives; he is remembered as “The Saviour of Mothers.”



Lister Society

Office P185

Joseph Lister (1827 – 1912) British surgeon. Deploing the high incidence of post-surgical wound infection and death from post-operative sepsis, Lister deduced that these diseases were preventable. A meticulous surgeon and scientist, he applied Semmelweis' and Pasteur's observations to clinical practice, and used carbolic acid solutions to clean wounds, clean surgical instruments, and to clean surgeon's hands. A shy and unassuming man, his initial work was met with indifference; his persistence and eventual vindication resulted in the development of antiseptic surgery.



Osler Society

Office A-168

Sir William Osler (1849 – 1919) Canadian physician. Brilliant clinician-scientist, Osler transformed the organization and curriculum of medical education, emphasizing the importance of clinical experience and applied science. Osler's textbook Textbook of Medicine was well written, comprehensive, scholarly, and set the standard for subsequent medical texts. Osler was famous for many aphorisms which are still as cogent today as when he first introduced them: "To study medicine without reading textbooks is like going to sea without charts, but to study medicine without dealing with patients is not going to sea at all."



Section 4: Supplies

Laptops

Laptops are required of all Emory University School of Medicine students. Laptops must meet technical specifications and have the required software programs installed. The School of Medicine Information Technology Services (SOMITS) is available to assist students with technical and software issues for their laptops that meet the specifications.

All newly enrolled School of Medicine students are encouraged to visit the School of Medicine's IT office before orientation to obtain help configuring laptops and mobile devices for Emory's wireless network (Emory Unplugged) and Exchange Email System.

Please verify your laptop meets all Minimum Requirements by using the requirements guide provided by IT.

Other Equipment

ID Badges

- Upon matriculation, all first-year medical students will be given a set of Emory University ID badges. Badges must be worn at all time when in the hospitals and clinics.
- During the clinical years, additional hospital ID badges will be provided to students. Hospital ID badges should be worn whenever in the hospital for clerkships or other training.

White Coats

- Students are required to wear white coats for all clinical clerkships and outpatient clinics. Medical student white coats must have the EUSOM patch sewn on the upper left sleeve.
- The Office of Admissions will provide all first-year medical students with a white coat. Additional white coats can be purchased by students at the University bookstore. Patches are available in the Office of Admissions and in Student Affairs.
- Lab coats will be provided for the Anatomy lab.

Required Tools

- Stethoscope (with separate bell and diaphragm end pieces)
- Otoscope-Ophthalmoscope (with ear speculae of varying sizes +/- insufflator bulb)
- Reflex Hammer
- Sphygmomanometer (with adult and pediatric blood pressure cuffs)
- Tuning forks (128 Hz, 512 Hz)
- Pen light

Other items you will need:

- Tongue depressors
- Cotton swabs
- Small flexible metric ruler or tape measure
- Safety pins
- Rosenbaum hand-held Visual Acuity chart
- Small notebook and writing instruments
- Nitrile or latex rubber gloves (for Anatomy lab)

Helpful to have:

- Medical bag

Books

The [Emory University Bookstore](#), located on Oxford Road on the Emory Campus, offers books and supplies at reasonable prices to students, faculty, and staff.