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INTRODUCTION

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

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

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

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

Mission Statements

SCHOOL OF MEDICINE

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

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

This goal encompasses the following objectives:

- To provide outstanding educational programs in health and biomedical sciences;
- To create new knowledge leading to innovative technology and treatments and to integrate them into the practice of medicine;
- To advance the detection, treatment and prevention of disease processes;
- To teach and exemplify the highest standards of professionalism and ethical behavior; and
- To develop outstanding clinicians who provide quality patient care that assures compassion and concern and serves the needs of the community.
MEDICAL IMAGING PROGRAM

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

Program Goals and Outcomes

1. Students will communicate effectively.
   a. Students will utilize effective oral communication skills.
   b. Students will utilize effective written communication skills.
2. Students will possess the knowledge and skills of an entry level radiographer.
   a. Students will be able to position the patient for routine radiographic procedures.
   b. Students will determine exposure factors to achieve optimum radiographic quality.
3. Students will develop problem solving and critical thinking skills.
   a. Students will be able to evaluate radiographic images.
   b. Students will be able to modify standard procedures to accommodate patient or environmental conditions.
4. Students will demonstrate professional behavior.
   a. Students will demonstrate a positive work ethic.
   b. Students will demonstrate knowledge of career options in medical imaging.

Program Effectiveness Data

1. Ninety percent of graduates will pass the national certification examination on the first attempt.
2. Graduates will have an average score of 8.0 on each section of the national certification examination.
3. Graduates will have an average ARRT scaled score of ≥ 83.
4. The program will maintain a program completion rate and graduation rate of 80%.
5. The program will have a job placement rate of 75% within twelve months of graduation.
6. The program will receive an overall score of ≥ 4.0 on the Post-Graduate Program Evaluation.
7. The program will receive an average score of ≥ 4.0 on each item on the Post-Graduate Program Evaluation.
8. Program graduates will receive an average overall score of ≥ 3.5 on the Employer Questionnaire.
9. Program graduates will receive an average score of ≥ 3.5 on each item on the Employer Questionnaire.
PART I: PROFESSIONAL CONDUCT

Section 1: Expectations

*SOM Standards of Dress and Appearance

This section describes standards for dress and appearance necessary to meet the service and safety objectives of placing patient comfort and welfare first, and the educational objectives of preparing the student to assume the role of a professional healthcare worker.

Patient trust and confidence in the healthcare provider are essential to excellent care. The message communicated by the caregiver by his/her dress and appearance plays a fundamental role in establishing this trust and confidence. Students should consider the cultural sensitivities of patients and their families. Students should present themselves in a manner that will demonstrate respect, inspire trust, and ensure patient comfort.

Students may spend time in lectures or other activities that do not involve patients. While in lectures or small group activities that do not involve patient contact, attire should be comfortable and not detract from the professional atmosphere.

When any patient contact is part of the educational experience or when students enter a clinical venue, students are expected to dress professionally. This includes all actual or standardized patient encounters in the hospital, clinic, lecture hall, or the Emory Center for Experiential Learning (ExCEL) suite.

Professional dress for clinical duty is outlined below:

**General Standards**

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

**Hair Maintenance**

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

**Clothing**

Clothing should be clean, professionally styled, and in good repair. Women should wear tailored slacks or dresses or skirts of medium length. Men should wear slacks, a dress shirt and necktie. Shorts and blue jeans are not appropriate professional dress. All
students should wear a clean, white, jacket-length coat over their clothing (or at the discretion of the supervising attending, professional dress without a white coat). Shoes must be closed-toe, comfortable, clean and in good repair.

**Scrubs**

Scrubs 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.

**Jewelry**

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

**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.

*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 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 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. 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
Students’ conduct records 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. Such rules, regulations, or policies shall include but are not to be limited to the regulations and policies contained in the Undergraduate Code of Conduct. Undergraduate Code of Conduct

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(s) 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.

*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
http://policies.emory.edu/1.3

Overview

Emory University Nondiscrimination Statement

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

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

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

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

Applicability

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

Complaints Against Students

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

**Sexual Harassment Complaints Against Students**

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

**Policy Details**

**1.31. Equal Opportunity Policy**

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

**1.3.2. Discriminatory Harassment Policy**

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

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

A. Discriminatory Harassment of a Sexual Nature

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

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

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

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

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

B. Discriminatory Harassment of a Non-Sexual Nature

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

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

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

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

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

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

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

Contact Information:

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

OR

Lynell A. Cadray, Associate Vice Provost Office of Equity and Inclusion
University Title IX Coordinator
Emory University 201 Dowman Drive Administration Building, Suite 305
Atlanta, GA 30322
D. Prohibition Against Retaliation

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

E. False Accusations

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

1.3.3. Investigation and Resolution Processes

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

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

A. Direct Communication with the Alleged Harasser

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

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

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

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

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

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

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

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

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

The final written determination will state only whether, based on OEI’s investigation, there was a
violation of this Policy. The complainant and respondent will be promptly notified of the final

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determination. The Office of Equity and Inclusion shall have no independent authority to impose sanctions.

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

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

D. Issues Specific to Faculty

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

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

E. Filing an External Complaint

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

1.3.4. Complaints Against Vendors, Contractors and Third Parties

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

1.3.5 Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1.3.6 Additional University Resources

All Emergencies (any campus/location) 9-1-1
Emory Police Department 404.727.6111 or 404.727.8005
Emory Police Department TIPS line 404.727.8477/TIPS
The Respect Program, Office of Student Health (Sexual Assault/Relationship Violence Response) 404-727-1514
Faculty Staff Assistance Program
1762 Clifton Road NE, Suite 1100
Atlanta, GA 30322, 404.727.4328
Emory University Human Resources
Employee Relations Department
1599 Clifton Road, NE
Atlanta, GA 30322 404.727.7625
Campus Life Offices 404.727.4364
Student Health 404.727.7551
Emory Trust Line 1.888.550.8850 (for non-emergencies)
DeKalb Rape Crisis Center 404.377.1428

*Policy 8.2 Sexual Misconduct
http://policies.emory.edu/8.2

Overview

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

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

This Policy covers sexual misconduct committed by Emory University students. Sexual misconduct is a form of sexual harassment that is prohibited under federal law and the Emory University Equal Opportunity and Discriminatory Harassment Policy (Policy 1.3). Sexual misconduct can occur in many forms, including, but not limited to, sexual harassment, domestic violence, dating violence, intimate partner violence, sexual assault, and stalking. The university will take seriously every allegation or report of sexual misconduct received. Emory University’s response is intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough, and equitable manner.

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

Lynell A. Cadray  
Associate Vice Provost  
Office of Institutional Equity and Inclusion  
Emory University  
Atlanta, GA 30322  
404-712-8541  
lynell.cadray@emory.edu

Or

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

Questions may also be directed to a Deputy Title IX Coordinator. Their names and contact information are listed at the end of this document.

Applicability

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

The University Title IX Coordinator monitors and oversees Emory University’s compliance with federal regulations concerning sexual harassment and discrimination. Upon receipt of a report of alleged sexual misconduct, the University Title IX Coordinator will monitor responsive action to ensure that the educational environment at Emory University is free of discrimination and discriminatory harassment. Additionally, the University Title IX Coordinator monitors the steps taken, as appropriate, to remedy the effects of the sexual misconduct on the complainant. This may include commencement of disciplinary proceedings against a respondent. This policy applies to sexual misconduct that occurs in connection with all academic, educational, extracurricular, athletic, and other programs of Emory, whether those programs take place in university facilities, at a program sponsored by the university at another location, or elsewhere.

Policy Details

8.2.1. Reporting Sexual Misconduct

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

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

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

Pursuant to University Policy 4.119, Emory University’s Mandated Child Abuse Reporting Policy, unless there is an exception under Georgia law, Emory University requires all Emory University personnel, including faculty, staff, students, and third-parties, to report suspected Child Abuse of which they are made aware in their capacity of employment or duties. Child abuse includes sexual abuse or exploitation of a person who is under eighteen (18) years old. Any uncertainty about whether reporting is required should always be resolved in favor of making a report to the Emory Police Department.
Reporting Sexual Misconduct for University Action. Every university employee who is informed about an allegation of sexual misconduct involving any student is required to notify a Title IX Coordinator either directly or through their relevant reporting structure. However, university employees who serve in a professional role in which communications are afforded confidential status under the law (e.g., medical providers, therapists, and professional and pastoral counselors) are not bound by this requirement but may, consistent with their ethical and legal obligations, be required to report limited information about incidents without revealing the identities of the individuals involved, to a Title IX Coordinator or Deputy Coordinator. All members of the Emory University Community are encouraged to promptly report incidents of sexual harassment and discrimination.

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

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

8.2.2. Investigation and Adjudication

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8.2.3. Hearing Procedures

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

In hearings conducted under this Policy:
1. Both parties shall be given similar and timely access to information that will be used at
the hearing and be given the substantially equivalent opportunities to present relevant
evidence and witnesses.

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

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

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

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

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

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

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

9. The panel chairperson will determine whether the panel can properly weigh or take into
consideration any evidence offered by a party or witness, and will make determinations
as to whether specific, requested questions can be asked by members of the panel the
parties. These determinations shall be based on relevance. Rules of evidence applicable
to criminal or civil court proceedings will not apply.
10. There shall be a single verbatim record, such as a tape recording, of all hearings (not including deliberations). The recording shall be the property of the university. Documentation of conduct proceedings, including written findings of facts, transcripts, and any audio recordings, are maintained in accordance with the applicable university document retention records.

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

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

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

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

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

The broad range of sanctions includes:

- Expulsion (Students found responsible for engaging in actual or attempted sexual penetration without consent, or who are found responsible for repeated sexual misconduct, should be prepared to be permanently separated from the university).

- Suspension for an identified time frame or until satisfaction of certain conditions, or both;

- Temporary or permanent separation of the parties (e.g. only: change in classes, reassignment of residence, no contact orders, limiting geography where parties may go on campus) with additional sanctions for violating orders;
• Successful completion of sexual or relationship sensitivity training/awareness education program/bystander intervention training;

• Successful completion of alcohol and other drug awareness and abuse prevention program;

• Counseling or mentoring;

• Educational programs that focus on rehabilitation of the mindset;

• Volunteering/Community Service requirements;

• Loss of university privileges;

• Delays in obtaining administrative services and benefits from the university (e.g. holding transcripts, delaying registration, graduation, diplomas);

• Additional academic requirements relating to scholarly work or research on sexual assaults or sexual assaults on university campuses;

• Financial restitution (payments) to any individual(s) who were injured or impacted by the Respondent’s conduct; and

• Any other discretionary sanctions that are directly related to the violation or conduct and that are aimed at eliminating sexual misconduct, preventing its recurrence, and addressing its effects.

8.2.3.1. Appeals

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

1. To consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing.

2. To allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing.

3. To allege that finding was inconsistent with the weight of the information.

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

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

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

8.2.5. Contact Information

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

Emory Police Department 404.727.6111 or 404.727.8005

Emory Police Department TIPS line 404.727.8477/TIPS

Emory Trust Line 1-888-550-8850

Counseling and Psychological Services (CAPS) 404.727.7450

Student Health Services—Atlanta Campus 404.727.7551

Deputy Title IX Coordinators:

Emory Campus Life
Dona Yarbrough, Ph.D.
Senior Director/Senior Associate Dean for Learning and Innovation
Definitions

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

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

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

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

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

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

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

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

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

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

**Non-Consensual Sexual Contact.** Any intentional sexual touching by a person upon a person, that is without consent and/or by force. Sexual Contact includes, but is not limited to, intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice, with any object.
Non-Consensual Sexual Intercourse. Any sexual intercourse by a person upon a person, that is without consent and/or by force. Intercourse includes, but is not limited to, vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Respondent. The person against whom the allegation or complaint of sexual misconduct is made.

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

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

Sexual Harassment. Unwelcome conduct, based on sex or on gender stereotypes, which is so severe or pervasive that it unreasonably interferes with a person’s university employment, academic performance or participation in university programs or activities or creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive. Sexual harassment may include, for example, an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention or advances; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence or sexual assault; intimate partner violence; stalking; inappropriate comments; and gender-based bullying.
**Sexual Misconduct.** Sexual misconduct encompasses sexual harassment, non-consensual sexual contact (or attempts to commit same); non-consensual sexual intercourse (or attempts to commit same), and sexual exploitation. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by persons of any gender or sex, and it can occur between people of the same or different sex.

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

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

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

*Policy 8.8 Alcohol and Drug Abuse Policy*
http://policies.emory.edu/8.8

**Overview**

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

As a recipient of federal grants and contracts, Emory University adheres to the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. As administrator of certain state-funded financial aid programs for students, Emory University also adheres to Georgia’s Drug-Free Postsecondary Education Act of 1990.
This policy is also designed to convey the university’s care and concern for its members and their well-being, given that alcohol and other drug misuse on college campuses is a major public health concern. In order to foster academic achievement, personal success and wellness, and to promote the safety of the community, the university has adopted the following tenets to guide the prevention of alcohol and other drug misuse:

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

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

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

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

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

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

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

**Applicability**

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

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

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

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

**Policy Details**

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

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

**8.8.2. General Georgia and DeKalb County Restrictions**

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

**8.8.2.1. Possession of Alcohol**

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

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

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

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

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

8.8.2.3. False Identification

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

8.8.3. Sanctions and Penalties

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

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

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

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

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

8.8.4. Notification of Drug-Related Convictions

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

8.8.4.1. Employee Notification of Drug-Related Convictions

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

1. abide by the terms of this policy; and

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

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

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

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

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

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

8.8.5. Advertisements and Promotions

8.8.5.1. Advertisements and Promotion of Events

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

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

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

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

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

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

8.8.6. Purchasing Alcohol with University and Student Activity Fee Funds

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

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

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

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

8.8.7. Storage of Alcohol

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

8.8.8. Use of Alcohol in Residence Halls

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

Residents under the age of 21:
Residents age 21 and over:

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

In Residence Halls:

- Alcohol is not allowed in community spaces (such as lobbies, lounges, study rooms, or hallways) without prior approval from Residence Life and Housing, with the exception of organizations that fall under the Office of Sorority and Fraternity Life. Fraternities and sororities are required to follow regulations from the Office of Sorority and Fraternity Life (OSFL) and from their respective national organizations. Other individuals or groups who wish to serve alcohol in community spaces of residence halls should complete the Campus Life online registration form.

- Common containers (such as kegs and punch bowls) are not permitted in residence halls or food service areas of residence halls.

- Activities (e.g. drinking games) and paraphernalia (i.e. funnels, beer pong tables, and ice slides) that promote the rapid and unsafe consumption of alcohol are also prohibited within residence halls and contiguous areas.

- Brewing or production of alcohol beverages is prohibited.

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

8.8.9. Use of Alcohol at Athletic Events

Alcoholic beverages may not be possessed, consumed or served at university intramural and club sports contests or intercollegiate athletic contests, but may be allowed at adjacent events. Interpretation of “adjacent events” will be under the authority of the Director of Athletics or his/her staff, as appropriate.
The possession, consumption and purchase of alcoholic beverages, tobacco and/or illegal drugs by any student-athlete or manager is prohibited while participating in an intercollegiate, club, intramural or recreational athletics activity. In the case of road trips, no alcoholic beverages, tobacco or illegal drugs are to be purchased by or possessed by any team member from the time the team leaves campus until the time the team returns to campus.

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

8.8.10. Procedures for Events with Alcohol

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

8.8.10.1. On-Campus Events with Alcohol

Student Organization Events

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

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

- The president or risk manager of the Student Organization must attend a Campus Life sponsored training session that includes content about hosting events with alcohol;
- Alcohol acquired with university funds, including kegs of beer, is allowed only if a licensed caterer or trained non-student server serves the alcohol;
- EmoryCard readers or another verification plan approved by Campus Life must be used to verify each individual’s age.
- Student organizations are also responsible for complying with any applicable regulations from their national organizations; and
- Under no circumstances is the alcohol to be left unattended.
Sorority and Fraternity Events

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

- The organizer for each social event must complete the online registration form for fraternity and sorority social events; and
- Presidents, risk managers, and social chairs must attend an OSFL-sponsored training that includes content about hosting events with alcohol service. (This training fulfills the requirement of the Campus-Life sponsored training outlined above.)

Other University Events

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

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

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

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

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

c. Anyone planning an event for which individuals under twenty-one (21) years of age are expected to attend (including those individuals acting on behalf of an academic or administrative department).
The completed online registration form will be forwarded to Meeting Services Office. The Meeting Services staff will send it to the building manager of the venue at which the event is being held.

8.8.10.2. Additional Food and Beverages

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

8.8.10.3. Off-Campus Events

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

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

8.8.11. Additional Information

8.8.11.1 Resources for Education, Consultation and Counseling

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

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

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

8.8.11.3. **Additional Policies Regarding Alcohol**

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

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

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

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

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

8.8.11.4. **Review**

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

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

University Residence Halls includes university-owned residential facilities such as halls, fraternity and sorority housing, theme houses, and apartments.

University-Sponsored Event is an event hosted by a student organization or by an official department or division of the university. University-sponsored events include, but are not limited to, any internal or external sponsored events held on campus; fraternity and sorority events; campus organization, divisional, departmental or unit events.

University-Sponsored Organization. A student organization that (1) is registered with the university; (2) is affiliated with a university department or unit that acknowledges the organization as part of its activities; or (3) sponsors activities that relate to the education, research and community service missions of the university or to the goals or objectives of the department or unit of affiliation.

As per the School of Medicine Conduct Code, students must promptly report all arrests and criminal charges to the Executive Associate Dean.

*Policy 8.9 Student Vehicle Use Policy
http://policies.emory.edu/8.9

Overview

The goal of the Student Vehicle Use Policy is to protect our students from injury while driving personal vehicles on University-sponsored activities and programs and while driving University vehicles or those rented for University sponsored-activities and programs.

Applicability

This Student Vehicle Use Policy sets forth the University's regulations and procedures for all students (graduate, professional, and undergraduate) who drive University-owned, rented, or leased vehicles (“University Vehicles”) in connection with University-sponsored activities or programs or personal vehicles in connection with University-sponsored activities and programs.

The Student Vehicle Use Policy does not apply to the rental of vehicles to be used by graduate or professional students for a University-sponsored activity or program and that is: (1) for less than seven days, and (2) for a driving distance of no more than 300 miles one-way.

University-sponsored activities and programs are defined in this policy as all activities funded in any way through the University, such as all recognized student organizations, Residential Life, Volunteer Emory, athletic or academic, academic employment or internships, and off-campus programs.

Policy Details
8.9.1 Requirements

To drive a University Vehicle for any purpose, a student will need to:

- Follow this policy;
- Be at least 18 years of age;
- Hold a valid U.S. driver’s license and have held either such license or a foreign license for at least two years;
- Disclose any moving violations and vehicle accidents during the last three years;
- Complete the Driving Record Consent Form (available under Forms and Brochures on the Emory HR website), which authorizes Emory University Human Resources to conduct a Division of Motor Vehicles driving record check on an annual basis;
- Have a "clear" or "acceptable" driving record as defined below; and
- Successfully complete the Emory Defensive Driving Course every three years in order to drive a University Vehicle.

8.9.2 Motor Vehicle Record

The University will check a motor vehicle record (MVR) when the Driving Record Consent Form is first submitted and at least bi-annually (every two years) thereafter. Additional checks may be conducted if the University becomes concerned about a student’s ability to drive a University Vehicle on a University-sponsored activity or program. It can take up to seven days to receive a MVR from the time a properly completed Driving Record Consent Form is submitted. Please allow sufficient time for the MVR receipt and review, as you will not be permitted to drive a University Vehicle on a University-sponsored activity or program until your MVR is received and approved.

MVRs will be assessed based on the criteria below, as a minimum standard. In certain situations, drivers may be held to higher standards, depending on the nature of the driving, their driving record, or concerns about their ability to drive safely.

An MVR will be considered unacceptable if it involves:

(a) One or more of the following violations during the previous three-year period:

- reckless driving;
- driving while impaired or under the influence of alcohol or drugs;
homicide by vehicle, negligent homicide or involuntary manslaughter;

- fleeing or attempting to elude police officers;

- driving without a license or while a license is suspended or revoked;

- hit and run or failure to stop after an accident; or

- major speeding (20 MPH or more over limit)

(b) Two or more of the following violations during the previous three-year period:

- speeding (less than 20 MPH over limit);

- any other moving violation other than speeding or listed in (a), (b) or (c);

- “at-fault” accident; or

- failure to have required insurance

(c) Three of the following violations during the previous three-year period:

- defective equipment;

- oversize or overweight load;

- operating without required equipment or warnings;

- other equipment violations; or

- not “at-fault” accident

Driving records must be clear or acceptable, as outlined above, for a student to drive a University Vehicle on a University-sponsored activity or program.

If a student does not meet the requirements, he or she will not be allowed to drive a University Vehicle on a University-sponsored activity or program.

If a student’s driving record changes or if there is a change in a student’s medical condition that may affect his or her driving after his or her initial driving approval, the student must report the change immediately to the office or department that manages such travel, or owns, rents, or leases the vehicle.

If a student becomes ineligible to drive a University Vehicle on a University-sponsored activity or program, his or her approved status will be revoked for the duration of his or her enrollment at the University. Further, the student may be subject to disciplinary action from the Office of
Student Conduct for undergraduate students or the appropriate graduate or professional school conduct process for graduate students.

8.9.3 Driver Training

In order to drive a University Vehicle, students must successfully complete the Emory Defensive Driving Course once every three years. The Division of Human Resources oversees the online Emory Defensive Driving Course, and the National Safety Council will certify individuals who successfully complete the Defensive Driving Course.

Students must first have their Motor Vehicle Record checked by turning in an MVR Clearance Form and a copy of their Drivers License to the Office of Student Leadership and Service in the DUC, Room E340. Once the MVR passes, the student will be emailed information on how to take the course. For forms and more information – www.osls.emory.edu and click on Eagle Source.

Individuals who do not successfully complete the Defensive Driving Course will be provided an opportunity to repeat the course and successfully complete it. If a passing score is not attained the second time, such students will not be allowed to drive on a University-sponsored activity or program, and a decision will be made regarding the employment status of a student whose job requirement requires driving on a University-sponsored activity or program.

8.9.4 Personal Vehicles

A student who uses his or her personal vehicle on a University-sponsored program must:

- Obtain personal auto insurance and provide the following upon request - a valid and current certificate of insurance that includes insurance company name, make/model of vehicle, vehicle VIN number, policy number and name of person insured.

- Acknowledge that the University does not carry insurance on, and assumes no responsibility for, any damage to personal vehicles, even when used on a University-sponsored activity or program. The student’s auto insurance will respond for third party liability including liability for injuries to passengers in the vehicle. It is an industry standard that insurance follows the vehicle.

- Acknowledge that he or she will be responsible for paying any deductibles or co-pays associated with his or her insurance in the event of an accident.

8.9.5 Travel Limitations

- Students may not drive a University Vehicle, and may not drive a personal vehicle on a University-sponsored activity or program, more than 300 miles one-way. For trips over 300 miles one-way, students must contract with a third party carrier (i.e. airline, bus company, shuttle service).
o Do not exceed the recommended load capacity for vehicles for both number of passengers and weight of cargo.

o 15 passenger vans may not be leased, purchased or driven as University vehicles.

**Note:** Proposed travel that falls outside of these travel limitations must be reviewed and approved in advance by the Student Travel Committee (Director of Student Leadership and Service, Dean of Students, Director of Athletics and Recreation). Third party carriers must be chosen from a list pre-approved by the Student Travel Committee. For more information, please contact the Director of the Office of Student Leadership and Service.

### 8.9.6 Travel Itineraries/Parties

This section of the policy applies to all trips greater than 60 miles from Emory’s campus.

A complete roster of travelers including cell phone numbers and a trip itinerary should be filed with appropriate on-campus personnel (i.e. staff member, student organization advisor) for each University-sponsored activity. There should be at least two on-campus personnel who have responsibility for implementing the emergency action plan (see 8.9.8), and the traveling party should have emergency phone numbers for both of these individuals.

There should be more than one traveling person designated as the “person responsible” on all trips in case of injury to one of the persons.

Other than Emory students, minors may not ride in vehicles used on a University-sponsored activity or program.

Family members may not be transported in University Vehicles or in personal vehicles used on a University-sponsored activity or program.

### 8.9.7 General Operating Instructions

- Drivers must drive responsibly and are expected to follow traffic laws, posted speed limits, practice defensive driving, wear seat belts and avoid any activity that has the potential to divert attention from driving safely.

- Drivers are restricted from activities of distracted driving while driving on behalf of the University, including but not limited to use of cell phones, texting, smoking, eating, checking email, etc.

- Drivers must monitor weather and road conditions and commit to change plans if warranted to ensure safety. This may mean taking breaks more frequently, stopping overnight, or postponing the trip altogether.

- Change drivers at least every 2 hours, more frequently if the driving is fatiguing.
- Drivers must assess the type of driving (highway, back roads, winding roads, hilly roads) compared to the driver's experience and comfort level and assign driving shifts accordingly.

- Do not caravan. Each driver should have a set of directions and maps. Do not attempt to stay together or rendezvous along the way. Each driver should travel independently. It is recommended that there be no driving between 12:00 midnight and 6:00 a.m.

- While driving on a University-sponsored activity or program, a driver may not be under the influence of illegal drugs or alcohol. Drivers and passengers may not bring alcoholic beverages (even unopened) into a vehicle. Such behavior will subject students to disciplinary action as determined by the Office of Student Conduct.

- Drivers must secure University Vehicles when not occupied and must have contents reasonably safeguarded.

- The use of radar detectors (or similar speed enforcement detection) is strictly prohibited.

- Trailer, hitches or towing are not permitted without special permission.

- University Vehicles should be used only for University business and should not be taken home at night (special exceptions may be approved by student activity advisor).

- Drivers are personally responsible for paying all traffic tickets.

### 8.9.8 Emergency Action Plan and Accident Reporting

#### 8.9.8.1 Important Notes

- The University’s liability insurance protects the University against damages resulting from bodily injury and/or property damage. The University’s liability insurance will also protect an authorized driver as long as the authorized driver is driving a University Vehicle and is acting within the scope of his/her authority and responsibilities. As noted above, however, when driving your personal vehicle - even on a University-sponsored activity or program - your personal insurance is primary.

- Immediately report all accidents during a University-sponsored program to your student activity advisor, even if you are driving your personal vehicle per the agreed upon Emergency Action Plan.
Depending on the circumstances, advisors will contact the following University officials to enact an emergency action plan:

- University Communications – 404/727-6216
- Emory Police Department - 404/727-6111
- Campus Life Emergency Line – 404/280-7073 or 404/895-5948

Failure to report an accident will result in the revocation of your authorization to drive a University Vehicle on a University-sponsored activity or program.

All University-owned vehicles contain an accident reporting kit and insurance card. Driver is responsible for using kit in the event of an accident.

When you return to campus, promptly complete an Accident Report with the Emory Police Department and contact the Office of Risk and Insurance Services.

All accidents will be investigated and may result in revocation of driving authorization and other disciplinary action.

### 8.9.8.2 Recommended Emergency Action Plan Guidelines

Each department and division should develop detailed instructions in an Emergency Action Plan. This plan should be disseminated to all students driving or travelling under your jurisdiction.

All chartered Student Organizations should abide by the Office of Student Leadership & Service Emergency Action Plan unless otherwise noted (http://www.osls.emory.edu/student_orgs/eagle_source/student_driving.html).

General recommended actions to include are as follows:

- Assess safety of self and passengers.
- If injuries, Call 9-1-1 immediately.
- If no immediate injuries, move the vehicle to a nearby, safe place if possible.
- Call 9-1-1.
- Take down all information, take pictures of damages, etc…
- Contact your activity advisor, faculty, or staff member ASAP.
- When police arrive, do file a police report no matter how serious the damage or injuries.
- Work with your advisor, faculty, or staff member contact to determine how to proceed back to campus.
- Complete an internal incident report form to document statements from all witnesses back on campus.
8.9.9 Violations

Violations of this policy may subject a student to disciplinary action as determined by the Office of Student Conduct.

*Policy 10.12 Student Complaints
http://policies.emory.edu/10.12

Overview

Emory University is committed to receiving and addressing written student complaints against the university, its faculty, staff, or administrative personnel in a timely manner. Appropriate procedures are described below and should be adhered to in response to student complaints. Students should first attempt to resolve their complaints with the office most directly responsible for the action being challenged. Each school at Emory has an office of Student Services that can further assist students and direct them within their specific school if they are uncertain about where to start. In addition, students may use Ask John Emory (http://www.emory.edu/CAMPUS_LIFE/askjohnemory/) to assist with routing complaints if they are uncertain or wish to log a confidential complaint, so that they may remain anonymous.

Applicability

This policy applies to current and former students that choose to make a formal written complaint against the university, its faculty, staff, or administrative personnel.

Policy Details

Documentation of Complaint
Student complaints must be submitted in writing and accompanied by relevant documentation describing

1. the specific action, practice or decision that is being challenged
2. the individuals involved in or with knowledge of the action, practice or decision at issue
3. the impact of the decision
4. what resolution is desired, and
5. why it should be granted.

Complaint Resolution

Except in situations involving allegations of discrimination or harassment (where students may file complaints directly with the Office of Equal Opportunity Programs), Emory encourages each student to pursue complaints against faculty, staff or administrative personnel at the school or department level. Each school has its own procedures as described in the student handbook or school’s catalog. Academic or other concerns usually begin with student service personnel in each school who then typically route the concerns to the appropriate school authority. Student
concerns can be effectively handled by school personnel who have expertise in the academic discipline involved, familiarity with the faculty/staff, and who have experience in handling similar school decisions made regarding its students. To expedite a prompt resolution, complaints should include current contact information of the individual filing the complaint. In most cases, responses to the complaint, including the final decision, will be provided in writing within 30 days of receipt of the complaint. However, exceptions to this timeframe may be allowed with reasonable and regular communication to inform the student of the current status of the complaint.

**Record Retention**

The designated school or department representative for reporting purposes should retain the written complaint along with the resolution of the complaint, and any additional supporting documentation including emails, or other communication. In addition, an action log of all complaints received should be maintained each year. This action log is collected by the Office of Institutional Research, Planning and Effectiveness as a part of the Annual Report process. A sample is available below.

**Full policy details can be found at:** [http://policies.emory.edu/10.12.](http://policies.emory.edu/10.12.)

**Travel Policies**

If a student is traveling utilizing University funds or at the request of the University, then he or she should refer to the Emory University Travel Policies found at the following site: [http://policies.emory.edu/8.15.](http://policies.emory.edu/8.15.)

**University - Student Relations**

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

As an educational institution, Emory is not a vehicle for political or social action but does endorse the right of dissent and protects and encourages this right. The Board of Trustees and the president of the University have published a statement clarifying policy concerning abuse of this right. Each medical student should read this statement as contained in the Campus Life Handbook of the University.
To accomplish its objectives and responsibilities, the University must be free from violence, threats, and intimidation and must be dedicated to the rational approach to a resolution of human problems. In accordance with the By Laws of the University, the president of the University has delegated to the deans and faculties of each school primary responsibility for designing and implementing the school's educational program and whatever procedural guidelines and regulations may be deemed necessary to carry out the school's educational objectives appropriately. The dean of each school has the authority and responsibility for final judgment and action in all cases, provided that established procedures are followed.

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

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

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

Statement of Policy

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

1. Emory University was founded on Christian principles by the Methodist Church and proudly continues its church relationship as an agency dedicated to seeking and imparting truth.
2. Emory University admits qualified students of any sex, sexual orientation, race, religion, color, national origin, age, disability, or veteran status to all of the rights, privileges, programs, and activities generally accorded or made available to students at Emory University. The University does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran status in administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, and other Emory University-administered programs.
3. Attendance at Emory University is a privilege and not a right. However, no student will be dismissed except in accordance with prescribed procedures. Students applying for admission do so voluntarily and are free to withdraw at their pleasure, subject to compliance with the regulations of their school or college governing withdrawal and to the fulfillment of their financial obligations to the University.
4. Upon matriculation at Emory, each student agrees to be bound by the rules, policies, procedures, and administrative regulations as the regulations exist at the time of admission and as the regulations may be changed by duly constituted authority.

5. By admission as a student at Emory University, a person acquires the right to pursue the course of study to which he or she is admitted, and to be treated with the dignity appropriate to an adult person in all matters relating to the University. In the same spirit, the student shall comply with the rules and regulations of Emory University.

6. Students will be provided the opportunity to participate in the development of rules and procedures pertaining to University affairs to the extent that such participation and the results thereof, as determined by the Board of Trustees or its designated agent, are consistent with orderly processes and with the policies and administrative responsibilities of the Board of Trustees and the administration.

7. The University expects students to conduct themselves with dignity, courtesy, responsibility, and integrity and with due respect for the rights of others, realizing that sobriety and morality are not only characteristics of a mature and responsible person but are essential to the maintenance of a free and orderly society.

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

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

Individuals associated with Emory represent a variety of viewpoints; the University fosters the free expression and interchange of differing views through oral and written discourse and logical persuasion.

Dissent, to be acceptable, must be orderly and peaceful and represent constructive alternatives reasonably presented.

Coercion, threats, demands, obscenity, vulgarity, obstructionism, and violence are not acceptable.

Demonstrations, marches, sit-ins, or noisy protests that are designed or intended to or do disrupt normal institutional pursuits will not be permitted.

Classes and routine operations will not be suspended except for reasonable cause as determined by the president.

Administrators, faculty, other employees, and students are expected to abide by these standards of conduct in promoting their views, particularly dissent.
Persons who are not so inclined should not become associated with Emory nor continue to be associated with Emory.

Academic and administrative procedures will protect individuals in their right of free expression and provide for prompt and appropriate action against those individuals who abuse such right.

**Section 2: School of Medicine Policies**

*Consensual Teacher-Student Relationships*

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

Teacher-student relationships carry risks of conflict of interest, breach of trust, abuse of power, and breach of professional ethics. For these reasons, teachers must not engage in any consensual sexual relationships with a student while the teacher is in a position of supervisory academic authority with respect to the student. Nor may a teacher assert any supervisory academic authority with respect to a student who was the subject of a previous consensual sexual relationship. This prohibition extends to consensual sexual relationships between a graduate or professional student and an undergraduate when the graduate or professional student has some supervisory academic responsibility for the undergraduate, to consensual sexual relationships between department Chairs and students in that department, to consensual sexual relationships between graduate advisors, Program Directors, and all others (each of whom is considered a teacher) who have supervisory academic responsibility for a student and that student.

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

The deans, department chairs, and other administrators should respond to reports of prohibited sexual relationships by inquiring further and, if such reports appear to be accurate, initiating appropriate disciplinary action or remedial measures against the teacher involved. Egregious breach of this policy is adequate cause for termination under paragraph 12.2 of the Emory University Faculty Handbook Statement of Principles Governing Faculty Relationships.
Non-consensual sexual relationships are prohibited by the Equal Opportunity and Discriminatory Harassment policy (1.3).

*Criminal Background Checks and Drug Testing*

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

**Policy:** Adverse Finding on Criminal Background Check

**Effective:** October 30, 2010

**Rationale:**

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

**Policy:**

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

**Procedure:**

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

7. The student may appeal the revocation decision, in writing, to the Executive Associate Dean of Medical Education and Student Affairs within 5 business days of receipt of the notification letter. The decision of the Executive Associate Dean is final.

*Entering Student Health and Immunization Requirements*

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

Entering students are required to provide documentation of all required immunizations using the Emory University Student Health and Counseling Services 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 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 elapses. For re-admission after withdrawal for medical reasons, medical clearance by designated University health officials is required.

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

**Immunization Requirements 2016-2017**

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. The entire policy can be found at:

• [http://www.med.emory.edu/administration/policies/industry_relations/index.html](http://www.med.emory.edu/administration/policies/industry_relations/index.html)

Policies that directly affect School of Medicine students include the following.
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

- Commercial Exhibits are prohibited in School of Medicine Buildings.
- Any book or educational material that is recommended by a faculty member who has a financial interest in the book or material must be approved by a committee formed by the faculty member’s chair.
- Faculty presentations to School of Medicine students and residents should disclose all their personal, professional financial relationships with industry in each presentation.
- Any violation of this policy by a student will be considered unprofessional behavior and will subject the student to actions by the appropriate Progress and Promotions Committee or by an ad hoc Conduct Committee appointed by the Executive Associate Dean for Medical Education and Student Affairs.

*Involuntary Withdrawal and Readmission*

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**

This policy has been developed to ensure that the student financial aid programs meet or exceed requirements set forth by federal regulations governing Satisfactory Academic Progress for financial aid eligibility.

**Scope**

This policy applies to those students receiving Title IV federal aid, state aid and university- and school-funded aid.
Students may receive financial aid for a limited amount of time, depending on the standard length of their specific academic program. The general guideline is 150% of the required time to complete the program with full-time status. For example, a student in a four-year program must complete it within six years. Students attending part-time can have their time limit extended proportionately.

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

**Completion of Course Requirements**

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

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

**Progress and Promotion**

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

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

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

**Appeals of Financial Aid Suspension**

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

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

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

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

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

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

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

**Mandatory Health Insurance**
Student Health insurance coverage for sickness, accidents and hospitalization is required of all Emory students. Coverage must be continuous from the date of enrollment until the date of graduation. An overview of the Emory/Aetna Student Health Insurance Policy is available at [http://studenthealth.emory.edu/hs/insurance_fees/aetna/index.html](http://studenthealth.emory.edu/hs/insurance_fees/aetna/index.html).

Students are automatically enrolled and charged for the Emory/Aetna Student Health Insurance Plan. The annual premium for the 2016-2017 academic year is $3,174 and is billed in two installments of $1,587 (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 at [www.opus.emory.edu](http://www.opus.emory.edu) confirming 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 students must complete the waiver by the August date as those students start in the fall term. Beginning with students’ second year, the waiver process must be completed annually for EACH year they are enrolled at Emory. 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.

*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 students as subjects (i.e. any study that requires human subject protections as defined in HHS 45CFR46 [http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html] must be approved by the Executive Curriculum Committee (ECC). This policy includes: all studies performed by Emory University School of Medicine students on other students, studies by Emory University School of Medicine faculty members, studies performed by students or faculty members from all other LCME-accredited medical schools, or all others. 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 students as subjects should be directed to the Chair of the ECC.

*Separation of Roles*

Faculty and housestaff members’ professional or personal roles, should not conflict with their roles as teachers and evaluators of students. Faculty and housestaff 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 housestaff 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 housestaff must attest that no conflict exists.

Students who believe a potential conflict exists between themselves and a faculty or housestaff member, should notify a course or clerkship director or someone in administration.

*Student Agreements, Consents, and Releases*

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

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

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

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

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

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

If a student should refuse to provide or revoke any of these consents or releases, the student should understand that such action might affect the student’s ability to meet the requirements for the degree and eligibility to graduate 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) can be found at [http://policies.emory.edu/1.3](http://policies.emory.edu/1.3) and 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.

The Emory University Sexual Misconduct Policy (Policy 8.2) can be found at [http://policies.emory.edu/8.2](http://policies.emory.edu/8.2). Per 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 and Resolution Process**

**Reporting Mistreatment**

[Delivered content] 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 recommended initial step is for students to discuss the incident of mistreatment with their Program Director in a confidential, but not anonymous manner.

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

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

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

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

**Direct Communication with the Person Alleged to have Mistreated the Student**
If the student feels comfortable speaking directly with the alleged offending person to address concerns and obtain an appropriate resolution, the student may do so.

While direct communication may be successful in addressing the immediate problem individuals who choose not to directly address the alleged person(s) who may have mistreated them, or who have not obtained a satisfactory resolution following such a discussion, are encouraged to utilize one of the other methods outlined below.

**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).

Section III: Program and Departmental Policies

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

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

*Conduct Requirements: Department of Radiology and Imaging Sciences
While working in the Department or any assigned area the student must conduct himself in a manner consistent with the ideals of the Program of Radiologic Technology. The student should:

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

Policy #HR 201
Imaging Services
Section: Department of Radiology and Imaging Sciences
Policy Section: Human Resources
Policy Statement:
Department of Radiology and Imaging Sciences employees will display understanding, courtesy, tact and cooperation towards all patients, patient's family, visitors, physicians, and fellow employees at all times.

**Scope/Procedure:**

1. The Department of Radiology and Imaging Sciences is responsible for all employees under it's direction and shall insure that each employee provides prompt and efficient service in a courteous, professional manner.

2. It is the responsibility of each employee to exhibit a friendly, helpful attitude to provide the best possible service to our patients, patient's family and guests. This professional behavior shall not be limited to the employee's work area, but shall extend to the entire hospital.

3. Department leadership shall communicate to each employee the department's standard and expectations with regard to:
   - A. Proper introduction.
   - B. Responsiveness to requests for information or assistance.
   - C. Telephone courtesy.
   - D. Personal appearance and neatness of work area.
   - E. Mutual respect and cooperation should be exhibited by each employee to everyone with whom they come into contact, e.g., patients, patient's family, management co-workers, medical staff and visitors.

4. All employees must meet the behavior and guest relations requirements or may receive disciplinary action to include suspension and/or termination.

2. conscientiously observe the ethical directives specific to the Department of Radiology and Imaging Sciences. The student is not to render interpretation of radiographs or reveal radiographic findings to patients, friends or relatives.

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

1. Failure to complete clinical education satisfactorily.
2. Inability to maintain satisfactory grades and/or cutting classes.
3. Insubordination.
4. Alcohol or drug abuse while on duty or affecting duty.
5. Failure to develop those qualities considered essential to the ethical practice of radiography.

*Confidential Information*

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

*Inclement Weather Policy (ABBREVIATED)*

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

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

*Outside Employment of Students*

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

*Personal Relationships*

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

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

a. Always address him/her by the title "Doctor";
b. Willingly conform to his/her directives; and
c. Graciously accept his/her corrections.
To all other physicians using the clinical facilities, he/she owes the same respect and prompt, cheerful service.

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

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

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

*Personal Visitors*

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

*Professional Society Membership*

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

*Snacking and Smoking Areas*

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

*Technical Standards for Admission and Graduation*

Students enrolled in the Bachelor of Medical Science, Medical Imaging Program must possess the physical, mental, and emotional skills indicated below.

1. The student must have sufficient strength, motor coordination and manual dexterity to:
(a) Transport, move, lift and transfer patients from a wheelchair or stretcher to an x-ray table or to a patient's bed;

(b) Move, adjust and manipulate a variety of radiographic equipment, including the physical transportation of mobile radiographic machines, in order to arrange and align the equipment with respect to the patient and the image receptor according to established procedure and standards of speed and accuracy; and,

2. The student must be capable of:

(a) Handling stressful situations related to technical and procedural standards and patient care situations;

(b) Providing physical and emotional support to the patient during the radiographic procedures, being able to respond to situations requiring first aid and providing emergency care to the patient in the absence of or until the physician arrives;

(c) Communicating verbally, in an effective manner, with patients and personnel; and,

(d) Reading and interpreting patient charts and requisitions for radiographic examinations.

3. The student must have the mental and intellectual capacity to:

a. Calculate and select proper technical exposure factors according to the individual needs of the patient and the requirements of the procedure's standards of speed and accuracy; and,

b. Review and evaluate the recorded images on radiographs for the purpose of identifying proper patient positioning, accurate procedural sequencing, proper radiographic exposure and other appropriate and pertinent technical qualities.

The director of the Medical Imaging Program welcomes questions or inquiries from individuals with disabilities regarding the standards and their application to each individual's unique situation. In each case, a determination can be made as to whether the individual is qualified for admission to the program and if reasonable accommodations can be made. While the Medical Imaging Program is prohibited by federal law from making inquiries about specific disabilities prior to admission, applicants who are selected for admission must be prepared to meet the performance standards in order to complete the program.

*Developed in compliance with Section 504 of the Rehabilitation Act of 1973.*
Telephone Etiquette

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

1. Answer promptly with the standard greeting:

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

2. Transfer calls tactfully;
3. Give accurate and careful answers; and
4. Hang the receiver up carefully.

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number(s)</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Office</td>
<td>(404) 712-5005</td>
<td><a href="mailto:med.imaging.program@emoryhealthcare.org">med.imaging.program@emoryhealthcare.org</a></td>
</tr>
<tr>
<td>Dawn Couch Moore</td>
<td>(404) 727-3200</td>
<td><a href="mailto:lmoore@emory.edu">lmoore@emory.edu</a></td>
</tr>
<tr>
<td>Barbara Peck</td>
<td>(404) 712-7823 (404) 686-5500 #14077 (pager)</td>
<td><a href="mailto:bpeck@emory.edu">bpeck@emory.edu</a></td>
</tr>
<tr>
<td>Ted Brzinski</td>
<td>(404) 712-1229 (404) 686-5500 #15887 (pager)</td>
<td><a href="mailto:ted.brzinski@emory.edu">ted.brzinski@emory.edu</a></td>
</tr>
<tr>
<td>Kimberly Cross</td>
<td>(404) 712-0294 (404) 686-5500 #16413 (pager)</td>
<td><a href="mailto:Kgreen6@emory.edu">Kgreen6@emory.edu</a></td>
</tr>
<tr>
<td>Lamiis Khalifa</td>
<td>(404) 712-1228</td>
<td><a href="mailto:lkhalif@emory.edu">lkhalif@emory.edu</a></td>
</tr>
<tr>
<td>Candice McLean</td>
<td>(404) 712-1160</td>
<td><a href="mailto:cmclea2@emory.edu">cmclea2@emory.edu</a></td>
</tr>
</tbody>
</table>
SECTION III: ADMINISTRATION

Section 1: Dean and Executive Associate Dean

Dean
Christian P. Larsen, MD, DPhil
James B Williams School of Medicine
100 Woodruff Circle, Suite 423
Atlanta, GA  30322
(404) 727-5631

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

J. William Eley, MD, MPH
Executive Associate Dean, Medical Education and Student Affairs
School of Medicine
100 Woodruff Circle,  Suite 453
Atlanta, GA 30322
jeley@emory.edu
404-712-9979 office
404-310-6022 cell

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

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

**Douglas Ander, MD**  
Assistant Dean for Medical Education  
Director, 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  
404-778-5924or 404-251-8867

**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, MD**  
Assistant Dean for Medical Education Research
*Emory Center for Experiential Learning (ExCEL)*

The Emory Center for Experiential Learning (ExCEL) is located in the James P. Williams School of Medicine Building and includes both the Simulation Center and the Clinical Skills Center. The Center is a state-of-the-art facility encompassing over 10,000 square foot of educational space. ExCEL includes spaces for low-tech task trainers, sophisticated human patient simulators, and virtual reality equipment for surgical techniques.

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

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

ExCEL is a resource for the entire School of Medicine. Currently 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

**Connie Coralli, Associate Director**
ExCEL Clinical Skills Center  
connie.coralli@emory.edu  
404-712-9925

**Kim Fugate, Associate Director**
ExCEL Simulation Center  
kim.fugate@emory.edu  
404-727-8961

**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
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

Gina Shannon  
Assistant Director, ExCEL Clinical Skills Center  
gina.m.shannon@emory.edu  
404-295-1776

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
- 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
• Sara Fisher, MA
  Program Coordinator, Student Affairs and Career Counseling
  sara.r.fisher@emory.edu
  404-727-4335

• Kim Hemingway
  Assistant Director of Registration and Student Affairs
  kimberly.m.hemingway@emory.edu
  404-712-9930

• Shikina Sabir, MS
  Academic Services Coordinator
  shikina.sabir@emory.edu
  404-727-5655

*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.

For additional financial aid information see:
https://med.emory.edu/handbook/omesa-units/omesa/financial-aid/index.html
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
- 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

For additional information related to the Registrar’s office see: https://med.emory.edu/handbook/omesa-units/omesa/registrar/index.html

Section 3: Department and Program Personnel

*Department Chairman*

Carolyn Meltzer, M.D.
Professor and Chairman
Radiology and Imaging Sciences
*Program Faculty and Staff*

Dawn Couch Moore, M.M. Sc., R.T. (R)  
Assistant Professor  

Barbara Peck, M.B.A., R.T. (R) (QM)  
Senior Associate  

Ted Brzinski, M.E. S., R.T. (R)  
Associate  

Kimberly Cross, M.S.R.S., RT(R)  
Health Educator  

Lamiis Khalifa, B.M.Sc., R.T. (R) (MR)  
Health Educator  

Candice McLean  
Program Administrative Assistant  

Tamara Putnal  
Office Assistant  

*Students (Class of 2017):*

Terina Assouad  
Ashley Clanton  
Katie Guiffreda  
Michelle Munn  
Tony Peterson  

Sara Bruey  
Zachary Conrad  
Tylesha Lockett  
Sonny No  
Ashley Waters  

*Students (Class of 2018):*

Mychal Abbott  
Jada Butler  
Alana Corcoran  
Chanelle Harris  
Randy Love  
Bakhtawar Nadeem  
Kaitlin Scheible  

John Agnew  
Kaylan Chauvin  
Hayley Hammerly  
Ashanti Irving  
Bahman Mokhtari  
Sarah Pearson  
Jasmine White  

**PART IV: STUDENT RESOURCES**

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

Students requiring accommodations are referred to Access, Disability Services and Resources (ADSR) [http://equityandinclusion.emory.edu/access/index.html](http://equityandinclusion.emory.edu/access/index.html). Emory provides all persons an equal opportunity to participate in and benefit from programs and services afforded to others.
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 and Curriculum Management, Ms. Shontell Stanford.
- Ms. Stanford 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.
- [http://www.emorycaresforyou.emory.edu/emory_cares_4_u/index.html](http://www.emorycaresforyou.emory.edu/emory_cares_4_u/index.html)

Section 2: Frequently Called Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Education/Student Affairs Office</td>
<td>727-5655</td>
</tr>
<tr>
<td>Minority Affairs Office</td>
<td>727-0016</td>
</tr>
<tr>
<td>Counseling, Psychiatric Counseling Center</td>
<td>727-7450</td>
</tr>
<tr>
<td>Counseling, Psychiatric University Health Service</td>
<td>727-7551</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>727-6039</td>
</tr>
<tr>
<td>Library Services (Health Sciences)</td>
<td>727-5820</td>
</tr>
<tr>
<td>Parking, Emory Office</td>
<td>727-7641</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>727-6095</td>
</tr>
<tr>
<td>University Health Service</td>
<td>727-7551</td>
</tr>
<tr>
<td>University Registrar</td>
<td>727-6042</td>
</tr>
<tr>
<td>University Campus Life Office</td>
<td>727-4407</td>
</tr>
</tbody>
</table>

Section 3: General Diagnostic Clinical Education Settings

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emory University Hospital</td>
<td>404-727-7021</td>
</tr>
<tr>
<td>1364 Clifton Road, N.E., Atlanta, GA  30322</td>
<td>404-712-7036 (Radiology)</td>
</tr>
<tr>
<td>Emory University Hospital: Midtown</td>
<td>404-686-4411</td>
</tr>
<tr>
<td>550 Peachtree Street, N.E., Atlanta, GA  30365</td>
<td>404-686-2326 (Radiology)</td>
</tr>
<tr>
<td>Emory University Hospital: Johns Creek</td>
<td>678-474-7000</td>
</tr>
<tr>
<td>6325 Hospital Parkway, Johns Creek, GA 30097</td>
<td>678-474-7150 (Radiology)</td>
</tr>
<tr>
<td>Egleston Children's Hospital at Emory University</td>
<td>404-325-6000</td>
</tr>
<tr>
<td>1405 Clifton Road, N.E., Atlanta, GA  30322</td>
<td>404-325-6555 (Radiology)</td>
</tr>
<tr>
<td>Resurgens Orthopedics-Covington</td>
<td>678-625-5335</td>
</tr>
<tr>
<td>3211 Iris Drive, Covington, GA 30016</td>
<td>678-625-5335 (Radiology)</td>
</tr>
</tbody>
</table>
Section 4: Infection Control

See Medical Imaging Program Clinical Handbook 2016-2017 or


Section 5: Parking and Transportation

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

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

Permits can be requested in person at the Parking Office or online https://myaccount.emory.

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

Emory Parking Permit Costs*

Annual Pass
• Term is August 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/yr ÷ 9 months.

Eagle Pass
• Length of term – 2 years
• Rate: $100 for 20 swipes
• Additional swipes may be purchased in the following packages: $25/5 swipes; $50/10 swipes; $100/20 swipes. A request to purchase additional swipes may be done by email at
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 Medical Imaging students are made by Candice McLean.
- **CHOA** – Emory students use Emory parking office arrangements; visiting students arrange parking through CHOA security office.

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

Section 6: Safety and Security

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

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

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

Students wishing to request an escort to or from parking decks or for motorist assistance on the Emory Campus are instructed to dial (404) 727-8005.
- Emory Police Department - 404-727-6111
• DeKalb County Police - emergency 911 number
• Emergency "blue light" phones located throughout campus link callers directly to the Emory Police Department in order to report emergencies and request security escorts.
• Emory University Office of Critical Event Preparedness and Response (CEPAR) coordinates campus-wide activities related to unusual events. CEPAR uses www.emory.edu website bulletins, cell phone text messages, emails and other means to notify community members about precautions and plans.

Emory University-affiliated Hospitals Public Safety Departments
Officers are on duty twenty-four hours each day. Students are encouraged to notify the Public Safety Departments concerning any activity which may compromise an individual student's safety and/or the safety of any other students, physicians, residents, hospital employees, patients, or visitors.
  • 404.712.5598 - Emory University Hospital
  • 404.686.2597 – Emory University Hospital: Midtown

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

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

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

Phone: 404-727-6648
Web: med.emory.edu/help
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
Section 8: Student Health

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

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

Student Health Services (EUSHS) and Counseling and Psychological Services (CAPS)
The mission of Emory University Student Health Services 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. Students can access Your Patient Portal at https://www.shspnc.emory.edu/login_directory.aspx. 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.

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

Other after hours resources

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

The Respect Program
The 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/.

Section 9: Student Insurance

Disability
All students enrolled full-time in the Emory University School of Medicine are provided with group long-term disability insurance coverage. For the 2016-2017 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: a) activities that are an official component of the curriculum, including required and elective courses, b) clinical activities that students may participate in, at the invitation of faculty, but which are not required as part of that faculty member’s SOM clinical duties, and c) volunteer clinical activities supervised by Emory faculty (e.g. volunteer service at the Open Door Clinic). At all times, students must be under supervision of faculty in performing clinical service, and the performance of such services must be within the scope of the supervisor’s training and certification.

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

**Mandatory Health Insurance**
See page 73 in Medical Imaging Program *Student Handbook 2016-2017* or https://med.emory.edu/handbook/student-resources/student-insurance.html.

### Section 10: Student Life

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

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

http://www.emory.edu/CAMPUS_LIFE/index.html

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

**Student Government**
The students of Emory University are governed by the Student Government Association (SGA) and all student organization charters must be approved by the SGA. For more information about Emory University Student Organizations and Divisional Councils, please visit their website at
The Medical Student Senate (MSS) approves all applications for medical student groups seeking charter with the SGA. To submit an application to the MSS:

**Starting a Student Organization**

1. Check the list of existing medical student organizations to make sure that there isn't already a group similar to the one you are interested in starting.
2. Submit the following information to the Medical Student Senate (MSS) Vice President:
   1. A written constitution for your organization (a template is available online)
   2. Club Adviser, Leadership, and Membership Roster Form (available online)
   3. A listing of the current leadership for the organization, with contact information. President and Treasurer are the minimum.
   4. Membership roster, including the 7-digit student ID numbers for students. At least 10 members are required.
   5. Name and contact information for the club adviser (this must be a faculty member).
3. Attend the next MSS Meeting to present your plans for your new student group.
4. Plan events for your group and request funding as needed.
5. Report back to the MSS about any events you hold, using the MSS Event Form (available online)
6. If your group is doing well, after 6 months, you will be able to request a full charter for your group. This will allow you to submit an annual budget every year. If you are interested in moving from a junior charter to a full charter, contact the MSS VP.
7. If your full charter is approved, make sure to submit a budget and attend the budget meeting in May!

For more information and links to online references, please visit the Medical Student Senate website: [http://sites.google.com/site/emorymedstudentsenate/student-group-guide/starting-a-student-group](http://sites.google.com/site/emorymedstudentsenate/student-group-guide/starting-a-student-group).

**Medical Imaging Program Class Officers**

Each medical imaging program class will elect officers annually.

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

**Reserving Space**

All student activities in the School of Medicine that require the reservation of space must submit a request for approval to Ms. Sara Fisher in Student Affairs. Once approval has been given the student leader can proceed with the following steps:

2. Go online and request the space. If time is a concern, notify Ms. Fisher the request has been placed in the system. Confirmation can be completed if time is of concern.
3. Ms. Fisher can assist you in getting a diagram of your set-up for your event to Staging in Campus Services. This is needed only if changes must be made to the space and Campus Services.
Services will need it in order to set up and return the space to its original order.

4. All users of space in the School of Medicine must abide by the official School of Medicine space policy. Failure to do so would prevent confirmed reservations in the future.

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

Section 12: Woodruff Health Sciences Center Library

The Woodruff Health Sciences Center Library (WHSC Library) offers a broad range of services and resources that support medical education, biomedical research and clinical care. Comprehensive print and electronic collections of books and journals are accessible via web services and discoverE, the university online library catalog. All major works can be found in permanent and course reserves, housed at the Information Desk. Library services include assistance with information and knowledge management, project management, use of multiple information sources for problem solving, biomedical imaging, and access to data sets.

Main Branch
1462 Clifton Road, Atlanta, GA 30322
http://health.library.emory.edu

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

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

School of Medicine Building, OMESA Office, Suite 375P
- Medical Education & Technologies Informationist (METI)
- Hours: generally 8:30 am-12: 30 pm, Monday through Friday, or by appointment
- Contact Information: METI: 404-712-9936

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

Section 1: Academic Integrity

*Classroom Etiquette

In order to maintain an environment conducive to learning and to promote order, the following is a summary of proper classroom etiquette that must be followed by all students. Any behavior that creates discomfort in your classmates is inappropriate as it interferes with their right to participate fully in the learning process. Furthermore, many of the behaviors presented may be viewed as disrespectful by the instructor.
Punctuality
At the scheduled start time of a class, students are expected to be seated and ready to learn. Late arrival is annoying and disruptive. If a student is late, they should enter the room quietly and sit in the back of the room.

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

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

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

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

- Be considerate of the feelings of others.
- Use appropriate language. Profanity or demeaning language is not acceptable.
- Respect the opinions of others (both students and faculty members) in the class, even if you disagree with them.
- Share ideas and opinions. Sharing ideas and opinions in a respectful way is healthy; however, telling other students how to behave or what to believe or do is inappropriate.
- When debating an issue, challenge the issue, not the other individual.
- Do not exhibit disruptive behavior in class. Examples of unacceptable behavior include, but are not limited to, the following:
  - Expressions of boredom (Heavy sighing, exaggerated yawning, etc.)
  - Sleeping
  - Talking inappropriately
  - Arguing
  - Off-task computer usage
Students exhibiting disruptive behavior may be asked to leave the class.
Participation/Assignments/Testing
Students are expected to be prepared for class each day. Reading and homework assignments should be completed **prior to class**.

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

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

Students are expected to exhibit honesty in all academic matters.

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

**Grades**
Each student’s grade on an assignment or test is private. It is inappropriate to ask another student about their grades. If a student wishes to share this information, they will do so voluntarily.

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

*Academic Health Professions Student Honor Council and Code*

I. **PREAMBLE**

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

To promote this purpose, matters regarding misconduct of an academic nature shall fall under the jurisdiction of the Honor Code, while other aspects of a student’s professional education will be covered by the guidelines stated in the Student Conduct Code.

Students enrolled in the Emory University School of Medicine, Academic Health Professions Programs are required to uphold the Honor Code.
II. STATEMENT OF THE HONOR CODE

A. 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, or knowingly passing off work of another as one's own.

1. 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.

2. Plagiarism is defined as the act of incorporating into one's own works the work or expression of another without appropriately and adequately indicating the source.

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

4. Falsifying or manipulating data is defined as the act of creating, enhancing, or otherwise changing actual results in academic, clinical, or research matters.

B. Acts observed that appear to be in violation of the Honor Code 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.

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

D. The following pledge may be signed at the end of all final examinations, hour 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.

E. 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.
III. THE SCHOOL OF MEDICINE STUDENT COUNCILS ON HONOR

A. The Medical Student Council on Honor will have primary jurisdiction over the supervision of the Honor Code as it applies to medical students. That Honor Council is outlined in the School of Medicine Student Handbook for Medical Students.

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

1. MEMBERSHIP

A. The Honor Council

(1) The Honor Council will consist of one elected Student Representative from each program, and 2 (two) Faculty Representatives. In addition, there will be two (2) alternate Student Representatives from each program, and four (4) Alternate Faculty Representatives. The leadership of the Council will be under the direction of a Chair, Vice Chair, and Secretary who are elected by the student membership from the Student Representatives on the Honor Council.

(2) Student Representatives and Alternates

(1) Elections will be held by November 1st of each academic year. A Student Representative and two Alternate Student Representatives will be elected by each program’s students to serve for a one-year term. The elections will be open to any student, including previous members of the Honor Council. The list of candidates will be approved by the Dean.

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

(3) Faculty Representatives and Alternates

(1) To establish a pool of six faculty members, three of whom are replaced each year, the following process will be utilized:
1) Programs will submit nominations for faculty membership to the Academic Health Professions Advisory Committee for consideration for appointment. Selected faculty nominees will be forwarded to the Dean.

2) In the first year, the Dean will appoint one Faculty Representative and two Alternate Faculty Representatives for a one year term, and one Faculty Representative and two Alternate Faculty Representatives for a two year term.

3) Each November thereafter, the Dean will appoint one Faculty Representative and two Alternate Faculty Representatives for a two year term.

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

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

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

B. LEADERSHIP OF THE HONOR COUNCILS

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

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

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

IV. PROCEEDURES FOR REPORTING & INVESTIGATING VIOLATIONS

A. If an individual believes that a violation of the Honor Code has occurred, that individual must report the violation as soon as possible to any member
of the Honor Council. Failure to report the violation will itself constitute a violation of the Honor Code.

B. Once an allegation has been made, the individual making that allegation must draft, sign, and submit to the Honor Council Secretary a brief statement for Honor Council documentation.

C. Upon notification of a possible violation of the Honor Code, the Council Secretary will choose two investigators from available alternate Council members whose responsibility it will be to gather information about the case. The Secretary will then inform the Honor Council Chair that an investigation has been initiated. The Chair shall subsequently inform the Council faculty members and the Executive Associate Dean of OMESA that an investigation is being conducted, but the name of the student and details of the incident will remain known only to the Chair, the Secretary, the investigators, and any individuals the Chair may deem necessary. The student named in the allegation will be informed of the investigation prior to its onset. Upon notification of the investigation, the student will be provided with a list of available advisors with whom to consult, at the student’s discretion.

D. After information concerning the case has been gathered, this information shall be submitted to the Chair of the Honor Council, who along with the two investigators, will judge whether sufficient evidence exists to warrant a formal hearing. Among the Chair and two investigators, the decision to continue with a formal hearing or cease the investigation will rest upon the concurrent views of at least two of the three participants.

E. If a hearing is deemed warranted, the student will be notified by the Secretary of the Honor Council in writing of the date, time, and place of the Hearing; the nature of the violation with which the student is charged; the evidence of the investigation, including the name of the individual making the initial allegation, and the options available to the student concerning assistance by an advisor.

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

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

H. For each hearing, the Honor Council consists of eight members: five student members, the Chair (or Vice-Chair) and two faculty members.
The five student members are randomly chosen by the Chair and will include a student member from the program of the accused. If any member is unable to serve for any reason, including conflict of interest, then an alternate member will sit on the Honor Council. The alternate members who serve as investigators will present pertinent information but will not be allowed to vote in the proceedings or to be present during deliberations.

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

V. THE HEARING

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

A. Order of Proceedings

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

B. Rules Governing Proceedings

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

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

4. The accused has the option of selecting an individual from the School of Medicine, but not a member of the Honor Council, to assist in an advisory capacity prior to the hearing and to be present at the hearing. This individual will not be permitted to testify or to make statements of any nature other than asking questions.

VI. DECISION AND PENALTIES

A. For a student to be found guilty of an Honor Code violation, the unanimous vote of the seven voting members of the Honor Council will be required. [the Chair (or Vice-Chair) will not be eligible to vote].

B. The penalty recommended for an Honor Code violation will be by a plurality vote of the seven voting members of the Honor Council. In case of a tie, the Chair (or Vice-Chair) will cast a vote.

C. The Dean will be informed promptly following the decision of the Honor Council.

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

1. The standard penalty for violation of the Honor Code is (a) mandatory leave of absence from Emory University School of Medicine for at least one academic term (semester); and (b) a grade of “Incomplete” for all courses in which the student is enrolled at the time of the infraction.

2. The Honor Council may recommend to the Dean a penalty more severe than a mandatory leave of absence (e.g., permanent expulsion) or may recommend a less severe penalty (e.g., disciplinary probation for Honor Code violation), dependent upon the circumstances of the case.

3. Upon receipt of a mandatory leave of absence, the student cannot advance to the next term until he/she has completed the term in which the “Incomplete” grades were given.
4. At the discretion of the Program Director, the student may be required to enroll as a student in special standing for purposes of review prior to re-enrollment as a full-time student.

E. Decision of the Dean of the School of Medicine

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

VII. AMENDMENTS

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

Section 2: Registration

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

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

Section 3: Cancellation and Withdrawal

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

After the first week of classes, a student who wishes to leave the University must go through a withdrawal procedure. Honorable dismissal requires that this procedure be followed. Withdrawal forms may be secured at the Office of Medical Education and Student Affairs.
Refunds of tuition are only partial. A student may cancel registration within the first week of the semester (first five class days), in which case only the deposit will be forfeited (or $25.00 if no deposit was required). After the first week of classes, a student may voluntarily withdraw; the forfeit in withdrawal increases progressively but is not less than for cancellation as a minimum. There is no refund of tuition after approximately five weeks. No refund is given if a student drops only a part of the course work for which he registered after the last day for approved schedule changes as specified in the Academic Calendar. There is no refund for a student who is dismissed from the program.

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

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

A student's continued enrollment at Emory University is a privilege based not only on a satisfactory scholastic status, but also upon good emotional health. If, in the opinion of the Dean of a student's school, the student demonstrates evidence of an emotional disorder, the student may be referred by the Dean to the University Student Health Service for psychiatric evaluation. Refusal to obtain a psychiatric evaluation, when properly requested to do so, or determination by the University Health Service that withdrawal would be in the best interest of the student and the University shall be cause for involuntary withdrawal of the student from the University by the Dean.

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

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

Section 4: Class and Examination Attendance

Attendance at all scheduled classes is expected, but specific requirements are at the discretion of individual course directors. Daily attendance on clinical clerkships is mandatory. Attendance is also mandatory for all tests, final examinations, and certification examinations. Students are responsible for being present at the beginning of all examinations. Exams will begin ON TIME; students who arrive after an examination has begun may be refused admission to the examining room, thus jeopardizing their course grade. Requests for rescheduling or delaying examinations will not be considered except in cases of documented medical or family
emergency. Deferred examinations must be taken at the time specified by the major professor of the course. Failure to take a deferred examination will result automatically in the grade of "F".

Section 5: Reporting of Absences

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

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

Section 6: Religious Observances

The School of Medicine, Medical Imaging Program recognizes that excellence in medical education cannot be dependent solely upon any calendar, since patient illness respects no calendar, be it secular or religious. Faculty members recognize, however, that some students may have special needs in the scheduling of tests, final examinations, and clerkship duties because of religious beliefs and practices. To this end, individualized requests should be directed to course directors at least 15 days in advance of any conflict.

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

Section 7: Grading System

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

Grading Scale:

The following system of grading is used except for courses where special permission has been granted to use Satisfactory (S) and Unsatisfactory (U):
<table>
<thead>
<tr>
<th>Quality Points</th>
<th>Letter Grade</th>
<th>Numerical Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>3.0</td>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>2.0</td>
<td>C</td>
<td>75 – 79</td>
</tr>
<tr>
<td>1.0</td>
<td>D</td>
<td>70 - 74</td>
</tr>
<tr>
<td>0.0</td>
<td>F</td>
<td>&lt; 70</td>
</tr>
<tr>
<td>0.0</td>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>0.0</td>
<td>IF</td>
<td>Incomplete Fail (Work not completed within allotted time)</td>
</tr>
<tr>
<td>0.0</td>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>0.0</td>
<td>WF</td>
<td>Withdrawal Fail (Average &lt; 70 at time of withdrawal)</td>
</tr>
</tbody>
</table>

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

**Tentative Grades:**

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

**Grade Appeals:**

Students are encouraged to discuss evaluations and final grades with the course director. If a student wishes to appeal a final grade or evaluation, this should be presented in writing to the Program Director, within 30 days of receiving the grade. The appeal may be based on the process that leads to the final grade/evaluation and/or questions of factual content of the evaluation process. The Program Director will then review the basis for the appeal of the final evaluation and/or grade. The Program Director may review the final grade or evaluation in terms of 1) the process that led to the final grade/evaluation, and/or 2) questions of factual content that led to the final grade/evaluation.

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

**Section 8: Requirements for Continued Enrollment**

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

**Academic Standing and Academic Dismissal:**

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

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

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

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

**Grade Point Average Requirement:**

A 2.0 average must be maintained in each semester to remain in good academic standing and to continue in the program.
A cumulative GPA of at least 2.0 (didactic and clinical) is required for graduation.

**Readmission Policy:**

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

1) The student must enroll as a part-time student in the semester prior to their re-enrollment as a full-time student. In this semester the student will enroll in Independent Study. This will allow the student the opportunity to become reacquainted with the clinical and classroom environments.

2) The student must take written exams covering major content areas (both general radiography and minor track) taught in previously taken courses. The student must make a grade of 75 or better on each exam.

3) The student must take skills tests covering all competency procedures learned in previous semesters. This includes:
   a) Simulation on all previous procedures. (Minimum score of 80)
   b) Completion of performance objectives. (Minimum score of 75)
   c) Completion of clinical quizzes. (Minimum score of 75)
   d) Completion of one prerequisite exam followed by competency evaluation for all competency examinations previously completed (both routine and final competency exams). (Minimum score of 80-routine competency exams; 90- final competency exams).

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

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

1) The student must enroll as a part-time student in the semester prior to their re-enrollment as a full-time student. In this semester the student will enroll in Independent Study. This will allow the student the opportunity to become reacquainted with the clinical and classroom environments.

2) The student must take written exams covering material taught in previously taken courses. The student must make a grade of 75 or better on each exam.

3) The student must take skills tests covering all competency procedures learned in previous semesters. This includes:
a) Simulation on all previous procedures. (Minimum score of 80)
b) Completion of performance objectives. (Minimum score of 75)
c) Completion if clinical quizzes. (Minimum score of 75)
d) Completion of one prerequisite exam followed by competency evaluation. (Minimum score of 80).

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

**Section 9: Exclusion**

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

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

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

**Section 10: Satisfactory Academic Progress**

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

**Section 11: Transfer of Credit Policy**

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

Students already enrolled in a medical imaging program who wish to transfer into the Emory University Program will be evaluated on an individual basis. Only students who are currently enrolled in a degree granting, JRCERT accredited program are able to transfer. Only courses with a grade of "C" or higher are eligible for transfer. Transfer students may require a longer time to complete the course of study.

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Section 12: Application for Degree

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

Section 13: Graduation Requirements

Students must have satisfactorily completed all academic and clinical courses in the program of study in order to graduate. All clinical competency requirements must have been met in order to graduate. A cumulative academic and clinical GPA of 2.0 must also be maintained in order to graduate.

Section 14: Official Transcripts

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

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

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

Section 15: Letters of Reference

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

Section 16: Student Files

The official record of each Emory student is maintained in the Office of the Registrar. To assist in evaluating the progress of students in obtaining their education, additional records are kept in the Program Office and the Office of Medical Education and Student Affairs under the direction of the Executive Associate Dean for Medical Education/Student Affairs. It is the policy of
Emory University School of Medicine that these records are kept secure and are not available to anyone other than faculty members and administrators of the school who have an appropriate need to review a student's attendance or progress. A student may be granted permission by the Program Director to review the contents of his/her record. While students are enrolled in the School of Medicine, the student folder may contain the following:

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

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

PART VI: FINANCIAL INFORMATION

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

Section 1: Academic Charges

Tuition and Fees:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$5,633.00</td>
<td>($469/semester hour)</td>
</tr>
<tr>
<td>Immunization Fee</td>
<td>125.00</td>
<td>($375/year)</td>
</tr>
<tr>
<td>Mental Health/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling Fee</td>
<td>78.00</td>
<td>($234/year)</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>70.00</td>
<td>($210/year)</td>
</tr>
<tr>
<td>Athletic Fees</td>
<td>157.00</td>
<td>($47 in summer semester)</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>92.00</td>
<td>($0 in summer semester)</td>
</tr>
<tr>
<td>Total per semester</td>
<td>$6,155.00</td>
<td></td>
</tr>
</tbody>
</table>
Section 2: Deferred Payment/ The Emory Payment Plan (EPP)

The Emory Payment Plan is available to qualified students who wish to divide tuition fees into scheduled payments. A handling fee is charged by the University for participation in the Emory Payment Plan. Instructions are given for deduction of loans and for University-administered scholarships in listing the amount due, which is to be paid in four installments each semester according to the following schedule:

<table>
<thead>
<tr>
<th></th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Payment:</td>
<td>Registration</td>
<td>Registration</td>
<td>Registration</td>
</tr>
<tr>
<td>Second Payment:</td>
<td>September 25</td>
<td>February 25</td>
<td>June 25</td>
</tr>
<tr>
<td>Third Payment:</td>
<td>October 25</td>
<td>March 25</td>
<td>July 25</td>
</tr>
<tr>
<td>Fourth Payment:</td>
<td>November 25</td>
<td>April 25</td>
<td></td>
</tr>
</tbody>
</table>

For more information, visit [http://studentfinancials.emory.edu/emory-payment-plan.aspx](http://studentfinancials.emory.edu/emory-payment-plan.aspx).

Section 3: Policy Statement on Refunds

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

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

<table>
<thead>
<tr>
<th>Withdrawal during</th>
<th>Charge</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 5 class days</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>Second 5 class days</td>
<td>20%</td>
<td>80%</td>
</tr>
<tr>
<td>Third 5 class days</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>Fourth 5 class days</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>Fifth 5 class days</td>
<td>80%</td>
<td>20%</td>
</tr>
</tbody>
</table>

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

Section 4: Meals

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

Section 5: Books

The University Bookstore is located at 1390 Oxford Road. All medical imaging textbooks are located in the bookstore.
Section 6: Professional Society Scholarships

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

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

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

PART VII: CURRICULUM

Section 1: Course Sequence 2016-2019

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

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>NUMBER</th>
<th>TITLE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL 2016</td>
<td>MI 201</td>
<td>INTRODUCTION TO MEDICAL IMAGING</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>MI 203</td>
<td>MEDICAL TERMINOLOGY</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>MI 211a</td>
<td>PATIENT CARE</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MI 221a</td>
<td>ANATOMY &amp; PHYSIOLOGY</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MI 213a</td>
<td>MEDICAL IMAGING PROCEDURES</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>MI 261a</td>
<td>CLINICAL CLERKSHIP</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>13</td>
</tr>
<tr>
<td>SPRING 2017</td>
<td>MI 321a</td>
<td>PHYSICAL PRINCIPLES OF IMAGING</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MI 211b</td>
<td>PATIENT CARE</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MI 221b</td>
<td>ANATOMY &amp; PHYSIOLOGY</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MI 213b</td>
<td>MEDICAL IMAGING PROCEDURES</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MI 261b</td>
<td>CLINICAL CLERKSHIP</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>16 hours</td>
</tr>
<tr>
<td>SUMMER 2017</td>
<td>MI 321b</td>
<td>PHYSICAL PRINCIPLES OF IMAGING</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MI 323</td>
<td>MEDICAL IMAGING SAFETY</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>MI 325a</td>
<td>PRINCIPLES OF RADIOGRAPHIC TECHNIQUE</td>
<td>3</td>
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<tr>
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<td>MI 361a</td>
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<td>MI 213e</td>
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<td>MI 301</td>
<td>SURVEY OF MEDICAL AND SURGICAL DISEASES</td>
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<td>MI 425</td>
<td>QUALITY CONTROL</td>
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<td>MI 497r</td>
<td>DIRECTED STUDY</td>
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<td>(ADM. MINOR)</td>
<td>MI 433</td>
<td>ORGANIZATIONAL BEHAVIOR</td>
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<td>MI 435</td>
<td>HOSPITAL ORGANIZATION AND PERSONNEL MANAGEMENT</td>
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<td>(ED. MINOR)</td>
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<td>MI 445r</td>
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<td>MI 455b</td>
<td>MRI PROCEDURES</td>
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<tr>
<td>(WH MINOR)</td>
<td>MI 457b</td>
<td>ADVANCED CLINICAL PROCEDURES: Mammography</td>
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<td>MI 469b</td>
<td>ADVANCED CLINICAL PRACTICUM: Mammography</td>
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**15-18 hours**

**SPRING 2019**

| MI 427 | EVALUATION & MEASUREMENT | 3 |
| MI 496r | INDEPENDENT STUDY | 2 |
| MI 461c | CLINICAL PRACTICUM | 4 |
| (ADM. MINOR) | MI 437 | HEALTHCARE FINANCE | 3 |
| MI 439 | MARKETING | 3 |
| MI 463c | MANAGEMENT PRACTICUM | 2 |
| (ED. MINOR) | MI 447 | ADMINISTRATION OF MEDICAL IMAGING PROGRAMS | 3 |
| MI 443r | PRACTICE TEACHING (CLINICAL) | 2 |
| MI 445r | PRACTICE TEACHING (DIDACTIC) | 3 |
| (CT MINOR) | MR 451c | CT PROCEDURES | 2 |
| MR 465c | CT PRACTICUM | 4 |
| (MRI MINOR) | MI 453c | MRI PHYSICS AND INSTRUMENTATION | 2 |
| MI 455c | MRI PROCEDURES | 2 |
| MI 467c | MRI PRACTICUM | 4 |
| (IR MINOR) | MI 457c | ADVANCED CLINICAL PROCEDURES: IR | 2 |
| MI 469c | ADVANCED CLINICAL PRACTICUM: IR | 4 |
| (WH MINOR) | MI 457c | ADVANCED CLINICAL PROCEDURES: Bone Densitometry | 2 |
| MI 469c | ADVANCED CLINICAL PRACTICUM: Bone Densitometry | 4 |

**15-17 hours**
Section 2: Course Descriptions (General Track):

**MI 201: Introduction to Medical Imaging**  
Fall. Credit, two hours. This course introduces the student to the principles and practices of medical imaging. The function of radiographer and their relationship with the health care team is stressed. The student is also oriented to the hospital environment and health care systems.

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

**MI 213a, b, c, d, e: Medical Imaging Procedures I, II, III, IV, and V**  
Fall, Spring, Summer, Fall, and Spring. Credit, thirteen hours total. Prerequisites: MI 213a prior to MI 213b prior to MI 213c prior to MI 213d prior to MI 213e. Lecture, on-line, and laboratory course emphasizing routine and specialized procedures used in diagnostic radiology.

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

**MI 323: Medical Imaging Safety**  
Summer. Credit, two hours. Radiation protection, personnel monitoring, radiation shielding, and patient protection are introduced in this course. Emphasis is placed on protection mechanisms utilized in diagnostic radiology. Safety issues related to CT and MRI are also presented.

**MI 203: Medical Terminology**  
Fall. Credit, one hour. This course introduces the student to medical terminology. Emphasis is placed on terminology pertinent to diagnostic radiology.

**MI 221a, b, c: Anatomy and Physiology I, II, and III**  
Fall, Spring, and Fall. Credit, nine hours total. Prerequisite: MI 221a prior to MI 221b prior to MI 221c. Human anatomy emphasizing the body tissues and all body systems, especially the skeletal system is introduced. Cross-sectional anatomy is the focus of MI 221c. Emphasis is placed on radiographic anatomy in all courses.

**MI 325a, b: Principles of Radiographic Technique I and II**  
Summer and Fall. Credit, six hours total. Prerequisites: MI 325a prior to MI 325b. Technical factors regulating the four radiographic qualities of density, contrast, detail, and distortion are emphasized. Students acquire the skills necessary to adapt technical factors in order to produce
diagnostic radiographs. Digital imaging concepts are introduced in MI 325b.

MI 327: Computer Applications in Medical Imaging  
Fall. Credit, one hour. This course introduces the student to the use of computers in radiology.

MI 390r: Medical Imaging Seminar  
Fall and Spring. Credit, two hours total. These courses will explore a current topic in the radiologic sciences. Discussion of journal readings pertinent to the assigned topic will be required.

MI 301: Survey of Medical and Surgical Diseases  
Summer. Credit, three hours. Prerequisites: MI 203, MI 221 a-c. An overview of common diseases intended to orient the technologist to the nature of a patient’s disease is presented. Emphasis is placed on the radiographic appearance of common pathologies.

MI 329: Image Processing Technique  
Summer. Credit, three hours. Current trends in automatic processing, including routine and preventive maintenance are presented. Film characteristics (contrast, speed, latitude, and resolution) and film handling techniques are also included.

MI 411: Pharmacology  
Summer. Credit, two hours. Prerequisites: MI 221a, b, MI 211a-c. This course is designed to provide basic concepts of pharmacology. The theory and practice of basic techniques of venipuncture and the administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized.

MI 421: Imaging Equipment  
Spring. Credit, three hours. Prerequisites: MI 321a, b, MI 325a,b. This course introduces the student to the different types of imaging systems. The basic principles of digital imaging, CT, MRI, and mammography are presented.

MI 423: Radiation Biology  
Fall. Credit, two hours. Prerequisites: MI 321a, b, and MI 323. This course involves the study of organisms following absorption of energy from ionizing radiation. Interactions of radiation in matter, short and long-term biological effects, and cell survival kinetics are emphasized.

MI 425: Quality Control  
Fall. Credit, two hours. Prerequisites: MI 321a, b and MI 329. This course focuses on external factors affecting the quality of a radiograph. Emphasis is placed on the measurement of beam quality, control of automatic processors, and image receptor evaluation.

MI 427: Evaluation and Measurement  
Spring. Credit, three hours. Prerequisites: All prior courses. This course utilizes various methods to determine achievement of cognitive competencies. Preparation for the ARRT national certifying examination is emphasized.
MI 496r: Independent Study
Spring. Credit, two hours. Prerequisites: All prior courses. This course involves the completion of a research paper and project on a selected medical imaging topic. The findings must then be presented to the class in a formal presentation.

MI 497r: Directed Study
Fall. Credit, two hours. This course involves preliminary preparation for the national certifying examination, as well as, the completion of a proposal and project plan on a pertinent topic in radiology.

MI 261 a, b: Clinical Clerkship
Fall and Spring. Credit, six hours total. Prerequisites: MI 261a prior to MI 261b.

MI 361a, b, c: Clinical Internship
Summer, Fall and Spring. Credit, twelve hours total. Prerequisites: MI 361a prior to MI 361b prior to MI 361c.

MI 461a, b, c: Clinical Practicum
Summer, Fall, and Spring. Credit, twelve hours total. Prerequisites: MI 461 a prior to 461b prior to MI 461c.

Course Descriptions (Administration Track)

MI 430: Principles of Management
Summer. Credit, three hours. This course will explore management theory and practice and their impact on the development and performance of organizations. Through a critical assessment of the classical and alternative approaches to the discipline, the student will learn the essentials of leadership of contemporary organizations in a global environment. Related topics such as human resource management, organizational development and change, and their effect on productivity and performance will be examined.

MI 431: Business Communication
Summer. Credit, three hours. This course is designed for the professional whose activities require communicative abilities in a variety of interpersonal group situations. This course will help students develop an understanding of the communication process and will allow students to critically evaluate their skills. Methods of effective oral and written presentation will be introduced.

MI 433: Organizational Behavior
Fall. Credit, three hours. This course will examine the theories and practice of organizational behavior. Individual and group behaviors in organization will be addressed. Organizational dynamics and the development of work environment that fosters successful team building will be studied. Case studies will also be used to enhance students’ experiences.

MI 435: Hospital Organization and Personnel Management
Fall. Credit, three hours. This course will explore health care systems and contemporary
problems and issues in health care administration. Functional and structural aspects of the hospital organization will also be discussed—authority, responsibility and role relationship of the governing board, administration and medical staff. The internal and external forces affecting the administrative process will be included.

**MI 437: Healthcare Finance.**  
Spring. Credit, three hours. Decision-making processes as they relate to effective management of financial resources will be discussed. Students will acquire knowledge in interpreting health care institution financial reports and techniques of financial planning and control. Emerging trends in the system and the changing roles of government, and other private providers will be discussed.

**MI 439: Principles of Marketing**  
Spring. Credit, three hours. This course provides students with an understanding of modern marketing practice, philosophy, marketing decisions, market segmentation, product positioning, buyer psychology and behavior and new product development. Marketing represents both a key function and philosophy that provides a foundation for the successful operation of all business and non-profit organizations today. Marketing executives perform the essential tasks of planning the firm’s competitive market position, product distribution and advertising strategies.

**MI 463a, b, c: Management Practicum I, II, and III**  
Summer, Fall, and Spring. Credit, six hours total. The practicum will involve an individually designed learning experience. It will be a field-based experience designed to reinforce classroom content and to help the student make a successful role transition into a health care setting. The student will be assigned to radiology departments for administrative practical experience. The course is designed to help the student identify a systematic approach to: work flow analysis, organization, department budget, planning, record systems, job evaluations, quality assurance and other problem solving tasks.

**Course Descriptions (Education Track)**  

**MI 431: Business Communication**  
Summer. Credit, three hours. This course is designed for the professional whose activities require communicative abilities in a variety of interpersonal group situations. This course will help students develop an understanding of the communication process and will allow students to critically evaluate their skills. Methods of effective oral and written presentation will be introduced.

**MI 435: Hospital Organization and Personnel Management**  
Fall. Credit, three hours. This course will explore health care systems and contemporary problems and issues in health care administration. Functional and structural aspects of the hospital organization will also be discussed—authority, responsibility and role relationship of the governing board, administration and medical staff. The internal and external forces affecting the administrative process will be included.
MI 440: Introduction to Medical Imaging Education
Summer. Credit, three hours. This course provides an overview of radiologic science education. Professional organizations and accreditation requirements influencing the curriculum will be identified. The student will be introduced to effective lesson preparation and utilization of selected multimedia materials.

MI 441: Methods and Materials of Teaching Medical Imaging
Summer. Credit, three hours. This course involves the development of instructional materials for specific units in the radiography curriculum. Objectives, lesson plans, visual aids and evaluation instruments will be developed. Emphasis will be placed on the organization and presentation of educational materials.

MI 443r: Practice Teaching (Clinical)
Fall and Spring. Credit, five hours total. These courses prepare the student for teaching in the clinical setting. Concepts related to clinical objectives, instructional methodologies, scheduling, and competency evaluation are introduced. Students will be assigned to work with students in the clinical education settings.

MI 445r: Practice Teaching (Didactic)
Fall and Spring. Credit, five hours total. These courses prepare the student for teaching basic radiologic science didactic material. The student will prepare lesson plans, present course material, and evaluate student progress in selected subject areas.

MI 447: Administration of Medical Imaging Programs
Spring. Credit, three hours. This course will explore contemporary problems and issues in radiologic science program administration. Functional and structural aspects of the program organization will also be discussed. This course also involves the design of a radiologic science program according to the Joint Review Committee on Education in Radiologic Technology Standards or comparable guides for other imaging disciplines. Emphasis is placed on the determination program compliance with the JRCERT Standards.

Course Descriptions (Computed Tomography Track)

MI 450: CT Physics and Instrumentation
Summer. Credit, three hours. Physics topics covered include the characteristics of radiation, CT beam attenuation, linear attenuation coefficients, tissue characteristics, and Hounsfield number application. Data acquisition and manipulation techniques and image reconstruction algorithms will be explained. CT systems and operations will be fully explained.

MI 451a, b, c: CT Procedures I, II, and III
Summer, Fall, and Spring. Credit, six hours total. CT protocols will be taught for differentiation of specific structures and pathology. Patient history, education and preparation, contrast media type, amount and administration route, patient positioning and orientation, scan parameters, filming and common pathology will be covered. These courses complement Clinical Practicum I, II, and III.
MI 465a, b, c: CT Practicum I, II, and III
Summer, Fall, and Spring. Credit, nine hours total. These courses involve the application of didactic information in the clinical setting. The student will observe, assist, and perform basic patient care and clinical procedures under direct supervision. The student will be required to demonstrate competency in numerous CT procedures.

Course Descriptions (Magnetic Resonance Imaging Track)

MI 453a, b, c: MRI Physics and Instrumentation I, II, and III
Summer, Fall, and Spring. Credit, six hours total. These courses introduce the student to the concepts related to production of the MR image. Pulse sequences, parameters and tissue characteristics, types of magnets, gradient fields, and spectroscopy will be covered in these courses.

MI 455a, b, c: MRI Procedures I, II, and III
Summer, Fall, and Spring. Credit, six hours total. MRI protocols will be taught for differentiation of specific structures and pathology. Patient history, education and preparation, contrast media type, amount and administration route, patient positioning and orientation, scan parameters, filming and common pathology will be covered. These courses complement Clinical Practicum I, II, and III.

MI 467a, b, c: MRI Practicum I, II, and III
Summer, Fall, and Spring. Credit, nine hours total. These courses involve the application of didactic information in the clinical setting. The student will observe, assist, and perform basic patient care and clinical procedures under direct supervision. The student will be required to demonstrate competency in numerous MRI procedures.

Course Descriptions (Interventional Radiology Track)

MI 457a, b, c: Advanced Clinical Procedures
Summer, Fall, and Spring. Credit, seven hours total. IR protocols will be taught for differentiation of specific structures and pathology. Patient history, education and preparation, contrast media type, amount and administration route, patient positioning and orientation, filming and common pathology will be covered. These courses complement Advanced Clinical Practicum I, II, and III.

MI 465a, b, c: Advanced Clinical Practicum I, II, and III
Summer, Fall, and Spring. Credit, nine hours total. These courses involve the application of didactic information in the clinical setting. The student will observe, assist, and perform basic patient care and clinical procedures under direct supervision. The student will be required to demonstrate competency in numerous IR procedures.

Course Descriptions (Women’s Health Track)

MI 457a, b, c: Advanced Clinical Procedures
Summer, Fall, and Spring. Credit, seven hours total. Mammography and bone densitometry
protocols will be taught for differentiation of specific structures and pathology. Patient history, education and preparation, contrast media type, amount and administration route, patient positioning and orientation, filming and common pathology will be covered. These courses complement Advanced Clinical Practicum I, II, and III.

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

Summer, Fall, and Spring. Credit, nine hours total. These courses involve the application of didactic information in the clinical setting. The student will observe, assist, and perform basic patient care and clinical procedures under direct supervision. The student will be required to demonstrate competency in mammography and bone densitometry procedures.
Section 3: Class Schedules

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

**CLASS:** Sophomore  
**SEMESTER:** Fall 2016

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<th>TIME</th>
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<th>WED</th>
<th>THURS</th>
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<td>8:30 am - 10:30 am</td>
<td>MI 211a <em>EUH Annex N122 (Khalifa)</em></td>
<td>(Orientation activities per schedule)</td>
<td>MI 211a *EUH Annex N122 (Khalifa)</td>
<td>(Orientation activities per schedule)</td>
<td>MI 213a *EUH Annex N122 (Cross/Khalifa)</td>
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<td>10:30 am - 10:45 am</td>
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<td>1:30 pm - 3:00 pm</td>
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<td>MI 201 *SOM A170 (Brzinski) 8/24 &amp; 9/21 SOM A169</td>
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**NUMBER**  | **TITLE**                              | **CREDIT HOURS** |
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<tr>
<td>MI 261a**</td>
<td>CLINICAL CLERKSHIP</td>
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* MI 203 is an independent study, on-line course.  
** MI 261a will be scheduled the last two weeks of the semester.

**Semester Schedule:**

- **Orientation:** August 22nd – 23rd  
- **Classes Meet:** August 24th - November 18th  
- **Fall Break:** October 10th - 11th  
- **Final Exam Week:** November 21st – 25th  
- **Clinical Clerkship:** November 28th – December 2nd (8 hours/day)  
  December 5th - 8th (8 hours/day)  
  December 9th (clinical meeting)
EMORY UNIVERSITY
MEDICAL IMAGING PROGRAM
CLASS SCHEDULE

CLASS: Sophomore  
SEMESTER: Spring 2017

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<tr>
<th>NUMBER</th>
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<tr>
<td>MI 261b</td>
<td>CLINICAL CLERKSHIP</td>
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Semester Schedule:
Classes Begin: January 9, 2017  
Spring Break: March 6-10, 2017  
Classes End: April 21, 2017  
Final Exams: April 24-28, 2017
EMORY UNIVERSITY
MEDICAL IMAGING PROGRAM
CLASS SCHEDULE

CLASS: Junior  
SEMESTER: Summer 2017

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<tr>
<td>MI 361a</td>
<td>CLINICAL INTERNSHIP</td>
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Semester Schedule:
Classes Begin: May 17, 2017
Classes End: July 28, 2017
Final Exams: July 31- August 4, 2017
PART VIII: ACADEMIC CALENDAR
2016-2017
FALL SEMESTER 2016*

August 22       Orientation
August 24       Classes begin.
August 31       Last day to cancel registration with full refund. Last day for approved schedule changes. Last day to drop courses without incurring "W" or "WF."

September 5     Labor Day holiday.
September 9     Last day to file application for degree to be granted at end of semester.
October 10-11   Fall Break
October 24      Pre-registration for Spring begins
November 24 – 25 Thanksgiving Recess
December 2      Classes end.
December 5 – 9  Exam Period.
December 17     Fall semester ends.

SPRING SEMESTER 2017

January 9       Classes begin
January 16      MLK Holiday
January 17      Last day to cancel registration with full refund. Last day for approved schedule changes. Last day to drop courses without incurring "W" or "WF."

SUMMER SEMESTER 2017

May 15         Registration for full summer semester
May 17         Classes begin
May 29         Memorial Day Holiday (Observed)
June 30        Last day to file application for degree to be granted at end of semester.

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PART IX: ACCREDITATION

Section 1: Regional Accreditation

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

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

Section 2: Programmatic Accreditation

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

Section 3: Allegations of Non-compliance with JRCERT Standards

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

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

1) The allegation of non-compliance should be presented in writing to the Program Director.

2) The Program Director will review the allegation and, upon review, may find there is no basis for the allegation of non-compliance. Alternatively, the Program Director may recommend that modifications to program policies and/or procedures be instituted. The decision of the Program Director will be rendered within 2 weeks of receipt of the initial complaint.

3) After submission of the findings to the student, the student may appeal the findings to the Executive Associate Dean of the Medical School.

4) The decision by the Executive Associate Dean of the Medical School shall be rendered within 30 days of receipt of the complaint.

If the student is unable to resolve the complaint with the program/institution or believes that his/her concerns have not been properly addressed, the student may wish to contact the JRCERT directly. The JRCERT contact information is listed below.
Chief Executive Officer
JRCERT
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304
E-mail: mail@jrcert.org

The process for reporting allegations of non-compliance with the JRCERT Standards can be found at the following web address:
http://www.jrcert.org/pdfs/accreditation_process/forms & checklists/other_forms/allegations_reporting_form.pdf

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

EFFECTIVE JANUARY 1, 2011

Adopted by:
The Joint Review Committee on Education in Radiologic Technology - April 2010

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL  60606-3182
312.704.5300 ● (Fax) 312.704.5304
www.jrcert.org

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

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

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Standard One

*Integrity*

Standard One: The program demonstrates integrity in the following:

- Representations to communities of interest and the public,
- Pursuit of fair and equitable academic practices, and
- Treatment of, and respect for, students, faculty, and staff.

Objectives:

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

1.1 Adheres to high ethical standards in relation to students, faculty, and staff.

1.2 Provides equitable learning opportunities for all students.

1.3 Provides timely, appropriate, and educationally valid clinical experiences for each admitted student.

1.4 Limits required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.

1.5 Assures the security and confidentiality of student records, instructional materials, and other appropriate program materials.

1.6 Has a grievance procedure that is readily accessible, fair, and equitably applied.

1.7 Assures that students are made aware of the JRCERT Standards for an Accredited Educational Program in Radiography and the avenue to pursue allegations of non-compliance with the STANDARDS.

1.8 Has publications that accurately reflect the program’s policies, procedures, and offerings.

1.9 Makes available to students, faculty, and the general public accurate information about admission policies, tuition and fees, refund policies, academic calendars, academic policies, clinical obligations, grading system, graduation requirements, and the criteria for transfer credit.

1.10 Makes the program’s mission statement, goals, and student learning outcomes readily available to students, faculty, administrators, and the general public.

1.11 Documents that the program engages the communities of interest for the purpose of continuous program improvement.

1.12 Has student recruitment and admission practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability,
national origin, and any other protected class.

1.13 Has student recruitment and admission practices that are consistent with published policies of the sponsoring institution and the program.

1.14 Has program faculty recruitment and employment practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.

1.15 Has procedures for maintaining the integrity of distance education courses.
Standard Two: 
*Resources*

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

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

**Administrative Structure**

2.1 Has an appropriate organizational structure and sufficient administrative support to achieve the program’s mission.

2.2 Provides an adequate number of faculty to meet all educational, program, administrative, and accreditation requirements.

2.3 Provides faculty with opportunities for continued professional development.

2.4 Provides clerical support services, as needed, to meet all educational, program, and administrative requirements.

**Learning Resources/Services**

2.5 Assures JRCERT recognition of all clinical education settings.

2.6 Provides classrooms, laboratories, and administrative and faculty offices to facilitate the achievement of the program’s mission.

2.7 Reviews and maintains program learning resources to assure the achievement of student learning.

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

**Fiscal Support**

2.9 Has sufficient ongoing financial resources to support the program’s mission.

2.10 For those institutions and programs for which the JRCERT serves as a gatekeeper for Title IV financial aid, maintains compliance with United States Department of Education (USDE) policies and procedures.
Standard Three
Curriculum and Academic Practices

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

Objectives:
In support of Standard Three, the program:

3.1 Has a program mission statement that defines its purpose and scope and is periodically reevaluated.

3.2 Provides a well-structured, competency-based curriculum that prepares students to practice in the professional discipline.

3.3 Provides learning opportunities in current and developing imaging and/or therapeutic technologies.

3.4 Assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.

3.5 Measures the length of all didactic and clinical courses in clock hours or credit hours.

3.6 Maintains a master plan of education.

3.7 Provides timely and supportive academic, behavioral, and clinical advisement to students enrolled in the program.

3.8 Documents that the responsibilities of faculty and clinical staff are delineated and performed.

3.9 Evaluates program faculty and clinical instructor performance regularly to assure instructional responsibilities are performed.
**Standard Four**

*Health and Safety*

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

**Objectives:**

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

4.1 Assures the radiation safety of students through the implementation of published policies and procedures that are in compliance with Nuclear Regulatory Commission regulations and state laws as applicable.

4.2 Has a published pregnancy policy that is consistent with applicable federal regulations and state laws, made known to accepted and enrolled female students, and contains the following elements:
   - Written notice of voluntary declaration,
   - Option for student continuance in the program without modification, and
   - Option for written withdrawal of declaration.

4.3 Assures that students employ proper radiation safety practices.

4.4 Assures that medical imaging procedures are performed under the direct supervision of a qualified radiographer until a student achieves competency.

4.5 Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after a student achieves competency.

4.6 Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory images.

4.7 Assures sponsoring institution’s policies safeguard the health and safety of students.

4.8 Assures that students are oriented to clinical education setting policies and procedures in regard to health and safety.
Standard Five
Assessment

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

Objectives:
In support of Standard Five, the program:

Student Learning

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

Program Effectiveness

5.2 Documents the following program effectiveness data:
   • Five-year average credentialing examination pass rate of not less than 75 percent at first attempt,
   • Five-year average job placement rate of not less than 75 percent within six months of graduation,
   • Annual program completion rate,
   • Graduate satisfaction, and
   • Employer satisfaction.

5.3 Makes available to the general public program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.

Analysis and Actions

5.4 Analyzes and shares student learning outcome data and program effectiveness data to foster continuous program improvement.

5.5 Periodically evaluates its assessment plan to assure continuous program improvement.
Standard Six

Institutional/Programmatic Data

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

Objectives:
In support of Standard Six, the program:

Sponsoring Institution

6.1 Documents the continuing institutional accreditation of the sponsoring institution.

6.2 Documents that the program’s energized laboratories are in compliance with applicable state and/or federal radiation safety laws.

Personnel

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

Clinical Education Settings

6.4 Establishes and maintains affiliation agreements with clinical education settings.

6.5 Documents that clinical education settings are in compliance with applicable state and/or federal radiation safety laws.

Program Sponsorship, Substantive Changes, and Notification of Program Officials

6.6 Complies with requirements to achieve and maintain JRCERT accreditation.