The Handbook is the authoritative document of Master’s in Development Practice (MDP) policies for students, faculty and staff. It covers topics such as degree program requirements, standards of academic performance and conduct, grievance procedures, guidelines for graduation and various Emory University policies and regulations. In addition to the MDP policies contained in the Handbook, students, faculty and staff are subject to applicable university-wide policies included in the Laney Graduate School (LGS) Handbook and additional university documents.
A. ACADEMIC AFFAIRS

A.1. REQUIREMENTS FOR THE MDP DEGREE

The Emory MDP curriculum is structured according to the guidelines formulated by the International Commission on Education for Sustainable Development Practice.

MDP is a professional degree, characterized by a dynamic pedagogical process, which enables the MDP program to address students' specific interests and needs as well as to capitalize on the many learning opportunities at Emory University. An example of the core courses and other curricular requirements for the two-year program are presented below in the “Two-Year Plan of Student Progress.” However, the actual sequence of courses may vary from year to year, depending on the availability of Emory faculty and visiting instructors.

In addition to academic courses, several training modules are integrated into the curriculum to equip students with practical skills. These modules range in length from a single day to several weeks and are taught by experienced development professionals. Examples of such skills include: participatory research methods, qualitative data analysis, monitoring and evaluation, GIS, and organizational leadership and teamwork.

A.1.1. Two-Year Plan of Student Progress

MDP’s top priority for the two-year plan is to provide students with a well-rounded curriculum, imparting knowledge and competencies which can be applied in the field. See Table A.1 for an example of the Two-Year Plan of Student Progress.

Table A.1 Student Two-Year Plan of Progress

<table>
<thead>
<tr>
<th>ACADEMIC YEAR ONE</th>
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<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
<td><strong>Summer</strong></td>
</tr>
<tr>
<td>GH 500: Critical Issues in Global Health</td>
<td>MDP 507: Interdisciplinary Field Seminar I</td>
<td>Field Practicum I</td>
</tr>
<tr>
<td>MDP 500: Introductory Field Seminar</td>
<td>MDP 517: Research Methods II</td>
<td></td>
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<tr>
<td>MDP 506: Research Methods I</td>
<td>MDP 522: Leadership Development I</td>
<td></td>
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<tr>
<td>MDP 585: Special Topics</td>
<td>MDP 585: Development Enrichment</td>
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<tr>
<td>Management/Environmental/Elective</td>
<td>Management/Environmental/Elective</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ACADEMIC YEAR TWO</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Spring</strong></td>
<td><strong>Summer</strong></td>
</tr>
<tr>
<td>MDP 505: Monitoring and Evaluation</td>
<td>MDP 510: Gender and Development</td>
<td>Field Practicum II</td>
</tr>
<tr>
<td>MDP 511: Interdisciplinary Field Seminar II</td>
<td>MDP 514: Applied Development</td>
<td></td>
</tr>
<tr>
<td>MDP 518: Professional Development</td>
<td>MDP 519: Professional Development II</td>
<td></td>
</tr>
<tr>
<td>Management/Environmental/Elective</td>
<td>Management/Environmental/Elective</td>
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</tbody>
</table>
A.1.2. Core Courses
Students are required to successfully complete core courses that build knowledge and competencies in the health sciences, environmental sciences, social sciences, and management sciences. In addition, students receive training in research methods and professional development. Two core courses – Interdisciplinary Field Seminars I and II – bookend the first summer field practicum experience, providing opportunities for integration among disciplines and between academic learning and practical training.

A.1.3. Electives Courses
In addition to core courses, students have the opportunity to take a variable number of elective courses. To gain admission to an elective course, students must submit their request and obtain approval through the MDP program.

A.1.4. Course Exemptions
MDP students who demonstrate prior knowledge of the same subjects covered by core courses – through previous coursework and/or work experience - may be exempted from core courses. Students must submit the Course Exemption form including supporting documentation to the MDP staff. The latter may consist of evidence of prior work experience or the syllabus and transcript from a previous course. Each request is reviewed by the instructor of the course the students wants to opt out of, who makes a recommendation for approval or denial to the MDP’s Director of Graduate Studies (DGS). The MDP office notifies students of the decision for each request.

A.1.5. Course Substitutions
MDP students may substitute a core course with an alternate course of similar pedagogical goals. Students must submit a summary explaining the desired substitution, including any pertinent personal academic and professional goals. The summary, along with the syllabus for the alternate course and a completed Course Substitution form is submitted to the MDP office. Each request is reviewed by the DGS to determine if the alternate course is an appropriate substitution. The MDP office notifies students of the decision for each request.

A.1.6. Concentrations
MDP is an interdisciplinary program and offers concentrations to enable students to customize their studies to fit their intended professional trajectories. Students may pursue up to two concentrations. Students must complete 9 credits directly relevant to the concentration. Of these 9 credits, 3 credits can be fulfilled by counting one MDP course (including a U.S.-based internship or a summer field practicum abroad). The same course cannot be used for more than one concentration. Concentration courses cannot be audited or taken pass/fail (field practicums are the exception). Students must earn at least a B or PS in concentration courses. Examples of common concentrations are provided in Table A.2.
### Table A.2 Example Concentration Areas

<table>
<thead>
<tr>
<th>Concentrations</th>
<th>Eligible Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender Justice</td>
<td>MDP 510: Gender &amp; Development&lt;br&gt;SOC 533: Gender and Global Health&lt;br&gt;SOC 585: Gender Based Violence&lt;br&gt;WGS 586R: Race, Class &amp; Justice</td>
</tr>
<tr>
<td>WASH (Water, Sanitation and Hygiene)</td>
<td>BSHE 520: Theory in Behavioral Science and Health Education&lt;br&gt;EH 529: Water &amp; Sanitation in Developing Countries&lt;br&gt;EH 546: Control of Food &amp; Waterborne Disease&lt;br&gt;EH 548: Research Methods for Studies of Water and Health</td>
</tr>
<tr>
<td>Sustainable Environments and Livelihoods</td>
<td>EH 582: Global Climate Change: Health Impacts and Response&lt;br&gt;ENVS 521: Natural Resource Management&lt;br&gt;ENVS 524: Environmental Economics&lt;br&gt;LAW 843: International Environmental Law and Vulnerability</td>
</tr>
<tr>
<td>Corporate Social Responsibility</td>
<td>FIN 503: Global Macroeconomic Perspective&lt;br&gt;MDP 522: Leadership Development&lt;br&gt;OAM 532: Business &amp; Society&lt;br&gt;OAM 535: Catalyzing Social Impact</td>
</tr>
<tr>
<td>Monitoring and Evaluation</td>
<td>BSHE 524: Community Assessment&lt;br&gt;GH 525: Qualitative Data Analysis&lt;br/INFO 530: Geographic Information Systems&lt;br&gt;MDP 505: Monitoring &amp; Evaluation</td>
</tr>
</tbody>
</table>

**A.1.7. International Field Practicum**

Students participate in two international field practicums during the summer of their first and second academic years. These practicums provide students the opportunity to gain experience with development approaches and practice in real-life settings. For their summer field practicums, students work with partner organizations on projects in the Global South (Low and Middle Income Countries) for 10 consecutive weeks. Exceptions to location and duration of the summer field practicum may be granted in exceptional circumstances by the DGS. The specific dates for each international field practicum are determined in consultation with host organizations.

Students may be exempted from their second international field practicum in two ways. In lieu of a field practicum abroad, students may complete a 400-hour internship with an approved partner organization in the United States (henceforth “U.S.-based internship”). This requirement may be completed either during the academic year, which could potentially allow for early graduation, or during the second summer of the program.

To graduate, MDP students must complete the international field practicums (or equivalent U.S.-based internship) requirement. To participate in the summer field practicums, students must also be in good academic standing and maintain appropriate professional conduct. Students who are on
academic probation and/or received negative reports from instructors/supervisors may be limited in terms of international field practicum options or be required to enroll in a U.S.-based internship.

A.1.8. U.S.-based Internships (Optional)
During the course of the two academic years at Emory, students have the option of engaging in a wide range of practical learning opportunities in the Atlanta-area. They include: a) research, teaching, or graduate assistants on the Emory campus; b) internships with Community-Based Organizations working with underserved communities (e.g. refugees, low-income families, human trafficking survivors, etc.); and c) internships with International Non-Governmental Organizations (INGOs) that focus on development-related topics. For their work as assistants or interns, students may receive financial compensation and/or 2-4 elective credits. All internship arrangements must be finalized and approved by the designated MDP personnel.

A.2. COURSE ENROLLMENTS

A.2.1 Signing up for Courses
The MDP office is responsible for enrolling all students in required and elective courses. Students are responsible for verifying that their course schedules remain accurate throughout each semester. Prior to enrolling for each semester, students may consult with the designated MDP staff regarding curriculum requirements, desired concentrations, and elective options. This is not required, but highly encouraged to ensure that students will have fulfilled all requirements for graduation and attainment of concentrations.

A.2.2 Course Withdrawals
Each semester, students may drop courses until the Schedule Change Ends (aka add/drop) date that is set by the Office of the Registrar. After that date, students complete the LGS Withdrawal Signature Form that is available on the Laney Graduate School (LGS) Withdrawal, Leave of Absence, Parental Accommodation page. The withdrawal date is the last day that the student attended class. The instructor for each course must assign a grade of W, WF or WU. A grade of WF/IF/IU will be included in the calculation of the student’s GPA.

Withdrawing from courses and dropping below full-time status may result in a reassessment of student charges and/or a recalculation of student financial aid for the semester. Exact consequences will depend on a number of factors, including the type and amount of financial aid the student has received and the official date of withdrawal.

A.3. STANDARDS OF ACADEMIC PERFORMANCE AND STATUS

A.3.1. Residence Requirements
MDP students enroll full-time for six consecutive semesters (including two summer terms). Full residence in any semester requires satisfactory completion of a minimum of nine credit hours.

A.3.2. Assessment of Professional Conduct
Assessment of academic performance focuses on course grades, internships and field practicum evaluations, and adhesion to standards of professional conduct for the entire duration that students are enrolled in the program.
As professionals-in-training, MDP students are expected to not only perform satisfactorily in their academic work but also to exhibit conduct becoming of a trained practitioner at all times. The DGS may limit courses, U.S.-based internships and field practicum opportunities of any student whose conduct or performance is unsatisfactory. Additionally, the MDP Director may recommend to the Dean of LGS the termination of any student whose behavior reflects poorly on Emory University and/or the MDP program and/or is disrespectful toward other students, faculty, staff, partner organizations, or community members. Such conduct is unacceptable and does not meet the professional standards of development practice.

A.3.3. Assessment of Grades
Core courses are taken for letter grades (A, A-, B+, B, etc.) with the exception of Professional Development and the Field Practicum. Students must maintain at least a 3.0 GPA and earn at least a B in all core courses.

Failure to make normal progress is indicated by the following conditions:

a. Receiving an "F" in any course or an ‘LP or NC’ for a GBS course.
b. Receiving less than a "B" in a core course.
c. Receiving a term GPA less than 3.0 ("B").
d. Receiving more than one incomplete in one academic term.
e. Failure to demonstrate professional behavior.

A.3.4. Academic Probation
Each of the above conditions will result in the student’s academic performance being judged to be unsatisfactory and the student being placed on probation for one semester. During the probationary semester, the student must:

a. Receive no failing grades
b. Earn at least a B grade in all required courses
c. Eliminate the incompletes within the academic year
d. Obtain a 3.0 GPA
e. Maintain professional behavior.

During the probation, the student will be restricted in elective enrollments and the number of credit hours they may undertake.

A student who fails to meet the above conditions will be placed on probation for a second semester. A student who fails to meet the above conditions at the end of the second probationary semester will be terminated from the program. Termination will happen automatically, unless the DGS determines that there is valid reason for extending the probationary period and provides written justification for the student’s continuation and the LGS grants approval.

Second Year students who are on probation need to appeal to the DGS prior to applying for graduation. The appeal should include the conditions that resulted in the student being on probation and the actions the student has taken to be removed from probation. While the LGS Handbook allows graduate students to make an appeal for a third probationary semester, LGS guidelines are designed for PhD programs, and are not suitable for the MDP two-year schedule.
A.3.5. Leave of Absence
A leave of absence for a period of time no longer than one calendar year may be granted because of medical necessity, full-time employment, receipt of an external award, or other acceptable reasons. A request for a leave of absence must originate with the student, be endorsed by the DGS, and submitted to the Dean of the LGS for consideration prior to the beginning of the semester for which the leave is requested. To be eligible, the student must be in good academic standing and resolved all incompletes. A student is eligible to request a leave of absence only after having completed at least one semester in the program. Students returning from a leave of absence should request readmission at least 30 days prior to the start of the semester.

A.3.6. Time Limits
MDP students complete the terminal degree within two calendar years. Extensions may be granted up to a total of five years with the approval of the DGS. To qualify for extensions, students must formally apply for a Leave of Absence through LGS.

A.3.7. Degree Completion
Students must complete the Degree Application, Exit survey and other degree completion documents, as required by the LGS. For more information, visit the LGS graduation information page on the LGS website.

Additionally, MDP provides students an opportunity to participate in an MDP Exit Interview. Students may use this one-on-one session to provide confidential feedback on their experience in the MDP program.

In compliance with Emory policy, all outstanding balances must be paid before graduation.

B. FINANCIAL INFORMATION

The cost of attending Emory University includes tuition and academic fees, living expenses, health insurance, parking fees, and incidentals such as the purchase of textbooks and supplies. All tuition and fees are determined by the Board of Trustees and are subject to change without notice.

B.1. TUITION AND FEES

B.1.1. Paying Bills
After a student’s schedule is entered into OPUS, Student Financial Services generates an electronic bill that is posted in OPUS. A student is notified of this posting by an email sent to the student’s Emory email address. The Office of Student Financial Services does not mail paper statements. Bills will reflect charges, anticipated aid, and an account summary.

Bills are payable upon receipt. Students should follow instructions provided by The Office of Student Financial Services on their website.

Students who pay their bills after the published deadlines must pay a late registration fee of $150. Those who do not pay their bills and/or enroll in courses by the end of add/drop will have their registration and their financial award (tuition and/or stipend) canceled.
B.1.2. Tuition
For information on current tuition and fees, visit the MDP’s Program Costs page.

B.1.3. Audit Course Tuition
The charge for audit courses is the same as for credit courses. Courses audited cannot be changed into courses for credit after the end of the drop-add period, nor can they be changed into courses for credit by taking an exam. Audit hours do not count toward eligibility for federal financial aid.

B.1.4. Enrollment Fee
All LGS students will be assessed an Enrollment Fee each semester.

B.1.5. Mental Health and Counseling Fee
All Emory students will be assessed a Mental Health and Counseling Fee each semester. This fee supports counseling, psychiatry, health, wellness, and crisis intervention support services. For more information, visit the Counseling and Psychological Services (CAPS) website.

B.1.6. Computing Fee
All LGS students will be assessed a Computing Fee each semester. This fee supports information technology and computing services, including student email, web access, and other computer-supported services. For more information, visit the Student Digital Life website.

B.1.7. Activity Fee
All Emory students will be assessed an Activity Fee in the Fall and Spring semesters only. This supports the Student Government Association, organized student activities, and campus events. For more information, visit the Student Government Association website.

B.1.8. Athletics and Recreation Fee
All Emory students will be assessed an Athletics and Recreation Fee each semester. This supports recreational and athletic programs. For more information, visit the Recreation & Wellness website.

B.1.9. Transcript Fee
All new degree and certificate students are required to pay a one-time transcript fee at the time that they first enroll at Emory. This is a one-time fee that pays for all future transcripts. The fee will be assessed only to students seeking their first degree from Emory. If a student has already obtained an undergraduate degree from Emory, she/he may have paid this fee already. For more information see the Registrar's website.

B.2. MANDATORY HEALTH INSURANCE
All new and continuing degree-seeking Emory University students are required to have health insurance, including international students. Students must either purchase the Emory University Student Health Insurance Plan or provide documentation of enrollment in a comparable United States-domiciled plan. New students wishing to waive enrollment in the Emory Student Health Insurance Plan will need to complete the annual waiver process via OPUS prior to the first day of classes of their first semester at Emory. All returning students must also complete the enrollment/waiver process annually prior to the first day of classes of the fall semester.
If a student has not waived out of the Emory University Student Health Insurance Plan by the date of Emory’s pre-term Student Financial Services bill, he/she will billed for the Emory University Student Health Insurance Plan. However, the student will still have until the first day of semester classes to complete a waiver request and have the insurance enrollment and charge reversed. Students will need to complete the annual insurance enrollment/waiver process each year they are enrolled at Emory. For more information, visit the Student Health Services website.

B.3. FINANCIAL RESPONSIBILITY TO THE UNIVERSITY
Students are responsible for maintaining good financial standing with the University, including timely payment of tuition, emergency loans and other fees, as well as fines that may be incurred from the libraries or parking office. Penalties for past due accounts include but are not limited to: cancellation of registration, refusal to approve continued registration, refusal to release transcripts, and withholding of diplomas. For more information, visit the Student Financial Services website.

B.4. MERIT AWARDS AND FINANCIAL AID

B.4.1. Loans and Office of Financial Aid
Student loans are money that is borrowed to help pay for university tuition, books, and living expenses. These funds must be repaid. Loans are an important way in which US citizens and permanent residents pay for a portion of their educational costs.

Contact the Office of Financial Aid for information about federal and private loan programs. Financial Aid Advisors are assigned to students based on the first letter of the student’s last name as indicated on the Office of Financial Aid’s website.

B.4.2. MDP Partial Tuition Merit Scholarship
MDP offers partial merit-based tuition scholarships on a competitive basis, upon acceptance into the program. These tuition scholarships are distributed over fall and spring semesters for each student who remains in good academic standing. These merit scholarships are not negotiable once a student is enrolled in the program.

B.4.3. MDP Summer Term Scholarship
MDP provides a full tuition and fees scholarship to MDP students in good academic standing who enroll and receive credit for international field practicums (or U.S.-based internships) during the first and second summer term.

B.4.4. MDP Field Practicum Funds
MDP provides funding for approved summer field practicums in the Global South (or other approved field locations) in accordance with Emory University and LGS travel expense policies. Students receive funds to cover most of their air travel, lodging, meals, and expenses directly related to their field practicum prior to their departure. MDP will make adjustments to the field practicum funding they provide if the host-organization covers some or all of the student’s expenses and/or provide compensation for the work the student does during the field practicum.
C. HONOR, CONDUCT, AND GRIEVANCE

The LGS Honor Code, as outlined in the LGS Handbook, will apply to cases of academic misconduct by MDP students. Similarly, procedures for reporting and hearing evidence pertaining to cases of honor code violation will follow the written policies of the Graduate School.

C.1. GENERAL GRIEVANCE PROCEDURE
Students who have a grievance related to some aspect of the program should report it to the DGS. The student must describe the grievance and relevant details in a letter addressed to the DGS, who will try, if possible, to resolve the grievance in conversation with the student and relevant parties. If this is not successful, the MDP Director will appoint a committee of three Emory faculty and staff members or use an existing standing committee, who will review the grievance and propose an appropriate response.

If it is impossible to resolve the grievance within this committee or within the framework of the MDP administrative structure, the MDP Director will forward the grievance to the Office of the Senior Associate Dean of the LGS. From this point forward, the grievance will be handled according to the Grievance Procedure outlined in the LGS Handbook. If the issue is with the MDP Director and/or DGS, the student should go directly to the Senior Associate Dean of the LGS.

D. BECOMING A DEVELOPMENT PROFESSIONAL

The MDP program is a professionally-oriented degree and, as such, it offers a variety of professional development resources (courses, workshops, networking events, professional contacts, and mentorship) to help students achieve their career goals.

Such resources include a Professional Development Seminar which all MDP students attend during their 2nd year in the MDP program and which provides opportunities to plan their job search strategy, develop job application materials, practice networking and interviewing, and discuss other career-relevant issues. Students' choice of concentrations, their academic record in graduate school, and their field practicum and internship performance are all important factors in securing professionally meaningful employment after graduation.

Students should consult with the DGS early in their graduate studies for advice on structuring their curriculum and practicum experiences in ways that will help them develop a coherent professional profile and trajectory.