



EMORY

LANEY
GRADUATE
SCHOOL

Master's in
Development Practice

HANDBOOK

2016 - 2017

Laney Graduate School (LGS)
Emory University

Master's in Development Practice
2016-2017 Handbook

Handbook URL: <http://web.gs.emory.edu/mdp/resources/index.html>

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The Handbook is the authoritative document of Master's in Development Practice (MDP) policies for students, faculty and administrators. It covers topics such as enrollment procedures, tuition and fees, merit awards and financial aid, registration procedures, degree program requirements, standards of academic performance and conduct, grievance procedures, guidelines for graduation application, graduate school and university services, and various Emory University policies and regulations. In addition to the MDP policies contained in the Handbook, students, faculty and administrators are subject to applicable university-wide policies.

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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 and visiting faculty.**

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 spatial analysis, leadership and teamwork, and decision support systems.

A.1.1. Required Courses

Foundational Intensive Seminar

A foundational intensive seminar course introduces students to the history of development efforts, core concepts and theories, and practical and ethical issues in development practice.

Core Courses

Students take core courses in the health sciences, environmental sciences, social sciences, research and applied methods, and management science. In each semester, at least one core course provides opportunities for integration among disciplines and between academic learning and practical training.

A.1.2. Electives Courses

Electives

Students take additional elective courses throughout the MDP program by submitting elective preferences to designated MDP personnel. Students must obtain approval from the MDP program to gain admission to an elective course.

Concentration Electives

Students have the option to pursue a concentration that focuses their training in a particular sector or theme of interest. The specific concentration that a student pursues depends on the individual's past training, experience and career goals.

A concentration requires at least nine credit hours of coursework and/or practicum in relevant subjects. Practicum options may include an summer field practicum in the Global South and an Atlanta-based internship during the academic year. The best practicum fit for individual students

will be determined in consultation with the Director of Graduate Studies (DGS), MDP faculty and/or advisors.

See example concentration areas in Table 1.

Sample Concentration Areas	Sample List of Eligible Electives
Rights, Ethics & Governance	Human Rights in Context International Humanitarian Law Political Culture, Rights & Development Transitions to Democracy Migration
Sustainable Environments & Livelihoods	Ecological Economics Conservation Biology & Biodiversity Urban Ecology Environment, Climate, & Infectious Diseases International Environmental Policy
Global Health & Wellbeing	Health & Human Rights Social Marketing in Public Health Control of Food & Waterborne Diseases Gender & Global Health Maternal & Child Nutrition
Corporate Social Responsibility	Global Macroeconomic Perspectives Business & Society Catalyzing Social Impact Advanced International Negotiations Social Entrepreneurship for Global Health

Table 1: Example of Concentration Areas

A.1.3. Field Practicum

Field Practicum: Students participate in an intensive "hands-on" field practicum in international settings for two successive summers. The international field practicum, which begins after the completion of the first academic year, provides students the opportunity to gain experience with development approaches and practice in real-world settings. The specific dates for each placement are determined in consultation with international host organizations. Standard practicums last 10 weeks, but in special circumstances exceptions may be granted by the DGS in consultation with the host organization.

All students are required to participate in an international field practicum at the conclusion of their first academic year. However, students have the option of replacing their their second international summer practicum with : a) a practicum of same length with an approved organization within the United States or b) an internship conducted during the second academic year. Students seeking these options must complete the international field practicum exemption form and obtain approval from the MDP program leadership. See Appendix 1 in Section E.

A.1.4. Local Internships (Optional)

In addition to the summer field practicum, students may engage in internships with Atlanta-based organizations during the two academic years they are at Emory. Students will work in consultation with MDP staff and DGS to identify a suitable organization for the internship. Students may receive 2-4 elective credits for their Atlanta-based, academic year internship.

In both their international field practicum and Atlanta-based internships students are expected to maintain impeccable professional behavior.

A.1.5. Two-Year Plan of Student Progress

The actual sequence of courses may vary from year to year, depending on the availability of Emory and visiting faculty. See Table 2 for details.

A.1.6. Course Waivers

1. MDP may waive course requirements for a student who has previously studied the required course material utilizing the same course material at a similar breadth and depth. A student may petition for exemption from core requirements by supplying a justification along with accompanying documentation. The justification should be a one to two paragraph summary explaining their exemption request, detailing previous experience in the course subject including supporting documentation, such as the syllabus and transcript from their previous course or relevant work experience. The petition and accompanying documentation, including the course waiver form, will be submitted to the MDP staff. See Appendix Form Section E.2.
2. The instructor for the petitioned course will review all materials and make a recommendation to the DGS. The instructor's recommendation will be reviewed and must gain final approval by the DGS for the MDP program.
3. MDP staff will inform the student of the decision.

A.1.7. Course Substitutions

1. MDP students may request a course substitution for a required core course if the alternate course covers a related topic, by using comparable readings and assignments. A student may petition for the substitution from the core course requirement by providing a justification along with accompanying documentation such as a course description and/or syllabus for the requested alternate course. The student must write a one paragraph summary explaining the rationale for the substitution request. The petition and accompanying documentation, including the course substitution form, will be submitted to the MDP staff. See Appendix Form Section E.3..
2. The DGS will review the student's submitted materials to determine if the petitioned substitute course is appropriate.
3. MDP staff will inform the student of the decision for substitution.

YEAR ONE			
<u>Pre-Term</u> (August)	<u>Fall</u> (September-December)	<u>Spring</u> (January-May)	<u>Summer</u> (June-August)
MDP500. Introductory MDP Field Seminar	GH500. Global Public Health (3 cr)	MDP507. Interdisciplinary MDP Field Seminar I (3 cr)	Intensive Field Practicum I
3-Day Workshop: Learning & Valuing Diversity	MDP 585 Special Topics: Disasters, Proposal Writing & Conflict (3cr)	MDP517. Research Methods II (3 cr)	
	MDP506. Research Methods I (3 cr)	Management Science Elective	
	MDP502. Development Economics (3 cr)	Intensive Short Courses: Monitoring & Evaluation Leadership Development I	
	Elective Course	Elective Course	
YEAR TWO			
	<u>Fall</u> (September-December)	<u>Spring</u> (January-May)	<u>Summer</u> (June-August)
	MDP525. GIS for Development	MDP514. Applied Development Practice (3 cr)	Intensive Field Practicum II
	MDP511. Interdisciplinary Field Seminar II (3 cr)	Environment Studies Elective	
	MDP 516. Quantitative Reasoning	MDP510. Gender and Development (3 cr)	
	MDP 519. Professional Development (1cr)	Elective Course	
	Elective Course		

Table 2: Two-Year Plan of Student Progress

A.2. Registration

There are two steps to registration: paying bills and signing up for courses.

A.2.1. Paying Bills

Students must pay their bill at the [Office of Student Financial Services](#) by 4:00 p.m. on the day of registration. Students who do not complete payment and registration by the deadline will be assessed a \$150.00 late registration fee.

A.2.2. Signing up for Courses

1. Prior to the registration period for a given semester, consult with the designated staff person and obtain approval from the DGS, for any program-specific requirements and elective options.
2. Submit elective requests via email to the designated MDP staff person.
3. The MDP staff enrolls all students via OPUS. Students are responsible verifying that their registration is correct.

A.2.3. Regulations Relating to Course Changes and Withdrawals

After the midpoint of the semester (Date of Record, as established by the Office of the Registrar), a student will not be permitted to withdraw from a course unless there are clear mitigating circumstances beyond his or her control. The student must request that the DGS send a letter supporting the proposed course change to the Graduate School. This letter must be accompanied by a request from the student explaining the reasons for the withdrawal. No change in a student's registration can be made past the end of the semester. In case of withdrawal, only partial tuition refunds will be issued and there will be no refund after the fifth week in the semester.

A.3. Standards of Academic Performance and Status

A.3.1. Residence Requirements

Students must be enrolled full time in the MDP program each semester in order to be in good standing. Full-time students enroll for a minimum of 9 credit hours each semester to fulfill residence requirements. Students are registered for MDP595R: Field Practicum during the summer.

A.3.2. Assessment of Performance and Progress

As professionals-in-training, MDP students are expected to perform satisfactorily in academic affairs *and* to conduct themselves appropriately and professionally. The Program Director, in consultation with the DGS, may recommend any student who does not abide by the expected standards to the Dean of the Graduate School for possible disciplinary measures.

Assessment of academic performance focuses on course grades, field practicum evaluations and maintaining professional behavior while enrolled in the program. All core courses must be taken for letter grades. Students must maintain at least a 3.3 GPA and earn no grade less than a B in a required course. In addition, to monitor progress in the program, the DGS assesses whether students are completing requirements in a timely fashion, fulfilling the responsibilities of their field practicum, and demonstrating the appropriate professional competencies and conduct.

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

1. Receiving an "F" in any course or an 'LP' for a GBS course
2. Receiving less than a "B" in a required course.
3. Receiving a term GPA less than 3.3 ("B+").
4. Receiving more than one incomplete in one academic term (if a student has two incompletes on his or her record, both incompletes must be removed before the beginning of the following semester).
5. Failure to demonstrate professional behavior.

Each of these conditions will result in the student's academic performance being deemed unsatisfactory and the student being placed on probation for one semester. During the probationary semester, the student must: receive no failing grades, earn at least a B grade in all required courses, eliminate the number of incompletes on his or her record, obtain a 3.3 GPA and maintain professional behavior. During the probation, the student will not be allowed to receive incompletes in any courses and will be restricted in the number of credit hours they may undertake.

A student who meets the conditions of probation described above will be reinstated to good standing. 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 will be terminated from the program at the end of the second probationary semester. 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 graduate school grants approval.

While the LGS Handbook allows graduate students to appeal for a third probationary semester, LGS guidelines are designed for longer-term PhD programs and are, therefore, not applicable to students in a two-year Master's degree program.

A.3.3. 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 Graduate School for consideration prior to the beginning of the semester for which the leave is requested. A student is eligible to request a leave of absence only after having completed at least one semester at Emory. Time limitations pertaining to the completion of courses that have received a grade of incomplete (I) are not waived.

A.3.4. Time Limits

Master's candidates who are in residence must complete all requirements within two calendar years of their first registration. All requirements for the MDP degree must be completed within five calendar years from the date of first registration.

A.3.5. Degree Completion

Students must complete and sign Degree Application form, as required by the Laney Graduate School (<http://www.graduateschool.emory.edu/academics/completion/index.html>). Students are also requested to complete an exit survey. In compliance with Emory policy, all outstanding fees and balances must be paid before graduation. The MDP office will complete the Report of Completion and submit the graduation packet to the Laney Graduate School to be approved by the Dean of the Graduate School.

B. FINANCIAL INFORMATION

B.1. Tuition and Fees

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.1.1. Tuition and Academic Fees

Tuition is based upon a full-time course load of 9 hours or more per academic semester. See Appendix Section E.4. for Current Cost of Attendance Chart. Fees covers tuition, the use of facilities of instruction and library services. Student health insurance is incurred as an additional expense.

B.1.2. Audit Course Tuition

The charge for audit courses is the same as for credit courses. Courses audited may not be established for credit by examination, nor may they be changed to credit courses after the end of the drop/add period. Audit hours do not count toward eligibility for federal financial aid.

B.1.3. Enrollment Fee

All degree seeking students will be assessed an Enrollment Fee each semester. See Appendix Section E.4. for Current Cost of Attendance Chart.

B.1.4. Mental Health and Counseling Fee

All students will be assessed a Mental Health and Counseling Fee each semester. See Appendix Section E.4. for Current Cost of Attendance Chart.

B.1.5. Computing Fee

All students in the Laney Graduate School will be assessed a mandatory computing fee each semester. This fee supports information technology and computing services, including student email, web access, and other computer-supported services. See Appendix Section E.4. for Current Cost of Attendance Chart.

B.1.6. Student Activity and Athletic Fees

A student activity fee, which finances the Student Government Association, organized student activities, and campus events, is assessed fall and spring semesters. An additional semester fee is assessed to each student to help support recreational and athletic programs. Students who have reached tuition-paid status are exempted from activity fees. See Appendix Section E.4. for Current Cost of Attendance Chart.

B.2. Financial Responsibility to the University

Students are responsible for maintaining good financial standing with the University, including timely payment of tuition, rent, board, 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.

B.3. Mandatory Health Insurance

Emory University has a mandatory health insurance requirement for all degree-seeking Emory University students (domestic and international). Under this requirement, students must either purchase the Emory Student Health Insurance Plan or show evidence of enrollment in a comparable United States domiciled health insurance plan. If the student did not waive out of the Emory plan by the published deadline, he/she will be automatically enrolled in the Emory plan and billed via the Bursar. For Emory Student Health Insurance Plan information and costs can be found by visiting the [Health Insurance](#) page.

B.4. Field Practicum

The Emory MDP program provides funding for approved summer field practicums in the Global South (or other approved field locations), in accordance with Emory University and Laney Graduate School policies. Expenses are estimated in collaboration with host-organizations and in consultation with Emory faculty familiar with the country. Students may need to pay for some incidentals and are responsible for personal expenses.

B.5. Merit Awards and Financial Support

The Emory MDP program offers merit-based partial tuition scholarships on a competitive basis, upon acceptance into the program (tuition scholarships will be distributed over the course of four semesters). Funding for MDP studies may also be available from external scholarship programs. MDP students are eligible for part-time work opportunities at Emory University and for paid internships with host organizations. They are not eligible for doctoral studies scholarships and teaching assistantships offered by the Laney Graduate School.

B.5.1. Conditions of Eligibility

The “Graduate School: How to Apply” section of the Office of Financial Aid website provides financial aid information for new, returning, and international students.

C. HONOR, CONDUCT, AND GRIEVANCE

The Laney Graduate School Honor Code, as outlined in the Graduate School 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 their program in MDP 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 MDP faculty 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 Director will forward the grievance to the Office of the Senior Associate Dean of the Laney Graduate School. From this point forward, the grievance will be handled according to the Grievance Procedure outlined in the Laney Graduate School Handbook. If the issue is with the Director, the student should go directly to the Senior Associate Dean of the Graduate School.

D. BECOMING A DEVELOPMENT PROFESSIONAL

Preparation for the job market begins early in the student's graduate career, not when the student actually begins looking for a job. Students' choice of concentrations, their academic record in graduate school, and their internship performance are all important factors in securing a position. Students should consult with the DGS early in their graduate career for advice on structuring their studies in ways that will facilitate a successful job search.

The MDP program and the LGS offer a variety of professional development resources (courses, workshops, networking events, professional contacts, and mentorship) to help students achieve their career goals. They 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.

Ultimately, it is the student's responsibility to seek and pursue appropriate opportunities for career networking and hiring.

E. APPENDIX

E.1. International Field Practicum Exemption



FY 2017 INTERNATIONAL FIELD PRACTICUM EXEMPTION

I, _____, MDP Class of 2017, have opted to **complete a 400 hour** local or domestic internship for FY 2017 (August 24, 2016 – August 4, 2017) in lieu of a second international field practicum placement. I agree to comply with the academic year internship requirements described below and hereby confirm that I will complete my internship as specified below:

Organization: _____
Agreed Upon Time Frame: _____

- Fall 2016 & Spring 2017 (Local):** All requirements due by Friday, April 28, 2017. Will receive 2 to 4 directed study (MDP 597R) credits per semester. Graduates on Monday, May 8, 2017.
- Spring 2017 & Summer 2017 (Local):** All requirements due by Friday, July 28, 2017. Will receive 2 to 4 directed study (MDP 597R) credits per semester. Graduates on Friday, August 4, 2017.
- Summer 2017 (Local/Domestic):** All requirements due by Friday, July 28, 2017. Will receive 8 field practicum (MDP 595R) credits. Graduates on Friday, August 4, 2017.
- _____: All requirements due by _____. Will receive _____ directed study (MDP 597R) credits. Graduates on _____.

ACADEMIC YEAR INTERNSHIP REQUIREMENTS:

- Intern will submit **one** host organization's Terms of Reference for MDP approval prior to beginning her/his internship.
- Intern will submit Fall 2016, Spring 2017, and/or Summer 2017 time sheets by their respective due dates. These must be signed by the student and her/his host organization supervisor.
- Intern will notify the host organization supervisor that the MDP Program requires an evaluation of the student's performance at the end of the internship.
- Intern will submit a deliverable to MDP prior to the end of the appropriate semester's grade submission period. The specific nature of this final product will be based on the host organization needs and in consultation with the MDP Director of Graduate Studies. The deliverable's structure and submission date will be identified by the **start of the semester** in which the student will graduate.
- The MDP program will communicate directly with the student's supervisor during the course of the internship, as needed.
- All the documentation for the requirements listed above will be completed and submitted by the deadlines for the semester that the student will complete the internship in.
- Intern will receive academic credit based on the selected time frame.

Signature Emory ID Date

MDP Office Use Only: DOCUMENTATION DATES & STAFF INITIALS

SOW/TOR: _____ DELIVERABLE: _____ EVALUATION: _____

HOURS WORKED: _____
Fall 2016 Spring 2017 Summer 2017

DGS Signature: _____ Date: _____

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E.2. Course Waiver Form



Course Waiver Form

Student Name: _____ Student ID: _____
Semester & Year: _____

The course waiver/substitution request will be reviewed by the instructor of the petitioned course. The instructor will make a recommendation on whether or not the student has sufficient knowledge to waive a course or if a course substitution is appropriate. The instructor's recommendation will be reviewed by MDP's DGS. MDP staff will inform the student of the final decision. MDP Student Handbook A.1.6 & A.1.7

COURSE WAIVER:

Course Name: _____ Course Number: _____

Proof of course waiver eligibility:

Student must provide documentation that illustrates competency in the area that s/he is requesting the waiver. The student should attach the syllabus of courses taken, job description, proof of employment, outline of material taught by the student or any other documentation that will aid in the review process. Use the text box below to explain reasoning for course waiver.

Recommendation to: APPROVE DENY

Reviewed by: _____
Name

Signature

Date

Comments:

E.4. Fee Schedule Cost of Attendance August 2016-July 2017

Master's in Development Practice Cost of Attendance Chart: August 2016 - July 2017

Fixed Costs for Fall and Spring Semester	Fall	Spring	Summer²	Total
Tuition	\$19,900.00	\$19,900.00	\$14,922.00	\$54,722.00
Enrollment Fee ¹	\$1,250.00	\$1,250.00	\$1,250.00	\$3,750.00
Activity Fee	\$92.00	\$92.00	\$0.00	\$184.00
Athletic Fee	\$120.00	\$120.00	\$47.00	\$287.00
Mental Health Fee	\$78.00	\$78.00	\$78.00	\$234.00
Computing Fee	\$50.00	\$50.00	\$50.00	\$150.00
LGS Enrollment Fee Scholarship ¹	(\$1,250.00)	(\$1,250.00)	(\$1,250.00)	(\$3,750.00)
MDP Summer Term Scholarship ²			(\$15,097.00)	(\$15,097.00)
Total	\$20,240.00	\$20,240.00	\$0.00	\$40,480.00
Variable Costs per Term	Aug - Dec	Jan - May	June - July	Total
Emory University Student Health Insurance (EUSHIP) ³	\$1,582.50	\$1,582.50	\$0.00	\$3,165.00
Housing ⁴	\$5,890.00	\$5,890.00	\$2,356.00	\$14,136.00
Textbooks and Supplies ⁴	\$200.00	\$200.00	\$0.00	\$400.00
Computer ⁴	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Other Living Expenses ⁴	\$4,000.00	\$4,000.00	\$1,600.00	\$9,600.00
Total	\$13,672.50	\$11,672.50	\$3,956.00	\$29,301.00
Total Cost of Attendance (Fixed + Variable Costs)	\$33,912.50	\$31,912.50	\$3,956.00	\$69,781.00

Notes:

1. LGS provides an Enrollment Fee scholarships to offset this cost.
2. MDP provides a Summer Term Scholarship to offset these costs. In addition, MDP will cover the travel and living expense costs associated with your two international summer field placements.
3. Health insurance coverage is required to attend Emory University. We recommend EUSHIP because it covers travel consultations and immunization costs for international travel. Students on this plan can submit their prophylaxis co-pays for reimbursement. International student coverage is from August 1, 2016 to July 31, 2017. Coverage for all other students is from August 15, 2016 to August 14, 2017. The 2016-2017 annual rate is \$3,165 or \$263.75 per month.
4. These estimates are based on an annual survey of graduate students conducted by the Laney Graduate School. They reflect estimates for single students. Housing is calculated at \$1,178 per month. Other living expenses include food, utilities, and transportation over twelve months. Actual costs may vary substantially based on lifestyle and personal circumstances.