



EMORY

L A N E Y
GRADUATE
S C H O O L

Handbook 2012-2013

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The information in this handbook is subject to change. Current information is on the graduate school website, www.gs.emory.edu. Click on Academics.

Emory University Student Communication Policy

Email is the primary medium for official communication with students at Emory University. Each registered student is assigned an official email address by the University. All University communications sent via email will be sent to this address. Students are expected to maintain their accounts and check their email regularly so that new mail will be properly received and read. Certain communications may be time critical.

While students may redirect email from their official University email address to another address (e.g., @hotmail.com, @aol.com), the University is not responsible for the delivery of email by other service providers.

This policy has been approved by the Council of Deans and the President's Cabinet of Emory University. (2004)

Handbook Online

This Handbook is available as a pdf document on the Laney Graduate School website at www.gs.emory.edu.

Emory University Accreditation

Emory University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, education specialist's, 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.

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Part 1 Academic Affairs

1.1 Degree Programs

In graduate education the quality of work is of greater importance than the mere fulfillment of formal requirements. The essential requirements for a student's program of study are that it possesses coherence and unity of purpose, and that it consists of advanced work appropriate to the individual program. All work counted toward satisfaction of degree requirements must be relevant to a student's program of study. Graduate work may consist of lecture courses, seminars, laboratory courses, directed study, and research. The student's program of study must be planned in consultation with an appointed adviser or advisory committee.

The graduate school expects that, barring exceptional circumstances, graduate work will be finished in sequence and as expeditiously as possible. Generally students are permitted to fulfill degree requirements under the rules in effect at the time of first admission to the graduate school.

(A) Minimum and Additional Program Requirements

The Laney Graduate School sets minimum degree requirements. Individual programs may have additional or more demanding requirements than those outlined below. Students should consult program handbooks and Directors of Graduate Studies to obtain further information on specific program requirements.

(B) Residence

Full residence in any semester requires satisfactory completion of a minimum of 12 semester hours of course work, research, or directed study acceptable for graduate credit. If a student is registered for a terminal master's degree at Emory, meaning the student has not been admitted to a PhD program, a student may request permission from the Director of Graduate Studies to pursue the degree on a part-time basis and obtain partial residence credit. The request must then be forwarded by the DGS to the Dean of the Laney Graduate School in order to be approved.

While a normal load may be greater than 12 hours per semester in some programs, residence credit is computed on the basis of 12 hours per semester. In any semester, a student may earn no more than 12 hours of credit toward tuition-paid status regardless of the number of hours taken in that semester.

Students in PhD programs enter tuition-paid status upon completion of the requisite 48 hours in advanced standing. Upon entering tuition-paid status, a student will be charged \$1,250 tuition and a \$50 computing fee for registration. Students in tuition-paid status may register for course work for credit. Their tuition charge will be \$1,250.

(C) Transfer Credit

A limited amount of transfer credit may be accepted as residence credit toward a degree program. Graduate work submitted for transfer credit must be related to the student's program at Emory, cannot have been applied to a prior degree, and must have been taken within eight years of the time of admission to the Laney Graduate School. Work done elsewhere, after matriculation, must be pre-approved by the program or committee supervising the student's program and by the graduate school.

Accepted transfer credit reduces a student's total tuition obligation to the Laney Graduate School. The maximum credit that may be transferred is 12 semester hours towards full standing or 12 semester hours towards advanced standing. The Dean must approve all transfer credit requests.

1.1.1 Doctor of Philosophy

The program leading to the Doctor of Philosophy degree provides training for a career of creative scholarship. The degree is not conferred upon a candidate merely on condition of fulfilling a specific number of requirements. The highest scholastic degree is awarded only to the student who has demonstrated capability of productive scholarship and who gives promise of qualifying as an authority in a chosen field. Specific requirements for the degree include a program of study covering a body of coherently related fields and investigation of a research problem in the major field of study.

(A) Fields of Study

Programs of advanced study and research leading to the PhD are offered in: Anthropology, Art History, Behavioral Sciences and Health Education, Biological and Biomedical Sciences, Biomedical Engineering (with Georgia Institute of Technology), Biostatistics, Business, Chemistry, Comparative Literature, Computer Science and Informatics, Economics, Educational Studies, English, Environmental Health Sciences, Epidemiology, French, Graduate Institute of the Liberal Arts, Health Services Research and Health Policy, History, Islamic Civilizations Studies, Mathematics, Nursing, Philosophy, Physics, Political Science, Psychology, Religion, Sociology, Spanish, and Women's, Gender, and Sexuality Studies.

(B) Minimum Degree Requirements

In addition to satisfying general requirements for admission to the Laney Graduate School, the student seeking the PhD degree must fulfill certain requirements before and during candidacy. Individual programs and divisions may specify additional and more demanding requirements. All requirements for the degree, including receipt by the graduate school of the dissertation as approved by the student's program, must be completed within eight years of admission to advanced standing.

(C) Requirements for Candidacy

The program of study in advanced standing must include the satisfactory completion of a minimum of 48 hours of residence credit beyond the master's degree or its equivalent (see Advanced Standing, Section 1.2.2 (C)). Of these 48 hours, 24 must be taken in course work and Directed Study 597r or 797r. These 24 hours must include a minimum of twenty hours or five full courses at the 500 and 700 level (a full course is defined as a course with three to five hours of credit), and must be completed with a grade of B- or better. Only four hours of the required 24 may be Directed Study 597r or 797r without the program seeking pre-approval from the Laney Graduate School. The additional required 24 hours may be in any coursework including research related study.* Courses may not be applied toward the advanced standing residence requirement unless they are on the 300 level or above. The student is expected to engage in informal studies directed toward the general doctoral examinations and to investigate a research problem in the field.

**These courses may include S graded courses, in addition to letter grades.*

Students in Natural, Biological and Biomedical Sciences: GDBBS, Chemistry, Physics and Neuroscience and Animal Behavior (Psychology)

The total credit hours required for students in advanced standing for a PhD in these three laboratory related fields will remain 48. At the discretion of the program, however, the number of research hours may be increased to 32 from 24 and the number of course hours may be reduced from 24 to 16. In addition, the number of directed study (797r) credits that may be used for course hours that apply toward degree requirements will be increased from 4 to 6. This change will allow program Directors, Directors of Graduate Studies, and Dissertation Advisers the option of moving students into lab-based work sooner than was previously possible.

This option applies to students in these programs who entered after fall 2001 and to MD/PhD trainees who began their research training in the summer of 2003.

(D) Language and/or Methodology Requirements

Requirements of foreign languages or other research skills, such as computer technology and statistics, vary with the nature of the student's research. Students should consult their programs for specific details. Individual program requirements must be met before formal admission to PhD candidacy.

(E) Dissertation Committee

The Laney Graduate School recognizes the value of involving faculty who possess expertise relevant to the interest of PhD candidates, but who are located outside the candidates' home program. The graduate school therefore encourages programs to identify, where appropriate, readers of PhD dissertations drawn from across Emory University or from outside Emory. In the event a reader from outside the university is selected, the dissertation director will supply the credentials of the proposed reader and seek approval from the Dean of the Laney Graduate School. Modest funds are available to facilitate these arrangements. The Laney Graduate School requires at least three members of the committee to be Emory graduate faculty.

(F) Teaching Assistant Training and Teaching Opportunity (TATTO) Program

In 1991, the Laney Graduate School inaugurated the Teaching Assistant Training and Teaching Opportunity (TATTO) program to prepare students to enter the professoriate as competent and confident teachers. Participation in the program is required of all students pursuing the Emory PhD. TATTO ensures that each student's education as a scholar is balanced with thoughtful and thorough preparation in the art of teaching. Although many universities have programs for training teaching assistants, two characteristics distinguish the Emory program: (1) TATTO is a degree requirement across the graduate school; and (2) TATTO is a graduated experience involving several stages. For more specific information, see the TATTO section.

(G) General Doctoral Examinations

General doctoral examinations determine the student's qualifications for advanced study and mastery of the field of specialization. Generally given after at least two semesters in advanced standing, the examinations must verify adequate intellectual mastery in the student's given area and any required supporting fields. The examinations are usually prepared and administered by the program or division of specialization, and the individual program or division determines the schedule for the general doctoral examinations. If the primary field of study does not lie within one program, the examination may be prepared and administered by a committee appointed by the Dean of the Laney Graduate School. Credit for work completed elsewhere does not exempt the student from any part of the doctoral examinations.

(H) Admission to Candidacy

Application for admission to candidacy should be made when all PhD degree requirements, except completion of the dissertation, have been met and after a dissertation committee chair has been designated and a dissertation research plan approved. Students should apply for candidacy **as soon as** they complete these preliminary degree requirements. At this time, all students are expected to be in candidacy no later than the end of their fourth year of study. The graduate school strongly recommends timely filing of candidacy. Candidacy is a marker of program quality and reflects nationally and internationally on program success. Failure to apply for candidacy at the appropriate time can delay fellowship continuation and in some cases graduation. (Note: Students cannot apply for candidacy and graduate in the same semester). Students apply for candidacy by completing and submitting to the graduate school the Application for Admission to Candidacy. (Forms are on the graduate school website at <http://www.gs.emory.edu>).

(I) Doctoral Dissertation

As a fundamental requirement for the PhD degree, a student must demonstrate mastery of methods and tools of research, potential for productive scholarship, and promise as an authority in a special subject. This demonstration is embodied in a dissertation setting forth the results of the student's original investigations. The dissertation must make an actual contribution to existing knowledge or be a fresh and significant critical

interpretation of existing knowledge. It is the most important, concrete proof of the candidate's scholarly abilities.

The dissertation, approved by the candidate's adviser and examining committee, must be submitted to the Dean of the Laney Graduate School within eight years of admission to advanced standing. Deadlines for submission are indicated in the academic calendar. The graduate faculties of the programs have full responsibility for the proper preparation of the dissertation by the student. The Dean of the Laney Graduate School reviews every dissertation. Errors, including errors of spelling, punctuation and grammar, may result in the dissertation being returned for correction. A dissertation is not complete until it has been approved by the Dean.

(J) Final Oral Examination

Most programs require a final oral examination or defense of the dissertation. Students should consult program regulations and advisers about program-specific requirements.

(K) Extension of Time to Complete Requirements for the PhD

A student must complete all requirements for the PhD, including the dissertation, within eight years of admission to advanced standing. Extensions beyond this period will be granted only under extraordinary circumstances and as described below.

The student must submit a written request to his/her program prior to the end of the term in which the eight-year limit is reached, allowing the program sufficient time to consider this request fully. This request must state the circumstances that make an extension necessary and must describe a plan and schedule for completion of remaining degree requirements. Any subsequent requests for extensions will be expected to detail progress according to this plan and to justify any modifications proposed.

Programs may grant a maximum of 3 one-year extensions. The program will notify in writing the Dean of the Laney Graduate School of each extension granted or denied, and forward to the Dean the student's written request and the program's official response. Students not on official extension will have their enrollment blocked or risk having their registration cancelled.

The program, at its option, may require re-examination or other demonstration of the currency of a student's preparation beyond the eight-year limit.

A student beyond the eight-year limit who fails to obtain an extension from his/her program, or who exhausts the extension granted without completing requirements for the degree, will no longer be considered a degree candidate. No request for an additional extension of time will be considered except by application to the Dean of the Laney Graduate School, and none will be granted except in extraordinary circumstances. When the program requests extraordinary extension, the decision and rationale on re-examination must be communicated to the graduate school, along with the extension request.

A student on extension may not request a leave of absence.

1.1.2 Master's Degrees

The Master of Arts degree is conferred upon a candidate who has completed all requirements in any one of the fields of humanistic studies and social sciences. Candidates in mathematics, the natural sciences, and the physical sciences may elect to receive the Master of Science or the Master of Arts degree. A few programs accept applicants solely for master's study. Students admitted to terminal master's degree programs at Emory may not subsequently pursue a doctoral program without submitting a complete application to the PhD program.

(A) Fields of Study

A terminal Master's degree is offered in Bioethics, Clinical Research, Computer Science, Development Practice (Master's in Development Practice) Educational Studies (Master of Arts as well as Master of Arts in Teaching) Film Studies, Mathematics and Music (Master of Music as well as Master of Sacred Music).

Some, but not all, programs allow students to earn the master's degree on the basis of doctoral candidacy. A student who has been granted program approval to file for the master's on the basis of candidacy must meet all graduate school and program requirements for the master's degree except for the thesis and must submit a master's degree clearance form to the Laney Graduate School. A master's degree on the basis of candidacy **will not** be awarded retroactively after a student has completed the PhD.

(B) Minimum Degree Requirements

The Laney Graduate School sets minimum requirements for the master's degree. Some programs, especially those offering terminal master's degrees, require considerably more course work than the minimum listed below, and many have substituted other requirements for the examination, foreign language and thesis. The fulfillment of course work alone does not lead to a master's degree.

Satisfactory completion of at least 30 hours of work is required as follows:

At least 20 hours must be in course or seminar work, not including Directed Study 597 or Research 599.

At least 14 hours in course work must be on the 500 or 700 levels.

A grade of B- or better must be earned in at least 14 hours of course work taken.

No course on the 100 or 200 level may be applied to a master's degree program.

(C) Language and/or Methodology Requirements

The requirement of foreign languages or other research skills, such as computer technology and statistics, varies with the nature of the student's research and the relevance of the languages or tools to the student's study. Students should consult their programs for specific details.

(D) Thesis

The student must submit an acceptable thesis demonstrating an ability to use the methods of advanced investigation or research. The nature of the thesis, as well as its form, varies among the different fields. The thesis is submitted to the graduate school after approval by the student's advisory committee. The Dean of the Laney Graduate School reviews every thesis. Any errors, including errors of spelling, grammar and punctuation, may result in the thesis being returned for correction. Deadlines for submitting a thesis to the Dean are listed in the academic calendar. Students must be registered in the semester in which they receive the degree. Before the Dean accepts the thesis, the program must certify that the student has completed all requirements for the degree. The Master's Completion form must be signed by the student's advisor and at least two committee members who are Emory faculty.

(E) Maximum Time to Complete the Degree

A student must complete all requirements for a terminal master's degree within five years of admission. Extensions beyond this period will be granted only in extraordinary circumstances. Programs may grant one, one-year extension beyond the five-year limit. The program will notify the Dean of the Laney Graduate School, forwarding the student's written request and the program's official response. A student beyond the five-year limit who fails to obtain an extension from his/her program or exhausts the extension granted without completing requirements for the degree will no longer be considered a degree candidate. No requests for additional time will be considered except by application to the Dean of the Laney Graduate School with strong support of the program.

1.1.3 Graduate Certificate Programs

Graduate certificate programs provide graduate students with interdisciplinary expertise. They are intended to enhance student education and research, and to expand students' teaching competencies. Students interested in a Graduate Certificate must apply to the Certificate Program Director. A list of available programs is available on the Degree Programs page of graduate school website, www.graduateschool.emory.edu. Certificate programs may have eligibility criteria; check with the Director of the specific certificate programs for details.

Certificate programs require at least 16 credits of coursework at the 500 to 700 level. Certificates must have some requirements, in addition to the minimum credit hours, that make the course of study systematic and cohesive. This may take the form of required core courses, exam, project, or practicum.

Students may enroll in more than one certificate program, but no more than 4 credits may be counted toward two certificates. Because certificates are intended to enhance interdisciplinary education, no more than 4 credits from a student's home program may be counted toward any one certificate. Transfer credits may not be applied toward certificate requirements.

Upon finishing the certificate program requirements, the student must obtain a Certificate Clearance Form documenting completion of the requirements. This form should be submitted to the Laney Graduate School in conjunction with PhD completion form. Students will not be awarded an actual certificate from the Laney Graduate School. Certificates are only notated on student transcripts.

1.2 Dual and Joint Degrees

The Laney Graduate School requires that all dual degree programs be allowed a maximum of 20% of credit hours to be double-counted or exchanged toward the dual degree. For example, if a Master's Degree consists of 30 credit hours, a maximum of 6 credit hours may be double-counted with the other degree.

1.2.1 MD/PhD

The MD/PhD program provides pre-doctoral training for careers in academic medicine. It is designed to provide highly qualified students with the in-depth, high-caliber research training and medical education that will be required of future academics in the biomedical and public health sciences. An average of seven years is required to complete the program. A student applying for the MD/PhD program may elect to receive any PhD offered by the Laney Graduate School. A student must apply to and be accepted into both the graduate school program and the Medical School.

For more information, please contact the Medical School; see <http://med.emory.edu/education/MDPHD/>.

1.2.2 JD/PhD

A joint Doctor of Law/Doctor of Philosophy (JD/PhD) degree is offered through the Graduate Division of Religion and the School of Law. Prospective candidates apply separately to both the School of Law and to the Laney Graduate School, indicating on the applications a desire to study for the JD/PhD. Both schools must accept a candidate before matriculating in the joint degree program. A student already enrolled in the School of Law or the Laney Graduate School may apply to the other school for admission to the JD/PhD program. If admitted, the student's previous degree work will be counted toward the joint degree requirements.

For more specific information, please contact the Center for the Study of Law and Religion; see <http://cslr.law.emory.edu/degree-programs/degrees-and-requirements/#c212>.

1.2.3 Master of Arts/Master of Theological Studies

A dual Master of Arts in Bioethics/Master of Theological Studies (MTS) degree is offered through the Laney Graduate School and the Candler School of Theology. Students interested in the intersection between religion/theology and bioethics may be interested in this dual degree. The purpose of the program is to train a small number of elite students to pursue careers in faith-based organizations, to teach at secondary schools, or to pursue advanced studies in bioethics and moral theology. This dual degree will serve the needs of individuals whose career goals involve working in bioethics, patient advocacy, or pastoral care at a faith-based health care institution or organization who desire to have a robust understanding of the intersection of religion and health or health care. Additionally, combining the rigorous study of bioethics with a deep exploration of theological conceptions of health, illness, and disease may enable graduates to pursue careers in faith-based organizations, to teach at secondary schools, or to pursue advanced studies in bioethics, theology, or related fields.

Students interested in the MA-Bioethics/MTS dual degree must apply separately to each program, and should be sure to indicate their interest in the dual degrees on both applications. A student already enrolled in the Laney Graduate School or Candler School of Theology may apply to the other school for admission to the MA in Bioethics/MTS dual degree program.

1.2.4 Master of Arts/JD

A dual Master of Arts in Bioethics/Doctor of Law (JD) degree is offered through the Laney Graduate School and the School of Law. The purpose of the program is to train students to be able to work effectively at the intersection of law and bioethics and to participate in the development of health-related public policy and legislation. This dual degree program provides an invaluable opportunity for students to engage meaningfully in the study of both law and bioethics; students will learn not only about the bounds of each of these disciplines, but also about the ways in which a rich discourse can be fostered by connecting these academic fields of study. Students who graduate with the dual degree in law and bioethics will not only be able to work effectively at the intersection of these disciplines, but will also be poised to participate in the development of public policy and health legislation.

Students interested in the MA-Bioethics/JD dual degree must apply to each program separately, and should be sure to indicate their interest in the dual degree on both applications. A student already enrolled in the Laney Graduate School or the School of Law may apply to the other school for admission to the MA in Bioethics/JD dual degree program.

1.2.5 Master of Arts/MD

A dual Master of Arts in Bioethics/MD degree is offered through the Laney Graduate School and the School of Medicine. This program is designed to prepare students from the very onset of their medical careers to be equipped to identify, address, and assess ethical issues as they appear in clinical practice. Students who graduate with a dual MD/MA-Bioethics degree will not only be prepared to enhance the care they provide to patients, but also will be prepared to work on issues of public policy as it relates to the provision of clinical care, to serve on or chair ethics committees, or to conduct education on the ethical foundations of clinical practice. All students in Medicine at Emory complete a 5-month Discovery Phase, which gives students an opportunity to participate in research in their individual areas of interest. Students with an interest in a robust program in bioethics simply replace the 5-month Discovery Phase with the MA-Bioethics Program between years 4 and 5 of medical school. Students will complete a substantive research project as part of the MA-Bioethics program that will also be suitable for the medical school capstone requirement.

Students interested in the MA-Bioethics/MD dual degree must apply to each program separately, and should be sure to indicate their interest in the dual degree on both applications. A student already enrolled in the

Laney Graduate School or the School of Medicine may apply to the other school for admission to the MA in Bioethics/MD dual degree program.

1.2.6 Four-Year Bachelor's/Master's Programs

Note: these programs are currently under review and may be modified in the near future.

Exceptional Emory College of Arts and Sciences students with superior undergraduate records may be eligible for a combined degree program in which the bachelor's and master's degrees are awarded conjointly at the end of four years. Departments reserve the option of offering such a program and selecting students for participation. Interested undergraduates should consult their departments as early as possible for details.

The following outlines the administrative procedures governing the bachelor's/master's program.

(A) Selection

The department selects students who will be invited to participate in the program.

(B) Notification of the Emory College of Arts and Sciences and Laney Graduate School offices

As soon as students have been selected, departments or programs should send a list of BA/MA and BS/MS students to the graduate school Manager of Enrollment Processes and Records, and to the Emory College of Arts and Sciences Office for Undergraduate Education.

(C) Application for admission to the Laney Graduate School

A Four-Year Bachelor's/Master's Application for Admission Applications must be submitted **during the spring semester of the junior year**, along with the departmental recommendation letter for the program. Scores from the General Test of the Graduate Record Exam (GRE) must be received no later than thirty days before the fall semester. Students will not be recognized by the graduate school as dual degree students until this step is completed. There is no application fee, and transcripts are not required. Students are advised to contact the Laney Graduate School Manager of Enrollment Processes and Records in the fall of their junior year to discuss administrative details of the admissions process.

(D) Admission

The student will be accepted into the Laney Graduate School, effective fall semester of the senior year. The student will continue to register through Emory College of Arts and Sciences and will be enrolled under the Emory College career, never the Laney Graduate School career.

(E) Application for degrees and submission of the Master's Clearance Form

The MA/MS degree application, Master's Clearance form, and thesis must be submitted according to the procedures and dates listed in the graduate school calendar. A separate application for the bachelor's degree must be made according to Emory College of Arts and Sciences procedures.

(F) Grades of C- or D

The grades of C- or D are not recognized by the Laney Graduate School. The grades of C- or D may be assigned to a BA/MA or a BS/MS student enrolled in a graduate course, but they carry no graduate credit.

(G) Failure to complete the master's

Should the student fail to complete requirements for the master's degree during the period of time within which requirements for the bachelor's degree are completed, the bachelor's degree will be awarded in accordance with regular Emory College of Arts and Sciences procedures and regulations.

All requirements for the master's must be satisfied within one calendar year of award of the bachelor's degree. A student who fails to complete all requirements for the master's degree within this time frame will not be allowed to continue under the terms of the dual degree program.

(H) Tuition

Should the student need to enroll the semester following completion of the BA/BS degree in order to complete the MA/MS thesis, the student will be charged ECAS tuition and fees.

1.2.7 4 + 1 BA/MA Program

In partnership, the Laney Graduate School and Emory College's Department of English will offer the 4+1 BA/MA program to advanced students who seek additional training in literary studies, research and writing before advancing with their careers. The program bridges the undergraduate senior year with a fifth ("+1") year of graduate study in the Laney Graduate School. Students admitted to the program will undertake limited graduate work in their undergraduate senior year and will remain in the Department of English for a fifth year to concentrate exclusively on graduate studies. Enrolled students take limited graduate coursework during their senior year, and then divide time between additional coursework and work on a Master's thesis during the fifth year of study.

(A) Selection

The department selects student who will be invited to participate in the program.

(B) Application for admission to the Laney Graduate School

Applicants must be Emory English majors in their junior year. Students planning to apply should complete at least seven English courses by the end of the junior year. Students must apply for a Masters in English during their senior year in Emory College. To apply for admission to the Laney Graduate School, students must complete a 4 +1 Application for Admission. Transcripts are not required by the Laney Graduate School but are required by the Department of English. There is no application fee. Students are advised to contact the Director of Graduate Studies in English and the Laney Graduate School Manager of Enrollment Processes and Records in the fall of their junior year to discuss administrative details of the admissions process.

(C) Admission

The student will be accepted into the Laney Graduate School in full standing, effective fall semester of the student's fifth year. The student will register through the Laney Graduate School. Tuition for the fifth year will be 50% of the standard tuition rate for the Laney Graduate School. Students will also be responsible for the payment of fees and health insurance.

(D) Application for degree and submission of the Master's Clearance Form

The MA degree application, Master's Clearance Form and thesis must be submitted according to procedures and dates listed in the Laney Graduate School calendar. The application for the bachelor's degree must be made according to Emory College of Arts and Sciences' procedures.

1.3 Standards of Academic Performance and Status

1.3.1 Grades and Performance

(A) Grading System

The symbols A, A-, B+, B, B-, C, F, W, WF, S, U, WU, IP, I, IF/IU and AUD are used in the Laney Graduate School to indicate the following:

Grade	Meaning	Quality Points
A	Superior work	4.0
A-		3.7
B+		3.3
B	Satisfactory	3.0
B-		2.7
C	Marginal	2.0
F	Failing	0.0
S	Satisfactory*	
U	Unsatisfactory*	
W	Withdrawal without penalty*	
WF	Withdrawal while failing	0.0
WU	Withdrawal while performing unsatisfactorily*	
IP	In progress*	
I	Incomplete*	
IF/IU	Incomplete Failing / Incomplete Unsatisfactory	
AUD	Audit*	

* These grades are not included in the calculation of a student's grade point average.

For students taking graduate-level courses (500 and above), the grades A and B only may be modified as A-, B+, B-.

(B) Grading Basis

In a number of programs, a student is allowed to take course work outside the program or division of concentration on an S/U (satisfactory/unsatisfactory) basis. All other courses should be taken for letter grade (L/G). Students should consult their Directors of Graduate Studies or advisers to determine whether this S/U option is allowed within the program or division and what restrictions have been placed upon its use. No residence or course credit is allowed for an F, W, WF, WU, IP, I, or IU

Two tentative status notations may be given:

An I notation (incomplete) is appropriate when a student, due to illness or some other unexpected circumstance, fails to complete all requirements for a course.

When a course, seminar, or research activity is intended to last more than one semester, the notation IP (in progress) is made at the end of each grade period until the final grade is given. ***The IP grade is NOT a substitute for an incomplete.***

A student must complete all incomplete (I) and/or in progress (IP) work prior to completing a degree.

(C) Incomplete Work

When assigned work is not completed in a semester, the instructor may assign a grade of I (incomplete). If the work is not completed within one calendar year, the graduate school will change the grade from I to IF or

IU (depending on the grading basis). A grade of IF or IU is deemed unsatisfactory, resulting in probation. Only the graduate school can change the grade of IF or IU. To change the grade, the instructor must make a request to the graduate school, citing compelling reasons for the grade change.

(D) Academic Performance

The Laney Graduate School sets the minimum standards a student must meet for satisfactory academic performance. Programs may establish more stringent standards. The graduate school defines unsatisfactory academic performance as follows:

A GPA in any semester of less than 2.7

Receipt of a grade of F, U, IF, or IU in any course

Receipt of two or more incompletes in a semester, or an incomplete in one 12 credit hour course.

A student whose academic performance is deemed unsatisfactory will be placed on probation for one semester. During the probationary semester, the student must receive no failing grades, must reduce the number of incompletes on his or her record to one, and must attain a cumulative GPA of at least 2.7. During the probation, the student will not be allowed to take incompletes in any courses without permission from the graduate school. A student who fails to meet the above conditions will be placed on probation for a second semester. The graduate school will terminate a student who merits a third consecutive probationary semester unless the program provides written justification for the student's continuation **and** the graduate school grants approval.

Any student who meets the conditions of probation described above will be reinstated to good standing. The reinstatement happens automatically and the student will not be notified of the action. The Director of Graduate Studies or Program Director should discuss with the student the terms and conditions of probation and of reinstatement to good standing.

(E) Due Progress

A student will be considered to be making due progress toward the degree if she or he is in good standing and meets one of the following conditions:

The student maintains through the academic year a minimum registration in the fall or spring semester of at least twelve semester hours (12 hours for summer) in which a grade of IP, S, or B- or better is earned.

Students in tuition-paid status who have submitted their dissertations or theses (terminal programs) and need registration in order to apply for a degree, may enroll in Grad RES, which will meet the registration requirement.

The student is within an officially awarded extension period and meets the registration requirement stated above.

The student has been granted an officially awarded leave of absence. The student should understand, however, that loan and federal agencies might not recognize a leave of absence as grounds for deferment.

(F) Permanent Academic Record (Transcripts)

Upon written request to the Registrar, students may receive an unofficial copy of their academic transcript or have official transcripts, bearing the university seal and validating signatures, mailed to agencies or institutions for a charge, provided that the student's record shows no financial indebtedness to the University. The charge for unofficial transcripts is \$4 per request. For official transcripts issued to a student, the charge is \$8 per request. For official transcripts issued to a 3rd party, the charge is \$4 per request. All transcripts include the entire academic record; no partial or incomplete statements of record will be issued as transcripts. For prompt receipt of transcripts, students should make requests within a reasonable time prior to need. Delay in

issuance may occur immediately before or after a term break due to grade processing in the Registrar's office. Students should make requests via OPUS, by mail, or in person at the Registrar's office.

(G) Grade Appeals

Students who believe that an assigned grade is incorrect should first discuss the assignment of the grade with the instructor. Students who do not think the problem has been or may be resolved in this manner should address their concern to the Director of Graduate Studies or Program Director, who will seek to resolve the matter with the instructor and the student. Consistent with principles of academic freedom, responsibility for evaluation of a student's work rests with the course instructor. Use of this procedure for resolution of a grade dispute will not prejudice in any way a student's rights under the Laney Graduate School or University student grievance procedures.

1.3.2 Status and Standing

(A) Enrollment Status

In accordance with general graduate school policy, programs determine the enrollment status or standing into which an applicant is admitted. Programs may require additional course work and hours beyond the graduate school's established minimum requirements.

(B) Full Standing

Students who have completed a bachelor's degree and who are in their first year of graduate work pursuing studies leading to a master's degree or the PhD are admitted in full standing.

(C) Advanced Standing

Moving to Advanced Standing

Students admitted to PhD programs in full standing move to advanced standing after completing 24 hours of graduate level coursework in good standing unless their programs require additional course work or other work for advanced standing. If that is the case, the program must notify the graduate school when the student subsequently meets program requirements for advanced standing. Audited course hours are not included in the number of required hours to move students from full standing into advanced standing. TATTO and ELSP courses are not included in the number of required hours to move students from full standing into advanced standing. However, students who receive grades of F or U in TATTO or ELSP courses will not move from full standing into advanced standing.

The 24 credit hours may include 12 hours of transfer credit.

Upon recommendation of the program and approval of the graduate school, applicants to PhD programs with master's degrees or equivalent in the same or a closely related field of study may be admitted in advanced standing. At the time of first enrollment, programs must notify the graduate school if the student is in advanced standing. Unless notified, the graduate school will place the student in full standing at time of first enrollment. Advanced standing cannot be awarded retroactively.

The formal requirement for admission to advanced standing is the satisfactory completion, within the five preceding calendar years, of a Master of Arts or a Master of Science degree, or the equivalent, at an accredited institution. The master's program should represent a specialization significantly related to the student's advanced scholarly interest.

If a student has finished a minimum of one year of graduate study at another institution but not obtained a master's degree, up to 12 hours of that credit can be transferred into full standing. If a student has been in the equivalent of advanced standing at another institution but does not have a master's degree, the program and the graduate school will determine how much credit will be transferred and whether the student will be admitted in full or advanced standing.

Credits in Advanced Standing

The graduate school requires a minimum accumulated credit of 48 semester hours in advanced standing for the PhD degree.

Only students in candidacy may enroll in dissertation research courses (799r).

Students in Natural, Biological and Biomedical Sciences: GDBBS, Chemistry, Physics and Neuroscience and Animal Behavior (Psychology):

The total credit hours required for students in advanced standing for a PhD in these fields will remain 48. At the discretion of the program, however, the number of research hours may be increased to 32 from 24 and the number of course hours reduced from 24 to 16. In addition, the number of directed study (797r) credits that may be used for course hours that apply toward degree requirements will be increased from 4 to 6.

(D) Change of Degree Program

A student who wishes to transfer from one program to another within the Laney Graduate School must make a written request to the Director of Graduate Studies of both programs using the Request for Program Transfer form available on the Laney Graduate School website. Readmission is approved at the discretion of the graduate program and the Dean of the Laney Graduate School. Programs may prescribe additional course requirements for readmitted students. Students wishing to transfer from one program to another do not have to submit new applications or application fees to the graduate school. The student's funding follows the student. The new program will determine the number of hours credited from the old program towards tuition-paid status based on new degree objectives and requirements. The maximum credit that can be transferred from the old program is 24 hours. When an international student's program transfer has been approved and processed by the graduate school, the student must consult with the International Student and Scholar Programs office about any necessary adjustment to the student's I-20.

(E) Transfer Credit

Up to 12 semester hours of course work completed at another graduate institution may be transferred to the degree at Emory. Any amount over 12 hours must have strong support from the program and be approved by the Dean. In no case will more than 24 total hours be transferred. Additionally, no course work accepted for transfer credit can have been applied toward another conferred degree. Students admitted to full standing with general or specific deficiencies or whose prior degrees were conferred eight or more years before admission may be required to complete additional requirements. The Director of Graduate Studies will discuss additional requirements with the student.

1.3.3 Withdrawals and Leaves of Absence

(A) Voluntary Withdrawals

A student who decides to withdraw from his/her program of study should provide written notification to the Director of Graduate Studies in her/his program. Upon receiving written notification from the student, the Director of Graduate Studies should inform the Dean of the Laney Graduate School of the student's decision to withdraw.

(B) Involuntary Withdrawals

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.

Withdrawal in such cases shall normally incur no academic penalty for the term in which the student is enrolled, and a tuition refund, if any, shall be based on the schedule established for voluntary withdrawal. 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.

The procedures for involuntary withdrawal are explained in detail in Section 3.3.

(C) Leaves of Absence

A student in good standing may be granted 2 one-year leaves of absence upon recommendation of the student's program and approval of the Dean. Leaves of absence are available to students only within eight years of admission to advanced standing. The student must demonstrate that during this period he or she must interrupt progress toward the degree. The student should be aware that the university will not certify to loan officers or government agencies that a student on leave of absence is in residence or actively pursuing a course of study.

For the purpose of determining eligibility for leave of absence, a student must be in good standing and have resolved all incomplete work. Time spent in leave of absence does not count toward the eight-year limit in advanced standing or the five-year limit for the terminal master's degree. Students beyond these limits are not eligible for leave but may apply for extension of the time allowed to complete degree requirements in accord with the rules governing such extensions.

Leaves of absence are not to be used to resolve academic difficulties, reconsider continuation in graduate study, or complete incomplete work. Rather, this policy is intended to allow students to step out of academic work for a specified period, during which they will be unable to continue work in any way, as when required to take advantage of a unique professional opportunity, deal with short-term disabilities, or meet competing responsibilities of a nature which preclude meaningful work toward the degree. Issues pertaining to pregnancy, childbirth, and childcare should first be considered through our Parental Accommodation Policy (section 1.3.4), but may also be address through the leave of absence policy.

A student returning to the Laney Graduate School after a leave of absence should request readmission at least 30 days prior to the beginning of the term in which he or she wishes to return. Readmission forms are available on the Laney Graduate School website at www.gs.emory.edu and require the signature of the Director of Graduate Studies. Programs may require re-examination or other demonstration of the currency of a student's preparation beyond eight years of admission to advanced standing.

(D) Readmission

Students who do not take course work for consecutive semesters, excluding summer semester, must apply for readmission **at least 30 days before** the semester in which they wish to re-register. The student and the Director of Graduate Studies or the Program Director must sign the application for readmission. Readmission is approved at the discretion of the program or division, and programs may prescribe additional course requirements for readmitted students.

When approving readmission, programs should pay particular attention to a student's academic standing at the end of the last semester registered and to grades of incomplete which were converted to Fs during the student's absence. Students who have exceeded the eight-year limit on time to degree cannot be readmitted without an official extension. Students who discontinued work with a terminal master's degree will not be readmitted.

(E) Readmission in Special Standing

Those whose registration has lapsed for one semester or more excluding summer must submit the Application for Readmission at least 30 days before registration.

1.3.4 Parental Accommodation Policy

This policy is for students with substantial parenting responsibility as a result of childbirth, care of newborn, or a newly adopted child. This policy guarantees PhD students a minimum level of accommodation during the transition to parenthood.

(A) Policy

The caregiver designated as having substantial parental responsibility may be relieved of full-time graduate duties and responsibilities for up to **eight weeks** after the birth or adoption of a child. Up to four of those weeks may be situated before the anticipated birth or adoption date.

(B) Eligibility

Any matriculated doctoral student in good academic standing.

Note: If both parents are Emory PhD students, they may discuss with their respective programs and the Laney Graduate School a reasonable and feasible proposal for dividing up a twelve week accommodation period.

(C) Funding

Eligible students who are receiving stipend support would continue to receive this support throughout the accommodation period.

If a student is funded through a training or research grant the extramural sponsor will be expected to continue to fund the student to the extent allowable by the granting agency.

If a student is ineligible for funding through his or her extramural sponsor during this accommodation period, the student will receive the stipend from the Laney Graduate School. During these eight weeks, students are expected to maintain registration, remain in contact with his or her advisor, and perform limited academic work as possible (e.g., reading) (assuming the good health of the student and the infant or child). After the eight week period is over, students are expected to resume their responsibilities as outlined by the granting agency.

(D) Accommodation Principles

Enrollment Status

PhD students benefitting from accommodation will remain as full-time students, and thus their eligibility for graduate student benefits remains intact (e.g., student services and insurance).

Suspension of Academic Requirements and Duties

PhD students benefitting from accommodation are relieved of full-time academic and program responsibilities such as teaching and research assistant duties, official academic examinations such as qualifying or preliminary examinations, lab and research schedule and deadlines, coursework.

- a. Scheduled coursework or examinations should be rescheduled if possible and as necessary to avoid conflicts with the accommodation period; re-scheduling should provide reasonable time to complete these academic requirements. In the event that the amount of course work to be rescheduled is excessive, the student may need to drop the course and retake it in another semester.
- b. The student's program will develop a plan to replace necessary duties and responsibilities, such as teaching and research. The Laney Graduate School expects that the program will exercise flexibility in this process. Contact the Senior Associate Dean in Laney Graduate School for specific discussion of this matter, if necessary.

Accommodation is not a leave of absence

Students benefitting from accommodation are expected to maintain registration, remain in contact with their advisor, and perform limited academic work as possible (e.g., reading) (assuming the good health of the student and the infant or child). Students may prefer to apply for a leave of absence. See 1.3.3 (C).

(E) Requesting Accommodation Procedure

PhD students seeking accommodation should inform their program (normally through their Director of Graduate Studies (DGS)), advisor, and Laney Graduate School in writing **at least 3 months before accommodation is anticipated**, unless unforeseen circumstances arise, in order for programs to have adequate time to plan any replacement needs. Students are expected to take into consideration the needs of their program and colleagues in determining when to inform their program.

The written request must indicate the “expected” birth or adoption date.

Directors of Graduate Studies will submit a request for the accommodation on behalf of the student in writing to the Dean of the Laney Graduate School.

Dean of the Laney Graduate School will review and approve the accommodation.

Form and instructions for Parental Accommodation Request is on the graduate student website at www.gs.emory.edu.

1.3.5 Degree Completion

A student approaching the end of a degree program is responsible for ensuring that all program, Laney Graduate School and University requirements and deadlines are met. Failure to do so may result in failure to receive the degree until the following semester. All deadlines are published in this handbook and on the graduate school website. Details are on the Degree Completion page of the graduate school website, www.gs.emory.edu.

(A) Candidacy

PhD candidates must have been admitted to candidacy at least one semester before applying for degree. Students must complete and submit to the Laney Graduate School the Application for Admission to Candidacy form. Students cannot apply for candidacy and graduate in the same semester. At this time, all students are expected to be in candidacy no later than the end of their fourth year of study. The graduate school strongly recommends timely filing of candidacy. Candidacy is a marker of program quality and reflects nationally and internationally on program success. At the very latest, students must be admitted to PhD candidacy at least one semester before applying for the degree.

(B) Registration and Awarding of Degrees

Students must be registered full time in the semester in which they receive their degrees. If students have not defended, they should enroll in course 799R. If the student has defended, then enrolling in the residency course 999GS satisfies this requirement. Tuition and fee charges for both courses are the same.

(C) Application for Degree

Students must submit a formal application for a degree to be awarded in a particular semester: spring, summer, or fall. Forms are available in the graduate school office and on the graduate school website.

Students should return completed forms to the graduate school by the deadline, which usually falls near the beginning of the semester (see the graduate school website for deadlines). The graduate school charges a late fee for applications received after the deadline. Applications for degree are valid only for the semester in which they are filed. A student who applies for the degree and does not complete all requirements must apply again and register full time for the semester in which the student will receive the degree.

(D) Degree Clearance Form (Completion of Requirements Report)

This form certifies that the student has completed all requirements for the degree. Students receiving a master's degree must attach a copy of their transcript to the Clearance Form. The Clearance Form must be submitted to the graduate school office before or with the dissertation/thesis. Dates for receipt of this form are listed in The Laney Graduate School Handbook calendar (back cover) and on the web. Candidates must resolve all incomplete grades and administrative F and P grades before submitting the Clearance Form.

(E) Submitting the Dissertation or Thesis

All dissertations and theses are submitted electronically, through the Electronic Theses and Dissertation Repository. The electronic copy submitted to the ETD Repository becomes the official and archival copy.

Students must submit to the Laney Graduate School one printed copy of the dissertation or thesis, with a number of special pages and forms included. This printed copy is reviewed by the graduate school, and must be approved by the Dean before a student can be cleared to graduate.

Detailed instructions for submitting the dissertation or thesis are in the document "Submitting Your Thesis or Dissertation," available on the graduate school website.

(F) Survey of Earned Doctorates Form

The Laney Graduate School requires that PhD candidates complete two surveys: the Laney Graduate School Exit Survey and the Survey of Earned Doctorates. Both of these can be completed on-line. Certificates of completion should be printed and submitted to the Laney Graduate School with copies of the dissertation and other required forms. Master's students are only required to complete the Laney Graduate School Exit Survey.

(G) ProQuest/UMI Publishing Agreement

All PhD candidates must complete and submit the ProQuest/UMI Publishing Agreement. Copyrighting is optional. Master's candidates do not need to publish their theses with ProQuest/UMI, but may do so. Master's candidates who want to copyright their theses can do it through ProQuest/UMI.

(H) Master's Degree on the Basis of Candidacy

Some doctoral programs award master's degrees to students who have reached doctoral candidacy. Students who are receiving a master's on the basis of candidacy must submit Candidacy, Application for Degree, and Degree Clearance forms to the graduate school by the published deadlines.

(I) Financial Obligations to the University

All financial obligations to the University must be cleared before the student graduates. These obligations include tuition, student health charges, parking fines, and library fines. Failure to settle outstanding charges will result in holds being placed on diplomas, transcripts, and other student records.

(J) Commencement Ceremony

University commencement is held once each year, at the end of spring semester. Students receiving degrees in the previous summer and fall as well as in the spring receive their diplomas at this time. Students graduating in the summer and fall semesters can opt to pick up their diplomas or to have them mailed to an address specified by the student.

Students who graduate in the summer and fall should indicate whether they expect to return for commencement in the spring, and should leave the graduate school a permanent email address for confirmation of their attendance plans.

Students who have a FERPA information suppression hold on their personal information should know that their names will not be printed in the commencement program. Names will be printed only if the FERPA hold is removed, and the hold can be removed only by the University Registrar's office.

(K) Diploma Notation and Name

Students should note that while transcripts will show majors and degrees received, diplomas will not. Only the degree received is displayed on a diploma, not the major field. For example, a student receiving a PhD in English will receive a diploma stating that he or she has been awarded the Doctor of Philosophy, not the Doctor of Philosophy in English. The same applies to master's diplomas.

Prior to graduation, students should update their permanent mailing addresses and email addresses in OPUS.

The diploma from Emory University will be printed with the student's official name as it appears in OPUS. For more information, see Emory's name policy at <http://policies.emory.edu/10.1>.

1.4 Registration

For information about new students registration, see the graduate school website, www.gs.emory.edu.

Unless instructed otherwise by the program, all continuing degree-seeking students in the graduate school can register themselves via OPUS. To assist with the registration process, students will be provided with specific instructions by email prior to pre-registration. Additionally, students should pay particular attention to program instructions regarding registration.

Students must settle their accounts with the Office of Student Financial Services. Students who do not complete payment by published deadlines will be assessed a \$150 late fee.

(A) Continuing Students Registration Procedures

There are two steps to registration: signing up for courses and paying or arranging for payment of bills. Students should check with program staff prior to pre-registration for program-specific requirements. The basic steps are outlined below.

(B) Signing up for Courses

Registration forms are available on the graduate school website.

Students complete registration forms. Students registering for coursework must indicate the class number, OPUS course number, number of credit hours, and grading option for each course. They must also obtain signatures for permission only (section numbers ending in P) and overloaded (closed) courses. Students should consult with programs and course instructors before registering to audit a course.

Students' faculty advisor review course selections and sign the forms.

Students submit registration forms to program offices for approval. Programs may require students to obtain faculty signatures on approved schedules prior to pre-registration.

After complying with program procedures, students may pre-register in OPUS. The dates of pre-registration are published on the Registrar's website.

Students are responsible for obtaining the required program approval for their schedules and for verifying that their registration is correct.

Special standing students may not use OPUS to pre-register. Special standing students must obtain required signatures from course instructors and programs. Some programs require special standing students to obtain permission from the Director of Graduate Studies. Special standing students turn in completed and approved registration forms to the graduate school. The graduate school will enter the schedule in OPUS on the first day of Registration.

(C) Registration Status

Students in the Laney Graduate School register in one of three forms:

Enrollment: All students taking courses must be in enrollment status. This includes all audit, directed study, and research courses as well as standard coursework for both degree-seeking and special standing students. Students in enrollment status may not register for RES 999GS.

Residency: Students who wish to maintain student status should register in residency status in the 999GS course for 12 hours. Residency status is normally used only in the summer. The 999GS course may be used only in conjunction with the residency or tuition-paid form of study. It may not be used in conjunction with other courses in order to reach the required load of 12 credit hours per semester. Students who wish to use university facilities during the summer do not have to enroll in 999GS during the summer as long as they were enrolled during spring semester and intend to enroll for fall semester.

Tuition-paid: Students who have completed 48 hours in advanced standing are registered in tuition-paid status. They may register for 12 hours in 999GS, for 12 hours in dissertation research, or for courses.

(D) Payment of 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. Students must be registered full time (12 hours) in order to receive stipends, federal loans, and federal loan deferrals. Students are required to register in addition to paying their bills.

Bills will reflect tuition scholarships, other credits, and charges.

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

Students who fail to pay their bills by published deadlines must pay a late registration fee of \$150. Registration will be canceled for students who do not pay their fees.

Students who fail to enroll in coursework and do not pay their bills by the end of add/drop will have their registration and their financial award (tuition and/or stipend) canceled.

(E) Course Load

The normal course load for a full-time student is 12 credit hours during both fall and spring semesters. Some programs require students to register for 16 hours per semester. The maximum number of credits that can be counted toward tuition-paid status is 12 hours per semester.

(F) Grading Options

Students take graduate-level courses for letter grades (A, A-, B+, B, B-, C, or F). Contingent upon program approval, they may elect to take a limited number of courses as S/U (satisfactory/unsatisfactory). Degree-seeking students also may audit graduate courses with the permission of their program and the course instructor. The Registrar's calendar (www.registrar.emory.edu) lists the last date on which changes in grading basis may be made in any semester.

(G) Course Adjustments

Students' schedules can be adjusted during the university drop/add period. Any adjustments, including changing grading options, should be made with the approval of the student's faculty adviser and the Director of Graduate Studies. Students may make changes through OPUS, but they must first obtain program approval for all changes. After drop/add period through the date of record, only the graduate school can make adjustments. After the Registrar's date of record, no adjustments will be made. It is the student's responsibility to ensure that the adjustments to a course schedule are properly made prior to date of record.

(H) Withdrawal

A student who wishes to drop a course or make a complete withdrawal after drop/add must complete the graduate school form called Notification of Withdrawal. The form must be approved by both the faculty advisor and the Director of Graduate Studies and must include a detailed reason for the withdrawal. The instructor for each course must assign a grade of W, WF or WU. Courses with a grade of W will not count toward candidacy or tuition-paid status.

(I) Undergraduate Courses

Programs sometimes suggest or require that students take undergraduate-level language courses to fulfill foreign language requirements. Undergraduate language courses can count toward tuition-paid hours, but not toward candidacy. Permission by programs and instructors must be granted before enrolling in undergraduate courses.

(J) Registration for Summer Term

During summer term, students receiving Laney Graduate School funding must register full time (12 hours) for appropriate course work or for graduate residence (999GS). This status may be used for loan deferment with permission of the lending institution. During the summer term, tuition is assessed for all credit hours up to and including 16 hours. The graduate school must approve tuition scholarships for summer hours.

(K) Continuous Registration

Students should maintain continuous registration throughout the course of study in the Laney Graduate School. Students receiving 12-month stipends are required to maintain registration during the summer. If a student does not register for one semester or more, excluding summer, or if a student withdraws after registering, the student must apply for readmission.

(L) Student Loan Deferment

Registration status may affect the status of student loan deferments. Only students registered for 12 or more hours of credit are recognized as pursuing degrees full-time. The graduate school will certify full-time enrollment for those students. Students are advised to consult with their lending agencies for specific enrollment requirements.

(M) Dual Registration

Students may not establish residence in more than one school of the University at the same time. A graduate school student who wishes to take a course in a degree program offered by another school of Emory University must obtain permission from his or her advisor, the course instructor, the DGS, and the Deans of the two schools. The student registers through the graduate school and course credit will apply only toward the student's graduate school degree program. Students are reminded that courses taken may count only toward a single degree. Students in recognized joint or dual degree programs, such as the JD/PhD, will be accommodated in ways that vary from program to program.

(N) Cross Registration – Atlanta Regional Consortium for Higher Education (ARCHE)

Emory participates in the Atlanta Regional Consortium for Higher Education cross registration agreement. Students may take courses on a space-available basis at member institutions if the course is not being offered concurrently at the home institution. Participating institutions are: Agnes Scott College, Atlanta College of Art, Clark Atlanta University, Columbia Theological Seminary, Georgia Institute of Technology, Georgia State University, Institute of Paper Science & Technology, Interdenominational Theological Center, Kennesaw State University, Mercer University in Atlanta, Morehouse College, Morehouse School of Medicine, Morris Brown College, Oglethorpe University, Southern College of Technology, Spelman College, and the University of Georgia. ARCHE registration application forms are available in the graduate school or online at www.atlantahighered.org. Cross registration does not take place during the summer.

Before cross registering, students must obtain permission from their advisers, programs, and the graduate school. Many participating schools require certain immunizations and students may be required to produce copies of immunization records before cross registering. Questions about cross registration should be directed to the cross registration coordinator for Emory University, at 404-727-2810. Details are at http://registrar.emory.edu/students/arche/arche_emory_students.html.

(O) Registrar

The Office of the Registrar maintains official student records, certifies enrollment, and issues all transcripts. The Registrar is in 100 Boisfeuillet Jones Center – Suite 200. Phone: 404-727-6042. For more information see www.registrar.emory.edu.

1.5 TATTO

The four stages of the TATTO program provide students with credible training and optimal teaching experience, while ensuring that they are not overtaxed with teaching responsibilities. With few exceptions, no student may serve more than a total of four semesters in any combination of teaching assistant and associates positions during his or her first four years at Emory.

1. The first stage of TATTO is a short course offered in late summer. It should be taken immediately prior to a student's first teaching experience. Faculty for this course is drawn from among the best teachers across the university. The syllabus covers general topics of importance to all students, including syllabus writing and grading, lecturing and leading discussions, the use of writing as a pedagogical tool, the conduct of lab sessions, and the use of new technologies in the classroom. Because the summer course is offered between semesters, it is credited to a student's transcript the following fall when students register for TATT 600.
2. In the second stage, programs provide training that addresses intellectual problems and teaching strategies from the perspective of particular disciplines. Students register for the program-teaching course, offered as a regular course through the Registrar's course listings. Optimally, students enroll in this course at the same time they participate in their first teaching opportunity, the teaching assistantship.
3. The teaching assistantship, the third stage of the TATTO program, varies from program to program. The defining characteristic of the teaching assistantship is a controlled, carefully monitored initial teaching opportunity. A faculty member who provides continuing guidance and evaluation closely supervises the teaching assistant. The student registers for TATT 605 during the semester of the teaching assistantship.
4. The teaching associate position, the fourth stage of the TATTO program, advances the student to a teaching opportunity with greater responsibilities. The graduate school favors a co-teaching model for this stage, one in which the student and a faculty member collaborate in all aspects of a course, from syllabus design to final grading. In many programs, graduate teaching associates are largely responsible for teaching a course of their own design. In all cases, teaching associates can expect attentive mentoring and evaluation. Students register for TATT 610 during the semester of the teaching associate position. (**Note:** Not all students in science programs participate in the fourth stage of TATTO.)

Students who demonstrate exceptional teaching ability may be eligible to apply for appointment as Dean's Teaching Fellows. To be eligible for consideration, a student must have completed all graduate school and program requirements except the dissertation and must have been admitted to PhD candidacy. Dean's Teaching Fellows have complete responsibility for the course or courses they teach. The Laney Graduate School offers a number of these fellowships to students, usually in their fifth or sixth year, on a competitive basis.

(A) TATTO Credit

The Registrar notes TATTO credit on transcripts, which documents fulfillment of the degree requirement. The graduate school TATTO summer course, the teaching assistant, and the teaching associate positions do not count toward the total number of credit hours required for the PhD. The credit hours for the program course are counted toward the total required for the PhD, but not toward the minimum 20 hours of course work.

Under rare circumstances, students with significant prior college teaching experience may request exemption from some TATTO requirements. In such cases, the student's DGS should submit a written request for exemption to the Laney Graduate School, outlining the extent of the student's prior teaching experience. If the experience closely matches a given TATTO requirement, that requirement may be waived. However the first stage, the Laney Graduate School TATTO summer course, is required of all students who teach at Emory, without exception.

(B) Teaching Assistant and Associate Positions

The terms teaching assistant and teaching associate designate a student's progress through the TATTO program. Teaching Assistant positions vary from program to program. The defining characteristic of this position across all programs is a controlled, carefully monitored initial teaching opportunity. A teaching assistant may be responsible for 10 to 12 hours per week of discussion, laboratory supervision, etc. The Teaching Associate position advances the student to a teaching opportunity with greater responsibility, sometimes in a co-teaching arrangement with a faculty member. In some programs, the student and faculty cooperate on all aspects of a course, from syllabus design to final grading. In other programs, a teaching associate takes full responsibility for an entire class.

In compliance with recommendations of the Southern Association of Colleges and Schools, students may not serve as the teacher of record for a course before they have completed at least 18 semester hours of graduate credit in their teaching field.

Teaching assistants and associates may not take on additional instructional responsibility without the approval of the Dean. Students should not serve more than a total of four semesters in any combination of teaching assistant and associate position during his or her first four years at Emory without the approval of the Dean.

1.6 Program for Scholarly Integrity

The Program for Scholarly Integrity (PSI) provides broad and deep engagement with the ethical issues of research, scholarship, and professional life for all PhD students in the Laney Graduate School. This engagement will take place both within broad, interdisciplinary forums and within the student's graduate program. A student's engagement with ethics should cover areas relevant to the student's course of study and should be appropriately staged throughout a student's career.

(A) Program Elements

There are three elements to the program. Completion of all elements (1) and (2) are required for candidacy, and (3) is required for graduation.

1. Students will take a 6 hour core course (PSI 600) in scholarly integrity, supported by the Laney Graduate School in collaboration with the Center for Ethics. This course has no associated credit hours, but must be completed in order to fulfill graduation requirements.

Incoming students beginning their first year in their graduate studies will register for PSI 600 either in the Fall or the Spring; students should discuss the appropriate time to register for the course with their Program Administrators. Participation in this course will be recorded on the student's transcript.

2. Students will complete a minimum of 6 hours of training in program-based ethics material. The disposition of this time is at the program's discretion. This training may take place within existing courses, such as methodology or professionalization courses. It may also take the form of faculty-led workshops or journal clubs. The intention of this part of the program is to promote student discussions with their own program faculty, and to integrate explicit attention to ethics into the regular course of graduate education.

Separate registration is not required for this element. Students will be directed by their programs towards any requirements above and beyond regular coursework. Student participation in this element of PSI will be monitored by the student's program. The student's program will indicate on the candidacy form that students have fulfilled the minimum of 6 hours of program-based material.

3. Students will also participate in a minimum of 4 public topical workshops, training sessions, or lectures, designated by the Laney Graduate School as eligible for ethics training credit. These lectures and workshops will be sponsored by the LGS and the Center for Ethics, and will include any other relevant occasional lectures or workshops.

Students will bring their ID cards to the workshops to track attendance. Participation will be recorded on the student's transcript as sections of PSI 610.

(B) PSI Credit

The Registrar notes participation in PSI 600 (1 section) and PSI 610 (4 sections) on transcripts, which documents fulfillment of the degree requirement. Neither PSI 600 nor PSI 610 count towards the total credit hours required for the PhD. The credit hours for the in-program coursework are counted toward the total required for the PhD as specified by the individual course documentation.

Part 2 Financial Information

2.1 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.

(A) Tuition and Academic Fees

Tuition for a full-time course load of 12 hours or more is \$17,900 a semester for the academic year 2012-2013. This fee covers tuition, the use of facilities of instruction, general medical and health services, and library services. Student health insurance is incurred as an additional expense.

Students registered for less than 12 hours a semester are classified as part-time and are charged \$1,492 per credit hour for fall and spring 2012-2013, and \$1,119 per credit hour for summer. Full tuition is based on 12 hours per semester during the fall and spring, and 16 hours in the summer semester. Students enrolled only in 999GS for 12 hours during fall and spring semester and nine hours in the summer are assessed \$1,250 tuition.

(B) 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. These hours may be counted toward tuition-paid status, but not toward candidacy. Audit hours do not count toward eligibility for federal financial aid.

(C) Enrollment Fee

All degree seeking students will be assessed an Enrollment Fee each semester. In 2012-2013 it is \$1,250.

(D) Mental Health and Counseling Fee

All students will be assessed a Mental Health and Counseling Fee each semester. In 2012-2013 the fee is \$58.

(E) Computing Fee

All students in the Laney Graduate School will be assessed a mandatory computing fee of \$50 each semester. This fee supports information technology and computing services, including student email, web access, and other computer-supported services. This fee will not be waived.

(F) Student Activity and Athletic Fees

An \$89 student activity fee, which finances the Student Government Association, organized student activities, and campus events, is assessed fall and spring semesters. An additional fee of \$110 per semester (\$43 in summer) is assessed each student to help support recreational and athletic programs. Students who have reached tuition-paid status are exempted from activity fees.

(G) 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. Student who do not waive out of the Emory plan by the published deadline, will be automatically enrolled in the Emory plan and billed via Student Financial Services. For information regarding the health insurance plan for students offered by Aetna and endorsed by Emory University, call 404-727-7560 or visit the Student Health and Counseling Services web site at www.studenthealth.emory.edu (click on Health Insurance Requirement). Emory's student health insurance plan has no pre-existing condition limitations or exclusions.

(H) 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.

(I) Courtesy Scholarships

Emory employees must contact Human Resources for information about eligibility for courtesy scholarships. Application fees and tuition for audited courses are not covered by courtesy scholarships.

2.2 Merit Awards and Financial Aid

Tuition scholarships and stipends are awarded on a competitive basis to students in the graduate school. Official notification of merit awards comes from the Laney Graduate School, although some programs advise students of their award recommendations. Additionally, all offers of financial assistance are made in accordance with the resolution adopted by the Council of Graduate Schools (CGS). A copy of this resolution and a list of CGS member institutions which support the resolution are available from the Graduate School, or at the CGS website, www.cgsnet.org.

The Laney Graduate School reviews continuing students each semester and evaluates their eligibility for merit awards. The graduate school sets the minimum eligibility for these awards. The Teaching Assistant Training and Teaching Opportunity (TATTO) program is required of all PhD students, whether or not they are receiving graduate school financial awards.

(A) Federal Loans and University Office of Financial Aid

Federal loans are awarded to eligible students on the basis of demonstrated financial need. Availability of funds and formulae for assessment of need are subject to change. Contact the Office of Financial Aid for the latest regulations; see http://www.emory.edu/FINANCIAL_AID/graduate_professional/.

Deferment of federal student loan payments is contingent upon full-time registration. Students should consult with their lending agencies for specific enrollment requirements. Direct questions to the Office of Financial Aid, Boisfeuillet Jones Center -Suite 300, 404-727-6039.

2.2.1 Laney Graduate School Awards

(A) Tuition Scholarships

Tuition scholarships may cover partial or full tuition. These scholarships are awards for tuition credits only. They are not cash and cannot be converted to another purpose or paid directly to students.

In order for a tuition scholarship to be credited to a student's account before pre-term billing for fall semester, the graduate school must be notified of the award by June 1. Students cannot be required to work for tuition scholarships unless this work is required of all students in the program as part of the degree requirements.

Students in their 9th year and beyond in advanced standing are not eligible for tuition scholarships.

(B) Student Salaries and Stipends

Students receiving graduate school awards may be required to work without additional compensation if this work is required of all students in the program as part of the degree requirements. Student salaries and stipends are paid monthly on the last working day of the month.

Students in the following programs receive nine monthly payments, September – May: Art History, Comparative Literature, Computer Science and Informatics, Economics, Educational Studies, English, French, History, Institute of Liberal Arts, Islamic Civilizations Studies, Mathematics, Nursing, Philosophy, Political Science, Graduate Division of Religion, Sociology, Spanish, and Women's, Gender, and Sexuality Studies.

Students in the following programs receive twelve monthly payments, September – August: Anthropology, Behavioral Sciences and Health Education, Graduate Division of Biological and Biomedical Sciences, Biostatistics, Business, Chemistry, Epidemiology, Environmental Health Sciences, Health Services Research and Health Policy, Physics, and Psychology.

Recipients of special Laney Graduate School fellowships (Arts & Sciences, Emory Diversity Graduate Fellowship, and Woodruff) receive 12 monthly payments, September – August.

(C) Electronic Pay Advice

All students receiving graduate school salaries or stipend must enroll in direct deposit in order to receive funds. Several days before funds are deposited into accounts, the University will send email notification that payment is forthcoming. The electronic link in the email notification provides access to an electronic copy of the check stub. Funds will be deposited on the payroll date, not on the day the electronic pay advice is sent.

(D) Termination or Suspension of Support

When a student holding a graduate school fellowship graduates, withdraws, is terminated, or otherwise becomes ineligible, the remainder of the student's award reverts to the Laney Graduate School. Support for a student in an approved leave of absence will be suspended. A student's support may be suspended for poor academic performance. Students may appeal decisions regarding merit awards to the Dean of the Laney Graduate School.

(E) Teaching Assistant and Associate Positions

"Teaching assistant" and "teaching associate" designate a student's progress through the TATTO program. Teaching Assistant positions vary from program to program. The defining characteristic of this position across all programs is a controlled, carefully monitored initial teaching opportunity. A teaching assistant may be responsible for 10 to 12 hours per week of discussion, laboratory supervision, etc. The Teaching Associate position advances the student to a teaching opportunity with greater responsibility, sometimes in a co-teaching arrangement with a faculty member. In some programs, the student and faculty cooperate on all aspects of a course, from syllabus design to final grading. In other programs, a teaching associate takes full responsibility for an entire class.

In compliance with recommendations of the Southern Association of Colleges and Schools, students may not serve as the teacher of record for a course before they have completed at least 18 semester hours of graduate credit in their teaching field.

Teaching assistants and associates may not take on additional instructional responsibility without the approval of the Dean. Students should not serve more than a total of four semesters in any combination of teaching assistant and associate position during his or her first four years at Emory without the approval of the Dean.

2.2.2 Conditions and Eligibility for Merit Awards

(A) Academic Performance

The Laney Graduate School sets the minimum standards a student must meet for satisfactory academic performance. Programs may establish more stringent standards. The graduate school defines **unsatisfactory** academic performance as follows:

A GPA in any semester of less than 2.7, or

Receipt of a grade of F, IF, U or IU in any course, or

Receipt of two or more incompletes in a semester, or an incomplete in one 12 credit hour course.

A student whose academic performance is deemed unsatisfactory will be placed on probation for one semester. During the probationary semester, the student must receive no failing grades, must reduce the number of incompletes on his or her record to one, and must attain a cumulative GPA of at least 2.7. During the probation, the student will not be allowed to take incompletes in any courses without permission from the graduate school. A student who fails to meet the above conditions will be placed on probation for a second semester. The graduate school will terminate a student who merits a third consecutive probationary semester unless the program provides written justification for the student's continuation and the graduate school grants approval.

Any student who meets the conditions of probation described above will be reinstated to good standing. The reinstatement happens automatically and the student will not be notified of the action. The Director of

Graduate Studies or program Director should discuss with the student the terms and conditions of probation and of reinstatement to good standing.

(B) Due Progress

A student will be considered to be making due progress toward the degree if she or he is in good standing and meets one of the following conditions:

The student maintains through the academic year a minimum registration in each semester of at least twelve semester hours in which a grade of IP, S, or B- or better is earned. Withdrawals do not count.

The student is within an officially awarded extension period and meets the registration requirement stated above.

The student has been granted an officially awarded leave of absence by the Dean.

(C) Registration Requirements

Students receiving graduate school funding of any kind must be registered for 12 hours in each semester during which the funding is disbursed.

(D) External Awards

Normally students who are funded by external fellowships do not receive graduate school stipend support concurrently except when the program stipend level significantly exceeds the funding level of by the external fellowship.

(E) Employment Restrictions

The terms of a merit award made by the graduate school may prevent a student from gaining employment. A student should consult with his/her Director of Graduate Studies and obtain the permission of the Dean of the Laney Graduate School before accepting employment concurrently with receipt of a merit award.

(F) Tax Liability

Unless exempt under Internal Revenue Code (IRS) Section 117, scholarships, fellowships, grants, stipends and awards are generally considered taxable income. Students are required to report these amounts on federal and state income tax returns and are advised to consult tax advisers or the IRS and state revenue authorities for additional information.

2.2.3 Laney Graduate School Emergency Loan Fund

The purpose of the Laney Graduate School Emergency Loan Fund is to help students through unexpected financial crises, such as illness, family job loss, and delays in other types of funding. The maximum loan amount is \$1,000. A student who receives an emergency loan must sign a promissory note agreeing to repay the loan within 89 days of issue. Emergency loans are interest free for the 89 day period.

(A) Eligibility

Loan applicant must be a full-time student in a degree program and be enrolled for a minimum of four credit hours in the semester he/she wishes to receive the loan.

Loan applicant must not have any outstanding debt due to a previous loan from the Laney Graduate School Emergency Loan Fund or due to the University.

Loan applicant must demonstrate financial need of an emergency nature.

In most cases, students in special standing are not eligible to receive emergency loans.

(B) Procedure

Emergency Loan Fund application forms are available in the graduate school office and website at www.gs.emory.edu.

Applicants must fill out the application form completely and accurately and turn it in to the graduate school. The student is required to indicate on the application the means by which the loan will be repaid. New students must have their DGS or a program staff member sign the application form.

All loans must be approved by the Laney Graduate School. Requests are usually processed in 1 day.

After the loan request is approved, the student must sign a promissory note and deliver it to The Office of Student Financial Services, 101 Boisfeuillet Jones Center. Usually the student can pick up the loan check within 2-3 days of delivering the promissory note to the Office of Student Financial Services, but under some circumstances the process may take longer.

Loans must be repaid in full within 89 days of issue. The amount and payment due date of the loan will be posted to the student's account when the loan is issued. On the day the emergency loan is due to be repaid, this amount will become a current charge and will appear on the student's bill during the next billing cycle.

Past due emergency loans are subject to interest charges. Student borrowers who do not repay loans according to schedule shall be responsible for the payment of any costs associated with the collection of the loan, including attorneys' fees. Nonpayment can result in the student not being allowed to register, receive a transcript, or graduate.

Part 3

Honor, Conduct and Grievance

3.1 Laney Graduate School Honor Code

Preamble

This code is presented in order to acquaint students with: (1) the rights and responsibilities of members of the academic community; and (2) some of the policies that apply to them as members of the academic community at Emory University. All students and members of the faculty in the Laney Graduate School are expected to cooperate in maintaining academic integrity. Given below in this Honor Code are definitions of academic dishonesty and the procedure for hearings in cases where academic misconduct is suspected.

Article I: Jurisdiction

The Honor Code shall apply to cases of academic misconduct by students enrolled in the Laney Graduate School.

Article II: Academic Misconduct

Academic misconduct is an offense generally defined as any action that is offensive to the integrity and honesty of members of the academic community. These actions include but are not limited to the following: cheating or obtaining unauthorized assistance in any academic assignment or examination; acquiring, receiving, or passing on information about the content of an examination prior to its authorized release; plagiarizing, passing off the work of another (content or expression) as one's own; falsifying data or results when conducting research; and attempting to do any of the foregoing. It is the obligation of every student to know the regulations regarding academic misconduct. Ignorance of these regulations will not be considered a defense. Article IX of this code and incorporated herein is the document entitled "The Use of Sources in Writing Research Papers, Theses, and Dissertations in the Laney Graduate School."

Article III: Reporting Cases

- A.** Any individual, when he or she suspects that an offense of academic misconduct has occurred, shall report this suspected breach to the appropriate program Chair or to the Dean of the Laney Graduate School. (Wherever "Dean" appears in this code, it shall include any person designated by the Dean of the Laney Graduate School to act in his/her stead.)
- B.** When a case comes to a program Chair, s/he should then notify the Dean of the Laney Graduate School. The Dean shall conduct a preliminary investigation to determine that sufficient evidence exists for the case to go forward. If not, the charge shall be dismissed. In cases that require a hearing, the Dean shall notify the Vice President for honor and conduct of the Graduate Student Council (hereafter GSC).
- C.** Following the compilation of relevant information, the accused student shall meet with the Dean of the Laney Graduate School at a time that is mutually convenient. The student shall have outlined the circumstances surrounding the alleged instance of violation of the code. At this meeting the student will be advised of his/her rights and informed of the procedures of the graduate school in such matters.
- D.** At the end of this meeting, or shortly following this meeting, a written statement of charges will be made available to the student, informing the student of the alleged academic misconduct and the student's right to a hearing. This letter shall include the date, time, and place of the hearing and shall inform the student of the names of known persons who might appear as witnesses. This letter shall also inform the student of the right to select an adviser.

Article IV: Hearing Procedure

- A.** Upon GSC notification, a Hearing Committee will be formed consisting of:
- The Vice President of the GSC, or Vice President's delegate who will act as Chair of the committee
 - A member of the GSC, not from the student's program or the program of the Vice President (or his/her delegate), appointed by the Vice President of the GSC
 - Two members of the graduate faculty, one of whom is from the student's program division (sciences, social sciences, or humanities)
- B.** The student shall have the right to have an adviser at the hearing that may, but need not, be a faculty member. The adviser shall be any member of the graduate school – student, faculty, or staff. In cases where this restriction poses a hardship in the view of the Dean, the student may, upon the approval of the Dean, select any non-attorney from within the university community as adviser. The student shall have the right to testify and the right to be present at the hearing. The student or the adviser shall have the right to question witnesses, to call a reasonable number of witnesses on the student's behalf, to present documentary and physical evidence, and to make a closing statement. Members of the committee may question witnesses as well. The Chair of the committee may exclude any question that he or she finds inappropriate.
- C.** Should the accused, after proper notification, not appear at the time and place specified, the hearing might be conducted with the accused in absentia. In this event, the committee shall render its decision based upon such evidence as it has before it.
- D.** Hearings shall be fair and impartial. The rules of evidence of courts of law shall not apply. Evidence that, in the opinion of the Chair, is relevant and appropriate may be presented. Witnesses shall testify without oath, and signed statements may be submitted from witnesses who do not attend the hearing. Other than the witness while testifying, only the members of the Hearing Committee, the adviser, a member of the decanal staff of the graduate school designated by the Dean, and the accused may be present during the hearing. A tape recording will be made of the hearing, except for the final deliberations of the committee. The Hearing Committee shall determine the weight and pertinence of the evidence.
- E.** At the conclusion of the presentation of evidence, the Hearing Committee shall retire to deliberate in secret. A three-fourths vote shall be required for a finding of an Honor Code violation.
- F.** If the committee determines that there was a violation on the part of the accused student, the committee shall secure from the Dean the record of any previous university proceedings where the student was found to have engaged in academic misconduct or violation of any Honor Code. On the basis of its findings in the case and the student's previous record, the committee shall render to the Dean a recommendation by plurality vote as to the proper sanction or sanctions. The Dean, may, however, impose a different sanction than that recommended by the Hearing Committee.

Article V: Sanctions

When a student is judged guilty of an Honor Code violation, one or more of the following sanctions may be imposed:

- A.** Warning. The student shall be notified by letter, or by both letter and appointment with the Dean, that his/her academic conduct has violated graduate school standards.
- B.** Probation for a specific period of time. The student shall be notified by letter, or by both letter and appointment with the Dean, that his/her academic conduct has violated graduate school standards and that conviction for another serious Honor Code violation will most likely bring harsher disciplinary action.
- C.** A grade of F in the course or on the work in question. The student shall be notified by letter, or by both letter and appointment with the Dean, that his/her academic conduct has violated graduate school

standards and that conviction for another serious Honor Code violation will most likely bring harsher disciplinary action.

D. Dismissal. The student shall be notified by letter, or by both letter and appointment with the Dean, that the student's academic conduct has violated graduate school standards and that s/he should vacate the campus, and all buildings and property owned by the university by a certain date. Dismissal generally will be for a specified time, after which the student may go through the standard application procedure for readmission. This sanction automatically invokes sanction E below.

E. Revocation of financial support. Conviction for an Honor Code violation may result in the revocation of financial support received from the University. This sanction may also be used in conjunction with other sanctions. Revocation of financial support is automatically applied with the recording of sanction

F. A recommendation different from those listed above, appropriate for the particular academic misconduct issues involved.

Article VI: Post-hearing Procedure

In the case of a finding of an Honor Code violation, the Hearing Committee shall promptly prepare a concise, but thorough, written summary of pertinent evidence and facts that shall be transmitted to the Dean with the accompanying recommendation for sanction. After receipt of the summary, the Dean shall promptly transmit to the accused, in writing, his/her decision on the charge. The Dean may increase or decrease the severity of the recommended sanction. The student shall be notified by the Dean, in writing, of the decision and the sanction imposed.

Article VII: Appeal Procedure

A. The judgment of the Dean shall be final unless, within seven (7) days of that notification to the student, the Dean receives a written appeal from the student. The appeal shall state specifically the grounds. Mere dissatisfaction with the decision of the Hearing Committee is not a ground for appeal.

B. On receipt of the appeal, the Dean shall form an Appeal Committee to advise her/him concerning the case. The Appeal Committee shall consist of two (2) members of the Executive Council of the Laney Graduate School appointed by the Dean, one of whom shall be appointed Chair of the Appeal Committee, and two (2) members of the GSC, not from the student's program, appointed by the GSC President. No member shall be appointed who has served on the Hearing Committee in that case or who was a participant in the proceedings before that committee.

C. The Appeal Committee may review the records in the case, may consult with members of the original Hearing Committee, may confer with the Dean, or may decide to rehear the case.

D. In the case of a new hearing, the Appeal Committee shall notify the student in writing of the date, time, and location of the appeals hearing. The student and adviser shall have the rights specified in IV.B above and the hearing shall be conducted in accordance with IV.D and IV.E above.

E. Having completed its investigation, the Appeal Committee shall promptly transmit to the Dean a written summary of its findings and its recommendations on whether to affirm, reverse, or modify the previous decision.

F. The Dean shall promptly notify the student in writing of his/her final decision on the appeal.

Article VIII: Miscellaneous

A. Confidentiality: Because alleged instances of academic dishonesty can have serious impact on a student's professional career and relations, all proceedings of the Hearing Committee and reviews of the

Appeal Committee shall be carried out with due regard for privacy. It shall be the responsibility of the Chairs of the Hearing Committee and the Appeal Committee to take reasonable steps to see that this privacy is maintained and that the student is afforded all rights and privileges. All evidence shall be considered confidential prior to, during, and after the proceedings here described.

B. This Honor Code is effective August 1, 1992, and supersedes the Graduate School Honor Code that was revised in February 1984. The 1984 Graduate School Honor Code is hereby repealed.

Article IX: The Use of Sources in Writing Research Papers, Theses, and Dissertations in the Laney Graduate School of Emory University

Because of the seriousness of the act of plagiarism when conducting scholarly research, the Laney Graduate School Executive Council has adopted the following statement on plagiarism. Each student is responsible for understanding this statement and for conducting his/her research and writing in accordance with the highest standards of integrity.

A writer's data, facts, ideas, and phraseology should be regarded as his/her property. Any person who uses a writer's data, facts, ideas, or phraseology without giving due credit is guilty of plagiarism. Information may be put into a research paper, thesis, or dissertation without a footnote or other documentation only if it meets all of the following conditions: (1) it may be found in several books on the subject; (2) it is written entirely in the words of the student; and (3) it is not paraphrased from any particular source and is generally regarded as common knowledge. Whenever any idea is taken from a specific work, even when the student writes the idea entirely in his/her own words, there must be a citation giving credit to the author responsible for the idea. Methods of citation vary. The student must give appropriate credit.

The student is entirely responsible for knowing and following the principles of paraphrasing:

In paraphrasing you are expressing the ideas of another writer in your own words. A good paraphrase preserves the sense of the original, but not the form. It does not retain the sentence patterns and merely substitute synonyms for the original words, nor does it retain the original words and merely alter the sentence patterns. It is a genuine restatement. Invariably it should be briefer than the source. (Floyd C. Watkins, William B. Dillingham, and Edward T. Martin, *Practical English Handbook*, 3rd ed., Boston, 1970, p. 245.)

Any direct quotation must be documented in an acceptable fashion. Even when a student uses only one unusual or key word from a passage, that word should be quoted. If a brief phrase that is common is used as it occurs in a source, the words should be in quotation marks. Any questions should be referred to the Director of Graduate Studies in the student's program.

3.2 Laney Graduate School Conduct Code

Preamble

This code is presented to accomplish the following objectives: to acquaint students with (1) the rights and responsibilities of members of the academic community; and (2) some of the policies that apply to them as members of the academic community at Emory University.

All students, as members of the Laney Graduate School and of the University community, are presumed to know:

That the University community assumes high standards of courtesy, integrity, and responsibility in all of its members.

That the requirements of student conduct expressed or implied in this code are in effect and applicable to all students.

That they are individually responsible for their own conduct and for their violations of the requirements of student conduct.

That continuation as a student is conditional upon compliance with these requirements.

This code does not pretend to catalog every law or regulation related to the student's life. Rather, it attempts to identify only those whose violation is almost certain to be considered a breach of acceptable conduct. This code further describes in detail the operation of the conduct procedures within the graduate school.

Article I. The University and the Public Law

A. The University campus does not condone violations of, or provide a sanctuary from, public law or its enforcement. Official cooperation with public law enforcement agencies has been exercised traditionally with regard to the interests of the University community.

B. Students under prosecution for violation of public law may be subject to disciplinary action under institutional regulations. Such university disciplinary action may be initiated before, concurrently with, or after procedures regarding the same conduct.

Article II. Division of Jurisdiction and Responsibility

A. Under authorization established in the by-laws of Emory University, the president has delegated to the Dean and faculties of each school of the University primary responsibility for identifying, correcting and/or punishing conduct not in accordance with university standards.

B. Discretionary responsibility for handling extreme cases, where such action is essential to maintaining the orderly processes of the University, will be retained by the president.

C. It is contemplated that other officers or agencies of the University must and will promulgate rules and regulations applicable to the conduct of students in particular situations. These include such officers and agencies as have responsibility for: housing, student health, food service, traffic and safety, athletics and other public events, libraries and student organizations and activities.

Students are subject to all such rules and regulations.

Serious violations of such rules and regulations should be reported to the Dean of the school in which the student is enrolled for handling through established conduct procedures.

D. The Vice President and Dean for Campus Life, or the Dean's delegate acting in this capacity, is the officer of the University charged with the welfare of all students. This charge implies a prima facie

responsibility in all matters relating to student discipline and conduct. Accordingly, the Dean for campus life or the Dean's delegate in emergency situations has full authority to deal with student conduct according to the exigencies of the emergency and for its duration. The office of the Vice President and Dean for Campus Life has been delegated responsibility pertaining to the conduct and welfare of all students, irrespective of divisional affiliation. In an emergency, therefore, the Dean for Campus Life shall not hesitate to take necessary and appropriate action with the full understanding that established procedures will be initiated when the emergency has passed.

Article III. Conduct on Campus

A. The student should remember that the violation of any public law—city, county, state, or federal—by a student might result in a conduct charge being brought against that student. It is neither possible nor necessary to set forth beforehand every instance of misconduct that could result in disciplinary action against a student. While the following list is not exhaustive, examples of conduct offenses are outlined in items 1-7 below.

Dishonesty: Including knowingly furnishing false information to the University or its agents, counterfeiting, forging, or altering any university document, theft of any property of the University itself or of any property of any member of the University community, or its visitors or guests.

Personal Abuse: The intentional, wanton, or reckless physical abuse or serious verbal abuse of any person by a student on the campus or on property owned or controlled by the University, or at a function under the University's supervision or sponsorship or such abuse of a member of the Emory community at any location.

Malicious Damage/Breaking and Entering: Malicious damage by a student to the property of another member of the University community (student, faculty, or staff) or the property of the University itself, or to the property of any visitor or guest of the University or a member of the University community. Breaking into a locked room, office, or facility of the University, or entering a room, office, or facility of the University clearly marked or understood to be a prohibited or restricted area without authorization.

Disorderly Conduct and Disruption of Class: Interference by a student by violence, force, disorder, obstruction, or vocal disruption of university activity, or activity authorized or sponsored by the University or by any school, program, division or authorized student body, including disciplinary proceedings. Interference by a student with the instructor's right to conduct class as the instructor sees fit within the bounds of academic freedom and responsibility. If a person other than the instructor brings charges of interference with an instructor's rights as defined above, the Dean or assistant/associate Dean shall confer with the instructor before any formal charges are brought.

Improper and/or Unauthorized Use of University Facilities: The refusal by a student to vacate a room, classroom, office or facility of the University at a time when it is not open or not available to the use of students generally, or the student or groups of students in particular.

Drugs and Alcohol: Emory University does not permit the use of illicit drugs or the unauthorized use of drugs sometimes prescribed for medical purposes. Users, possessors, and/or providers of such drugs violate federal laws and state laws. Students who possess or use illicit drugs or who furnish drugs to others while on property owned or controlled by the University are committing a serious conduct offense. Emory University does not permit drunkenness or furnishing alcoholic beverages to underage persons (under 21) or noticeably intoxicated persons. The full text of both the Emory Drug Policy and the Division of Campus Life Alcohol Policy may be found in this handbook.

Other Conduct Offenses: Refusal to comply with the directions of Emory officials acting in proper performance of their duties. Other conduct offenses include lewd, indecent, or obscene conduct, or sexual misconduct on property owned or controlled by the University, violating Emory University Policies on Discriminatory Harassment and Sexual Assault.

Article IV. Suspension

A student may be summarily suspended for a temporary period for failure to comply with a specific and proper directive from an officer of the Laney Graduate School or the University acting in an official capacity, or if, in the opinion of the Dean of the Laney Graduate School or the Dean of Campus Life, the student's presence on the campus would be detrimental to the safety or security of persons or property of the institution. Such suspension shall be for a stated period of time during which conduct charges must be completed and a final decision of the Dean rendered. The duration and conditions of suspension shall be communicated to the student in writing except under extraordinary circumstances.

Article V. Pre-hearing Procedures

- A.** Alleged or suspected cases of student misconduct shall be reported promptly to the Dean of the Laney Graduate School. Wherever "Dean" appears in this code, it shall include any person designated by the Dean of the Laney Graduate School to act in his or her stead. The Dean shall have the responsibility for gathering relevant evidence in the case. This investigation shall be completed within a reasonable length of time.
- B.** Cases identified by the office of campus life or other on-campus agencies that involve students of the Laney Graduate School shall be referred to the Dean of the Laney Graduate School for investigation. Any available evidence shall be transmitted from the office of campus life to the graduate school.
- C.** Following the compilation of relevant information, the accused student shall meet with the Dean of the Laney Graduate School at a time that is mutually convenient. The student shall have outlined the circumstances surrounding the alleged instance of violation of the code. At this meeting the student will be advised of his/her rights, and informed of the procedures of the graduate school in such matters.
- D.** At the end of this meeting, or shortly following this meeting, a written statement of charges will be made available to the student, informing the student of the alleged violation, describing the conduct alleged to constitute the violation, and the student's right to a hearing. This letter shall include the date, time, and place of the hearing and shall inform the student of the names of known persons who might appear as witnesses. This letter shall also inform the student of the right to select an adviser.

Article VI. Hearing Procedure

- A.** These hearings will not be conducted according to the procedures or rules of evidence of a court of law. The student shall have the right to have an adviser at the hearing that may, but need not, be a faculty member. The adviser shall be any member of the graduate school – student, faculty, or staff. In cases where this restriction poses a hardship in the view of the Dean, the student may, upon the approval of the Dean, select any non-attorney from within the University community as adviser. If the student is unable to secure an adviser, the Dean will attempt to secure one for the student. There will be a minimum of a week, except for special circumstances, between the time the statement of charges is issued and the hearing, in order that the student may confer with his/her adviser and generally prepare for the hearing. If the student wishes, he or she may request a hearing at any earlier time, which request may be granted or denied at the discretion of the Dean.
- B.** The committee will consist of the following:
- Vice president of the GSC, or the Vice President's delegate who will act as Chair;
 - A member of the GSC not from the student's program or the program of the Vice President or the Vice President's delegate, appointed by the Vice President of the GSC;
 - Two members of the graduate faculty, to be appointed by the Dean.

C. The student shall have the right to testify and the right to be present at the hearing. The student or the adviser shall have the right to question witnesses, to call a reasonable number of witnesses on the student's behalf, to present documentary and physical evidence, and to make a closing statement. Members of the committee may question witnesses as well. The Chair of the committee may exclude any question that he or she finds inappropriate.

D. Should the accused, after proper notification, not appear at the time and place specified, the hearing might be conducted with the accused in absentia. In this event, the committee shall render its decision and recommendations based upon such evidence as it has before it.

E. Hearings shall be fair and impartial. The rules of evidence of courts of law shall not apply. Evidence that, in the opinion of the Chair, is relevant and appropriate may be presented. Witnesses shall testify without oath, and signed statements may be submitted from witnesses who do not attend the hearing. Other than the witness testifying, only the members of the Hearing Committee, the adviser, a member of the decanal staff of the Graduate School designated by the Dean, and the accused may be present during the hearing. A tape recording will be made of the hearing, except for the final deliberations of the committee. The Hearing Committee shall determine the weight and pertinence of the evidence.

F. At the conclusion of the presentation of evidence, the Hearing Committee shall retire to deliberate in secret. A three-fourths vote shall be required for a finding of a Conduct Code violation.

G. If the committee determines that there was a violation on the part of the accused student, the committee shall secure from the Dean the record of any previous university discipline proceedings where the student was found to have engaged in misconduct. On the basis of its findings in the case and the student's previous record, the committee shall render a recommendation by a plurality vote as to the proper sanction(s). The Dean, however, may impose a different sanction than that recommended by the Hearing Committee.

Article VII. Sanctions

If a student is found to have violated the Conduct Code, one or more of the following sanctions may be imposed:

A. Warning. The student shall be notified by letter, or by both letter and appointment with the Dean, that his or her conduct as violated graduate school standards for a specified period of time.

B. Probation for a specified period of time. The student shall be notified as under (A) that his/her conduct has violated graduate school standards and that another conduct offense will most likely bring harsher disciplinary action.

C. Dismissal. The student shall be notified as under (A) that the student's conduct has violated graduate school standards and that she/he should vacate the campus, and all buildings and property owned by the University, by a certain date. Dismissal generally will be for a specified time, after which the student may go through the standard application procedure for readmission. This sanction automatically invokes Sanction D below.

D. Revocation of financial support. A serious conduct offense may result in the revocation of financial support received from the University. This sanction may also be used in conjunction with other sanctions. Revocation of financial support is automatically applied with the recording of sanction C, "Dismissal."

E. A recommendation different from those listed above, yet specific to the particular conduct issues involved.

Article VIII: Post-hearing Procedure

In the case of a finding of a Conduct Code violation, the Hearing Committee shall promptly prepare a concise, but thorough, written summary of pertinent evidence and facts that shall be transmitted to the Dean with the accompanying recommendation for sanction. After receipt of the summary, the Dean shall promptly transmit to the accused, in writing, his/her decision on the charge. The Dean may increase or decrease the severity of the recommended sanction. The student shall be notified by the Dean, in writing, of the decision and the sanction imposed.

Article IX: Appeal

- A.** The judgment of the Dean shall be final unless, within seven (7) days of that notification of the student, the Dean receives a written notice of appeal from the student. The notice shall state the grounds of the appeal. The only basis for an appeal will be new evidence or a documented demonstration of procedural irregularities in the hearing.
- B.** On receipt of the appeal, the Dean shall form an Appeal Committee to advise him/her concerning the case. The Appeal Committee shall consist of two (2) members of the executive council of the Laney Graduate School appointed by the Dean, one of whom shall be appointed Chair of the Appeal Committee, and two (2) members of the GSC, not from the student's program, appointed by the GSC president. No member shall be appointed who has served on the Hearing Committee in that case or who was a participant in the proceedings before that committee.
- C.** The Appeal Committee may review the records in the case, may consult with members of the original Hearing Committee and confer with the Dean, or may decide to rehear the case.
- D.** In the case of a new hearing, the Appeal Committee shall notify the student in writing of the date, time, and location of the appeal hearing. The student and adviser shall have the rights specified in VI.C above and the hearing shall be conducted in accordance with VI.D and VI.E above.
- E.** The Appeal Committee shall promptly transmit to the Dean a written summary of its findings and its recommendations on whether to affirm, reverse, or modify the previous decision.
- F.** The Dean shall promptly notify the student in writing of his/her final decision on the appeal.

Article X: Miscellaneous

- A.** Confidentiality: Because alleged instances of misconduct can have serious impact on a student's professional career and relations, all proceedings of the Hearing Committee and reviews of the Appeal Committee shall be carried out with due regard for privacy. It shall be the responsibility of the Chairs of the Hearing Committee and the Appeal Committee to take reasonable steps to see that this privacy is maintained. All evidence shall be considered confidential prior to, during, and after the proceedings here described.

This Conduct Code is effective July 1, 1992, and supersedes the Laney Graduate School Conduct Code that was revised in February 1984. The 1984 Graduate School Conduct Code is hereby repealed.

3.3 Involuntary Withdrawal Policy and Procedure

(A) Preamble

Emory University considers the safety and welfare of its students, faculty, and staff 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 Laney Graduate School shall have final authority regarding the decision, enactment, enforcement, and management of the involuntary withdrawal of a student.

(B) 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.

(C) Procedure

When the Dean 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.

An Assistant or Associate Dean 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 necessary prior to re-enrollment, and will be referred for appropriate mental health services.

If the student refuses to withdraw voluntarily from the University, and the Assistant or Associate Dean continues to have reasonable cause to believe the student meets one or more of the criteria for involuntary withdrawal, the Assistant or Associate Dean may require the student to be evaluated by an appropriate mental health professional.

(D) Evaluation

The Assistant or Associate Dean may refer the student for a mandatory evaluation by an appropriate mental health professional. The mental health 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) and the University. Upon

completion of the evaluation, copies of the evaluation report will be provided to the Assistant or Associate Dean and the student.

The mental health professional making the evaluation shall make an individualized and objective assessment of the student's ability to safely participate in Emory's program, based on a reasonable professional judgment relying on the most current medical 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 mental health professional will, with appropriate authorization, share his/ her recommendation with the Assistant or Associate Dean, who will take this recommendation into consideration in determining whether the student should be involuntarily withdrawn from Emory. A copy of the mental health professional's recommendation will be provided to the student, unless, in the opinion of the mental health professional, it would be damaging to the student to do so.

If the evaluation results in a determination by the mental health professional that the student's continued attendance presents no significant risk to the health or safety of the student 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 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 Assistant or Associate Dean of the involuntary withdrawal, of his/her right to an informal hearing, of his/her right to appeal the decision of the hearing officer, 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.

(E) Informal Hearing

A student who has been involuntarily withdrawn may request an informal hearing before a hearing officer appointed by the Assistant or Associate Dean 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 licensed 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 reconsider, and the student shall be provided written notice of the hearing officer's decision as soon as possible.

(F) 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.

(G) 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 Assistant or Associate Dean, (d) the student refuses to complete the mandatory evaluation, or (e) the Assistant or Associate 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.

(H) Conditions for Redmission

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.

3.4 Laney Graduate School Grievance Procedure

Students who wish to outline grievances or disagreements of an intra-program nature should first address either the program Chair or the appropriately designated committee in their program. Students who do not receive satisfaction through these channels, or who believe that they have recognized academic or professional problems that cannot be presented profitably to their programs, may present grievances to the Laney Graduate School Committee on Grievances. This committee is composed of three graduate faculty members. Any student who wishes to present grievances in academic matters to the Laney Graduate School Committee on Grievances should communicate with the Associate Dean of the Laney Graduate School.

To file a formal complaint, the student is required to submit a written statement to the committee addressed to the Associate Dean of the Laney Graduate School. This statement must state concisely the charge to be considered; describe fully the nature of the complaint, the evidence available in support of the charge, and all circumstances surrounding the events in question; and describe previous efforts to resolve the difficulty. This written statement and any supporting documentation may be shared with others deemed appropriate by the committee.

Upon receipt of the formal complaint, the committee may request additional information from or about the student, and statements from other parties. The committee may also request to meet with the student or other parties involved. Such meetings are for informational purposes only. No party may be represented by another, or accompanied by a representative, except on the express invitation of the committee. The committee may meet and discuss the case after sufficient information has been acquired.

On the basis of the written statement and any other information requested or available to it, the committee will make a recommendation to the Dean. The committee will provide the Dean all supporting documentation relevant to its considerations. Ultimate responsibility for deciding the legitimacy of the grievance and determining any further action rests with the Dean. The Dean will inform the student and the committee of his or her decision.

Student appeals beyond the Laney Graduate School Committee on Grievances may be addressed to the Graduate Executive Council. The Dean of the Laney Graduate School or an elected faculty member designated by the Dean will preside, and, consistent with the policy that the faculty has final authority in academic matters, the decision of the executive council will be final.

Use of the Laney Graduate School grievance procedure will not prejudice in any way a student's rights under the University's Student Grievance Procedure (see <http://policies.emory.edu/8.6>). (08/95)

Part 4 Selected University Policies

4.1 Ethical Principles

As an ethically engaged institution, Emory University affirms the conviction that education exerts a powerful force to enable and ennoble the individual, and that the privilege of education entails an obligation to use knowledge for the common good.

In harmony with this conviction, we who belong to the Emory community affirm that the **pursuit of knowledge and truth** is the University's reason for existence. We pursue these ends **honestly, unflinchingly, and whole-heartedly**, as we treasure and seek to foster **academic freedom** and the widest possible diversity of opinion in an atmosphere of **civil discourse**.

Members of Emory are expected to strive for the **highest degree of integrity**. The University's resources, both natural and fiscal, are entrusted to us for the common good and for future generations; the University and we its members are expected to exercise **wise stewardship** over these resources and to guard against their misappropriation or misuse. All **conflicts of interest and of commitment are to be promptly addressed**, and all possible steps are to be taken to eliminate the conflicts or to manage them to ensure that they do not undermine the integrity of our institution or ourselves.

Emory seeks to uphold the **dignity and rights** of all persons through **fair treatment, honest dealing, and respect**. Emory is committed to creating an environment of work, teaching, living, and learning that enables all persons to **strive toward their highest potential**. Members of the Emory community in positions of authority carry a particular obligation to exercise **care and compassion**, and appropriately confidential or personal information must be safeguarded.

As an organization comprising thousands of persons in a shared enterprise, Emory fosters **collegiality** in order to advance our mission of teaching, research, service, and healthcare. While frictions often emerge, we seek to resolve conflict through the active **practice of community**.

By our participation in the Emory community, each of us assumes **responsibility** for our actions and will be held **accountable** for them. Similarly, members of our community are responsible for holding each other and the University to these ethical principles. Members of the Emory community are expected to abide by these principles, regardless of the letter of the law.

*Approved by the Board of Trustees
9 February 2005*

http://www.emory.edu/president/governance/ethical_principles.html

4.2 Emory Policies and Procedures

A number of Emory University policies are of importance to graduate students and other members of the graduate school communities. Those policies are collected on Emory's policies and procedures web page, <http://policies.emory.edu/>.

Below is a list of several policies that may be relevant at all or some points of a graduate student career, along with urls that locate the complete and current policy on the Emory University web page.

Policy 1.3 Equal Opportunity and Discriminatory Harassment Policy

1.3.1. Introduction and Statement of Principles

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, as an employer, is also committed to following applicable laws and 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, 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 values all who work on campus, in whatever capacity, and promotes an open and genuinely diverse environment.

<http://policies.emory.edu/1.3>

Policy 5.1 Information Technology Conditions of Use

Overview

This policy sets forth the terms of acceptable use for IT-related systems and services.

Applicability

This policy applies to anyone who connects a personal computer or other electronic device to any networks, applications, systems, or servers at Emory University. It also applies to any user of any Emory-owned equipment.

<http://policies.emory.edu/5.1>

Policy 5.8 Information Access Policy

Overview

The policy establishes the basic use, protection, and preservation of all information, in any form, which is generated by, owned by, or otherwise in the possession of the University, including all administrative and academic data (Patient health care information and all research data are excluded from this policy).

Applicability

This policy applies to anyone who needs to access administrative or academic data owned by Emory University.

<http://policies.emory.edu/5.8>

Policy 7.9 Guidelines for Responsible Conduct of Scholarship and Research

Overview

These guidelines describe a standard of practice for the conduct of scholarship and research at Emory University. The University complies with all applicable laws and regulations (see Appendix). The guidelines are intended as a statement of desirable practices. They are based on three important principles:

- I The University is obligated to protect and foster the academic freedom and intellectual integrity of all members of the University community in their pursuit of knowledge;
- II The University is accountable to outside funding sources that support the research and scholarship of its faculty; and
- III Every scholar has ultimate responsibility for the accuracy and validity of his/her own work and that of junior co-investigators, fellows, and students. Each scholar shared this responsibility with colleagues with whom she/he establishes collaborative relationships.

Applicability

This document applies to research in all areas of intellectual inquiry. A separate section addresses issues specific to scientific research. These guidelines are intended to heighten awareness of potential ethical problems and to instruct individuals regarding appropriate procedures for resolving and documenting ethics-related matters. The focus is on the individual scholar; the purpose is to emphasize that his/her responsibility includes a duty to maintain high scholarly and ethical standards, and a commitment to instill those standards in co-investigators, students and trainees.

Scientific inquiry, scholarly contributions, creativity, and academic accomplishment can take many forms and may vary among disciplines. The issues addressed by these guidelines are essential to all scholarly activity within the University community. Scholarly responsibility, quality of scholarly activity, security of scholarly contributions and their sources, responsible authorship, and provision for training in ethics of each discipline are issues inherent to all areas. The implications of these guidelines apply as fully to the scholar who co-authors a history textbook as to the laboratory scientist who reports a biological discovery, or the clinician who publishes a case report.

The guidelines address the following concerns:

- the scholar's authority and responsibility for research activities;
- the establishment of the quality of research;
- authorship of publications, including multiple publications and requisites for authorship;
- the supervision of students and other trainees;
- the education of trainees in research ethics and integrity;
- access to and retention of scientific research protocols and data; and
- the social responsibility of the scholar.

<http://policies.emory.edu/7.9>

Research Compliance: Human Subjects, Animals, Dangerous Substances and More

One component of the conduct of research is the care to respect the rights and welfare of any humans or animals who are the subjects of research, as well as to exercise all due diligence and care when using materials or procedures that may expose the researcher or others to environmental hazards. At Emory, the umbrella organization for these concerns is the Office of Research Compliance. Students should consult its website for statements of principles as well as for procedures for securing the proper review and permissions to conduct research that involves any compliance issues.

<http://www.orc.emory.edu/index.cfm>

For additional information and resources, students should consult the U.S. Department of Health and Human Service's Office of Research Integrity (<http://ori.hhs.gov/>) and the Council of Graduate Schools' Project for Scholarly Integrity (<http://scholarlyintegrity.org/>).

Policy 8.2 Sexual Misconduct

Overview

The tenets of Emory University's Undergraduate Code of Conduct (honor, responsibility, trustworthiness, and respect) are essential components of healthy interpersonal relationships. When relationships become intimate, these principles become paramount. Sexual intimacy requires mutual participation in an environment of affirmative consent. Sexual misconduct against anyone by anyone, male or female (whether acquaintance or stranger) is unacceptable. Emory University will not tolerate sexual misconduct in its community. Emory University has developed this policy based on five fundamental principles:

- Members of the university community are expected to maintain ethical standards of trustworthiness and respect for others.
- Sexual misconduct encompasses a range of behaviors, from inappropriate touching to rape.
- The use of alcohol and/or other drugs may blur the distinction between consent and manipulation.
- Real or perceived power differentials between individuals may create an unintentional atmosphere of coercion.
- Educational and preventative measures are necessary components of the university's commitment to reduce sexual misconduct in its community.

The university will take seriously every complaint of sexual misconduct reported to the Office of Student Conduct. A careful and thorough investigation will be conducted to ensure that all parties involved receive appropriate support and fair treatment.

Applicability

Students

<http://policies.emory.edu/8.2>

Policy on Consensual Teacher-Student Relationships ***Faculty Handbook, page 48***

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 evaluator. In discharging this responsibility teachers are accountable for behaving in a manner that reflects the highest levels of professional responsibility, recognizes the dignity and worth of each person at the University, and protects the integrity of the student-teacher relationship. Faculty-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 faculty member 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 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.

The Provost, 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(C) of the Statement of Principles Governing Faculty Relationships.

http://www.emory.edu/PROVOST/documents/facultydevelopment/Faculty_Handbook.pdf

Policy 8.8 Alcohol and Drug Abuse Policy

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, as well as academic and/or professional performance. As such, the University believes that it is the ethical responsibility of the University and its members to protect each other from high-risk and excessive use of alcohol and other drugs and to assist individuals who may have substance abuse problems in securing appropriate assistance.

As part of this commitment, Emory University complies with and upholds all federal, state, and local laws that regulate or prohibit the possession, use or distribution of alcoholic beverages or illicit drugs. 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.

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 use on college campuses is a major public health concern, and to foster faculty, staff, and students helping one another.

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.

<http://policies.emory.edu/8.8>

Policy 9.3 Confidentiality and Release of Information about Students

Overview

Emory University, like other institutions of higher education, accumulates and maintains records concerning the characteristics, activities and accomplishments of its students. Because the University recognizes the student's right of privacy, a policy regarding the confidentiality of the information which becomes a part of the student's permanent records and governing the conditions of its disclosure has been formulated and adopted.

<http://policies.emory.edu/9.3>

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Student Resources Around Campus

Links to the websites of all the entities below, and to more useful sites, are at www.gs.emory.edu/graduate_life/support.html.

Administrative Offices

Financial Aid	404-727-6039
Registrar	404-727-6042
Student Financial Services	404-727-6095

Health and Safety

Emergency: dial 911 or	404-727-6111
Emory EMS	404.727.0180
Emory Police	404-727-8005
Sexual Assault Prevention, Education and Response	404-727-1514
Student Health and Counseling Center	
Student Health Services:	404-727-7551
Counseling Center:	404-727-7450

Support and Connections

Arts at Emory	Box office: 404-727-5050
http://arts.emory.edu	

Black Graduate Student Association

<http://www.students.emory.edu/BGSA/>

Center for Women at Emory	404-727-2031
http://womenscenter.emory.edu/	

Disability Services	404-727-9877
http://www.ods.emory.edu/	

Graduate Student Government Association --

for all graduate and professional school students.
<http://blogs.emory.edu/gsga/>

Graduate Student Council -- for Laney

Graduate School students.
<http://blogs.emory.edu/graduatestudentcouncil/>

International Student and Scholar Services (ISSS)

404-727-3300

<http://www.emory.edu/iss/>

LGBT Life 404-727-0272
[http://www.emory.edu/CAMPUS_LIFE/LGBT OFFICE/](http://www.emory.edu/CAMPUS_LIFE/LGBT_OFFICE/)

Multicultural Programs and Services

404-727-6754
<http://www.emory.edu/MULTICULTURAL/>

Religious Life 404-727-6225
<http://www.religiouslife.emory.edu/>

Volunteer Emory 404-727-6269
<http://www.volunteer.emory.edu/>

Services

Career Center	404-727-6211
Cliff Shuttles	404-727-1829
Document Services	404-727-6859
Emory Bookstore	404-727-6222
Emory Card	404-727-6095
Emory Dining	404-727-8960
Housing	404-727-7631
Information Technology	
Contact the Help Desk:	404-727-7777
Mail Services	404-727-6172
Parking Office	404-727-7275
Recreation	
<i>Recreational Services / Woodruff PE Center</i>	404-727-6551
<i>Student Activity and Academic Center (SAAC, on the Clairmont Campus)</i>	404-712-2430
Transportation Services	404-727-1829
Woodruff Library	404-727-6861

2012-2013 Academic Calendar

A calendar that includes events and other items is at www.gs.emory.edu.

Fall, 2012

August 28	Registration
August 29	Classes Begin
September 3	Labor Day Holiday (No Classes)
September 5	Add/Drop/Swap Ends; Late Registration Ends
September 14	Degree Application Deadline
September 19	Date of Record
October 15-16	Fall Break
October 29	Pre-Registration for Spring 2013
November 16	Degree Completion Date: Theses, Dissertations and Forms DUE
November 22-23	Thanksgiving Recess
December 11	Classes End
December 12-22	Exam Period
December 22	End of Term; Diploma Date, Fall 2012
January 7	Fall 2012 Fully Graded Date

Spring, 2013

January 14	Registration; Classes Begin
January 21	Martin Luther King, Jr. Holiday (No Classes)
January 22	Add/Drop/Swap Ends
February 6	Date of Record
February 8	Degree Application Deadline ; Summer 2013 Pre-registration
March 11-15	Spring Break
March 25	Pre-Registration for Fall, 2013
April 12	Degree Completion Date: Theses, Dissertations and Forms DUE
April 29	Classes End
April 30-May 10	Exam Period
May 13	End of Term; Commencement
May 21	Spring 2013 Fully Graded Date

Summer, 2013

May 20	Classes Begin, 1 st Summer Session
May 24	Add/Drop/Swap Ends
May 27	Memorial Day Holiday (No Classes)
June 26	Last Day of Classes, 1 st Summer Session
June 27-28	Exam Period, 1 st Summer Session
July 1	Registration; Classes Begin, 2 nd Summer Session
July 4	Independence Day Holiday (No Classes)
July 5	Degree Application Deadline ; Add/Drop/Swap Ends, 2 nd Summer Session
July 19	Degree Completion Date: Theses, Dissertations and Forms DUE
August 7	Last Day of Classes, 2 nd Summer Session
August 8-9	Exam Period
August 9	End of Term; Diplomat Date, Summer 2013
August 13	Date of Record
August 20	Summer 2013 Fully Graded Date