



EMORY

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L A N E Y  
G R A D U A T E  
S C H O O L

# **Handbook 2016-2017**

# 2016-2017 Academic Calendar

A calendar that includes events and other items is at [www.gs.emory.edu](http://www.gs.emory.edu).

## Fall, 2016

<b>August 23</b>	Registration
<b>August 24</b>	Classes Begin
<b>August 31</b>	Add/Drop/Swap Ends; Late Registration Ends
<b>September 5</b>	Labor Day (no classes)
<b>September 9</b>	<b>Degree Application Deadline</b>
<b>September 14</b>	Date of Record
<b>October 10-11</b>	Fall Break
<b>October 24</b>	Pre-registration for Spring 2017
<b>November 11</b>	<b>Degree Completion Date: Theses, Dissertations and Forms DUE</b>
<b>November 24-25</b>	Thanksgiving Recess
<b>December 6</b>	Classes End
<b>December 7-17</b>	Exam Period
<b>December 17</b>	End of Term; Diploma Date, Fall 2016
<b>January 4</b>	Fall 2016 Fully Graded Date

## Spring, 2017

<b>January 9</b>	Registration; Classes Begin
<b>January 16</b>	Martin Luther King, Jr. Holiday (no classes)
<b>January 16</b>	Add/Drop/Swap Ends
<b>February 1</b>	Date of Record
<b>February 3</b>	<b>Degree Application Deadline</b> ; Summer 2017 Pre-registration
<b>March 6-10</b>	Spring Break
<b>March 20</b>	Pre-registration for Fall 2017
<b>April 7</b>	<b>Degree Completion Date: Theses, Dissertations and Forms DUE</b>
<b>April 24</b>	Classes End
<b>April 25-May 5</b>	Exam Period
<b>May 8</b>	End of Term; Commencement
<b>May 16</b>	Spring 2017 Fully Graded Date

## Summer, 2017

<b>May 15</b>	Classes Begin, 1 <sup>st</sup> Summer Session
<b>May 19</b>	Add/Drop/Swap Ends
<b>May 29</b>	Memorial Day Holiday (no classes)
<b>June 21</b>	Last Day of Classes, 1 <sup>st</sup> Summer Session
<b>June 22-23</b>	Exam Period, 1 <sup>st</sup> Summer Session
<b>June 26</b>	Registration; Classes Begin, 2 <sup>nd</sup> Summer Session
<b>June 30</b>	<b>Degree Application Deadline</b> ; Add/Drop/Swap Ends, 2 <sup>nd</sup> Summer Session
<b>July 4</b>	Independence Day Holiday (No Classes)
<b>July 14</b>	<b>Degree Completion Date: Theses, Dissertations and Forms DUE</b>
<b>August 2</b>	Last Day of Classes, 2 <sup>nd</sup> Summer Session
<b>August 3-4</b>	Exam Period, 2 <sup>nd</sup> Summer Session
<b>August 4</b>	End of Term; Diploma Date, Summer 2017
<b>August 8</b>	Date of Record
<b>August 15</b>	Summer 2017 Fully Graded Date

**The information in this handbook is subject to change. Current information is on the Laney Graduate School website, [www.gs.emory.edu](http://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., @gmail.com, @hotmail.com, @yahoo.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/academics/policies](http://www.gs.emory.edu/academics/policies).

### **Emory University Accreditation**

Emory University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, doctorate and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500, or visit the web at <http://www.sacscoc.org> for questions about the accreditation of Emory.

### **Emory University Equal Opportunity/Affirmative Action Policy Statement**

Emory University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Georgia State laws, regulations, and executive orders regarding nondiscrimination and affirmative action in its programs and activities. Emory University does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status. Inquiries should be directed to the Office of Equity and Inclusion, 201 Dowman Drive, Administration Bldg, Atlanta, GA 30322. Telephone 404/727-9867 (V) 404/712-2049 (TDD).

## Table of Contents

<b>Part 1: Academic Affairs .....</b>	<b>1</b>
1.1 Degree Programs.....	1
1.1.1 Doctor of Philosophy .....	1
1.1.2 Master’s Degrees .....	6
1.1.3 Graduate Certificate Programs .....	7
1.2 Dual and Joint Degrees.....	7
1.2.1 Dual Degrees .....	7
1.2.2 4+1 Dual Degrees .....	9
1.2.3 Joint Degrees .....	9
1.3 Standards of Academic Performance and Status .....	11
1.3.1 Grades and Performance .....	11
1.3.2 Status and Standing .....	13
1.3.3 Withdrawals and Leaves of Absence.....	14
1.3.4 Parental Accommodation Policy .....	16
1.3.5 Degree Completion .....	17
1.4 Registration.....	20
1.5 TATTO .....	23
1.6 Jones Program in Ethics .....	25
<b>Part 2: Financial Information.....</b>	<b>26</b>
2.1 Tuition and Fees .....	26
2.2 Merit Awards and Financial Aid .....	28
2.2.1 Laney Graduate School Awards .....	28
2.2.2 Conditions of Eligibility for Merit Awards .....	29
2.2.3 Laney Graduate School Emergency Loan Fund .....	30
2.3 Financial Aid and Satisfactory Academic Progress Policy .....	31
<b>Part 3: Honor, Conduct and Grievance .....</b>	<b>33</b>
3.1 Laney Graduate School Honor Code.....	33
3.2 Laney Graduate School Conduct Code .....	37
3.3 Involuntary Withdrawal Policy and Procedure.....	43
3.4 Laney Graduate School Grievance Procedure .....	46
<b>Part 4: Selected University Policies .....</b>	<b>47</b>
4.1 Ethical Principles.....	47
4.2 Emory Policies and Procedures .....	48
Policy 1.3 Equal Opportunity and Discriminatory Harassment Policy.....	48
Policy 5.1 Information Technology Conditions of Use.....	49
Policy 5.8 Information Access Policy .....	49
Policy 7.30 Authorship Guidelines and Dispute Resolution.....	49
Policy 7.9 Guidelines for Responsible Conduct of Scholarship and Research .....	50
Research Compliance: Human Subjects, Animals, Dangerous Substances and more	51
Policy 8.2 Sexual Misconduct.....	51
Policy on Consensual Teacher-Student Relationships (from <i>Faculty Handbook</i> ).....	61
Policy 8.8 Alcohol and Drug Abuse Policy .....	62

Policy 9.3 Confidentiality and Release of Information about Students..... 63

## **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 Laney 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 Laney 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 9 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, s/he may request permission from the Director of Graduate Studies to pursue the degree on a part-time basis and earn partial residence credit. The request must be forwarded by the DGS to the Dean of the Laney Graduate School for approval.

While a normal load may be greater than 9 hours per semester in some programs, residence credit is computed on the basis of 9 hours per semester.

#### **(C) Transfer Credit**

A limited amount of transfer credit may be applied 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 counted toward 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 Laney Graduate School.

The maximum credit that may be transferred is 9 semester hours towards full standing or 9 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 students who have demonstrated the capability to produce original scholarship and who give 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, English, Environmental Health Sciences, Epidemiology, French, Health Services Research and Health Policy, History, Islamic Civilizations Studies, Mathematics, Nursing, Nutrition and Health Sciences, Philosophy, Physics, Political Science, Psychology, Religion, Sociology, 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 Laney 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**

As of fall 2013, LGS credit hours are awarded on a one contact hour to one credit hour basis. Students who fulfilled candidacy course requirements prior to fall 2013 are not affected by the credit hour change. **This change does not affect the number of courses required for candidacy.**

Students entering advanced standing in fall 2013 or later must complete of a minimum of 36 hours of residence credit beyond the master's degree or its equivalent (see Advanced Standing, Section 1.3.2 (C)). Of these 36 hours, 18 must be taken in course work and Directed Study 597r or 797r. These 18 hours must include a minimum of 15 hours of courses at the 500 and 700 level, and must be completed with a grade of B- or better. Only three hours of the required 18 may be Directed Study 597r or 797r without the program seeking pre-approval from the Laney Graduate School. The additional required 18 hours may be in any coursework including research related study (these courses may include S graded courses, in addition to letter grades). 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.

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

As of fall 2013, LGS credit hours are awarded on a one contact hour to one credit hour basis. Students who fulfilled candidacy course requirements prior to fall 2013 are not affected by the credit hour change. **The credit hour change does not affect the number of courses required for candidacy.**

The total credit hours in advanced standing required for students who reach advanced standing in fall 2013 or later in these four laboratory related fields is 36. At the discretion of the program, however, the number of course hours may be reduced from 18 to 12, and the number of research hours may be increased to 24. In addition, up to 5 credit hours of directed study (797r) may be counted towards candidacy. This will allow program directors, directors of graduate studies, and dissertation advisers to move students into appropriate laboratory-based work early in the student's training.

### **(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 requires at least three members of the committee belong to the Laney Graduate School faculty. Once this requirement is met, additional Emory faculty who are not Laney Graduate School faculty may also serve on the committee.

Laney Graduate School recognizes the value of involving scholars who possess expertise relevant to the interest of PhD candidates who are not Emory faculty. The Laney Graduate School encourages programs to identify, where appropriate, committee members of PhD dissertations drawn from outside Emory. In the event that a committee member outside the University is selected, the director of graduate studies or division director will submit a request to seek approval from the Dean of Laney Graduate School. The request should be submitted to the Dean and include the proposed member's recent CV and a memo explaining how this member will contribute to the student's committee. In addition, members of the Emory community who are not faculty but who possess expertise relevant to the dissertation project may serve on the committee with the approval of the student's program and the Dean. This request should be submitted to the Dean in a similar fashion as requests for scholars located at other institutions.

When a dissertation committee member, co-chair/co-advisor, and chair/advisor moves from Emory to another academic or research institution or a faculty member retires, the student should consult with his or her advisor and director of graduate studies or program director for guidance on how to proceed with the composition of their committee. This is to ensure that the student has the support and guidance needed to complete the dissertation project.

Below is the Laney Graduate School policy for dissertation committee composition when faculty members move from Emory or retire.

**Serve as a member of the Dissertation Committee:**

A faculty member who moves from Emory to another academic or research institution may continue to serve as one of the three required Laney Graduate School faculty members on a dissertation committee if the committee was already formed before the faculty member leaves the Emory faculty. The faculty member may serve in this capacity up to three years after departure. Under extraordinary circumstances the director of graduate studies or program director may petition the Dean, on behalf of the student, to extend this time limit.

Retired or emeriti Professors who were affiliated with an Emory doctoral program may continue to serve on dissertation committees as Laney Graduate School faculty for five years after they retire. After five years, they may continue to serve as a member, but will not remain as one of the three required LGS faculty.

**Serve as a co-chair/co-advisor of the Dissertation Committee:**

A faculty member who currently serves as co-chair/co-advisor of a dissertation committee and then moves from Emory to another academic or research institution may continue to serve as co-chair/co-advisor of the committee, as one of the three Laney Graduate School faculty members, for up to a three years after departure, assuming that the other co-chair/co-advisor is an LGS faculty member. If the other co-chair/co-advisor is not a Laney Graduate School faculty member, then the committee will need to be reconstituted to include one current LGS faculty member as co-chair/co-advisor. Under extraordinary circumstances the director of graduate studies or program director may petition the Dean, on behalf of the student, to extend this time limit.

Retired or emeriti Professors who were affiliated with an Emory doctoral program may continue to serve as a co-chair/co-advisor on dissertation committees as Laney Graduate School faculty for five years after they retire. After five years, they may continue to serve as co-chair/co-advisor, but will not remain as one of the three required LGS faculty.

**Serve as a chair/advisor of the Dissertation Committee:**

A faculty member who currently serves as chair/advisor of the dissertation committee and then moves from Emory to another academic or research institution may continue to serve as chair/advisor of the committee, as one of the three Laney Graduate School faculty members, if the student completes the dissertation within one year of the chairperson's/advisor's departure. If the student's dissertation is not completed within a one year period, the faculty member may continue to serve as co-chair/co-advisor with a current member of the LGS faculty for up to three years after departure.

Retired or emeriti Professors who currently serve as chair/advisor of the dissertation committee may continue to serve as chair/advisor of the committee, as one of the three Laney Graduate School faculty members, if the student completes the dissertation within one year of the chairperson's/advisor's departure. If the student's dissertation is not completed within a one year period, the faculty member may continue to serve as co-chair/co-advisor with a current member of the LGS faculty for up to five years after they retire.

Faculty who move from Emory to another academic or research institution and retired or emeriti Professors who were affiliated with an Emory doctoral program may continue to serve as a chair/advisor of dissertation committees for a limited time by special arrangement (see Nomination for Special Membership on Dissertation Committee Form on the Laney Graduate School website at <http://gs.emory.edu/academics/policies/candidacy.html>).

**(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 be competent and confident teachers in a variety of settings, including college and university classrooms. Participation in the program is required of all students pursuing the Emory PhD.

Although many universities have programs for training teaching assistants, two characteristics distinguish the Emory program: (1) TATTO is a degree requirement across the Laney Graduate School; and (2) TATTO is a graduated experience involving several stages. For more specific information, see the TATTO section (1.5).

**(G) Doctoral Examinations**

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 August 1 before their fifth year of study. The Laney 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 Laney Graduate School the Application for Admission to Candidacy. (Forms are on the Laney 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 dissertation 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. Any 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 the Dean of the Laney Graduate School, in writing, 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 Laney Graduate School, along with the extension request.

A student on an 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. Only 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), Environmental Sciences, Film and Media 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 Laney 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. Students who plan to apply for an interim master's degree should be in candidacy prior to applying for the degree. LGS will not award a master's degree on the basis of candidacy retroactively after a student has completed the PhD; therefore students must apply for the master's degree immediately upon reaching eligibility.

4+1 Master's degrees are discussed in Section 1.2.

#### **(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 15 hours must be in course or seminar work, not including Directed Study 597 or Research 599.

At least 11 hours in course work must be on the 500 or 700 levels.

A grade of B- or better must be earned in at least 11 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 Laney Graduate School after approval by the student's advisory committee. The student's advisory committee requires three members of the Laney Graduate School faculty. 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.

### **(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 a single 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' professional competencies. Students interested in a Graduate Certificate should consult the Certificate Program Director about eligibility criteria and requirements. You can search for a list of active programs on the Laney Graduate School website at <http://gs.emory.edu/degree-programs/index.html/>

Completion of a certificate program requires a minimum of 15 credit hours with at least 12 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 3 credits may be counted toward two certificates. Because certificates are intended to enhance interdisciplinary education, no more than 3 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 and submit a completed Certificate Clearance Form documenting completion of the requirements. Students should also submit a separate Application for Degree (in addition to the Application for Degree submitted for the dissertation) in order for the certificate to be noted on the transcript. Students will not be awarded a paper certificate from the Laney Graduate School. Certificates are only notated on student transcripts. (Students obtaining a certificate in Translational Research who are not enrolled in an Emory PhD program constitute an exception. They should contact their program for instructions.)

## **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 Dual Degrees**

**MA/MTS:** 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 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.

**MA/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.

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.

**MA/MD:** A dual Master of Arts in Bioethics/MD degree is offered through the Laney Graduate School and the School of Medicine.

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.

**MA/MDiv:** A dual Master of Arts in Bioethics/MDiv degree is offered through the Laney Graduate School and the Candler School of Theology.

Students interested in the MA-Bioethics/MDiv 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 Candler School of Theology may apply to the other school for admission to the MA in Bioethics/MDiv dual degree program.

**MA/MPH:** A dual Master of Arts in Bioethics/Master of Public Health (MPH) degree is offered through the Laney Graduate School and the Rollins School of Public Health. Students interested in the MA-Bioethics/MPH dual degree must apply separately to each program, and should be sure to indicate their interest in the dual degrees on both applications.

**MA/MSN:** A dual Master of Arts in Bioethics/Master of Nursing Science (MSN) degree is offered through the Laney Graduate School and the Nell Hodgson Woodruff School of Nursing. Students interested in the MA-Bioethics/MSN dual degree must apply separately to each program, and should be sure to indicate their interest in the dual degrees on both applications.

**MA/DPT:** A dual Master of Arts in Bioethics/Doctor of Physical Therapy (DPT) degree is offered through the Laney Graduate School and the School of Medicine.

Students interested in the Master of Arts in Bioethics/DPT dual degree must apply separately to each program, and should be sure to indicate their interest in the dual degree on both applications. A student can also apply for the dual degree during the first year of the DPT program.

**MDP/MDiv:** A dual Master's in Development Practice/Master of Divinity (MDP/MDiv) program is offered through the Laney Graduate School and the Candler School of Theology.

Students interested in the MDP/MDiv dual degree must apply separately to each program, and should indicate interest in the dual degree program on both applications. A student already enrolled in the MDP program or the Candler School of Theology may apply to the other school for admission to the dual degree program.

**MPH/PhD:** A dual Master of Public Health/Doctor of Philosophy (MPH/PhD) degree is offered through the Rollins School of Public Health and the Laney Graduate School. Prospective candidates apply separately to both the Rollins School of Public Health and Laney Graduate School. Students in the Laney Graduate School may apply for admission to the MPH program during their graduate studies with the approval of their PhD program's Director of Graduate Studies.

### 1.2.2 4 + 1 Dual Degrees

*Available to baccalaureate students enrolled in Emory College of Arts and Sciences students, the Laney Graduate School offers several 4+1 dual degree programs, which bridge the undergraduate senior year with a fifth (“+1”) year of graduate study in the Laney Graduate School, resulting in the awarding of the Master’s degree by the Laney Graduate School.*

**4+1 BS/MS in Cancer Biology and Translational Oncology:** Open to Emory undergraduate senior students with a strong background in science, 4+1 graduates will demonstrate broad knowledge of cancer biology, developing a mastery of the literature and a deep understanding of major questions in their chosen area of cancer research.

**4+1 BA/MA in English:** The 4+1 BA/MA program in English is offered to advanced students who seek additional training in literary studies, research and writing before advancing with their careers. 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, including coursework and work on a Master’s thesis.

**4+1 BS/MS in Environmental Sciences:** This new program will focus on training the next generation of professionals to address the complex interactions between people and their environment with a goal of advancing ecosystem health, sustainable global development, and conservation.

**4+1 BA/MA in Film and Media Studies:** The program would serve students seeking additional preparation before applying to related PhD programs, as well as those pursuing other film and media career tracks in film/festival curation, film archives, production, or teaching in secondary schools and community colleges, for which an MA degree in Film and Media is helpful. Students admitted to the program would undertake limited graduate work in their senior year and then enroll in the Laney Graduate School for a year of graduate studies.

### 1.2.3 Joint Degrees

**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 Laney Graduate School program and the Medical School.

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

**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>.

#### **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. ECAS 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. A Four-Year Bachelor's/Master's Application for Admission must be submitted during the spring semester of the junior year (before commencement), along with the departmental recommendation letter for the program. Scores from the GRE must be received no later than 30 days before the fall semester. Students will not be recognized by the Laney Graduate School as dual degree students unless these steps were completed before the deadline.

## 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; additionally, students must be enrolled in the courses they audit.

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 director of graduate studies, program director or advisers to determine whether this S/U option is allowed within the program or division and what restrictions may apply. 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.

IP grades may only be used for courses that are designed to run two consecutive semesters. Sequential courses that require or use IP grades must be approved by the Laney Graduate School. IP grades are inappropriate for courses designed to be one semester in length.

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 Laney 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 Laney Graduate School can change the grade of IF or IU. To change the grade, the instructor must make a request to the Laney 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 Laney 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 9 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 course without permission from the Laney Graduate School. A student who fails to meet the above conditions will be placed on probation for a second semester. The Laney 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 Laney Graduate School grants approval. *In the event of termination, international students should notify International Student and Scholar Services.*

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 and spring semesters of at least 9 graded semester hours with a cumulative GPA of 2.7. Students who receive funding in the summer also need to register for a minimum of 9 graded hours during summer semester.

Students in tuition-paid status who have submitted their dissertations or theses (terminal programs) and need registration in order to apply for a degree should enroll in RES 999 to 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)**

The permanent and official record of a student's academic work, the transcript, is maintained by the University Registrar. Copies can be requested via OPUS, by email, or in person, and can be in electronic or printed format. See <http://www.registrar.emory.edu/Students/Transcripts/index.html>.

### **(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 18 hours of graduate level coursework in good 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.

The 18 credit hours may include up to 9 hours of approved transfer credit.

Upon recommendation of the program and approval of the Laney 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 Laney Graduate School if the student is in advanced standing. Unless notified, the Laney Graduate School will place the student in full standing at the time of first enrollment. Advanced standing will not 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 year or more of full-time graduate study at another institution but not obtained a master's degree, up to 9 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 Laney 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 Laney Graduate School requires a minimum accumulated credit of 36 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, Nutrition and Health Sciences, Physics and Neuroscience and Animal Behavior (Psychology):***

The total credit hours required for students in advanced standing for a PhD in these fields is 36. At the discretion of the program, however, the number of course hours may be reduced from 18 to 12, and the number of research hours may be increased to 24 from 18. In addition, up to 5 hours of directed study (797r) credits may be counted as course hours.

**(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 or program director of both programs using the Request for Program Transfer form available on the Laney Graduate School website. The request is approved after review by the graduate program and the Dean of the Laney Graduate School. Programs may prescribe additional course requirements for transferring students. Students wishing to transfer from one program to another do not have to submit new applications or application fees to the Laney Graduate School. The new program will determine the number of hours credited from the prior program based on new degree objectives and requirements. The maximum credit that can be transferred from the old program is 18 hours.

When an international student's program transfer has been approved and processed by the Laney Graduate School, the student must consult with the International Student and Scholar Services office about any necessary adjustment to the student's I-20.

If the student is a veteran, she/he must contact the Office of the Registrar at [registr@emory.edu](mailto:registr@emory.edu).

**(E) Transfer Credit**

The Laney Graduate School requires that most, if not all, credits counted toward LGS degrees be earned at Emory. Under certain circumstances, programs may appeal to the Dean for up to 9 hours of transfer credit from an accredited institution be counted in lieu of Emory coursework. The director of graduate studies or program director must confirm that transferred credit was not counted toward another degree and indicate which Emory courses were deemed equivalent to the courses for which transfer credit is proposed. Any amount over 9 hours must have strong support from the program and be approved by the Dean.

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 or program director 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 or program director in her/his program. Upon receiving written notification from the student, the director of graduate studies or program director should inform the Dean of the Laney Graduate School of the student's decision to withdraw.

International students are required to discuss their plans to withdraw with International Student and Scholar Services to determine how the withdrawal will impact their visa status.

If the student is a veteran, she/he must contact the Office of the Registrar at [registr@emory.edu](mailto:registr@emory.edu).

**(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. International students are required to contact International Student and Scholar Services if the leave of absence is approved by the Dean. If the student is a veteran, she/he must contact the Office of the Registrar at [registr@emory.edu](mailto:registr@emory.edu).

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 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 addressed 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](http://www.gs.emory.edu). Readmission requires approval from the program, and before submitting the readmission form, students should contact their director of graduate studies or program director. 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 fail to maintain continuous enrollment 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 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 have enrollment holds must contact Student Financial Services and submit the application for readmission once the hold has been removed.

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 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, and 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 of the 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. Students must discuss accommodation plans with their advisors and Director of Graduate Studies / Program Director before submitting the request to the Laney Graduate School.

Form and instructions for the Parental Accommodation Request is on the graduate school website at <http://gs.emory.edu/academics/policies/absence.html>.

**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 Laney Graduate School website. Details are on the Degree Completion page of the Laney Graduate School website at <http://gs.emory.edu/academics/completion/index.html>.

**(A) Candidacy**

PhD candidates must have been admitted to candidacy at least one semester before applying for a 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 Laney 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 she/he should enroll in the appropriate course to satisfy the requirement. Master's students should enroll in course 599R.

**(C) Application for Degree**

Students must submit a formal application for a degree to be awarded in a particular semester: spring, summer, or fall. The form is available in the Laney Graduate School office and on the Laney Graduate School website. The application can also be completed online, in OPUS, if the student's record indicates that the current semester is his or her anticipated semester of graduation. For questions about this, contact the LGS Manager of Enrollment Processes and Records.

A student who is also completing a certificate needs to complete a separate Application for Degree for the certificate.

Students should return completed forms to the Laney Graduate School by the deadline, which usually falls near the beginning of the semester (see the Laney Graduate School website for deadlines). The Laney Graduate School charges a late fee of \$25 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 Laney 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 I grades as well as P and IP 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 Laney 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 Laney Graduate School website at <http://gs.emory.edu/academics/completion/index.html>.

**(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 Laney 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 – or those who choose not to participate in the spring commencement ceremony - can have their diplomas mailed to them to their diploma address as specified in OPUS. .

Students who graduate in the summer and fall should indicate whether they expect to return for commencement in the spring, and update their OPUS record to make sure it contains 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>.

**(L) Termination of Student Salary / Stipend Awards**

Eligibility for student salary/stipend awards expires when a student graduates.

## 1.4 Registration

For information about new student registration, see the Laney Graduate School website.

Unless instructed otherwise by the program, all continuing degree-seeking students in the Laney 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, and their registration may be canceled.

### (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

After complying with program procedures, students may pre-register in OPUS. The dates of pre-registration are published on the Registrar's website and on the Laney Graduate School calendar posted on the Laney Graduate School 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 or program director. Special standing students turn in completed and approved registration forms to the Laney Graduate School. The Laney 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 two 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.

**Tuition-paid:** Students who have completed six semesters, excluding summers, are registered in tuition-paid, full-time status. They may register for 9 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 are required to register in addition to paying their bills.

Bills will reflect charges, anticipated aid, and an account summary.

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

Students who 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 9 credit hours during fall, spring and summer semesters. Some programs require students to register for 12 hours per semester. The maximum number of credits that can be counted toward tuition-paid status is 9 hours per semester. The maximum number of credits allowed in any semester is 16. Any additional credits should be reviewed and approved by the director of graduate studies or program director and the Laney Graduate School.

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

**(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 (9 hours) for appropriate course work or 599R (thesis research) or 799R (dissertation research). During the summer term, tuition is assessed for all credit hours up to and including 12 hours.

**(K) Continuous Registration**

Students should maintain continuous registration throughout the course of study in the Laney Graduate School. Students receiving stipends are required to maintain full-time registration during the fall, spring, and

summer. If a student does not register for one semester or more 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 9 or more hours of credit are recognized as pursuing degrees full-time. The Laney 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 Laney 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, and the director of graduate studies or program director, and the Deans of the two schools. The student registers through the Laney Graduate School and course credit will apply only toward the student's Laney 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, Brenau University, Clark Atlanta University, Clayton State University, Columbia Theological Seminary, Emory University, Georgia Gwinnett College, Georgia Institute of Technology, Georgia State University, Interdenominational Theological Center, Kennesaw State University, Mercer University – Atlanta, Mercer University, Morehouse College, Morehouse School of Medicine, Oglethorpe University, Savannah College of Art and Design – Atlanta, Spelman College, University of Georgia, and University of West Georgia. ARCHE registration application forms are available in the Laney Graduate School or online at <http://atlantahighered.org/>. Cross registration does not take place during the summer.

Before cross registering, students must obtain permission from their advisers, programs, and the Laney 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 404-727-6042. Details are at <http://www.registrar.emory.edu/Students/arc.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 100, located at 200 Dowman Drive. Phone: 404-727-6042. For more information, visit the [Registrar's website](#).

## 1.5 TATTO (Teaching Assistant Training and Teaching Opportunity)

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. TATTO requirements must be completed before applying for candidacy.

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. TATT 600 must be taken prior to the assistantship and associateship.
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 Laney 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 Laney 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 Laney 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 15 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 doctoral students, without exception.

**(B) Teaching Assistant and Associate Positions**

The graduated stages of the TATTO program are intended to ensure PhD students are properly prepared for various instructional roles and that a student's responsibilities in the classroom grow with experience. TATTO prepares our students to apply this teacher training in a variety of professional settings both inside and outside of the academy.

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 instructor 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 five semesters in any combination of teaching assistant and associate position during his or her first five years at Emory without the approval of the Dean. Students wishing to serve more than five semesters as either a teaching assistant or teaching associate should submit a letter of request to the Dean explaining their rationale for taking on these additional requirements.

## 1.6 Jones Program in Ethics

The [Jones Program in Ethics \(JPE\)](#) 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 (JPE 600) in scholarly integrity, supported by the Laney Graduate School in collaboration with the Emory 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 JPE 600 with the exception of incoming international students, who will take JPE 600 in their second year. 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 JPE 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 Emory 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 JPE 610.

### (B) JPE Credit

The Registrar notes participation in JPE 600 (1 section) and JPE 610 (4 sections) on transcripts, which documents fulfillment of the degree requirement. Neither JPE 600 nor JPE 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 student 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.

Information about tuition and fees can be found on the [Tuition and Costs page](#) of the Laney Graduate School website.

#### (A) Tuition and Academic Fees

Tuition for a full-time course load of 9 hours or more is \$19,900 per semester for the academic year 2016-2017. This fee covers tuition, the use of facilities of instruction and library services. Student health insurance is incurred as an additional expense.

Students registered for less than 9 hours a semester are classified as part-time and are charged \$2,211 per credit hour for fall and spring 2016-2017, and \$1,658 per credit hour for summer 2017. Full tuition is based on 9 hours during the fall spring semesters, and 12 hours during the summer semester.

#### (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 2016-2017 it is \$1,250.

#### (D) Mental Health and Counseling Fee

All students will be assessed a Mental Health and Counseling Fee each semester. In 2016-2017 the fee is \$78.

#### (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

A \$92 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 \$120 per semester (\$47 in summer) is assessed to each student to help support recreational and athletic programs. Students who have reached tuition-paid status are not charged activity and athletic fees.

#### (G) Transcript Fee

Degree-seeking students will be assessed a \$70 transcript fee prior to enrolling for their first year of study. This fee pays for all future transcripts requested.

#### (H) Mandatory Health Insurance

All new and continuing degree-seeking and international Emory University students are required to have health insurance. Under this requirement, students must either purchase the [Emory University Student Health Insurance Plan](#) or provide documentation of enrollment in a comparable United States-domiciled

plan. New students wishing to waive enrollment in the Emory Student Health Insurance Plan will need to complete the annual waiver process via OPUS prior to the first day of classes of their first semester at Emory. All returning students must also complete the enrollment/waiver process annually prior to the first day of classes of Fall Semester.

If a student has not [waived out](#) of the Emory Student Health Insurance Plan by the date of Emory's pre-term Student Financial Services bill, he/she will be billed for the Emory/Aetna student insurance plan. However, the student will still have until the first day of semester classes to complete a waiver and have the insurance enrollment and charge reversed. Students will need to complete the annual insurance enrollment/waiver process each year they are enrolled at Emory.

For information regarding the health insurance requirement or plan, visit the [Emory Student Health and Counseling Services](#) website.

**(I) 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.

**(J) 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 Laney 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 Laney Graduate School, or at the [CGS website](#).

The Laney Graduate School reviews continuing students each semester and evaluates their eligibility for merit awards. The Laney 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 Laney 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/](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. 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 who have been granted an extension will receive partial tuition scholarships and are responsible for \$1,250 per semester in tuition.

#### **(B) Student Salaries and Stipends**

Students receiving Laney 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. Eligibility for stipend support expires when a student graduates.

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

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

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

### **(C) Electronic Pay Advice**

All students receiving Laney 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**

Eligibility for student salaries and stipends ends when a student graduates, withdraws, is not enrolled, or is terminated. Unused stipends cannot be deferred or reserved. Support for a student on an approved leave of absence will be suspended. If a program's policies provide for it, a program may recommend to the Laney Graduate School that a student's support be suspended for poor academic performance, and the Laney Graduate School may suspend the support. Students may appeal decisions to suspend support 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 five semesters in any combination of teaching assistant and associate position during his or her first five 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 Laney 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 9credit 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 Laney Graduate School. A student who fails to meet the above conditions will be placed on probation for a second semester. The Laney 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 Laney 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 the fall and spring semesters of at least 9 graded semester hours with a cumulative GPA of 2.7. Students who receive funding in the summer also need to register for a minimum of 9 graded hours during summer semester. Withdrawals do not count.

Students in tuition-paid status who have submitted their dissertations or theses (terminal programs) and need registration in order to apply for a degree should enroll in RES 999 to 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 by the Dean.

**(C) Registration Requirements**

Students receiving Laney Graduate School funding of any kind must be registered for 9 hours in each semester during which the funding is disbursed.

**(D) Employment Restrictions**

The terms of a merit award made by the Laney Graduate School may prevent a student from gaining additional 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 of ten or more hours a week while receiving a merit award.

**(E) 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 nine 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. Students in special standing are not eligible to receive emergency loans.

### **(B) Procedure**

Emergency Loan Fund application forms are available in the Laney Graduate School office and website at [www.gs.emory.edu](http://www.gs.emory.edu).

Applicants must fill out the application form completely and accurately and turn it in to the Laney Graduate School. The student is required to indicate on the application the means by which the loan will be repaid.

New students are eligible to apply for emergency loans once the following conditions are met: (1) The student is enrolled full time in the current semester; and (2) the student's financial aid has been posted or is pending (students should consult their OPUS account for financial aid status). Finally, new students must have their director of graduate studies, program director or program administrator sign the emergency loan application.

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.

## **2.3 Financial Aid and Satisfactory Academic Progress Policy**

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

Grade point average (GPA), time to degree completion, and percentage of courses passed will be evaluated at the conclusion of each semester. Students must meet the following minimum grade requirements to meet satisfactory academic progress standards.

- Master Programs (MA, MDP, MM, MS, MSM): Must maintain a 2.7 current GPA each semester and an overall 2.7 cumulative GPA.
- Doctor of Philosophy (PhD): Must maintain a 2.7 current GPA each semester and an overall 2.7 cumulative GPA.

Any student who fails for two successive semesters to pass two-thirds of the hours taken shall be automatically excluded regardless of any previous average.

All students are expected to complete their degree programs within a maximum time frame. The maximum time frame for graduate students is 150% of the hours required to complete their degree program. Time to degree completion is calculated for all credit hours for which the student enrolls or receives credit at Emory and any of the following grades are assigned: A, B, C, D, F, Satisfactory and Unsatisfactory. A course assigned an Incomplete, In Progress or Withdrawal is also counted toward attempted credits. Audited classes are not considered attempted credits.

- Master Programs (MA, MDP, MM, MS, MSM): Must complete degree within 108 attempted units based on a 72 unit degree requirement.
- Doctor of Philosophy (PhD): Must complete degree within 324 attempted units based on a 216 unit degree requirement.

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

Students whose academic records fall below the minimum standards stated above will be disqualified from receiving future financial aid payments. Disqualified students may be approved to receive financial aid after successfully appealing their case. Students who successfully appeal are placed on Probation. During the probationary period students remain eligible for financial aid. Students who, at the conclusion of the probationary period, are making satisfactory academic progress will have their financial aid reinstated unconditionally for the next award term. Students on probation must receive a GPA of at least 2.7 and are not permitted to receive grades of F, U, W, WF, WU, I, IF, or IU. Students who receive aid on probation and fail to meet probationary conditions will be ineligible for future financial aid payments. Students who become ineligible for financial aid or fail to meet probationary terms can re-establish their eligibility by attending classes at their own expense or with the help of private resources from outside the University. Once minimum standards are met, financial aid funding may be reinstated.

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

A Satisfactory Academic Progress Appeal Form should be submitted with supporting documentation of any mitigating circumstances that negatively impacted academic progression. Please contact your financial aid advisor if you have questions specific to your case.

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

## **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 director of graduate studies, program director 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 director of graduate studies or program director, 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 Laney 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 Laney 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 Laney 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 Laney 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 Laney 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 Laney 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 Laney 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 Laney Graduate School Honor Code that was revised in February 1984. The 1984 Laney 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 or program director 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 Laney 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 1-9 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.

**Stalking:** Behavior where a person follows, places under surveillance, or contacts another person without the consent of the other person for the purpose of harassing and intimidating the other person. The term "contact" means to make or attempt to make any communication, including, but not limited to,

communication in person, by telephone, by mail, by broadcast, by computer or computer network, or by any other electronic device. "Harassing and intimidating" refers to communication directed at a person that causes emotional distress because of a reasonable fear for the person's safety or safety of others, and which serves no legitimate purpose. It does not require that an overt threat of death or bodily injury be made.

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

**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.

**B.** Emory University's Sexual Misconduct Policy, Policy 8.2 (<http://policies.emory.edu/8.2>) applies to each of Emory's schools, including to the students of the Laney Graduate School. Policy 8.2 sets forth a centralized reporting, investigation and grievance/conduct process for allegations of sexual misconduct pursuant to Title IX of the Education Amendments of 1972 (Title IX). Policy 8.2, which is administered through the office of Emory's *Title IX Coordinator for Students*, shall apply in the principal instance to address sexual misconduct allegation(s) in matters where the respondent is a student.

Although each student is also bound by the provisions of the Laney Graduate School's conduct code, any investigation and adjudication pursued under Policy 8.2 shall take precedence over the Laney Graduate School's separate conduct code or honor code provisions. If there are multiple violations implicated by a reported incident (e.g., a violation of Policy 8.2 in addition to a violation of Laney Graduate School policy), the student/respondent may either be subject to multiple conduct proceedings, depending on the particular facts involved, or, upon the student's request or request by the Title IX Coordinator for students, consent to a single proceeding under Policy 8.2, wherein all charges are adjudicated in one forum. At all times, however, the Laney Graduate School shall retain jurisdiction over any alleged violations of the Laney Graduate School's conduct and honor codes, even if a conduct process is initially pursued against the responding student under Policy 8.2. Moreover, if a student is ultimately found not to have violated Policy 8.2, the student may still be subject to separate disciplinary proceedings under the Laney Graduate School's policy. To the extent that there may be any conflicts between the Laney Graduate School's policies and Policy 8.2, the provisions of 8.2 shall govern allegations of sexual misconduct.

#### **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, 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 any office or 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 Laney 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 Laney 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 Laney 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 Laney 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 Laney 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 Laney 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 Laney 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 Laney 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 Readmission**

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)

#### **Emory Policy 10.12 Student Complaints (<http://policies.emory.edu/10.12>)**

##### **Overview**

Emory University is committed to receiving and addressing written student complaints against the University, its faculty, staff, or administrative personnel in a timely manner. Appropriate procedures are described below and should be adhered to in response to student complaints. Students should first attempt to resolve their complaints with the office most directly responsible for the action being challenged. Each school at Emory has an office of Student Services that can further assist students and direct them within their specific school if they are uncertain about where to start. In addition, students may use the ombudsperson (<http://ombudsperson.emory.edu/index.html>) to assist with complaints if they are uncertain or wish to discuss a situation confidentially before taking more formal action.

Federal financial aid laws and regulations require that each state has a process to review and act on complaints concerning educational institutions in the state. You may file a complaint about Emory University with the State of Georgia Office of Inspector General by following the directions at the OIG website. In the event that OIG receives a student complaint relating to financial aid, it will forward it to the Office of Inspector General of the U.S. Department of Education.

## 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://president.emory.edu/university\\_leadership/ethical\\_principle.html](http://president.emory.edu/university_leadership/ethical_principle.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 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**

#### **Overview**

#### **Emory University Non-Discrimination Statement**

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

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

#### **1.3.1. Equal Opportunity Policy**

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

#### **1.3.2 Discriminatory Harassment Policy**

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

At the same time, Emory recognizes the centrality of academic freedom and the University's determination to protect the full and frank discussion of ideas. (See Policy 8.14.) Thus, discriminatory harassment does not

refer to the use of materials for scholarly purposes appropriate to the academic context, such as class discussions, academic conferences, or meetings. Additionally, discriminatory harassment does not refer to participation in lawful protests, public forums, or campus publications established for the purpose of freely expressing opinions or ideas in the University community.

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

## **Policy 5.1 Information Technology Conditions of Use**

### **Overview**

Computers, networks, and software applications are powerful tools that can facilitate Emory's core missions in teaching, learning, research, and service. Access and utilization of these tools is a privilege to which all University faculty, staff, students, and authorized guests are entitled. This policy documents the responsibilities that accompany this privilege.

Campuses, schools, colleges, departments, and other administrative units have considerable latitude in developing complementary information technology conditions of use policies, as long as they are consistent with this enterprise policy and any other applicable policies of the University. Such policies may be more restrictive than the enterprise policy, but must not be more permissive.

### **Applicability**

This policy applies to Emory faculty, staff, students, and retirees who have been issued computer accounts such as an Emory NetID and to visitors and guests who have been issued sponsored computer accounts. This policy applies to all Emory information technology resources, whether they are accessed from campus or from a remote location. This policy also applies to anyone who has been granted access to or connects any device to the Emory network or Emory IT resources. <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 7.30 Policy on Authorship Guidelines and Dispute Resolution**

### **Overview**

This policy (the Policy) sets forth the policies and procedures that should be followed with regard to determining authorship for purposes of scholarly contribution and attribution on research and scholarly publications. The Policy describes the responsibilities of authors and defines the procedure for authorship dispute resolution.

## Applicability

This Policy applies to all areas of research and intellectual inquiry. This Policy applies to all persons performing research or scholarly work at or on behalf of Emory University, including but not limited to employees, agents, and affiliates through contract or agreement with the University, officials, tenured and untenured faculty, teaching and support staff, researchers, research coordinators, clinical technicians, postdoctoral and other fellows, students, volunteers, agents, and contractors, subcontractors, and sub-awardees, and their employees.

<http://policies.emory.edu/7.30>

## 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"). The University complies with all applicable laws and regulations. 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://compliance.emory.edu/>

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**

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

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

This Policy covers sexual misconduct committed by Emory University students. Sexual misconduct is a form of sexual harassment that is prohibited under federal law and the Emory University Equal Opportunity and Discriminatory Harassment Policy (Policy 1.3). Sexual misconduct can occur in many forms, including, but not limited to, sexual harassment, domestic violence, intimate partner violence, sexual assault, and stalking.

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

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

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

Or

Judith M. Pannell  
Title IX Coordinator for Students  
Special Assistant, Emory Campus Life

413 Dobbs University Center  
605 Asbury Circle  
Atlanta, GA 30322  
Phone: (404) 727-4079

jpanne2@emory.edu

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

### **Applicability**

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

The University Title IX Coordinator monitors and oversees Emory University's compliance with federal regulations concerning sexual harassment and discrimination. Upon receipt of a report of alleged sexual misconduct, the University Title IX Coordinator will monitor responsive action to ensure that the educational environment at Emory University is free of discrimination and discriminatory harassment. Additionally, the University Title IX Coordinator monitors the steps taken, as appropriate, to remedy the effects of the sexual misconduct on the complainant. This may include commencement of disciplinary proceedings against a respondent.

This policy applies to sexual misconduct that occurs in connection with all academic, educational, extracurricular, athletic, and other programs of Emory, whether those programs take place in University facilities, at a program sponsored by the University at another location, or elsewhere.

#### **8.2.1. Reporting Sexual Misconduct**

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

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

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

Pursuant to **Emory University's Mandated Child Abuse Reporting Policy**, unless there is an exception under Georgia law, Emory University requires all Emory University Personnel, including faculty, staff, students and Third-Parties, to report suspected Child Abuse of which they are made aware in their Capacity of Employment or Duties. Child Abuse includes sexual abuse or exploitation of a person who is under eighteen (18) years old. Any uncertainty about whether reporting is required should always be resolved in favor of making a report to the Emory Police Department.

**Reporting Sexual Misconduct for University Action.** Every University employee who is informed about an allegation of sexual misconduct involving any student is required to notify a Title IX Coordinator either directly or through their relevant reporting structure. However, University employees who serve in a professional role in which communications are afforded confidential status under the law (e.g., medical providers, therapists, and professional and pastoral counselors) are not bound by this requirement but may, consistent with their ethical and legal obligations, be required to report limited information about incidents without revealing the identities of the individuals involved, to a Title IX Coordinator or Deputy Coordinator. All members of the Emory University Community are encouraged to promptly report incidents of sexual harassment and discrimination.

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

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

### **8.2.2. Investigation and Adjudication**

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

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

When conducting the investigation, the University's primary focus will be on addressing the sexual assault and not on other Emory University alcohol or other drug policy violations that may be discovered or disclosed. Emory encourages reporting and seeks to remove any barriers to reporting. Emory recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential Conduct Code consequences for the individual who reports. An individual who reports sexual misconduct, either as a Complainant or a third party witness, will not be subject to disciplinary action by the University for personal consumption of alcohol or drugs at or near the time of the incident,

provided that any such violations did not and do not place the health or safety of any other person at risk. At the conclusion of the investigation, the Title IX Coordinator for Students may initiate an educational discussion or recommend other educational or therapeutic remedies regarding alcohol or other drugs for the reporting individual(s).

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

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

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

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

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

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

- A. If the complainant wishes to proceed with a formal resolution and the Title IX Coordinator for Students determines there is sufficient information to proceed with a disciplinary process, then a hearing will be conducted as outlined in section 8.2.3 (Hearing Procedures) of this policy.
- B. If the complainant wishes to proceed with an informal resolution, the Title IX Coordinator for Students may elect to initiate an informal resolution process. However, a complainant (a) should never be required to

work out a problem or resolve an issue directly with the respondent without school involvement; (b) must be advised of the right to end the informal process at any time and to begin to pursue a formal complaint process; and (c) should be notified that mediation is not appropriate, even on a voluntary basis, for sexual assault allegations. Additionally, a complainant and respondent must mutually consent to use of the informal resolution. The Title IX Coordinator for Students may elect not to pursue an informal resolution process if it is deemed not in the best interest of the involved parties or in the best interest of the University.

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

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

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

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

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

### 8.2.3. Hearing Procedures

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

In hearings conducted under this Policy:

1. Both parties shall be given similar and timely access to information that will be used at the hearing and be given the substantially equivalent opportunities to present relevant evidence and witnesses.
2. The proceedings shall be non-adversarial in nature. The chairperson of the Council is empowered to take such steps as may be necessary to preserve the non-adversarial character of the hearing.
3. Both parties have the right to be present for the entire hearing, except for deliberations or recesses for the panel to discuss procedural issues.
4. The University may require any student to attend and to give testimony relevant to the case under consideration. Signed, written statements of complainants from a respondent or from witnesses who cannot attend the hearing may be accepted at the discretion of the chairperson. The University may request the attendance of a faculty or staff member, or alternatively request that a faculty or staff member furnish a written statement.
5. Neither the complainant nor a respondent is permitted to have attorney representation during the proceedings set forth in this Policy, including at the hearing. However, a complainant or respondent may have an advisor, who is a current member of the Emory community (a faculty member, staff member, or a student) to provide advice and support to a student participating in the conduct process. An advisor may attend the hearing to provide advice and support to a student, but is not permitted to make statements to the hearing panel or question hearing participants. While in a hearing, the advisor's advice and support must be provided in a manner that does not disrupt the hearing. If a respondent's conduct is related to pending criminal proceedings, the Title IX Coordinator for Students has the sole discretion to permit an attorney for the complainant or the respondent to attend the hearing as the student's advisor.
6. A complainant shall not be required to be physically present in the same room as the respondent, and at the discretion of the chairperson of the hearing panel, electronic participation by a complainant may constitute presence for purposes of any proceeding.
7. Panel members shall be required to disclose any conflicts of interest relating to the allegations or the proceeding.
8. Neither party shall be permitted to directly question each other or any witness at the hearing, but they may submit questions to the panel chairperson's consideration.
9. The panel chairperson will determine the admissibility of all evidence and testimony, as well as the relevance of all questions posed by members of the panel or submitted by either party. This determination shall be based on relevance. Rules of evidence applicable to criminal or civil court proceedings will not apply.
10. There shall be a single verbatim record, such as a tape recording, of all hearings (not including deliberations). The recording shall be the property of the University. Documentation of conduct proceedings, including written findings of facts, transcripts, and any audio recordings, are maintained in accordance with the applicable University document retention records.
11. For all cases, the standard that shall be used to determine whether a violation was committed is preponderance of the evidence, i.e., it is more likely than not that sexual misconduct occurred.

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

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

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

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

#### **8.2.3.1. Appeals**

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

1. To consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing.
2. To allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing.
3. To allege that finding was inconsistent with the weight of the information.

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

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

A variety of support resources are available on campus and in the community to assist students in dealing with sexual or dating violence, whether it happened recently or in the past. A full listing of support, including healthcare, counseling, advocacy or peer support, and other support services may be found at <http://sexualmisconductresources.emory.edu>. The Respect Program, in the Office of Health Promotion, Campus Life, [http://studenthealth.emory.edu/hp/programs/respect\\_program/](http://studenthealth.emory.edu/hp/programs/respect_program/), provides education,

advocacy, and support for students who have been affected by sexual and relationship violence as well as their friends and families. Amanda Yu, Director of the Center for Healthful Living, serves as the primary point of contact for students at Oxford College.

[http://www.oxford.emory.edu/life/support\\_services/health-education/wellness-resources/sexual-assault.dot](http://www.oxford.emory.edu/life/support_services/health-education/wellness-resources/sexual-assault.dot).

### **8.2.5. Contact Information**

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

Emory Police Department 404.727.6111 or 404.727.8005

Emory Police Department TIPS line 404.727.8477/TIPS

Emory Trust Line 1-888-550-8850

Counseling and Psychological Services (CAPS)—Atlanta Campus 404.727.7450

Student Health and Counseling Services—Oxford Campus 770-784-8394

Student Health Services—Atlanta Campus 404.727.7551

#### **Deputy Title IX Coordinators:**

For complete list, see <http://policies.emory.edu/8.2>

#### **Definitions:**

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

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

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

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

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

**Dating violence.** Violence committed by a person: who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based

on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

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

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

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

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

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

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

**Respondent** refers to the person against whom the allegation or complaint of sexual misconduct is made.

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

invasion of sexual privacy;

prostituting another student;

non-consensual video or audio-recording of sexual activity or circulation of such video and video or audio recording;

going beyond the boundaries of consent;

observing unsuspecting individuals who are partly undressed, naked, or engaged in sexual acts;

knowingly transmitting an STI or HIV to another student;

exposing one's breasts, buttocks, groin, or genitals, in non-consensual circumstances; inducing another to expose their breasts, buttocks, groin, or genitals;

sexually-based stalking and/or bullying may constitute a form of sexual exploitation, as well as a form of sexual harassment, as discussed above.

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

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

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

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

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

## Related Links

- Current Version of This Policy: <http://policies.emory.edu/8.2>
- [Policy 1.3: Equal Opportunity and Discriminatory Harassment Policy](http://policies.emory.edu/1.3) (<http://policies.emory.edu/1.3>)
- [Policy 4.119: Mandated Child Abuse Reporting](http://policies.emory.edu/4.119) (<http://policies.emory.edu/4.119>)

## Applicability

Students

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

## Policy on Consensual Teacher-Student Relationships

### ***Faculty Handbook - Chapter 12: Policies Regarding Conduct in the Workplace (section 12.2: Policy on Consensual Teacher-Student Relationships)***

The relationship between teacher and student is the foundation of the academic mission of the University. This relationship vests considerable trust in the teacher who, in turn, bears the responsibility to serve as mentor, educator, and evaluator. In discharging this responsibility, each teacher is 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, a teacher must not engage in any consensual sexual relationship(s) with a student while the teacher is in a position of supervisory academic authority with respect to the student. Nor may a teacher assert any supervisory academic authority with respect to a student who was the subject of a previous consensual sexual relationship. This prohibition extends (1) to consensual sexual relationships between a faculty member and any student or trainee; (2) to a graduate or professional student and an undergraduate student when the graduate or professional student has some supervisory academic responsibility for the undergraduate, (3) to consensual sexual relationships between department chairs and students in that department, and (4) 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://provost.emory.edu/faculty/handbook/>

## **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; academic and/or professional performance; and adversely impact family, friends and co-workers.

As a recipient of federal grants and contracts, Emory University adheres to the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. As administrator of certain state-funded financial aid programs for students, Emory University also adheres to Georgia's Drug-Free Postsecondary Education Act of 1990.

This policy is also designed to convey the University's care and concern for its members and their well-being, given that alcohol and other drug misuse on college campuses is a major public health concern. In order to foster academic achievement, personal success and wellness, and to promote the safety of the community, the University has adopted the following tenets to guide the prevention of alcohol and other drug misuse:

- Emory University complies with and upholds all applicable federal, state, and local laws related to alcohol, illicit drugs and controlled substances. Violations of such laws that come to the attention of University officials may be addressed within the University or through prosecution in the courts, or both.
- The University strives to create an environment that supports individuals who choose not to use alcohol and individuals who choose to use alcohol legally and in moderation. The illegal sale, distribution or use of alcohol is not permitted.
- The University encourages individuals with prescription medications to safely and legally use such medications in compliance with their prescriptions. The misuse of prescription medication or other controlled substances is not tolerated.
- The sale, distribution or use of illegal drugs is not permitted.
- The University seeks to create an environment of personal development and supportive community. It supports individuals seeking services for alcohol, tobacco and/or other drug misuse and makes confidential services available to them.
- In instances where individuals are found to be in violation of the University's Alcohol and Drug Abuse Policy, the University's response will stress individual accountability, personal development, and connection to appropriate health services, as well as the effect on impacted parties and the community.
- Emory is a Tobacco-Free Campus. The use or sale of tobacco products in or on Emory owned or Emory leased property is prohibited. See Policy 4.113 Tobacco-Free Environment for more information (<http://policies.emory.edu/4.113>), including resources for tobacco cessation.

### **Applicability**

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

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

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

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

<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>