Laney Graduate School Student Handbook (2026-2027)

The Laney Graduate School Handbook is the official reference for graduate students and others regarding the administrative and procedural policies, rules, and regulations of the Laney Graduate School ("LGS"). It contains rules governing degree programs, academic progress, and financial matters. The handbook also includes the LGS conduct and honor codes, as well as the LGS grievance process. Finally, the handbook contains a list of Emory University ("Emory" or the "University") policies relevant to graduate education.

The policies and procedures of LGS programs must be consistent with the LGS Handbook. However, programs may include additional policies and procedures beyond those outlined in this handbook. Therefore, students are expected to be familiar with the policies of the LGS and their degree programs. In addition, the collective bargaining agreement between Emory University and the EmoryUnite!/Service Employees International Union governs the employment terms and conditions of LGS students who are members of the bargaining unit. Students are encouraged to be familiar with the terms and conditions of this agreement.

The authoritative version of the LGS Handbook is updated annually and published on the LGS website. In the event of a discrepancy, the version dated and published on the LGS website is the authoritative one. LGS and Emory University reserve the right to amend this Handbook and other policies and procedures at any time. Any changes to the handbook will apply to both prospective students and current students and take effect immediately upon publication. If policies regarding a student's academic progress change, students should confirm with their Director of Graduate Studies (DGS) that they are held to the handbook in effect when they started at Emory.

The provisions of this handbook remain in force and effect even when class is not in session (e.g., between terms, over holiday breaks).

Suggestions are welcome and will be considered during the annual revision process. Please send your suggestions to the following:

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Article I: Academic Affairs

Section 1: Degree Programs

The mission of the LGS is to promote discovery and enduring knowledge by preparing innovative, thoughtful leaders in research, scholarship, teaching, and practice in service to the global good.

The LGS expects students to complete a graduate program in sequence and as expeditiously as possible. In graduate education, student performance is more important than just fulfilling formal requirements. The graduate school experience typically includes lectures, seminars, laboratory courses, directed study, teaching opportunities, and research. A student's program of study must be planned in consultation with an appointed adviser, director of graduate studies (DGS), program director (PD), or advisory committee. Generally, students are permitted to fulfill degree requirements under the policies of the LGS and the degree program handbook at the time of their first admission to the LGS. However, students may petition the program and the LGS if an extension or individual situations require a review of requirements.

Section 1.1: Enrollment Status

Students in the LGS are enrolled in one of two forms:

Degree-Seeking: Students enrolled in courses intending to earn a doctorate, master's degree, or certificate.

Non-Degree-Seeking/Special Standing: Students enrolled in one or more courses for personal or professional development but not to earn a degree.

Students must maintain enrollment by continuously registering for courses or research credit hours each term. With the exception of students on approved leaves of absence, students who do not register for one or more terms or who withdraw from all courses will become inactive and must apply for readmission. With the exception of students on approved leaves of absence, students who do not register for one or more terms or who withdraw from all courses will become inactive and must apply for readmission.

Unless instructed otherwise by their program, continuing degree-seeking students in the LGS can register via OPUS, the university registration system. Students receive specific instructions via email before the pre-registration dates to assist with the registration process. Pre-registration dates are listed on the University Registrar and LGS websites. Before registering, students should consult their advisor and check with program staff for program-specific requirements.

Section 1.2: Minimum and Additional Program Requirements

The LGS sets minimum degree requirements. However, individual programs may have additional or more stringent requirements. Students should consult program handbooks, their DGS, or PD for further information on specific program requirements.

Section 1.3: Transfer Credit or Programs

The LGS requires that most, if not all, credits counted toward LGS degrees be earned at Emory.

Under certain circumstances, programs may appeal for up to 9 hours of transfer credit from an accredited institution to be counted in place of Emory course study. Such transfers will only be considered if earned within the past seven years and only if the credits cannot be applied to another degree that has been previously conferred. No courses accepted for transfer credit can be applied toward a degree that has already been conferred. The DGS or PD must submit a written request to the LGS Director of Enrollment and Record Processes, confirm that transferred credits are not counted toward another degree, and indicate which Emory courses are deemed equivalent to the courses for which transfer credit is proposed. Any amount over nine hours must have strong support and justification from the program and be approved by the Dean.

Students admitted without sufficient prior preparation, or whose prior degrees were conferred eight or more years before admission, may be required to complete additional requirements. The DGS or PD will discuss any other requirements with the student.

Transferring to another LGS Degree Program

A student who wishes to transfer from one LGS program to another must speak with the DGS or the PD of both programs. Following the conversation, students should submit the Request for Program Transfer form, available in the LGS Connect Hub. The request will be considered for approval after review by the graduate program and the LGS Dean. Students wishing to transfer from one program to another do not have to submit new applications or fees.

If the transfer is approved, the new program DGS will recommend to LGS the number of hours to be credited from the prior program, based on the new degree objectives and requirements. Programs may prescribe additional course requirements for transferring students. The maximum credit that can be transferred from the student's former LGS program is 18 hours.

International students must consult with the International Student and Scholar Services office to determine any necessary adjustments to their I-20.

If the student is a veteran, they must notify the Office of the Registrar at registrar@emory.edu.

Section 1.4: English Language Support

The LGS English Language Support Program (ELSP) recognizes that students enter LGS with multifaceted language backgrounds and offers language instruction and consultation to help multilingual students in their academic studies.

Newly admitted LGS students who indicated on their Emory Admission application that English is not their first language may take oral and written Emory-specific language proficiency assessments, either through referral by their individual programs or through self-selection.

The assessment of incoming graduate students, both master's and doctoral level, occurs in August, before the beginning of the Fall Term. ELSP coursework will be recommended, typically during the first year of study, for students with intermediate-level language proficiency or less. Appropriate support for incoming students who use English as an additional language will be developed in consultation with individual programs. Based on assessment results, all other students can enroll in ELSP to further advance their English communication skills. ELSP coursework is for credit, graded on a satisfactory/unsatisfactory basis, and appears on students' official transcripts.

Section 2: Doctor of Philosophy

The program leading to the Doctor of Philosophy (Ph.D.) degree provides education for a career in research or scholarly inquiry. Accordingly, the degree is not conferred upon a candidate simply for fulfilling a set of requirements. Instead, the highest academic degree is awarded to students who can produce original scholarship and show promise as an authority in a chosen field.

Specific requirements for the degree include, but are not limited to, a program of study covering a body of coherently related fields, investigation of a research problem in the major field of study, and completion of other general requirements such as the LGS Teaching Assistant Training and Teaching Opportunity (TATTO) and Jones Program in Ethics (JPE) programs.

Section 2.1: Degree Requirements

Minimum Degree Requirements

In addition to satisfying general requirements for admission to the LGS, the student seeking the Ph.D. degree must fulfill specific requirements before and during candidacy. Individual programs and divisions may specify additional and more stringent requirements than those outlined in this handbook. All degree requirements, including dissertation submission to the LGS, must be completed within nine years of admission.

Teaching Assistant Training and Teaching Opportunity Program

In 1991, the LGS inaugurated the Teaching Assistant Training and Teaching Opportunity (TATTO) program to equip students to be competent and confident instructors in various settings, including college and university classrooms. All students pursuing the Emory Ph.D. must complete the TATTO program. Additionally, any student who accepts a paid Teaching Assistant (TA) appointment must take TATTO 600. Requests for exemptions should be submitted to the LGS Dean of Professional Development and Career Planning.

Although many universities have programs for preparing TAs, two characteristics distinguish the Emory program: (1) TATTO is a degree requirement across the LGS, and (2) TATTO is a scaffolded experience involving several stages.

For more specific information, see Section 2.6 TATTO.

Jones Program in Ethics

The Jones Program in Ethics (JPE) offers a broad and in-depth exploration of the ethical issues of research, scholarship, and professional life for all Ph.D. students in the LGS. JPE occurs within broad, interdisciplinary forums and the student's graduate program. A student's engagement with ethics should cover areas relevant to their course of study and be appropriately staged throughout their career.

Doctoral students must complete the JPE program. For more specific information, see Section 2.7 JPE.

Doctoral Examinations

Doctoral examinations determine the students' qualifications for advanced study and mastery of the field of specialization. The examinations must assess the students' understanding of their primary field of study as well as any necessary supporting areas. 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 lies within more than one program, the examination may be prepared and administered by a committee appointed by the LGS Dean. Credit for study completed elsewhere does not exempt the student from any part of the doctoral examinations.

Dissertation

As a fundamental requirement for the Ph.D. degree, a student must demonstrate mastery of research methods and tools, the potential for productive scholarship, and promise as an authority in a particular subject. This demonstration is embodied in a dissertation setting forth the results of the student's original investigations. The dissertation must contribute to existing knowledge or be a fresh and significant critical interpretation of existing knowledge. It is actual proof of the candidate's scholarly abilities.

The dissertation, approved by the candidate's adviser and dissertation committee, must be submitted to the LGS Dean within nine years of admission. Section 2.3 in this handbook provides additional information on forming a dissertation committee. Deadlines for submitting a dissertation are listed in the LGS Academic Calendar. Graduate Faculty within the programs are responsible for preparing the students to properly submit their dissertations. The LGS Dean reviews every dissertation. A dissertation is only complete upon approval of the Dean.

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.

Section 2.2: Admission to Candidacy

Candidacy status indicates that a doctoral student has developed sufficient mastery of a discipline to produce an original research contribution in their field. Students should apply for candidacy after completing the program's preliminary degree requirements. Candidacy is a marker of program quality and reflects on program success both nationally and internationally. Failure to apply for candidacy at the appropriate time can result in probation, delay fellowship continuation, and, in some cases, even prevent graduation. **Note: Students cannot apply for candidacy and graduate in the same term.**

Requirements for Candidacy

To be eligible for candidacy, a student must meet the following requirements:

1. Complete all program requirements for candidacy, including coursework, other training required by the degree program, including both LGS and any program-specific JPE requirements.
2. Complete qualifying examinations required by the degree program.
3. Obtain approval of a dissertation prospectus, if required by the degree program.
4. Complete TATTO 600, TATTO 605, and JPE 600.
5. Resolve any Incomplete (I) or In Progress (IP) grades.
6. Have a minimum cumulative 2.70 GPA.
7. Have earned at least 54 credit hours at the 500 level or above. The 54 credit hours should be finalized and not pending.

Students may complete TATTO 610 and JPE 610 after entering candidacy. Additionally, individual programs may elect to require completion of the dissertation prospectus and committee formation following advancement to candidacy.

Students must reach candidacy by September 15 of their fourth year. Students must meet this deadline or be placed on academic probation for the Spring term. If a student is already on probation due to previous term outcomes, another probation notation is added to the student's unofficial transcript for that term. The probation notation of P#CA (where # represents the consecutive terms of being on probation and CA represents Candidacy Application) will remain on the unofficial transcript. The candidacy probation notation may carry over each term until candidacy is reached or a DGS submits a milestone extension request form. Probation notations cannot be removed. Students on probation will not be eligible for Professional Development Support Funds (PDS funds) and may forfeit financial support.

Procedure

Students enter candidacy by applying for Admission to Candidacy. Instructions for applying for candidacy are available on the LGS website. The application requires programs to affirm that all program requirements have been met (1-3 above), and LGS confirms that the remaining requirements have been met (4-7).

Students are considered “in candidacy” after the Dean or designee approves the Admission to Candidacy application.

Section 2.3: Dissertation Committee

Form and Timing

LGS must approve all dissertation committees. Students must submit a program-approved dissertation committee form to LGS by March 15 of their fourth year. Students should consult their program to determine if the dissertation committee form must be submitted before or after successfully defending their prospectus. Students must meet the March 15 deadline or be placed on academic probation the following term (Summer). If a student is already on probation due to previous term outcomes, another probation notation is added to the student's unofficial transcript for that term. The probation notation of P#DC (where # represents the consecutive terms of being on probation and DC represents the Dissertation Committee) will remain on the unofficial transcript. The DC probation notation will carry over each term until the dissertation committee form is submitted or a DGS submits a milestone extension request form. Probation notations cannot be removed. Students on probation will not be eligible for PDS funds and may forfeit financial support.

Section 2.4: Membership

At least three committee members must be members of the LGS faculty. Emory faculty who are not LGS faculty may serve on a committee, but do not count toward the three LGS faculty requirements.

LGS recognizes the value of involving non-LGS scholars with expertise relevant to the Ph.D. candidates' interests. Scholars at universities or other institutions may serve on the committee with the Dean's permission. If a potential committee member outside Emory is identified, the following steps must occur:

1. The DGS or division director must write a memo requesting approval from the LGS Dean.

The memo should describe how this individual will contribute to the student's committee.

2. After the Dean approves the member, the student should submit the written request as part of the dissertation committee approval form.

Changes to the Dissertation Committee

Any changes to the membership of the dissertation committee must be documented with a Change of Dissertation Committee form as soon as possible. When a student submits a completed dissertation, the committee membership must match the members listed on the most recent dissertation committee form submitted and approved by the LGS.

Requesting an Extension for Chair/Advisor of the Dissertation Committee

In the event that a dissertation committee Chair/Advisor has a change in their affiliation to LGS, an extension request is only permitted if the LGS faculty member has served in the position as Chair/Advisor for one year and wishes to continue. In such cases, a limited extension may be granted.

Emory Faculty Relocates or Retires

When any Emory dissertation committee member moves from Emory to another academic or research institution or a faculty member retires, the student should consult with their advisor and DGS or PD for guidance on how to proceed with the composition of their committee. This action ensures the student has the support and guidance to complete the dissertation project.

To Continue 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 LGS faculty members on a dissertation committee if the committee was already formed before the faculty member leaves Emory. Students should have a dissertation committee form on file with LGS before the faculty member leaves Emory. The faculty member may serve in this capacity for up to three years after departure. Under extraordinary circumstances, the DGS or PD may petition the Dean to extend this time limit on behalf of the student.
- Retired professors affiliated with an Emory doctoral program may continue to serve on dissertation committees as LGS faculty for five years after they retire. After five years, they may continue to serve as a member but will no longer be one of the three required LGS faculty members.

To continue 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 moves from Emory to another academic or research institution may continue to serve as co-chair/co-advisor of the committee. They will be considered one of the three LGS faculty members for up to three years after departure, assuming the other co-chair/co-advisor is an LGS faculty member. If the other co-chair/co-advisor is not an LGS faculty member, the committee must be reconstructed to include one current LGS faculty

member as co-chair/co-advisor. Under extraordinary circumstances, the DGS or PD may petition the Dean to extend this time limit on behalf of the student. Retired professors affiliated with an Emory doctoral program may continue to serve as co-chairs/co-advisors on dissertation committees as LGS 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.

Continue as a Chair/Advisor of the Dissertation Committee

- A faculty member who currently serves as chair/advisor of the dissertation committee and moves from Emory to another academic or research institution may continue to serve as chair/advisor of the committee as one of the three LGS faculty members if the student completes the dissertation within one year of the chairperson's/advisor's departure. If the student does not complete their dissertation within one year, 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 Professors currently serving as chair/advisor of the dissertation committee may continue to serve as chair/advisor of the committee as one of the three LGS faculty members if the student completes the dissertation within one year of the chairperson's/advisor's retirement. If the student's dissertation is not completed within one year, 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.

A program DGS may request an extension for a member of the Emory Faculty who has moved from Emory or has become a retired faculty member. The DGS/PD must submit a written request for an extension to the Dean or a designee. The request should include a list of all committee members, each member's roles (current or proposed), and the length of time as members. If functions are changing, the DGS should describe the faculty member's expertise in the dissertation topic, the reason for the extension, and the end date for the extension. See the LGS Dissertation Committee webpage for more details on how to request an extension.

Section 2.5: Dissertation Completion Time

LGS expects all PhD students to complete their dissertations and apply for graduation within six years of beginning their program.

Extension Guidelines

Year 1–6:

- Program Approval only; no LGS approval required
- Tuition is fully covered
- All doctoral students in good academic standing, with the exception of those in the Nursing PhD program, are guaranteed stipend support through year five. Funding beyond year five is not guaranteed; a funding extension request may be submitted. Nursing PhD stipends are guaranteed through year four.
- The Emory University Student Health Insurance Program (EUSHIP) subsidy is guaranteed through the fourth year for Nursing PhD students in good academic standing and through the fifth year for all other PhD students in good academic standing

Year 7:

- Students must receive program approval to continue their degree program
- Tuition is fully covered for students in good academic standing
- PhD stipend and EUSHIP are not guaranteed; a funding extension request may be submitted

Years 8–9:

- Students must receive program and LGS approval to continue their degree program
- Students are responsible for partial tuition
- PhD stipend and EUSHIP are not guaranteed; a funding extension request may be submitted

Section 2.6: Teaching Assistant Training and Teaching Opportunity

The four stages of the Teaching Assistant Training and Teaching Opportunity (TATTO) program provide students with a solid foundation and the opportunity to gain teaching experience in steps of increasing responsibility. With a few exceptions, a student may teach up to five terms in any combination of TA and Associate positions during the first five years at Emory. TATTO 600 and 605 must also be completed before applying for candidacy.

1. TATTO 600: The first stage of the TATTO program, TATTO 600, is a one-credit-hour course offered in the Fall Pre-term. The course is graded satisfactory/unsatisfactory. TATTO 600 is a prerequisite for any Emory teaching assistantship, including TATTO 605, TATTO 610, or any paid TA position at Emory. TATTO 600 should be taken immediately before a student's first teaching experience. Faculty for TATTO 600 are drawn from diverse fields of study and are committed to excellence in teaching and research. The syllabus covers topics of importance to all students, including inclusive pedagogy, lesson planning and assessment, online pedagogical tools, classroom and lab instruction, accessibility, and other responsibilities.

2. Program-Based Course in Teaching: In the second stage, students complete a program-based course on teaching strategies from the perspective of the student's discipline. Optimally, students enroll in this course while registering for TATTO 605, the teaching assistantship.

3. TATTO 605: The third stage of the TATTO program, TATTO 605, is a non-financially compensated, closely mentored teaching assistantship. The program and faculty mentor determine the specific responsibilities of this assistantship. In addition, the faculty member should provide continuous guidance and evaluation of the TA during the term of the teaching assistantship.

4. TATTO 610: The fourth stage of the TATTO program, TATTO 610, is the Teaching Associateship, an advanced teaching opportunity. The LGS favors a co-teaching model for this stage, in which the student and a faculty member collaborate in all aspects of a course, from syllabus design to final grading. In many programs, Teaching Associates are primarily responsible for teaching a course of their design. In all cases, teaching associates receive attentive mentoring and evaluation. Students register for TATTO 610 during the term of the Teaching Associateship position.

Students who demonstrate exceptional teaching ability may qualify to apply for the Dean's Teaching Fellowship. To be eligible for consideration, a student must have completed all LGS and program requirements (except the dissertation) and been admitted to Ph.D. candidacy. Dean's

Teaching Fellows have complete responsibility for the course they teach. LGS offers some merit-based fellowships to students, typically in their sixth year, on a competitive basis.

TATTO Credit

The Registrar notes TATTO credit on transcripts, documenting fulfillment of the degree requirement. TATTO 600 must be completed unless an equivalent number of hours of formal instruction in teaching assistance has been met. In such cases, the student's DGS should submit a written request for exemption to the LGS Dean of Professional Development and Career Planning, outlining the student's teaching experience. If the prior experience closely matches a given TATTO requirement in intellectual scope and duration, that requirement may be waived.

Teaching Assistants and Associates (TA)

The stages of the TATTO program are intended to ensure that Ph.D. students are adequately prepared for various instructional roles and that a student's opportunities to learn in the classroom grow with experience. In addition, TATTO prepares our students to apply this knowledge in various professional settings both within and outside the academy.

The titles "Teaching Assistant" and "Teaching Associate" designate a student's progress through the TATTO program. TA experience varies from program to program. The defining characteristic of this opportunity across all programs is a mentored initial teaching experience. A TA may be responsible for 10 to 12 hours per week of discussion, laboratory supervision, and other related tasks. The Teaching Associate experience advances the student to a teaching opportunity with more significant learning experiences, sometimes in a co-teaching arrangement with a faculty member. In some programs, the student and faculty collaborate on all aspects of a course, from syllabus design to final grading. In other programs, a teaching associate could learn from teaching an entire class with ongoing mentoring.

In compliance with the recommendations of the Southern Association of Colleges and Schools, students may only serve as the instructor of record for a course after they have completed at least 18 hours of graduate credit in their teaching field.

A student may only be a TA or teaching associate via the TATTO program for up to five terms during their first five years at Emory, with the approval of the Assistant Dean of Professional Development and Career Planning. Students wishing to teach more than five terms as either a TA or teaching associate (again, as a part of the TATTO program) should submit a letter of request to the Dean explaining their rationale for desiring these additional educational opportunities.

Section 2.7: 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 Ph.D. students in the LGS. This engagement will occur within broad, interdisciplinary forums and the student's graduate program. A student's engagement with ethics should cover areas relevant to their course of study and be appropriately staged throughout their career.

Program Elements

The JPE program has three elements. Completion of all aspects (1) and (2) is required for

candidacy, and (3) is required for graduation.

1. JPE 600: Students take a six-hour course in scholarly integrity, supported by the LGS. The course is graded satisfactory/unsatisfactory. This course has no associated credit hours, but completion is a graduation requirement. Incoming students beginning their first year of graduate studies must register for JPE 600. Students should discuss the appropriate course registration time with their program administrators. Participation in this course is recorded on the student's transcript.
2. Program-based training: Students will complete at least six hours of training in program-based ethics material. The disposition of this time is at the program's discretion. This training may occur within existing courses, such as methodology or professionalization. It may also take the form of faculty-led workshops or journal clubs. This part of the program intends to promote student discussions with their program faculty and to integrate explicit attention to ethics into the regular course of graduate education. The student's program monitors student participation in this element of JPE. The student's program indicates on the candidacy form that students have fulfilled at least six hours of program-based material.
3. JPE 610: Students will also participate in at least four JPE 610 sessions designated by the LGS as eligible for ethics training credit. JPE 610 sessions occur regularly throughout the academic year and are listed on the JPE website. All sessions align with at least one of JPE's areas of scholarly integrity, align with the JPE program outcomes, and are delivered by faculty, staff, or partners with expertise in the subject matter. Participation is recorded on the student's transcript as sections of JPE 610.

JPE Credit

The Registrar notes participation in JPE 600 (1 section) and JPE 610 (4 sections) on each student's transcript, which signifies fulfillment of the degree requirement.

Section 3: Master's Degrees

A master's degree is conferred upon a candidate who completes all requirements in an approved program. Only a few programs accept applicants solely for master's study. Students admitted to master's degree programs at Emory are not eligible to pursue a doctoral degree without submitting a complete application to the Ph.D. program. Additionally, unlike full-time doctoral students in LGS, the financial support available for master's students is limited. Master's students can enroll in the Emory University Student Health Insurance Plan (EUSHIP), but they will be responsible for the health insurance premium and all student fees.

LGS offers two pathways for students to earn a master's degree:

1. Apply directly to a master's program.
2. Earn a master's degree while completing a PhD. Not all programs offer this as an intermediate step, so students should consult their DGS. The precise requirements of a master's degree vary across programs.

Students should discuss both options with their program's DGS.

Section 3.1: Standard Master's Degree Requirements

The LGS sets the standard requirements (also known as "standard requirements") for a master's degree. Standard requirements include satisfactory completion of at least 30 credit hours. Standard requirements also include:

- At least 15 credit hours in courses or seminars; this does not include Directed Study 597 or Research 599.
- At least 11 credit hours must be at the 500 or 700 levels.
- Courses at the 100 or 200 level do not apply towards a master's degree.
- A B- or better grade must be earned in at least 11 credit hours of courses.
- Have a cumulative GPA of at least 2.7 and no unresolved incomplete grades.
- A written thesis.

Section 3.2: Alternative Requirements for the Master's

The only standard degree requirement that can be changed is the written thesis. Programs may seek approval from the LGS Executive Council to substitute a different assessment for the written thesis. Additionally, programs must seek approval from the Executive Council to add *additional* degree requirements, including but not limited to additional required credit hours, required courses, examinations, foreign language, or other research skills. These additional requirements must be deemed relevant to a student's course of study. Students should consult programs for specific details.

If a program requires a written thesis, a 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 LGS after the student's advisory committee approves the thesis. The student's advisory committee requires two members to be LGS graduate faculty. The LGS Dean reviews every thesis. The deadline for submitting a thesis to the Dean is listed in the academic calendar. Students must be registered in the term in which they receive the degree. Before the Dean accepts the thesis, the program must certify that the student has fulfilled all degree requirements.

Section 3.3: Doctoral Students Discontinuing their Ph.D.

Doctoral students who discontinue their graduate study for any reason may be eligible and approved to earn a master's degree at Emory as an intermediate step before discontinuing from the program. A student must be enrolled full-time and make satisfactory progress as defined by the LGS and Program handbooks. A student must request approval from their program and LGS before the degree application deadline for the relevant term. This request for approval must be submitted before the degree application deadline for the relevant term.

If completion of the terminal master's degree extends beyond the term approved for the master's degree, the student may receive a tuition scholarship but will not receive a stipend or student health insurance subsidy. Students will remain eligible for EUSHIP, be responsible for the EUSHIP premium, and remain responsible for all student fees.

Section 3.4: Master's based on Candidacy

Some, but not all, PhD programs allow students to earn a master's degree based on doctoral candidacy. A student granted program approval to file for a master's based on candidacy must meet all LGS and program requirements for the master's degree (except for the thesis) and submit an Intent to Complete form in the Laney Connect Hub. LGS will not award a master's degree based on candidacy retroactively after a student has completed the Ph.D.; therefore, students must apply for the master's degree as soon as they become eligible. While a student can apply for candidacy and the Interim Master's degree in the

same semester, all 54 hours of coursework must be finalized and graded.

Section 3.5: Maximum Time to Complete the Master's Degree

A student must complete all requirements for a master's degree within five years of admission. If students do not complete their degree by the end of their fifth year, programs may grant a one-year degree extension without LGS approval. Degree extensions beyond the sixth year require LGS approval. A milestone extension request form and a program-approved detailed timeline for completion must be submitted to LGS for all degree extensions beyond five years.

A student beyond the five-year limit who fails to obtain an extension from their program or exhausts the extension granted without completing the degree requirements will no longer be considered an active degree-seeking student.

Section 4: Graduate Certificates

Graduate certificate programs provide graduate students with interdisciplinary expertise. Certificates will enhance student education and research and expand students' professional competencies. Students interested in pursuing a graduate certificate should consult with the Certificate Program Director to determine eligibility criteria and requirements. More information on certificate programs can be found on the LGS website.

Section 4.1: Declaration

Once accepted to the desired certificate program, students should complete and submit a Certificate Declaration Form, which can be found in the Laney Connect Hub.

Section 4.2: Credits

Students may enroll in up to three certificate programs, but no more than three credits can be counted toward two certificates. If a student is enrolled in a degree program because certificates are intended to enhance interdisciplinary education, up to three credits from a student's home program may be counted toward any certificate. Transfer credits may not be applied toward certificate requirements.

Section 4.3: Completion

Completing a certificate program requires at least 12 credits of course study at the 500 to 700 level. In addition to the minimum credit hours, certificates must have some requirements that make the course of study systematic and cohesive. These may take the form of required core courses, exams, projects, or practicum.

Upon completing the certificate program requirements, students must submit the Intent to Complete form in the Laney Connect Hub to document certificate completion.

If the student is earning a degree and a certificate, they should submit an Application for Degree for both the degree and the certificate. This will allow the certificate to be noted on the transcript. Students will not be awarded a paper certificate. Certificates are noted only on student transcripts. Students obtaining a certificate in Translational Science who are not enrolled in an Emory Ph.D.

program are an exception. Students should contact their program for additional information.

Section 5: Dual and Joint Degrees

Section 5.1: Dual Degrees

Dual degrees are typically pursued and completed in stages and are awarded sequentially. The LGS requires that all dual degree programs allow 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 six credit hours may be counted both toward the master's degree and the second degree the student is attempting to earn.

Section 5.2: Joint Degrees

Joint degrees are typically pursued in a mixed curriculum and awarded together.

Section 5.3: 4+1 Dual Degrees

Available to baccalaureate students enrolled in Emory College of Arts and Sciences (ECAS), the LGS offers several 4+1 dual degree programs, which bridge the undergraduate senior year with a fifth ("+1") year of graduate study in the LGS, resulting in the awarding of the master's degree by the LGS. Additional information is available on the LGS website.

Section 6: Registration Status and Academic Performance

There are two different types of registration statuses:

Active: A registered student enrolled in any course or program.

Discontinued: A student whose enrollment lapsed without obtaining an approved leave, or was discontinued for administrative reasons, such as an administrative hold or complete withdrawal from LGS. To return to active status, a student must submit a Readmission or Return from Leave of Absence Form.

Section 6.1: Readmission or Return from Leave of Absence

Students who fail to maintain continuous registration become inactive and are ineligible for funding and health insurance. Inactive students must apply for readmission.

Students not enrolled for one or more terms must submit a Readmission or Return from Leave of Absence form. This is required for students on an approved leave of absence and those who allowed their enrollment to lapse without obtaining an approved leave and become discontinued. Students who fail to maintain continuous enrollment must submit an online form and apply for readmission **at least 30 days before** the term they wish to re-register.

The first step in applying for readmission or returning from a leave of absence is contacting the program's DGS. Next, the student must submit a Readmission or Return from Leave of Absence form in the Laney Connect Hub. Finally, the student's program will need to review and approve the Readmission or Return from Leave of Absence form. Readmission is approved at the discretion of

the program or division, which may also prescribe additional course requirements.

Readmission consideration includes a review of the student's academic standing. Students who have exceeded the nine-year enrollment limit for the PhD and the five-year limit for the Master's degree in terms of time to degree cannot be readmitted.

Students with an enrollment hold must contact Emory's Office of Student Accounts and Billing or other appropriate office and apply for readmission once the hold has been removed.

Readmission for Non-degree Seeking Students

Students not enrolled for one or more terms must apply for readmission by completing the online process for non-degree readmission at least 30 days before enrollment.

Section 6.2: Academic Expectations and Grades

Academic expectations are standards and goals set to achieve success in an academic program. It is essential and expected that students understand performance expectations to maintain satisfactory progress as defined by their academic program and LGS. There are several ways in which performance expectations can be defined and communicated, including, but not limited to, a course syllabus, program handbook, faculty expectations, academic and research integrity standards, and meeting academic milestones. Understanding performance expectations is essential. Effective communication between students and faculty is expected and critical to a satisfactory grade in a course.

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 LGS to indicate the following:

Grade	Meaning	Quality Points
A	Superior	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 calculating a student's grade point average; additionally, students must be enrolled in the courses they audit.*

Grading Basis

In some programs, a student can take courses outside their program of study on either a satisfactory/unsatisfactory (S/U) or a letter-grade basis. Students should consult their DGS, PD, or advisor to determine whether the S/U or letter grade option is allowed within the program or division and what restrictions may apply. The grades of F, IF U, W, WF, WU, IP, I, or IU are not counted toward degree or credit hour requirements.

Two tentative status notations may be given:

1. An "I" notation (incomplete) is appropriate when a student fails to complete all course requirements by the end of the term due to an illness or some other unforeseen circumstance.
2. An "IP" notation (in progress) may only be used for courses that run two consecutive terms. An IP may not be assigned to 599R or 799R courses. LGS must approve sequential courses that require or use IP grades. IP grades are inappropriate for courses designed to be one term in length.

A student must resolve all incomplete (I) or in-progress (IP) courses before candidacy and graduation.

Failure to Complete a Course

When course assignments or research expectations are not completed by the end of a term, the instructor may assign a grade of I. The instructor and student should discuss and document the time needed to fulfill requirements and align with the program's policy. Directed questions to the program DGS or LGS. If assignments are not completed within one calendar year (12 months), the LGS 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.

A grade of IF or IU is considered final. Therefore, it can only be changed through a request submitted by the instructor to the LGS, citing compelling reasons for the grade change. The Emory Registrar approves final requests.

<u>Section 6.3: Academic Performance and Status</u>

The LGS sets minimum academic standards for satisfactory academic performance. Programs may establish more stringent standards. The LGS defines unsatisfactory as any one of the following:

- A cumulative GPA of less than 2.7
- A GPA in any term 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 term
- Having a total of two unresolved incomplete grades on their academic record
- Receipt of an incomplete in a 9-credit hour course

A student with unsatisfactory academic performance is on probation for one term. Some programs may have more stringent academic performance expectations during the probationary term. Students should discuss the program's terms and conditions of probation and reinstatement to satisfactory standing with their DGS or PD.

For probationary periods caused by the failure to make satisfactory academic progress as defined above by LGS, students will automatically return to good standing in the subsequent term. However, a student who fails to meet LGS or program standards for satisfactory performance in the following term will be placed on probation for a second term. The probation notation will remain on the unofficial transcript for one term unless there is cause for another probation for a different reason. Probation notations cannot be removed. Probation notations are as follows (where # represents the consecutive number of terms on probation):

P#GR: Probation - # Semester - Emory LGS - Grades
P#GP: Probation - # Semester - Emory LGS – GPA
P#CA: Probation - # Semester - Emory LGS – Candidacy
P#DC: Probation - # Semester - Emory LGS – Diss Comm
P#OT: Probation - # Semester - Emory LGS – Other Reason

The student, advisor, and DGS must develop a plan to return to good standing and consult the LGS Office of Student Affairs, if needed.

Section 6.4: Satisfactory Progress

LGS considers a student making progress toward the degree if they are in good standing and meet one of the following conditions:

- Enroll each term of the academic year for a minimum of nine graded credit hours and a cumulative GPA of at least 2.7.
- In candidacy and has submitted a dissertation or thesis (master's programs).
- Registered in 799R (dissertation research) or 599R (thesis research) and meet the registration requirements. Note: Only students in candidacy are eligible to enroll in 799R.
- Granted an approved extension period and meets the above registration requirements.
- The student is on an LGS-approved leave of absence. Note: Loan and federal agencies might not recognize a leave of absence as grounds for deferment.

Program Dismissal

LGS will permanently dismiss a student who fails to make satisfactory academic progress and merits three consecutive probationary terms unless the program provides written justification for the student's continuation. LGS will also consider recommendations to dismiss a student who has received two consecutive probations or fails to meet other academic standards consistent with their program's policy. In the event of dismissal, international students must notify International Student and Scholar Services.

Students recommended for academic dismissal by their academic program will receive a letter from their program informing them of the reasons for the recommendation for dismissal. Students will have five business days from the date of the program's dismissal letter to inform their DGS and the LGS Student Affairs Dean of their intent to appeal the dismissal recommendation. Students must begin and follow their program handbook appeal process within five business days of notifying their DGS and LGS Student Affairs Dean of their intent to appeal actions leading to the recommendation of the dismissal. Program timelines for appeal may vary. Students are also strongly encouraged to meet with the DGS or LGS Student Affairs Dean to review the process and have their questions answered.

In most cases, programs will respond to appeals in writing within 30 days of receiving a request for an appeal or other complaint. However, exceptions to this timeframe may be allowed with reasonable and regular communication to inform the student of the review status. Programs must notify the LGS Student Affairs Dean in writing of the outcome of the appeal before the end of the term in which the case is being reviewed. If the matter cannot be resolved within the program or the student disagrees with the resolution, the student may submit a complaint to the LGS Committee on Grievances. Grievance procedures are outlined in Part IV of this Handbook. A student's decision to file a grievance will not delay the dismissal action.

Section 6.4: Transcripts

The transcript is a permanent and official record of a student's academic performance. The Office of the University Registrar maintains the transcript. Copies of transcripts can be requested via OPUS, by email, or in person and can be in electronic or printed format. Visit the Office of the University Registrar for more information.

Section 6.5: Grade Appeals

Consistent with principles of academic freedom, the instructor is responsible for evaluating a student's course performance. Grading must be consistent with LGS and program principles; see, for example, section 6.2 of this article. Students who believe an assigned grade is incorrect should first discuss the assigned grade with the instructor. Students who still disagree with the instructor should address their concerns to the DGS or PD, who will seek to resolve the matter with the instructor and the student. Using this procedure to resolve a grade dispute will not prejudice a student's rights under the LGS or University student grievance procedures. If informal efforts to resolve the grade dispute are unsuccessful, a student may file a grievance with their program or the LGS consistent with the LGS grievance policy.

Section 6.6: Sealing Student Records

The conferral of an Emory University degree is the most important milestone in a student's academic career. Therefore, graduating students must fulfill all the academic requirements for the degree before

the date of conferral set by the University Registrar's Office. After a student graduates, their records are sealed, and no further changes are allowed. Correcting clerical mistakes is possible by petitioning the university registrar. View the full Emory policy on the University Registrar's website.

Section 7: Withdrawals and Leaves of Absence

Section 7.1: Voluntary Withdrawals

A voluntary withdrawal occurs when a student chooses to leave Emory during a term and requests to be withdrawn from all classes after the Add/Drop/Swap deadline has passed. A student who decides to withdraw from their program of study should consult with the DGS or PD. International students must discuss their withdrawal plans with International Student and Scholar Services to determine how the withdrawal will impact their visa status. If the student is a veteran, they must contact the Office of the Registrar at registr@emory.edu to confirm that their enrollment change does not affect their certificate of eligibility.

Section 7.2: Involuntary Withdrawals

A student may be withdrawn involuntarily from Emory if the university determines that the student represents a direct threat to their health and safety or the health and safety of others by:

1. Engaging or threatening to engage in behavior that poses a high probability of substantial harm to themself or others, or
2. Engaging or threatening to engage in behavior that would cause significant property damage, would directly and substantially impede the lawful activities of others, or interfere with the educational process and the orderly operation of the university.

Withdrawals in such cases normally incur no academic penalty for the term in which the student is enrolled, and any tuition refund shall be based on the schedule established for voluntary withdrawal. Because the involuntary withdrawal policy applies to cases where there is a concern about the safety of the student or others, the Dean or their designee may require a student involuntarily withdrawn under this policy to be re-evaluated before readmission.

Section 7.3: Leaves of Absence

A student may be granted two one-year leaves (no more than six terms) of absence upon recommendation of the student's program and approval of the Dean or their designee. Leaves of absence (LOA) are available to students only within five years of admission. The student must demonstrate that during this period, they 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 an LOA is enrolled in or actively pursuing a course of study. International students must discuss their LOA plans with International Student and Scholar Services to determine how the LOA will impact their visa status. If the student is a veteran, they must contact the Office of the Registrar at registr@emory.edu.

In most cases, a student must be in good standing and have no incomplete assignments to be eligible for an LOA. In addition, time spent on an LOA does not count toward the nine-year limit for the doctoral degree or the five-year limit for the terminal master's degree. Students beyond these limits are not eligible for leave but may apply for an extension of the time allowed to complete degree requirements as per the rules governing such extensions.

In most cases, an LOA is not used to resolve academic difficulties or finish incomplete assignments. Instead, this policy is intended to allow students to leave academic life for a specified period of time. During which they do not progress toward the degree. Examples of an LOA include:

- a unique professional or educational circumstance,
- short-term disabilities, or
- competing responsibilities that preclude meaningful progress toward the degree.

Circumstances pertaining to pregnancy, childbirth, and childcare should first be considered through Emory Non-Discrimination Policy on Pregnancy or Related Conditions for Students: Policy 8.22, and the LGS Parental Arrangement policy, but may also be addressed through the LOA policy. Students should develop a written plan and timeline for their leave and return, and consult their DGS, Faculty Mentor, and the LGS Student Affairs office before submitting an LOA request. A student returning to the LGS after an LOA should submit a return of leave form at least 30 days before the beginning of the term they wish to return.

Section 8: Parental Arrangements

Parental Arrangements are for students with parental responsibility due to childbirth, care of a newborn, or a newly adopted child. This policy guarantees LGS students a minimum level of arrangements and academic modification while welcoming a new child into their family. Graduate students should develop and discuss plans with their advisors and DGS or PD and consult the LGS Student Affairs Dean or Title IX office before implementing any arrangements.

Section 8.1: Policy

LGS students designated as the caregiver, with parental responsibility, may be allowed parental arrangements and academic modification(s) of graduate responsibilities for up to eight weeks after the birth or adoption of a child. Students may use up to four weeks before the anticipated birth or adoption date. Modifications, including length of time for master's students, are on a case-by-case basis and worked out between the student, academic program advisor, and the DGS depending on the student's stage of degree progress, i.e., coursework, teaching, research, and nature of the research environment.

Section 8.2: Eligibility

Any matriculated LGS student in good academic standing.

Section 8.3: Stipend Support

Eligible students receiving stipend support should continue to receive it throughout the arrangements. The National Institutes of Health (NIH) allows grant funds to be used for this purpose, provided it follows our institutional policy. Many other federal agencies have their own policies regarding parental arrangements. If the sponsor does not allow stipend support during this timeframe, the LGS Finance Office will work with the faculty and the program to ensure funding is available at Emory.

During these eight weeks, students are expected to maintain registration, remain in contact with their advisor, and engage in minimal academic activity (e.g., reading), as agreed upon by the student and their advisor, assuming the student's and child’s good health. After eight weeks, students resume their responsibilities. If students need additional arrangements, they should speak with their DGS and the LGS Student Affairs Dean or Title IX office.

Section 8.4: Arrangement Principles

Enrollment status: Parental Arrangements are **not** a leave of absence. Students with parental arrangements will remain full-time students. Thus, their eligibility for graduate student benefits (e.g., student stipend and health insurance benefits) remains intact. However, students may prefer to apply for a Leave of Absence if they need additional time.

Suspension of academic requirements: Students with parental arrangements may be relieved of full-time academic and related educational activities, such as teaching and research assistantship academic requirements, official academic examinations including qualifying or preliminary examinations, lab and research deadlines, and course activities.

- Scheduled courses or examinations should be rescheduled to avoid conflicts during the parental arrangement period; rescheduling should provide reasonable time to complete these academic requirements. If the amount of coursework to be rescheduled is excessive, the student may need to drop a course and retake it in another term.
- The student's program will develop a plan to replace required academic activities, such as teaching and research. LGS expects the program to exercise flexibility in this process. Contact the LGS Dean of Student Affairs for clarification if necessary.

Section 8.5: Arrangement Procedures

Students seeking arrangements should email their program (through their DGS/PD, advisor, and LGS) at least three months before the arrangements are anticipated (unless unforeseen circumstances arise) to give programs adequate time to plan any activity that other students might carry out. Students are expected to consider the needs of their programs and collaborators when determining when to inform their programs of needed arrangements. In some instances, additional time is warranted to meet program requirements. Before submitting the request to LGS, students must discuss arrangements with their advisors and DGS /PD. Carefully review the form and instructions for the Parental Arrangement Request.

Section 9: Degree Completion and Graduation Requirements

A student approaching the end of a degree program must meet all program, LGS, and university requirements and deadlines. Failure to do so may result in receiving the degree the following term. All deadlines are published on the LGS Events Calendar. Details are on the Degree Completion page on the LGS website.

Section 9.1: Registration and Awarding of Degrees

Students must be registered full-time in the term they receive their degrees. If doctoral students have not yet defended their dissertation, they should enroll in course 599R if they are not in candidacy or 799R if they are in candidacy. If the student has defended, they should enroll in the appropriate course to satisfy the requirement. Master's students should enroll in course 599R.

Section 9.2: Application for Degree

Students must submit a formal Application for a Degree to be awarded a degree in a particular term: spring, summer, or fall. This includes students applying for an Interim Master's. The application must be completed online in OPUS if the student's record indicates that the current term is their anticipated graduation term. If the current term is not correct in OPUS, the student can submit an Update Expected Graduation Date form in the Laney Connect Hub. If a student needs to submit a late application for degree or cancel an application for degree, they can also do so using the same form.

Degree applications are valid only for the term in which they are filed. Therefore, a student who applies for the degree and does not complete all requirements must reapply and register for the term in which the student will receive the degree.

Section 9.3: Graduation Forms and Dissertation/Thesis Submission

The Intent to Complete form, located in the Laney Connect Hub, enables students to submit the graduation documentation needed to verify and certify completion of all degree requirements.

Detailed instructions and links to these documents are available on the Degree Completion Website. All dissertations and theses are submitted electronically through the Emory Theses and Dissertations (ETD) Repository. The electronic copy submitted to the ETD Repository becomes the official archival record. The LGS reviews the dissertation, and the Dean must approve it before a student can be certified for graduation.

PhD candidates should be aware that once their ETD record is submitted, the library shares the files with ProQuest, a research platform for scholarly and academic content. The agreement is detailed on the ETD Repository Submission Agreement form.

Section 9.4: Master's Degree based on Candidacy

Some doctoral programs award master's degrees to students who have reached doctoral candidacy. Students receiving a master's based on candidacy must submit Candidacy, Application for Degree, and Degree Clearance forms to LGS by the published deadlines. (See the LGS Event Calendar)

Section 9.5: Financial Obligations to the University

All financial obligations to the university must be cleared before a student graduates, subject to the explicit limitations pursuant to the collective bargaining agreement. These obligations include tuition, student health charges, parking fines, and library fines, if any. Failure to settle outstanding charges may results in holds on diplomas, transcripts, and other student records.

Section 9.6: Commencement Ceremony

University commencement is held annually at the end of the spring term.

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 ensure it contains a permanent email address, which will confirm their attendance plans.

Students with a Family Educational Rights and Privacy Act (FERPA) information suppression hold on their personal information should be aware that their names will not be printed in the commencement program. Names will be published only if the FERPA hold is removed; the hold can be removed by the university registrar's office or in the student's Opus account.

Section 9.10: Diploma Notation and Name

Students should note that while their official transcript will list both the degree earned and the major field of study, the diploma will display only the degree awarded. Majors are not printed on diplomas. For example, a student who earns a Ph.D. in English will receive a diploma stating that the degree of Doctor

of Philosophy has been awarded, rather than Doctor of Philosophy in English. The same policy applies to master's degrees, with diplomas reflecting only the degree conferred and not the specific major.

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

Emory University will print the student's official name as it appears in OPUS. For more information, see Emory's name policy on the Registrar's website.

Section 10: Registration

Unless the program instructs otherwise, all continuing degree-seeking students in the LGS can register via OPUS. To assist with the registration process, students are given specific instructions by email before pre-registration dates. Additionally, students should pay attention to program instructions regarding registration and must settle their accounts with Emory's Student Financial Services. **Students are responsible for confirming they are registered for the correct courses and credit hours. Students in the joint Emory/Georgia Tech BME program are responsible for ensuring that they are correctly enrolled at both institutions.**

Section 10.1: Continuous Registration

Students must maintain continuous registration throughout their LGS course of study. If a student does not register for one term or withdraws after registering, the student will become inactive or discontinued and must apply for readmission.

Continuing Students Registration Procedures

Registration has two steps: signing up for courses and paying or arranging payment for outstanding accounts. Students should check with program staff before pre-registration for program-specific requirements.

Signing up for Courses

After complying with program procedures, students may pre-register in OPUS. Pre-registration dates are published on the Office of the Registrar's website and the LGS Academic Calendar. Students are responsible for obtaining the required program approval for their schedules and verifying that their registration is correct.

Non-degree/Special-standing students may not use OPUS to pre-register. Non-degree/Special-standing students must obtain the required signatures from course instructors and programs. Some programs require non-degree/special-standing students to obtain permission from the DGS or PD. Non-degree/Special-standing students submit instructor approvals to the LGS. The LGS will enter the schedule in OPUS on the first day of registration.

Section 10.3: Payment of Accounts

After a student's schedule is entered into OPUS, Student Financial Services generates an electronic invoice, which is posted in OPUS. The registrar will notify the student of this posting by emailing the student's Emory email address. The Office of Student Financial Services does not mail paper statements.

Students must register and pay their bills. Accounts will reflect charges, anticipated aid, and an account summary. Bills are payable upon receipt. Students should follow the instructions on the Office of Student Financial Services website.

Registration may be canceled for students with outstanding account balances.
Students who fail to enroll in courses and do not pay their bills by the end of the add/drop period will have their registration and LGS financial award (tuition scholarship, stipend, and health insurance subsidy) cancelled.

Section 10.4: Course Load and Adjustments

The average course load for a full-time student is nine credit hours during the fall, spring, and summer terms. Some programs require students to register for 12 hours per term. The maximum number of credits allowed in any term is 16. Any additional credits should be reviewed and approved by the DGS or PD and the LGS.

Course Adjustments

Students' schedules can be adjusted during the university add/drop period. Any adjustments, including changes to grading options, must be made with the approval of the student's faculty adviser and the DGS or PD. Students may make changes through OPUS but must obtain program approval first. Only the LGS can adjust a schedule after the add/drop period through the date of record. After the Registrar's date of record, no adjustments will be made. It is the student's responsibility to ensure that the course schedule adjustments are properly made before the date of record.

Section 10.5: Grading Options

Students take graduate-level courses for letter grades (A, A-, B+, B, B-, C, or F). Upon program approval, students may 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 term.

Section 10.6: Withdrawal

A student wishing to drop a course or completely withdraw after the add/drop date must complete the Withdrawal Signature form. 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. Withdrawing from courses and dropping below full-time status may result in recalculating student financial aid for the term. The exact consequences will depend on several factors, including the type and amount of financial aid the student has received and the official withdrawal date.

Section 10.7: Undergraduate Courses

Programs sometimes suggest or require that students take undergraduate-level language courses to fulfill foreign language requirements. Before enrolling in undergraduate courses, programs and instructors must grant permission.

Section 10.8: Student Loan Deferment

Registration status may affect student loan deferment status. Only students registered for nine or more credit hours are recognized as pursuing a full-time degree status. The LGS will certify full-time

enrollment for those students. Students are advised to consult with their lending agencies for specific enrollment requirements.

Section 10.9: Dual Registration

Students may only enroll in one school of the university at a time. An LGS student who wishes to take a course in a degree program offered by another school at Emory must obtain permission from their advisor, the course instructor, and the DGS/PD. The student registers through the LGS, and course credit will apply only toward the student's LGS degree program. Courses taken may count only toward a single degree.

Students in recognized joint or dual degree programs, such as the JD/Ph.D., will be accommodated in ways that vary by program.

Section 10.10: 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 offered concurrently at the home institution. Participating institutions are listed on the ARCHE website. Before cross-registering, students must obtain permission from their academic adviser and the program they wish to cross-register for. Additionally, many participating schools require specific immunizations, and students may be required to provide copies of their immunization records before cross-registering. Students interested in cross-registration should email arche@registrar.emory.edu.

Section 10.11: Registrar

The Office of the Registrar at Emory University is responsible for supporting the academic progress of all students by ensuring the accuracy of all student records. It places particular emphasis on processes that maintain efficient and accurate systems for student registration and enrollment, faculty grading, and transcript production, as well as upholding the school's academic policies and procedures. For more information, visit the Registrar's website.

Section 11: Amendments

The Emory University bylaws provide that the faculty is responsible for instructional programs under the direction of the President (Instruction, 25). The LGS Dean is responsible for the general direction of the graduate school and exercises leadership in developing educational policies and programs (Instruction 26). In practice, these responsibilities are closely intertwined. Reflecting this connection, LGS operates via a shared governance model. Amendments to the LGS handbook require approval of the LGS Executive Council when they materially alter policies related to (1) the approval of new programs and courses and (2) maintaining, revising, and implementing appropriate discipline standards of quality for admission, instruction, and student research in the LGS. Handbook amendments that merely clarify existing policy do not require Executive Council approval.

Article II: Financial Information

Employment relations between LGS students and Emory University PhD students in LGS may be members of a bargaining unit represented by Service Employees International Union (SEIU). The collective bargaining agreement between Emory University and SEIU governs all terms and conditions of employment for bargaining unit members in bargaining unit positions.

Section 1: Graduate Cost of Attendance and LGS Stipend

LGS draws on a combination of funding resources to support students in pursuing their graduate degrees. Students enrolled full-time in LGS doctoral programs are eligible for full or partial tuition scholarships. In addition, full-time doctoral students may receive stipends from the university or external sources. Financial support for master's students is more limited and varies by program. Some master's programs offer partial tuition scholarships, often on a merit basis. Contact the program to discuss the cost of attendance.

The cost of attendance is an estimate of the total amount it will cost a student to go to school for an academic period, and it is determined using rules established by law. The cost of attending Emory University includes tuition and student fees, living expenses, health insurance, parking fees, and incidentals, such as purchasing textbooks, computers, and supplies. The Board of Trustees determines all tuition and fees, which are subject to change without notice. Information about tuition and fees is available on the Tuition and Fees page of the LGS website.

Section 1.1: General Stipend Principles

The stipend paid to PhD students in LGS serves two purposes. First, it offsets the costs of attending graduate school. In this regard, the stipend supports students' ability to participate fully in their degree program, to develop their professional capacities, and to engage in the life of the broader university. Second, the stipend is given in consideration for a student's promise to provide research and teaching support to LGS faculty and staff, if it is needed or required by a program, department, or school. In this second regard, when a student is asked to work, the stipend compensates students for work done consistently with the Collective Bargaining Agreement (CBA) signed between SEIU and Emory University.

Section 1.2: Duration and Cadence

The CBA promises that the stipend will be paid for a minimum of five years, as long as a student is making appropriate academic progress. The stipend can be paid in several ways, e.g., in one lump sum, biweekly, biannually, per academic term, etc. Like many other schools, Emory chose to divide the annual stipend into monthly installments and to pay it via the Emory payroll system. The CBA indicates that the University will continue to pay in this way during the duration of the contract.

Section 1.3: Relationship to Hours Studied or Worked

Academic policies (e.g., the credit hour policy, program handbooks, individual syllabi) define the number of hours of effort expected in a course or program. This applies to traditional courses that use didactic instruction as well as experiential learning courses (e.g., 599R, 799R, TATT 605). The CBA itself defines hourly work limits for research and teaching support. LGS students take varying credit hours per term, and credit hours differ with respect to the time needed to master material. LGS students are also assigned different work responsibilities under the CBA. Indeed, some are assigned no work hours at all. Recalling that the stipend serves two purposes, despite the many potential differences in weekly or monthly effort across students, the base stipend is the same for all students during the academic year (subject to small changes due to top-off funding programs). In certain circumstances, the CBA requires the University to pay students for work beyond weekly hourly limits or the teaching assignment cap. These payments should not be confused with the base stipend; they are distinct and tied only to

employment effort/work.

Section 1.4: Other Limitations

Three additional limitations affect stipends and other payments for work to PhD students. The LGS Handbook includes a conflict-of-commitment restriction. Article 2, Sections 2.5.1 and 2.5.2 indicate that if a student takes on employment outside of Emory, the base stipend may be reduced in ways that reflect the challenges of remaining a fulltime student while working a considerable number of hours for an external employer.

International students are subject to federal immigration-related work-hour restrictions. Namely, students on F1 or J1 visas generally may not work more than 20 hours in any week, taking into consideration all forms of employment, subject to their visa requirements. In addition, all students must provide proper work authorization documents in order to perform work for Emory University, in accordance with Emory policies.

The final limitation follows because stipend payments come from multiple sources. The most common distinction is between a stipend paid completely by Emory resources derived from the general university budget and a stipend paid by external grants made to Emory University to support the work of an Emory faculty member. Whenever a stipend is paid by a federal external grant, it must satisfy the cost principles for federal grants in 2 CFR Part 200 (Subpart E). Critically, the regulation states:

For recipients and subrecipients that educate and engage students in research, the dual role of students as both trainees and employees (including pre- and post-doctoral staff) contributing to the completion of Federal awards for research must be recognized in the application of these principles (2 CFR 200.400(f)).

This guidance is expressed in general terms because a student's role as a "trainee" and an "employee" varies tremendously across universities on account of differences in academic policies, federal and state labor laws, and university-specific employment arrangements. The key point is that Emory must recognize that students funded by federal grants have multiple roles and, as such, may be treated differently than staff or faculty who do not serve these dual roles.

Section 1.5: Transcript Fee

All new degree and certificate students must pay a one-time transcript fee when they first enroll at Emory. This fee is a one-time payment that covers all future transcripts. If students have previously obtained a degree from Emory, they may have already paid this fee. For more information, see the Registrar's website.

Section 1.6: Mandatory Health Insurance

All new and continuing degree-seeking Emory University students must have health insurance. Under this requirement, students must purchase the Emory University Student Health Insurance Plan (EUSHIP) or opt out by providing enrollment documentation in a comparable United States-based plan, unless the collective bargaining agreement indicates otherwise. In addition, new students wishing to waive enrollment in the EUSHIP must complete the **annual waiver process.**

If a student has not waived out of the EUSHIP by the date of Emory's pre-term Student Accounts and Billing bill, the student will be billed for the EUSHIP. For more information, visit the Student

Health Services website.

Section 1.7: Financial Responsibility to the University

Students are responsible for maintaining good financial standing with the university, including timely tuition payment, emergency loans, and other fees and fines incurred by the libraries or parking office. Penalties for past due accounts include cancellation of registration, refusal to approve continued registration, refusal to release transcripts, and withholding of diplomas, subject to limitations pursuant to the collective bargaining agreement.

For more information, visit the Student Accounts and Billing Office website.

Section 1.8: Courtesy Scholarships

The Courtesy Scholarship is a grant that covers tuition exclusively (not textbooks, fees, or other miscellaneous charges). It is made available to qualifying Emory employees and their family members who apply and are admitted for enrollment in academic programs at Emory University. The percentage of tuition covered depends on your years of service.

Emory employees must contact Human Resources for information about eligibility for Courtesy Scholarships. Courtesy Scholarships do not cover application fees and tuition for audited courses.

Section 2: Merit Awards and Financial Aid

Graduate students might engage with four primary contacts regarding financial information while pursuing their degree.

1. Emory University Office of Financial Aid Advisors to ensure compliance with federal aid, including loans, and state and university guidelines.
2. The Program DGS or Program Administrator for program-specific funding questions.
3. The LGS Student Funding team for all LGS funding sources routed through the schools and a student's graduate program.
4. Students who secure external grants may also engage with the Emory Research administration and LGS Finance. The following article provides an overview of multiple funding sources.

Official notification of merit awards is issued by the LGS, although some programs advise students of their award recommendations. Additionally, all offers of financial assistance are made in accordance with the April 15 Resolution adopted by the Council of Graduate Schools (CGS). A copy of the April 15 resolution, along with a list of CGS member institutions that support the resolution, is available on the CGS website.

Section 2.1: Loans and Office of Financial Aid

For many Emory University students, loans are a crucial means of covering some of their educational expenses. These funds must be repaid. For information on student loans, visit the Graduate Student Loans page.

Contact the Office of Financial Aid to speak with a financial aid advisor about the cost of attendance and information on federal and private loan programs.

Section 2.2: LGS Awards

Tuition Scholarships

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

Doctoral students who make satisfactory academic progress will receive a full tuition waiver for their first 7 years of the PhD program. Doctoral students entering into their eighth year and above are responsible for partial tuition.

Doctoral Student Base Stipends

Doctoral student base stipends are disbursed monthly on the last business day of the month. Eligibility for stipend support is guaranteed for 5 years; beyond 5 years, students may submit a funding extension request. Base stipend is no longer provided when a student graduates, withdraws, is not enrolled, is inactive, is dismissed, or otherwise becomes ineligible, subject to limitations pursuant to the CBA.

Section 2.3: Electronic Stipend Deposit

All doctoral students receiving an LGS stipend must enroll in Direct Deposit to receive their funds. Several days before funds are deposited into accounts, the university will send an email notification that the deposit is forthcoming. Funds will be deposited on the last business day of the month, not on the day the email notification is sent.

Section 2.4: Termination or Suspension of Stipend Support

Subject to the limitations and requirements of the CBA, eligibility for a stipend ends when a student graduates, withdraws, is not enrolled, is dismissed, or becomes ineligible in any other way under university policy. Unused stipends cannot be deferred or reserved. Additionally, stipend support for a student on an approved leave of absence (LOA) will be paused until the student returns from the LOA.

Section 2.5: Conditions and Eligibility for LGS Funding

For PhD students who are not in the bargaining unit represented by EmoryUnite!, the Ph.D. stipend is intended to support graduate students so that they may devote themselves to full-time study in their programs. For PhD students who are in the bargaining unit, the stipend serves two purposes: 1. It offsets the cost of attendance so that members may devote themselves to full-time study as students. 2. It compensates members for being available to be assigned to bargaining unit positions.

LGS recognizes that various training opportunities outside of Emory align with students' graduate study programs and provide compensation in addition to the LGS base stipend support. Furthermore, LGS recognizes that students may wish to work in an employment capacity unrelated to their program of study and that, in some cases, they can do so while remaining devoted to full-time study. A student who works in either type of employment capacity while in full-time student status may require approval to do so, and there may be consequences for the base stipend support LGS provides. The principles governing the approval of outside employment and the consequences for stipend support are grounded in Emory's Policy 10.5 on credit hours and standard practices around scholarship in a rigorous academic program.

Section 2.5.1: Approval of Employment in Non-Bargaining Unit positions

Full-time student status for LGS students requires enrollment in at least nine credit hours per term, though students commonly enroll in twelve credit hours. Emory Policy 10.5 establishes guidelines for real-time devotion to study based on the number of credit hours. Under Policy 10.5, a student enrolled in twelve credit hours is expected to devote at least 30 hours per week to learning, typically between classroom contact with faculty and outside-of-class learning.

If students are appointed to bargaining unit positions, the appointment process will follow the terms of the collective bargaining agreement. A full-time LGS student who receives a stipend may also work in an employment capacity not governed by the collective bargaining agreement (a non-bargaining unit position) for up to 10 hours per week without seeking permission from an advisor, program leader, or the LGS Dean's office. A full-time LGS student who receives a stipend must seek approval from their DGS and the LGS Dean's office when they wish to work in a non-bargaining unit position for more than 10 hours per week. Graduate students who identify training opportunities aligned with their program of study should consider enrolling in GRAD 705R. For more information, please visit the LGS internship and experiential learning webpage.

Section 2.5.2: Outside Employment and Stipend Support

Students approved to work in non-bargaining unit positions (whether at Emory or outside of Emory) while maintaining full-time status will receive base stipend support according to the following schedule.

1. A student who is approved to work between 11 and 20 hours per week in outside employment will receive the total LGS base stipend rate for the period in which they are employed.
2. A student who is approved to work between 21 and 30 hours for an external employer will receive 50% of the base stipend support rate for the period in which they are employed.
3. A student approved to work 31 hours or more will not receive LGS base stipend support during their employment period.

Section 2.6: Tax Liability

The tax treatment of scholarships, subsidies, fellowships, grants, awards, or stipends may vary for each student. Students should consult the IRS for information about taxes.

Emory University does not offer personal tax advice. Instead, Emory University recommends seeking professional tax counsel whenever necessary.

Section 3: LGS Emergency Loan Fund

The LGS Emergency Loan Fund is designed to assist students in addressing unexpected financial crises, such as illness, job loss in the family, 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 89 days.

Section 3.1: Eligibility

A loan applicant must be a full-time student in a degree program and be enrolled in at least nine credit hours in the term they wish to receive the loan.

A loan applicant must have no outstanding debt due to a previous loan from the LGS Emergency Loan Fund or the university.

A loan applicant must demonstrate an emergency financial need. Students in non-degree/special standing are not eligible to receive emergency loans.

Section 3.2: Procedure

Emergency Loan Fund application forms are available in the LGS office and on the LGS website. Applicants must complete the application form and email it to the administrator listed on the emergency loan website. The student must also state on the application how the loan will be repaid.

New students are eligible to apply for emergency loans once the following conditions are met:

- The student is enrolled full-time in the current term; and
- The student's financial aid has been posted or is pending (students should consult their OPUS account for their financial aid status)

Finally, new students must have their DGS, PD, or program administrator sign the emergency loan application.

LGS must approve all loans. Requests are usually processed in 1-2days.

After the loan request is approved, the student will be emailed a promissory note and direct deposit form to be filled out and returned by email. The loan is usually direct deposited within 1-3 days of receipt.

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

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

Section 4: Other Support Funds

PhD students who are members of the bargaining unit defined by the collective bargaining agreement between Emory University and SEIU/EmoryUnite! may be eligible to receive funding to support other needs through the funds provided by the agreement. Students who are interested in applying for these funds should contact the Union. They may also contact LGS Finance.

Section 5: Financial Aid and Satisfactory Academic Progress

Federal regulations require that students receiving financial assistance maintain satisfactory academic progress. Therefore, the Office of Financial Aid must monitor the academic progress of student aid recipients. Aid recipients must meet specific quantitative and qualitative measures and complete their programs within a maximum time. All students who receive financial aid from federal, state, or Emory-funded sources must be enrolled as degree candidates in good standing to retain financial aid awards.

Academic records will be evaluated at the end of each term. Evaluation factors include:

- Grade point average (GPA),
- Time to degree completion, and
- Percentage of courses passed

Students must also meet the following minimum grade requirements to demonstrate satisfactory academic progress.

- 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 (Ph.D.): Must maintain a 2.7 current GPA each semester and an overall 2.7 cumulative GPA.

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

All students are expected to complete their degree programs within a specified 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. The following grades are assigned: A, B, C, D, F, Satisfactory, and Unsatisfactory. A course assigned an Incomplete, In Progress, or Withdrawal is counted toward attempted credits. Audited classes are not considered attempted credits.

- Master Programs (MA, MDP, MS): The degree must be completed within 108 attempted units based on a 72-unit degree requirement. Doctor of Philosophy (Ph.D.): The degree must be met within 324 attempted units based on a 216-unit degree requirement.

Article III: Honor, Conduct, and Grievance

Preamble

LGS grants rights to the students in its community that align with the LGS vision and mission. These rights include:

1. The right to academic freedom includes freedom of thought and expression, as defined in Emory's Respect for Open Expression Policy 8.14.
2. The right to be free from discrimination, bias, and harassment based on race, color, national or ethnic origin, religion, gender, gender identity, gender expression, sexual orientation, age, ability status, genetic information, veteran status, or any other factor that is prohibited under applicable law.
3. The right to fair and due process procedures in LGS Honor, Conduct, and Grievance cases.
4. The right to participate in academic and non-academic activities sponsored by the university within the constraints of applicable policies or requirements.

All students, faculty, and members of the Emory community are also expected to cooperate in maintaining academic and conduct integrity. Members of the Emory community should strive to excel in their educational pursuits in a just way with honesty and fairness in mind and avoid all instances of cheating, lying, plagiarizing, or engaging in other acts that violate these Honor and Conduct Codes.

LGS expects every student and member of the Emory community to be familiar with the policies provided and cited herein. Therefore, all students should revisit the handbook and any linked policies

as often as needed to familiarize themselves with them or check for updates.

Section 1: LGS Honor Code

Section 1.1: Academic Misconduct

Academic misconduct is an offense that is defined as a breach of the integrity and honesty of academic community members. A person commits academic misconduct when they intentionally, knowingly, or recklessly engage in prohibited actions. Prohibited 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
- plagiarism, fabrication, or falsification of information
- attempting to do any of the previous

The LGS defines plagiarism, fabrication, and falsification consistently with the definitions provided in Emory University Policy 7.8. Every student must know the regulations regarding academic misconduct. Ignorance of the honor code is not a defense against an alleged violation.

Section 2: The Use of Sources in Writing Research Papers, Theses, and Dissertations

Due to the seriousness of plagiarism in scholarly research, the LGS Executive Council has adopted the following statement on plagiarism. Each student is responsible for understanding this statement, conducting their research, and writing in accordance with the highest standards of integrity.

A writer's data, facts, ideas, and phraseology should be regarded as their 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 the following conditions:

1. It may be found in several books on the subject.
2. It is written entirely in the student's words.
3. It is not paraphrased from any source and is regarded as common knowledge.

Whenever an idea is taken from a specific piece of work, even when the student writes it entirely in their own words, there must be a citation giving credit to the author(s) responsible for it. Methods of citation vary. The student must provide appropriate credit.

The student is entirely responsible for knowing and following the principles of paraphrasing:
In paraphrasing, you express another writer's ideas 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 substitutes synonyms for the actual 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. Even when students use only one unusual keyword from a passage, that word should be quoted. If a common brief phrase is used as it occurs in a source, the words should be in quotation marks. Any questions should be referred to the DGS or the PD in the student's program.

The use of artificial intelligence programs to generate any content for any assignment (including, but not limited to, examinations, papers, homework, and creative work) constitutes plagiarism. It is a violation of the LGS Honor Code unless (1) artificial intelligence tools are permitted for the assignment by either the instructor of record (when the assignment is produced for a course) or the graduate program (when the assignment is a program milestone not specifically connected to a course) and (2) the student appropriately acknowledges in the assignment the extent to which an artificial intelligence program contributed to the work. If a student uses AI to help with brainstorming or research, a citation or description of its use should be documented. Here are the instructions for doing this in a few different citation styles:

- Citing ChatGPT in MLA format
- Citing ChatGPT using APA style
- Citing ChatGPT using Chicago style

If students are unclear about the permissible uses of artificial intelligence tools, they should seek guidance from either the course's instructor of record or the relevant Director of Graduate Studies/Program Director.

Section 3: Procedures for Reporting Cases

1. Any individual who suspects that an offense of academic misconduct has occurred shall report this alleged breach to the DGS, PD, or a member of the decanal staff of the LGS.
2. When a report comes to a program leader (DGS or PD), the leader should promptly notify the Dean of Student Affairs in the LGS in writing. In some cases, when research misconduct is involved, jurisdiction is shared with the Emory Office of Research Integrity and Compliance (ORIC). Emory Policy 7.8 outlines the policies and procedures incorporated into a collaborative process.
3. Once LGS Dean of Student Affairs and the Laney Graduate Student Council have assessed the level of academic misconduct and relevant materials have been reviewed, the Dean of Student Affairs or designee begins a complete assessment

Section 4: Assessment Procedures

1. During the assessment, the Dean of Student Affairs will meet with the individual (s) making the allegation and have a separate interview with the accused student to review the claims and paths forward for a resolution. The accused student will be asked to submit a written statement within seven (7) days following the meeting. The written statement should include their account of the incident that led to the allegation. The written statement should also include potential witnesses whom they wish LGS to contact regarding the allegation and their desired resolution outcome.
2. After speaking with the accused student and the individual making the allegation, the Dean of Student Affairs or designee shall collect any additional information or interview other individuals who may have information related to the allegations. The Dean of Student Affairs then decides whether sufficient information supports moving forward to the student's desired resolution.
3. If sufficient evidence does not exist to move forward to a hearing at the Dean of Student Affairs' discretion, the Dean of Student Affairs will notify the parties that there needs to be more information to move forward with the process.

Section 5: Honor Code Paths for Resolution

LGS Administrative Resolution

A student may accept responsibility and have an educational meeting instead of a full Honor Code hearing. The educational meeting will include the Dean of Student Affairs (or the Dean's designee) and the Laney Graduate Student Council (LGSC) Vice President to discuss the circumstances of the violation and its impact on the student and the community. The reporting faculty or DGS may also participate in the educational conversation. The LGS Administrative resolution assists the student in reaffirming and recommitting to the values of the honor code and academic integrity, learning from the incident, and providing context to the Dean of Student Affairs and the LGSC Vice President as they recommend sanctions to the Dean.

Full Hearing Resolution

The accused student will meet with the Dean of Student Affairs or designee to discuss the circumstances of the violation and its impact on the student and the community. The Dean of Student Affairs will notify the accused student of the charges and offer to meet with the accused student to review the Honor Code Hearing Procedures and the student's rights as outlined below. The Dean of Student Affairs will also confirm potential witnesses to speak at the hearing or provide written statements.

Section 6: Honor Code Full Committee Hearing

The Dean of Student Affairs, or designee, will form a committee. The Committee shall consist of:

1. The LGSC Vice President, or the Vice President's designee. The LGSC VP will serve as Chair of the Committee.
2. A member of the LGSC, excluding the LGSC President and anyone from the accused student's program.
3. Two members of the LGS graduate faculty, at least one of whom is from the accused student's program division (sciences, social sciences, or humanities), but neither can be from the accused student's specific program.

Section 7: Honor Code Hearing Procedures

1. The committee reviews the materials gathered during the assessment, the written statement submitted by the accused student, and any potential witnesses. If the committee requests additional materials, the Dean of Student Affairs or designee will collect the information. After reviewing the investigation materials and the list of proposed witnesses, the committee will set a hearing date and include in the notice the individuals who may be asked to speak at the hearing.
2. Once a hearing date is scheduled, the Dean of Student Affairs, or designee will send the accused student a notice of hearing with the date, time, and place of the hearing—which may be conducted virtually at the Committee's discretion. The notice shall also include the names of the Committee members. The accused student will have three days from receipt of the notice to raise any objection to the Committee members. Any objection should outline in sufficient detail a reasonable basis for the objection. The notice will also include the names of individuals who may be asked to speak at the hearing. Should an objection be filed, the Dean of Student Affairs

will decide whether members of the Committee should be replaced.

3. If the accused student or a witness cannot appear at the time and place specified for the hearing after receiving the notice of hearing, they may submit a statement to be read during the hearing. Should the accused student not appear or be removed from the hearing, the Committee has the discretion to conduct the hearing in the student's absence.
4. Hearings shall be fair and impartial. The hearing is an educational process, and the rules of evidence in a court of law shall not apply. It is within the Chair's discretion to exclude any irrelevant, duplicative, and prejudicial evidence.
5. Before testifying, the committee shall remind each witness of the expectation of truthfulness, candor, and LGS expectations related to confidentiality (described further below).
6. The accused student and only members of the committee may question witnesses.
7. Individuals are expected to ask and answer questions respectfully and non-argumentatively and refrain from engaging in abusive, aggressive, or disruptive behavior. If any individual, including an advisor, violates these standards of decorum, they may be removed from the hearing.
8. Other than the witness, while testifying, only the members of the committee, a member of the decanal staff of the LGS designated by the Dean, and the accused student and their advisor may be present during the hearing.
9. The Dean of Student Affairs, or designee will record the hearing, except for the committee's final deliberations. LGS retains the recording per the university's record retention schedule. No other recording is permitted to respect the confidentiality of the process and privacy rights applicable to educational records.
10. After the hearing, the committee shall retire to deliberate in private. If the committee determines that the accused student is responsible for the alleged violations, the Committee shall secure from the Dean the record of any previous disciplinary violations by the student. Based on its findings in the case and the student's prior disciplinary record, the committee chair shall notify the LGS Dean of its findings and a recommended sanction or sanctions (as stated below). Recommended sanction(s) may or may not mirror previous disciplinary sanction(s).
11. A three-fourths vote of the committee shall be required for a finding of an honor code violation, and the committee shall vote on each sanction listed below. After the Committee's deliberation and vote, the committee shall prepare a written summary that includes a recitation of pertinent evidence and facts, the finding of the committee, and a recommended sanction(s) should the committee find the accused student has committed an Honor Code violation. The Committee Chair will submit the written summary only to the LGS Dean and the Dean of Student Affairs. After receipt, the Dean shall review the summary and recommended sanction(s) and may listen to the hearing recording to determine if the committee's recommendations are fair and impartial. The LGS Dean has the discretion to adopt the recommended sanction(s) or to increase or decrease its severity. Finally, the Dean will prepare a written statement of the outcome of the committee's findings, the sanction(s) the Dean finds appropriate, and the student's right to appeal. The accused student and the university registrar will receive a copy of the outcome notification. In addition, the program DGSs, and the faculty member directly involved with the allegation may also receive a copy of the notice.

Section 8: Student's Rights

1. The accused student shall have the right to speak to the committee members, be present at the hearing, and make an opening and closing statement.
2. If the accused student needs accommodation(s) during the hearing, the student must contact Emory's Department of Accessibility Services (DAS) and notify the Dean of Student Affairs, or designee, as soon as possible. The Dean of Student Affairs, or designee, and DAS

will then engage in the interactive process to determine what accommodations are needed.

3. The accused student shall have the right to have an advisor at the hearing. The advisor shall be a member of the LGS community – a student, faculty member, or staff member. In cases where the accused student claims that limiting the advisor pool to the LGS community poses a hardship, the Dean of Student Affairs, in their sole discretion, may allow the accused student to select any non-attorney from within the university community as an advisor. In all cases, the Dean of Student Affairs reserves the right to restrict the choice of adviser should the person chosen to serve in that role have a conflict of interest. The advisor's purpose is to support the student throughout the process and is limited to a non-speaking role. The advisor may not speak to the committee or witnesses.
4. The accused student shall have the right to call a reasonable number of witnesses, present evidence, and question witnesses. The accused student must identify potential witnesses and evidence in their written statement during the investigation stage and will have an opportunity to identify witnesses whom they want to speak to at the hearing. The Dean of Students will notify the witnesses if they need to be at the hearing.

Section 9: Sanctions

When the committee finds a student responsible for an Honor Code violation, one or more of the following sanctions may be imposed. All sanctions will be recorded in the student's academic record.

1. No sanction, case dismissed.
2. A written warning.
3. An educational program. This could include a JPE course or seminar, Collaborative IRB Training Initiative (CITI) training or retake, or other training internal or external to Emory.
4. Probation. Probation will signify that the student is not in good academic standing with the university during probation.
5. Partial or no credit on the examination, evaluation, or assignment.
6. Failure of the course.
7. Suspension from the program and/or Emory for a specific period.
8. Revocation of financial support.
9. Permanent expulsion from Emory University.
10. Other. Sanctions not listed above may be appropriate.

Section 10: Confidentiality and Retaliation

Because alleged academic dishonesty can seriously impact a student's professional career and relations, all proceedings of the committee and reviews of the Appeal Committee shall be carried out with due regard for privacy. It shall be the responsibility of all parties involved to follow FERPA and take reasonable steps to ensure this privacy is maintained. Discretion is an essential step in our process for preserving the student's confidentiality and avoiding any action that could be perceived as retaliatory. Emory has a very strict retaliation policy. Any form of retaliation should be reported to the LGS Student Affairs Dean so that LGS can take prompt action to address it.

Section 11: Appeal Procedure

The decision of the Committee and the LGS Dean's decision on the sanctions shall be final unless the student provides the LGS Senior Associate Dean with a written appeal within seven calendar days of

receipt of the decision. A student may only appeal on the following grounds:

- Procedural irregularity that affected the outcome of the matter.
- New evidence that was not reasonably available at the time of determination regarding responsibility was made, which could affect the outcome of the matter or
- Members of the Committee had a conflict of interest or bias for or against the accused student that affected the outcome of the matter. If the conflict involves a member of the Committee, the accused student must have raised the potential conflict before the hearing.

Mere dissatisfaction with the committee's decision or the Dean's sanction(s) is not grounds for appeal.

The Senior Associate Dean shall appoint an Appeal Committee upon receipt of the appeal. The Appeal Committee shall consist of:

- Two members of the Executive Council of the LGS are appointed by the Dean, one of whom shall be appointed Chair of the Appeal Committee and
- The LGSC President and one member of the LGSC, not from the student's program, are appointed by the LGSC President.
- No member who has served on the Hearing Committee, in that case, shall be appointed or was a participant in the proceedings before that committee.

The Appeal Committee will review the appeal and may review the case records, including the hearing recording. The Appeal Committee will review the materials to determine a reasonable basis for changing the outcome. Finally, the Appeal Committee will issue a written determination of the appeal and the rationale for the result, or may request that the LGS Dean take the following steps.

- Affirm the original findings and sanction.
- Affirm the original finding but issue a new sanction, which may be of greater or lesser severity.
- Remand the case to the committee or a new committee to correct a procedural or factual defect.
- Dismiss the case if a procedural or factual defect cannot be remedied by remand.

The Appeal Committee's determinations are **final and not appealable**; however, the outcome of a remanded case may again be appealed. The Senior Associate Dean will provide the student, Dean of Student Affairs, and LGS Dean with the decision of the Appeal Committee.

Section 2: LGS Conduct Code

Preamble

This Conduct Code is presented to accomplish the following objectives:

- To acquaint students with the rights and responsibilities of members of the Emory community and
- To introduce policies that apply to them as members of the academic community at Emory University.

As members of the LGS and university community, all students are expected to commit to standards of courtesy, integrity, and professional responsibility. Students assume individual responsibility for

their conduct and their violations of the requirements of the Student Conduct Code. Continuation as a student is conditional upon compliance with these requirements. This code does not purport to catalog every action that would be considered unacceptable behavior and, thus, a violation of the conduct code. Instead, it attempts to exemplify conduct that would almost certainly be considered a violation. Further, this code describes in detail the operation of the conduct procedures within the LGS. Engaging in conduct that would be prohibited under Policy 1.3 – Equal Opportunity and Discriminatory Harassment Policy. Conduct that falls under Policy 1.3 will be addressed under the process and procedures set forth in that Policy.

Section 1: Conduct and Standards of Behavior

Students are expected to conduct themselves honestly, civilly, and respectfully while members of the Emory community. It is neither possible nor necessary to list 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 1-12 below.

1) **Dishonesty or Theft**: Knowingly furnishing false information to the university or its agents; counterfeiting, forging, or altering any university document; making a false statement to university officials; misrepresenting one's status in the university in communication with outside parties; theft of any property of the university itself, or any property of any member of the University community, or its visitors or guests.

2) **Personal Abuse**: Physical, oral, or written abuse by an LGS student of any person at a function under the university's supervision or sponsorship, or such abuse of a member of the Emory community at any location or online space.

3) **Improper or Unauthorized Use of University Facilities:** The refusal by a student to vacate a room, classroom, office, laboratory, or facility of the University when it is not open or not available for the use of students generally or the student or groups of students. Malicious damage by a student to the property of another member of the University community (student, faculty, or staff), the property of the University itself, or the property of any visitor or guest of the University. Breaking into a locked room, office, or facility of the University or entering a room, office, or facility marked or understood as a prohibited or restricted area without authorization.

4) **Disorderly Conduct/Disruption of Class or Research Space**: Interference by a student by violence, force, disorder, obstruction, or vocal disruption of a 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, a member of the decanal staff of the LGS shall confer with the instructor, including regarding potential interference with the Respect for Open Expression Policy, before any formal charges are brought.

5) **Drugs and Alcohol**: Emory University does not permit illicit drugs, or the unauthorized use of drugs sometimes prescribed for medical purposes. Users, possessors, and/or providers of such drugs violate federal and state laws. Students who possess or use illicit drugs or furnish drugs

to others are committing a severe conduct offense. Emory University does not permit drunkenness or furnishing alcoholic beverages to underage persons (under 21) or noticeably intoxicated persons. Policy 8.8 contains the full text of the Emory Alcohol and Drug Abuse Policy.

6) **Stalking:** Behavior where a person follows, is placed under surveillance, or contacts another person without the other person's consent. 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 the safety of others, and serves no legitimate purpose. It does not require an overt threat of death or bodily injury. To avoid doubt, allegations of stalking based on sex are addressed under the University's Sex and Gender-Based Harassment and Discrimination Policy 8.2.

7) **Harassment:** LGS prohibits harassment of any kind. Harassment can be conduct that persists after such behavior has been requested to stop. Harassment is any unwelcome oral, written, or physical conduct that is so severe and/or pervasive that it has the purpose or effect of creating an intimidating, hostile, or offensive environment or unreasonably interferes with or affects an individual's academic performance. Examples of harassment include, but are not limited to:

    a. Verbal abuse; epithets or slurs; negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; insulting comments or gestures; and the display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group members. Students' calls, texts, emails, and social media usage can contribute to a hostile work, learning, or living environment, even if they occur away from the university premises. For the avoidance of doubt, allegations of harassment based on race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any other factor that is a prohibited consideration under applicable law are addressed under the University's Equal Opportunity and Discriminatory Harassment. Engaging in conduct that would be prohibited under Policy 1.3 – Equal Opportunity and Discriminatory Harassment Policy. Conduct that falls under Policy 1.3 will be addressed under the process and procedures set forth in that Policy.

    b. Sexual harassment and other Prohibited Conduct outlined in the University's Sex and Gender-Based Harassment and Discrimination LGS prohibits all conduct that violates the University's Sex and Gender-Based Harassment and Discrimination Policy, and allegations of such behavior will be addressed under that policy.

8) **Recording without Consent**: Taking a photograph or making an image or audio or video recording, including "streaming" audio or video, of any member of the Emory community without that person's consent. Such as when a reasonable person would find the recording inappropriate and/or likely to cause injury or distress; if under circumstances where the person(s) has/have a reasonable expectation of privacy.

9) **Refusal to comply:** Refusal to comply with the directions of Emory officials acting in the proper performance of their duties.

10) **Failure to uphold appropriate professional standards:** Failure to maintain high standards of courtesy, integrity, and professional responsibility.

11) **Failure to complete sanctions:** Failing to meet sanctions imposed in a conduct code or honor code process.

12) **Other Conduct Offenses:** Including other violations of law, Emory, or LGS policy, including, for example, but not limited to, violation of any health or safety rule, breach of acceptable use of technology or computing resources, or aiding and abetting others in the commission of Conduct Code violations.

Section 2: Interim Action

The university reserves the right to take prompt, interim, necessary, and appropriate action to protect the safety and well-being of the campus community. The Vice President and Dean for Campus Life are charged with the welfare of all students. Accordingly, in appropriate situations, the Vice President and Dean for Campus Life or their designee has complete discretion and authority to deal with student conduct according to the exigencies of the situation and for its duration. Likewise, the LGS Dean of Student Affairs has complete discretion and authority to deal with student conduct according to the exigencies of the situation and for its duration. Nothing in this policy limits the power of the university to take temporary administrative interim action to ensure the safety of the Emory community. In all such cases, the appropriate university authorities will review interim measures promptly, typically within five business days.

Section 3: Procedures for Reporting Cases

1. Any individual who suspects that an offense of misconduct has occurred shall report this alleged breach to the DGS, PD, or a member of the decanal staff of the LGS.
2. When a report comes to a DGS or PD, they should promptly notify the Dean of Student Affairs in the LGS in writing.
3. Once relevant materials are received, the Dean of Student Affairs or designee investigates.

Section 4: Assessment Procedures

1. An assessment includes an interview with the individual making the allegation and a separate interview with the accused student to review the allegations. The accused student will be asked to submit a written statement within seven (7) days following the interview. The written statement should include their account of the incident that led to the allegation. The accused student should also identify witnesses who can testify to the allegation.
2. After speaking with the accused student and the individual making the allegation, the Dean of Student Affairs or designee shall collect any additional information or interview other individuals who may have information related to the allegations. The Dean of Student Affairs then determines whether sufficient information supports proceeding to a hearing.
3. If sufficient evidence does not exist to move forward to a hearing at the Dean of Student Affairs' discretion, the Dean of Student Affairs will notify the parties that there is insufficient information to move forward with the process.
4. The Dean of Student Affairs will convene a committee if sufficient evidence exists to proceed to a hearing. The Dean of Student Affairs will notify the accused student of the charges and offer to

meet with them to review the Conduct Code Hearing Procedures and outline the student's rights as outlined below. The Dean of Student Affairs will also confirm potential witnesses to speak at the hearing.

Section 5: Conduct Code Committee

1. The Dean of Student Affairs will form a committee when there is sufficient evidence to proceed with a hearing. The committee shall consist of:
    - The Vice President of the LGSC, or the Vice President's designee, will Chair the Committee.
    - A member of the LGSC, excluding the President of LGSC and anyone from the accused student's program.
    - Two members of the LGS graduate faculty, at least one of whom is from the accused student's program division (sciences, social sciences, or humanities), but neither can be from the accused student's specific program.

Section 6: Conduct Code Hearing Procedures

1. The committee reviews materials gathered during the investigation and the written statement submitted by the accused student. The Dean of Student Affairs will collect the information if the committee requests additional materials. After reviewing the investigation materials and the list of proposed witnesses, the committee will set a hearing date and include in the notice the individuals who may be asked to speak at the hearing.
2. Once a hearing date is scheduled, the Dean of Student Affairs will send the accused student a notice of hearing with the date, time, and place of the hearing—which may be conducted virtually at the committee's discretion. The notice shall also include the names of the committee members. The accused student will have three (3) days from receipt of the notice to raise any objection to the committee members. Any objection should outline in sufficient detail a reasonable basis for the objection. The notice will also include the names of individuals who may be asked to speak at the hearing. Should an objection be filed, the Dean of Student Affairs will decide whether members of the committee should be replaced.
3. If the accused student or a witness is unable to appear at the time and place specified for the hearing, they may submit a statement to be read during the hearing. If the accused student does not appear or is removed from the hearing, the committee has the discretion to conduct the hearing with the student in absentia.
4. Hearings shall be fair and impartial. The hearing is an educational process, and the rules of evidence in a court of law shall not apply. It is within the chair's discretion to exclude any irrelevant, duplicative, and prejudicial evidence.
5. Before testifying, the committee shall remind each witness of the expectation of truthfulness, candor, and LGS expectations related to confidentiality (described further below).
6. The accused student and only members of the committee may question witnesses.
7. Individuals are expected to ask and answer questions respectfully and non-argumentatively and refrain from engaging in abusive, aggressive, or disruptive behavior. If any individual, including an advisor, violates these standards of decorum, they may be removed from the hearing.
8. Other than the witness, while testifying, only the members of the committee, a member of the decanal staff of the LGS designated by the Dean, and the accused student and their advisor may be present during the hearing.
9. The Dean of Student Affairs will record the hearing, except for the committee's final

deliberations. LGS retains the recording per the University's record retention schedule. No other recording is permitted to respect the confidentiality of the process and privacy rights applicable to educational records.

10. After the hearing, the committee shall retire to deliberate in private. If the committee determines that the accused student is responsible for the alleged violations, the committee shall secure from the Dean the record of any previous disciplinary violations by the student. Based on its findings in the case and the student's prior disciplinary record, the committee chair shall notify the LGS Dean of its findings and recommend a sanction or sanctions (as stated below). Recommended sanction(s) may or may not mirror previous disciplinary sanction(s).
11. A three-fourths vote of the committee shall be required for a finding of a conduct code violation, and the committee shall vote on each possible sanction listed below. After the committee's deliberation and vote, the committee chair shall prepare a written summary that includes a recitation of pertinent evidence and facts, the finding of the committee, and a recommended sanction(s) should the Committee find the accused student has committed a Conduct Code violation. The Committee will submit the written summary only to the LGS Dean and Dean of Student Affairs. After receipt, the Dean shall review the summary and recommended sanction(s) and may listen to the hearing recording to determine if the committee's recommendations are fair and impartial. The LGS Dean has the discretion to adopt the recommended sanction(s) or to increase or decrease its severity. Finally, the Dean will prepare a written statement of the outcome of the committee's findings, the sanction(s) the Dean finds appropriate, and the student's right to appeal. The accused student and the university registrar will receive a copy of the outcome notification. In addition, the program DGSs, and the faculty member directly involved with the allegation may also receive a copy of the notice.

Section 7: Student's Rights

1. The accused student shall have the right to testify, be present at the hearing, and make an opening and closing statement.
2. If the accused student needs an accommodation(s) during the hearing, the student must contact Emory's Department of Accessibility Services (DAS) and notify the Dean of Student Affairs as soon as possible. The Dean of Student Affairs and DAS will then engage in the interactive process to determine what accommodations are needed.
3. The accused student shall have the right to have an advisor at the hearing. The advisor shall be an LGS community member – student, faculty, or staff. In cases where the accused student claims that limiting the advisor pool to the LGS community poses a hardship, the Dean of Student Affairs, in their sole discretion, may allow the accused student to select any non-attorney from within the university community as an advisor. In all cases, the Dean of Student Affairs reserves the right to restrict the choice of adviser should the person chosen to serve in that role have a conflict of interest. The advisor's purpose is to support the student throughout the process and is limited to a non-speaking role. The advisor may not speak to the committee or witnesses.
4. The accused student shall have the right to call a reasonable number of witnesses, present evidence, and question witnesses. The accused student must identify potential witnesses and evidence in their written statement during the investigation stage and will have the opportunity to identify witnesses whom they wish to speak at the hearing. The Dean of Students will notify the witnesses should they need to attend the hearing.

Section 8: Sanctions

When the committee finds a student responsible for a Conduct Code violation, one or more of the following sanctions may be imposed. The LGS Dean has the discretion to adopt the recommended sanction(s) or to increase or decrease its severity. The Dean will prepare a written statement outlining the outcome of the Committee's findings, the sanction(s) deemed appropriate by the Dean, and the student's right to appeal. The accused student and the University Registrar will receive a copy of the outcome notification and record in the student's academic record.

1. No sanction, case dismissed.
2. A written warning.
3. An educational program. This could include a JPE course or seminar, CITI training, a retake, or other training, whether internal or external to Emory.
4. Probation. Probation signifies that the student is not in good standing with the university during this period.
5. Suspension from the program and/or Emory for a specific period of time.
6. Revocation of financial support.
7. Permanent expulsion from Emory University.
8. Other. Sanctions not listed above may be appropriate.

Section 9: Confidentiality and Retaliation

Because alleged misconduct can seriously impact a student's professional career and relations, all proceedings of the committee and reviews of the Appeal Committee shall be carried out with due regard for privacy. It shall be the responsibility of all parties involved to follow FERPA and take reasonable steps to ensure this privacy is maintained. Discretion is an essential step in our process for preserving the student's confidentiality and avoiding any action that could be perceived as retaliatory. Emory has a very strict retaliation policy. Any form of retaliation should be reported to the LGS Student Affairs Dean so that LGS can take prompt action to address it.

Section 10: Appeal Procedure

The decision of the committee and the LGS Dean's decision on the sanctions shall be final unless the student provides the LGS Senior Associate Dean with a written appeal within seven (7) calendar days of receipt of the decision. A student may only appeal on the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility was made could affect the outcome of the matter; or
- Members of the committee had a conflict of interest or bias for or against the accused student that affected the outcome of the matter. If the conflict involves a member of the committee, the accused student raised the potential conflict before the hearing.

Mere dissatisfaction with the committee's decision or the Dean's sanction(s) is not grounds for appeal.

The Senior Associate Dean shall appoint an Appeal Committee upon receipt of the appeal. The Appeal Committee shall consist of:

- Two members of the Executive Council of the LGS are appointed by the Dean, one of whom shall be appointed Chair of the Appeal Committee and
- The LGSC President and one member of the LGSC, not from the student's program, are appointed by the LGSC President.

- No member who has served on the Hearing Committee, in that case, shall be appointed or was a participant in the proceedings before that Committee.

The Appeal Committee will review the appeal and may review the case records, including the hearing recording. The Appeal Committee will review the materials to determine a reasonable basis for changing the outcome. The Appeal Committee will issue a written determination of the appeal and the rationale for the result. It may issue one of the following decisions.

- Affirm the original findings and sanction.
- Affirm the original finding but issue a new sanction, which may be of greater or lesser severity.
- Remand the case to the committee or a new committee to correct a procedural or factual defect.
- Dismiss the case if a procedural or factual defect cannot be remedied by remand.

The Appeal Committee's determinations are **final and not appealable**; however, the outcome of a remanded case may again be appealed. The Senior Associate Dean will provide the student, Dean of Student Affairs, and LGS Dean with the decision of the Appeal Committee.

Section 3: Involuntary Withdrawal Policy and Procedure

Preamble

Emory University considers the safety and welfare of its students, faculty, and staff a top priority. Therefore, when a student engages in behavior that could constitute a violation of Emory's rules of conduct, the behavior will be addressed as a disciplinary matter under the applicable Student conduct code or, as appropriate, honor code, which 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 could violate the University's rules of conduct (e.g., an honor code or conduct code). It is intended to apply when a student's observed behavior, actions, or statements indicate a direct threat to the student's health and safety or an immediate threat to the health or safety of others. There may be situations in which this Involuntary Withdrawal Policy and the Student Conduct Code apply. In all cases, the Dean of the LGS shall have final authority regarding the decision, enactment, enforcement, and management of the involuntary withdrawal of a student.

Section 1: Conditions

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 themselves or others by:

1. Engaging or threatening to engage in behavior that poses a high probability of substantial harm to themselves or others; or
2. Engaging or threatening to engage in behavior that would cause significant property damage would directly and substantially impede the lawful activities of others or interfere with the educational process and the orderly operation of the university.

Section 2: Procedure

When the Dean or their 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, the Dean may initiate an assessment of the student's ability to participate in the university's program safely.

An Assistant or Associate Dean initiates this assessment by first meeting with the student to:

- Review available information concerning the behavior and/or incidents that have caused concern.
- Provide the student with a copy of this Involuntary Withdrawal Policy and Procedure and discuss its contents with the student.
- Provide the student with an opportunity to explain their behavior and
- 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 before re-enrollment, and will be referred for appropriate 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 or other professionals.

Section 3: Evaluation

The Assistant or Associate Dean may refer the student for a mandatory evaluation by an appropriate mental health professional. The university may select a mental health professional 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 (5) school days after the referral letter is provided to the student. Before the evaluation, the student must sign a written authorization to exchange relevant information between the mental health professional(s) and the university. Upon completion, copies of the evaluation report will be provided to the Assistant or Associate Dean and the student.

The identified 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 themself or others, the probability that the potentially threatening injury will occur, and whether reasonable modifications of policies, practices, or procedures will sufficiently mitigate the risk. With appropriate authorization, the professional will share their recommendation with the Assistant or Associate Dean, who will consider this recommendation in determining whether the student should be involuntarily withdrawn from Emory. A copy of the professional's recommendation will be provided to the student unless, in the opinion of a mental health professional, it would be damaging to the student.

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 considerable threat to the property, to the lawful activities of others, or 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 the property, the lawful activities of others, or 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 the student's right to an informal hearing, their right to appeal the hearing officer's decision, and 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.

Section 4: Administrative Hearing

A student who has been involuntarily withdrawn may request an Administrative hearing before a member of the Laney Executive Council appointed by the Senior Associate Dean by submitting a written request to be heard within two (2) business days from receipt of the notice of involuntary withdrawal. A hearing will be set as soon as reasonably possible. The student shall remain involuntarily withdrawn pending completion of the hearing.

The hearing shall be informal and non-adversarial. During the hearing, the student may present relevant information and be advised by an Emory faculty member, staff member, or licensed health professional. However, the advisor's role is limited to advising the student. After the hearing, the hearing officer shall decide whether to uphold the involuntary withdrawal or reconsider. The student shall receive written notice of the hearing officer's decision immediately.

Section 5: Appeal to the Dean

The student may appeal the hearing officer's decision to the Dean, who shall review all information presented and decide whether to uphold the involuntary withdrawal.

Section 6: 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:

- There is imminent danger of serious physical harm to the student or others.
- There is imminent danger of significant property damage.
- The student is unable or unwilling to meet with the Assistant or Associate Dean;
- The student refuses or has failed to complete the mandatory evaluation; or
- The Emory Threat Assessment team and Assistant and Associate Deans determine such other exceptional circumstances that suspension is warranted on an emergency basis.

If action is taken to suspend the student on an emergency basis, the student shall be given notice of the emergency suspension and an initial opportunity to address the circumstances underlying it.

Section 7: 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 their designee may require a student who has been involuntarily withdrawn under this policy to be re-evaluated before they are readmitted to ensure that they do not present a direct threat to themselves or others.

Section 4: LGS Grievance Procedure

Students who wish to outline grievances or disagreements of an intra-program nature (e.g., grade dispute) should first address those concerns to either the PD or the appropriately designated committee in their program. Students who do not reach a resolution through theses avenues or believe that their issues cannot be reasonably resolved by going through those routes may bring their grievances to the LGS Committee on Grievances. The Committee on Grievances comprises three graduate faculty members appointed by the LGS Senior Associate Dean.

Section 1: Filing a Grievance

To file a formal grievance, a student shall submit a written grievance to the Committee on Grievances by emailing the grievance to the Senior Associate Dean. The Senior Associate Dean shall then confirm receipt of the grievance and send it to the Committee on Grievances.

The grievance shall be no longer than five (5) single-spaced pages and should include the following:

- A concise statement of the grievance. This statement should indicate ways in which the program, LGS, and/or Emory University policy has been violated to the detriment of the student;
- A description of previous efforts sought to resolve the problem;
- A clear statement of the remedy sought; and
- Supporting evidence for claims made in the complaint.

Any grievance filed to challenge a decision of the LGS Dean to dismiss a student from LGS must be filed within 15 days of receipt of the dismissal notice.

Section 2: Committee on Grievance Procedure

Upon receipt of the grievance, the Committee on Grievances may request additional information from or about the student and may request statements from other parties. The Committee on Grievances may also request to meet with the student or other parties involved to clarify statements made in the grievance, comments made in other written communication with the committee, or any other source of uncertainty about evidence in the Committee's possession. During this process, parties may only be accompanied by a representative when invited to do so by the Committee on Grievances.
Based on the grievance and any other information gathered by the Committee on Grievances, the Committee on Grievances will make a written recommendation to the LGS Dean that will explain its reasoning and include all supporting documentation relevant to its recommendation. The LGS Dean will then ultimately decide the resolution of the grievance and will inform the student and the Committee on Grievances of the decision.

Section 3: Appeals

Students can appeal the Dean's decision to the LGS Executive Council. The Chair of the LGS Executive Council will preside. Students must inform the Senior Associate Dean of the LGS that they intend to appeal within seven days of the Dean's decision regarding the grievance. The Senior Associate Dean will provide a student who intends to appeal with the record developed by the Committee on Grievances. A formal appeal must be made in writing to the Senior Associate Dean within seven days of receiving the record.

Mere dissatisfaction with the decision of the Dean is not grounds for appeal. A student may only appeal on the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the grievance was resolved, which could have affected the outcome; and
- Members of the Committee on Grievances had a conflict of interest or demonstrated bias for or against the student, filing the grievance that affected the outcome of the matter.

The Executive Council will review the appeal and may review all records in the case to determine if there is a reasonable basis for changing the outcome. The Executive Council will issue a written determination of the appeal and provide a rationale for its decision. The Executive Council may reach one of the following decisions.

- Dismiss the appeal for (1) failure to state a procedural irregularity, (2) failure to present new evidence that was not reasonably available at the time the grievance was resolved, which could have affected the outcome, or (3) failure to state a conflict of interest or a demonstrated bias against the student on the part of a member of the Committee on Grievances.
- Affirm the Dean’s decision.
- Overturn the Dean’s decision and issue a new decision. The Executive Council may come to a new finding about the validity of the grievance. It may also issue a new remedy if necessary.
- Remand the case back to the Committee on Grievances or to a new Committee on Grievances to correct a procedural or factual defect.

The Executive Council's determinations are **final and not appealable**; however, the outcome of a remanded case may again be appealed.

The Senior Associate Dean shall promptly notify the student and LGS Dean in writing of the Executive Council’s decision.

Use of the LGS grievance procedure will not prejudice in any way a student's rights under Emory University Policy 10.12, which pertains to Student Complaints, and provides that "[s]students should first attempt to resolve their complaints with the office most directly responsible for the action being challenged."

Section 5: Commonly Used University Policies

LGS expects every student and member of our Emory community to know the policies provided or cited in this handbook. Therefore, all students should revisit the handbook and any linked policies as

frequently as needed to familiarize themselves or check for updates to these policies. While some policies are linked below for ease of use, students are responsible for compliance with all LGS and Emory University policies, which are located in a central policy library at the following web address: https://policies.emory.edu/.

Emory Email Communication Policy

Email is the primary medium for official communication with students at Emory University. The University assigns each registered student an official Emory email address. 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 appropriately received and read. Certain communications may be time critical.

Student Technology Recommendations

Emory requires all students to own or have access to a computer that meets minimum hardware and software requirements as required by their school and degree program and works on the Emory network.

Starting with a computer that meets these minimum requirements will enable students to have a functional computer while pursuing their graduate degree. Emory Academic Technology Services recommends minimum computer specifications to avoid technical issues while accessing and submitting online course materials and collaborating in Canvas and Zoom. Additional considerations should be made if you are enrolled in a class/program requiring Data Analysis and the use of large data sets. Visit Student Technology Support, the IT help desk, for additional support.

Policy on Consensual Teacher-Student Relationship

From the Faculty Handbook: Chapter 12 - Policies Regarding Conduct in the Workplace 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 a 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 academic supervisory authority with respect to the student. Nor may a teacher assert any supervisory or academic authority concerning a student who was the subject of a previous consensual sexual relationship. This prohibition extends to:

1. Consensual sexual relationships between a faculty member and any student or trainee,
2. A graduate or professional student and an undergraduate student when the graduate or professional student has some supervisory, academic responsibility for the undergraduate,
3. Consensual sexual relationships between department chairs and students in that department, and
4. Consensual sexual relationships between graduate advisors, PDs, 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 concerning 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 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. Students should consult the US Department of Health and Human Service's Office of Research Integrity and the Council of Graduate Schools' Project for Scholarly Integrity for additional information and resources.

Equal Opportunity and Discriminatory Harassment Policy
https://emory.ellucid.com/documents/view/16834/?security=d3b7518a869d72e6d5b0c965c987b3c9053079b3

Sexual Misconduct Policy (Title IX)
https://emory.ellucid.com/documents/view/16836/?security=4f94881ac0ddcbae11c4a4115a74ae7de40de24b

Alcohol and Drug Abuse Policy
https://emory.ellucid.com/documents/view/19654/?security=413e09c3fee6a98f74d0b5aabd5220b74d932e48

Information Technology Conditions of Use
https://emory.ellucid.com/documents/view/17569

Policy on Authorship Guidelines and Dispute Resolution
https://emory.ellucid.com/documents/view/17540?security=c5fe9c92049de33a4186c9f0f335e828a88fd662

Guidelines for Responsible Conduct of Scholarship and Research
https://emory.ellucid.com/documents/view/17546?security=5100e4db1e477ed38aae83924c0c7ae409ef42af

Confidentiality and Release of Information about Students
https://emory.ellucid.com/documents/view/17620/?security=13d9b9006bbe82583abd111fe01341432f80643a

Respect for Open Expression Policy
https://emory.ellucid.com/documents/view/19648?security=c6f36f9de43a2cd25fc99614d09384f649a313cf

Student Complaints
https://emory.ellucid.com/documents/view/17609?security=481f3bc9642d299f207fa5ff46cdff6244ddea66

Emory Trust Line
http://compliance.emory.edu/about/trust-line/index.html