

Laney Graduate School Student Handbook (2021-2022)

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

The policies and procedures of programs in the Laney Graduate School must be consistent with the Laney Graduate School Handbook, but they may include additional policies and procedures than those found in this document. Students are expected to be familiar with the policies of the Laney Graduate School and with the policies of their degree programs.

The authoritative version of the Laney Graduate School Handbook is updated annually and published online at the Laney Graduate School website. In the event of a discrepancy, the version published on the Laney Graduate School website is the authoritative version.

Laney Graduate School Student Handbook 2021-2022

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Article I: Academic Affairs

Section 1: Degree Programs

Visit our [Degree Programs page](#) to discover the range of degree programs offered at the Laney Graduate School.

In graduate education, the quality of student performance is of greater importance than the mere fulfillment of formal requirements. The graduate experience may consist of lecture courses, seminars, laboratory courses, directed study, teaching opportunities, and research. The student's program of study must be planned in consultation with an appointed adviser or advisory committee.

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

Section 1.1: Minimum and Additional Program Requirements

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

Section 1.2: Residence

Full residence in any term requires satisfactory completion of a minimum of 9 credit hours of courses, research, or directed study acceptable for graduate credit. If a student is registered for a terminal master's degree at Emory, they may request permission from the program director or director of graduate studies to pursue the degree on a part-time basis and earn partial residence credit. The procedure for requesting reduced enrollment can be found on the [LGS website](#).

Section 1.3: Transfer Credit

The Laney Graduate School requires that most, if not all, credits counted toward LGS degrees be earned at Emory. Under certain circumstances, programs may appeal for up to 9 hours of transfer credit from an accredited institution to be counted in place of Emory course study if earned within seven years. No courses that are accepted for transfer credit can have been applied toward another conferred degree. The director of graduate studies or program director must submit a written request to confirm that transferred credit is 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 9 hours must have strong support and justification from the program and be approved by the Dean.

Students admitted with general or specific deficiencies, or whose prior degrees were conferred eight or more years before admission may be required to complete additional requirements. The director of graduate studies or program director will discuss additional requirements with the student.

Section 2: Doctor of Philosophy

The program leading to the Doctor of Philosophy degree provides education for a career of creative scholarship. The degree is not conferred upon a candidate merely on the condition of fulfilling a specific number of requirements. The highest scholastic degree is awarded only to students who have demonstrated the capability to produce original scholarship and who give the promise of qualifying 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 Laney Graduate School, the student seeking the PhD degree must fulfill certain requirements before and during candidacy. Individual programs and divisions may specify additional and more demanding requirements. All requirements for the degree, including receipt by the Laney Graduate School of the dissertation as approved by the student's program, must be completed within nine years of admission.

Teaching Assistant Training and Teaching Opportunity Program

In 1991, the Laney Graduate School inaugurated the [Teaching Assistant Training and Teaching Opportunity \(TATTO\)](#) program to prepare students to be competent and confident instructors in a variety of settings, including college and university classrooms. Completion of the TATTO program is required for all students pursuing the Emory PhD. Any student who accepts a teaching assistant appointment must take TATTO 600. Request for exemptions should be submitted in writing to the Assistant Dean of Professional Development and Career Planning. Although many universities have programs for preparing teaching assistants, two characteristics distinguish the Emory program: (1) TATTO is a degree requirement across the Laney Graduate School; and (2) TATTO is a scaffolded experience involving several stages.

For more specific information, see Section [TATTO](#).

Jones Program in Ethics

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

Completion of the JPE program is required for doctoral students. For more specific information, see Section [JPE](#).

Doctoral Examinations

Doctoral examinations determine the student's qualifications for advanced study and mastery of the

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

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

The dissertation, approved by the candidate's adviser and dissertation committee, must be submitted to the Dean of the Laney Graduate School within nine years of admission. Deadlines for submission are indicated in the [LGS Academic Calendar](#). The graduate faculties of the programs have full responsibility for the proper preparation of the dissertation by the student. The Dean of the Laney Graduate School reviews every dissertation. Any errors, including errors of spelling, punctuation, and grammar, may result in the dissertation being returned for correction. A dissertation is not complete until it has been approved by the Dean.

[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 is an indication that a doctoral student has developed sufficient mastery of a discipline to produce an original research contribution in his or her field. Students should apply for candidacy **as soon as** they complete these preliminary degree requirements. Candidacy is a marker of program quality and reflects nationally and internationally on program success. Failure to apply for candidacy at the appropriate time can cause probation, delay fellowship continuation, and in some cases 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: coursework and other training required by the degree program, including program required [JPE training](#)
2. Complete qualifying examinations required by the degree program
3. If required by the degree program, obtain approval of a dissertation prospectus
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

TATTO 610 and JPE 610 may be completed after entering candidacy. Additionally, programs

may reserve the dissertation prospectus and committee requirement to be completed after candidacy (see [Dissertation Committee section](#)).

Students must reach candidacy by September 15 of their fourth year. Students who do not meet this deadline will be placed on academic probation. Students on probation will not be eligible for PDS funds and may forfeit financial support. These sanctions will be lifted when the student enters candidacy.

Procedure

Students enter candidacy by submitting an Application for Admission to Candidacy. Instructions for how to apply 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 affirms that the remaining requirements have been met (4-7).

Students are considered “in candidacy” when the Dean has approved the application to enter candidacy.

Effective Date

This policy applies to all students immediately, with two exceptions: students who started their programs before the fall of 2017 must meet the candidacy deadline in effect when they first enrolled and must be in candidacy no later than August 1 before their fifth year of study. Students who started their programs before the fall of 2017 will not be placed on probation if they fail to meet the candidacy deadline.

Previous Policy

For students who started their degree programs before Fall 2017, please refer to the previous candidacy policy and associated requirements (found in the 2016-17 LGS Handbook).

[Download the 2016-17 LGS Handbook.](#)

Section 2.3: Dissertation Committee

Form and Timing

Students who have met all program requirements for an approved dissertation prospectus should submit a dissertation committee form to obtain LGS approval for their committees.

Students must obtain approval no later than March 15 of their fourth year.

Students who do not meet this deadline will be placed on academic probation, will not be eligible for PDS funds, and may forfeit financial support. These sanctions will be lifted when the student files a dissertation committee form.

Effective Date

This policy is effective starting fall term 2017, and applies to all students immediately, with two exceptions: students who started their programs before the fall of 2017 must meet the dissertation committee deadline in effect when they first enrolled and must have an approved dissertation committee no later than August 1 before their fifth year of study, and students who started their programs before the fall of 2017 will not be placed on probation if they fail to meet the dissertation proposal defense deadline.

Section 2.4: Membership

The Laney Graduate School requires at least three members of the committee belong to the Laney

Graduate School faculty. Emory faculty who are not Laney Graduate School faculty may serve on a committee, but do not count toward the three LGS faculty requirement.

Laney Graduate School recognizes the value of involving scholars who possess expertise relevant to the interest of PhD candidates who are not Emory faculty. Scholars at universities or other institutions may serve on the committee with the Dean's permission. If a committee member outside Emory is identified, the following steps should occur:

1. The Director of Graduate Studies or Division Director will write a request to seek approval from the Dean of Laney Graduate School. The request should include the proposed member's recent CV and a memo explaining how this member will contribute to the student's committee.
2. The written request should be submitted by the student as part of the dissertation committee approval form.

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 Director of Graduate Studies or Program Director for guidance on how to proceed with the composition of their committee. This action ensures that the student has the support and guidance needed to complete the dissertation project.

Serve as a member of the Dissertation Committee

- A faculty member who moves from Emory to another academic or research institution may continue to serve as one of the three required Laney Graduate School faculty members on a dissertation committee if the committee was already formed before the faculty member leaves the Emory faculty. The faculty member may serve in this capacity up to three years after departure. Under extraordinary circumstances the Director of Graduate Studies or Program Director may petition the Dean, on behalf of the student, to extend this time limit.
- Retired or Emeriti Professors who were affiliated with an Emory doctoral program may continue to serve on dissertation committees as Laney Graduate School faculty for five years after they retire. After five years, they may continue to serve as a member, but will not remain as one of the three required LGS faculty.

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

- A faculty member who currently serves as co-chair/co-advisor of a dissertation committee and then moves from Emory to another academic or research institution may continue to serve as co-chair/co-advisor of the committee, as one of the three Laney Graduate School faculty members, for up to three years after departure, assuming that the other co-chair/co-advisor is an LGS faculty member. If the other co-chair/co-advisor is not a Laney Graduate School faculty member, then the committee will need to be reconstituted to include one current LGS faculty member as co-chair/co-advisor. Under extraordinary circumstances the Director of Graduate Studies or Program Director may petition the Dean, on behalf of the student, to extend this time limit. Retired or Emeriti Professors who were affiliated with an Emory doctoral program may continue to serve as co-chair/co-advisor on dissertation committees as Laney Graduate School faculty for five years after they retire. After five years, they may continue to serve as co-chair/co-advisor, but will not

remain as one of the three required LGS faculty.

Serve as a chair/advisor of the Dissertation Committee

- A faculty member who currently serves as chair/advisor of the dissertation committee and then moves from Emory to another academic or research institution may continue to serve as chair/advisor of the committee, as one of the three Laney Graduate School faculty members, if the student completes the dissertation within one year of the chairperson's/advisor's departure. If the student's dissertation is not completed within 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 or Emeriti Professors who currently serve as chair/advisor of the dissertation committee may continue to serve as chair/advisor of the committee, as one of the three Laney Graduate School faculty members, if the student completes the dissertation within one year of the chairperson's/advisor's departure. If the student's dissertation is not completed within 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.
- Faculty who move from Emory to another academic or research institution and retired or Emeriti Professors who were affiliated with an Emory doctoral program may continue to serve as a chair/advisor of dissertation committees for a limited time by special arrangement (see the LGS Dissertation Committee webpage for more details).

Changes to the Committee

If the membership of a dissertation committee needs to change, students should submit a change of dissertation committee form as soon as possible.

When a student submits a completed dissertation, the membership of the dissertation committee must match the members listed on the most recent dissertation committee form submitted and approved by the Laney Graduate School.

Requesting an Extension for Chair/Advisor of the Dissertation Committee

An extension should only be requested for an LGS faculty member who has served as Chair/Advisor for one year following their departure, and who wishes to continue to serve as Chair/Advisor for a limited extended period.

The Director of Graduate Studies/Program Director must submit a written request for an extension to the Sr. Associate Dean of LGS. The request should include a list of all committee members, the roles (current or proposed) of each member, and the length of time as members. If roles 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 an extension.

Section 2.5: Dissertation Completion Time

Students are expected to complete their dissertations and apply for their degrees within six years.

If a student has not completed the degree at the end of the seventh year, the program may grant a one-year extension. The program must submit a notice of this extension to the Dean, no later than August 1 of the seventh year (before the eighth year). The notice must contain a completion timeline signed by both the student, DGS, and the dissertation committee chair or co-chairs. Students who enroll for this extension year will be responsible for some tuition, as detailed in [Article II Financial Information](#).

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If a student has not completed the degree at the end of the eighth year, the student may continue work for at most one additional academic year and only with approval from the Dean. To obtain approval, the program must submit a request to the Dean no later than August 1 of the eighth year (before the ninth year). The request must:

- Outline the reasons the student has not completed;
- Consider whether the student needs to repeat any part of the qualifications for candidacy or obtain approval of a new dissertation prospectus; and
- Present a detailed completion timeline signed by both the student and the dissertation committee chair or co-chairs.

Effective Date

This dissertation completion time policy is effective fall term 2017. It applies to all students who started their programs in the fall term of 2017 or later. Students who started before then remain covered by the policy in effect when they first enrolled, reproduced below.

Below is the previous policy [labeled 1.1.1(K) in 2016-17 Handbook], applying to students who started their degree programs before the fall of 2017. [Download previous LGS Handbook \(2016-17\)](#)

Extension of Time to Complete Requirements for the PhD

A student must complete all requirements for the PhD, including the dissertation, within eight years of admission to advanced standing. Extensions beyond this period will be granted only under extraordinary circumstances. The process for requesting an extension is as follows:

1. Student submits a written request to their program DGS prior to the end of the term in which the eight-year limit is reached, allowing the program sufficient time to consider this request. This request must state the circumstances that make an extension necessary and must describe a plan and schedule for completion of the remaining degree requirements. Any subsequent requests for extensions will be expected to detail progress accordingly.
2. DGS will forward the student's request to the LGS Assistant Dean of Student Affairs with a letter of support or denial.

Students not on an approved official extension will have their enrollment blocked or risk having their registration canceled.

Programs may grant a maximum of 3 one-year extensions.

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

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

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

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Section 2.6: TATTO Program

The four stages of the Teaching Assistant and Teaching Opportunity (TATTO) program provide students with a strong foundation and the opportunity to gain teaching experience in steps of increasing responsibility. With few exceptions, a student may not teach more than a total of five terms in any combination of Teaching Assistant and Associates 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, included 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 general topics of importance to all students, including inclusive pedagogy, lesson planning, and assessment, the use of online pedagogical tools, classroom and lab instruction, accessibility, and 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 at the same time they enroll in 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 specific responsibilities of this assistantship are determined by the program and faculty mentor. The faculty member should provide continuing guidance and evaluation of the teaching assistant during the term of the teaching assistantship.
4. TATTO 610: The fourth stage of the TATTO program, TATTO 610, is the Teaching Associateship, which is an advanced teaching opportunity. The Laney Graduate School 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 largely responsible for teaching a course of their own 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 be eligible to apply for the Dean's Teaching Fellowship. To be eligible for consideration, a student must have completed all Laney Graduate School and program requirements (except the dissertation) and must have been admitted to PhD candidacy. Dean's Teaching Fellows have complete responsibility for the course they teach. The Laney Graduate School offers a number of these merit-based fellowships to students, usually in their sixth year, on a competitive basis.

TATTO Credit

The Registrar notes TATTO credit on transcripts, which documents fulfillment of the degree requirement. TATTO 600 must be completed unless an equivalent number of hours of formal

instruction in teaching have been met. In such cases, the student's DGS should submit a written request for exemption to the Assistant Dean of Professional Development and Career Planning, outlining the extent of the student's prior teaching experience. If the prior experience closely matches a given TATTO requirement, in intellectual scope and duration, that requirement may be waived. However, the first stage, TATTO 600, is required of all doctoral students, without exception.

[Teaching Assistants and Associates](#)

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

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

In compliance with recommendations of the [Southern Association of Colleges and Schools](#), students may not be the instructor of record for a course before they have completed at least 18 hours of graduate credit in their teaching field.

A student may not be a teaching assistant or teaching associate for more than five terms during his or her first five years at Emory without the approval of the Assistant Dean of Professional Development and Career Planning. Students wishing to teach more than five terms as either a teaching assistant or teaching associate 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 PhD students in the Laney Graduate School. This engagement will take place both within broad, interdisciplinary forums and within the student's graduate program. A student's engagement with ethics should cover areas relevant to the student's course of study and should be appropriately staged throughout a student's career.

[Program Elements](#)

There are three elements of the Jones Program in Ethics. Completion of all elements (1) and (2) are required for candidacy, and (3) is required for graduation.

1. JPE 600: Students take a 6-hour course in scholarly integrity, supported by the Laney Graduate School. 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 in their graduate studies must register for JPE 600. Students should discuss the appropriate time to register for the course with their Program Administrators. Participation in this course is recorded on the student's transcript.

2. Program-based training: Students will complete a minimum of 6 hours of training in program-based ethics material. The disposition of this time is at the program's discretion. This training may take place within existing courses, such as methodology or professionalization courses. It may also take the form of faculty-led workshops or journal clubs. The intention of this part of the program is to promote student discussions with their own program faculty, and to integrate explicit attention to ethics into the regular course of graduate education. Student participation in this element of JPE is monitored by the student's program. The student's program indicates on the candidacy form that students have fulfilled the minimum of 6 hours of program-based material.
3. JPE 610: Students will also participate in a minimum of 4 JPE 610 sessions designated by the Laney Graduate School 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 transcripts, which documents fulfillment of the degree requirement.

Section 3: Master's Degrees

The Master of Arts degree is conferred upon a candidate who has completed all requirements in any one of the fields of humanistic studies and social sciences. Candidates in mathematics, the natural sciences, and the physical sciences may elect to receive the Master of Science or the Master of Arts degree. Only a few programs accept applicants solely for master's study. Students admitted to terminal master's degree programs at Emory may not subsequently pursue a doctoral program without submitting a complete application to the PhD program. LGS offers two types of master's degrees: (1) A terminal master's degree and (2) an interim master's degree.

Students who discontinue their graduate study for any given reason may be eligible for a terminal master's degree. Students who seek an interim master's degree earn this degree on their way to earning a PhD. Students should discuss both options with their program's Director of Graduate Studies.

Section 3.1: Standard Master's Degree Requirements

The Laney Graduate School sets standard requirements for the Master's degree. They include the following.

1. Satisfactory completion of at least 30 credit hours as follows:
 - At least 15 credit hours must be in courses or seminars, not including Directed Study 597 or Research 599.

- At least 11 credit hours must be at the 500 level or the 700 level.
 - A grade of B- or better must be earned in at least 11 credit hours of courses taken.
 - No course on the 100 or 200 level may be applied to a master's degree program.
2. 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 approval by the student's advisory committee. The student's advisory committee requires two members of the LGS graduate faculty. The Dean of the Laney Graduate School reviews every thesis. Any errors, including errors of spelling, grammar, and punctuation, may result in the thesis being returned for correction. Deadlines for submitting a thesis to the Dean are listed in the academic calendar. Students must be registered in the term in which they receive the degree. Before the Dean accepts the thesis, the program must certify that the student has completed all requirements for the degree.

Section 3.2: Alternative Requirements for the terminal Master's degree

LGS program requirements for the terminal Master's degree vary. Some programs require considerably more course activity than the standard requirements listed above. Some require examinations and some waive the thesis requirement. Some programs have additional requirements related to foreign language proficiency or other research skills that are deemed relevant to a student's course of study. Students should consult with programs for specific details.

Section 3.3: Master's based on candidacy and Interim Master's degrees

Some, but not all, programs allow students to earn a Master's degree based on doctoral candidacy. A student who has been 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 must submit a [Master's degree clearance form](#) to LGS. Students who plan to apply for an interim master's degree should be in candidacy before applying for the degree. LGS will not award a Master's degree based on candidacy retroactively after a student has completed the PhD; therefore students must apply for the Master's degree immediately upon reaching eligibility.

Section 3.4: Maximum Time to Complete the Master's Degree

A student must complete all requirements for a terminal Master's degree within five years of admission. Extensions beyond this period may be granted only in extraordinary circumstances. Programs may grant a single one-year extension beyond the five-year limit. The process for requesting an extension is as follows:

Student submits a written request to their program's DGS or Director before the end of the term in which the five-year limit is reached. This request must state the circumstances that make an extension necessary and must describe a plan and schedule for completion of the remaining degree requirements.

The program DGS/Director will forward the student's request to the LGS Assistant Dean of Student Affairs with a letter of support or denial.

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

degree candidate.

Section 4: Graduate Certificates

Graduate certificate programs provide graduate students with interdisciplinary expertise. Certificates are intended to enhance student education and research in addition to expanding students' professional competencies. Students interested in a Graduate Certificate should consult the Certificate Program Director about eligibility criteria and requirements. More information on the active certificate program can be found on the Laney Graduate School website

Section 4.1: Declaration

Once accepted to the desired certificate program, students should complete and submit to LGS a Certificate Declaration Form, found on the LGS website.

Section 4.2: Credits

Students may enroll in more than one certificate program, but no more than 3 credits may be counted toward two certificates. If a student is enrolled in a degree program, because certificates are intended to enhance interdisciplinary education, no more than 3 credits from a student's home program may be counted toward any one certificate. Transfer credits may not be applied toward certificate requirements.

Section 4.3: Completion

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

Upon finishing the certificate program requirements, the student must obtain and submit a completed Certificate Clearance Form documenting completion of the requirements.

If the student is earning a degree and a certificate the student should complete an Application for Degree in addition to the Application for a Degree submitted for the dissertation. This will allow the certificate to be noted on the transcript. Students will not be awarded a paper certificate from the Laney Graduate School. Certificates are only notated on student transcripts. (Students obtaining a certificate in Translational Research who are not enrolled in an Emory PhD program constitute an exception. They should contact their program for instructions.)

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

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, the Laney Graduate School offers several 4+1 dual degree programs, which bridge the undergraduate senior year with a fifth (“+1”) year of graduate study in the Laney Graduate School, resulting in the awarding of the Master’s degree by the Laney Graduate School.

Visit our [Bachelor/Master's Programs page](#) to view offerings.

Section 5.4: Four-Year Bachelor's/Master's Programs

Exceptional Emory College of Arts and Sciences (ECAS) students with superior undergraduate records may be eligible for a combined degree program in which the bachelor’s and master’s degrees are awarded conjointly at the end of four years. ECAS departments reserve the option of offering such a program and selecting students for participation. Interested undergraduates should consult their departments as early as possible for details. A Four-Year Bachelor’s/Master’s Application for Admission must be submitted during the spring semester of the junior year (before commencement), along with the departmental recommendation letter for the program. Students will not be recognized by the Laney Graduate School as dual-degree students unless these steps were completed before the deadline.

Visit our [Bachelor/Master's Programs page](#) to view offerings.

Section 6: Standards of Academic Performance

Section 6.1: Grades and Performance

Grading System

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

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

* These grades are not included in the calculation of a student's grade point average; additionally, students must be enrolled in the courses they audit.

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

Grading Basis

In some programs, a student is allowed to take courses outside the program or division of concentration on a satisfactory/unsatisfactory (S/U) or letter-grade basis. Students should consult their director of graduate studies, program director, or advisors to determine whether this S/U or

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letter grade option is allowed within the program or division, and what restrictions may apply. No residence or course credit is allowed for an F, U, W, WF, WU, IP, I, or IU.

Two tentative status notations may be given:

1. An I notation (incomplete) is appropriate when a student, due to illness or some other unexpected circumstance, fails to complete all requirements for a course.
2. IP grades may only be used for courses that are designed to run two consecutive terms. Sequential courses that require or use IP grades must be approved by the Laney Graduate School. IP grades are inappropriate for courses designed to be one term in length.

A student must complete all incomplete (I) and/or in progress (IP) courses before completing a degree.

Failure to Complete a Course

When course assignments are not completed in a term, the instructor may assign a grade of I (incomplete). If assignments are not completed within one calendar year (12 months), the Laney Graduate School will change the grade from I to IF or IU (depending on the grading basis). A grade of IF or IU is deemed unsatisfactory, resulting in probation. Only the Laney Graduate School can change the grade of IF or IU. To change the grade, the instructor must submit a request to the Laney Graduate School, citing compelling reasons for the grade change.

Section 6.2: Academic Performance and Status

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

- A GPA in any 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, or
- Receipt of an incomplete in one 9 credit hour course.

A student whose academic performance is deemed unsatisfactory will be placed on probation for one term. During the probationary term, the student:

- Will not be allowed to take incompletes in any course without permission from the Laney Graduate School;
- Must earn passing/satisfactory grades
- Must receive no failing grades;
- Must reduce the number of incompletes on their record to one; and
- Must attain a cumulative GPA of at least 2.7.

A student who fails to meet the above conditions will be placed on probation for a second term. The Laney Graduate School will terminate a student who merits a third consecutive probationary term unless the program provides written justification for the student's continuation, and the Laney Graduate School approves. In the event of termination, international students should notify [International Student and Scholar Services](#).

Any student who meets the conditions of probation described above will be reinstated to good standing the following term. The reinstatement happens automatically, and the student will not be notified of the action. The director of graduate studies or program director should discuss with the student the terms and conditions of probation and reinstatement to good standing.

Section 6.3: Due Progress

A student will be making progress toward the degree if they are in good standing and meets one of the following conditions:

- Enroll each term of the academic year for a minimum of 9 graded credit hours with a cumulative GPA of 2.7.
- Students in tuition-paid status who have submitted dissertations or theses (terminal programs) and are registered in 799R (dissertation research) or 599R (thesis research) to meet the registration requirement. **Note:** Only students in candidacy may enroll in 799R. The student is within an officially awarded extension period and meets the registration requirement stated above.
- The student has been granted and officially awarded a leave of absence. Note: Loan and federal agencies might not recognize a leave of absence as grounds for deferment.

Section 6.4: Permanent Academic Record (Transcripts)

The permanent and official record of a student's academic performance is the transcript. The transcript is maintained by the Office of the University Registrar. 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

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

Section 6.6: Sealing Student Records

The conferral of an Emory University degree is the most important milestone in a student's academic career. Graduating students must fulfill all the academic requirements for the degree requirements before the date of conferral. After students graduate from the university, their records are sealed, and no further changes are allowed. The correction of clerical mistakes is possible by petitioning the University Registrar. [View full Emory policy.](#)

Section 6.7: Academic Status

[Change of Degree Program](#)

A student who wishes to transfer from one program to another within the Laney Graduate School must make a written request to the director of graduate studies or program director of both programs using the [Request for Program Transfer form](#) available on the Laney Graduate School website. The request is approved after review by the graduate program and the Dean of

the Laney Graduate School. Students wishing to transfer from one program to another do not have to submit new applications or application fees to the Laney Graduate School.

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

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

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

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 director of graduate studies or program director. International students are required to discuss their plans to withdraw with International Student and Scholar Services to determine how the withdrawal will impact their visa status. If the student is a veteran, they must contact the Office of the Registrar at registr@emory.edu to confirm 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 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 would interfere with the educational process and the orderly operation of the University.

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

Section 7.3: Leaves of Absence

A student in good standing may be granted 2 one-year leaves (no more than 6 terms) of absence upon recommendation of the student's program and approval of the Dean. Leaves of absence are available to students only within eight years of admission. The student must demonstrate that during this period they must interrupt progress toward the degree. The student should be aware that the University will not certify to loan officers or government agencies that a student on leave of absence is

in residence or actively pursuing a course of study. International students are required to discuss their plans to withdraw with [International Student and Scholar Services](#) to determine how the leave of absence will impact their visa status. If the student is a veteran, they must contact the [Office of the Registrar](#) at registr@emory.edu.

To be eligible for a leave of absence, a student must be in good standing and have no incomplete assignments. Time spent on a leave of absence 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 in accord with the rules governing such extensions.

Leaves of absence are not to be used to resolve academic difficulties or finish incomplete assignments. Rather, this policy is intended to allow students to step out of academic life for a specified period, during which they will be unable to continue to make progress toward the degree in any way. Examples include a unique professional opportunity, short-term disabilities, or competing responsibilities of a nature that preclude meaningful progress toward the degree. Circumstances pertaining to pregnancy, childbirth, and childcare should first be considered through our [Parental Accommodation policy](#), but may also be addressed through the leave of absence policy.

A student returning to the Laney Graduate School after a leave of absence should request readmission at least 30 days before the beginning of the term in which he or she wishes to return.

Section 8: Readmission

Students who have not been enrolled for one or more terms need to apply for readmission. This is required both for students who were on approved leaves of absence and for students who allowed their enrollment to lapse without obtaining approved leave. The first step to apply for readmission is to contact the graduate director of graduate studies of the program. The student must then submit an online form, found on the LGS website and their program will be asked to approve the student's readmission in an online system. Readmission is approved at the discretion of the program and/or division, which may also prescribe additional course requirements. Students who fail to maintain continuous enrollment must submit an online form and apply for readmission **at least 30 days before** the term in which they wish to re-register.

Students who fail to maintain continuous registration become inactive, and are ineligible for financial aid and health insurance, and will need to apply for readmission.

Consideration for readmission includes a student's academic standing at the end of the last term registered and grades of incomplete that were converted to Fs during the student's absence. Students who have exceeded the nine-year limit on time to degree cannot be readmitted. Students who have enrollment holds must contact Emory's [Student Financial Services](#) and apply for readmission once the hold has been removed.

Students who discontinued graduate study with a terminal Master's degree will not be readmitted.

Readmission in Special Standing

Those whose registration has lapsed for one term or more must complete the online process for readmission at least 30 days before registration.

Section 9: Parental Accommodation

Parental Accommodations are for students with substantial parenting responsibility as a result of childbirth, care of a newborn, or a newly adopted child. This policy guarantees LGS students a minimum level of accommodation and academic modification during the transition to parenthood. Graduate students should develop and discuss plans with their advisors and director of graduate studies (DGS)/ program director (PD) and consult LGS Student Affairs as needed.

Section 9.1: Policy

PhD students designated as the caregiver, having substantial parental responsibility may be relieved of graduate responsibilities for up to eight weeks after the birth or adoption of a child. Up to four of those weeks may be situated before the anticipated birth or adoption date. Modifications for master's students are based on a case-by-case basis and worked out between student, academic program advisor, and DGS depending on the students' stage of progress i.e. coursework, teaching, research, and nature of research environment. If both parents are LGS students, only one student may receive accommodations at a time. Students are not employees and thus are not subject to the provisions of the Family and Medical Leave Act (FMLA).

Section 9.2: Eligibility

Any matriculated doctoral student in good academic standing. Note: If both parents are Emory PhD students, they may discuss with their respective programs and the Laney Graduate School a reasonable and feasible proposal for dividing a twelve-week accommodation period.

Section 9.3: Stipend Support during Accommodation Period

Eligible students who are receiving stipend support continue to receive this support throughout the accommodation period. If a student receives their stipend through a training or research grant, the extramural sponsor will be expected to continue to fund the student to the extent allowable by the granting agency. If the sponsor does not allow stipend support during this accommodation period, the program will identify an alternative funding source at Emory for this accommodation period.

During these eight weeks, students are expected to maintain registration, remain in contact with their advisors, and engage in limited academic activity (e.g., reading), assuming the good health of the student and the infant or child. After the eight weeks is over, students are expected to resume their responsibilities as outlined by the granting agency.

Section 9.4: Accommodation Principles

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

Suspension of academic requirements: PhD students benefitting from accommodation are relieved of full-time academic and related educational activity, such as teaching and research assistant academic requirements, official academic examinations such as qualifying or preliminary examinations, lab and research deadlines, and course activity.

- Scheduled courses or examinations should be rescheduled if possible and as necessary to avoid conflicts with the accommodation period; re-scheduling should provide reasonable time to complete these academic requirements. If the amount of course work 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 necessary required academic activities, such as teaching and research. The Laney Graduate School expects that the program will exercise flexibility in this process. Contact the Senior Associate Dean of the Laney Graduate School for specific discussion of this matter, if necessary.

Accommodation is not a Leave of Absence: Students benefitting from accommodation are expected to maintain registration, remain in contact with their advisors, and engage in limited academic activity (e.g., reading), assuming the good health of the student and the infant or child. Students may prefer to apply for a Leave of Absence.

Section 9.5: Requesting Accommodation Procedure

PhD students seeking accommodation should inform their program (normally through their director of graduate studies/program director, advisor, and the Laney Graduate School in writing at least 3 months before the accommodation is anticipated (unless unforeseen circumstances arise) for programs to have adequate time to plan any activity that might be carried out by other students. Students are expected to take into consideration the needs of their programs and collaborators in determining when to inform their programs. Students must discuss accommodation plans with their advisors and director of graduate studies/program director before submitting the request to the Laney Graduate School.

View [form and instructions for the Parental Accommodation Request](#).

Section 10: Degree Completion

A student approaching the end of a degree program is responsible for ensuring that they meet all program, Laney Graduate School, and University requirements and deadlines. Failure to do so may result in failure to receive the degree until the following term. All deadlines are published on the [Laney Graduate School Academic Calendar](#). Details are on the [Degree Completion page](#) on the LGS website.

Section 10.1: Registration and Awarding of Degrees

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

Section 10.2: Application for Degree

Students must submit a formal Application for Degree to be awarded in a particular term: spring, summer, or fall. The form is available on the LGS website on the LGS Degree Completion page. The application can also be completed online, in OPUS, if the student's record indicates that the current term is their anticipated term of graduation.

Degree applications are valid only for the term in which they are filed. A student who applies for the degree and does not complete all requirements must apply again and register full time for the term in which the student will receive the degree.

Section 10.3: Degree Clearance Form (Completion of Requirements Report)

The Degree Clearance Form certifies that the student has completed all requirements for the degree. Students receiving a Master's degree must attach a copy of their transcript to the form. **Note:** Students must upload their theses or dissertations to the ETD Repository before submitting the

required forms to LGS. Dates for receipt of forms can be found on the [LGS Academic Calendar](#).

Candidates must resolve all I grades as well as P and IP grades before submitting the Clearance Form.

Section 10.4: Dissertation or Thesis Submission

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

The dissertation is reviewed by the Laney Graduate School and must be approved by the Dean before a student can be cleared to graduate.

Detailed instructions are available on the [LGS website](#).

Section 10.5: Graduate Education Exit Survey and Survey of Earned Doctorates

The Laney Graduate School requires that PhD candidates complete two online surveys: the LGS Graduate Education Exit Survey and the Survey of Earned Doctorates. Upon completion of each survey, students receive a certificate of completion. Certificates should be saved and submitted when submitting a degree completion form and other required documents. Master's students are only required to complete and submit the Graduate Education Exit Survey for Master's students.

Section 10.6: ProQuest/UMI Publishing Agreement

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

Section 10.7: Master's Degree based on Candidacy

Some doctoral programs award Master's degrees to students who have reached doctoral candidacy. Students who are receiving a Master's based on candidacy must submit Candidacy, Application for Degree, and Degree Clearance forms to LGS by the published deadlines. (see [LGS Academic Calendar](#))

Section 10.8: Financial Obligations to the University

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

Section 10.9: Commencement Ceremony

University commencement is held once each year, at the end of 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 make sure it contains a permanent email address for confirmation of their attendance plans.

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

Section 10.10: Diploma Notation and Name

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

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

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

Section 11: Registration

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

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

Students must settle their accounts with Emory's [Student Financial Services](#). Students who do not complete payment by published deadlines will be assessed a \$150 late fee, and their registration may be canceled.

Section 11.1: Continuous Registration

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

Continuing Students Registration Procedures

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

Signing up for Courses

After complying with program procedures, students may pre-register in OPUS. The dates of pre-registration 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 for verifying that their registration is correct.

Special standing students may not use OPUS to pre-register. Special standing students must obtain the required signatures from course instructors and programs. Some programs require special-standing students to obtain permission from the director of graduate studies or program director. Special standing students submit instructor approvals to the Laney Graduate School. The Laney

Graduate School will enter the schedule in OPUS on the first day of Registration.

Section 11.2: Registration Status

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

1. Enrollment: All students must be in enrollment status. This includes all audit, directed study, and research courses as well as standard courses for both degree-seeking and special standing students.
2. Tuition-paid: Degree-seeking students who have completed six terms, excluding summers, are registered in tuition-paid, full-time status. They may register for 9 hours in dissertation research, or for courses.

Section 11.3: Payment of Accounts

After a student's schedule is entered into OPUS, [Student Financial Services](#) generates an electronic invoice that is posted in OPUS. A student is notified of this posting by an email sent to the student's Emory email address. The Office of Student Financial Services does not mail paper statements. Students are required to register in addition to paying their bills. Accounts will reflect charges, anticipated aid, and an account summary. Bills are payable upon receipt. Students should follow instructions provided by The Office of Student Financial Services on their website.

Students who fail to settle their accounts by published deadlines must pay a late registration fee of \$150. Registration may be canceled for students with outstanding balances on their accounts. Students who fail to enroll in courses and do not pay their bills by the end of add/drop will have their registration and their financial award (tuition and/or stipend) canceled.

Section 11.4: Course Load and Adjustments

The normal course load for a student in full-time status is 9 credit hours during 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 director of graduate studies or program director and the Laney Graduate School.

Course Adjustments

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

Section 11.5: Grading Options

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

Section 11.6: Withdrawal

A student who wishes to drop a course or make a complete withdrawal after add/drop must complete the [Withdrawal Signature Form](#) posted on the LGS website and then follow the steps outlined on the LGS [Withdrawal, Leave of Absence, Parental Accommodation page](#). The instructor for each course must assign a grade of W, WF, or WU. Courses with a grade of W will not count toward candidacy or tuition-paid status. Withdrawing from courses and dropping below full-time status may result in a reassessment of student charges and/or a recalculation of student financial aid for the term. Exact consequences will depend on several factors, including the type and amount of financial aid the student has received and the official date of withdrawal.

Section 11.7: Undergraduate Courses

Programs sometimes suggest or require that students take undergraduate-level language courses to fulfill foreign language requirements. Permission by programs and instructors must be granted before enrolling in undergraduate courses.

Section 11.8: Student Loan Deferment

Registration status may affect the status of student loan deferments. Only students registered for 9 or more hours of credit are recognized as pursuing degrees full-time status. The Laney Graduate School will certify full-time enrollment for those students. Students are advised to consult with their lending agencies for specific enrollment requirements.

Section 11.9: Dual Registration

Students may not establish residence in more than one school of the University at the same 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 director of graduate studies/program director. The student registers through the Laney Graduate School, 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/PhD, will be accommodated in ways that vary from program to program.

Section 11.10: 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 being offered concurrently at the home institution. Participating institutions are Agnes Scott College, Brenau University, Clark Atlanta University, Clayton State University, Columbia Theological Seminary, Emory University, Georgia Gwinnett College, Georgia Institute of Technology, Georgia State University, Interdenominational Theological Center, Kennesaw State University, Mercer University – Atlanta, Mercer University, Morehouse College, Morehouse School of Medicine, Oglethorpe University, Savannah College of Art and Design – Atlanta, Spelman College, University of Georgia, and the University of West Georgia. ARCHE registration application forms are available in the Laney Graduate School or online at <http://atlantahighered.org/>. Cross-registration does not take place during the summer.

Before cross registering, students must obtain permission from their advisers, programs, and the Laney Graduate School. Many participating schools require certain immunizations and students may be required to produce copies of immunization records before cross registering. Questions about

cross-registration should be directed to the cross-registration coordinator for Emory University, at 404-727-6042. Details are at <http://www.registrar.emory.edu/Students/arche.html>.

Section 11.11: 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 with a particular emphasis on processes related to maintaining efficient and accurate systems for student registration and enrollment, faculty grading, and transcript production, and for upholding the school's academic policies and procedures. For more information, visit the [Registrar's website](#).

Section 12: Amendments

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

Article II: Financial Information

Section 1: Graduate 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's 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 the purchase of textbooks and supplies. All tuition and fees are determined by the Board of Trustees and are subject to change without notice. Information about tuition and fees can be found on the [Tuition and Costs](#) page of the Laney Graduate School website.

Doctoral students who have reached Tuition-Paid Status are exempted from Activity and Athletic fees.

Section 1.1: Transcript Fee

All new degree and certificate students are required to pay a one-time transcript fee of \$70 at the time they first enroll at Emory. This is a one-time fee that pays for all future transcripts. If you already obtained a degree from Emory, you may have paid this fee already. The fee will be assessed only to students seeking their first degree from Emory.

For more information see [the Registrar's website](#).

Section 1.2: Mandatory Health Insurance

All new and continuing degree-seeking and international Emory University students are required to have health insurance. Under this requirement, students must either purchase the [Emory University Student Health Insurance Plan](#) or provide documentation of enrollment in a comparable United States-domiciled plan. New students wishing to waive enrollment in the Emory Student Health Insurance Plan will need to complete the annual waiver process via OPUS before the first day of classes of their first semester at Emory. All returning students must also complete the enrollment/waiver process annually before the first day of classes of Fall term.

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

Section 1.3: Financial Responsibility to the University

Students are responsible for maintaining good financial standing with the University, including timely payment of tuition, emergency loans, and other fees, as well as fines that may be incurred from the libraries or parking office. Penalties for past due accounts include but are not limited to: cancellation of registration, refusal to approve continued registration, refusal to release transcripts, and withholding of diplomas.

For more information, visit the [Student Financial Services website](#).

Section 1.4: Courtesy Scholarships

The Courtesy Scholarship is a grant that covers tuition exclusively (not textbooks, fees or other miscellaneous charges). It is made available to 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. Application fees and tuition for audited courses are not covered by Courtesy Scholarships.

Section 2: Merit Awards and Financial Aid

Tuition scholarships and stipends are awarded on a competitive basis to students in the Laney Graduate School. Official notification of merit awards comes from the Laney Graduate School, although some programs advise students of their award recommendations. Additionally, all offers of financial assistance are made in accordance with the April 15 Resolution adopted by the Council of Graduate Schools (CGS). A copy of the April 15 resolution and a list of CGS member institutions that support the resolution is available on the [CGS website](#).

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

Section 2.1: Loans and Office of Financial Aid

Student loans are money, which is borrowed to help pay for university tuition, books, and living expenses. These funds must be repaid. For many Emory University students, loans are an important way in which they pay for a portion of their educational costs.

Contact the Office of Financial Aid for information about federal and private loan programs. Financial Aid Advisors are assigned to students based on as indicated on the Office of Financial Aid's website.

Section 2.2: LGS Awards

Tuition Scholarships

Tuition scholarships may cover partial or full tuition. These scholarships are awards for tuition credits

only. They are not a cash and cannot be converted to another purpose or paid directly to students.

Doctoral students in their eighth year and beyond who have been granted an extension will receive partial tuition scholarships.

Student Stipends

Doctoral student stipends are disbursed monthly on the last business day of the month. Eligibility for stipend support expires when a student graduates, withdraws, is not enrolled, is terminated, or otherwise becomes ineligible. Doctoral student stipends are disbursed over 12 months from September - August.

Section 2.3: Electronic Stipend Deposit Advice

All doctoral students receiving a Laney Graduate School stipend must enroll in Direct Deposit to receive 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

Eligibility for student stipends ends when a student graduates, withdraws, is not enrolled, or is terminated. Unused stipends cannot be deferred or reserved. Stipend support for a student on an approved leave of absence will be suspended.

Section 2.5: Conditions and Eligibility for Merit Awards

Academic Performance

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

- A GPA in any term of less than 2.7, or
- Receipt of a grade of F, IF, U or IU in any course, or
- Receipt of two or more incompletes in a term, or an incomplete in one 9 credit hour course.

A student whose academic performance is deemed unsatisfactory will be placed on probation for one term. During the probationary term, the student must receive no failing grades, must reduce the number of incompletes on his or her record to one, and must attain a cumulative GPA of at least 2.7. During the probation, the student will not be allowed to take incompletes in any courses without permission from the Laney Graduate School. A student who fails to meet the above conditions will be placed on probation for a second term. The Laney Graduate School will terminate a student who merits a third consecutive probationary term unless the program provides written justification for the student's continuation. A written justification should outline the nature of the request, completed milestones, year in the program, and detailed plans and timeline for returning to satisfactory academic standings. The written request is submitted to the Assistant Dean of Student Affairs. The Dean of the Laney Graduate School grants final approval.

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

terms and conditions of probation and plans for reinstatement to good standing.

Due Progress

A student will be considered to be making due progress toward the degree if they are in good standing and meets one of the following conditions:

- The student maintains through the academic year a minimum registration in the fall, spring, and summer terms of at least 9 graded term hours with a cumulative GPA of 2.7. Withdrawals do not count.
- The student is within an officially awarded extension period and meets the registration requirement stated above.
- The student has been granted an officially awarded leave of absence by the Dean.

Registration Requirements

Doctoral students must maintain full-time registration of at least 9 graded term hours in the fall, spring, and summer terms. Doctoral students who do not maintain continuous enrollment may lose eligibility for subsequent Laney Graduate School merit awards.

The terms of a merit award made by the Laney Graduate School may prevent a student from gaining employment. A student should consult their Director of Graduate Studies or Program Director before accepting employment of ten or more hours a week while receiving a merit award. Employment of ten or more hours a week while receiving a merit award will require the Director of Graduate Studies or Program Director to obtain the permission of the Dean of the Laney Graduate School. A written justification should outline the nature of the request, the student's year in the program, and a detailed plan for maintaining satisfactory or completing any future milestones. A written request is submitted to the Assistant Dean of Student Affairs. The Dean of the Laney Graduate School grants final approval.

Section 2.6: Tax Liability

The tax treatment of scholarships, 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. Emory University recommends seeking professional tax counsel whenever necessary.

Section 3: LGS Emergency Loan Fund

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

Section 3.1: Eligibility

A loan applicant must be a full-time student in a degree program and be enrolled for a minimum of 9 credit hours in the term they wish to receive the loan.

A Loan applicant must not have any outstanding debt due to a previous loan from the Laney

Graduate School Emergency Loan Fund or the University.

A Loan applicant must demonstrate financial need of an emergency nature. Students in special standing are not eligible to receive emergency loans.

Section 3.2: Procedure

Emergency Loan Fund application forms are available in the Laney Graduate School office and [on the LGS website](#). Applicants must fill out the application form completely and accurately and turn it in the Laney Graduate School. The student is required to 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 financial aid status)

Finally, new students must have their director of graduate studies, program director or program administrator sign the emergency loan application.

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

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

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

Past due emergency loans are subject to interest charges. Student borrowers who do not repay loans according to schedule shall be responsible for the payment of any costs associated with the collection of the loan, including attorneys' fees.

Nonpayment can result in the student not being allowed to register, receive a transcript, or graduate.

Section 4: Financial Aid and Satisfactory Academic Progress

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

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

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

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

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

Section 4.1: Monitoring Eligibility: Disqualification, Probation, Suspension, and Conditions of Reinstatement

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

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

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

case.

Generally, the Office of Financial Aid will only approve one appeal per academic degree. This policy may be waived on a case-by-case basis where extenuating circumstances can be documented. For more information, including answers to some frequently asked questions, please refer to the [Satisfactory Academic Progress page](#) of the Office of Financial Aid's website.

Article III: Honor, Conduct, and Grievance

Part 1: LGS Honor Code

Preamble

This code is presented to acquaint students with:

- The rights and responsibilities of members of the academic community; and
- Some of the policies that apply to students as members of the academic community at Emory University.

All students and members of the faculty in the Laney Graduate School are expected to cooperate in maintaining academic integrity. Below are some examples of Honor Code definitions of academic dishonesty and the procedure for hearings in cases where academic misconduct is suspected.

Section 1: Jurisdiction

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

Section 2: Academic Misconduct

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

Section 3: The Use of Sources in Writing Research Papers, Theses, and Dissertations

Because of the seriousness of the act of plagiarism when conducting scholarly research, the Laney Graduate School Executive Council has adopted the following statement on plagiarism. Each student is responsible for understanding this statement and for conducting 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 of the following conditions: (1) it may be

found in several books on the subject; (2) it is written entirely in the words of the student; and (3) it is not paraphrased from any particular source and is generally regarded as common knowledge. Whenever any idea is taken from a specific work, even when the student writes the idea entirely in their own words, there must be a citation giving credit to the author responsible for the idea. Methods of citation vary. The student must give appropriate credit.

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

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

Any direct quotation must be documented acceptably. Even when a student uses only one unusual or keyword from a passage, that word should be quoted. If a brief phrase that is common is used as it occurs in a source, the words should be in quotation marks. Any questions should be referred to the director of graduate studies or the program director in the student's program.

Section 4: Procedures for Reporting Cases

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

Section 5: Hearing Procedures

- A. A Hearing Committee will be formed consisting of:
 - The Vice President of the Laney Graduate School Council (LGSC), or Vice President's delegate who will act as Chair of the committee

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

Section 6: Sanctions

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

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

- D. Dismissal. The student shall be notified by letter, or by both letter and appointment with the Dean, that the student's academic conduct has violated Laney Graduate School standards and that the student should vacate the campus, and all buildings and property owned by the University by a certain date. Dismissal generally will be for a specified time, after which the student may go through the standard application procedure for readmission. This sanction automatically invokes sanction E below.
- E. Revocation of financial support. Conviction for an Honor Code violation may result in the revocation of financial support received from the University. This sanction may also be used in conjunction with other sanctions. Revocation of financial support is automatically applied with the recording of sanction
- F. A recommendation different from those listed above, appropriate for the particular academic misconduct issues involved.

Section 7: Post-hearing Procedure

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

Section 8: Appeal Procedure

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

On receipt of the appeal, the Dean shall form an Appeal Committee to advise them concerning the case. The Appeal Committee shall consist of:

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

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

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

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

the previous decision.

The Dean shall promptly notify the student in writing of their final decision on the appeal.

Section 9: Miscellaneous

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

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

Part II: LGS Conduct Code

Preamble

This code is presented to accomplish the following objectives:

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

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

- That the University community assumes high standards of courtesy, integrity, and responsibility in all of its members.
- That the requirements of student conduct expressed or implied in this code are in effect and applicable to all students.
- That they are individually responsible for their conduct and their violations of the requirements of student conduct.
- That continuation as a student is conditional upon compliance with these requirements.

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

Section 1: The University and the Public Law

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

Last Revision Date: April 27, 2022

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

Section 2: Division of Jurisdiction and Responsibility

- A. Under authorization established in the by-laws of Emory University, the president has delegated to the Dean and faculties of each school of the University primary responsibility for identifying, correcting, and/or punishing conduct not in accordance with University standards.
- B. Discretionary responsibility for handling extreme cases, where such action is essential to maintaining the orderly processes of the University, will be retained by the President.
- C. It is contemplated that other officers or agencies of the University must and will promulgate rules and regulations applicable to the conduct of students in particular situations. These include such officers and agencies as having responsibility for housing, student health, food service, traffic and safety, athletics and other public events, libraries and student organizations and activities.
- D. Students are subject to all such rules and regulations.
- E. Serious violations of such rules and regulations should be reported to the Dean of the school in which the student is enrolled for handling through established conduct procedures.
- F. The Vice President and Dean for Campus Life, or the Dean's delegate acting in this capacity, is the officer of the University charged with the welfare of all students. This charge implies a prima facie responsibility in all matters relating to student discipline and conduct. Accordingly, the Dean for campus life or the Dean's delegate in emergencies has full authority to deal with student conduct according to the exigencies of the emergency and for its duration. The office of the Vice President and Dean for Campus Life has been delegated responsibility pertaining to the conduct and welfare of all students, irrespective of divisional affiliation. In an emergency, therefore, the Dean for Campus Life shall not hesitate to take necessary and appropriate action with the full understanding that established procedures will be initiated when the emergency has passed.

Section 3: Conduct on Campus

- A. The student should remember that the violation of any public law—city, county, state, or federal—by a student might result in a conduct charge being brought against that student. It is neither possible nor necessary to set forth beforehand every instance of misconduct that could result in disciplinary action against a student. While the following list is not exhaustive, examples of conduct offenses are outlined in items I-VIII below.
 - I. **Dishonesty:** Including knowingly furnishing false information to the University or its agents, counterfeiting, forging, or altering any University document, theft of any property of the University itself, or any property of any member of the University community, or its visitors or guests.
 - II. **Personal Abuse:** The intentional, wanton, or reckless physical abuse or serious verbal abuse of any person by a student on the campus or property owned or controlled by the University, or at a function under the University's supervision or sponsorship or such abuse

of a member of the Emory community at any location.

- III. **Malicious Damage/Breaking or Entering:** Malicious damage by a student to the property of another member of the University community (student, faculty, or staff) or the property of the University itself, or to the property of any visitor or guest of the University or a member of the University community. Breaking into a locked room, office, or facility of the University, or entering a room, office, or facility of the University marked or understood to be a prohibited or restricted area without authorization.
- IV. **Disorderly Conduct and/or Disruption of Class or Research Space:** Interference by a student by violence, force, disorder, obstruction, or vocal disruption of University activity, or activity authorized or sponsored by the University or by any school, program, division, or authorized student body, including disciplinary proceedings. Interference by a student with the instructor's right to conduct class as the instructor sees fit within the bounds of academic freedom and responsibility. If a person other than the instructor brings charges of interference with an instructor's rights as defined above, the Dean or assistant/associate Dean shall confer with the instructor before any formal charges are brought.
- V. **Improper and/or Unauthorized Use of University Facilities:** The refusal by a student to vacate a room, classroom, office, or facility of the University at a time when it is not open or not available to the use of students generally, or the student or groups of students in particular.
- VI. **Drugs and Alcohol:** Emory University does not permit the use of illicit drugs or the unauthorized use of drugs sometimes prescribed for medical purposes. Users, possessors, and/or providers of such drugs violate federal laws and state laws. Students who possess or use illicit drugs or who furnish drugs to others while on property owned or controlled by the University are committing a serious conduct offense. Emory University does not permit drunkenness or furnishing alcoholic beverages to underage persons (under 21) or noticeably intoxicated persons. The full text of both the Emory Drug Policy and the Division of Campus Life Alcohol Policy may be found in this handbook.
- VII. **Stalking:** Behavior where a person follows, places under surveillance, or contacts another person without the consent of the other person for the purpose of harassing and intimidating the other person. The term "contact" means to make or attempt to make any communication, including, but not limited to, communication in person, by telephone, by mail, by broadcast, by computer or computer network, or by any other electronic device. "Harassing and intimidating" refers to communication directed at a person that causes emotional distress because of a reasonable fear for the person's safety or safety of others, and which serves no legitimate purpose. It does not require that an overt threat of death or bodily injury be made.
- VIII. **Harassment:** LGS prohibits harassment of any kind. Harassment can be conduct that persists after such conduct has been requested to stop. Harassment is any unwelcome verbal or physical conduct that interferes or affects an individuals' pursuit of an education or well-being. Examples of harassment include but are not limited to:

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

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

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

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

Section 4: Suspension

A student may be summarily suspended for a temporary period for failure to comply with a specific and proper directive from an officer of the Laney Graduate School or the University acting in an official capacity, or if, in the opinion of the Dean of the Laney Graduate School, the student's presence on the campus would be detrimental to the safety or security of persons or property of the institution. Such suspension shall be for a stated period of time during which conduct charges

must be completed and a final decision of the Dean rendered. The duration and conditions of suspension shall be communicated to the student in writing except under extraordinary circumstances.

Section 5: Pre-hearing Procedures

Alleged or suspected cases of student misconduct shall be reported promptly to the Dean of the Laney Graduate School. Wherever “Dean” appears in this code, it shall include any person designated by the Dean of the Laney Graduate School to act in his or her stead. The Dean shall have the responsibility for gathering relevant evidence in the case. This investigation shall be completed within a reasonable length of time.

Cases identified by any office or on-campus agencies that involve students of the Laney Graduate School shall be referred to the Dean of the Laney Graduate School for investigation. Any available evidence shall be transmitted from the office of campus life to the Laney Graduate School.

Following the compilation of relevant information, the accused student shall meet with the Dean of the Laney Graduate School at a time that is mutually convenient. The student shall have outlined the circumstances surrounding the alleged instance of violation of the code. At this meeting, the student will be advised of their rights and informed of the procedures of the Laney Graduate School in such matters.

At the end of this meeting, or shortly following this meeting, a written statement of charges will be made available to the student, informing the student of the alleged violation, describing the conduct alleged to constitute the violation and the student’s right to a hearing. This letter shall include the date, time, and place of the hearing and shall inform the student of the names of known persons who might appear as witnesses. This letter shall also inform the student of the right to select an adviser.

Section 6: Hearing Procedure

These hearings will not be conducted according to the procedures or rules of evidence of a court of law. The student shall have the right to have an adviser at the hearing that may, but need not, be a faculty member. The adviser shall be any member of the Laney Graduate School – student, faculty, or staff. In cases where this restriction poses a hardship in the view of the Dean, the student may, upon the approval of the Dean, select any non-attorney from within the University community as an adviser. If the student is unable to secure an adviser, the Dean will attempt to secure one for the student. There will be a minimum of a week, except for special circumstances, between the time the statement of charges is issued and the hearing, in order that the student may confer with their adviser and generally prepare for the hearing. If the student wishes, they may request a hearing at any earlier time, which request may be granted or denied at the discretion of the Dean.

The committee will consist of the following:

- Vice president of the LGSC, or the Vice President’s delegate who will act as Chair;
- A member of the LGSC not from the student’s program or the program of the Vice President or the Vice President’s delegate, appointed by the Vice President of the LGSC;
- Two members of the LGS graduate faculty, one of whom is from the student’s program division (sciences, social sciences, or humanities)

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

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

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

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

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

Section 7: Sanctions

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

- A. Warning. The student shall be notified by letter, or by both letter and appointment with the Dean, that their conduct has violated Laney Graduate School standards for a specified period of time.
- B. Probation for a specified period of time. The student shall be notified as under (A) that their conduct has violated Laney Graduate School standards and that another conduct offense will most likely bring harsher disciplinary action.
- C. Dismissal. The student shall be notified as under (A) that the student's conduct has violated graduate Laney Graduate School standards and that they should vacate the campus, and all buildings and property owned by the University, by a certain date. Dismissal generally will be for a specified time, after which the student may go through the standard application procedure for readmission. This sanction automatically invokes Sanction D below.

- D. Revocation of financial support. A serious conduct offense may result in the revocation of financial support received from the University. This sanction may also be used in conjunction with other sanctions. Revocation of financial support is automatically applied with the recording of sanction C, "Dismissal."
- E. A recommendation that is different from those listed above, yet specific to the particular conduct issues involved.

Section 8: Post-hearing Procedure

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

Section 9: Appeal

The judgment of the Dean shall be final unless, within seven (7) days of that notification of the student, the Dean receives a written notice of appeal from the student. The notice shall state the grounds of the appeal. The only basis for an appeal will be new evidence or a documented demonstration of procedural irregularities in the hearing.

On receipt of the appeal, the Dean shall form an Appeal Committee to advise them concerning the case. The Appeal Committee shall consist of:

- Two members of the executive council of the Laney Graduate School appointed by the Dean, one of whom shall be appointed Chair of the Appeal Committee; and
- Two members of the LGSC, not from the student's program, appointed by the LGSC president.
- No member shall be appointed who has served on the Hearing Committee in that case or who was a participant in the proceedings before that committee.

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

In the case of a new hearing, the Appeal Committee shall notify the student in writing of the date, time, and location of the appeal hearing. The student and adviser shall have the rights specified in VI above and the hearing shall be conducted in accordance with the policy above.

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

The Dean shall promptly notify the student in writing of their final decision on the appeal.

Section 10: Miscellaneous

Confidentiality: Because alleged instances of misconduct can have a serious impact on a student's professional career and relations, all proceedings of the Hearing Committee and reviews of the Appeal Committee shall be carried out with due regard for privacy. It shall be the responsibility of the Chairs of the Hearing Committee and the Appeal Committee to take reasonable steps to see

that this privacy is maintained. All evidence shall be considered confidential prior to, during, and after the proceedings here described.

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

Part III: Involuntary Withdrawal Policy and Procedure

Preamble

Emory University considers the safety and welfare of its students, faculty, and staff a top priority. When a student engages in behavior that violates Emory's rules of conduct, the behavior will be addressed as a disciplinary matter under the applicable Student Conduct Code. The Student Conduct Code defines prohibited conduct and outlines a process for conducting disciplinary proceedings.

This Involuntary Withdrawal Policy and Procedure is not a disciplinary code, policy, or process. It is not intended to apply to situations in which a student engages in behavior that violates the University's rules of conduct. It is intended to apply when a student's observed conduct, actions, and/or statements indicate a direct threat to the student's health and/or safety or a direct threat to the health and/or safety of others. There may be situations in which both this Involuntary Withdrawal Policy and the Student Conduct Code may apply. In all cases, the Dean of the Laney Graduate School shall have final authority regarding the decision, enactment, enforcement, and management of the involuntary withdrawal of a student.

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 which 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 would 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, he or she may initiate an assessment of the student's ability to safely participate in the University's program.

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

- 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 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 mental health services.

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

Section 3: Evaluation

The Assistant or Associate Dean may refer the student for a mandatory evaluation by an appropriate mental health professional. The mental health professional may be selected by the University, so long as there is no cost to the student for the evaluation. A written copy of the involuntary referral shall be provided to the student.

The evaluation must be completed within five school days after the date the referral letter is provided to the student. Prior to the evaluation, the student will be required to sign a written authorization authorizing the exchange of relevant information among the mental health professional(s) and the University. Upon completion of the evaluation, copies of the evaluation report will be provided to the Assistant or Associate Dean and the student.

The mental health professional making the evaluation shall make an individualized and objective assessment of the student's ability to safely participate in Emory's program, based on a reasonable professional judgment relying on the most current medical knowledge and/or the best available objective evidence. This assessment shall include a determination of the nature, duration, and severity of the risk posed by the student to the health or safety of themselves 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. The mental health professional will, with appropriate authorization, 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 mental health professional's recommendation will be provided to the student, unless, in the opinion of the mental health professional, it would be damaging to the student to do so.

If the evaluation results in a determination by the mental health professional that the student's continued attendance presents no significant risk to the health or safety of the student or others, and no significant threat to 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, to 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, of their right to appeal the decision of the hearing officer, 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: Informal Hearing

A student who has been involuntarily withdrawn may request an informal hearing before a hearing officer appointed by the Assistant or Associate Dean by submitting a written request to be heard within two business days from receipt of the notice of involuntary withdrawal. A hearing will be set as soon as possible. The student shall remain involuntarily suspended pending completion of the hearing.

The hearing shall be informal and non-adversarial. During the hearing, the student may present relevant information and may be advised by an Emory faculty or staff member or a licensed health professional of his/her choice. The role of the advisor is limited to providing advice to the student. After the hearing, the hearing officer shall decide whether to uphold the involuntary withdrawal or whether to reconsider, and the student shall be provided written notice of the hearing officer's decision as soon as possible.

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 make a final decision as to 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 to complete the mandatory evaluation; or
- The Assistant or Associate determines such other exceptional circumstances exist that suspension is warranted.

In the event emergency action is taken to suspend the student on an interim basis, the student shall be given notice of the emergency suspension and an initial opportunity to address the circumstances on which the emergency suspension is based.

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 assure that they do not present a direct threat to themselves or others.

Part IV: LGS Grievance Procedure

Students who wish to outline grievances or disagreements of an intra-program nature should first

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

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

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

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

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

Use of the Laney Graduate School grievance procedure will not prejudice in any way a student's rights under the [University's Student Grievance Procedure](#). (08/95)

Emory [Policy 10.12 Student Complaints](#):

Section 1: Emory Policy Overview

Emory University is committed to receiving and addressing written student complaints against the University, its faculty, staff, or administrative personnel in a timely manner. Appropriate procedures are described below and should be adhered to in response to student complaints. Students should first attempt to resolve their complaints with the office most directly responsible for the action being challenged. Each school at Emory has an office of Student Services that can further assist students and direct them within their specific school if they are uncertain about where to start. In addition, students may use the [ombudsperson](#) to assist with complaints if they are uncertain or

wish to discuss a situation confidentially before taking more formal action.

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

Selected University Policies

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

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

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

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 mentor, educator, and evaluator. In discharging this responsibility, each teacher is accountable for behaving in a manner that reflects the highest levels of professional responsibility, recognizes the dignity and worth of each person at the University, and protects the integrity of the student-teacher relationship. Faculty-student relationships carry risks of conflict of interest, breach of trust, abuse of power, and breach of professional ethics. For these reasons, a teacher must not engage in any consensual sexual relationship(s) with a student while the teacher is in a position of supervisory academic authority with respect to the student. Nor may a teacher assert any supervisory academic authority with respect to a student who was the subject of a previous consensual sexual relationship. This prohibition extends (1) to consensual sexual relationships between a faculty member and any student or trainee; (2) to a graduate or professional student and an undergraduate student when the graduate or professional student has some supervisory academic responsibility for the undergraduate, (3) to consensual sexual relationships between department chairs and students in that department, and (4) to consensual sexual relationships between graduate advisors, program directors, and all others (each of whom is considered a teacher) who have supervisory academic responsibility for a student and that student. When a teacher-student consensual relationship exists, has previously existed, or develops, the teacher must decline to participate in any evaluative or supervisory academic activity with respect to the student.

The Provost, deans, department chairs, and other administrators should respond to reports of prohibited sexual relationships by inquiring further, and if such reports appear to be accurate, initiating appropriate disciplinary action or remedial measures against the teacher involved. Egregious breach of this policy is adequate cause for termination under Paragraph 12(c) of the Statement of Principles Governing Faculty Relationships.

For additional information and resources, students should consult the U.S. Department of Health and Human Service's [Office of Research Integrity](#) and the Council of Graduate Schools' [Project for Scholarly Integrity](#).

Comprehensive Policies may be found online at the following links:

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=413e09c3fee6a98f74d0b5aab5220b74d932e48>

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=481f3bc9642d299f207fa5ff46cdf6244ddea66>