

## **Laney Graduate School Student Handbook (2022-2023)**

The Laney Graduate School Handbook is the official reference for graduate students and others regarding the administrative and procedural policies, rules, and regulations of the Laney Graduate School ("LGS"). It contains rules governing degree programs, academic progress, and financial matters. The Handbook also includes the 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 ("Emory" or the "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. Still, they may include policies and procedures in addition to those found in this document. Therefore, students are expected to be familiar with the policies of the Laney Graduate School and 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. The Laney Graduate School and Emory University reserve the right to amend this Handbook, and other policies and procedures, at any time. Any changes to the Handbook apply to prospective students and students currently enrolled and become immediately effective at the time of their publication. The provisions of this Handbook remain in force and effect even when class is not in session (e.g., between terms, over holiday breaks).

# Laney Graduate School Student Handbook 2022-2023

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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 include lectures, seminars, laboratory courses, directed study, teaching opportunities, and research. A student's program of study must be planned in consultation with an appointed adviser 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 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

Complete 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 part-time 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 be 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 any other 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 specific 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 various 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 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 occur within broad, interdisciplinary forums and the student's graduate program. A student's engagement with ethics should cover areas relevant to the student's course of study and 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 knowledge 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 particular subject. This demonstration is embodied in a dissertation setting forth the results of the student's original investigations. The dissertation must contribute to existing knowledge or be a fresh and significant critical interpretation of existing knowledge. It is actual proof of the candidate's scholarly abilities.

The dissertation, approved by the candidate's adviser and dissertation committee, must be submitted to the 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 are responsible for the student's proper dissertation preparation. The Dean of the Laney Graduate School reviews every dissertation. Any errors, including spelling, punctuation, and grammar, may result in the dissertation being returned for correction. A dissertation is not complete until the Dean has approved it.

### **Final Oral Examination**

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

### Section 2.2: Admission to Candidacy

Candidacy status indicates that a doctoral student has developed sufficient mastery of a discipline to produce an original research contribution in their field. Students should apply for candidacy **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 met 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 confirms 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**

Please refer to the previous candidacy policy and associated requirements for students who started their degree programs before Fall 2017 (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. Students on probation will not be eligible for PDS funds and may forfeit financial support. These sanctions are lifted when the student files a dissertation committee form.

#### **Effective Date**

This policy is effective starting the fall term of 2017. It 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 committee members to 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 student should submit the written request 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-chairs/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 dissertation committee membership 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 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, each member's roles (current or proposed), and the length of time as members. If functions are changing, the DGS should describe the faculty member's expertise in the dissertation topic, the reason for the extension, and the end date for an extension.

### Section 2.5: Dissertation Completion Time

Students must complete their dissertations and apply for their degrees within six years.

The program may grant a one-year extension if a student has not completed the degree at the end of the seventh year. 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 information must contain a completion timeline signed by the student, DGS, and the dissertation committee chair or co-chairs. s detailed in [Article II Financial Information](#), students who request this extension year will be responsible for some tuition.

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 authorization, 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 for a new dissertation prospectus; and
- Present a detailed completion timeline signed by the student and the dissertation committee chair or co-chairs.

#### **Effective Date**

This dissertation completion time policy is effective fall term of 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 the 2016-17 Handbook], applying to students who started their degree programs before the fall of 2017. [Download the 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. The student submits a written request to their program DGS before 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 describe a plan and schedule for completing 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 canceling their registration.

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 the degree requirements 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 for 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.

## 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 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, including TATTO 605, TATTO 610, or any paid TA position at Emory. TATTO 600 should be taken immediately before a student's first teaching experience. Faculty for TATTO 600 are drawn from diverse fields of study and are committed to excellence in teaching and research. The syllabus covers general topics of importance to all students, including inclusive pedagogy, lesson planning and assessment, 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 while registering for TATTO 605, the teaching assistantship.
3. TATTO 605: The third stage of the TATTO program, TATTO 605, is a non-financially compensated, closely mentored teaching assistantship. The program and faculty mentor determine the specific responsibilities of this assistantship. In addition, the faculty member should provide 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 primarily 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 qualify 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 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 adequately prepared for various instructional roles and that a student's opportunities to learn in the classroom grow with experience. In addition, TATTO prepares our students to apply this education in various professional settings inside and outside the academy.

The titles 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 more significant 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 their 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 occur within broad, interdisciplinary forums and the student's graduate program. A student's engagement with ethics should cover areas relevant to the student's course of study and be appropriately staged throughout a student's career.

### Program Elements

There are three elements of the Jones Program in Ethics. Completion of all aspects (1) and (2) is 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 of 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 occur within existing courses, such as methodology or professionalization. It may also take the form of faculty-led workshops or journal clubs. This part of the program intends to promote student discussions with their program faculty and to integrate explicit attention to ethics into the regular course of graduate education. The student's program monitors student participation in this element of JPE. The student's program indicates on the candidacy form that students have fulfilled a 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 humanistic studies and social sciences fields. 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 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 or 700 levels.
  - A B- or better grade 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 the student's advisory committee approves. 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 spelling, grammar, and punctuation, may result in the thesis being returned for correction. The deadline for submitting a thesis to the Dean is listed in the academic calendar. Students must be registered in the term in which they receive the degree. Before the Dean accepts the thesis, the program must certify that the student has 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 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 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 when the five-year limit is reached. This request must state the circumstances that make an extension necessary and describe a plan and schedule for completing 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 the 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 and expand 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 three 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 three credits from a student's home program may be counted toward any certificate. Transfer credits may not be applied toward certificate requirements.

#### Section 4.3: Completion

Completing a certificate program requires at least 12 credits of course study at the 500 to 700 level. 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 the completion of the requirements.

If the student is earning a degree and a certificate, the student should complete an Application for a 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 where 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. The Laney Graduate School will not recognize students as dual-degree students unless these steps are 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 calculating 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

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 run two consecutive terms. The Laney Graduate School must approve sequential courses that require or use IP grades. IP grades are inappropriate for courses designed to be one term in length.

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

- A cumulative GPA of less than 2.7
- A GPA in any term of less than 2.7
- Receipt of a grade of F, U, IF, or IU in any course
- Receipt of two or more incompletes in a term, or
- Having a total of two unresolved incomplete grades on their academic record
- Receipt of an incomplete in one 9-credit hour course.

A student with unsatisfactory academic performance is on probation for one term. As programs may have more stringent standards for academic performance and status, during the probationary term, the student should discuss program terms and conditions of probation and reinstatement to good standing with their director of graduate studies or program director.

For probationary periods caused by the failure to make satisfactory academic progress as defined by LGS, students will automatically return to good standing in the subsequent term. However, a student who fails to meet LGS standards for satisfactory performance in the subsequent term will be placed on probation for a second term. As programs may have more stringent academic performance and progress standards, students should discuss the terms and conditions of probation and reinstatement to good standing with their director of graduate studies or program director. The student and director must develop a plan to return to good standing and consult the LGS Office of Student Affairs.

The Laney Graduate School will terminate a student who merits three consecutive probationary terms unless the program provides written justification for the student's continuation and the Laney Graduate School approves the request. In the event of dismissal, international students should notify [International Student and Scholar Services](#).

### Section 6.3: Due Progress

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

- Enroll each term of the academic year for a minimum of 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 transcript is the permanent and official record of a student's academic performance. The Office of the University Registrar maintains the transcript. Copies of transcripts can be requested via OPUS, by email, or in person and can be in electronic or printed format. [Visit the Office of the University Registrar for more information](#).

### Section 6.5: Grade Appeals

Students who believe 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 evaluating a student's course performance rests with the course instructor. Use of this procedure to resolve a grade dispute will not prejudice 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, 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 the program director of both programs using the [Request for Program Transfer form](#) available on the Laney Graduate

School website. The request is approved after the graduate program and the Dean of the Laney Graduate School review. Students wishing to transfer from one program to another do not have to submit new applications or 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](mailto: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 must discuss their withdrawal plans with International Student and Scholar Services to determine how the withdrawal will impact their visa status. If the student is a veteran, they must contact the Office of the Registrar at [registr@emory.edu](mailto: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 may be granted two one-year leaves (no more than six terms) of absence upon recommendation of the student's program and approval of the Dean. Leaves of absence (LOA) 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 an LOA is in

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

In most cases, a student must be in good standing and have no incomplete assignments to be eligible for an LOA. In addition, time spent on 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 per the rules governing such extensions.

In most cases, an LOA is not used to resolve academic difficulties or finish incomplete assignments. Instead, this policy is intended to allow students to step out of academic life for a specified period. During which they do not continue to progress toward the degree in any way. Examples include a unique professional or educational opportunity, short-term disabilities, or competing responsibilities that preclude meaningful progress toward the degree. Circumstances pertaining to pregnancy, childbirth, and childcare should first be considered through our [Parental Arrangement policy](#) but may also be addressed through the LOA policy. Students should consult their DGS, Faculty Mentor, and the LGS Student Affairs office before submitting a request for an LOA.

A student returning to the Laney Graduate School after an LOA should request readmission at least 30 days before the beginning of the term they wish to return.

### **Section 8: Readmission**

Students who have not been enrolled for one or more terms must apply for readmission. This is required for students on an approved leave of absence and those who allowed their enrollment to lapse without obtaining approved leave. The first step in applying for readmission is to contact the program's graduate director of graduate studies. Next, the student must 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 they wish to re-register.

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

Consideration for readmission includes a student's academic standing at the end of the last term registered and incomplete grades converted to Fs during the student's absence. Students who have exceeded the nine-year limit on time to degree cannot be readmitted. Students with 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 enrollment.

## **Section 9: Parental Arrangements**

Parental Arrangements are for students with parental responsibility due to childbirth, care of a newborn, or a newly adopted child. This policy guarantees Laney Graduate School (LGS) students a minimum level of arrangements and academic modification while welcoming a new child into their family. Graduate students should develop and discuss plans with their advisors and director of graduate studies (DGS)/ program director (PD) and consult LGS Student Affairs Assistant Dean as needed.

### Section 9.1: Policy

LGS students designated as the caregiver, having parental responsibility, may be allowed parental arrangements and academic modification(s) of graduate responsibilities for up to eight weeks after the birth or adoption of a child. Students may use four weeks before the anticipated birth or adoption date. Modifications, including length of time for master's students, are based on a case-by-case basis and worked out between the student, academic program advisor, and the DGS depending on the students' stage of degree progress, i.e., coursework, teaching, research, and nature of the research environment. Students are not employees and thus are not subject to Family and Medical Leave Act (FMLA) provisions.

### Section 9.2: Eligibility

Any matriculated LGS student in good academic standing.

### Section 9.3: Stipend Support

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

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

### Section 9.4: Arrangement Principles

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

Suspension of academic requirements: Students with parental arrangements may be relieved of full-time academic and related educational activities, such as teaching and research 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 to avoid conflicts during the parental arrangement period; rescheduling 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 another term.

- The student's program will develop a plan to replace required academic activities, such as teaching and research. Laney Graduate School expects that the program will exercise flexibility in this process. Contact the Assistant Dean of Student Affairs at Laney Graduate School for clarification, if necessary.

#### Section 9.5: Arrangement Procedures

Students seeking arrangements should email their program (generally through their DGS/PD, advisor, and Laney Graduate School) at least three months before the arrangements are anticipated (unless unforeseen circumstances arise) for programs to have adequate time to plan any activity that other students might carry out. Students are expected to take into consideration the needs of their programs and collaborators in determining when to inform their programs. Before submitting the request to LGS, students must discuss arrangements with their advisors and DGS /PD.

Carefully review the form and instructions for the [Parental Arrangement Request](#).

### **Section 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 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, 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 a 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 graduation term.

Degree applications are valid only for the term in which they are filed. Therefore, a student who applies for the degree and does not complete all requirements must 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 documents to LGS. Dates for receipt of forms can be found on the [LGS Academic Calendar](#).

Candidates must resolve all incomplete 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 record copy.



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 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 annually at the end of the spring term.

Students who graduate in the summer and fall should indicate whether they expect to return for commencement in the spring and update their OPUS record to ensure it contains a permanent email address to confirm their attendance plans.

Students with 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 published 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 obtained 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 given 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 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. Pre-registration dates are published on the [Office of the Registrar's](#) website and the [LGS Academic Calendar](#).

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

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, research courses, and standard courses for 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 from 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 financial award (tuition and/or stipend) canceled.

### Section 11.4: Course Load and Adjustments

The average course load for a student in full-time status is nine 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 course schedule adjustments are properly made before 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 reassess student charges and/or recalculate student financial aid for the term. The exact consequences will depend on several factors, including the type and amount of financial aid the student has received and the official withdrawal date.

### Section 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 nine or more credit hours are recognized as pursuing a full-time degree 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](http://atlantahighered.org/) cross-registration agreement. Students may take courses on a space-available basis at member institutions if the course is not offered concurrently at the home institution. Participating institutions are 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. In addition, 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 developing educational policies and programs (Instruction 26). In practice, these responsibilities are closely intertwined. Reflecting this connection, Laney Graduate School operates via a shared governance model. 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 appropriate discipline 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 purchasing 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 Athletic and Recreation fees.

#### Section 1.1: Transcript Fee

All new degree and certificate students must pay a one-time transcript fee of \$70 when they first enroll at Emory. This is a one-time fee that pays for all future transcripts. If you have previously obtained a degree from Emory, you may have paid this fee already. The fee will be assessed only to students seeking their degree for the first time 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 must have health insurance. Under this requirement, students must purchase the [Emory University Student Health Insurance Plan](#) or opt out by providing enrollment documentation in a comparable United States-based plan. In addition, new students wishing to waive enrollment in the Emory Student Health Insurance Plan will need to complete the annual waiver process via OPUS before September 1<sup>st</sup>. All returning students must also complete the enrollment/waiver process annually prior to September 1<sup>st</sup>.

If a student has not [waived out](#) of the Emory Student Health Insurance Plan by the date of Emory's pre-term Student Accounts and Billing bill, the student will be billed for the Emory student health insurance plan. However, the student will still have until September 1 to complete a waiver and have the 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 tuition payment, emergency loans, and other fees, as well as fines incurred by 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 Accounts and Billing Office 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. Courtesy Scholarships do not cover application fees and tuition for audited courses.

### **Section 2: Merit Awards and Financial Aid**

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 supporting the resolution are 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 borrowed to help pay for university tuition, books, and living expenses. These funds must be repaid. For many Emory University students, loans are an essential way to pay for some 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 for tuition credits only. They are not cash and cannot be converted to another purpose or paid directly to students.

Doctoral students who have been granted an extension in their eighth year and beyond 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

To receive funds, all doctoral students receiving a Laney Graduate School stipend must enroll in Direct Deposit. 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, or becomes ineligible. 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

##### 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 nine 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 funding support provided by the Laney Graduate School may prevent a student from gaining employment. Therefore, a student should consult the Office of Student Affairs and their Director of Graduate Studies or Program Director before accepting employment for ten or more hours a week while receiving funding support from the LGS. Employment of ten or more hours a week while receiving LGS funding support 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. Doctoral students receiving external financial support must also adhere to any granting agency restrictions.

#### 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. Instead, 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 complete the application form and turn it into the Laney Graduate School. In addition, 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 their financial aid status)

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

The Laney Graduate School must approve all loans. 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 Student Accounts and Billing Office, 101 Boisfeuillet Jones Center. Usually, the student can pick up the loan check within 2-3 days of delivering the promissory note to the Student Accounts and Billing Office. Still, under some circumstances, the process may take longer.

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

Past-due emergency loans are subject to interest charges. In addition, student borrowers who do not repay loans according to schedule shall be responsible for paying 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. Therefore, the Office of Financial Aid must monitor a student aid recipient's academic progress. Aid recipients must meet specific quantitative and qualitative measures and complete their programs within a maximum time frame. All students who receive financial aid 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 terms 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. 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 meet 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. After the probationary period, students 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 about your case.

Generally, the Office of Financial Aid will only approve one appeal per academic degree. However, 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**

### **Preamble**

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

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

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

LGS expects every student and member of our Emory community to know the policies provided and cited herein. Therefore, all students should revisit the Handbook and any linked policies as frequently as needed to familiarize themselves or check for updates to these policies.

### **Part 1: LGS Honor Code**

#### Section 1: Academic Misconduct

Academic misconduct is an offense generally defined as any action that is offensive to the integrity and honesty of academic community members. A person commits academic misconduct when they intentionally, knowingly, or recklessly engage in prohibited actions. Prohibited actions include but are not limited to the following: cheating or obtaining unauthorized assistance in any academic assignment or examination; acquiring, receiving, or passing on information about the content of an examination prior to its authorized release; plagiarism, fabrication, or falsification of information; and attempting to do any of the foregoing. The Laney Graduate School defines plagiarism, fabrication, and falsification consistently with the definitions provided in Emory University Policy 7.8.

Every student must know the regulations regarding academic misconduct. Ignorance of the Honor Code is not a defense to an alleged violation.

### Section 2: 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 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 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 provide appropriate credit.

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

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

Any direct quotation must be documented 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 3: Procedures for Reporting Cases

- A. Any individual who suspects that an offense of academic misconduct has occurred shall report this alleged breach to the director of graduate studies, program director, or a member of the decanal staff of the Laney Graduate School.
- B. When a report comes to a director of graduate studies or program director, they should promptly notify the Dean of Student Affairs in the Laney Graduate School in writing. In some cases, when research misconduct is involved, jurisdiction is shared with the Emory Office of Research Integrity and Compliance (ORIC). Emory [Policy 7.8](#) outlines the policies and procedures incorporated into a collaborative process.
- C. Once relevant materials are received, the Dean of Student Affairs or designee conducts an investigation.

### Section 4: Investigation Procedures

- A. An investigation includes an interview with the individual making the allegation and a separate

interview with the accused student to review the allegations. The accused student will be asked to submit a written statement within seven (7) days following the interview. The written statement should include their account of the incident that led to the allegation. The accused student should also identify potential witnesses who can speak to the allegation.

- B. After speaking with the accused student and the individual making the allegation, the Dean of Student Affairs or designee shall collect any additional information or interview other individuals who may have information related to the allegations. The Dean of Student Affairs then decides whether sufficient information supports moving forward to a hearing.
- C. If, at the Dean of Student Affairs discretion, sufficient evidence does not exist to move forward to a hearing, the Dean of Student Affairs will notify the parties that there is insufficient information to move forward with the process.
- D. The Dean of Student Affairs will convene a committee if sufficient evidence exists to move forward to a hearing. The Dean of Student Affairs will notify the accused student of the charges and offer to meet with the accused student to review the Honor Code Hearing Procedures and the student's rights as outlined below. The Dean of Student Affairs will also confirm potential witnesses to speak at the hearing.

#### Section 5: Honor Code Committee

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

#### Section 6: Honor Code Hearing Procedures

- A. The committee reviews materials gathered during the investigation and the written statement submitted by the accused student. The Dean of Student Affairs will collect the information if the committee requests additional materials. After reviewing the investigation materials and the list of proposed witnesses, the Committee will set a hearing date and include in the notice the individuals who may be asked to speak at the hearing.
- B. Once a hearing date is scheduled, the Dean of Student Affairs will send the accused student a notice of hearing with the date, time, and place of the hearing—which may, at the Committee's discretion, be conducted electronically. The notice shall also include the names of the Committee members. The accused student will have three (3) days from receipt of the notice to raise any objection to the Committee members. Any objection should outline in sufficient detail a reasonable basis for the objection. The notice will also include the names of individuals who may be asked to speak at the hearing. Should an objection be filed, the Dean of Student Affairs will decide whether members of the Committee should be replaced.
- C. Should the accused student or a witness, after receiving the notice of hearing, be unable to appear at the time and place specified for the hearing, they may submit a statement to be read during the hearing. Should the accused student not appear or be removed from the hearing, the Committee has the discretion to conduct the hearing with the student in absentia.

- D. Hearings shall be fair and impartial. The hearing is an educational process, and the rules of evidence in a court of law shall not apply. It is within the Chair's discretion to exclude any irrelevant, duplicative, and prejudicial evidence.
- E. Prior to testifying, the Committee shall remind each witness of the expectation of truthfulness and candor and LGS expectations related to confidentiality (described further below).
- F. The accused student and only members of the Committee may question witnesses.
- G. Individuals are expected to ask and answer questions in a respectful and non-argumentative way and to refrain from engaging in abusive, aggressive, or disruptive behavior. If any individual, including an advisor, violates these standards of decorum, they may be removed from the hearing.
- H. Other than the witness, while testifying, only the members of the Committee, a member of the decanal staff of the Laney Graduate School designated by the Dean, and the accused student and their advisor may be present during the hearing.
- I. The Dean of Student Affairs will record the hearing, except for the committee's final deliberations. The recording is retained by LGS per the [University's record retention schedule](#). No other recording is permitted to respect the confidentiality of the process and privacy rights applicable to educational records.
- J. At the conclusion of the hearing, the Committee shall retire to deliberate in private. If the Committee determines that the accused student is responsible for the alleged violations, the Committee shall secure from the Dean the record of any previous disciplinary violations by the student. Based on its findings in the case and the student's prior disciplinary record, the Committee shall notify the LGS Dean of its findings and a recommended sanction or sanctions (as stated below). Recommended sanction(s) may or may not mirror previous disciplinary sanction(s).
- K. A three-fourths vote of the Committee shall be required for a finding of an Honor Code violation, and the Committee shall vote on each possible sanction listed below. After the committee's deliberation and vote, the Committee shall prepare a written summary that includes a recitation of pertinent evidence and facts, the finding of the Committee, and a recommended sanction(s) should the Committee find the accused student has committed an Honor Code violation. The Committee will submit the written summary only to the LGS Dean and Dean of Student Affairs. After receipt of the summary, the Dean shall review the summary and recommended sanction(s) and may listen to the recording of the hearing to determine if the committee's recommendations are fair and impartial. The LGS Dean has the discretion to adopt the recommended sanction(s) or to increase or decrease its severity. Finally, the Dean will prepare a written statement of the outcome of the Committee's findings, the sanction(s) the Dean finds appropriate, and the student's right to appeal. The accused student and the University Registrar will receive a copy of the outcome notification. In addition, the program DGSs, and the faculty member directly involved with the allegation may also receive a copy of the notice.

#### Section 7: Student's Rights

- A. The accused student shall have the right to testify, be present at the hearing, and make an opening and closing statement.
- B. If the accused student needs an accommodation(s) during the hearing process, the student must contact Emory's Department of Accessibility Services (DAS) and notify the Dean of Student Affairs as soon as possible. The Dean of Student Affairs and DAS will then engage in the interactive process to determine what, if any, accommodations are needed.
- C. The accused student shall have the right to have an advisor at the hearing. The advisor shall be a member of the Laney Graduate School community – student, faculty, or staff. In cases where the accused student claims that limiting the advisor pool to the Laney Graduate School community poses a hardship, the Dean of Student Affairs, in their sole discretion, may allow the accused

student to select any non-attorney from within the University community as an advisor. In all cases, the Dean of Student Affairs reserves the right to restrict the choice of adviser should the person chosen to serve in that role have a conflict of interest. The advisor's purpose is to support the student throughout the process and is limited to a non-speaking role. The advisor may not speak to the Committee or witnesses.

- D. The accused student shall have the right to call a reasonable number of witnesses, present evidence, and question witnesses. The accused student must identify potential witnesses and evidence in their written statement during the investigation stage and will have an opportunity to identify witnesses who they want to speak at the hearing. The Dean of Students will notify the witnesses should they need to be present at the hearing.

#### Section 7: Sanctions

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

- A. A verbal warning.
- B. An educational program.
- C. Probation. Probation will signify that the student is not in good academic standing with the University during the probation period.
- D. Partial or no credit on the examination, evaluation, or assignment.
- E. Failure of the course.
- F. Suspension from the program and or Emory for a specific period of time.
- G. Revocation of financial support.
- H. Permanent expulsion from Emory University.
- I. Other. Sanctions not listed above may be appropriate.

#### Section 8: Confidentiality

Because alleged academic dishonesty can seriously impact a student's professional career and relations, all proceedings of the Committee and reviews of the Appeal Committee shall be carried out with due regard for privacy. It shall be the responsibility of the Chairs of the Committee and the Appeal Committee to take reasonable steps to ensure this privacy is maintained. Discretion is an essential step in our process for preserving the student's confidentiality and avoiding any action that could be perceived as retaliatory.

#### Section 9: Appeal Procedure

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

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

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

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

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

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

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

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

*This Honor Code is effective August 2022 and supersedes all previous versions, which are hereby superseded and repealed.*

## **Part II: LGS Conduct Code**

### **Preamble**

This Conduct Code is presented to accomplish the following objectives:

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

All students, as members of the Laney Graduate School and the University community, are expected to commit to standards of courtesy, integrity, and professional responsibility. Students assume individual responsibility for their conduct and their violations of the requirements of the student Conduct Code. Continuation as a student is conditional upon compliance with these requirements. This Code does not purport to catalog every action that would be considered unacceptable behavior and, thus, a violation of the Conduct Code. Rather, it attempts to exemplify conduct that would almost certainly consider a violation. Further, this Code describes in detail the operation of the conduct procedures within the Laney Graduate School.

### **Section 1: Conduct on Campus and Standards of Behavior**

Students are expected to conduct themselves honestly, civilly, and respectfully while they are members of the Emory community. It is neither possible nor necessary to set forth 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-XII below.

- A. **Dishonesty and/or Theft:** Knowingly furnishing false information to the University or its agents; counterfeiting, forging, or altering any University document; making a false statement to university officials; misrepresenting one's status in the University in communication with outside parties; theft of any property of the University itself, or any property of any member of the University community, or its visitors or guests.
- B. **Personal Abuse:** Physical, oral, or written abuse by a Laney Graduate School student of any person at a function under the University's supervision or sponsorship or such abuse of a member of the Emory community at any location or online space.
- C. **Improper and/or Unauthorized Use of University Facilities:** The refusal by a student to vacate a room, classroom, office, laboratory, 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. 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. Breaking into a locked room, office, or facility of the University or entering a room, office, or facility marked or understood to be a prohibited or restricted area without authorization.
- D. **Disorderly Conduct/Disruption of Class or Research Space:** Interference by a student by violence, force, disorder, obstruction, or vocal disruption of a university activity or activity authorized or sponsored by the University or by any school, program, division, or authorized student body, including disciplinary proceedings. Interference by a student with the instructor's right to conduct class as the instructor sees fit within the bounds of academic freedom and responsibility. If a person other than the instructor brings charges of interference with an instructor's rights as defined above, a member of the decanal staff of the Laney Graduate School shall confer with the instructor, including regarding potential interference with the Respect for Open Expression Policy, before any formal charges are brought.
- E. **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 and state laws. Students who possess or use illicit drugs or furnish drugs to others are committing a severe conduct offense. Emory University does not permit drunkenness or furnishing alcoholic beverages to underage persons (under 21) or noticeably intoxicated persons. [Policy 8.8](#) contains the full text of the Emory Alcohol and Drug Abuse Policy.
- F. **Stalking:** Behavior where a person follows, is placed under surveillance, or contacts another person without the other person's consent. The term "contact" means to make or attempt to make any communication, including, but not limited to, communication in person, by telephone, by mail, by broadcast, by computer or computer network, or by any other electronic device. "Harassing and intimidating" refers to communication directed at



a person that causes emotional distress because of a reasonable fear for the person's safety or the safety of others, which serves no legitimate purpose. It does not require an overt threat of death or bodily injury. For the avoidance of doubt, allegations of stalking based on sex are addressed pursuant to the University's Sex and Gender-Based Harassment and Discrimination [Policy 8.2](#).

- G. **Harassment:** LGS prohibits harassment of any kind. Harassment can be conduct that persists after such behavior has been requested to stop. Harassment is any unwelcome oral, written, or physical conduct that is so severe and/or pervasive that it has the purpose or effect of creating an intimidating, hostile, or offensive environment or unreasonably interferes with or affects an individual's academic performance. Examples of harassment include but are not limited to:
- i. For the avoidance of doubt, the definition of discriminatory harassment of a non-sexual nature from the University's Equal Opportunity and Discriminatory Harassment <https://emory.ellucid.com/documents/view/16834/?security=d3b7518a869d72e6d5b0c965c987b3c9053079b3> shall apply to allegations of harassment by a student on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any other factor that is a prohibited consideration under applicable law. Allegations of discriminatory harassment of a non-sexual nature that relate to a student acting in their capacity as an employee are not resolved under the Conduct Code but rather under the policy applicable in that context.
  - ii. Verbal abuse; epithets or slurs; negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; insulting comments or gestures; and the display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group members. Students' calls, texts, emails, and social media usage can contribute to a hostile work, learning, or living environment, even if they occur away from the University premises. For the avoidance of doubt, allegations of harassment on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any other factor that is a prohibited consideration under applicable law are addressed pursuant to the University's Equal Opportunity and Discriminatory Harassment. <https://emory.ellucid.com/documents/view/16834/?security=d3b7518a869d72e6d5b0c965c987b3c9053079b3>
  - iii. Sexual harassment and other Prohibited Conduct set forth in the University's Sex and Gender-Based Harassment and Discrimination: <https://emory.ellucid.com/documents/view/16836/?security=4f94881ac0ddcbae11c4a4115a74ae7de40de24b> LGS prohibits all conduct that violates the University's Sex and Gender-Based Harassment and Discrimination Policy, and allegations of such behavior will be addressed under that policy.
- H. **Recording without Consent:** Taking a photograph or making an image or audio or video recording, including "streaming" audio or video, of any member of the Emory community without that person's consent. Such as when a reasonable person would find the recording

inappropriate and/or likely to cause injury or distress; if under circumstances where the person(s) has/have a reasonable expectation of privacy.

- I. **Refusal to comply:** Refusal to comply with the directions of Emory officials acting in the proper performance of their duties.
- J. **Failure to uphold appropriate professional standards:** Failure to uphold high standards of courtesy, integrity, and professional responsibility.
- K. **Failure to complete sanctions:** Failing to meet sanctions imposed in a Conduct Code or Honor Code Process.
- L. **Other Conduct Offenses:** Including other violations of law, Emory, or LGS policy, including, for example, but not limited to, violation of any health or safety rule, breach of acceptable use of technology or computing resources, or aiding and abetting others in the commission of Conduct Code violations.

#### Section 2: Interim Action

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

#### Section 3: Procedures for Reporting Cases

- A. Any individual who suspects that an offense of academic misconduct has occurred shall report this alleged breach to the director of graduate studies, program director, or a member of the decanal staff of the Laney Graduate School.
- B. When a report comes to a director of graduate studies or program director, they should promptly notify the Dean of Student Affairs in the Laney Graduate School in writing.
- C. Once relevant materials are received, the Dean of Student Affairs or designee conducts an investigation.

#### Section 4: Investigation Procedures

- A. An investigation includes an interview with the individual making the allegation and a separate interview with the accused student to review the allegations. The accused student will be asked to submit a written statement within seven (7) days following the interview. The written statement should include their account of the incident that led to the allegation. The accused student should also identify potential witnesses who can speak to the allegation.
- B. After speaking with the accused student and the individual making the allegation, the Dean of Student Affairs or designee shall collect any additional information or interview other individuals who may have information related to the allegations. The Dean of Student Affairs then decides whether sufficient information supports moving forward to a hearing.

- C. If, at the Dean of Student Affairs discretion, sufficient evidence does not exist to move forward to a hearing, the Dean of Student Affairs will notify the parties that there is insufficient information to move forward with the process.
- D. The Dean of Student Affairs will convene a committee if sufficient evidence exists to move forward to a hearing. The Dean of Student Affairs will notify the accused student of the charges and offer to meet with the accused student to review the Conduct Code Hearing Procedures and the student's rights as outlined below. The Dean of Student Affairs will also confirm potential witnesses to speak at the hearing.

#### Section 5: Conduct Code Committee

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

#### Section 6: Conduct Code Hearing Procedures

- A. The committee reviews materials gathered during the investigation and the written statement submitted by the accused student. The Dean of Student Affairs will collect the information if the committee requests additional materials. After reviewing the investigation materials and the list of proposed witnesses, the Committee will set a hearing date and include in the notice the individuals who may be asked to speak at the hearing.
- B. Once a hearing date is scheduled, the Dean of Student Affairs will send the accused student a notice of hearing with the date, time, and place of the hearing—which may, at the Committee's discretion, be conducted electronically. The notice shall also include the names of the Committee members. The accused student will have three (3) days from receipt of the notice to raise any objection to the Committee members. Any objection should outline in sufficient detail a reasonable basis for the objection. The notice will also include the names of individuals who may be asked to speak at the hearing. Should an objection be filed, the Dean of Student Affairs will decide whether members of the Committee should be replaced.
- C. Should the accused student or a witness, after receiving the notice of hearing, be unable to appear at the time and place specified for the hearing, they may submit a statement to be read during the hearing. Should the accused student not appear or be removed from the hearing, the Committee has the discretion to conduct the hearing with the student in absentia.
- D. Hearings shall be fair and impartial. The hearing is an educational process, and the rules of evidence in a court of law shall not apply. It is within the Chair's discretion to exclude any irrelevant, duplicative, and prejudicial evidence.
- E. Prior to testifying, the Committee shall remind each witness of the expectation of truthfulness and candor and LGS expectations related to confidentiality (described further below).
- F. The accused student and only members of the Committee may question witnesses.
- G. Individuals are expected to ask and answer questions in a respectful and non-argumentative

way and to refrain from engaging in abusive, aggressive, or disruptive behavior. If any individual, including an advisor, violates these standards of decorum, they may be removed from the hearing.

- H. Other than the witness, while testifying, only the members of the Committee, a member of the decanal staff of the Laney Graduate School designated by the Dean, and the accused student and their advisor may be present during the hearing.
- I. The Dean of Student Affairs will record the hearing, except for the committee's final deliberations. The recording is retained by LGS per the [University's record retention schedule](#). No other recording is permitted to respect the confidentiality of the process and privacy rights applicable to educational records.
- J. At the conclusion of the hearing, the Committee shall retire to deliberate in private. If the Committee determines that the accused student is responsible for the alleged violations, the Committee shall secure from the Dean the record of any previous disciplinary violations by the student. Based on its findings in the case and the student's prior disciplinary record, the Committee shall notify the LGS Dean of its findings and a recommended sanction or sanctions (as stated below). Recommended sanction(s) may or may not mirror previous disciplinary sanction(s).
- K. A three-fourths vote of the Committee shall be required for a finding of a Conduct Code violation, and the Committee shall vote on each possible sanction listed below. After the committee's deliberation and vote, the Committee shall prepare a written summary that includes a recitation of pertinent evidence and facts, the finding of the Committee, and a recommended sanction(s) should the Committee find the accused student has committed a Conduct Code violation. The Committee will submit the written summary only to the LGS Dean and Dean of Student Affairs. After receipt of the summary, the Dean shall review the summary and recommended sanction(s) and may listen to the recording of the hearing to determine if the committee's recommendations are fair and impartial. The LGS Dean has the discretion to adopt the recommended sanction(s) or to increase or decrease its severity. Finally, the Dean will prepare a written statement of the outcome of the Committee's findings, the sanction(s) the Dean finds appropriate, and the student's right to appeal. The accused student and the University Registrar will receive a copy of the outcome notification. In addition, the program DGSs, and the faculty member directly involved with the allegation may also receive a copy of the notice.

#### Section 7: Student's Rights

- A. The accused student shall have the right to testify, be present at the hearing, and make an opening and closing statement.
- B. If the accused student needs an accommodation(s) during the hearing process, the student must contact Emory's Department of Accessibility Services (DAS) and notify the Dean of Student Affairs as soon as possible. The Dean of Student Affairs and DAS will then engage in the interactive process to determine what, if any, accommodations are needed.
- C. The accused student shall have the right to have an advisor at the hearing. The advisor shall be a member of the Laney Graduate School community – student, faculty, or staff. In cases where the accused student claims that limiting the advisor pool to the Laney Graduate School community poses a hardship, the Dean of Student Affairs, in their sole discretion, may allow the accused student to select any non-attorney from within the University community as an advisor. In all cases, the Dean of Student Affairs reserves the right to restrict the choice of adviser should the person chosen to serve in that role have a conflict of interest. The advisor's purpose is to support the student throughout the process and is limited to a non-speaking role.

The advisor may not speak to the Committee or witnesses.

- D. The accused student shall have the right to call a reasonable number of witnesses, present evidence, and question witnesses. The accused student must identify potential witnesses and evidence in their written statement during the investigation stage and will have an opportunity to identify witnesses who they want to speak at the hearing. The Dean of Students will notify the witnesses should they need to be present at the hearing.

#### Section 8: Sanctions

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

- A. A verbal warning.
- B. An educational program.
- C. Probation. Probation will signify that the student is not in good academic standing with the University during the probation period.
- D. Partial or no credit on the examination, evaluation, or assignment.
- E. Failure of the course.
- F. Suspension from the program and or Emory for a specific period of time.
- G. Revocation of financial support.
- H. Permanent expulsion from Emory University.
- I. Other. Sanctions not listed above may be appropriate.

#### Section 9: Confidentiality

Because alleged academic dishonesty can seriously impact a student's professional career and relations, all proceedings of the Committee and reviews of the Appeal Committee shall be carried out with due regard for privacy. It shall be the responsibility of the Chairs of the Committee and the Appeal Committee to take reasonable steps to ensure this privacy is maintained. Discretion is an essential step in our process for preserving the student's confidentiality and avoiding any action that could be perceived as retaliatory.

#### Section 10: Appeal Procedure

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

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

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

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

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

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

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

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

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### **Part III: Involuntary Withdrawal Policy and Procedure**

#### **Preamble**

Emory University considers the safety and welfare of its students, faculty, and staff a top priority. Therefore, when a student engages in behavior that could constitute a violation of Emory's rules of conduct, the behavior will be addressed as a disciplinary matter under the applicable Student Conduct Code or, as appropriate, Honor Code, which defines prohibited conduct and outlines a process for conducting disciplinary proceedings.

This Involuntary Withdrawal Policy and Procedure is not a disciplinary code, policy, or process. It is not intended to apply to situations in which a student engages in behavior that could violate the University's rules of conduct (e.g., an Honor Code or Conduct Code). It is intended to apply when a student's observed behavior, actions, and/or statements indicate a direct threat to the student's health and/or safety or an immediate threat to the health and/or safety of others. There may be situations where 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 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.

### Section 2: Procedure

When the Dean or their designee, based on a student's conduct, actions, or statements, has reasonable cause to believe that the student meets one or more of the criteria for involuntary withdrawal, the Dean may initiate an assessment of the student's ability to participate in the University's program safely.

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

- Review available information concerning the behavior and/or incidents that have caused concern.
- Provide the student with a copy of this Involuntary Withdrawal Policy and Procedure and discuss its contents with the student.
- Provide the student 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 local 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 university may select the mental health professional so long as there is no cost to the student for the evaluation. A written copy of the involuntary referral shall be provided to the student.

The evaluation must be completed within five (5) school days after the 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 between the mental health professional(s) and the University. Upon completion, copies of the evaluation report will be provided to the Assistant or Associate Dean and the student.

The 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.

If the evaluation results in a determination by the mental health professional that the student's continued attendance presents no significant risk to the health or safety of the student or others and no considerable threat to the property, to the lawful activities of others, or the educational processes and orderly operations of the University, no further action shall be taken to withdraw the student from the University.

If the evaluation results in a determination that the continued attendance of the student presents a significant risk to the health or safety of the student or others, such that there is a high probability of substantial harm or a significant threat to the property, the lawful activities of others, or the educational processes and orderly operations of the University, the student may be involuntarily withdrawn from the University. In such an event, the student shall be informed in writing by the Assistant or Associate Dean of the involuntary withdrawal of the student's right to an informal hearing, their right to appeal the 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 member of the Laney Executive Council appointed by the Senior Associate Dean by submitting a written request to be heard within two (2) business days from receipt of the notice of involuntary withdrawal. A hearing will be set as soon as reasonably possible. The student shall remain involuntarily withdrawn pending completion of the hearing.

The hearing shall be informal and non-adversarial. During the hearing, the student may present relevant information and be advised by an Emory faculty, staff member, or licensed health professional. However, 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 reconsider. 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 decide whether to uphold the involuntary withdrawal.



### Section 6: Emergency Suspension

The University may take emergency suspension action to suspend a student pending a final decision on whether the student will be involuntarily withdrawn in situations in which:

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

If action is taken to suspend the student on an emergency basis, the student shall be given notice of the emergency suspension and an initial opportunity to address the circumstances 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 (e.g., grade dispute) should first address those concerns to either the Program Director or the appropriately designated Committee in their program. Students who do not reach a resolution through those avenues or believe that their issues cannot be reasonably resolved by going through those routes may bring their grievances to the Laney Graduate School Committee on Grievances. The Committee on Grievances comprises three graduate faculty members appointed by the Senior Associate Dean of Laney Graduate School (Senior Associate Dean).

### Section 1: Filing a Grievance

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

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

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

### Section 2: Committee on Grievance Procedure

Upon receipt of the grievance, the Committee on Grievances may request additional information from or about the student and may request statements from other parties. The Committee on Grievances

may also request to meet with the student or other parties involved to clarify statements made in the grievance, comments made in other written communication with the Committee, or any other source of uncertainty about evidence in the Committee's possession. During this process, no party may be accompanied by a representative except when invited to do so by the Committee on Grievances. Based on the grievance and any other information gathered by the Committee on Grievances, the Committee on Grievances will make a written recommendation to the LGS Dean that will explain its reasoning and include all supporting documentation relevant to its recommendation. The LGS Dean will then ultimately decide the resolution of the grievance and will inform the student and the Committee on Grievances of the decision.

### Section 3: Appeals

Students have the right to appeal the Dean's decision to the Laney Graduate School Executive Council. The Chair of the Laney Graduate School Executive Council will preside. Students must inform the Senior Associate Dean of the Laney Graduate School that they intend to appeal within seven (7) days of the Dean's decision regarding the grievance. The Senior Associate Dean will provide a student who expresses an intention to appeal with the record developed by the Committee on Grievances. A formal appeal must be made in writing to the Senior Associate Dean within seven (7) days of receiving the record.

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

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

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

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

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

The Senior Associate Dean will provide the student and LGS Dean with the decision of the Executive Council. The Dean will review the Executive Council's decision and shall promptly notify the student in

writing of the relevant decision.

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

## Select University Policies

LGS expects every student and member of our Emory community to know the policies provided and/or cited in this Handbook. Therefore, all students should revisit the Handbook and any linked policies as frequently as needed to familiarize themselves or check for updates to these policies. While some policies are linked below for ease of use, students are responsible for compliance with *all* LGS policies, and all Emory University policies, which are located in a central policy library at the following web address: <https://policies.emory.edu/>.

**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.

**Policy on Consensual Teacher-Student Relationship:** From the Faculty Handbook: Chapter 12 - Policies Regarding Conduct in the Workplace The relationship between teacher and student is the foundation of the academic mission of the University. This relationship vests considerable trust in the teacher, who, in turn, bears the responsibility to serve as a mentor, educator, and evaluator. In discharging this responsibility, each teacher is accountable for behaving in a manner that reflects the highest levels of professional responsibility, recognizes the dignity and worth of each person at the University, and protects the integrity of the student-teacher relationship. Faculty-student relationships carry risks of conflict of interest, breach of trust, abuse of power, and breach of professional ethics. For these reasons, a teacher must not engage in any consensual sexual relationship(s) with a student while the teacher is in a position of academic supervisory authority with respect to the student. Nor may a teacher assert any supervisory 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.

**Equal Opportunity and Discriminatory Harassment Policy:**

<https://emory.ellucid.com/documents/view/16834/?security=d3b7518a869d72e6d5b0c965c987b3c9053079b3>

**Sexual Misconduct Policy (Title IX):**

<https://emory.ellucid.com/documents/view/16836/?security=4f94881ac0ddcbae11c4a4115a74ae7de40de24b>

**Alcohol and Drug Abuse Policy:**

<https://emory.ellucid.com/documents/view/19654/?security=413e09c3fee6a98f74d0b5aabd5220b74d932e48>

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

**Policy on Authorship Guidelines and Dispute Resolution:**

<https://emory.ellucid.com/documents/view/17540?security=c5fe9c92049de33a4186c9f0f335e828a88fd662>

**Guidelines for Responsible Conduct of Scholarship and Research:**

<https://emory.ellucid.com/documents/view/17546?security=5100e4db1e477ed38aae83924c0c7ae409ef42af>

**Confidentiality and Release of Information about Students:**

<https://emory.ellucid.com/documents/view/17620/?security=13d9b9006bbe82583abd111fe01341432f80643a>

**Respect for Open Expression Policy:**

<https://emory.ellucid.com/documents/view/19648?security=c6f36f9de43a2cd25fc99614d09384f649a313cf>

**Student Complaints**

<https://emory.ellucid.com/documents/view/17609?security=481f3bc9642d299f207fa5ff46cdf6244ddea66>

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