



EMORY

GRADUATE
S C H O O L

HANDBOOK

2008-2009

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**For information about areas of responsibility and points of contact
for different inquiries, see inside back cover.**

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The information in this handbook is subject to change.

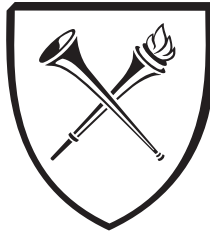
Current information is on the Graduate School website,
www.graduateschool.emory.edu.

Emory University Student Communication Policy

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

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

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



EMORY

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Part 1

Academic Affairs



DEGREE PROGRAMS

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

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

Minimum and Additional Program Requirements

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

Residence

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

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

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

Transfer Credit

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

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

Doctor of Philosophy

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

Fields of Study

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

Minimum Degree Requirements

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

Requirements for Candidacy

The program of study in advanced standing must include the satisfactory completion of a minimum of 48 hours of residence credit beyond the master's degree or its equivalent (see Advanced Standing, page 8). Of these 48 hours, 24 must be taken in course work and Directed Study 597r or 797r. These 24 hours must include a minimum of twenty hours or five full courses at the 500 and 700 level (a full course is defined as a course with three to five hours of credit), and must be completed with a grade of B- or better. Only four hours of the required 24 may be Directed Study 597r or 797r without the program seeking pre-approval from the Graduate School. The additional required 24 hours may be in any coursework including research related study. Courses may not be applied toward the advanced standing residence requirement unless they are on the 300 level or above. The student is expected to engage in informal studies directed toward the general doctoral examinations and to investigate a research problem in the field.

For Students in GDBBS, Chemistry and Physics

The total credit hours required for students in advanced standing for a PhD in these fields will remain 48. At the discretion of the program, however, the number of research hours may be increased to 32 from 24 and the number of course hours may be reduced from 24 to 16. The research hours will appear as course 799r. In addition, the number of directed study (797r) credits that may be used for course hours that apply toward degree requirements will be increased from 4 to 6. This change will allow program Directors, Directors of Graduate Studies, and Dissertation Advisers to have the option of moving students into lab-based work sooner than was previously possible.

This option applies to students who entered after fall 2001. Changes apply to the MD/PhD trainees who will begin their research training in the summer of 2003.

Language and/or Methodology Requirements

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

Supervision of Programs and the Dissertation Committee

The adviser or advisers most directly concerned with the student's scholarly aims supervise each student's program. Dissertation research is conducted under the specific direction of a faculty member in association with a faculty committee. In order to promote quality research, the advisory committee regularly reviews graduate research and its progress.

Outside Readers on Dissertation Committees

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

Teaching Assistant Training and Teaching Opportunity (TATTO) Program

In 1991, the Graduate School inaugurated the Teaching Assistant Training and Teaching Opportunity (TATTO) program to prepare students to enter the professoriate as competent and confident teachers. Participation in the program is required of all students pursuing the Emory PhD. TATTO ensures that each student's education as a scholar is balanced with thoughtful and thorough preparation in the art of teaching. Although many universities have programs for training teaching assistants, two characteristics distinguish the Emory program: (1) TATTO is a degree requirement across the Graduate School; and (2) TATTO is a graduated experience involving several stages. For more specific information, see TATTO section, starting on page 16.

General Doctoral Examinations

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

Admission to Candidacy

Application for admission to candidacy should be made when all PhD degree requirements, except completion of the dissertation, have been met and after a dissertation committee chair has been designated and a dissertation research plan approved. Students should apply for candidacy as soon as they complete these preliminary degree requirements. Students must be admitted to PhD candidacy at least one semester before applying for the degree. Failure to apply for candidacy at the appropriate time can delay graduation. Students apply for candidacy by completing and submitting to the Graduate School the Application for Admission to Candidacy. (Forms are on the Graduate School website at www.graduateschool.emory.edu).

Doctoral Dissertation

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

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

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.

Extension of Time to Complete Requirements for the PhD

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

1. The student must submit a written request to his/her program prior to the end of the term in which the eight-year limit is reached, allowing the program sufficient time to consider this request fully. This request must state the circumstances that make an extension necessary and must describe a plan and schedule for completion of remaining degree requirements. Any subsequent requests for extensions will be expected to detail progress according to this plan and to justify any modifications proposed.
2. Programs may grant a maximum of 3 one-year extensions. The program will notify in writing the Dean of the Graduate School of each extension granted or denied, and forward to the Dean the student's written request and the program's official response. Students not on official extension will have their enrollment blocked or risk having their registration cancelled.
3. 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.
4. A student beyond the eight-year limit who fails to obtain an extension from his/her program, or who exhausts the extension granted without completing requirements for the degree, will no longer be considered a degree candidate. No request for an additional extension of time will be considered except by application to the Dean of the Graduate School, and none will be granted except in extraordinary circumstances.
5. A student on extension may not request a leave of absence.

Master's Degrees

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

Fields of Study

A terminal Master's degree is offered in Clinical Research, Computer Science, Educational Studies (MA as well as MAT) Film Studies, Jewish Studies, Mathematics, and Music (MM as well as MSM).

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

Minimum Degree Requirements

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

Satisfactory completion of at least 24 hours of work is required as follows:

- a. At least 20 hours must be in course or seminar work, not including Directed Study 597 or Research 599.
- b. At least 14 hours in course work must be on the 500 or 700 levels.
- c. A grade of B- or better must be earned in at least 14 hours of course work taken.
- d. No course on the 100 or 200 level may be applied to a master's degree program.

Language and/or Methodology Requirements

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

Thesis

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

Maximum Time to Complete the Degree

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

Graduate Certificate Programs

Graduate certificate programs provide graduate students with interdisciplinary expertise. They are intended to enhance student education and research, and to expand students' teaching competencies. Students interested in a Graduate Certificate must apply to the Certificate Program Director. A list of available programs and their Directors is available on the Graduate School website, www.graduateschool.emory.edu. Certificate programs may

have eligibility criteria; check with the Director of the specific certificate programs for details.

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

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

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

Graduate certificate programs are subject to review and renewal every five years. See Guidelines for Certificate Program Review, Part 6.

MD/PhD

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

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

JD/PhD

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

For more specific information, please contact the Center for the Study of Law and Religion; see <http://www.law.emory.edu/index.php?id=2022>.

Four-Year Bachelor's/Master's Programs

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

The following outlines the administrative procedures governing acceptance to and progression through the bachelor's/master's program.

Selection

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

Notification of the College and Graduate School offices

As soon as students have been selected, the department should send a list of BA/MA and BS/MS students to the graduate school's assistant registrar and to the Emory College Office for Undergraduate Education.

Application for admission to the Graduate School

Applications must be submitted during the spring semester of the junior year, along with the departmental recommendation letter for the program. Scores from the General Test of the Graduate Record Exam (GRE) must be received no later than thirty days before the fall semester. Students will not be recognized by the graduate school as dual degree students until this step is completed. There is no application fee, and transcripts are not required. Students are advised to contact the graduate school director of admissions in the fall of their junior

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year to discuss administrative details of the admissions process.

Admission

The student will be accepted into the graduate school in full standing, effective fall semester of the senior year. The student will continue to register through Emory College.

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

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

Grades of C- or D

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

Failure to complete the master's

Should the student fail to complete requirements for the master's degree during the period of time within which requirements for the bachelor's degree are completed, the bachelor's degree will be awarded in accordance with regular Emory College procedures and regulations. In order to complete work toward the master's, the student will register through Emory College for 999GSAS with zero hours.

All requirements for the master's must be satisfied within one calendar year of award of the bachelor's degree. A student who fails to complete all requirements for the master's degree within this time frame will not be allowed to continue under the terms of the dual degree program. In order to complete the degree under these circumstances, the student must reapply to the graduate school for admission in full standing and must meet all requirements for the degree as detailed for other master's candidates in the program. Prior work in the graduate school subsequent to the award of the bachelor's degree may be treated as transfer credit, to a limit of 12 semester hours.

Tuition

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

STANDARDS OF ACADEMIC PERFORMANCE & STATUS

Grading System

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

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

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

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

Grading Basis

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

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

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

Incomplete Work

When assigned work is not completed in a semester, the instructor may assign a grade of I (incomplete). If the work is not completed within one calendar year, the Graduate School will change the grade from I to F. Only the Graduate School can change the grade of F. To change the grade, the instructor must make a request to the Graduate School, citing compelling reasons for the grade change.

Academic Performance

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

1. A GPA in any semester of less than 2.7
2. Receipt of a grade of F or U in any course
3. Receipt of two or more incompletes in a semester.

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

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

Due Progress

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

1. The student maintains through the academic year a minimum registration in the fall or spring semester of at least twelve semester hours (12 hours for summer) in which a grade of P, S, I, or B- or better is earned.
2. For students in tuition-paid status, graduate residence will meet the registration requirement.
3. The student is within an officially awarded extension period and meets the registration requirement stated above.
4. The student has been granted an officially awarded leave of absence. The student should understand, however, that loan and federal agencies might not recognize a leave of absence as grounds for deferment.

Permanent Academic Record (Transcripts)

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

Grade Appeals

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

Diploma Notation

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

Enrollment Status

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

Full Standing

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

Advanced Standing*Moving to Advanced Standing*

Students admitted to PhD programs in full standing move to advanced standing after completing 24 hours of graduate level coursework in good standing unless their programs require additional course work or other work for advanced standing. If that is the case, the program must notify the Graduate School when the student subsequently meets program requirements for advanced standing.

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

Upon recommendation of the program and approval of the Graduate School, applicants to PhD programs with master's degrees or equivalent in the same or a closely related field of study may be admitted in advanced standing.

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

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

Credits in Advanced Standing

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

Special Circumstances for Students in the Graduate Division of Biological and Biomedical Sciences, Chemistry and Physics:

The total credit hours required for students in advanced standing for a PhD in these fields will remain at 48. At the discretion of the program, however, the number of research hours (799r) may be increased to 32 from 24 and the number of course hours may be reduced from 24 to 16. In addition, the number of directed study (797r) credits that may be used for course hours that apply toward degree requirements will be increased from 4 to 6.

Change of Degree Program

The following stipulations do not apply to students moving between programs within the Graduate Division of Biological and Biomedical Sciences.

A student who wishes to transfer from one program to another within the Graduate School must make a written request to the Director of Graduate Studies of both programs. Admission to the new program is at the discretion of that program. Both Directors must forward their written approval along with the student's written request to the Graduate School before the transfer will be processed. Students wishing to transfer from one program to another do not have to submit new applications or application fees to the Graduate School. The student's funding follows the student. The new program will determine the number of hours credited from the old program towards tuition-paid status based on new degree objectives and requirements. The maximum credit that can be transferred from the old program is 24 hours. When an international student's program transfer has been approved and processed by the Graduate School, the student must consult with the International Student and Scholar Programs office about any necessary adjustment to the student's I-20.

Transfer Credit

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

Voluntary Withdrawals

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

Involuntary Withdrawals

A student may be withdrawn involuntarily from Emory if the University determines that the student represents a direct threat to the health and safety of himself/herself or others by (1) engaging or threatening to engage in behavior which poses a high probability of substantial harm to himself/herself or others; or (2) engaging or threatening to engage in behavior which would cause significant property damage, would directly and substantially impede the lawful activities of others, or would interfere with the educational process and the orderly operation of the University.

Withdrawal in such cases shall normally incur no academic penalty for the term in which the student is enrolled, and a tuition refund, if any, shall be based on the schedule established for voluntary withdrawal. Because this Involuntary Withdrawal Policy applies to cases in which there is a concern about the safety of the student or others, the Dean or his/her designee may require a student who has been involuntarily withdrawn under this policy to be re-evaluated before he/she is readmitted.

The procedures for involuntary withdrawal are explained in detail in Part 4.

Leaves of Absence

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

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

Leaves of absence are not to be used to resolve academic difficulties, reconsider continuation in graduate study, or complete incomplete work. Rather, this policy is intended to allow students to step out of academic work for a specified period, during which they will be unable to continue work in any way, as when required to take advantage of a unique professional opportunity, deal with short-term disabilities, or meet competing responsibilities of a nature which preclude meaningful work toward the degree. Pregnancy, childbirth, and childcare will be handled according to the preceding guidelines.

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

Readmission

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

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

Readmission in Special Standing

Special standing students registering in consecutive semesters must complete the Continuing in Special Standing Registration form. Those whose registration has lapsed for one semester or more excluding summer must submit the Application for Readmission at least 30 days before registration.

Information for Degree Candidates

A student approaching the end of a degree program is responsible for ensuring that all program, Graduate School and university requirements are met. It is the student's responsibility to be aware of and to meet all deadlines. Failure to do so may result in failure to receive the degree until the following semester. All deadlines are published in the academic calendar and in this handbook and are available at the Graduate School website. Students should see the student records coordinator in the Graduate School to pick up the graduation packet, which includes the application for degree form, a degree clearance form, and a memorandum explaining the necessary steps for graduation.

Candidacy

PhD candidates must have been admitted to candidacy at least one semester before applying for degree and should apply for candidacy as soon as they are eligible. Students must complete and submit to the Graduate School the Application for Admission to Candidacy form.

Registration and Awarding of Degrees

Students must be registered full time in the semester in which they receive their degrees. The residency course 999GS satisfies this requirement.

Application for Degree

Students must make formal application for a degree to be awarded in a particular semester: spring, summer, or fall. Students may pick up application forms in the Graduate School office or download them from Graduate School website www.emory.edu/REGISTRAR/deginstr.pdf.

Students should return completed forms to the Graduate School by the deadline, which usually falls near the beginning of the semester (see the Graduate School website for deadlines). The Graduate School charges a \$25 processing fee for applications received after the deadline. Applications for degree are valid only for the semester in which they are filed. A student who applies for the degree and does not complete all requirements must apply again and register full time for the semester in which the student will receive the degree.

Degree Clearance Form (Completion of Requirements Report)

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

Submitting the Dissertation or Thesis

Starting in the fall of 2008, all dissertations and theses are submitted electronically, through the Electronic Theses and Dissertation Repository. The electronic copy submitted to the ETD Repository becomes the official and archival copy.

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

Detailed instructions for submitting the dissertation or thesis are in the ETD Submission Instructions, available on the Graduate School website.

Survey of Earned Doctorates Form

A PhD candidate must complete a Survey of Earned Doctorates form and submit it to the Graduate School along with copies of the dissertation.

University Microfilms Agreement Form

All PhD candidates must complete the University Microfilms Agreement form and attach a copy of the abstract and the abstract cover page to this form. Students deciding to copyright the dissertation must submit a check or money order in the amount of \$45 payable to ProQuest Information and Learning. Copyrighting is optional, but PhD candidates must submit the UMI agreement form. These instructions also apply to master's candidates who plan to copyright.

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Master's Degree on the Basis of Candidacy

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

Financial Obligations to the University

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

Commencement Ceremony

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

REGISTRATION

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

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

Students must settle their accounts with the Office of Student Financial Services. Students who do not complete payment by published deadlines will be assessed a \$50 late fee.

Continuing Students Registration Procedures

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

Signing up for Courses

1. Registration forms are located in the back of the Graduate School Course Atlas and can be downloaded as files in PDF format and printed from the Graduate School website.
2. Students complete registration forms. Students registering for coursework must indicate the class number, OPUS course number, number of credit hours, and grading option for each course. They must also obtain signatures for permission only (section numbers ending in P) and overloaded (closed) courses. Students should consult instructors before registering to audit a course.
3. Students' faculty advisers review course selections and sign the forms.
4. Students submit registration forms to program offices for approval. Programs may require students to obtain faculty signatures on approved schedules prior to pre-registration.
5. After complying with program procedures, students may pre-register on OPUS. The dates of pre-registration are published on the Registrar's website.
6. Students are responsible for obtaining the required program approval for their schedules and for verifying that their registration is correct.
7. Special standing students may not use OPUS to pre-register. Special standing students must obtain required signatures from course instructors and programs. Some programs require special standing students to obtain permission from the Director of Graduate Studies. Special standing students turn in completed and approved registration forms to the Graduate School. The Graduate School will enter the schedule in OPUS on the first day of Registration.

Registration Status

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

1. Enrollment: All students taking courses must be in enrollment status. This includes all audit, directed study, and research courses as well as standard coursework for both degree-seeking and special standing students. Students in enrollment status may not register for RES 999GS.
2. Residency: Students who wish to maintain student status or use university facilities during the summer should register in residency status in the 999GS course for 12 hours. Residency status is normally used only in the summer. The 999GS course may be used only in conjunction with the residency or tuition-paid form of study. It may not be used as filler.
3. Tuition-paid: Students who have completed 48 hours in advanced standing are registered in tuition-paid status. They may register for 12 hours in 999GSAS, for 12 hours in dissertation research, or for courses.

Payment of Bills

1. After a student's schedule is entered into OPUS, Student Financial Services generates an electronic bill. Students must be registered full time (12 hours) in order to receive stipends, federal loans, and federal loan deferrals. Students are required to register in addition to paying their bills.
2. Bills will reflect tuition scholarships, other credits, and charges.
3. Bills are payable upon receipt. Students should follow instructions provided by Student Financial Services.

Graduate School Handbook 2008-2009

4. Students who fail to pay their bills by published deadlines must pay a late registration fee of \$50.
5. Students who fail to enroll in coursework and do not pay their bills by the end of add/drop will have their registration and their financial award (tuition and/or stipend) canceled.

Course Load

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

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 the instructor. The Registrar's calendar (www.registrar.emory.edu) lists the last date on which changes in grading basis may be made in any semester.

Course Adjustments

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

Withdrawal

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

Undergraduate Courses

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

Registration for Summer Term

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

Continuous Registration

Students should maintain continuous registration throughout the course of study in the Graduate School. If a student does not register for one semester or more, excluding summer, or if a student withdraws after registering, the student must apply for readmission.

Student Loan Deferment

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

Dual Registration

Students may not establish residence in more than one school of the University at the same time. A Graduate School student who wishes to take a course in another school of Emory University must obtain permission from his or her adviser, the course instructor, and the Deans of the two schools. The student registers through the Graduate School and course credit will apply only toward the student's Graduate School degree program. Students are reminded that courses taken may count only toward a single degree.

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

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

Before cross registering, students must obtain permission from their advisers, programs, and the Graduate School. Many participating schools require certain immunizations and students may be required to produce copies of immunization records before cross registering. Questions about cross registration should be directed to Elaine Ruckert, the cross registration coordinator for Emory University, at 404-727-2810.

Parking

Parking assignments are made on a first come, first serve basis. Students can register for parking over the web, in person, or by mail. The cost for student parking is \$624.00 for the 2008-2009 academic year. For more information see www.epcs.emory.edu/park/.

Registrar

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

TATTO

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

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

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

TATTO Credit

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

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

Teaching Assistant and Associate Positions

The terms teaching assistant and teaching associate designate a student's progress through the TATTO program.

Teaching Assistant positions vary from program to program. The defining characteristic of this position across all programs is a controlled, carefully monitored initial teaching opportunity. A teaching assistant may be responsible for 10 to 12 hours per week of discussion, laboratory supervision, etc.

The Teaching Associate position advances the student to a teaching opportunity with greater responsibility, sometimes in a co-teaching arrangement with a faculty member. In some programs, the student and faculty

cooperate on all aspects of a course, from syllabus design to final grading.

In other programs, a teaching associate takes full responsibility for an entire class.

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

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

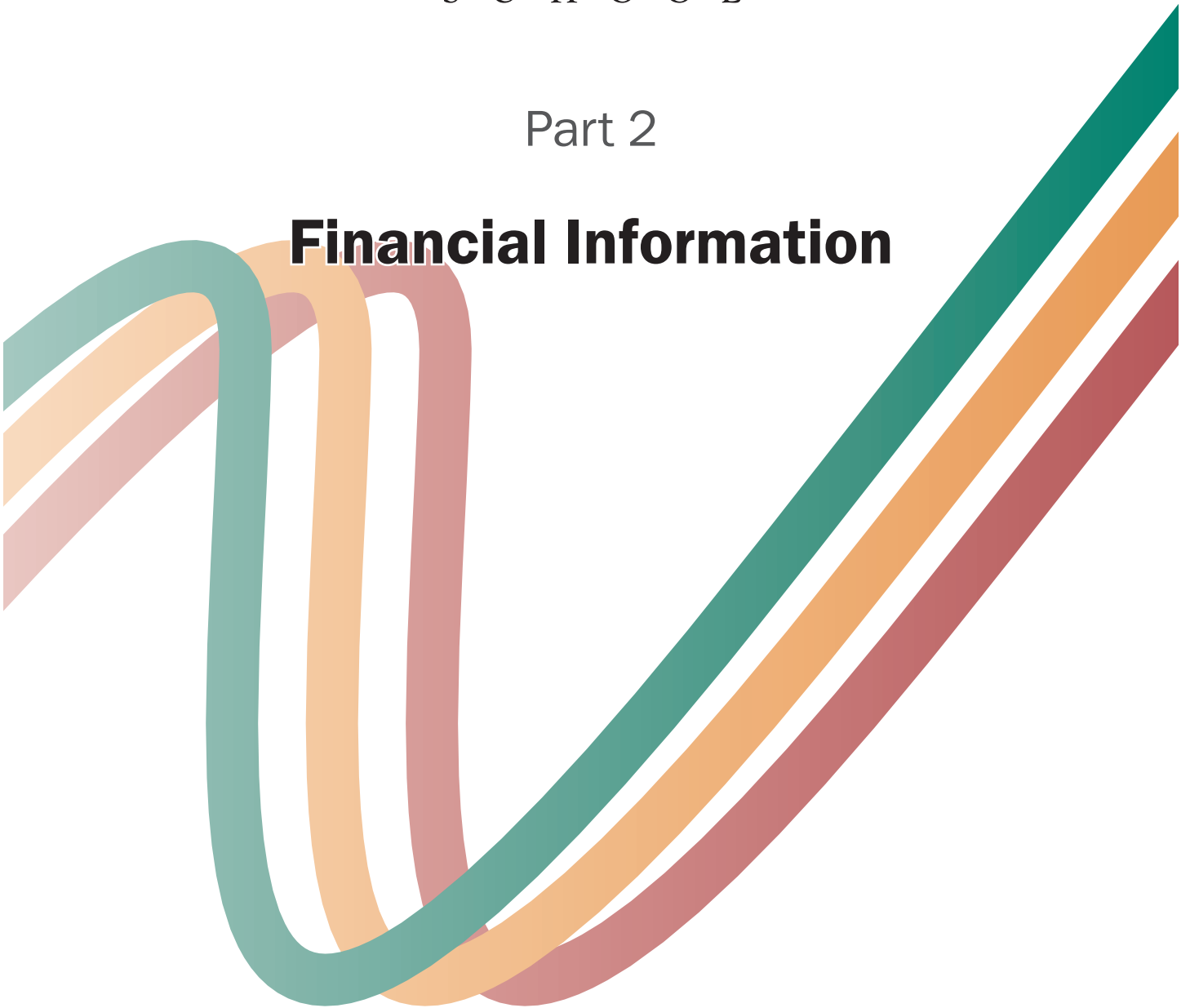


EMORY

GRADUATE
S C H O O L

Part 2

Financial Information



TUITION AND FEES

The cost of attending Emory University includes tuition and academic fees, living expenses, health insurance, parking fees, and incidentals such as the purchase of textbooks and supplies. All tuition and fees are determined by the Board of Trustees and are subject to change without notice.

Tuition and Academic Fees

Tuition for a full-time course load of 12 hours or more is \$16,608 a semester for the academic year 2008-2009. This fee covers tuition, the use of facilities of instruction, general medical and health services, and library services. Student health insurance is incurred as an additional expense.

Students registered for less than 12 hours a semester are classified as part-time and are charged \$1,325 per credit hour for fall and spring 2008-2009, and \$994 per credit hour for summer. Full tuition is based on 12 hours per semester during the fall and spring, and 16 hours in the summer semester. Students enrolled only in 999GS for 12 hours during fall and spring semester and nine hours in the summer are assessed \$1,250 tuition.

Audit Course Tuition

The charge for audit courses is the same as for credit courses. Courses audited may not be established for credit by examination, nor may they be changed to credit courses after the end of the drop/add period. These hours may be counted toward tuition-paid status, but not toward candidacy. Audit hours do not count toward eligibility for federal financial aid.

Enrollment Fee

Effective fall 2008, all degree seeking students will be assessed an Enrollment Fee each semester. In 2008-09 the fee is \$420; it will increase to \$840 in 2009-10 and \$1,250 in 2010-11.

Mental Health and Counseling Fee

Effective fall 2008, all students will be assessed a Mental Health and Counseling Fee each semester. In 2008-09 the fee is \$50.

Computing Fee

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

Student Activity and Athletic Fees

A \$86 student activity fee, which finances the Student Government Association, organized student activities, and campus events, is assessed fall and spring semesters. An additional fee of \$102 per semester (\$40 in summer) is assessed each student to help support recreational and athletic programs. Students who have reached tuition-paid status are exempted from activity fees.

Mandatory Health Insurance

Effective fall semester 2007, Emory University has a mandatory health insurance requirement for all degree-seeking Emory University students (domestic and international). Under this requirement, students must either purchase the Emory Student Health Insurance Plan or show evidence of enrollment in a comparable United States domiciled health insurance plan. If the student did not waive out of the Emory plan by the published deadline, he/she will be automatically enrolled in the Emory plan and billed via the Bursar. For information regarding the health insurance plan for students offered by Aetna/The Chickering Group and endorsed by Emory University, call 404-727-7560 or visit the Student Health Services web site at www.emory.edu/UHS (click on Fees/Insurance). The Emory/Aetna student health insurance plan has no pre-existing condition limitations or exclusions.

Financial Responsibility to the University

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

Courtesy Scholarships

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

MERIT AWARDS AND FINANCIAL AID

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

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

Graduate School Awards

Tuition Scholarships

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

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

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

Student Salaries and Stipends

Students receiving Graduate School awards may be required to work without additional compensation if this work is required of all students in the program as part of the degree requirements. Student salaries and stipends are paid monthly on the last working day of the month. Students in the following programs receive nine monthly payments, September – May: Art History, Behavioral Sciences and Health Education, Comparative Literature, Computer Science and Informatics, Economics, Educational Studies, English, Epidemiology, French, Health Services Research and Health Policy, History, Institute of Liberal Arts, Jewish Studies, Mathematics, Music, Nursing, Philosophy, Political Science, Graduate Division of Religion, Sociology, Spanish, and Women's Studies.

Students in the following programs receive twelve monthly payments, September – August: Anthropology, Graduate Division of Biological and Biomedical Sciences, Biostatistics, Business, Chemistry, Physics, and Psychology.

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

Electronic Pay Advice

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

Termination or Suspension of Support

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

Teaching Assistant and Associate Positions

The terms teaching assistant and teaching associate designate a student's progress through the TATTO program.

Teaching Assistant positions vary from program to program. The defining characteristic of this position across all programs is a controlled, carefully monitored initial teaching opportunity. A teaching assistant may be responsible for 10 to 12 hours per week of discussion, laboratory supervision, etc.

The Teaching Associate position advances the student to a teaching opportunity with greater responsibility,

sometimes in a co-teaching arrangement with a faculty member. In some programs, the student and faculty cooperate on all aspects of a course, from syllabus design to final grading.

In other programs, a teaching associate takes full responsibility for an entire class.

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

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

Conditions and Eligibility for Merit Awards

Academic Performance

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

1. A GPA in any semester of less than 2.7
2. Receipt of a grade of F or U in any course
3. Receipt of two or more incompletes in a semester.

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

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

Due Progress

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

1. The student maintains through the academic year a minimum registration in each semester of at least twelve semester hours in which a grade of P, S, or B- or better is earned. Withdrawals do not count.
2. The student is within an officially awarded extension period and meets the registration requirement stated above.
3. The student has been granted an officially awarded leave of absence by the Dean.

Registration Requirements

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

External Awards

Normally students who are funded by external fellowships do not receive Graduate School stipend support concurrently except when the program stipend level exceeds the funding level provided by the external fellowship.

Employment Restrictions

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

Tax Liability

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

Graduate School Emergency Loan Fund

The purpose of the 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 90 days of issue (120 days under certain circumstances). Emergency loans are interest free for the 90 or extended day period.

Eligibility:

1. Loan applicant must be a full-time student in a degree program or authorized course of study and be enrolled for a minimum of four credit hours.
2. Loan applicant must not have any outstanding debt due to a previous loan from the Graduate School Emergency Loan Fund.
3. Loan applicant must demonstrate financial need of an emergency nature.
4. In most cases, students in special standing are not eligible to receive emergency loans.

Procedure:

1. Emergency Loan Fund application forms are available in the Graduate School office and on the web at www.graduateschool.emory.edu.
2. Applicants must fill out the application form completely and accurately and turn it in to the Graduate School. The student is required to indicate on the application the means by which the loan will be repaid. New students must have their DGS or a program staff member sign the application form.
3. All loans must be approved by the Graduate School. Requests are usually processed in 48 hours.
4. After the loan request is approved, the student must sign a promissory note and deliver it to the Office of Student Financial Services, 101 Boisfeuillet Jones Center.
5. Usually the student can pick up the loan check within 48 hours of delivering the promissory note to the Office of Student Financial Services. There are times, however, when it may take longer.
6. Loans must be repaid in full within 90 days of issue. The amount and payment due date of the loan will be posted to the student's account when the loan is issued. On the day the emergency loan is due to be repaid, this amount will become a current charge and will appear on the student's bill during the next billing cycle.
7. Past due emergency loans are subject to interest charges. Student borrowers who do not repay loans according to schedule shall be responsible for the payment of any costs associated with the collection of the loan, including attorneys' fees. Nonpayment can result in the student not being allowed to register, receive a transcript, or graduate.

University Office of Financial Aid

Federal loans are awarded to eligible students on the basis of demonstrated financial need. Availability of funds and formulae for assessment of need are subject to change. Contact the Office of Financial Aid for the latest regulations. Financial Aid counselors do not schedule appointments. They see students on a walk-in basis.

All eligible students, even those receiving stipend support, are advised to submit the forms that determine financial need. The process usually requires information from the previous year's tax return. The national clearing agency usually takes about 4-6 weeks to determine eligibility.

Deferment of federal student loan payments is contingent upon full-time registration. Students should consult with their lending agencies for specific enrollment requirements. Direct questions to the Office of Financial Aid, Boisfeuillet Jones Center, 404-727-6039. The website for this office is www.emory.edu/FINANCIAL_AID/.

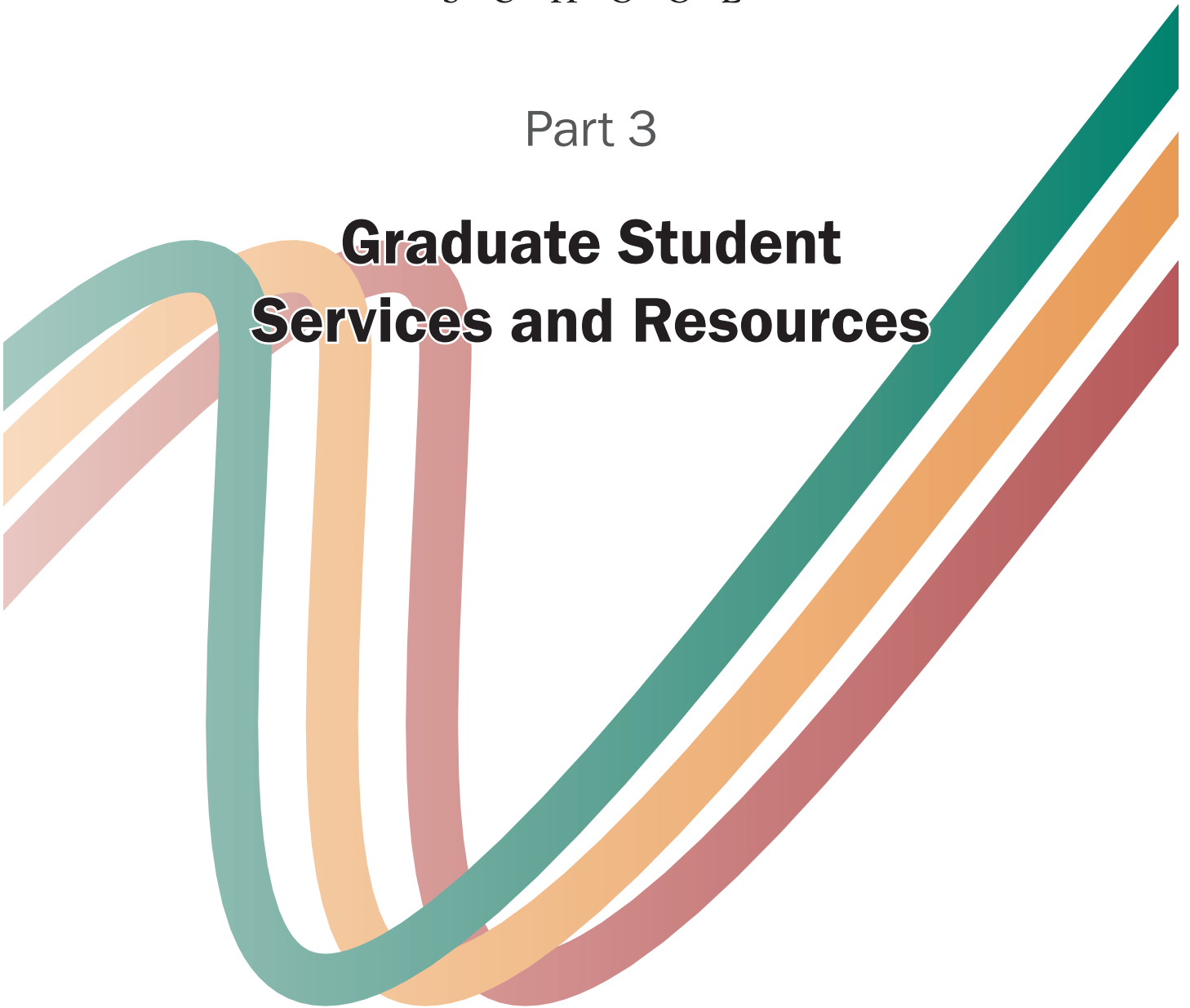


EMORY

GRADUATE
S C H O O L

Part 3

**Graduate Student
Services and Resources**



GENERAL RESOURCES

Student Financial Services

The Office of Student Financial Services manages all aspects of student financial accounts and student loan servicing. Student Financial Services is located in 101 Boisfeuillet Jones Center, 404-727-6095. Students can access their accounts online through OPUS at www.emory.edu/OPUS/.

Division of Campus Life

For a full description of the programs and services operated through the Division of Campus Life, see the campus life handbook or consult the campus life website at www.emory.edu/CAMPUS_LIFE.

Disability Services

Emory University is committed to ensuring that all university goods, services, facilities, privileges, advantages, and accommodations are meaningfully accessible to qualified persons with disabilities in accordance with the Americans with Disabilities Act of 1990, Sections 503 and 504 of the Rehabilitation Act of 1973, and other pertinent federal, state, and local laws. Direct questions about compliance or available support services to the Office of Disability Services at 404-727-6016. You may also visit their web site at www.emory.edu/EEO/ODS/.

EmoryCard

All Emory faculty, staff, and students must acquire the EmoryCard, the official campus identification card. The EmoryCard provides access to university services and facilities, including libraries, computing labs, and recreational facilities. The EmoryCard functions as a debit card for use in campus dining facilities and copy services. The EmoryCard Office is located on the main floor of the Dobbs University Center in Room 270. For additional information, call the EmoryCard Office, 404-727-0224, or see www.emory.edu/EMORYCARD/.

Graduate Student Organizations

Graduate Student Council

The Graduate Student Council (GSC) provides an opportunity for all students to be involved in the Emory community and the Student Government Association. The council addresses student concerns, sponsors social activities, and arranges group rates for theater, symphony, and sporting events. The Graduate Student Council also administers a travel fund to help students cover the cost of attending conferences at which they present papers. Students are advised to contact the Graduate Student Council for information regarding availability and eligibility.

The Graduate Student Council usually meets at 6:00 p.m. on the first Thursday of every month in the fall and spring semesters. Graduate programs are entitled to one representative per 30 students. The GSC is supported by student activity fees and has an annual budget of approximately \$45,000. All students are encouraged to attend GSC meetings and events. For more information, contact the Graduate Student Council, 502E Dobbs University Center, 404-727-0872 or visit the GSC website at www.students.emory.edu/GSC/index.htm.

Black Graduate Student Association (BGSA)

The BGSA is dedicated to enhancing the graduate experience for African American students and students of African descent at Emory University. These efforts extend across the entire spectrum of the graduate experience and include, but are not limited to, facilitating the transition from undergraduate to Graduate School; providing academic support; recruiting; and providing opportunities for fellowship, service, and activism. In addition to these efforts, this organization also seeks to expose the Emory community to elements of African American culture. For more information, visit www.emory.edu/STUDENTS/BGSA/.

Chinese Student Union

The Chinese Student Union is a culture, social, and academic organization for Chinese students and scholars from mainland China, Hong Kong, and Macao. Chinese from Taiwan also are welcome to join. The main goal of the union is to strengthen friendship and unification and improve the communication among union members and between Chinese and American people. For more information see www.csue.org/mambo/.

Graduate Senate

The Graduate Senate is the governing body for all graduate divisions. The Graduate Senate consists of an executive board and an elected representative from each Graduate School. Its main purpose is to represent the collective interests of the student body to the administration, faculty, and student body at large. The Graduate Senate provides opportunities for student involvement in the Emory and Atlanta communities and promotes opportunities sponsored by other students groups. The Graduate Senate also hosts social mixers at venues around Atlanta; provides free or discounted Atlanta special events tickets; and co-sponsors student organization functions and activities at Emory. For more information see the Graduate Senate website: www.students.emory.edu/GradSenate/.

A number of programs and some groups of programs have active student organizations. Talk to students and faculty in your program to find out about them.

Student Health Services

Emory University Student Health Services (EUSHS), located at 1525 Clifton Road, provides primary outpatient care and health education and promotion services to Emory students. Enrolled Emory students with valid Emory ID cards are eligible for health care at EUSHS. Spouses, qualified domestic partners and unmarried children 12 years of age and over may also be seen by appointment on a fee-for-service basis.

For information about services provided, hours of operation, and much more, please visit the EUSHS website at <http://www.emory.edu/UHS/>.

The Emory University Student Counseling Center

The Emory University Student Counseling Center provides free, confidential counseling and referral for enrolled undergraduate, graduate, and professional students at Emory University. Individual, group, couple, and family counseling are available. Consultation, outreach and educational workshops are provided for Emory's faculty, staff, and students. Call 404-727-7450 or visit the Student Counseling Center in Suite 217, Cox Hall between Monday through Friday 8:30 a.m. and 5:00 p.m. Counselors are on call in case of emergency. For more information, see www.emory.edu/SCOUNSEL/.

Sexual Assault Prevention and Response

Student Health and Counseling Services devotes staff and resources to reduce the occurrence of sexual assault by creating a community intolerant of sexual violence, with expectations of communication and respect between and among genders.

The Sexual Assault Prevention and Response program strives to empower students to disclose sexual assault and to have access to medical, mental health and advocacy services. It provides confidential consultation, referral and advocacy to any student who has reported sexual assault, regardless of gender, sexual orientation, or age. It also provides sexual assault prevention education programs, and awareness and risk reduction information, to the University community.

Any person wishing to report a possible violation of this policy may contact Aline Jesus Rafi, Coordinator of Sexual Assault Prevention Education and Response (404-727-1514); Emory Police (404-727-6111); the Office of Student Conduct (404-727-4079); student Help Line (404-727-4357, 9pm - 1am); or the Office of the dean of any school or college of the University. Mental health/medical assistance is available from the Counseling Center (404-727-7450); Student Health (404-727-7551), and the DeKalb Rape Crisis Center (404-377-1428). Information is at http://studenthealth.emory.edu/hp/hp_services_sap.php.

Housing

Graduate students live in university housing and in private, off-campus housing. There are advantages to either selection. Students should investigate all options before making a decision.

The best place to start is the Residence Life and Housing Office, at www.emory.edu/HOUSING. Follow the link to Graduate Housing. You can also survey the advertisements for off-campus housing at housing.emory.edu/off-campus/home.cfm.

Libraries

The University has seven library facilities: the Robert W. Woodruff Library for Advanced Studies; the Asa Griggs Candler Library, including the William L. Matheson Reading Room; Goizueta Business Library; the James Samuel Guy Chemistry Library; Health Sciences Center Library; MacMillan Law Library; Mathematics and Sciences Center Library; Heilbrun Music and Media Library; the Pitts Theology Library and the Hoke O'Kelley Memorial Library at Oxford College. The Woodruff, Candler, and Chemistry Libraries house the main Science, Humanities, and Social Science collections.

For more information about Emory's libraries, visit www.emory.edu/LIBRARIES/.

Information Technology Services for Students

University Technology Services (UTS) serves the information technology needs of Emory's academic, administrative and research communities with advanced technologies like email and calendaring software; course conferencing and course management; administrative systems for financial, human resources, and student services; more than 100 technology-enriched classrooms; information security; and 24/7 help desk and enterprise data center operations.

UTS's computing centers and labs include Emory's award-winning Center for Interactive Teaching (ECIT), which provides faculty, staff and students with expertise, training, and assisted-production in applied instructional technologies. Collaborative and group study is enriched for students and faculty in the Computing Center at Cox Hall.

Learn more about information technology services at Emory at <http://it.emory.edu>.

OPUS: Online Pathway to University Students

Students may access their financial accounts and academic records, register for classes, and update personal information through OPUS at www.emory.edu/OPUS. Students receiving stipends should make certain that their mailing addresses are current in OPUS and in the HR system. Contact program staff for help in updating HR records.

Emory University Career Center

The Career Center provides free, confidential career counseling for enrolled graduate students from the Graduate School. Graduate students can make one-on-one appointments with a career counselor, or attend our walk-in (15 min. quick questions) sessions on Mon. - Thurs. from 2- 4 p.m. Career Counselors can assist graduate students seeking positions in academia or in industry in any stage of the career development process. Workshops such as CV to Resume, Interviewing Outside the Ivory Tower, and Networking/Job search strategies are offered during the academic school year. The Career Center offers assessments such as the Myers Briggs Type Indicator and the STRONG/Skills Confidence Inventory, as well as motivated skills and values card sorts. Graduate students can take advantage of our Mock Interview service, as well as our C.V. and resume critique service. Email documents to careercenter@emory.edu, and receive feedback within a two business days. Call 404-727-6211 for appointments. Visit our Career Center in the N. Decatur Building, Suite 200, Monday through Friday from 8:30 a.m. to 5:00 p.m. For more information, see www.career.emory.edu.

INTERNATIONAL STUDENT RESOURCES

English as a Second Language Program

All degree-seeking students entering the Graduate School of Arts and Sciences whose first language is other than English are required to take the Emory-Specific English Language Assessment before registering for classes. This English-proficiency assessment is not used in the admissions process, but rather for placement of students after they have arrived at Emory. Results of the assessment are used to place students who need English language support in one or more classes for the academic year. Students must complete the courses in their particular areas of need during the first academic year.

Graduate students are required to take both the speaking and writing components of the Emory-Specific English Language Assessment.

For information on our English as a Second Language Program, please visit to the Graduate School website www.graduateschool.emory.edu; look under “Resources.”

Early Graduate School Student Loans for New International Students

International students may obtain short-term loans of up to \$1,000 from the graduate school. The student must be registered and must obtain the signature of his/her DGS or the department’s administrative assistant before the graduate school will approve a loan. A promissory note will be processed which the student can deliver to the Office of Student Financial Services in Room 101, Boisfeuillet Jones Center. Students usually pick up their checks at the Office of Student Financial Services in one to two working days after delivering the promissory note. Emergency loans are interest free and must be repaid by January 1. Students should consult the International Student and Scholar Programs office for information about loans available through that office.

Housing

The International Student and Scholar Programs (ISSP) office has a housing assistant available during the month of August to help students locate housing in the area. Graduate student housing is available at Emory University Clairmont Campus. Call 404.727.8830 or visit the website at www.emory.edu/RES_LIFE for information on apartment availability, the application process, pricing, and amenities.

Office of International Student and Scholar Programs

The International Student and Scholar Programs (ISSP) office provides assistance in maintaining immigration status, certification of enrollment, developmental counseling, and advising student groups. ISSP staff process DS -2019 forms for visiting scholars. The International Student and Scholar Programs office conducts orientation for new students. Sessions begin mid to late August and continue up to a day or two before registration. Many sessions are repeated, allowing students to attend a variety of presentations. The website for ISSP is www.emory.edu/ISSP/.

Refer students to the ISSP Office (International Student and Scholar Programs):

If the student says they’ve never checked in with the ISSP office:

When you know your international students never visited the ISSP office, please instruct them to check-in with us. The documents they should bring to ISSP are passport, I-94 and I-20 or DS-2019. We are required by the DHS to keep copies of these documents. It is also important that we have the documents in order to provide them further assistance while they are at Emory.

When the student is carrying less than a full course load:

International students must carry a full course of study to maintain their immigration status. However, there are a few, well defined, extenuating circumstances in which a student can be enrolled less than full-time. These reasons include only:

- ▶ Illness or Medical Condition
- ▶ Initial Difficulty with the English Language
- ▶ Initial Difficulty with Reading Requirement
- ▶ Unfamiliarity with American Teaching Methods
- ▶ Improper Course Level Placement
- ▶ Completing Course of Study in Final Term

If you are an administrator who makes the decision to allow a student to have less than a full course of study,

please be sure to contact ISSP first. DHS requires international students to receive permission from the Designated School Official (DSO) in ISSP to carry less than a full course of study. Students are not required to be enrolled during the summer and winter vacation. The DSO for graduate and professional students is Tamika Hairston.

When the student transfers from a different university:

Transfer of schools is processed to DHS and Program of State (DOS) through the ISSP office and through the new online SEVIS system. Failure to report to ISSP within 15 days of their start date on their I-20 or DS-2019 and/or failure to complete the transfer process by registering full-time within a timely manner causes your international students to fall out of immigration status.

If the student isn't able to meet the program completion date in item 5 on the I-20 form, or item 3 on the DS2019 form:

International students must apply for a "program extension" to DHS when they are unable to complete their studies on time. Compelling reasons include academic or medical reasons, such as a change of major or research topic, an unexpected delay in a research program, or a documented illness. Delay caused by academic probation or suspension is not acceptable for a program extension. If a student is considering program extension, please make sure she informs the ISSP office. The student must apply for a program extension before the completion date on the I-20 or DS-2019 form.

If your student is temporarily traveling outside of the US:

International students need to come to ISSP for the following preparations.

(a). Traveling with a valid visa and passport (if required): a signature on back of I-20 or DS-2019 from ISSP. (b). Traveling with an expired/expiring visa: For visa renewal, a signed I-20 or DS-2019, a valid passport, financial information, two small photographs, fee (if required) and other materials which will help demonstrate that the students have no intention of abandoning residence in their home country. (c). Automatic extension of visas: students may reenter the US with expired visas when they are visiting Canada, Mexico or any of the adjacent islands other than Cuba not exceeding 30 days and when they have maintained and intend to resume status as F-1 or J-1 students. There are a few important exceptions to this rule. Please see refer students to an ISSP advisor for details. ISSP will provide a copy of the regulation and a travel signature on back of I-20 to DS-2019. The students must carry valid passports and I-94.

If your student engages in field research outside of the US, and especially for 5 months or more:

Notify ISSP. This absence may affect how we report their immigration status and also can have implications for health insurance requirements.

When your student is employed:

Rules and regulations regarding employment for international students are entirely different from U.S. students.

- ▶ On-campus employment: need an authorization stamp on the back of the I-20 from ISSP.
- ▶ Off-campus employment: need to qualify, must be recommended by ISSP; provide documentation to the US Citizenship & Immigration Services (USCIS) to approve.
- ▶ Curricular Practical Training: part-time during school year, full-time during vacations; internship must be a required part of the curriculum (either a degree requirement which all students must meet, or, a course requirement which all enrolled students must meet), authorized by ISSP.
- ▶ Optional Practical Training: part-time during school year, full-time during vacations and after graduation; must be recommended by ISSP and authorized by USCIS. ISSP provides a regular workshop for students to learn about this immigration benefit every other Tuesday at 4:00 p.m. and every other Thursday at 10 a.m. in the ISSP office.

J-1 students can be employed only in the following circumstance:

- ▶ On-campus employment: need a letter of authorization from ISSP.
- ▶ Off-campus employment: must meet qualifications; need a letter of authorization from ISSP.
- ▶ Academic Training: part-time during the academic year, full-time during vacations and after graduation; need a letter of authorization from ISSP.

If your student is continuing at a new education level (for instance, MBA, or Special to Full Standing):

She will need to report to the ISSP with her new I-20 AB or DS-2019 to enroll in the first term following the

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completion of the previous degree. The Office of Admissions issues the new I-20AB and either ISSP or the student's sponsoring agency issues the new DS-2019.

If your student violates the conditions of lawful F-1 or J-1 status:

International students who violated their immigration status must either apply to INS for reinstatement or leave the U.S. Students may fall out of status if they

- ▶ Carry less than a full course of study
- ▶ Fail to report to a new institution after transferring
- ▶ Fail to apply for a program extension
- ▶ Engage in unauthorized employment.

When your student needs to change her immigration status:

The student will need to visit ISSP if they are thinking of changing their immigration status from F-1 or J-1 to another nonimmigrant classification or to permanent resident status of the U.S.

If your student needs a new I-20 or DS-2019:

I-20 forms are government documents and subject to change (it will most likely undergo revision very soon.) ISSP is required to keep copies of the I-20 or DS-2019 and other immigration documents for each international student.

If the student changes residence:

International students are required to update OPUS within 10 days whenever they change residence. Use the AR-11 form. If your student is from a country whose nationals must complete "special registration" to notify BCIS/DHS.

ISSP provides a range of assistance for the international student, including:

Personal counseling

Advising on cultural adjustment and cross-cultural communication

Introducing other international students and organizations

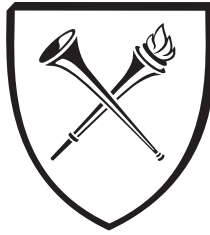
Enhancing cultural exchange by hosting events and activities (i.e., International Coffee Hour every Friday from 11:30 a.m.-12:30 p.m. in DUC Winship Ballroom and the Annual International Cultural Festival in the spring.)

English Conversation Club, 12:30-2:00 p.m. DUC 355

Definitions:

- ▶ Designated School Official (DSO): a person authorized by the Immigration and Naturalization Service to sign I-20s and give advice concerning the F-1 visa. There are eight at Emory: Tamika Hairston in the Graduate Schhol, Scott Allen in Admissions, Stephanie Roberts, Lelia Crawford, Terry Eiesland, Dawn Williams, Laura Stamey and Joan Lindsey in ISSP, and Cathi Wentworth at Oxford College.
- ▶ DS-2019: J-1 visa holder document, prepared by the sponsoring agency, which shows program of study, dates of eligibility, financial information, etc.
- ▶ DHS: Program of Homeland Security. (Formerly INS—Immigration and Naturalization Service)
- ▶ DOS: Program of State. The Bureau of Educational and Cultural Affairs at DOS has jurisdiction over J-1 exchange programs.
- ▶ F-1 visa: the majority of students at Emory are on this type of student visa.
- ▶ I-20: F-1 visa holder document, prepared by Emory Admissions, which shows program of study, dates of eligibility, financial information, etc. It is not the visa itself.
- ▶ I-94: a small white card that records the student's admission to the U.S. given at Point of Entry.
- ▶ International Student and Scholar Programs (ISSP): This office serves all international visitors to Emory University and is located in #340 of the DUC.
- ▶ J-1 visa: student visa granted to students who are on a sponsored exchange visitor program, for example, Fulbright students.

- ▶ **Responsible Officers:** a person authorized by the DOS to sign DS-2019s and give advice on the J-1 visa. Joan Lindsey is the Coordinator at Emory for the J-1 Exchange Visitor Program. Lelia Crawford, the Director of ISSP, is the Responsible Officer. Alternate Responsible Officers: Joan Lindsey, Stephanie Roberts, Terry Eiesland, and Dawn Williams of ISSP.
- ▶ **SEVIS:** Student and Exchange Visitor Information System. Tracking system/database that the U.S. Government maintains on all non-immigrant students and exchange visitors in the U.S. Administered by US Immigration and Customs and Enforcement (USICE) division of the Program of Homeland Security.
- ▶ **USCBP:** United States Customs and Border Protection (division of Program of Homeland Security).
- ▶ **USCIS:** United States Citizenship & Immigration Services (division of Program of Homeland Security). Adjudicates applications for benefits, such as employment.
- ▶ **USICE:** United States Immigration and Customs Enforcement (division of Program of Homeland Security). Administers SEVIS program.

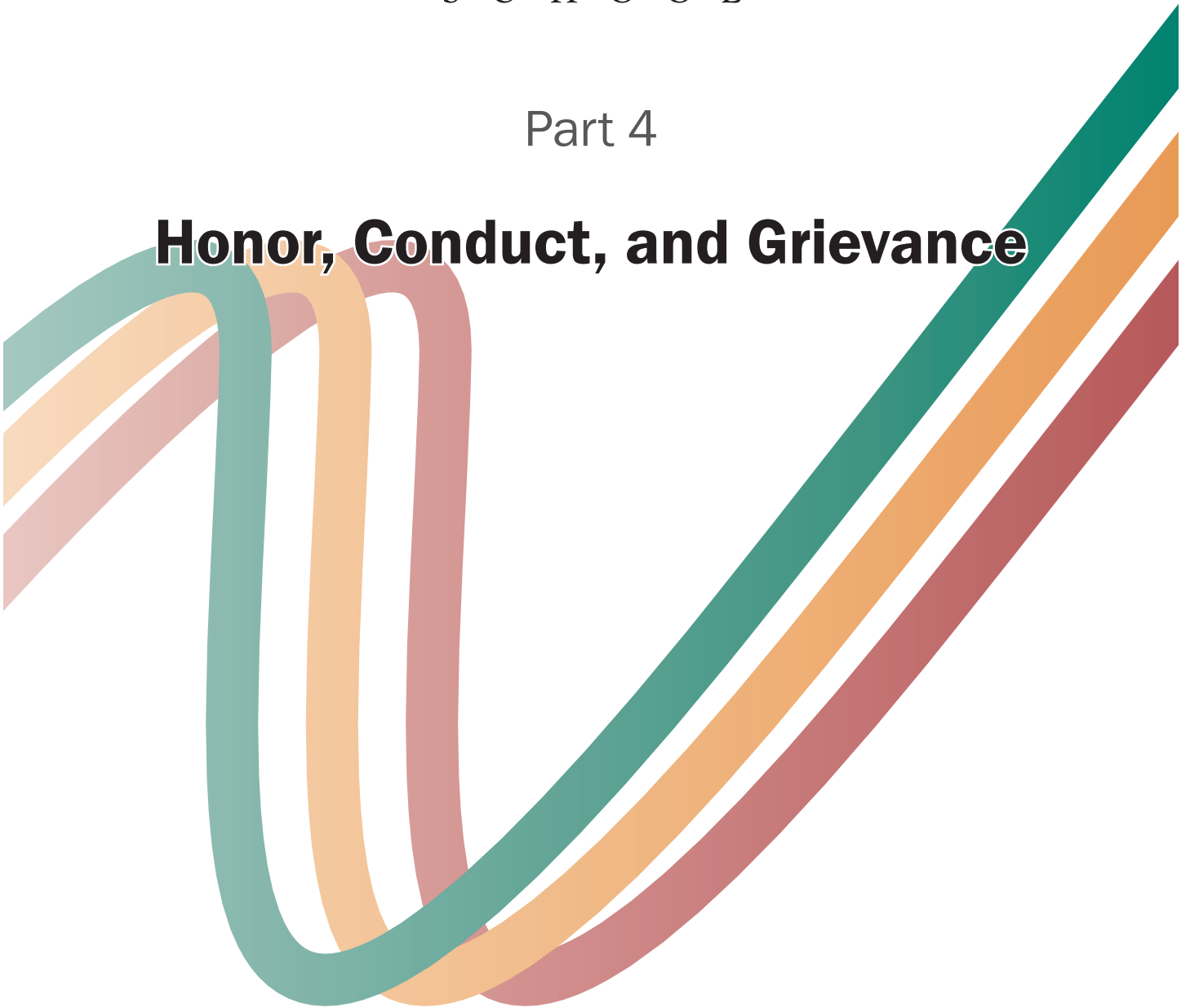


EMORY

GRADUATE
S C H O O L

Part 4

Honor, Conduct, and Grievance



GRADUATE SCHOOL HONOR CODE

Preamble

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

Article I: Jurisdiction

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

Article II: Academic Misconduct

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

Article III: Reporting Cases

A. Any individual, when he or she suspects that an offense of academic misconduct has occurred, shall report this suspected breach to the appropriate program Chair or to the Dean of the Graduate School. (Wherever "Dean" appears in this code, it shall include any person designated by the Dean of the Graduate School to act in his/her stead.)

B. When a case comes to a program Chair, s/he should then notify the Dean of the Graduate School. The Dean shall conduct a preliminary investigation to determine that sufficient evidence exists for the case to go forward. If not, the charge shall be dismissed. In cases that require a hearing, the Dean shall notify the Vice President for honor and conduct of the Graduate Student Council (hereafter GSC).

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

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

Article IV: Hearing Procedure

A. Upon GSC notification, a Hearing Committee will be formed consisting of:

1. The Vice President of the GSC, or Vice President's delegate who will act as Chair of the committee
2. A member of the GSC, not from the student's program or the program of the Vice President (or his/her delegate), appointed by the Vice President of the GSC
3. Two members of the graduate faculty, one of whom is from the student's program division (sciences, social sciences, or humanities)

B. The student shall have the right to have an adviser at the hearing that may, but need not, be a faculty member. The adviser shall be any member of the Graduate School—student, faculty, or staff. In cases where this restriction poses a hardship in the view of the Dean, the student may, upon the approval of the Dean, select any non-attorney from within the university community as adviser. The student shall have the right to testify and the right to be present at the hearing. The student or the adviser shall have the right to question witnesses, to call a reasonable number of witnesses on the student's behalf, to present documentary and physical evidence, and to make a closing statement. Members of the committee may question witnesses as well. The Chair of the commit-

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tee may exclude any question that he or she finds inappropriate.

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

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

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

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

Article V: Sanctions

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

A. Warning. The student shall be notified by letter, or by both letter and appointment with the Dean, that his/her academic conduct has violated Graduate School standards.

B. Probation for a specific period of time. The student shall be notified by letter, or by both letter and appointment with the Dean, that his/her academic conduct has violated Graduate School standards and that conviction for another serious Honor Code violation will most likely bring harsher disciplinary action.

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

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

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

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

Article VI: Post-hearing Procedure

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

Article VII: Appeal Procedure

A. The judgment of the Dean shall be final unless, within seven (7) days of that notification to the student, the Dean receives a written appeal from the student. The appeal shall state specifically the grounds. Mere dissatisfac-

tion with the decision of the Hearing Committee is not a ground for appeal.

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

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

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

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

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

Article VIII: Miscellaneous

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

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

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

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

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

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

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

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

GRADUATE SCHOOL CONDUCT CODE

Preamble

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

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

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

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

Article I. The University and the Public Law

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

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

Article II. Division of Jurisdiction and Responsibility

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

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

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

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

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

Article III. Conduct on Campus

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

1. Dishonesty: Including knowingly furnishing false information to the University or its agents, counterfeiting, forging, or altering any university document, theft of any property of the University itself or of any property of any member of the University community, or its visitors or guests.
2. Personal Abuse: The intentional, wanton, or reckless physical abuse or serious verbal abuse of any person by a student on the campus or on property owned or controlled by the University, or at a function under the University's supervision or sponsorship or such abuse of a member of the Emory community at any location.
3. Malicious Damage/Breaking and Entering: Malicious damage by a student to the property of another member of the University community (student, faculty, or staff) or the property of the University itself, or to the property of any visitor or guest of the University or a member of the University community. Breaking into a locked room, office, or facility of the University, or entering a room, office, or facility of the University clearly marked or understood to be a prohibited or restricted area without authorization.
4. Disorderly Conduct and Disruption of Class: Interference by a student by violence, force, disorder, obstruction, or vocal disruption of university activity, or activity authorized or sponsored by the University or by any school, program, division or authorized student body, including disciplinary proceedings. Interference by a student with the instructor's right to conduct class as the instructor sees fit within the bounds of academic freedom and responsibility. If a person other than the instructor brings charges of interference with an instructor's rights as defined above, the Dean or assistant/associate Dean shall confer with the instructor before any formal charges are brought.
5. Improper and/or Unauthorized Use of University Facilities: The refusal by a student to vacate a room, classroom, office or facility of the University at a time when it is not open or not available to the use of students generally, or the student or groups of students in particular.
6. Drugs and Alcohol: Emory University does not permit the use of illicit drugs or the unauthorized use of drugs sometimes prescribed for medical purposes. Users, possessors, and/or providers of such drugs violate federal laws and state laws. Students who possess or use illicit drugs or who furnish drugs to others while on property owned or controlled by the University are committing a serious conduct offense. Emory University does not permit drunkenness or furnishing alcoholic beverages to underage persons (under 21) or noticeably intoxicated persons. The full text of both the Emory Drug Policy and the Division of Campus Life Alcohol Policy may be found in this handbook.
7. Other Conduct Offenses: Refusal to comply with the directions of Emory officials acting in proper performance of their duties. Other conduct offenses include lewd, indecent, or obscene conduct, or sexual misconduct on property owned or controlled by the University, violating Emory University Policies on Discriminatory Harassment and Sexual Assault.

Article IV. Suspension

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

Article V. Pre-hearing Procedures

- A. Alleged or suspected cases of student misconduct shall be reported promptly to the Dean of the Graduate School. Wherever "Dean" appears in this code, it shall include any person designated by the Dean of the Graduate School to act in his or her stead. The Dean shall have the responsibility for gathering relevant evidence in the case. This investigation shall be completed within a reasonable length of time.
- B. Cases identified by the office of campus life or other on-campus agencies that involve students of the Graduate School shall be referred to the Dean of the Graduate School for investigation. Any available evidence shall be transmitted from the office of campus life to the Graduate School.
- C. Following the compilation of relevant information, the accused student shall meet with the Dean of the Graduate School at a time that is mutually convenient. The student shall have outlined the circumstances surrounding the alleged instance of violation of the code. At this meeting the student will be advised of his/her rights, and informed of the procedures of the Graduate School in such matters.

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

Article VI. Hearing Procedure

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

B. The committee will consist of the following:

1. Vice president of the GSC, or the Vice President's delegate who will act as Chair;
2. A member of the GSC not from the student's program or the program of the Vice President or the Vice President's delegate, appointed by the Vice President of the GSC;
3. Two members of the graduate faculty, to be appointed by the Dean.

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

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

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

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

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

Article VII. Sanctions

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

- A. Warning. The student shall be notified by letter, or by both letter and appointment with the Dean, that his or her conduct as violated Graduate School standards for a specified period of time.
- B. Probation appointment with the Dean, that his/her conduct has violated Graduate School for a specified period of time. The student shall be notified as under (A) that his/her conduct has violated Graduate School standards and that another conduct offense will most likely bring harsher disciplinary action.

- C. Dismissal. The student shall be notified as under (A) that the student's conduct has violated Graduate School standards and that she/he should vacate the campus, and all buildings and property owned by the University, by a certain date. Dismissal generally will be for a specified time, after which the student may go through the standard application procedure for readmission. This sanction automatically invokes Sanction D below.
- D. Revocation of financial support. A serious conduct offense may result in the revocation of financial support received from the University. This sanction may also be used in conjunction with other sanctions. Revocation of financial support is automatically applied with the recording of sanction C, "Dismissal."
- E. A recommendation different from those listed above, yet specific to the particular conduct issues involved.

Article VIII: Post-hearing Procedure

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

Article IX: Appeal

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

Article X: Miscellaneous

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

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

INVOLUNTARY WITHDRAWAL POLICY AND PROCEDURE

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

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

Criteria

A student may be withdrawn involuntarily from Emory if the University determines that the student represents a direct threat to the health and safety of himself/herself or others by (1) engaging or threatening to engage in behavior which poses a high probability of substantial harm to himself/herself or others; or (2) engaging or threatening to engage in behavior which would cause significant property damage, would directly and substantially impede the lawful activities of others, or would interfere with the educational process and the orderly operation of the University.

Procedure

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

An Assistant or Associate Dean initiates this assessment by first meeting with the student to (1) review available information concerning the behavior and/or incidents which have caused concern, (2) provide the student with a copy of this Involuntary Withdrawal Policy and Procedure and discuss its contents with the student, (3) provide the student an opportunity to explain his/her behavior, and (4) discuss options available to the student, including counseling, voluntary withdrawal and evaluation for involuntary withdrawal.

If the student agrees to withdraw voluntarily from the University and waives any right to any further procedures available under this policy, the student will be given a grade of W for all courses, will be advised in writing of any conditions necessary prior to re-enrollment, and will be referred for appropriate mental health services.

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

Evaluation

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

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

The mental health professional making the evaluation shall make an individualized and objective assessment of the student's ability to safely participate in Emory's program, based on a reasonable professional judgment relying on the most current medical knowledge and/or the best available objective evidence. This assessment shall include a determination of the nature, duration and severity of the risk posed by the student to the health or safety of himself/herself or others, the probability that the potentially threatening injury will actually occur, and whether reasonable modifications of policies, practices or procedures will sufficiently mitigate the risk. The mental health professional will, with appropriate authorization, share his/ her recommendation with the Assistant or Associate Dean, who will take this recommendation into consideration in determining whether

the student should be involuntarily withdrawn from Emory. A copy of the mental health professional's recommendation will be provided to the student, unless, in the opinion of the mental health professional, it would be damaging to the student to do so.

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

If the evaluation results in a determination that the continued attendance of the student presents a significant risk to the health or safety of the student or others, such that there is a high probability of substantial harm, or a significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the University, the student may be involuntarily withdrawn from the University. In such an event, the student shall be informed in writing by the Assistant or Associate Dean of the involuntary withdrawal, of his/her right to an informal hearing, of his/her right to appeal the decision of the hearing officer, and of any conditions necessary for re-enrollment. In most cases, a student who is involuntarily withdrawn will be given a grade of W in all courses in which the student is currently enrolled.

Informal Hearing

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

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

Appeal to the Dean

The student may appeal the hearing officer's decision to the Dean, who shall review all information presented and make a final decision as to whether or not to uphold the involuntary withdrawal.

Emergency Suspension

The University may take emergency action to suspend a student pending a final decision on whether the student will be involuntarily withdrawn, in situations in which (a) there is imminent danger of serious physical harm to the student or others, (b) there is imminent danger of significant property damage, (c) the student is unable or unwilling to meet with the Assistant or Associate Dean, (d) the student refuses to complete the mandatory evaluation, or (e) the Assistant or Associate determines such other exceptional circumstances exist that suspension is warranted. In the event emergency action is taken to suspend the student on an interim basis, the student shall be given notice of the emergency suspension and an initial opportunity to address the circumstances on which the emergency suspension is based.

Conditions for Re-enrollment

Because this Involuntary Withdrawal Policy applies to cases in which there is a concern about the safety of the student or others, the Dean or his/her designee may require a student who has been involuntarily withdrawn under this Policy to be re-evaluated before he/she is readmitted in order to assure that he/ she presents no direct threat to himself/ herself or others.

GRADUATE SCHOOL GRIEVANCE PROCEDURE

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

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

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

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

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

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

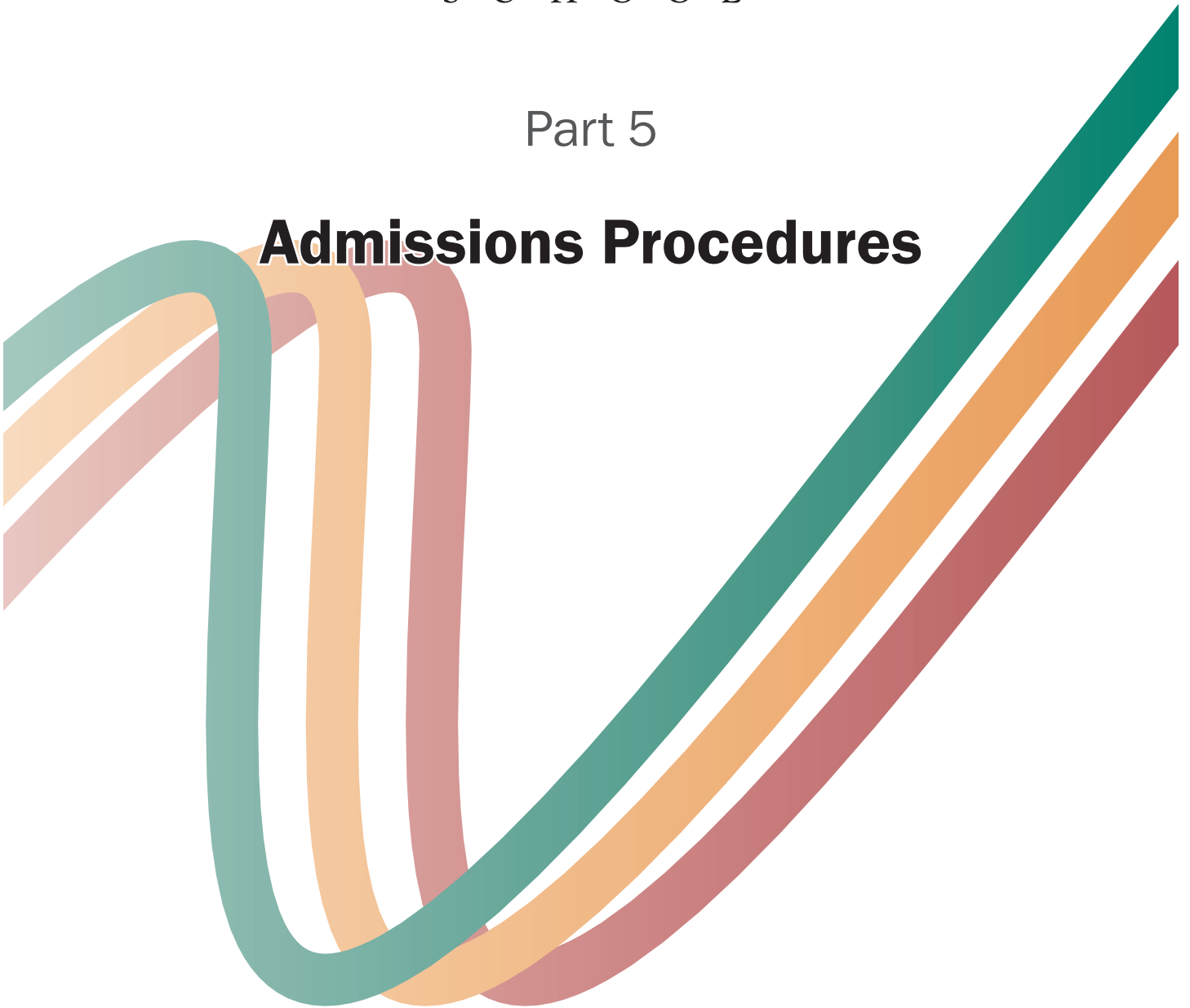


EMORY

GRADUATE
S C H O O L

Part 5

Admissions Procedures



ADMISSION TO DEGREE PROGRAMS

Inquiries

Prospective applicants should contact the program of interest for information about admission requirements specific to the program. Interested applicants are encouraged to apply online via the Graduate School website at www.graduateschool.emory.edu.

Application

All applicants are required to provide basic demographic and educational information, a statement of purpose, official transcripts from all schools listed on the application, three letters of recommendation, and official standardized test scores. International applicants are required to submit additional information (see International Student Admissions section).

The online application allows applicants to submit statements of purpose, writing samples, letters of recommendation, and scanned copies of transcripts. Scanned copies of transcripts are for review purposes only. The Graduate School must receive official transcripts from all applicants. Submitting an application online allows the program immediate access to the electronic file.

Applicants who choose to submit the PDF version of the application should mail Part 1 of the application, \$50 application fee, and official transcripts to the Graduate School. Part 2 of the application, purpose statement, recommendation letters, financial certificate (for international applicants), and any additional material required by the program should be mailed directly to the program.

The Educational Testing Service (ETS) sends the Graduate School official Graduate Record Examination (GRE) scores of all applicants who request that Emory (institution code 5187) receive test results. (Only scores verified by ETS are considered official.) GRE scores received from ETS for current applicants are available through the online application management system. The general test is composed of verbal, quantitative and analytical writing sections and reported using the following score scales:

- ▶ Verbal score reported on a 200-800 score scale,
- ▶ Quantitative score reported on 200-800 score scale,
- ▶ Analytical writing score reported on a 0-6 scale with half point increments.

The Graduate School will not accept scores more than five years old.

Occasionally students wish to apply to more than one program. In such cases, applicants may submit one application online, but additional applications must be submitted by paper. Applicants must pay an application fee for each additional application submitted.

Application Fee

A non-refundable \$50 application fee must accompany each application for admission. Methods of payment include credit cards and checks for online applications, and checks or money orders for paper applications. Checks should be made payable to Emory University. Applicants must complete separate applications for each program to which they are applying and a \$50 application fee must accompany each application. The admissions office may waive the application fee for applicants who demonstrate financial need. International applicants should see the International Applicants section of this handbook regarding fee waivers. For further details, please contact the Graduate School's Director of Admissions at 404-727-0184.

Application Deadlines

The Graduate School deadline for receipt of all application materials is January 3. Some programs have earlier deadlines. Applicants should check with programs to verify current application deadlines.

Program Action

Embark is the online application management system for the Graduate School. Through Embark, program staff and faculty can access application data and review candidates for admission on the web.

An application is complete upon receipt of submitted paper or electronic application, letters of recommendation, standardized test scores, official transcripts, personal statement, and other material required by the program. When a program decides to recommend admission, program staff should prepare a Graduate School Admissions Form, located in the Embark Online Application. This form must be signed by the preparer and counter-signed by the Director of Graduate Studies (no signature stamps). No action will be taken on an application until the Graduate School receives the completed Admissions Form along with supporting documents. Admission to the

Graduate School Handbook 2008-2009

Graduate School is contingent upon the final approval of the Dean.

Recommendations to ADMIT must include the following documents: Graduate School Admissions Form, applicant's three letters of recommendation, and official GRE scores printed from online application management system. If official GRE scores are not available, the program may contact ETS to confirm self-reported scores on an application. Scores should be reported using the GRE Verification Form. If the program recommends admission with tuition scholarship and stipend support, the dollar amount should be specified on the form. International students must meet the financial certification requirements set by the University (see International Students section). For this reason the Financial Certificate Form is required when recommending admission for international applicants.

Recommendations to DENY Admission should be noted on the Graduate School Admission Action Report (GAAR) under the "comment section." A denial letter will be automatically generated by the Graduate School and sent to the program to be mailed. If a program chooses to write the denial letter, it should be indicated on GAAR report under the "comment section." A copy of the deny letter should be sent to the Graduate School.

Timing of Admissions Decisions

Programs are encouraged to make admissions decisions as early as possible. Students are under no obligation to respond to offers prior to April 15. They may not be compelled to accept offers before that date. It is especially important that international students receive prompt notification of admissions decisions because of the time it takes to obtain visas. The Graduate School recommends that programs identify applicants who are not competitive for admission as early possible and notify them that their applications have been denied at the earliest possible date.

Important: After April 15, all recommendations for admission must receive the approval of the Dean. No program may make an offer of admission after April 15 without receiving prior approval from the Dean of the Graduate School.

Dean's Review of Admissions

The Dean will review the files of all applicants recommended for admission whose fall into one of the following categories:

- ▶ all recommendations of admission after April 15
- ▶ two GRE (GMAT for business) scores below the fiftieth percentile
- ▶ one GRE (GMAT for business) score below the fiftieth percentile and GPA of 3.0 or less
- ▶ recommendation of admission for student with an advanced degree and no GRE scores or scores over five years old

Programs recommending admission of an applicant whose credentials fall into one or more of the categories listed above must attach a letter of appeal to the Graduate School Admissions Form along with copy of application, recommendation letters, official GRE scores and purpose statement. The letter of appeal should outline the reasons the program believes the applicant will succeed in graduate work. Requests for Dean's Review should be submitted to the Director of Admissions.

Important: Programs should not notify applicants of admissions decisions before the Dean's Review is complete.

Notification of Admission and Merit Awards

Programs may notify applicants whose files are not under Dean's review that the program has recommended admission and merit awards to the Dean. Program letters may indicate the Graduate School-approved stipend level but must make clear that official offers of admission and merit awards come from the Dean.

Deferred Admission

Students may request that admission be deferred for one year following initial admission. Programs may recommend deferred admission to the Dean, and, if approved, the Graduate School will reserve the student's merit award for admission in the following year. If deferment is denied, the program should encourage the student to reactivate his or her application for consideration with the next year's applicant pool.

Programs should record the decision on deferment and the semester the student will enroll on the Graduate School Admission Form (GSAF), attach a copy of the student's written request for deferred admission, and forward these documents to the admissions specialist. If a student requests deferment after his/her Graduate

School Admission Form has been processed, the program should submit a revised GSAF with copies of the applicant's correspondence attached.

Reactivation of Application

An applicant who is not admitted to a program may request that his or her application be reactivated and reconsidered for the next admissions cycle. There is no additional application fee. Requests to reactivate must be in writing and should be directed by the program to the Graduate School. If more than one year has lapsed since the initial application, a new application, application fee, and supporting credentials must be submitted.

International Student Admissions

Preliminary Applications

In an effort to expedite the application process, a number of programs have adopted an online preliminary application. When applying online, an applicant must set up a user account and answer a set of preliminary questions. Based on the response to the questions, an international applicant may be prompted by the online system to complete a preliminary application before proceeding to the formal application. Programs review the preliminary application and determine if the applicant meets standard educational criteria. If criteria are met, the applicant will receive an invitation to complete the formal application. All interested students are directed to the online application.

Formal Application

All applicants are required to provide basic demographic and educational information, a statement of purpose, official transcripts with certified English translations from each college or university listed on application, three letters of recommendation, and official standardized test scores. Some programs may require evidence of language proficiency. In addition to the credentials listed above, international applicants are required to submit certification of financial resources (see the International Student Budget section on this page).

The online application allows applicants to submit statements of purpose, writing samples, letters of recommendation, and scanned copies of transcripts. Scanned copies of transcripts are for review purposes only. The Graduate School must receive official transcripts from all applicants. Submitting an application online allows the program immediate access to the electronic file.

Applicants who choose to submit the PDF version of the application should mail Part 1 of the application, the \$50 application fee, and official transcripts to the Graduate School. Part 2 of the application, purpose statement, recommendation letters, financial certificate, and any additional material required by the program should be mailed directly to the program. Applications without the \$50 fee will not be processed unless the program decides to waive the fee.

Admission

If the program recommends that the Graduate School admit the applicant, the applicant's three letters of recommendation and official GRE scores and Financial Certification Form must be attached to the Graduate School Admissions Form. The dollar amount of tuition and stipend support should be specified on the form to ensure timely processing of the applicant's admission and student visa application. In cases where the student's award package falls considerably short of the estimated expenses, the Graduate School will review the student's Financial Certification Form to confirm that the student has sufficient personal resources to qualify for a visa. In extraordinary circumstances, the Graduate School may make a one-time award. Programs should make it clear to the student that this is a one-time award.

Because verifying availability of funds and obtaining visas for international students is a lengthy process, programs are urged to process the admission of international students as quickly as possible. Problems arise when programs make late awards. International students need at least 60 days to complete the required paperwork in their home country in order to get their visas before classes start. Programs should make every effort to decide on financial support for international students at an early date.

International Student Budget

Before the University will issue documents in support of visas, international students must demonstrate the ability to cover the full cost of educational and living expenses, either from personal resources or a combination of personal resources and financial awards. For this reason, the Financial Certificate Form is required when an international student is accepted. 2008-2009 expenses are listed below. Estimates for 2009-2010 expenses will be made available in February. A married student planning to bring his or her family will need an additional

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\$700 per month (\$8,400 per year) for the spouse and \$250 per month (\$3,000 per year) for each child.

	9-month	12-month
Tuition & Fees	\$33,216	\$35,734
Room	\$7,290	\$9,720
Board	\$3,780	\$5,040
Health Insurance	\$2,000	\$2,000
Miscellaneous living expenses	\$2,500	\$2,500
Books	\$1,500	\$1,500
Initial Costs	\$1,250	\$1,250
TOTAL	\$51,536	\$57,744

I-20 Forms and Visas

The Graduate School handles I-20 forms for international students admitted to the Graduate School and the professional schools. Tamika Hairston is the Designated School Official, U.S. Citizens and Immigration Services.

Each international applicant must return the current year Financial Certificate, part 4 of the application, listing all financial resources. Without the Financial Certificate, the University will not issue the I-20. The student's award package and/or personal resources should equal the estimated expenses. Students should contact the United States consulate in their country for details on the visa application process. The I-20 is used to obtain an F-1 visa (student visa). The DS-2019 is used to obtain a J-1 visa. Most international graduate students enter under F-1 visas, but sometimes the J-1 visa is appropriate. In some cases, the J-1 visa carries a two-year home residency requirement. In other words, the J-1 visa recipient must agree to return home for at least two years after completing the degree.

Most international students are here in the United States on F-1 (Student in academic or language program), or J-1 (Exchange Visitor) immigration status and have requirements to maintain their status. If you are not aware of these basic rules for the international students, there is a chance that they might get into serious trouble with their immigration status especially as Emory is now required to comply with the Program of Homeland Security (DHS)'s new online tracking system (SEVIS) for foreign students. Please check if your student is an international student. You can contact the International Student and Scholar Programs (ISSP) at 727-3300.

If you or a student need more information regarding visas, please contact International Students and Scholars Programs at www.emory.edu/ISSP/ or 404-727-3300.

New International Students and Merit Awards

All international students receiving merit awards must contact Emory University's Nonresident Alien Tax Specialist by email (mchenau@emory.edu) immediately upon arrival at Emory. Programs should ensure that students' addresses are updated in OPUS and HR files so that any checks are mailed to local rather than international addresses.

Mandatory Health Insurance

International students are subject to the mandatory health insurance policy.

Evidence of Language Proficiency

All international applicants whose first language is other than English must show evidence of command of the English language as specified by the program to which the student is applying, generally by means of satisfactory scores on the Test of English as a Foreign Language (TOEFL), an oral interview, and/or evaluation of a writing sample. Applicants should consult the Director of Graduate Studies in the program of interest regarding program-specific requirements.

Graduate School Fellowship Competitions for Entering Students

Each program or division of the Graduate School receives a student support allocation for an academic year. Requests for awards for new students are transmitted on the Graduate School Admissions Form. Program staff request awards for continuing student in the spring of each year when the Graduate School sends an award spreadsheet with instructions (spring of each year). Program staff request revised awards by submitting "Revised Offer of Merit Award" (also called green sheet).

Official notification of merit awards comes from the Graduate School, although some programs advise students

of their award recommendations. Additionally, all offers of financial assistance are made in accordance with the resolution adopted by the Council of Graduate Schools (CGS). A copy of this resolution and a list of CGS member institutions which support the resolution are available from the Graduate School, or at the CGS website, www.cgsnet.org.

In addition to program merit awards, the Graduate School offers several competitive awards to entering doctoral students. Programs nominate incoming students for the Arts & Sciences Fellowship, Emory Graduate Diversity Fellowship (EGDF), and Woodruff Fellowship. Numerous funding opportunities to which students may apply directly are listed on the Graduate School website: www.graduateschool.emory.edu.

Arts & Sciences Fellowship

The Arts & Sciences Fellowship, awarded to entering doctoral students in humanities or social sciences programs, covers tuition up to five years and provides a \$4,000 supplement to the base stipend. Awards are given solely on the basis of merit and are renewed annually contingent upon satisfactory academic performance.

Emory Graduate Diversity Fellowship (EGDF)

The Emory Graduate Diversity Fellowship (EGDF), awarded to applicants who have demonstrated outstanding academic achievement and who will contribute to the development of a richly diverse student body, covers all tuition and fees for five years and provides a minimum annual stipend of \$20,000. Awards are given solely on the basis of merit and are renewed annually contingent upon satisfactory academic performance. To be considered for the EGDF, applicants must be U.S. citizens or permanent residents who plan to pursue a program of doctoral study. Completed applications for fall semester—including all transcripts, recommendations, required test scores, and the statement of purpose—must be received no later than January 3, or program deadline if earlier.

George W. Woodruff Fellowship

The George W. Woodruff Fellowship, the most prestigious of the Graduate School fellowships and awarded to entering students in all programs of doctoral study, covers all tuition and fees and provides a \$2,500 to \$5,000 supplement to the standard program stipend for up to five years. Fifteen fellowships are available each year. Awards are renewed annually contingent upon satisfactory academic performance. Fellowships are awarded solely on the basis of merit. In order for an applicant to be considered for a Woodruff Fellowship, a complete application for admission to the Graduate School—including all transcripts, recommendations, required test scores, and the statement of purpose—must be received no later than January 3, or program deadline if earlier.

Fellowship Nomination and Selection Dates 2008-2009**Emory Graduate Diversity Fund:**

Nominations due: Tuesday, February 10, 2009

Selection date: Thursday, February 26, 2009

Woodruff Fellowship:

Nominations due: Wednesday, February 11, 2009

Selection date: Tue-Wed, February 24-25, 2009

Arts & Sciences Fellowship:

Nominations due: Tuesday, February 17, 2009

Selection date: Tuesday, March 3, 2009

ADMISSION OF NON-DEGREE STUDENTS

Special Standing

Individuals with at least a bachelor's degree who wish to take courses at Emory but do not wish to earn a degree may apply for admission in special standing. Applicants must have an overall undergraduate grade point average of C or better. The application and supporting academic credentials (official transcript) must be received 30 days before the semester begins. A one-time, non-refundable \$50 application fee must accompany the application. The application form is available on the web in PDF format at the Graduate School website, <http://www.graduateschool.emory.edu>.

Special standing students must obtain written permission from course instructors before enrolling. Some programs require additional signatures. Special standing students should check with programs to determine specific restrictions on course enrollment. Faculty may grant permission by signing the special standing application, mailing or faxing a note on program letterhead to the Graduate School, or emailing permission to the Graduate School. Degree-seeking students have priority in course enrollment. A special standing student who wishes to enroll in a closed course must obtain explicit permission of the instructor to enroll in the course as an overload.

Students in special standing usually do not receive merit awards. Emory employees should consult Human Resources for information about courtesy scholarships at least 60 days prior to registration. Application for a courtesy scholarship is independent of application for admission.

A student in special standing who later wishes to enroll in a degree program must submit a formal application for admission, including GRE scores, transcripts, letters of recommendation, and a non-refundable \$50 application fee. Students admitted in special standing are not guaranteed subsequent admission to degree programs and should not expect preference in admission. Programs enrolling special standing students in courses are not obligated to offer those students special consideration in admission to degree programs. Up to 12 semester hours of course work completed in special standing may be applied towards degree and residence requirements with the program's recommendation and the Dean's approval.

Visiting Students (Transient)

Students enrolled in graduate programs at other universities who wish to earn graduate credit for transfer are admitted as students in special standing. Students should contact appropriate officials at their home schools to confirm that the Emory course credit(s) will transfer. The special standing application is required along with a letter from the Director of Graduate Studies at their home institution verifying that they are in good standing. Transcripts are not required for consideration.

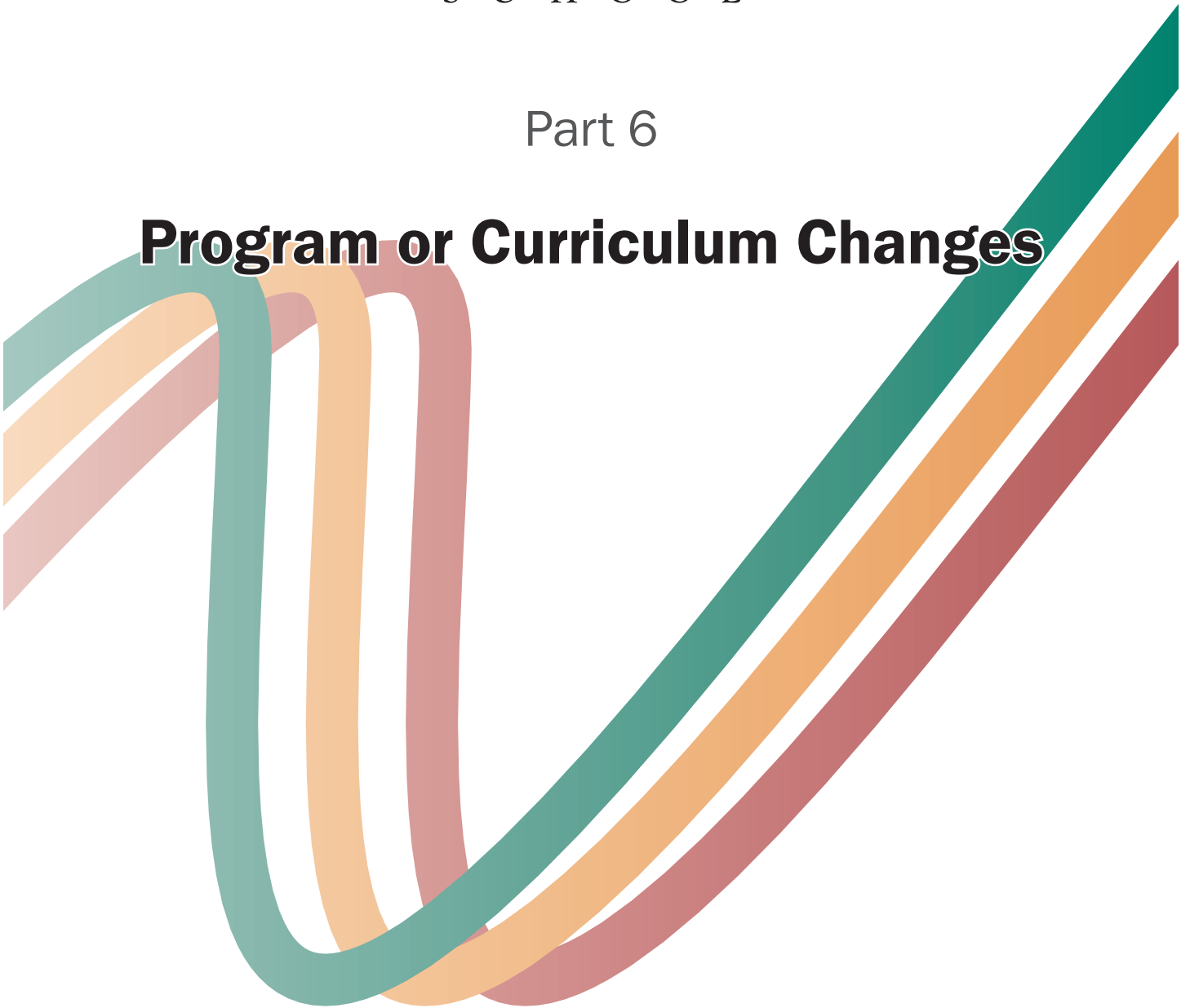


EMORY

GRADUATE
S C H O O L

Part 6

Program or Curriculum Changes



GUIDELINES FOR NEW COURSE PROPOSALS

Programs wishing to introduce new courses or to adjust the content, credit hours, course numbers or titles of existing courses must submit proposals to the Executive Council for review and approval. A course may be offered twice as a special topics course before being submitted for approval. Programs will be informed in advance if representation to the Graduate Executive Council by the proposing program is required or if consultation with cognate programs is necessary.

I. Proposals for New Courses or New Content for Existing Courses (Requirements)

This information is also available on the Graduate School website, www.graduateschool.emory.edu.

Program Name _____

DGS _____

Date _____

1. Proposed Course Number and Title
2. Number of Credit Hours
3. Number of Weekly Contact Hours with Students
4. Name of Instructor(s)
5. Semester(s) in which course will be offered:
 - a. _____ fall, _____ spring, _____ summer
 - b. _____ On Demand
 - c. Every _____ years
6. Minimum/Maximum number of students
7. Course Prerequisites
8. Provide a brief rationale for the introduction of this new course.
9. Does this course replace a course that will be deleted? If so, provide course number and name to be deleted.
10. Will this course increase the teaching load of the faculty? If so, explain how this increase in load will be addressed.
11. Will this course involve an increase in cost to the program or program? If so, how will these costs be met?
12. Is this course primarily for the program's students, or is it primarily a service course for students in other programs?
13. Does this course represent a new direction or emphasis in the program?
14. Are current library holdings adequate, relative to the needs of the proposed new course? Are laboratory facilities and equipment adequate?
15. What other programs, if any, have been consulted regarding the proposed new course? Appropriate consultations should occur before courses of interest to more than one program are submitted for review. If the course is of interest to students in other programs, if it includes subject matter normally covered in other programs, or if the course will be offered jointly with another program, please discuss its impact on the other program(s).
16. How will this course affect the program's undergraduate curriculum? Will the course be open to qualified undergraduates?
17. Syllabus: Please attach a syllabus for this course. Although this syllabus need not be the finalized version, it must include the following information:
 - a. A description of the topic and goals of the course
 - b. An explicit evaluation/grading scheme

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- c. A detailed outline of the course content, including individual topics to be covered reading, assignments, and materials

II. Credit Hours, Course Number, or Title Changes for Existing Courses

Sufficient information should be given to justify such changes. Graduate School staff should present recommendations to the council regarding proposed course name, numbering, or credit hour changes.

III. Timing

The Executive Council reviews proposals for new courses or for changes in existing courses on a rolling basis. The Executive Council meets monthly. To be added to the Executive Council agenda, proposals must be received by the Graduate School two weeks prior to the meeting date. Graduate School staff will determine that proposals are complete before distribution to the Council. Meeting dates and submission deadlines are posted on the Graduate School web page www.graduateschool.emory.edu, or you may contact Donna Lynch-Cunningham (dlynchc@emory.edu).

Please be aware that the Executive Council often has a full agenda, and proposals submitted late in the spring semester may be deferred until the next academic year. To ensure timely review, new or changed courses to be offered in the fall semester must be submitted to the Executive Council prior to the January meeting.

IV. Submission Procedure

Send an electronic copy of the proposal and supporting documents to Donna Lynch-Cunningham at dlynchc@emory.edu and 1 paper copy of the proposal with a letter from the Chair or Director of Graduate Studies, stating the Chair's approval and program support to the Executive Council, Graduate School, 209 Administration Building.

GUIDELINES FOR REVISION OF EXISTING PROGRAMS

All modifications of existing degree or certificate programs which involve changes in degree or certificate requirements, course offerings, sequencing of requirements, or other substantive changes must be approved by the Graduate Executive Council.

Occasionally, representatives of the submitting unit may be asked to meet with the council to discuss the proposed changes or to provide written responses to concerns of the council. Programs may also be required to consult with cognate programs about the proposed changes. The Dean or the Executive Council may solicit the advice of appropriate experts outside the University before a decision on the proposal is rendered.

I. Proposed Revisions to Existing Programs

- A. Submit a brief but thorough justification of the need for the proposed revisions. How will they enhance the program?
- B. Submit a detailed description of the proposed revisions and indicate how the revisions fit into existing elements of the degree or certificate program. The description should address the following items: For example:
 - ▶ Will the revision affect the course curriculum and the sequencing of courses? If so, are all the required courses available in the existing curriculum?
 - ▶ How will the revision affect requirements for advancement to candidacy?
 - ▶ Will the revision affect advising procedures, especially in the years prior to the selection of a dissertation adviser?
 - ▶ If appropriate, provide sample walk-throughs of students progressing through the program, showing possible sequence of courses.
- C. Is there adequate faculty coverage to meet the new program requirements?
- D. Will additional library, laboratory, information technology, or other resources be required?
- E. Identify any costs that may be associated with the proposed revision. How will those costs be funded?
- F. Describe the impact of the proposed revisions on the undergraduate programs (if present) in the unit and on other graduate programs inside or outside the unit.
- G. Will the proposed revisions affect how or when students satisfy TATTO requirements?
- H. Will the participation of faculty in other programs or schools be necessary? Have those programs, or schools been consulted about the proposed revisions?
- I. Will the proposed revisions affect anticipated time-to-degree?

II. Timing

The Graduate Executive Council reviews proposals for new programs or for changes in existing programs on a rolling basis. The Executive Council meets monthly. To be added to the Executive Council agenda, proposals must be received by the Graduate School two weeks prior to the meeting date. Meeting dates and submission deadlines are posted on the Graduate School web page www.graduateschool.emory.edu, or you may contact Donna Lynch-Cunningham (dlynchc@emory.edu), 404-727-2669.

Please be aware that the Executive Council often has a full agenda, and proposals submitted late in the spring semester may be deferred until the next academic year. Programs will usually be informed of the decision of the Graduate Executive Council within seven days following the meeting at which the proposals are considered. The council may (1) approve the proposal without modification, (2) not approve the proposal, or (3) request modifications and resubmission.

III. Submission Procedure

Send an electronic copy of the proposal to Donna Lynch-Cunningham at dlynchc@emory.edu and 1 paper copy of the proposal with a letter from the Chair or Director of Graduate Studies, stating program support to the Graduate Executive Council, Graduate School, 209 Administration Building.

GUIDELINES FOR NEW CERTIFICATE PROGRAM PROPOSALS

The guidelines below apply to the creation of new certificate programs. New certificate programs require approval by the Graduate Executive Council, Dean of the Graduate School, the Provost, and the Board of Trustees.

The Graduate Executive Council must approve any significant modification of an existing Certificate Program.

Proposals for new certificate programs must accomplish the following:

- A. Briefly but thoroughly justify the new program. What are the goals of the program? Will the certificate meet an identifiable need in graduate education? How will it enhance graduate education at Emory? For whom is the program intended (e.g. PhD students in the humanities and social sciences, MPH students interested in Africa, MBA students interested in cognition, etc.)? How will the program enhance interdisciplinary research, scholarship, or creative activity at Emory?
- B. Describe in detail the elements of the program. The description should include the following:
 - ▶ Eligibility criteria for admission, if any. Programs may put reasonable restrictions on the students who may work toward a certificate.
 - ▶ Course requirements for the certificate. Certificates must require at least 16 hours of coursework.
 - ▶ The list of courses that will count toward the certificate. If the certificate program will permit ad hoc additions to the list of eligible courses (e.g. special topics courses offered by visiting faculty), how will they be selected and monitored?
 - ▶ Certificates must have some requirements, in addition to the minimum credit hours, that make the course of study systematic and cohesive. This may take the form of required core courses, exam, project, or practicum. Describe these additional requirements.
 - ▶ A description of the advising procedures to be used for certificate students.
- C. Provide informational and promotional materials for the program. This should include:
 - ▶ A general description of the proposed certificate program to be posted on the Graduate School website. (Certificate Programs may wish to design additional web pages of their own, but such material need not be included in the proposal to the Executive Council.)
 - ▶ A concise and complete statement of the program requirements and regulations to be made available to current and prospective students.
- D. A description of the administrative structure of the certificate program. Certificate programs must have a Director who is responsible for oversight of student admissions, student advising, and certification that students have completed the certificate requirements. Certificate programs, especially those not closely associated with existing graduate programs, must also have faculty steering committees or other academic administrative structures to ensure processes for program management, policy and decision-making.
- E. Precisely identify any costs associated with the certificate program. How will these costs be funded?
- F. Describe how the proposed certificate program will relate to graduate programs at Emory, including other certificate programs. If several graduate programs are affected, how have they contributed to development of the program? Where the certificate requirements include required courses, exams, a thesis, or other substantial faculty support, letters of support from appropriate program administrators should be provided.
- G. Document that there are sufficient annual elective offerings to allow students to complete the certificate requirements in a timely manner. Faculty who teach these courses and their department chairs must verify that these courses will continue to be offered on a regular basis.
- H. If the certificate program permits students from other University units (e.g., professional schools), document agreement of graduate faculty to include non-Graduate School students in the doctoral level courses.
- I. If the Certificate requirements include specific, required courses, provide a five year plan for teaching the required courses. Where instructors of required courses anticipate leave during the five year period, indicate replacement faculty who will teach.
- J. Describe the annual program evaluation mechanism.

GUIDELINES FOR CERTIFICATE PROGRAM REVIEW AND RENEWAL

Certificate programs often represent emerging areas of scholarship. They depend on a critical mass of faculty with similar teaching and research interests. To ensure that certificate programs remain robust and well supported, certificate programs must be reviewed and renewed through the Graduate School and the Executive Council and the Dean of the Graduate School.

Once every five years, or at the request of the Dean or the Executive Council of the Graduate School, the Certificate Program Director will submit a report that provides the following:

- A. Names and programs of all the students who have completed the certificate program. Note term and year of each student's enrollment, program completion, and candidacy. If the student has graduated, list the student's year of graduation and current position.
- B. Names and programs of students currently in the certificate program. Note term and year of each student's enrollment in the program, candidacy status and current year in the Graduate School.
- C. An exit survey or similar evaluation from students who have completed the program.
- D. Application and acceptance data. What criteria were used to evaluate student admission? Provide summary data on these criteria. For students who were, or are, enrolled in Graduate School doctoral programs, provide the title of their dissertation (or project, if not in candidacy) and a list of their committee members (or advisor, if not in candidacy).
- E. An assessment of the program requirements. Have they met the need as originally envisioned? Do the courses and other requirements provide a useful and satisfactory educational experience for the graduate students?
- F. An assessment of course and faculty availability. Have sufficient elective and required courses been offered to meet the student needs? Over the next five years, will staffing levels continue to be sufficient?
- G. Recommendations for the future of the certificate program. Should the program be continued? What, if any, changes are necessary to enhance its viability and vitality?

GUIDELINES FOR NEW PROGRAM PROPOSALS

The guidelines below apply to proposals for the creation of new master's or doctoral degree programs or certificate programs. In addition, all modifications of existing degree or certificate programs that involve changes in degree or certificate requirements, course offerings, sequencing of requirements, or other substantive changes must be approved by the Graduate Executive Council.

A school or program planning to propose a new program must provide the Graduate School Dean and the Graduate Executive Council with a detailed letter of intent (see section I below) and meet with the Dean and executive council to discuss the proposed program in the academic year prior to the year in which the program will be formally submitted for consideration by the council. (See timeline in IV below.)

I. Letter of Intent for Proposed New Programs

The first step toward creating a new graduate program is to submit a letter of intent to the Graduate School that provides or addresses each of the following:

- A. A brief but thorough justification for the new program answering these questions:
 1. How will it enhance the development of the academic unit?
 2. Will the program meet an identifiable need? List similar programs in the region or nation.
- B. Describe likely academic backgrounds of potential students and placement of graduates.
- C. Which existing programs and schools will have a direct role in the proposed program? Provide a consultation plan for anticipated cognate programs and schools.
- D. Describe existing and projected faculty, information technology, laboratory and library resources required for the new program.
- E. Project required stipend support from the Graduate School budget if any.
- F. Project any other administrative or support expenses to be borne by the Graduate School. Describe any other internal or external sources of support.

II. Proposals for New Programs

When the letter of intent has been approved by the Executive Council and the Dean, the involved program or school must submit a full proposal that provides or addresses each of the following:

- A. A brief but thorough justification of the need for the new program. How will it enhance the development of the academic unit? Will the new program meet an identifiable need?
- B. A detailed description of the elements of the program. The description should include the following:
 - ▶ The course curriculum and the sequencing of courses. Are all the required courses available in the existing curriculum? If not, when will they be added, who will teach them, etc.?
 - ▶ A description of the requirements for advancement to candidacy. Will a formal examination or paper be required? What will be the format of the examination? How will the examination be administered or the paper evaluated?
 - ▶ A description of the advising procedures to be used for students in the program, especially in the years prior to the selection of a dissertation adviser.
 - ▶ Sample walk-throughs of students progressing through the program, showing possible sequence of courses.
 - ▶ A list of faculty participants in the program, their areas of expertise and their teaching and advising responsibilities within the program. List anticipated leaves for faculty participants for the next five years. How will faculty leaves affect the ability of the unit to launch and maintain the proposed program?
- C. Describe procedures to be used to recruit students for the program.
- D. Indicate the number of students to be admitted in the first and subsequent years and the steady state number of students anticipated for the program.
- E. Indicate the desired stipend level for students in the program. What are the stipend levels provided by comparable programs at other institutions? What will be the expectations with regard to summer study by students

in the program? What levels of funding will be necessary to support summer study?

F. Describe the availability of library holdings needed to support the proposed curriculum. Will additional library resources be required?

G. Describe availability of space needed to support the research and teaching activities of students. Will additional space be required?

H. Identify any costs that may be associated with starting the program other than student support (equipment, space, faculty, etc). How will those costs be funded?

I. Identify any potential sources of student support, or other support for the program, external to the program and the Graduate School.

J. Describe the impact of the creation of this program on the undergraduate programs present in the unit and on other graduate programs inside or outside the unit.

K. Describe teaching responsibilities students are likely to discharge. At what point in their careers will students normally teach? Will the courses listed in the program curriculum provide opportunities for students to serve as teaching assistants and associates? If not, how will the TATTO teaching requirements be met?

L. Provide a five year plan for teaching the required courses and sufficient electives to sustain graduate education. The plan should include specific faculty assignments to the courses. Where faculty members anticipate leaves during the five year period, indicate the replacement faculty who will teach. For each faculty member involved, the chair of his/her academic unit must provide written approval of the allocation of faculty teaching duties.

M. Describe how the proposed program will relate to other graduate programs at Emory. Have other programs been consulted about the proposed program?

N. Although it may be difficult to predict precisely, some indication of anticipated time-to-degree would be useful.

III. Program Evaluation and External Review

In addition to the criteria specified in the letter of intent and the proposal, all new programs will be evaluated in terms of the following three criteria:

- ▶ All new programs will be evaluated in relation to the strategic plans of the Graduate School, other relevant schools at Emory, and the University. Such evaluation implies formal consultation with the Deans of the relevant schools and the provost of the University.
- ▶ For the purposes of evaluating the success of the proposed program and providing advice on how best to develop it, the Graduate School requires an external review of the program or program submitting the proposal. Ideally the external review will occur as part of the regular review of the program or program. The review should address the potential for the proposed program to achieve a national level of excellence.
- ▶ All proposals for programs will be evaluated in terms of competing needs for resources among other proposed and existing programs. Such evaluations will be based, in part, on the results of the program review, prospects for career placement of graduates, and the strategic plans of Graduate School, other relevant schools and the University.

IV. Projected Schedule for New Program Proposals Initiated in 2008-2009

Letter of intent submitted in January, 2009.

Response from the Graduate Executive Council in April, 2009.

Full proposal submitted in November, 2009.

External review of proposed program during spring 2010.

Graduate Executive Council acts on the proposal in May 2010.

If passed the new program can be incorporated in the Graduate School budget proposal in fall 2010. The first class can be admitted for Fall 2011.

V. Submission Procedure

Send an electronic copy of the proposal to Donna Lynch-Cunningham dlynchc@emory.edu and one paper copy of the proposal with a letter from the Chair or Director of Graduate Studies, stating the Chair's approval and program support to the Graduate Executive Council, Graduate School, 209 Administration Building.

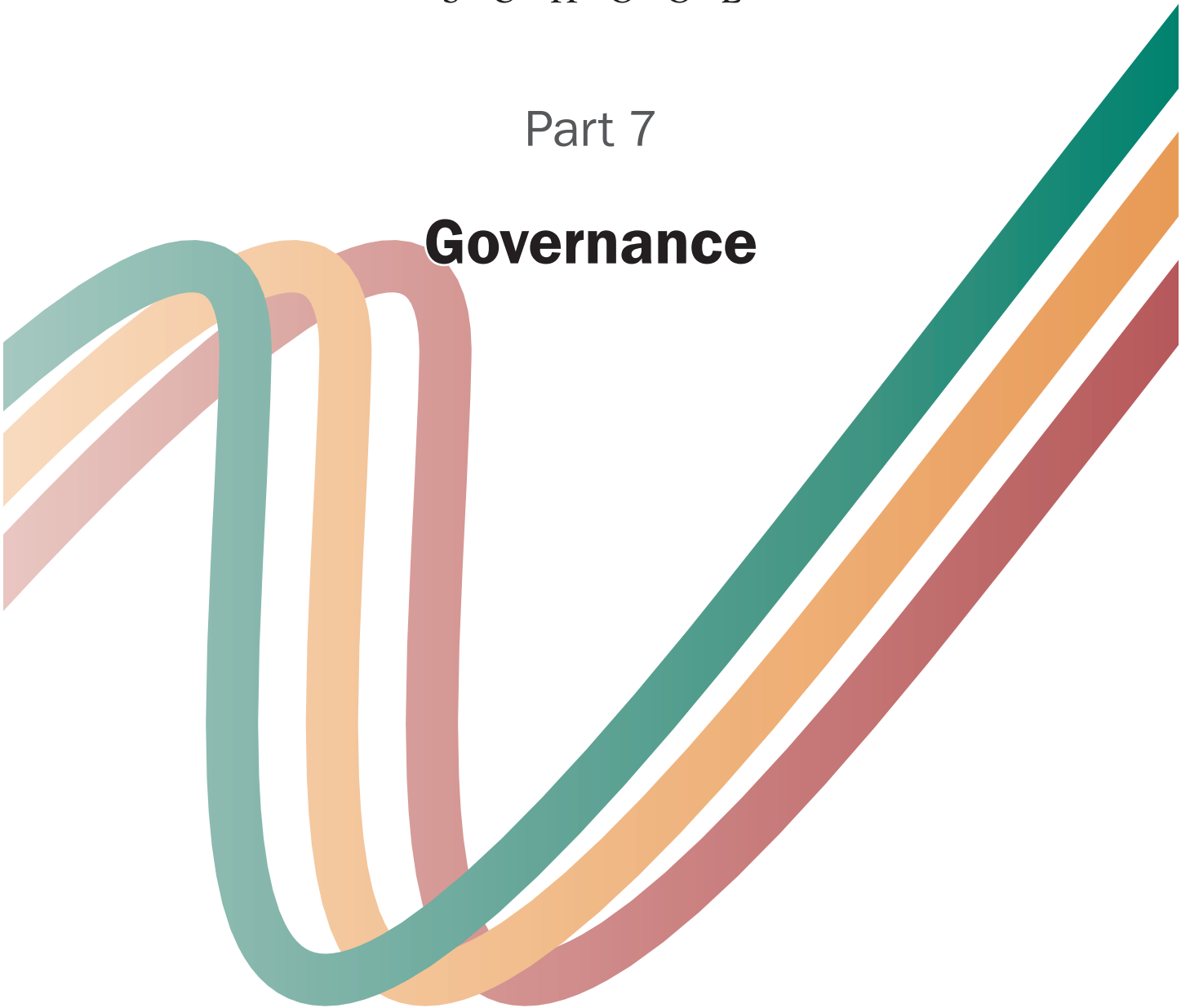


EMORY

GRADUATE
S C H O O L

Part 7

Governance



FACULTY GOVERNANCE

Submitted by the Committee on Faculty Governance, Thomas F. Remington, Chair, August 24, 1994

Amended by General Meeting of Graduate Faculty, February 28, 1995

Submitted to Graduate Faculty for approval by mail ballot; Approved, May 1995

The committee on faculty governance in the Graduate School met through the spring and summer of 1994 in accordance with the charge of the graduate faculty set at its meeting of November 2, 1993. At that meeting, the faculty called for the creation of a committee to review governance in the Graduate School and to recommend a structure of governance for its approval, modification, or rejection. In keeping with that charge, we hereby offer the following set of recommendations. As part of our deliberations, we administered a survey of the graduate faculty concerning their views about the current system and how it might be improved. We also reviewed several other universities' arrangements, and considered the normative documents of the Council of Graduate Schools, the principal association of American Graduate Schools. We would call the faculty's attention to the following statement from the Council of Graduate Schools:

Each institution should have a group of faculty members active in graduate programs who serve as a graduate council, review graduate curriculum proposals, set university-wide academic standards for graduate programs, and develop policies and procedures for the effective administration of graduate degrees. This or a similar group should determine all academic matters pertaining to graduate degree programs. Faculty members may be elected or appointed to the council. They should reflect the range and diversity of disciplines offering graduate degrees, but should understand that their responsibility is to represent the interests of graduate education as a whole, not of specific programs or programs.

Based on our work and our discussions, we offer the following plan for Graduate School governance to the graduate faculty for its consideration, and recommend its adoption.

I. Objective

To provide a more effective means for the faculty to discharge its responsibilities for instructional programs as set out by the university by-laws; to improve communication between administrators, faculty representatives, and faculty at large; to foster informed deliberation on the part of faculty, program Chairs and Directors of Graduate Studies, representatives of the faculty, and the administration on issues affecting graduate education.

II. General Provisions

A. The current system of faculty governance will be modified as follows:

1. The Executive Committee will be replaced by a Graduate Executive Council. It will comprise nine members, three from each division: humanities, social sciences, and sciences (see attached list). The representatives of each division will elect a divisional Chair who will be responsible for gathering additional information from and consulting with Chairs and program Directors on matters affecting the programs in the division. One of these will be elected faculty Chair by the executive council as a whole; the other two will be co-Chairs. This group will comprise the executive board of the Graduate Executive Council. The Chair of the executive board will be empowered to convene meetings of the Executive Council without the Dean but the only official policy-making meetings shall be those Chaired by the Dean. The executive council will meet once a month unless by a majority vote it chooses to meet at more frequent intervals.

2. The graduate faculty, observing that the university by-laws provide that the faculty holds responsibility for decisions pertaining to curriculum while the Deans are responsible for administration of programs, recognizes that in practice these domains are closely intertwined. Accordingly the Graduate Executive Council and Dean will jointly decide matters concerning:

- ▶ Approval of new programs and courses;
- ▶ Maintaining, revising, and implementing common standards of quality for instruction and student research in the Graduate School
- ▶ Evaluating priorities in allocating stipend and tuition budget funds
- ▶ Program development and planning for the Graduate School over multiple years
- ▶ The Dean of the Graduate School, though not a voting member, will Chair the executive council meetings. In the Dean's absence, the faculty Chair will Chair the meetings.

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3. The Dean, in consultation with the Chair of the Executive Council, will set the agenda of Executive Council meetings.
4. The executive council will be composed of members elected by mail ballot by the graduate faculty from among members of the graduate faculty. Nominations will be made by the executive council after consultation with program Chairs and the Directors of Graduate Studies. Decisions on a final set of nominees will be approved only at a second meeting of the executive council after the meeting at which the list was proposed. The executive council is encouraged to submit a list with at least two nominees for each vacant seat. Terms of service will be staggered, such that one third of the members will be newly elected each year and members will serve for three-year terms. The executive council will supply information about relevant experience and service of nominees to the faculty.
5. The executive council will consult with Chairs and DGSs as part of its deliberations. Policy changes affecting the curriculum of the Graduate School will require favorable votes by a majority of all members of the executive council, not just members present and voting. In those matters that in the opinion of the Graduate Executive Council concern the curriculum, a positive decision by the executive council will follow an advisory vote by the DGSs and consultations with Chairs and program Directors. The DGSs will have at least one-month prior notice of such votes. The executive council Chair or a designated co-Chair will attend the monthly DGS meetings and report on decisions taken by the council and on the agenda for future meetings. These reports are for the purpose of informing the DGSs, and through them the programs, of executive council activity, and to solicit proposals and ideas on issues for the agenda of the executive council.
6. Minutes of executive council meetings will be distributed in timely fashion to DGSs, Chairs and program Directors.

B. Graduate Faculty

1. The Dean will convene a general meeting of the graduate faculty once a year late in spring semester and report on the state of the Graduate School. The Dean and the Chair of the executive council will inform the faculty of important decisions taken in the past year and respond to questions and comments from the floor.
2. The executive council, by majority vote, the Dean or one fifth of the members of the graduate faculty may convene a general meeting of the graduate faculty at any time.
3. The graduate faculty, meeting as a whole or by ballot, may make decisions on any question falling within the competence of the faculty; a decision is adopted if a majority of all members of the graduate faculty (i.e. not just members present and voting) approve it.
 - ▶ **Sciences:** Biomedical Engineering, Biostatistics, Chemistry, Clinical Research, Epidemiology, Graduate Division of Biological and Biomedical Sciences (GDBBS), Mathematics and Computer Science, Nursing, Physics.
 - ▶ **Social Sciences:** Anthropology, Behavioral Sciences and Health Education (BSHE), Business, Division of Educational Studies, Economics, Health Services Research and Health Policy (HSRHP), History, Political Science, Psychology, Sociology, Women's Studies.
 - ▶ **Humanities:** Art History, Comparative Literature, English, Film Studies, French, Graduate Division of Religion (GDR), Graduate Institute of Liberal Arts (ILA), Jewish Studies, Music, Philosophy, Spanish.

2008-2009 Graduate Executive Council

Natural and Biomedical Sciences

Steve DeWeerth (BME)
Stefan Lutz (Chemistry)
Yoland Smith (Neuroscience – GDBBS)

Social Sciences

James Melton (History and German Studies)
Ralph DiClemente (BSHE)
Leslie Harris (History)

Humanities

Martine “Tina” Brownley (English)
Pamela Hall (Religion)
Rebecca Stone (Art History)

Directors of Graduate Studies

Each program shall have a Director of Graduate Studies who has primary responsibility for the graduate program, including advising students on matters regarding Graduate School policies and procedures; directing graduate recruitment and admissions; coordinating the development of program and course changes; managing program budgets; and serving as liaison for the program to the Graduate School. The Director of Graduate Studies will be appointed by the department Chair with prior approval of the Dean of the Graduate School. Each Director shall serve for a term of 3 years. A list of the current Directors of Graduate Studies is maintained on the Graduate School website.

Appointments Committee

The Appointments Committee will consist of three elected members, one from each of the divisions (humanities, social sciences, sciences) and two members appointed by the Dean. Elected and appointed members will serve a term of two years. The Appointments Committee will advise the Dean on the membership and composition of all award and fellowship committees for the Graduate School and any other committees that may be necessary to the business of the Graduate School.

2008-2009 Graduate School Appointments Committee

Members to be elected and appointed at the start of fall semester.

University Senate and Faculty Council Representatives

Steve Everet (Music)

Roxani Margariti (MESAS)

ees engage in scholarship and research responsibly, using the highest professional standards.

Dissertation advisors, research directors and administrative heads share responsibility for guaranteeing an open and equitable research environment that protects the interests of students, assistants and other vulnerable trainees. They should ensure that students are given due recognition for original work, that demands made upon students are reasonable, and that they are treated in interpersonal relationships with the same professional courtesy granted peer colleagues. Avenues must be available for students who feel their supervision or training is inadequate to bring this to the attention of the advisor, director or, if necessary, to the appropriate administrative head.

Dissertation advisors and research directors should meet regularly with students, fellows, and other collaborators to review their work and progress.

Dissertation advisors and research directors should serve as role models and maintain the highest standards in performance of research. They should encourage students to be open and to share ideas and information with other members of the scholarly community. They should ensure that the experience of their students serves to prepare them to become independent scholar and researchers.

E. Education of Graduate Students in Research Ethics and Integrity

Ethical issues and questions in the conduct of scholarship should be made an integral part of the education of all graduate students. Research directors are responsible for establishing a training environment in which value-related issues are discussed freely. The director should expect and foster at least a minimal level of familiarity with ethics as related to scholarship. The goals should be to teach students and other trainees how to identify ethical issues and how to address the common ethics-related questions that arise in the course of investigation and publication.

Heads of departments, divisions, and programs are responsible for fostering the teaching of ethics within their unit. An ethics component of the curriculum should provide students and faculty with the intellectual tools and interactional skills to apply ethical thinking to everyday problems encountered in their research. Ethical issues, concepts and theoretical grounding should be introduced as part of the orientation of all graduate students and trainees.

F. The Social Responsibility of the Scholar

Scholars have an obligation to ensure that scholarship is not misused and that it does not become a tool for abuse. Scholars are more likely than others to know the limits and conditions of current knowledge in their own fields, and the problematic aspects of using this knowledge to make public policy. Scholars have a right and a responsibility to make their voices heard when their scholarship and their contribution to society are being misquoted, misunderstood, or misapplied. (Adapted from S.J. Bird, President's Remarks, "Professional Responsibility", AWIS Magazine, 20:2, 1991.) Scholars are also responsible for being familiar with all University policies related to research including copyright and patent policies, Policies and Procedures for Investigation of Misconduct in Research, and these guidelines.

7.9.02 The Conduct of Scientific Research

The following paragraphs refer specifically to scientific research and serve as an addendum to the broader guidelines described above.

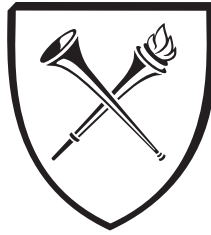
A. Authorship and Responsibility for Scientific Research Activities

The head of each division, department, or program is responsible for assuring that (1) every laboratory or research unit has a designated preceptor (i.e., supervisor, mentor, or director), and (2) that each trainees (e.g., post-doctoral fellow, junior investigator, graduate or undergraduate student) has a specific faculty research preceptor. Usually a research preceptor will be a full-time faculty member of a University department or a laboratory head in an Emory-affiliated research facility or hospital.

B. Establishing the Quality of Scientific Research

The research director is responsible for assuring close personal supervision of the research of students including the design of research protocols, approval by appropriate committees, data gathering and recording, statistical analysis, interpretation of results, preparation of manuscripts, submission and revision of manuscripts for publication, and presentations at scholarly meetings.

The laboratory head is responsible for informing each new staff person and investigator (faculty, student, or fellow) of applicable federal, state and institutional regulations for conduct of studies involving humans, animals,



EMORY

GRADUATE
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Part 8

Selected University Policies



UNIVERSITY POLICIES AND REGULATIONS

The University policies in this section were current as of the publication of the Handbook, but may since then have changed. For up to date versions of University policies, please visit <http://policies.emory.edu>/or the web pages of the appropriate entities.

STATEMENT OF GUIDING ETHICAL PRINCIPLES

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

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

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

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

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

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

*Approved by the Board of Trustees
9 February 2005*

POLICY 7.9 GUIDELINES FOR RESPONSIBLE CONDUCT OF SCHOLARSHIP AND RESEARCH

Responsible Official: VP for Research Administration
Administering Division/Department: Research Compliance
Effective Date: April 30, 2007
Last Revision: April 30, 2007

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

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

Applicability

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

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

The guidelines address the following concerns:

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

Policy Details

7.9.01 The Conduct of Research and Scholarship

A. Authority and Responsibility for Research Activities

The head of each division, department or program is responsible for assuring that each fellow or student has a specific faculty research director or dissertation advisor. Usually a dissertation advisor or research director will be a full-time faculty member of a University department. This responsibility should not be construed as carrying rights of authorship, consultation, or approval of manuscripts prior to publication.

B. Establishing the Quality of Research

Primary assurance of the quality of research stems from the scholarly qualifications of individual faculty members. All faculty members are ultimately responsible for the scholarly character, accuracy, and reliability of their own research and for that conducted under their supervision. Each scholar is also responsible for the integrity and originality of his/her own research. The most effective single process for ensuring research of high quality is peer review, both formal and informal. Informal review occurs through departmental and interest-group seminars and research discussion groups. Each division, department, or program should encourage such informal review procedures. Formal review will be accomplished by existing review committees (e.g., tenure and promotion committees) that are charged with the task of evaluation of the merit and relevance of research. (An example of an external committee is an NIH study section.)

Faculty should establish an intellectual atmosphere that promotes high academic and moral standards and in which issues of social responsibility and professional ethics are addressed.

Emory University's formal policy governing investigations of misconduct in research ("Policies and Procedures for Investigation of Misconduct in Research" Emory University, 2 March 1989.) should be followed when allegations of research improprieties have been made. That document, which is incorporated by reference, should be on file in the office of each laboratory head and faculty member and should be distributed to all members of the research team.

C. Authorship of Publications

By virtue of the multiplicity of sources of concepts and information upon which any piece of scholarship is based, it is essential that proper attribution be emphasized in the presentation of ideas and the publication of manuscripts.

Authorship should be granted to, and only to, those persons who have made appropriate contributions to the conceptualization, design, execution, or interpretation of the work reported. Individuals who have made lesser contributions such as providing advice, analyses, subject material, or who may have supported the research in other ways, should be acknowledged. The principal author should determine if such individuals should be listed as authors. In some fields, written permission may be required for acknowledgments. In factual or scientific reports, authors should take care to cite relevant data including that which does not support the hypothesis being presented. It is an author's responsibility to be familiar with and to cite other publications relevant to his/her work. It is unethical, and inimical to the scholarly endeavor, to submit the work of others, in whole or in part, as one's own, to fabricate research results, or to suppress or alter information. (Modified from "Ethical Guidelines for Publication of Research", *Endocrine Reviews*, 10:1, 1989 and "Authorship and Other Credits", N. Fotion and C.C. Conrad, *Annals of Internal Medicine*, 100:592, 1984.) Authors who wish to cite information learned personally or from unpublished materials should obtain written permission from the source.

It is inappropriate to submit abstracts of research, or reports of the same research to more than one publisher unless the action is authorized by the editors of each publication or multiple submission is the accepted standard of practice in a discipline/field. Preliminary accounts of abstracts of work already published should be referenced in any complete report of that work.

Multi-authorship raises issues such as criteria for inclusion as an author, ability or each author to evaluate all aspects of a study, and sequence of listing of authors. Authors should discuss these issues openly before initiating a multi-author project and repeatedly during the course of such work. The submitting or primary author has responsibility for coordinating the completion and submission of the work, and for assuring that the contributions of all collaborators are appropriately recognized. All authors should approve the final version of a manuscript and should be prepared to take public responsibility for the work. ("Ethical Guidelines for Publication of Research" and "Authorship and Other Credits").

Every author and co-author is responsible for composing, reviewing, and verifying those portions of a manuscript, publication, or presentation that represent his/her contribution. Each author should sign a standard form or statement of verification attesting to the authenticity of the manuscripts. The signatures should be appended to the final manuscript. All co-authors are entitled to make appropriate copies of a manuscript, including figures and appended documents.

D. Supervision of Student Scholarship

The academic institution's responsibility to educate and prepare students to enter society and to practice their disciplines with high ethical standards does not cease with formal course work. The University and its faculty have an obligation to the academic community, the public, and the student to ensure that all students and train-

radioactive and other hazardous materials, and recombinant DNA. Laboratory heads are responsible for informing personnel in their laboratories about existing Emory University policies and these guidelines. The laboratory head is also responsible for explaining and discussing the relevant requirements for the responsible conduct of research with trainees, fellows, and visiting scientists in the laboratory, and to ensure that such requirements are met.

The distinction between intellectually-driven inquiry and commercially-targeted research is sometimes vague. Many respected faculty are committed to developing and to studying tools, techniques and processes whose primary purpose is to promote the health or welfare of society in areas having potential commercial value. The preceptor is responsible for assuring that such investigations meet the same standards of quality and reproducibility as investigations of a more basic nature. Furthermore, any faculty member that has financial interests in a company sponsoring his/her research should disclose such financial interests to the chair and dean/director to avoid potential or real conflicts of interest.

In keeping with the principle of fostering reproducibility in science, and in the absence of patent or copyright considerations, novel compounds and reagents used for experiments should be made available or appropriately described means for obtaining these should be given to other competent members of the research community upon request and after execution of a material substance transfer agreement. The senior investigator should have the latitude to make a fair and balanced response to requests for all research substances, including novel compounds and reagents.

Clinical research requires special attention to issues of informed consent and confidentiality. Because patients have a right to assume that decision about their treatments are made in their best interests, the physician-investigator should disclose all significant alternatives and risks to patient-subjects so that they can make an informed judgment about participation. Signed copies of informed consent must be placed in the patient's clinical records as well as with research records. Clinical research records remain the property of the University; the administrative heads of the department/division of the faculty conducting clinical trials are responsible for maintenance of the records. Faculty members may make copies of the records upon departure from the University, as well as the company which sponsors the clinical trials.

C. Access to and Retention of Scientific Research Protocols and Data

Both the research director and the University have responsibilities and, hence, rights concerning access to, use of, and maintenance of original research data. ("Ownership of Research Data". Estelle A. Fishbein, *Academic Medicine*, 66:129, 1992 and "Workshop Summary". L.J. Rhoades, *Data Management in Biomedical Research: Report of a Workshop*, USPHS, pp. 2-9, 1990.) Consistent with the precepts of academic freedom and intellectual integrity, the investigator/scholar has the primary authority to make judgments involving the use and dissemination of the data.

Each faculty member/preceptor is ultimately responsible for the maintenance and proper retention of research records. These records should include sufficient detail to permit examination for the purposes of replicating the research, responding to questions that may result from unintentional error or misinterpretation, establishing their authenticity, and confirming the validity of the conclusions.

Each preceptor should maintain a laboratory manual that describes all major procedures. Correspondence with institutional review committees and records of the use of controlled substances and radioactive materials should be maintained as part of the research record in accordance with governmental, regulatory, and University policies.

A standardized system of data organization should be adopted and should be communicated to all members of a research group and to the appropriate administrative person. The appropriate administrative person should be determined by the sub-unit.

Where feasible, all original primary data are to be retained by the faculty member or by his or her designee. Accepted practices for retaining data vary among disciplines and depends on the perishability nature and logistics of retaining each type of data. Each investigator should treat data properly to ensure authenticity, reproducibility and validity and to meet the requirements of relevant grants and other agreements concerning the retention of data. Primary data should be reserved for a reasonable duration to ensure that any questions raised by the researcher, colleagues, or readers of any published results can be answered. It is recommended that, where feasible, data be retained for seven years; in circumstances where there are no federal or other requirements such as those referred to in the Appendix, sub-units of the University may wish to establish uniform standards and procedures for retention and destruction of data. Data should not be destroyed without proper notification of and approval by an appropriate administrative person. In unusual cases (e.g., data used for a patent application filed by the

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University), it may be necessary for original data to be kept at the University. Potentially patentable data should be signed and dated by the preceptor at the time they are entered into notebooks or maintained by other methods of retention in the event the results are questioned.

In the event the scholar leaves the University, an Agreement of Disposition of Research Data may be negotiated by the scholar and the department chair or dean to allow the scholar's data, notebooks, and other data retention materials (other than clinical research records) to be transferred to the new institution. Consistent with the same precepts, and to fulfill its obligations to funding sources and others, the University will ensure in such agreements access to the transferred data for purposes of review. In unusual cases (e.g., data used for a patent application filed by the University) it may be necessary for original data to be kept at the University. In such cases an individual written agreement shall be signed which preserves the scholar's right to access and copy (where practical) such data. In cases of multi-institutional studies, the institution of the primary study director is ultimately responsible for guaranteeing appropriate access to, use of, and retention of original data.

7.9.03 References

"Policies and Procedures for Investigation of Misconduct in Research", Emory University, 2 March 1989.

Modified from "Ethical Guidelines for Publications of Research", *Endocrine Reviews*, 10:1, 1989.

"Authorship and Other Credits", N. Fotion and C. C. Conrad, *Annals of Internal Medicine*, 100:592, 1984.

Adapted from S. J. bird, President's Remarks, "Professional Responsibility", *AWIS Magazine*, 20:2, 1991.

"Ownership of Research Data", Estelle A. Fishbein, *Academic Medicine*, 66:129, 1992.

"Workshop Summary", L. J. Rhoades, *Data Management in Biomedical Research: Report of a Workshop*, USPHS, pp. 2-9, 1990.

7.9.04 Appendix

Record Retention: Grants and Other Types of Agreements

General Regulation:

OMB (Office of Management and Budget) Circular A-110 (Uniform Administrative Requirements for Grants and Agreements of Higher Education, Hospitals and Other Non-Profit Organizations). This regulation applies to all federally funded grants and other types of agreements.

Records must be retained for at least three (3) years from the date of the submission of the final expenditure report.

Specific Agencies (for example):

Health and Human Services: 45 CFR (Code of Federal Regulations) 74(D): Records must be retained for at least three (3) years from submission of last expenditure report.

US Department of Education: 34 CFR 74(A): Records must be retained for at least three (3) years from submission of last expenditure report.

Records and Reports: Clinical Trial Agreements

Food and Drug Administration: 21 CFR 312.62: In general, records must be retained for at least two (2) years following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, until two (2) years after the investigation is discontinued and FDA is notified.

Food and Drug Administration: 21 CFR 56.115: Regarding IRB records: Records required by this regulation shall be retained for at least three (3) years after completion of the research.

Related Links: Current Version of This Policy: <http://policies.emory.edu/7.9>

HUMAN SUBJECTS AND ANIMALS IN RESEARCH

Human Subjects in Research

Federal Register 45 defines research as “a systematic investigation, including research development, testing and evaluations, designed to develop or contribute to generalizable knowledge.” Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities. A human subject is defined as “a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.”

The University’s Institutional Review Board (IRB) must review all research involving human subjects.

The procedures, approval forms, and committee structures are explained on the IRB’s website at www.emory.edu/IRB/. For additional information about the IRB procedures, please contact the IRB at 404-712-0720 or irb@emory.edu.

Using Animals in Research (NIH Publication No. 06-6009)

Principal Investigators are responsible for the scientific and technical aspects of a grant award and must ensure compliance with Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals when using live, vertebrate animals. PHS Policy incorporates U.S. Government Principles, the Guide for the Care and Use of Laboratory Animals, and the Report of the American Veterinary Medical Association (AVMA) Panel on Euthanasia. Vertebrate animals include traditional laboratory animals, farm animals, wildlife, and aquatic animals. Animal use encompasses research, teaching, or testing. “Proper use of animals, including the avoidance or minimization of discomfort, distress, and pain when consistent with sound scientific practices, is imperative” (U.S. Government Principle IV, 1985)

The Emory University Institutional Animal Care and Use Committee (IACUC) must review all research involving animals. The procedures and forms are available on the IACUC website (www.emory.edu/IACUC/). In addition, the Emory IACUC will monitor approved protocols to ensure compliance, including inspecting all areas where animals are used or housed. Please contact the IACUC office at 404-712-0734 if you have any questions about using animals in research at Emory University.

Good animal care and good science go hand in hand.

UNIVERSITY-STUDENT RELATIONSHIPS

- A. The Board of Trustees of Emory University has adopted a statement of policy dealing with university-student relationships, a digest of which follows:
- B. Emory University was founded on Christian principles by the Methodist Church and proudly continues its church relationship as an agency dedicated to seeking and imparting truth.
- C. Emory University admits qualified students of any sex, sexual orientation, age, race, color, religion, national origin, veteran status, or disability to all of the rights, privileges, programs, and activities generally accorded or made available to students at Emory University. It does not discriminate on the basis of sex, sexual orientation, age, race, color, religion, national origin, veteran status, or disability in administration of its educational policies, admission policies, scholarship and loan program, athletic, and other Emory University-administered programs.
- D. Attendance at Emory University is a privilege and not a right; however, no student will be dismissed except in accordance with prescribed procedures. Students applying for admission do so voluntarily and are free to withdraw at their pleasure, subject to compliance with the regulations of their school or college governing withdrawal and to the fulfillment of their financial obligations to the University.
- E. Upon matriculation at Emory, each student agrees to be bound by the rules, policies, procedures, and administrative regulations as they exist at the time of admission and as they may be changed by duly constituted authority.
- F. By admission as a student at Emory University, a person acquires the right to pursue the course of study to which he or she is admitted and to be treated with the dignity appropriate to an adult in all matters relating to the University, and in the same spirit the student shall comply with the rules and regulations of Emory University.
- G. Students will be provided the opportunity to participate in the development of rules and procedures pertaining to university affairs to the extent that such participation and the results thereof, as determined by the Board of Trustees or its designated agent, are consistent with orderly processes and with the policies and administrative responsibilities of the Board of Trustees and the administration.
- H. The University expects students to conduct themselves with dignity, courtesy, responsibility, and integrity and with due respect for the rights of others, realizing that sobriety and morality are not personal but are essential to the maintenance of a free and orderly society.
- I. Membership in and rules governing admission to student organizations shall be determined by the organizations themselves, and such rules shall not be required to be uniform so long as the same do not contravene any policy established by the Board of Trustees.
- J. Emory University is an educational institution, not a vehicle for political or social action. It endorses the right of dissent and protects and encourages reasonable exercise of this right by individuals within the University. Because the right of dissent is
- K. Individuals associated with Emory represent a variety of viewpoints; the University fosters the free expression and interchange of differing views through oral and written discourse and logical persuasion.
- L. Dissent, to be acceptable, must be orderly and peaceful and represent constructive alternatives reasonably presented.
- M. Coercion, threats, demands, obscenity, vulgarity, obstructionism and violence are not acceptable.

POLICY 1.3 EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT POLICY

Effective Date: April 13, 2007

Last Revision: April 13, 2007

Overview

This policy is a republishing of the Emory University Equal Opportunity and Discriminatory Harassment Policy, which previously was published at: <http://www.emory.edu/EEO/equalopportunitydiscriminatoryharassment.htm>

The effective date represents only the date that this version was published on policies.emory.edu and does not reflect the original effective date of this policy.

Policy Details

1.3.1. INTRODUCTION AND STATEMENT OF PRINCIPLES

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

The University, as an employer, is also committed to following applicable laws and maintaining an environment that is free of unlawful harassment and discrimination.

Thus, in accordance with federal law and its commitment to a fair and open campus environment, Emory cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, sex, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law. Emory University welcomes and values all who work on campus, in whatever capacity, and promotes an open and genuinely diverse environment.

1.3.2. EQUAL OPPORTUNITY POLICY

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

1.3.3. DISCRIMINATORY HARASSMENT POLICY

In keeping with its commitment to maintaining an environment that is free of unlawful discrimination and in keeping with its legal obligations, Emory maintains a policy prohibiting unlawful harassment (and discouraging conduct that, while not unlawful, could reasonably be considered harassment as defined below). Discriminatory harassment of any kind is not appropriate at Emory, whether it is sexual harassment or harassment on the basis of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law. At the same time, Emory recognizes the centrality of academic freedom and the University's determination to protect the full and frank discussion of ideas. Thus, discriminatory harassment does not refer to the use of materials about or discussion of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, etc. for scholarly purposes appropriate to the academic context, such as class discussions, academic conferences, or meetings.

A. Definitions and Description of Prohibited Conduct.

1. Sexual Harassment

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Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- ▶ Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment (or a student's status)
- ▶ Submission to or rejection of such conduct by an individual is used as the basis for employment decisions (or academic decisions) affecting such individual or
- ▶ Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance (or a student's academic performance) or creating an intimidating, hostile, or offensive work (or academic) environment.[1]

Under the law, sexual harassment does not refer to occasional compliments or conduct of a socially acceptable nature. Nor does it refer to the use of materials or discussion related to sex and/or gender for scholarly purposes appropriate to the academic context. It does refer to any non-academic remarks or actions of a sexual nature that are not welcome and are likely to be viewed as personally offensive. This can include but is not limited to any of the following activities that are unwelcome by the recipient: physical or verbal advances; sexual flirtations; propositions; verbal abuse of a sexual nature; vulgar talk or jokes; degrading graphic materials or verbal comments of a sexual nature about an individual or his or her appearance; the display of sexually suggestive objects outside a scholarly context and purpose; and physical contact of a sexual or particularly personal nature. Cartoons, pictures, or other graphic materials that create a hostile or offensive working environment may also be considered as harassment. In addition, no one should imply or threaten that an employee's, applicant's, or student's "cooperation" with unwelcome sexual advances or requests for sexual favors (or refusal thereof) will have any effect on the individual's employment, assignment, compensation, advancement, career development, grades, or any other condition of employment or status as a student.

2. Discriminatory Harassment of a Non-Sexual Nature

The regulations defining sexual harassment clearly state that the same principles apply to harassment on the basis of any characteristic that is protected by law. Thus, Emory's policy prohibits discriminatory harassment of a non-sexual nature, which includes verbal, physical, or graphic conduct that denigrates or shows hostility or aversion toward an individual or group on the basis of race, color, religion, ethnic or national origin, gender, age, disability, veteran's status, or other status protected by applicable law and that

- ▶ Has the purpose or effect of creating an intimidating, hostile, or offensive employment, educational, or living environment; or
- ▶ Has the purpose or effect of unreasonably interfering with an individual's work performance or a student's academic performance.[2]

Emory also adopts these principles with regard to discrimination or discriminatory harassment on the basis of sexual orientation, gender identity and gender expression. As affirmed in the "Statement of Ethical Principles" adopted by the University in November 2004, "Emory seeks to uphold the dignity and rights of all persons through fair treatment, honest dealing, and respect. Emory is committed to creating an environment of work, teaching, living and learning that enables all persons to strive toward their highest potential."

Prohibited behavior may, for example, include conduct or material (physical, oral, written, or graphic, including e-mail messages posted or circulated in the community) involving epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that serves no scholarly purpose appropriate to the academic context and gratuitously denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor protected by applicable law.

3. Applicability of Policy

In determining whether the conduct at issue is sufficient to constitute discriminatory harassment in violation of this Policy, the conduct will be analyzed from the objective standpoint of a "reasonable person" under similar circumstances. No violation of the Policy should be found if the challenged conduct would not create a hostile environment (i.e., substantially affect the work environment of a "reasonable person.") See EEOC Policy Guidance on Current Issues of Sexual Harassment at www.eeoc.gov.

All harassing conduct prohibited by this Policy, whether committed by faculty, staff, administrators, or students, is strictly prohibited and will bring prompt and appropriate disciplinary action, including possible termination of

employment or permanent exclusion from the University. This Policy shall apply to any Emory-sponsored event or program, whether on or off campus, or other situations in which the Respondent is acting as a member of the Emory community.

The level of discipline imposed will depend upon the severity and pervasiveness of the conduct, which may be determined by the existence of prior incidents of harassment or discrimination. Depending upon the severity of the offense, however, a single violation of this Policy may be sufficient for termination of employment.

B. Prohibition Against Retaliation.

Retaliation against an individual who, in good faith, complains about or participates in an investigation of an allegation of discrimination or harassment is prohibited by University policy. Any individual who feels he or she has been retaliated against, or has been threatened with retaliation, should report that allegation immediately to the Office of Equal Opportunity Programs (EOP).

C. False Accusations.

Anyone who knowingly makes a false accusation of discrimination, harassment, or retaliation will be subject to appropriate sanctions. However, failure to prove a claim of discrimination, harassment, or retaliation does not, in and of itself, constitute proof of a knowing false accusation.

1.3.4. RESOLUTION PROCESS

Emory is committed to the values of respect, civility, and community as set forth in the Statement of Ethical Principles. In addition to being unlawful, sexual and discriminatory harassment interfere with the University's educational mission and the practice of community. Individuals who believe that they have experienced or witnessed acts of discrimination or discriminatory harassment may seek resolution through several pathways. Any or all of the following steps may be pursued in resolving an incident of alleged discrimination or harassment.

A. Communicate Directly with the Alleged Harasser.

If the person feels comfortable speaking directly with the alleged offending person to address concerns and obtain an appropriate resolution, he or she is encouraged to do so. Please understand that, while this method of resolution may be successful in solving the immediate problem, Emory will be unaware of the problem and thus unable to take any additional steps that might be necessary to address broader concerns. Individuals who choose not to address the alleged harasser directly, or who have not obtained a satisfactory resolution following such a discussion, are encouraged to utilize one of the other methods outlined below for addressing their concerns.

B. Enlist the Assistance of a Community Facilitator.

An individual also has the option to pursue informal investigation, clarification and mediation through a Community Facilitator. To facilitate early resolution of alleged discrimination or harassment, and to encourage engagement by individuals familiar with the context of the complaint, the Community Facilitator will be chosen by the aggrieved individual from a pool of Community Facilitators. The Provost or his/her designee, in consultation with Deans, Department/Program chairs, division heads, and the President of the University Senate, will select the members of the pool from across the University. There shall be 15 to 20 Community Facilitators in the pool, at least one member from each school or business unit within Emory. They shall serve three year terms, with approximately one third of the members rotating out of the pool each year.

To ensure a high quality of peer support across units, all Community Facilitators will undergo training on dispute resolution and issues related to harassment and discrimination. As mechanisms for informal dispute resolution, the Community Facilitators do not have the right to sanction or punish, but rather to discuss the alleged conduct with the alleged harasser, to act as a mediator, and, if warranted, to seek a commitment from the alleged harasser to comply with this Policy. If in the opinion of the Community Facilitators, all good faith efforts to resolve the situation have been exhausted, the Community Facilitator may end the process and refer the matter to EOP.

As members of the University community, Community Facilitators have the obligation to report all allegations of discrimination or harassment to EOP and the Provost or his/her designee. Such reporting will allow Emory University to monitor and react to trends related to allegations of discrimination and harassment, and to recommend further action, if necessary.

If at any point in this process, the complainant determines that this method of resolution is unsatisfactory, he/she has every right to file an internal complaint with EOP or an external complaint with EEOC. The Respondent also has the right to refuse to participate in the Community Facilitator process.

C. File an internal complaint.

If an employee or student believes that he or she has been the victim of discrimination or discriminatory harassment, he or she may promptly report, without fear of reprisal, the facts of the incident and the name(s) of the individual(s) involved to the Office of Equal Opportunity Programs, located in Room 110 of the Administration Building. Dr. Robert W. Ethridge is the Vice President of Equal Opportunity Programs and he may be reached at (404) 727-6016. This initiates a complaint. Alternatively, the employee or student may report the situation to his or her immediate supervisor, department head, or Dean, who will immediately notify EOP of the complaint. Supervisors must immediately report any complaints they receive or incidents of alleged harassment or discrimination they witness to the Vice President of Equal Opportunity Programs, Robert W. Ethridge. However, if the complaint relates to the Vice President of Equal Opportunity Programs, the complaint should be directed to the Provost, or his designee, who shall appoint an appropriate investigator. The Office of Equal Opportunity Programs (or an alternate investigator, where appropriate) will investigate all timely claims of harassment and discrimination, regardless of whether such complaints are reduced to writing. All complaints of discrimination and harassment will be treated in the strictest confidence possible under the particular circumstances.

All complaints of discrimination or harassment should be filed as soon after the offending conduct as possible, but in no event more than 180 calendar days after the most recent conduct alleged to constitute discrimination or harassment.

Emory will not retaliate or take any adverse action against anyone for truthfully reporting conduct that he or she believes to be in violation of this Policy, or for participating in good faith in an investigation of alleged discrimination or harassment, or for participating in any proceeding or hearing relating to such complaints.

Upon receipt of a complaint, the Vice President for Equal Opportunity Programs (or an appropriate alternate investigator) will assign an investigator who will, within thirty calendar days, investigate the circumstances of the allegations. However, if additional time is needed to conduct a thorough investigation, EOP may, in its discretion, extend the time for completing the investigation as reasonably necessary. In this case, EOP will notify the Complainant and the Respondent of the extension.

The investigation will include interviews with the complaining party, the Respondent, and any material witnesses identified, as well as a review of any documents or other evidence. The complaining party and the Respondent will be kept apprised of the conduct of the investigation and will be given the opportunity to provide any additional relevant information to the investigator, including the names of additional witnesses to contact and/or additional documents to review before the investigation is closed. At any time before the conclusion of the investigation, the Dean or equivalent division head of the unit of the University to which the Respondent is assigned may take interim emergency action (not involving reduction of compensation) until the conclusion of the investigation.

The final written determination will state only whether, based on EOP's investigation, there was a violation of this Policy. The Complainant and Respondent will be promptly notified of the final determination. The Office of Equal Opportunity Programs shall have no independent authority to impose sanctions.

If EOP finds that there has been a violation of this policy and if the Dean or division head seeks advice as to the appropriate penalty, EOP may provide a recommendation as to the appropriate sanction. The Dean or division head will then be responsible for deciding upon and imposing disciplinary action as soon as reasonably possible, but no more than one month after receiving the final determination and advice of EOP. The Dean or deciding official shall notify EOP of the penalty imposed, if any.

Sanctions imposed on those employees who have been found to be in violation of the University's Equal Opportunity Policy or its Discriminatory Harassment Policy shall be commensurate with the severity and/or frequency of the conduct, and shall be adequate and sufficient to prevent such conduct in the future. The sanctions may include, but are not limited to, an apology to the victim; a verbal or written reprimand; a requirement to attend remedial training; appropriate workplace restrictions; denial of a merit pay increase or other benefit; denial of promotion; or reassignment, suspension or separation from the University. Staff members who receive disciplinary penalties under this policy may consult Human Resources for information about the Grievance process, which may be used to challenge alleged violations, misinterpretations, or inequitable application of policies or procedures.

Issues Specific to Faculty:

If at any time during the investigation, a bona fide question arises out of a conflict between the principles of academic freedom and the requirements of this Policy, the Respondent or the Vice President for Equal Oppor-

tunity Programs may request that the Provost or his/her designee appoint a Faculty Review Panel to review the evidence and to provide advice to the EOP as to whether there was a violation of Policy. If the Provost agrees that the situation involves a bona fide conflict between the principles of academic freedom and the requirements of this Policy, he/she shall appoint a Faculty Review Panel. The convening, investigation and recommendation of the Faculty Review Panel will be concurrent with the investigation of EOP. The Faculty Review Panel will consist of a group of 5 to 7 faculty members, 3 of whom are from the Respondent's school, who will be chosen by the Provost from among a pool of eligible faculty members who are elected by University faculty. Once selected by the Provost, the Faculty Review Panel may question the Respondent, the Complainant, and any other witness necessary to adequately address the issue. The Faculty Review Panel may also review the EOP investigatory file and any other documentary evidence needed. The procedures shall be kept as confidential as possible so as to respect the rights of all involved parties. At the conclusion of its review, the Faculty Review Panel shall provide a recommendation to EOP as to whether they believe that there was a violation of the Discriminatory Harassment Policy. EOP shall include the recommendation of the Faculty Review Panel in submitting the final report to the Dean. The Dean shall make the final decision as to what, if any, sanctions may be appropriate under the circumstances.

Following a determination of sanctions, faculty may avail themselves of avenues of appeal as listed in the Statement of Principles Governing Faculty Relationships. Specifically, a faculty member shall be entitled to a hearing of the Faculty Hearing Committee when the sanction imposed by the Dean for violation of this Policy is the suspension, transfer, or termination of his/her employment.

D. File an External Complaint.

An individual who believes that he or she has been subjected to unlawful discrimination, harassment, or retaliation has the right to file a complaint with an appropriate local, state, or federal agency, such as the Office of Civil Rights (OCR) or the Equal Employment Opportunity Commission (EEOC), within applicable time limits. In addition, any person who is dissatisfied with Emory's internal procedures utilized for handling complaints, or who is dissatisfied with the result of the investigation or the sanctions imposed, may seek redress through the EEOC, to the extent allowed by law. The Complainant should be aware that filing a complaint with the University's Office of Equal Opportunity Programs or other University resource does not extend or postpone the deadline for filing with external agencies. In the event that a complaint is filed with an external agency or court, the University reserves the right to determine, in its discretion, whether the University's internal complaint resolution procedure should be discontinued or continued separately.

1.3.5. OTHER

A. Complaints Against Vendors, Contractors, and Third Parties.

Emory's commitment to providing members of its community with a working and learning environment that is free of discriminatory harassment includes freedom from inappropriate conduct by vendors, contractors, and third parties. If a member of the University community believes he or she has been subjected to harassing conduct by a vendor, contractor, or third party, he or she should report such conduct to the Office of Equal Opportunity programs, to his or her immediate supervisor or Dean, or to a higher University official. Such complaints should be forwarded to the Office of Equal Opportunity Programs immediately. EOP will work with the complaining party to investigate the complaint, and the University will take prompt corrective action if inappropriate conduct is found to have occurred.

B. Complaints Against Students.

Students are bound by the principles outlined in this policy. However, complaints against students (when acting in the capacity as a student) shall be resolved under the Conduct Code provided by that student's school or college (unless the student's school or college conduct code provides otherwise.) Investigation of complaints against students who are acting in the capacity of an employee shall be conducted by the Vice President for Equal Opportunity Programs, or his/her designee, who shall report his/her findings and recommendations to the Vice President and Dean for Campus Life and the Dean of the school or college in which the student is enrolled.

[1] Words or phrases in italics reflect language appearing in applicable statutes or regulations. See Code of Federal Regulations, 29 C.F.R. Section 1604.11.

[2] See 29 C.F.R. Section 1604.11.

POLICY ON CONSENSUAL TEACHER-STUDENT RELATIONSHIPS

The relationship between teacher and student is the foundation of the academic mission of the University. This relationship vests considerable trust in the teacher, who, in turn, bears the responsibility to serve as mentor, educator and evaluator. In discharging this responsibility, teachers are accountable for behaving in a manner that reflects the highest levels of professional responsibility, recognizes the dignity and worth of each person at the University, and protects the integrity of the student-teacher relationship.

Faculty-student relationships carry risks of conflict of interest, breach of trust, abuse of power, and breach of professional ethics. For these reasons, teachers must not engage in any consensual sexual relationships with a student while the faculty member is in a position of supervisory academic authority with respect to the student. Nor may a teacher assert any supervisory academic authority with respect to a student who was the subject of a previous consensual sexual relationship. This prohibition extends to consensual sexual relationships between a graduate or professional student and an undergraduate when the graduate or professional student has some supervisory academic responsibility for the undergraduate; to consensual sexual relationships between program Chairs and students in that program; to consensual sexual relationships between graduate advisers, program Directors, and all others (each of whom is considered a teacher) and will have supervisory academic responsibility for a student and that student. When a teacher-student consensual sexual 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, program 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. Non-consensual sexual relationships are prohibited by the non-discriminatory harassment policy.

From the Faculty Handbook

POLICY 8.2 SEXUAL MISCONDUCT

Effective Date: May 24, 2007

Last Revision: November 28, 2007

Overview

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

Emory University has developed this policy based on five fundamental principles:

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

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

Applicability

Students

Policy Details

Under this policy, sexual misconduct includes, but is not limited to:

Sexual misconduct defined.

Sexual misconduct is defined as any act of a sexual nature perpetrated against an individual without consent or when an individual is unable to give consent. Sexual misconduct includes, but is not limited to, the unwanted touching or attempted touching of a person's breasts/chest, buttocks, inner thighs, groin, or genitalia, either directly or indirectly; and/or rape, forcible sodomy, or sexual penetration (however slight) of another person's oral, anal or genital opening with any object. Sexual misconduct also includes sexual exploitation, defined as taking non-consensual, unjust sexual advantage of another for one's benefit or the benefit of another party. These acts may or may not be accompanied by the use of coercion, intimidation, or advantage gained by the use of alcohol and/or other drugs.

Consent defined.

Because sexual misconduct is defined as sexual activity that is undertaken without consent, it is imperative that each participant obtains and gives consent to each instance of sexual activity. Consent is an affirmative decision to engage in mutually acceptable sexual activity, and consent is given by clear actions or words. It is an informed decision made freely and actively by all parties. Consent may not be inferred from silence, passivity, or lack of active resistance alone. Furthermore, a current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one's responsibility to obtain consent.

Conduct will be considered "without consent" if no clear consent, verbal or nonverbal, is given. In some situations an individual's consent to sexual activity may be invalidated because of circumstances or the behavior of another. Examples of such situations include, but are not limited to, incompetence, impairment from alcohol and/or other drugs, fear, unconsciousness, intimidation, coercion, confinement, isolation, or mental or physical

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impairment. Incompetence results when an individual is at such a level of impairment such that she/he cannot appreciate the nature of giving consent to participate in sexual activity.

The use of alcohol and/or other drugs.

The use of alcohol and/or other drugs can have unintended consequences. Alcohol or other drugs can lower inhibitions and create an atmosphere of confusion over whether consent is freely and validly given. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of the use of alcohol and/or drugs on another's ability to give consent. Being intoxicated or high is never an excuse for sexual misconduct.

Where to Seek Support

Any person wishing to report a possible violation of this policy may contact Aline Jesus Rafi, Coordinator of Sexual Assault Prevention Education and Response (404-727-1514); Emory Police (404-727-6111); the Office of Student Conduct (404-727-4079); student Help Line (404-727-4357, 9pm - 1am); or the Office of the dean of any school or college of the University. Mental health/medical assistance is available from the Counseling Center (404-727-7450); Student Health (404-727-7551), and the DeKalb Rape Crisis Center (404-377-1428). Information is at http://studenthealth.emory.edu/hp/hp_services_sap.php.

POLICY 8.8 ALCOHOL AND DRUG ABUSE POLICY

Effective Date: March 31, 2007

Last Revision: June 04, 2007

Overview

Emory University is committed to the health and well-being of its faculty, staff, and student body. Alcohol and drug misuse and abuse can be detrimental to one's overall physical and emotional health, as well as academic and/or professional performance. As such, the University believes that it is the ethical responsibility of the University and its members to protect each other from high-risk and excessive use of alcohol and other drugs and to assist individuals who may have substance abuse problems in securing appropriate assistance.

As part of this commitment, Emory University complies with and upholds all federal, state, and local laws that regulate or prohibit the possession, use or distribution of alcoholic beverages or illicit drugs. Violations of such laws that come to the attention of University officials may be addressed within the University or through prosecution in the courts, or both.

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

This Policy is also designed to convey the University's care and concern for its members and their well-being, given that alcohol and other drug use on college campuses is a major public health concern, and to foster faculty, staff, and students helping one another.

Applicability

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

Emory University permits the purchase and use of alcoholic beverages with University funds under certain conditions but expects individuals and organizations to take measures to prevent alcohol and substance abuse. The University expects that individuals and organizations will take responsibility for complying with the Policy as outlined.

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

Policy Details

8.8.1 General Georgia and DeKalb County Restrictions

All students and employees are required to abide by Georgia and DeKalb County laws, ordinances, and regulations pertaining to the possession, sale and use of alcohol and other drugs and are expected to inform themselves as to what those require. As of the effective date of the policy, THE FOLLOWING IS A SUMMARY OF THOSE LAWS, ORDINANCES AND REGULATIONS:

8.8.1.1 Possession of Alcohol

Possession or use of alcoholic beverages by persons under 21 years of age, or distribution of alcoholic beverages to persons under 21 years of age, is prohibited.

Furnishing alcoholic beverages to persons who are underage or intoxicated is prohibited.

The sale of alcoholic beverages without a license is prohibited. The sale of alcoholic beverages within 100 yards of a college campus in the State of Georgia is also prohibited, regardless of the existence of a license. "Sale" includes charging admission to any activity where alcoholic beverages are served, even if the beverage is "free" to those who have gained admission.

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Public intoxication and possession of an open container of an alcoholic beverage in public are prohibited in the State of Georgia.

8.8.1.2 Other Drugs

It is illegal and prohibited by the University for an individual to manufacture, possess, use, dispense, sell or distribute controlled substances or illegal drugs (as defined by state and federal law).

8.8.1.3 False Identification

It is illegal and prohibited by the University for an individual to provide false name, address or date of birth.

8.8.2 Standards of Conduct

8.8.2.1 All Emory University faculty, staff and students are prohibited by the University from unlawfully using, possessing, manufacturing, dispensing or distributing alcohol, controlled substances or illegal drugs on University-owned property or at University-sponsored activities.

8.8.2.2 Emory University expects all of its faculty, staff and students to comply with any applicable federal, state or local laws pertaining to the use, possession, manufacture, dispensation or distribution of alcohol, controlled substances, or illegal drugs.

8.8.2.3 Emory University expects all University-Sponsored Organizations to comply with any applicable federal, state or local laws pertaining to the use, possession, manufacture, dispensation or distribution of alcohol, controlled substances, or illegal drugs.

8.8.3 Sanctions and Penalties

8.8.3.1 Any member of the Emory University faculty, staff or student body who violates any of the Standards of Conduct shall be subject to corrective disciplinary actions and penalties up to and including expulsion from University academic programs, termination of employment and referral to the appropriate federal, state or local authorities for prosecution in the courts.

Depending on the nature of the infraction, alleged violations of this policy by an individual student shall also be referred to the Office of Student Conduct, Student Health Services, other appropriate programs or the appropriate school's conduct body. The Office of Student Conduct shall have the authority to make appropriate referrals and to impose on undergraduate students and student organizations such sanctions for violations of the Policy as it may deem appropriate, including but not limited to participating in educational programs, parental notification and/or loss of privileges.

8.8.3.2 Depending upon the nature of the crime, persons convicted of violating federal and state laws prohibiting the unlawful use, possession, dispensation, and distribution of alcohol, controlled substances, or illegal drugs may face stiff sanctions such as heavy fines; incarceration for various periods of time, including life; forfeiture of assets; or suspension or loss of driver's, business or professional licenses.

8.8.3.3 A federal or state drug conviction can disqualify a student for Federal Student Aid funds. As of the effective date of the Policy, the period of ineligibility depends on whether the conviction was for sale or possession and whether the student had previous offenses, ranging from one year to an indefinite period of time. A student regains eligibility the day after the period of ineligibility ends, when he or she successfully completes a qualified drug rehabilitation program or if a conviction is reversed, set aside or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record.

Please see the Related Links section below for the Federal Trafficking Penalties and Georgia Controlled Substance and Dangerous Drug Law charts for additional information.

8.8.4 Notification of Drug-Related Convictions

As of the effective date of the policy, the following is a summary of the notification requirements upon a drug-related conviction:

8.8.4.1 Employee Notification of Drug-Related Convictions

(a) In accordance with the mandates of the Drug-Free Workplace Act of 1988, and as a condition of employment at Emory, all employees (including student employees) will:

1. abide by the terms of this Policy; and
2. notify, as appropriate, their supervisor, vice president, administrator, dean or department head if they have been convicted of any criminal drug statute violation occurring in the workplace no later than five days

after such a conviction. If a federal grant is involved, the Emory University Office of Sponsored Programs must be notified immediately. Failure to notify within the five day period may result in disciplinary action.

(b) Within thirty (30) calendar days of receiving notice of a conviction, the person notified under Paragraph 4.1(a) above shall consult with the human resources department of Emory University (human resources department may contact the Office of Equal Employment Opportunity, as appropriate), and said person shall then:

1. take appropriate personnel action against the employee, up to and including termination, consistent with the requirement of the Rehabilitation Act of 1973, as amended, or the Americans with Disabilities Act;
2. require the employee to participate successfully, and provide evidence of such participation, in a drug-abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

8.8.4.2 Student Notification of Drug-Related Convictions

In accordance with the State of Georgia's Drug-Free Postsecondary Education Act of 1990, any student convicted under the laws of Georgia, the United States or any other state of any felony offense involving the manufacture, distribution, sale, possession or use of marijuana, a controlled substance, or a dangerous drug must, within ten (10) days of said conviction, report it in writing to the Emory University or Oxford College of Emory University Office of Financial Aid, as appropriate. Any student who suffers such a conviction shall, as of the date of the conviction, be denied state of Georgia funds for certain types of loans, grants or scholarships, including Georgia Higher Education Loan Program loans, student incentive grants or tuition equalization grants.

As of the effective date of the Policy, the denial of state funds shall become effective on the first day of the term for which the student was enrolled immediately following either the date of conviction or the date on which the court accepts a plea of *nolo contendere* or formally allows a student to receive first offender treatment. The denial of funds shall continue through the end of said term.

8.8.5 Advertisements and Promotions

8.8.5.1 Advertisements and Promotion of Events

Publications of any type and in any media, including *The Wheel* and other newspapers, pamphlets, flyers, websites, etc., that receive some or all of their funding from University sources (including the Student Activity Fee) must not accept or contain commercial advertising or other materials that promotes, depicts or encourages excessive or underage consumption or use, or underage purchase, of alcoholic beverages or controlled substances.

Depictions of the following may not be used in advertisements or in the promotion of events:

- ▶ Excessive or underage consumption or use, or underage purchase, of alcoholic beverages or controlled substances
- ▶ All-you-can-drink activities
- ▶ Drinking games
- ▶ Price specials on alcohol
- ▶ Promotions or prizes featuring alcohol

This list is not exhaustive; it is meant to provide examples of the types of activities that are considered by the University as promoting excessive alcohol consumption. It is also not intended to cover alcohol consumption related to content of curriculum, research objectives or alumni events.

8.8.5.2 Use of Name, Logo, Seal, Insignia or Mascot

Neither the University's name, the names of its organizations, nor its logos, mascots, marks or other identifying indicia may be used in conjunction with any materials, references or imagery, including

commercial sponsorship, related to excessive or underage consumption or use, or underage purchase of alcoholic beverages or controlled substances.

8.8.6 Purchasing Alcohol with University and Student Activity Fee Funds

Alcoholic beverages may not be purchased with any state or federal appropriated funds. For more information, contact the Office of Grants and Contracts Accounting.

Schools, colleges, departments, or units determine the permissibility of charging alcoholic beverages to University accounts. In addition Purchasing Cards ("P-cards") are not to be used to purchase alcoholic beverages

unless there is a special exception. For more information, contact the head of the specific unit or department.

The Student Programming Council, Student Government Association, and all other registered student organizations and student organizations that have been chartered through the Student Government Association must obtain approval from the Center for Student Leadership and Engagement for the purchase of any alcoholic beverage. In addition, undergraduate student groups must follow the Division of Campus Life Policy referenced below.

8.8.7 Use of Alcohol in Residence Facilities

Activities that take place within residence halls, cooperative or small living units, private residences and apartments are governed by applicable laws and regulations, the terms of the Residence Life Policy for Undergraduate Students and Undergraduate Code of Conduct and/or the housing agreement or lease. Residents who are twenty-one years of age or older are permitted to consume alcohol in their rooms in these residential structures. The Use of University Property Form is applicable whenever the service of alcoholic beverages takes place within any university commons area.

8.8.8 Use of Alcohol at Athletic Events

Alcoholic beverages may not be possessed, consumed or served at University intramural and club sports contests or intercollegiate athletic contests but may be allowed at adjacent events. Interpretation of “adjacent events” will be under the authority of the Director of Athletics or his/her staff, as appropriate.

8.8.9 Procedures for Events with Alcohol

The following procedures apply to all University events where alcohol will be served, including, but not limited to, any internal or external sponsored events held on campus; fraternity and sorority events; campus organization events; divisional and departmental or unit events. The following procedures are provided to assist with the planning of events; however, the service of alcoholic beverages is permitted only in accordance with this Policy and state and local laws.

8.8.9.1 A licensed caterer or trained non-student server may serve alcoholic beverages on an individual basis to those 21 years old and over. For students and others attending events that are supported by Student-Activity Fees, EmoryCard readers will be required to verify each individual’s age. Kegs of beer are allowed at University events only if a licensed caterer or trained non-student server is hired to serve the beer.

8.8.9.2 All events where alcohol is served must have sufficient quantities of non-alcoholic beverages and substantial food offerings available at all times during the event.

8.8.9.3 Emory University Event Registration Form The following individuals or groups wishing to serve alcoholic beverages at any event that takes place on campus (excluding events at the Emory Conference Center, the Houston Mill House, the Miller Ward Alumni House or the Emory Inn) must complete an Emory University Event Registration Form:

- a. A campus organization;
- b. Any individual acting in a capacity other than on behalf of an academic or administrative department (this applies to both members and non-members of the University community);
- c. Anyone planning an open (public) event;
- d. Anyone planning an event at which a substantial number of expected attendees are under twenty-one years of age;

The Emory University Event Registration Form must be FAXed to the Meeting Services Office. The Form is available in Forms and Attachments below. Please download the form. Fill it out with the signature and date and FAX it to (404) 727-0277. The meeting services staff will send it to the building manager of the venue at which the event will be held.

8.8.9.4 Off-Campus Events

a. An individual planning an off-campus event with alcohol on behalf of a department or unit, e.g. departmental party, must notify the head of the department or unit. Individuals and groups within academic or administrative department and units are not required to register their off-campus events with alcohol. However, hiring an insured and licensed caterer to control the service of alcohol is recommended. Additional procedures or guidelines may be required by individual university departments or governing bodies. Organizations or event sponsors should check with the particular department to make sure all requirements are understood.

b. University-Sponsored Organizations are required to register their off-campus events with alcohol with the office of Meeting Services by following the steps in 8.8.9.3d (above)

Additional Information

Resources for Education, Consultation and Counseling

The scope and impact of health risks from alcohol and drug misuse and abuse are extensive and well documented, ranging from mood-altering to life-threatening, with consequences that extend beyond the individual to classmates, co-workers, family, friends, organizations and society at large. The University, therefore, conducts regular programs to educate its faculty, staff, and students that the misuse and abuse of alcohol and other drugs alters behavior, distorts perception, impairs thinking, impedes judgment and sabotages opportunity. Alcohol and drug abuse also may result in deterioration of physical health by causing or contributing to various diseases, illnesses, birth defects and even death. In addition, substance use negatively impacts health and wellness. Please see the Related Links section below for Drugs of Abuse – Uses & Effects, for additional information.

The University sponsors several programs that provide information and professional services for its faculty, staff and students on matters related to the misuse and abuse of alcohol and drugs. These programs provide education, consultation, assessment, counseling and referral in a professional environment that respects individual confidentiality and integrity. The University maintains the Faculty Staff Assistance Program for faculty and staff; the University Counseling Center for students; the Student Health Service for students; and the Department of Psychiatry and Behavioral Sciences for faculty, staff and students. Augmenting these formal programs, a variety of other campus programs and services educate and assist individuals who take the initiative to help themselves. Please see Attachments and Forms for additional information on these services.

Common to all of these programs is the ethic that personal responsibility and professional guidance are keys to success. Therefore, the University expects its faculty, staff, and students to take measures to prevent alcohol and drug misuse and abuse in the community by creating a culture that supports mentoring and protecting one another from high risk use of alcohol and other drugs. The University also encourages its members to seek assistance from the above programs if they think that they may have a problem with alcohol or drug use.

Distribution

This Policy, and any revisions thereto, shall be distributed to all faculty, staff, and students annually. Other applicable policies that have reference to this Policy are found in the Campus Life Handbook, the Faculty Handbook, the Staff Handbook, the Human Resources Handbook and Policies and Procedures Manual, the Student Conduct Code, the Medical School Bulletin and the Medical Student Handbook and Academic Planner.

Additional Policies Regarding Alcohol

All student organizations chartered by the Student Government Association are under the jurisdiction of the Student Government Association and its policies and the policies of the Center for Student Leadership and Engagement.

Fraternities and sororities must comply with their respective national organizations' alcohol policies, the IFC and ISC policies, and the policies of the Office of Sorority and Fraternity Life.

Residence Hall events must comply with the Office of Residence Life policies.

Students, faculty and staff at Oxford College must comply with the Oxford College Alcohol Policy.

Miller Ward Alumni House events must comply with the Miller Ward Alumni House Alcohol Policy.

Review

A biennial review of this policy shall be conducted by a committee appointed by the president that shall include representatives from the following offices, programs, divisions and departments: Office of the President, Office of the Senior Vice President and General Counsel, Office of Research Compliance, Faculty Staff Assistance Program, Human Resources Division, Division of Campus Life, Office of Financial Aid, Emory Police Department, Office of the Provost, and Office of the Vice President for Health Affairs, as well as one or more student representatives.

Deans and directors of all schools, departments, and divisions will review and interpret policies and procedures.

Definitions

University-Sponsored Organization – A student organization that (1) is registered with the University; (2) is affiliated with a University department or unit that acknowledges the organization as part of its activities; or (3) sponsors activities that relate to the education, research and community service missions of the University or to the goals or objectives of the department or unit of affiliation.

Related Links

- ▶ Current Version of This Policy: <http://policies.emory.edu/8.8>
- ▶ Center for Leadership and Student Engagement (<http://www.lead.emory.edu/>)
- ▶ Human Resources (<http://tinyurl.com/2jqdc>)
- ▶ Medical Amnesty Policy (http://conduct.emory.edu/medical_amnesty.html)
- ▶ Medical Student Handbook and Academic Planner (http://www.med.emory.edu/education/omesa/SOM_Handbook_05_06.pdf)
- ▶ Miller-Ward Alumni House Policy (<http://www.alumni.emory.edu/siteimages/pdf/aeapdf/MWAH%20Policies07.pdf>)
- ▶ Office of Graduate Medical Education Drug-Free Workplace Policy (http://www.med.emory.edu/GME/house_staff_policies_section24.cfm)
- ▶ Office of Residence Life (http://www.emory.edu/HOUSING/FORMS/PDFs/RL_POLICIES.pdf)
- ▶ Office of Sorority and Fraternity Life (http://www.emory.edu/GREEKS/FORMS/form_social.pdf)
- ▶ Office of Student Conduct (<http://conduct.emory.edu/>)
- ▶ Oxford College Alcohol Policy (<http://tinyurl.com/3xobp3>)
- ▶ Purchasing Card Policy and Procedures (<https://www.finance.emory.edu/external/polprod/pcardtoc.cfm>)
- ▶ Physicians Policy (<http://Coming Soon>)
- ▶ SAAC Field Policies (<http://www.emory.edu/HOUSING/CLAIRMONT/SAACFieldPolicies.pdf>)
- ▶ Student Government Association (<http://students.emory.edu/SGA/>)
- ▶ Substance Abuse/Drug-Free Workplace (<http://tinyurl.com/2gdmuf>)
- ▶ The Emory Clinic Substance Abuse Policy (<http://Coming Soon>)
- ▶ Federal Trafficking Penalties (<http://www.usdoj.gov/dea/agency/penalties.htm>)
- ▶ Georgia Controlled Substance and Dangerous Drug Laws Chart (<http://tinyurl.com/26pfhy>)
- ▶ Drugs of Abuse: Uses and Effects (<http://tinyurl.com/2gcprg>)

POLICY 5.1 INFORMATION TECHNOLOGY CONDITIONS OF USE

Effective Date: March 31, 2007

Last Revision: March 29, 2007

Overview

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

Applicability

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

Policy Details

A. Definitions [moved to new section below]

B. Guarantees and Disclaimers

1. Integrity and Privacy of Information Not Guaranteed

a. The University does not guarantee the security, the confidentiality or the integrity of a user's Information on Electronic Systems (ES). Some portions of the ES are more secure than others. Very high standards of security and integrity prevail in portions of the ES associated with Administrative Systems. In smaller local work group settings, the standards may not be as high. It is the user's responsibility to assess the risk and to use all means appropriate to safeguard Information. You use ES at your own risk. Should you feel appropriate safeguards are not in place, you are advised to not use that portion of the ES and to discuss the situation with the appropriate Electronic System Administrator (ESA). The University will not be responsible for the loss or disclosure of user Information on Electronic Systems.

b. The University, through its employees, will treat all of its Information on students and employees as confidential, disclosing that Information only when authorized by the student or employee in question, approved by the appropriate University Official, or required by local, state or federal law. Student and employee information is accessed by University staff, formally authorized on a need-to-know basis, only for the business purposes of the University. Aggregate information may be released by an appropriate University Official, for example, to respond to a survey.

c. Viruses, Trojan horses, worms, password breakers and packet observer programs are known to exist or have been known to exist on campus. Although reasonable efforts will be made to eradicate dangerous and unethical software, be aware that these programs exist, and take appropriate precautions.

d. Some ESAs have procedures associated with misdirected mail that involve someone acting in a "Postmaster" capacity. The Postmaster may read mail files to the extent necessary to resolve addressing problems for delivery or diagnostic purposes. Typically, someone designated by each ESA has permission to look at any file on that associated portion of the ES for diagnostic purposes only.

2. Exposure to Offensive Material

The University has no control over the content of Information servers on External Electronic Systems or the Internet. This is to inform you that some Information may be offensive to you and/or unsuitable for certain audiences.

3. Liability for Loss or Damages

The University will not be liable for any losses, including lost revenues, or for any claims or demands against the user of an ES by any other party. In no event will the University be liable for consequential damages, even if the University has been advised of the possibility of such damages. The University will not be responsible for any damages due to the loss of output, loss of data, time delay, Electronic Systems performance, software performance, incorrect advice from a consultant, or any other damages arising from the use of the University's Electronic Systems and Information. The University will attempt to correct conditions and restore Information losses.

4. Ownership of Information

a. Information created using or stored in University Electronic Systems is subject to the Emory University Copy-

right Policy, which covers copyright issues pertaining to University faculty, staff and students, as well as commissioned works of non-employees.

b. ES users, as a condition of ES use, recognize that the University may do as it sees fit with its owned and copyrighted Information. ES users, as a condition of ES use, grant the University permission to copy or delete Information they have created or stored in ES. Some ESA's have procedures associated with the management of computer storage space that could result in Information being arbitrarily removed from an ES. An example would be a policy of automatically deleting unread electronic or voice mail after a set period. Un-accessed computer files might be moved to off-line storage and eventually erased. Contact the appropriate ESA for current storage management procedures, if any.

c. ES users, as a condition of use, recognize that when they leave the University (cease to be an enrolled student or an employee of the University), their Information may be removed from University ES without notice. ES users must remove their Information or make arrangements for its retention prior to leaving the University. Specific ES policies on retention and removal may vary by system.

5. Safeguarding Activity in Shared Systems

a. Unrestricted ES access is granted only to immediate Electronic System staff by the appropriate ESA. These authorized individuals are responsible for the integrity and safeguarding of the Electronic Systems and the Information within them. They are expected to respect the privacy of Information within the ES and are not exempt from this policy.

b. To protect the integrity of the Electronic Systems against unauthorized or improper use, and to protect authorized users from the effects of unauthorized or improper usage, the University reserves the right to limit permanently or restrict any user's ES usage; to inspect, copy, remove, or otherwise alter any Information or system resources that may undermine the authorized use of that Electronic System; and to do so with or without notice to the user. However, no such action will be taken without specific authorization from the appropriate ESA. The University, through authorized individuals, also reserves the right to periodically check and monitor its Electronic Systems, and reserves any other rights necessary to protect the Electronic Systems.

c. The University disclaims responsibility and will not be responsible for loss or disclosure of user Information or interference with user Information resulting from its efforts to maintain the privacy, security, and integrity of its Electronic Systems and Information. Most ESAs have backup procedures that periodically save user Information. Backup copies may be stored off-site and may be retained for long periods of time. The intent is to be able to recover the Information in case of system disaster. ES backup procedures and backup retention periods differ by individual ESA policy. You may or may not be able to recover lost information. The University retains the right to review Information contained in backups in conjunction with its ES integrity and safeguarding activities or as part of an official investigation of alleged violation of University Policy.

d. The University reserves the right to take emergency action to safeguard the integrity and security of Electronic Systems. This includes but is not limited to the termination of a program, job, or on-line session, or the temporary alteration of user Access Codes. Such emergency action will be taken on the authorization of the appropriate ESA. The taking of emergency action does not waive the rights of the University to take additional actions under this policy.

C. Responsibilities and Requirements of Users and ES Administrators

Users of Emory University's electronic systems are expected to abide by their local departmental policies; university policies and guidelines; local, state, and federal laws; and all other applicable policies. Contact your local ESA for departmental policies and view it.emory.edu/policies for a listing that includes other, but not all, applicable policies and laws.

1. Access Code and Password Usage

a. Access to Information and Electronic Systems is a privilege that has an accompanying responsibility to protect those systems. In general, you are responsible for all usage done under your Access Codes. Should you choose to disclose your Access Codes to others, you will be held responsible for the resulting usage. In particular, you should never disclose Access Codes which were intended to provide you alone with personal access to University Electronic Systems. You should avoid disclosing your ES Access Codes, even when requested to by someone who says it is necessary to work on a problem. Disclosure may put you and/or the person to whom you have disclosed your Access Codes in violation of an applicable license or contract. You should take all reasonable precautions, including but not limited to password changes and other file protection measures, to prevent unauthorized use of the systems and software accessible by means of your Access Codes.

b. You should only use ES Access Codes that you are authorized to use. You should not try in any way to obtain ES Access Codes in an unauthorized or fraudulent manner. This includes, but is not limited to, providing false or misleading information for the purpose of obtaining Access Codes, capturing of Access Codes or theft of Access Codes. It is unethical to engage in activity that is intended to produce entry into an ES by persuading ES users to reveal their access codes.

c. Although you have a right to access the Information for which you are authorized, you should not attempt to circumvent Access Codes or Information protection schemes or uncover security loopholes or attempt to break authentication procedures or encryption protocols. This is sometimes called “hacking” or “cracking.” Using loopholes in ES or EES security systems to access your own data is inappropriate and may be hazardous. Using loopholes in ES or EES security systems for unauthorized access or activities is unethical and in some cases illegal. These activities include, but are not limited to, the unauthorized changing of access rights, privileges, ownership, resource allocations, or quotas. You should refrain from experiments that attempt to find or demonstrate ES or EES vulnerabilities without the prior permission of the appropriate ESA. In particular, you should not use University Electronic Systems to “hack” or “crack” External Electronic Systems. It is also expected that you will respect the financial structure of the Electronic Systems by not intentionally developing or using any unauthorized mechanisms to alter or avoid charges levied for ES access or use. If you find that you have unintentionally gained unauthorized access, stop. Take no further action on the system and immediately contact the appropriate ESA.

2. *Anonymous Activity*

a. Sending Information, especially electronic mail, that does not correctly identify the sender can be unethical. Unless the recipient expressly accepts anonymous Information, you should not disguise or attempt to disguise your identity or the identity of the part of the Electronic System you are using.

b. It is also the responsibility of the ESA to ensure that Electronic Systems do not use “public” Access Codes which permit the anonymous distribution of arbitrary Information. For example, it would be fine to allow access to public domain software or documentation through a public “Guest” Access Code, but would be inappropriate to allow “Guests” to send electronic mail to just anyone. It would also be inappropriate for the ESA to allow “Guests” to access resources outside the domain of his or her ES. For example, it would be improper to provide “Guests” with general access to the Internet.

c. ESAs should refrain from setting up “generic” or “project” computer IDs with the intent to grant the same ES Access Code to multiple people. Multiple access can obscure anonymous activity and other technical solutions should be explored.

d. Setting up an ES to “masquerade” as another ES for the purpose of anonymous activity is unethical.

3. *Backups*

If you use a “personal” system, even if it is provided by the University, it is your responsibility to insure that the system is properly backed up and that the Information contained in that “personal” system is safeguarded. Contact your local ESA for assistance if necessary.

4. *Communication Tampering and Monitoring*

a. It is unethical and may be criminal to attempt to monitor other people’s communications without their permission. Likewise, you should not view, read, listen to, copy, change, execute or delete another user’s Information without that user’s or the owner’s permission. This includes but is not limited to monitoring, reading, or tampering with electronic-mail of which you are neither the author nor the addressee. Exceptions for legitimate purposes should be obtained from the Vice Provost for Information Technology.

b. ESAs may authorize ES “postmasters” to read electronic mail files as necessary in order to correct addresses on “dead letters” or perform other diagnostic tasks.

c. The unauthorized physical connection of monitoring devices to the ES which could result in the violation of University policy or applicable licenses or contracts is unethical. This includes but is not limited to the attachment of any electronic device to the ES for the purpose of monitoring data, packets, signals or other Information. Authorization to possess and use such hardware for legitimate diagnostic purposes must be obtained from the appropriate ESA.

5. *Copying, Installing, and Using Software*

a. In order to receive user support from the University or vendors, you may be asked to produce the manuals, original diskettes, serial number, or other proof of proper software licensing. In addition, vendors may require

proof of purchase to upgrade to a new version of the product. It is the responsibility of the appropriate ESA, which is often the user in the case of a “personal” system, to insure that proper documentation and records are maintained.

b. You should be aware of and abide by the university policy on Copying and Using Computer Software. Most software that resides on Electronic Systems is owned by the University or third parties, and is protected by copyright and other laws, together with licenses and other contractual agreements. You are required to respect and abide by the terms and conditions of software use and redistribution licenses. Such restrictions may include prohibitions against copying programs or data for use on Electronic Systems or for distribution outside the University; against the resale of data or programs, or the use of them for non-educational purposes or for financial gain; and against public disclosure of information about programs (e.g., source code) without the owner’s authorization. University employees who develop new packages that include components subject to use, copying, or redistribution restrictions have the responsibility to make any such restrictions known to the users of those packages.

c. You should not knowingly possess, give to another person, install on any Electronic System, or run, programs or other Information which could result in the violation of any University policy or the violation of any applicable license or contract. This is directed towards but not limited to software known as viruses, Trojan horses, worms, password breakers, and packet observers. Authorization to possess and use Trojan horses, worms, viruses and password breakers for legitimate research or diagnostic purposes can be obtained from the Vice Provost for Information Technology. Authorization to possess and use packet/data observation software for diagnostic purposes may be obtained from the appropriate ESA.

6. Copyrights and Plagiarism

a. Respect for intellectual labor and creativity is essential to academic discourse. This tenet applies to works of all authors and publishers in all media. It includes respect for the right to acknowledgement and right to determine the form, manner, and terms of publication and distribution. If copyright exists, as in most situations, it includes the right to determine whether the work may be reproduced at all. Because electronic Information is volatile and easily reproduced or altered, respect for the work and personal expression of others is especially critical in ES environments. Viewing, listening to or using another person’s Information without authorization is unethical. Ethical standards apply even when this Information is left unprotected.

b. For Information which the individual or the University does not hold the copyright, written permission from the copyright holder is required to duplicate any copyrighted material. This includes duplication of CDs, DVDs, audio tapes, videotapes, photographs, illustrations, computer software and all other Information for educational use or any other purpose. Exceptions to this policy must be obtained in writing from University Counsel.

c. With a greater emphasis on computer based assignments, students need to be especially cognizant of ES ethics. In particular, academic dishonesty or plagiarism in an ES student assignment may be suspected if the assignment calling for independent work results in two or more solutions so similar that one can be converted to another by a mechanical transformation. Academic dishonesty in an ES assignment may also be suspected if a student who was to complete an assignment independently cannot explain both the intricacies of the solution and the techniques used to generate that solution. Suspected occurrences of academic dishonesty are referred to the Honor Council of the student’s school or college.

7. Harrassment

a. The University has a policy prohibiting sexual and discriminatory harassment. The University Policy Statement on Discriminatory Harassment covers all forms and means of sexual discriminatory harassment, including any such activities using Electronic Systems. ES usage or Information that is perceived by its recipient as sexual or discriminatory harassment as defined by University policy may be considered a violation.

b. The display of offensive material in any publicly accessible area is likely to violate University harassment policy. There are materials available on the Internet and elsewhere that some members of the University community will find offensive. The University can not restrict the availability of such material, but it considers its display in a publicly accessible area to be unethical. Public display includes, but is not limited to, publicly accessible computer screens and printers.

8. Notification of Violation

All students, faculty and staff share responsibility for seeing that Electronic Information Technology Systems are used in an ethical manner. Please notify the appropriate ESA of any suspected violation of this policy. You may be asked to cooperate with the University should an investigation into the abuse of an Information Technol-

ogy system arise. You are also encouraged to report any information relating to a flaw in, or bypass of, Electronic Systems security to the appropriate ESA.

9. Unrelated Use

a. Electronic Systems are provided by the University for the sole purpose of supporting its mission. Without permission from the appropriate ESA, it is unethical to use Electronic Systems for:

1. solicitation not related to official University business,
2. commercial gain or placing a third party in a position of commercial advantage
3. any non-University related activity, including non-University related communications

This applies to each segment of the Electronic System utilized by such activity, and specifically to the Campus-Wide Data and Voice Network. Permission from the Vice-Provost for Information Technology must be obtained before using any portion of the Campus-Wide Data or Voice Network for these activities. This paragraph is not intended to restrict free speech or to restrict casual, personal communications between consenting parties.

b. General University policy prohibits non-University use of University facilities. This does not prohibit the University, through its ESAs, from setting up Information servers or other ES specifically designated for the purpose of fostering an “electronic community”. These designated Information servers may or may not conform to the guidelines in the previous paragraph. These designated Information servers or other ES are not exempt from any other portion of this policy.

10. Wasting Resources

a. It is unethical to deliberately perform any act which will impair the operation of any Electronic System or deny access by legitimate users to any Electronic System. This includes but is not limited to wasting resources, tampering with components or reducing the operational readiness of an Electronic System.

b. The willful wasting of ES resources is unethical. Wastefulness includes but is not limited to passing chain letters, willful generation of large volumes of unnecessary printed output or disk space, willful creation of unnecessary multiple jobs or processes, or willful creation of heavy network traffic. In particular, the practice of willfully using Electronic Systems for the establishment of frivolous and unnecessary chains of communication connections is an unethical waste of resources.

c. Game-playing outside of an educational context is generally permitted insofar as such activities do not adversely impact others or violate other provisions of these Guidelines. “Game-playing” is developing or executing a computer program which primarily provides amusement or diversion. Game-playing may be restricted or banned by the appropriate (usually local) ESA.

d. The sending of random mailings (“junk mail”) is discouraged but generally permitted insofar as such activities do not violate the other guidelines set out in this document. It is poor etiquette at best, and harassment at worst, to deliberately send unwanted mail messages to strangers. Recipients who find such junk mail objectionable should contact the sender of the mail, and request to be removed from the mailing list. If the junk mail continues, the recipient should contact the appropriate ESA.

Definitions

Access Codes: any form of Information used to authenticate, secure or control electronic information technology systems. This includes, but is not limited to, logon ID’s, passwords, keys, and account numbers.

Electronic Information (Information): includes all material stored in or moved by electronic information technology systems including, but not limited to data, records, files, data bases, electronic mail, text, digital images, video images, digital sounds, voice mail, discussion group postings, electronic bulletin board discussions, software, programs, codes and electronic procedures.

Electronic Information Technology Systems (Electronic Systems, ES): include, but are not limited to, computers, computer peripherals, communication devices, cell phones, personal digital assistants (PDAs), telephones and telecommunications equipment, fax machines, computer data networks, video equipment and video networks, photocopying machines, computer software, supporting documentation, supplies, storage media, support facilities and energy sources. Electronic Systems are limited to those leased, rented, owned by, or loaned to the University.

ES Administrator (ESA): is the person responsible for the administration and use policy for a particular portion of Electronic Systems. The University Information Technology environment is a collection of separately ad-

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ministered and often interconnected Electronic Systems. A portion might be a departmental local area network, including local servers, printers, etc. connected to a University backbone network. In this case the ESA might be the department or division head. A portion might also be shared central computers, the telecommunications network or the campus-wide video network. A notable portion of the ES is the backbone data network, or Campus-Wide Data Network.

Related Links

Current Version of This Policy: <http://policies.emory.edu/5.1>

POLICY 5.8 INFORMATION ACCESS POLICY

Responsible Official: VP for Information Technology & CIO

Administering Division/Department: Office of Information Technology

Effective Date: March 31, 2007

Last Revision: March 29, 2007

Overview

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

Applicability

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

Policy Details

Preamble

It is a long-standing educational value that information be shared subject to privacy and confidentiality requirements.; this reflects the fact that information is a unique resource that increases rather than dissipates when it is used. Consistent with this principle, Emory University seeks to provide appropriate access to University information among its students, staff, and faculty. Access to University information, however, carries with it the responsibility to protect privacy, confidentiality and integrity. So, to enhance access to University information, this policy sets forth rules for its handling and use.

Purpose

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

Information Access Policy Statement

Emory University Information is one of the most valuable assets of the University and must, therefore, be safeguarded by all agents representing Emory University. Unless otherwise stated in writing, all University Information is considered confidential.

Employees, contract employees, students, or other agents who as either data providers or data users intentionally and without proper authorization (1) access or disclose confidential University Information or (2) modify or destroy University Information, are in direct violation of the Emory University Information Access Policy. Such violations may lead to disciplinary action by the University up to and including dismissal from the University. Under certain circumstances, such violations may give rise to civil and/or criminal liability.

The Emory University Information Access Review Board maintains oversight responsibility for this policy. Comprising key data custodians or their designees, this board is charged with custody of University Information. The Academic and Administrative Information Technology (AAIT) Division provides access to data and implements security, as authorized by the Information Access Review Board. The Information Technology Policy Committee has authority to resolve conflicts, and arbitrate disputes.

Scope

This policy applies to

- ▶ all data supporting the business and operational needs of Emory University.
- ▶ information and data in all forms, including information- processing activities, computerized data -- whether kept on mainframes, servers or personal workstation -- and manually maintained files.
- ▶ all application, network, and operating system software used for computerized management of this data.
- ▶ computerized data-processing activities related to research and instruction only where the Information Access Review Board determines that such activities should specifically be covered by this policy.

Statement of Responsibilities

Academic and Administrative Information Technology (AAIT) Division

- ▶ accesses data, as authorized by custodians, when performing the tasks necessary to assure its availability and accessibility.
- ▶ implements data access security as specified by the custodian and the data access standards and guidelines.
- ▶ implements adequate controls to protect data from unauthorized access.
- ▶ assures that custody has been established for all data.
- ▶ assures that proper physical safeguards are in place to protect data.
- ▶ provides and supports the systems and application code required to meet custodian specifications for maintenance and dissemination of data.
- ▶ monitors the effectiveness of physical, procedural, and data access controls against unauthorized attempts at intrusion.
- ▶ protects data from unauthorized destruction, modification, or access during the electronic or physical transfer of the data from one location to another.
- ▶ periodically assesses the global and functional area information access policies to ensure that they are current.

Custodian

- ▶ assumes responsibility for custody of the data.
- ▶ determines the security classification of data.
- ▶ specifies access security requirements.
- ▶ establishes procedures for obtaining authorization for access to data.
- ▶ determines how authorization for access to data is to be granted.
- ▶ Authorizes access to the data..
- ▶ creates and maintains a published access policy for his/her area.
- ▶ reviews access activities against the data and reports access breaches.
- ▶ Data Provider
- ▶ accesses data, as authorized by custodians, when performing information-processing tasks in support of Data Users.
- ▶ obtains appropriate authorization before disclosing University data.
- ▶ assures that proper physical safeguards are in place to protect data.
- ▶ monitors the effectiveness of physical, procedural, and data access controls against unauthorized attempts at intrusion.

Data User

- ▶ accesses data as authorized by custodians.
- ▶ obtains appropriate authorization before disclosing University data.
- ▶ assures that proper physical safeguards are in place to protect data.
- ▶ complies with all applicable data access practices, standards and guidelines as defined by data custodians.
- ▶ informs the custodian when he/she no longer needs access to information or an element of data.

Information Access Review Board

- ▶ reviews, recommends, and approves policies and procedures relating to the use and access of Emory University Information.
- ▶ determines whether such policies and procedures comply with the Emory University Information Access Policy.

Information Technology Policy Committee

- ▶ has authority to resolve all conflicts and disputes that arise due to the implementation or administration of this policy.
- ▶ has authority regarding general policies for access to data.

Definitions*Academic and Administrative Information Technology (AAIT) Division*

the organization within Emory University specifically charged with performing information-processing services in support of Emory University's business, academic, and/or research activities.

Access

permission, privilege or ability to read, enter, update, manage, or administer access to Emory University's information assets. Authorized by the custodian of the data, access is dependent upon the sensitivity of the data. "Sensitivity" is determined by legal responsibility of the University and the specific job responsibilities of the individual(s) for whom access is requested.

Agent

Anyone empowered to act for Emory University. This includes, but is not limited to, faculty, staff, contract employees, and vendors.

Custodian

University officials or their designated representatives responsible for data in their areas.

Data

factual information including measurements, statements, and statistics.

Data Provider

any person or other agent who provides information processing services in support of Emory University's Data Users.

Data User

any person authorized to read, enter, and/or update data.

Emory University

Emory University and other affiliates as determined to be applicable by the Information Technology Policy Committee.

Information

data that are organized in a meaningful manner.

Information Access Review Board

comprising of the key data custodians, or their designees, specifically charged by the University with custody of University Information. This includes, but is not limited to, the Vice President of Human Resources, the Vice President for Business, the Vice President for Finance, the Vice President for Communications, the University Registrar, and the Director of Institutional Planning and Research.

Information Technology Policy Committee

Executive Vice President, Vice President for Health Affairs, Provost and Vice President for Academic Affairs, Vice President for Information Technology.

Related Links

Current Version of This Policy: <http://policies.emory.edu/5.8>

POLICY 8.3 CONFIDENTIALITY AND RELEASE OF INFORMATION ABOUT STUDENTS

Responsible Official: SVP and Dean for Campus Life

Administering Division/Department: Campus Life

Effective Date: April 04, 2006

Last Revision: March 28, 2007

Overview

Emory University, like other institutions of higher education, accumulates and maintains records concerning the characteristics, activities and accomplishments of its students. Because the University recognizes the student's right of privacy, a policy regarding the confidentiality of the information which becomes a part of the student's permanent records and governing the conditions of its disclosure has been formulated and adopted. This policy reflects a reasonable balance between the obligation of the University for the protection of the rights and privacy of the student and its responsibility to society.

Applicability

Emory University is committed to protecting students from improper disclosure of private information. In order to do so, the University must make every endeavor to keep the student's record confidential. All members of the faculty, administration and clerical staff must respect confidential information about students which they acquire in the course of their work. At the same time the University must be flexible enough in its policies not to hinder the student, the institution or the community in their legitimate pursuits.

Each of the record-keeping administrative units within the University may develop its own additional specific procedures in accordance with the general policy stated here.

Policy Details

8.3.1 General Guidelines

The following guidelines relative to student records represent Emory University policy.

- I. All procedures and policies dealing with records shall be formulated with due regard for the student's rights for privacy, freedom of association and expression and intellectual liberty and freedom to learn.
- II. Only those records shall be kept which are necessary in order to meet the University's or student's goals.
- III. Duplication of record keeping shall be minimized.
- IV. All persons who handle student records shall be instructed concerning the confidential nature of such information and their professional and legal responsibilities regarding these records.
- V. Information from University files, which is not of public record, shall not be available to unauthorized persons without the written consent of the student involved.
- VI. The University will comply with and abide by all federal and state laws which apply directly to the University and the Confidentiality and Release of Information About Students--in particular, the federal Family Educational Rights and Privacy Act of 1974 (FERPA).
- VII. The University Registrar and the Oxford College Registrar are the official custodians of academic records at Emory University and Oxford College respectively and therefore are the only officials who may issue an official transcript of academic record.
- VIII. Records shall be released to comply with a subpoena or court order only with the consent and advice of the University's legal counsel.
- IX. A record shall be maintained, kept with the record of each student, of the release of any information contained in a student's files to individuals or agencies outside the University; including the name of the requesting individual or agency, date, and purpose of the request. This record of access shall be available to the student.
- X. All University policies governing the maintenance and release of student records are public and are available to students, faculty, and administration.

8.3.2 Campus Directory Suppression

Each student has the option of choosing 1) to be included in the student directory or 2) to be excluded from the student directory. The student directory includes both the printed Emory University Campus Directory and the on-line directory. The University default is that directory information may be included in these media. A link is provided below to print a Campus Directory Suppression Form on which you can indicate your preference. Return this completed form to the Office of the Registrar, 100 Boisfeuillet Jones Center, Emory University, Atlanta, GA 30322.

8.3.3 Complaints

Students have the right to file written complaints with the Office of the Secretary of the U. S. Department of Education concerning the University's alleged failure to comply with FERPA or the regulations promulgated thereunder.

8.3.4 Disclosure of Records

8.3.4.1 Disclosure to the Student

The student has the right, on request to the proper official, to know of the existence and content of all materials that are in his/her official records as kept by the University and/or School of the University. The exception to this policy is that letters of recommendation or other personally signed confidential documents placed in the student's file before 1 January 1975 will not be made available to the student. If a student wishes to obtain confidential recommendations to be used for admissions and academic advising purposes only (for transfer, graduate, or professional school application), the student may exercise a waiver of right of access to these specific recommendations.

A student is entitled to an official transcript of his/her academic record. A transcript issued to a student will be stamped "Issued to Student".

A student has the right to inspect and review his/her permanent academic record card (from which transcripts are made) and all official records, files and data directly related to him/her including all material that is incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or University. The student is entitled to an explanation of any information recorded in these files. When the original is shown, examination should be permitted only under conditions which will prevent its alteration or mutilation. The request for the specific record to be examined or reviewed by the student shall be in writing and the University shall comply with this request within a reasonable period of time, but in no case more than 45 days after the request has been made. The right to inspect and review educational records includes the right to obtain copies of the records when failure to provide copies would effectively prevent a student from exercising the right to inspect and review the educational records. When copies are provided a fee to cover cost is charged. A schedule of such fees is available from the office charged with keeping the record in question.

8.3.4.2 Disclosure to Faculty and Administrative Officers of the University

Faculty and administrative officers of the University who have a legitimate interest in the material and demonstrate a need to know for purposes reasonable related to the performance of their official duties will be permitted to look over the records of any student.

The contents of the official folder of a student should not be sent outside the Office of the Registrar or other records office except in circumstances specifically authorized by the Registrar or the custodian of the other records. A permanent record card should never leave the Office of the Registrar since copies can readily be prepared.

8.3.4.3 Disclosure to Parents, Educational Institutions and Agencies

Transcripts, grade reports and other educational records will not be released to parents or guardians of students without prior written approval from the student. The exception to this policy is that the University may choose to release information about a student to the parents of that student if the student is a dependent student of such parents, as defined in Section 152 of the Internal Revenue Code of 1954.

Requests from research organizations of educational institutions making statistical studies may be honored without prior approval of the student provided no information revealing the student's identity is used. Requests from a philanthropic organization supporting a student will be honored only with written approval from the student.

No personally identifiable records or files will be released to officials of other Colleges or Universities in which the student intends to enroll, unless the student receives notification and, if desired, a copy of the records released.

8.3.4.4 Disclosure to Other Individuals and Organizations

Information furnished to other individuals and organizations should be limited to the items listed as “directory information” unless the request is accompanied by an information or transcript release signed by the student, specifying records to be released, the reasons for such release and to whom the records are to be released. Each student has the right to refuse to permit the disclosure of directory information pertaining to him/her by completing the appropriate form obtained from the Registrar’s Office during registration periods.

8.3.4.5 Disclosure in Response to Telephone Inquiries

Only those items determined by the University to be “directory information” may be released in response to telephone inquiries. Such items include:

- ▶ whether or not the student is currently enrolled;
- ▶ the school or division in which the student is or was enrolled and his/ her class year;
- ▶ dates of enrollment including full-time or part-time status;
- ▶ degree or degrees earned (if any), date of degree, major area of concentration and academic honors received;
- ▶ awards of merit and participation in officially recognized activities and sports;
- ▶ addresses and telephone numbers; and
- ▶ electronic mail addresses

Urgent requests for student information based on an apparent emergency will be handled by the Registrar or other appropriate University officer. It should be noted that these offices, however, will not knowingly serve as the source of information for landlords, collection agencies, sales personnel, etc.

8.3.4.6 Disclosure by Other Offices of the Institution

The foregoing guidelines are applicable to handling any requests for academic information about students or former students received by any member of the faculty, administration, or clerical staff. The guidelines are intended to protect the individual’s rights to privacy and the confidentiality of his/her academic records throughout the University.

All University personnel should be alert to refer promptly to the Office of the Registrar or other appropriate office request for transcripts, certifications or other information which that office typically provides.

Material in a student’s placement file will be released for the purpose of prospective employment only on written request of the student. Whenever there is a need for the University to issue a transcript of the student’s educational record in connection with employment, it must be specifically requested of the Office of the Registrar by the student.

8.3.5 Hearing

The student shall have the right to request that the University amend his or her records and, if that request is denied, the student shall have the right to a hearing to challenge the content of the student’s official University records, to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students and to provide an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained herein. If the University declines to amend the record following the hearing, the student shall have the right to place a statement in his or her record commenting on the information in the record and the University’s decision not to amend it.

8.3.6 Maintenance and Retention of Student Records

Procedures should be established within all offices responsible for maintaining student records for the regular and periodic review of all information for the purposes of insuring its accuracy and continued usefulness and elimination of unnecessary and unverified data. If a student record is to be maintained two conditions must be met:

- ▶ its accuracy should be verified by appropriate means and
- ▶ its continuing usefulness should be clearly demonstrated.

Only records, which survive these two criteria, should be maintained by the institution and then only for a specified period of time. Due consideration should be given to the needs of the archivists as well as to the rights of the individual student in determining the long-term retention of student information.

All persons, agencies or organizations, outside the University, judged as having a legitimate need to know that are given access to the records of a specific student must sign a form which will be kept permanently with the file of the student, but only for inspection by the student, indicating specifically the legitimate educational or other interest that such person has in seeking this information.

8.3.6.1 Retention Recommendations

Each office of the University responsible for keeping student records should develop a recommended schedule of retention for all records. The retention schedules should be coordinated and must be consistent.

The required schedules of retention, as well as any necessary additional specific policies -- developed in accordance with the above general University policy -- adopted by schools or departments of the University, will become a part of this document and shall also be a matter of public record.

8.3.7 Special Types of Records

Separate and specific safeguards against unauthorized access have been developed for medical, disciplinary, financial, therapeutic and counseling records based on their unique characteristics and high level of sensitivity. Each of the record-keeping administrative units involved in the maintenance of these records has developed its own procedures in accord with the general policy stated here.

8.3.7.1 Counseling and Testing Records

Records of the counseling or testing services are released only on written request of the student or except where such disclosure is required by law. Requests for information regarding the counseling or testing records of a student should be referred to the director of that service.

8.3.7.2 Disciplinary Records

Records of disciplinary action taken by the University are kept in the Office of the Deans. The reason for disciplinary suspension is never a part of the academic transcript of any student. Disciplinary records are not released for use outside the University unless authorized in writing by the student or required by law. The student has the right to inspect and review his or her disciplinary records.

8.3.7.3 Financial Records

Loans, scholarships, and grant applications, financial awards and student employment records are kept separate from other academic and student personnel records. Information concerning loans, grants, scholarships and employment may be released to faculty and administrative staff if such information is judged to be needed in the performance of their respective responsibilities. Financial information will not be released to any other source outside the University except to federal and state assistance programs unless the student requests specifically, and in writing, that his/her financial record (or any part of it) may be released. The financial records of the parent of the student or any information contained therein are not available to the student.

8.3.7.4 Medical Records

Medical records are kept only in the Student Health Services Centers of Emory University and Oxford College. The Student Health Services Centers release health records only with a signed authorization from the student. Requests for information regarding the health of a student should be referred to the Director of the Student Health Services Center.

8.3.8 Withholding Information

There may be conditions such as financial obligations, violations of non-academic regulations, etc., under which the University will withhold transcripts, certifications, or other information about a student. In such instances, the student and the Office of the Registrar must be notified in writing before the hold is initiated. This notification must state the reason for such hold and the conditions to be met before release can be made.

Definitions

1. "Student" referred to in both the Family Educational Rights and Privacy Act of 1974 (FERPA) and the University's Policy Statement on the Confidentiality and Release of Information About Students includes "any person with respect to whom an educational agency or institution maintains educational records or personally identifiable information, but does not include a person who has not been in attendance at such agency or institution." This therefore excludes applicants who have been admitted and did not enroll and applicants who were denied admission.

2. "Educational Records" refer to Emory University policy statement on the Confidentiality and Release of

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Information About Students and FERPA as amended considers as falling outside the definition of Educational Record, and thus does not open to inspection by students, the following materials:

- a. records about students made by instructors and/or administrators for their own use and not shown to others;
 - b. employment records for students who are University employees unless the student was employed as a result of his/her status as a student;
 - c. records about University students “created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional” acting or assisting in such capacity for treatment purposes and which are available only to persons providing such treatment.
3. As applies to the University’s policy statement section IV -- Hearing: A student may challenge a grade only on the grounds that it was inaccurately recorded, not that it was lower than the instructor ought to have awarded. Thus, the “Right to Challenge Hearings” excludes challenging grades on the basis of the grade being other than expected.
4. FERPA, and hence the University, lists the following as those who may have access to a student’s record without the student’s consent:
- a. state and local officials to whom state law in effect on 19 November 1974 required information to be prepared;
 - b. organizations like ETS and CEEB in connection with “developing, validating, or administering predictive test, administering student aid programs, and improving instruction”;
 - c. “accrediting organizations in order to carry out their accrediting function”;
 - d. parents of a student who is a dependent for income tax purposes (dependent student is defined in Section 152 of the Internal Revenue Code of 1954);
 - e. “appropriate persons” in the case of health and safety emergencies. Regarding the release of information for health or safety emergencies, the regulations of the Department of Education state that educational institutions may release information from educational records if the knowledge of such information is necessary to protect the health or safety of a student or other persons. Factors which should be taken into account in determining whether records may be released under this section include the following:
 - “the seriousness of the threat to the health or safety of the student”;
 - “the need for such records to meet the emergency”;
 - “whether the person to whom such records are released is in a position to deal with the emergency”;
 - and
 - “the extent to which time is of the essence in dealing with the emergency.”

Furthermore, “in determining whether a bona fide emergency exists, institutional officials should be aware that the exception is to be construed narrowly.” Other than in the exceptions stated in this policy, the University may not release “personally identifiable information in educational records” or allow anyone access to those records, unless the student has given his/her written consent “specifying records to be released, the reasons for such release, and to whom” with a copy of the released record to be furnished to the student if so requested.

5. If the University is responding to a court order or subpoena, it is under no requirement to give the student a copy of the materials furnished, but it must make a reasonable effort to notify the student of all such orders or subpoenas in advance of compliance therewith.
6. The University’s own employees, “if within the category determined by the University itself to have legitimate educational interest in the file, need not execute any explanatory statement, nor must a record of their access be kept when indeed they are accessing a student’s record.” In effect, only “outsiders” who request or obtain file access must explain their reasons.

Related Links

Current Version of This Policy: <http://policies.emory.edu/8.3>

Campus Directory Suppression Form (<http://www.registrar.emory.edu/ferpa/campusdirectory.htm>)

SECURITY AND SAFETY CONSIDERATIONS INVOLVING INTERNATIONAL TRAVEL

Preamble:

Emory University's various schools, programs and entities engage in activities all over the world that involve the University's students, staff and faculty. The University strongly encourages these activities as part of its mission to internationalize educational offerings and research activities. Although no travel, whether domestic or international, is risk free, frequently the University's students and personnel are better acquainted with the risks associated with travel to various places within the U.S. than they are with risks associated with international travel. Accordingly, it is important that policies and procedures regarding international travel be developed and applied in a coordinated, consistent and thoughtful way in order to increase awareness of, and minimize, travel and security related risks; to promote safety and security conscious behaviors; and to set standard practices for all units of the University, while taking into account the wide variety of locations, purposes and travelers that university programs encompass. To that end, and in recognition of the varying circumstances that prevail across the University in the administration of international activities, the following guidelines are put forth for use in the planning and review of activities involving international travel that are arranged and/or sponsored by the University and/or any of its component units.

Purpose of Guidelines:

The risks and considerations associated with traveling to various international destinations will vary depending on the destination, activity and travelers involved, just as they vary for travel within the United States. These guidelines are not intended to address all travel-related risks and considerations. Rather, individual schools and programs should address such risks and considerations on a program-by-program basis through their own policies and guidelines. Instead, guidelines are intended to provide guidance in the following areas: (a) general safety and security considerations to be taken into account in programming involving international travel; and (b) situations in which the University is arranging and/or sponsoring a program involving travel to a destination that is, or becomes, subject to a crisis or emergency, whether caused by political or military circumstances, natural disasters or other circumstance or events.

Section I: Guidelines Regarding General Safety and Security Considerations

A. Applicability of These Section I Guidelines

These Section I Guidelines Regarding General Safety and Security Precautions apply to all "Emory University-Organized Programs" that involve travel to a destination outside the United States. An "Emory University-Organized Program" is defined as a program or plan of travel that the University arranged and/or sponsored, as opposed to a program or plan of travel arranged by an individual based on his/her independent decision to embark on a trip involving study, research, or coursework.

B. Section I Guidelines

1. The University supports a broad range of international research and activities ranging from the trips of individual scholars to travel by organized delegations. All schools, centers, programs, and offices that in any way support such trips or travel should maintain internal structures and procedures both for providing general safety advice to participants and for addressing the routine health and safety concerns that international programming raises. Advice regarding general safety precautions should be available to all Emory students, faculty, and staff, and individual schools and programs are encouraged to disseminate information and policies regarding their specific travel programs. By doing so, schools and programs can ensure that such information and policies are tailored to the travel destination, travel purpose, and type of travelers who will be taking the trip.
2. With regard to any international travel in connection with Emory University-Organized Programs, those University programs and entities that are engaged in international program administration or the administration of funds that support individuals engaged in university business, educational endeavor or scholarship abroad, are strongly encouraged to work with the support structures available to them within their unit, through the Office of International Affairs and through the Office of the General Counsel. Planning for any such programs involving international travel should take into account the travel destination; purpose of the trip; activities to be undertaken at the destination; and experience and background of the travelers.

3. As a general rule, all Emory students, faculty, and staff who travel abroad should develop a specific contingency plan to be implemented in case of emergency. The contingency plan should specify procedures for evacuation to safer areas, registration with consular officials, and communication with responsible and concerned parties in the U.S. In the case of Emory University-Organized Programs, this contingency plan must be provided in writing to the administrative unit organizing the Program before departure and it should be distributed in writing to all Program participants. Further, all participants in Emory University-Organized Programs must complete appropriate consent forms that are available from the Office of the General Counsel.

Section II: Guidelines Regarding Travel by Emory University-Organized Programs to Destinations Subject to an International Crisis Situation

A. Applicability of These Section II Guidelines

These Section II Guidelines Regarding Travel by Emory University-Organized Programs to Destinations Subject to an International Crisis Situation apply to “Emory University-Organized Programs” that involve travel to a destination outside the United States that is or soon may be subject to an “International Crisis Situation” before, at the beginning of, or at any time during the contemplated travel. An “International Crisis Situation” is a situation in a country or region outside of the United States that arises out of political, military, public health, natural disaster or other circumstances and that poses a greater level of risk or danger to travelers than is typically encountered in travel to that country or region.

B. Considerations in Applying These Section II Guidelines

In the event of any International Crisis Situation that may concern or affect travelers in Emory University-Organized Programs, coordination of any response should take into consideration that units at the University which sponsor Emory participants in a particular international location may be engaged in different types of activities and may involve travelers with different levels of training and experience relating to the circumstances that they may encounter. For example, the cancellation of an undergraduate program based in a particular region that is subject to an International Crisis Situation may not necessitate a travel ban on graduate students or faculty to that same region. The cancellation decision regarding undergraduates, however, should trigger a serious review of the advisability of such travel by graduate students, and this review, in turn, might result in the implementation of additional security and safety measures.

C. Process for Review of Emory University-Organized Programs

As more fully described in Section D below, Emory University-Organized Programs held in areas of the world that are the subject of a State Program travel advisory should be carefully reviewed by the Executive Travel Safety Committee. The Executive Travel Safety Committee will be composed of the president, the vice provost for international affairs, a representative of the general counsel’s Office, and others deemed appropriate by the president. The president will make all final decisions on cancellation of Emory University-Organized Programs.

The Executive Travel Safety Committee will act in consultation with the relevant school or unit to determine if a particular program should be continued, modified, or cancelled. Decisions about whether to continue, modify, or cancel a travel or study abroad program should be made after requesting and receiving input from the faculty and staff involved in the program’s administration. The Director of the travel program should relay this input to the Executive Travel Safety Committee via the Dean, the chief administrative officer of the relevant unit, or so it can be taken into consideration before the committee proposes a decision. The formulation of a response should take into consideration information from sources such as State Program travel advisories, faculty experts at Emory, and academics and other experts in appropriate related fields. Once a decision is reached, the Executive Travel Safety Committee will be responsible for articulating an appropriate response that can be coordinated, as necessary, among all components of the University.

D. Determination of When a Program Requires Review and When Cancellation of a Program is in Order

1. The following guidelines should be followed by a unit in making a determination as to (1) whether to review travel or study abroad by an Emory University-Organized Program to a particular location in the world that is or soon may be subject to an international crisis situation, and if so, (2) whether Emory University-Organized Programs at that location should be continued or canceled:

- a. The primary administrators of study abroad or international education in each unit (e.g. the Director of CIPA and the executive Director of ICIS in the college) in consultation with the Dean or chief administrative officer of the unit and relevant faculty and staff may call for a review of travel to a particular area if they deem the location as one that is or soon may be subject to an International Crisis Situation or if they

otherwise deem it necessary or appropriate. The decision to call for a review may be triggered by information from a variety of sources, including the U.S. State Program, faculty experts, on-site administrators, other universities engaged in similar study abroad operations, or other credible sources, as determined by each unit.

- b. If the U.S. State Program issues a warning of the lowest level calling for U.S. citizens to “consider the safety of travel” to a particular location or any more serious warning to “defer” or “not to travel” to a particular location then each Emory University-organized program planning travel to that location should consider itself obliged to review its travel there. Upon completion of this review, the unit shall submit a recommendation in writing as to whether the Emory University-Organized Program should continue, be modified, or cancelled.
- c. The aforesaid recommendation should be forwarded in a timely manner to the vice provost of international affairs who will consult, as needed, with representatives of other units at the University that might be affected by a decision to continue or cancel the Emory University-Organized Program(s) in question and also with the provost and president of the University, as needed. The Office of International Affairs will maintain a list of designated consultants who assist the vice provost in responding promptly to such recommendations.
- d. The vice provost will formulate a recommendation on whether to continue, modify, or cancel an Emory University-Organized Program after consultation with the program’s administrators and Directors, and then he/she will forward that recommendation to the Executive Travel Safety Committee.
- e. The university president, in consultation with the Executive Travel Safety Committee, will make the final decision as to whether or not to cancel any or all Emory University-organized program in a particular location.
- f. If a particular Emory University-Organized Program is cancelled or continued, and if the State Program travel advisory which triggered an initial program review is not lifted before the beginning of a new semester, the program must be reviewed again, following the procedures outlined in points 1-5 above.

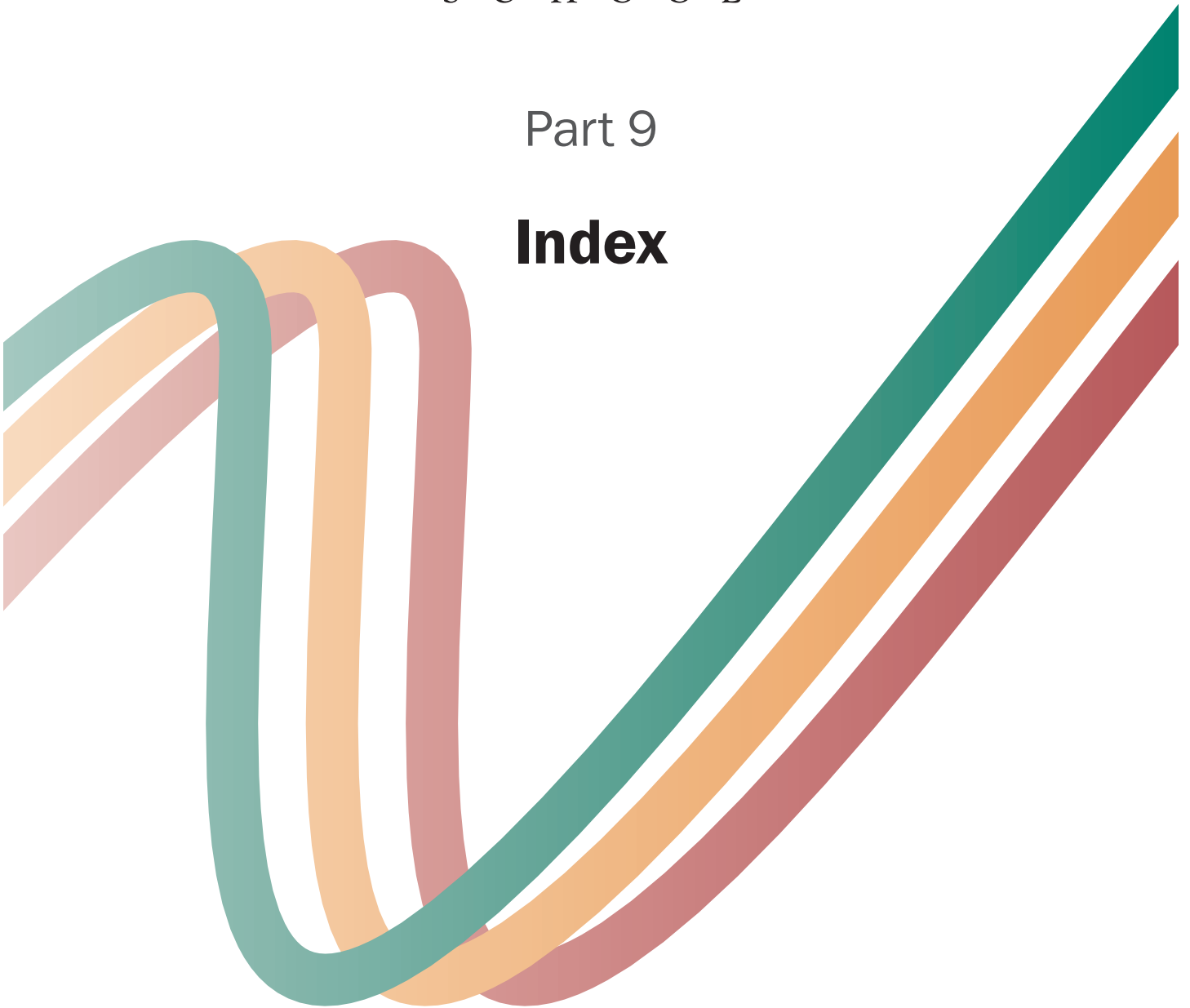


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Who to Contact

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**For titles, email addresses and phone numbers,
see inside front cover.**

2008-2009 Calendar

August 2008

- 20-22 Graduate school TATTO course
- 21-27 International Student Orientation
- 26 New Student Pre-registration
- 27 New Student Orientation - Part 1
- 27 Graduate School Picnic
- 28 Completion of Fall Registration
- 29 Fall Classes Begin

September 2008

- 01 Labor Day holiday (no classes)
- 05 Last day for approved schedule changes
Late registration ends, 4:00 pm
- 08 ESL fall classes begin
- 10 Minority graduate student reception
- 11 International student reception
- 12 Last day for letter grade/S/US changes
- 12 Fall degree applications due
- 18 DGS meeting
- 25 Graduate students with families dinner

October 2008

- 04 New Student Orientation - Part 2: "Emory As Place"
- 13-14 Fall break
- 15 DGS meeting, Social Sciences
- 16 DGS meeting, Humanities
- 17 DGS meeting, Natural Sciences
- 31 Pre-registration for Spring 2009

November 2008

- 19 DGS meeting
- 21 Degree clearance forms, theses and dissertations due
- 27-30 Thanksgiving recess

December 2008

- 04 Add/drop/swap opens for spring 2009
- 09 Classes end
- 10-17 Exam period
- 19 Final grade rosters due in registrar's office
- 20 End of term; graduation date for diplomas
- 23 Faculty only grade entry deadline

January 2009

- 03 Graduate School application deadline (some programs may have earlier deadlines)
- 06 Grade entry deadline
- 07 Fully graded date
- 14 Registration for Spring 2009
- 15 Classes begin

- 19 Martin Luther King Jr. holiday (no classes)
- 20 DGS meeting
- 20 ESL classes begin
- 22 Last day for schedule changes
- 30 Last day for letter grade/S/US changes

February 2009

- 04 Registrar's date of record
- 06 Spring degree applications due
- 07-08 Recruitment weekend
- 15 Course Atlas entries due

March 2009

- 06 List of TATTO student participants due
- 09-13 Spring recess
- 25 DGS meeting, Social Sciences
- 26 DGS meeting, Humanities
- 27 DGS meeting, Natural Sciences
- 27 Pre-registration for fall semester

April 2009

- 03 Degree clearance forms, theses and dissertations due
- 23 DGS meeting
- 27 Classes end
- 30 Exam period begins

May 2009

- 08 Exam period ends
- 11 Commencement and end of term
- 18 Registration for first summer session
- 18 ESL first-session summer classes begin
- 19 Classes begin (first summer session)
- 25 Memorial Day holiday

June 2009

- 29 Registration for second summer session
- 30 Classes begin (second summer session)

July 2009

- 02 Degree applications due
- 03 Fourth of July Holiday
- 31 Degree clearance forms, theses and dissertations due

August 2009

- 19-21 Graduate school TATTO course
- 25 New Student Orientation - Part 1
- 25 Graduate School Picnic
- 27 Completion of Fall Registration
- 28 Fall classes begin