

# Master in Management



## Student Handbook 2025-2026



EMORY

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GOIZUETA  
BUSINESS  
SCHOOL

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***“Affirmative Action.*** Emory University is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment and otherwise treat qualified individuals without discrimination based on their status as protected veteran or individual with a disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws. In addition, the parties agree that, in fulfilling their respective obligations and duties under this Agreement, they shall not discriminate against any individual or group on the basis of race, religion, age, sex, national origin, citizenship, disability, sexual orientation, genetic information, or veterans/national guard/military reserve status.”

Emory University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, doctorate, and professional degrees. Questions about the accreditation of Emory University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

## **MASTER IN MANAGEMENT PROGRAM**

The Master in Management (MiM) degree is a two semester, 33 credit hour general business program. It provides a core foundation and a set of electives. The degree program provides students with liberal arts degrees, especially in the humanities and sciences, with the opportunity to augment their undergraduate education with a set of business foundations and knowledge so that they can apply their skills and passions in an organizational setting.

## **MASTER IN MANAGEMENT LEARNING OBJECTIVES**

1. Acquire foundational knowledge in the functional areas of accounting, finance, information systems/operations management, marketing, and organization and management.
2. Leverage liberal arts education to engage in critical reflection and analysis of the role of business in society.
3. Build the professional skills, communication abilities, and leadership competencies needed to be effective in the workplace
4. Develop approaches and frameworks to analyze business issues and be an effective steward of organizational resources
5. Instill the capacity to have create positive organizational impact through applied immersive coursework.

## **MASTER IN MANAGEMENT GENERAL EDUCATION REQUIREMENTS**

1. Applicants for graduation must follow the university requirements for applying for graduation
2. Completion of 33 academic hours, including a minimum of 21 designated requirement hours and 12 elective hours.
3. Applicants for graduation must be in good academic standing as defined by the Goizueta School of Business

## **MiM PROGRAM STAFF**

*(As of July 2025)*

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# GENERAL ADMISSIONS CRITERIA AND REQUIREMENTS

## Criteria to Apply (characteristics applicant must possess to apply)

- Conferred bachelor's degree/equivalent from an accredited college or university
- Completion of the application requirements
- Students with a minor in business may enroll in the Master in Management Program.  
Additionally, students with a minor from an AACSB accredited program may enroll in the MiM program without duplicating coursework. Waived MiM courses will be replaced with corresponding Flex Core graduate level equivalents. Students will work with the MiM Program Director to determine which courses are appropriate to waive and replace. A grade of B or better must be earned to waive an MiM core course.
- Degree may not be from a Business School and transcript must not reflect a major in business.

## Application Requirements (items which need to be submitted to be considered)

- Application
- General information
- Personal statement
- Completion of short essay prompt
- Honor Code & Attestations
- Standardized Test Scores
- GRE or GMAT may be submitted but is not required
- Resume
- Transcripts from all institutions attended
- Letter(s) of Recommendation (number and guidance on writers varies by program)
- Two letters, with at least one from a former faculty member or academic advisor.
- Interview optional
- \$150 application fee

## Criteria to be Admitted

- Solid academic performance with the expectation of a B average, unless there are extenuating circumstances
- Extracurricular involvement or other evidence of engagement in university community (may be waived for students who worked more than 20 hours/week)
- Strong academic recommendation
- Alignment of goals of applicant with program's objectives
- Preference given to students with record of leadership, service, or commitment to adding organizational value

## THE GOIZUETA MIM PROGRAM CURRICULUM

The MiM curriculum is structured in two phases. In semester one, foundational knowledge for this degree program is delivered via the core curriculum required of each student. Successful completion of these courses should stand as evidence of this grounding.

In semester two, students will expand their business knowledge through a combination of core and self-selected elective coursework. Finally, mastery of frameworks and demonstrated capacity to create organizational impact will be demonstrated via an immersive project in which all students will participate in the final component of the curriculum. In this experience, students will be charged with solving a real-world problem on behalf of an organization or relative to a societal need. External judges will assess these final projects. In addition to project-specific outcomes that will be evaluated individually, all judges will score students' aggregate performance based on the degree to which students utilized appropriate frameworks, suggested processes and use of organizational assets that were effective and efficient, and made actionable recommendations that added value by meeting the stated objectives of the problem or issue being addressed.

Semester		AREA	Name	Hours	Totals
Prerequisite		Math/ISOM	Statistics		
Prerequisite		ECON/FIN	Microeconomics		
Fall	Core	ACT512M	Financial Reporting and Analysis	3	
Fall	Core	BUS565M	Business Communication	3	
Fall	Core	FIN520M	Managerial Finance	3	
Fall	Core	MKT540M	Marketing Management	3	
Fall	Core	OAM531M	People and Organizations	3	
Fall	Core	BUS580M	Personal and Professional Development	2	
					<b>17</b>
<b>TRACKS</b>					
Spring A	Core	ISOM551M	Process and Systems Management	1.5	
Spring B	Core	ISOM 555M	Digital First: Tech Strategies in Business	1.5	
Spring A	Core	BUS500M	Leadership, Decision Making and Teams	1	
Spring A/B	Elective		Track Elective	1.5-3	
Spring A/B	Elective		Track Elective	1.5-3	
				<b>Spring A</b>	<b>7</b>
Spring B	Elective		Track Elective	1.5	
Spring B	Elective		Track Elective	1.5	
Spring B	Elective		Track Elective (if needed)	1.5	
Spring B	Elective		Track Elective (if needed)	1.5	
Spring A	Experiential Elective	BUS 600	Immersive project	3	
				<b>Spring B</b>	<b>9</b>
					<b>16</b>
			Total hours		<b>33</b>

## MIM/MPH DUAL DEGREE PROGRAM

The dual Master in Management (MiM) and Master of Public Health (MPH) degree program represents a strategic intent to equip future public health professionals with a unique skill set. This innovative program will enable students to add business paradigms and frameworks to a deep understanding of public health, fostering a new generation of professionals capable of addressing complex healthcare challenges with business acumen. By offering an integrated curriculum that combines both disciplines, we aim to produce graduates who have the tools to drive impactful change and innovation in the healthcare sector.

The program will be delivered over 4 semesters. Students will enroll in RSPH in semesters 1 and 2 and in Goizueta Business School in semesters 3 and 4. Coursework will be distributed across the two schools in each semester.

## COURSE DESCRIPTIONS

### **ACT 512M Financial Reporting and Analysis**

This accounting course is about decision-making in organizations, both internal and external. It is designed for students graduating from liberal arts colleges in non-business areas of expertise. Using financial statements strategically, you will be able to identify the financial levers that affect revenues, expenditures, and profitability. These along with ratio analysis are critical to key external stakeholders of a company. In addition, we will focus on the management accounting system, which provides information for *internal* decision-making. You will learn about the types of information that internal accounting systems generate and how that information affects decisions such as cost-volume-profit analysis, pricing, break-even, managing inventory, managing costs, and maximizing profitability.

This course will help you improve organizational decisions which involve a cycle of planning and control. The course will incorporate real world applications, including actual financial statements, cases and projects to reinforce the relevance of topics to real business situations.

### **BUS 565M Management & Leadership Communication**

Management and Leadership Communication builds on the critical thinking skills you developed in your undergraduate degree, and then applies those skills to leadership positions in organizations. In this class, you will learn behaviors, communication strategies, and management communication norms that prepare you succeed as a leader.

Communication is most effectively mastered through practice. Therefore, Management & Leadership Communication requires experiential learning and highly interactive participation. In class, you will develop your skills through discussions, role plays, presentations, and exercises; outside of class your strategy development, iterative writing, and analysis of the readings furthers the foundation of your communication skills.

### **FIN 520M Intro to Financial Management**

This course is an introduction to the theory and practice of finance with the objective of gaining an understanding of finance and the financial instruments and models typically utilized for both individual and corporate decision-making. The focus will be on the issues and responsibilities facing a financial manager, and the investment (capital budgeting) and financing (capital structure) decisions of corporations and

individuals. The approach we will take to effectively make these decisions is to understand the creation of value through cash flow analysis and the study of the tradeoffs between and among risk, return, and impact.

Specifically, the course covers topics such as the time value of money, net present value (NPV), internal rate of return (IRR), valuation, analysis of risk and return, capital markets, and a firm's capital structure. We will also discuss the role of finance in a capitalistic economic system that accounts for both shareholder value and stakeholder value.

### **MKT 540M Intro to Marketing Management**

The purpose of this course is to familiarize you with the basic concepts and principles of Marketing Management by introducing you to a framework-based analysis of marketing issues and how they impact organizations and their customers. Through cases, current examples, and a group project, the course will endow you with an appreciation for the role of marketing in organizations and an understanding of how to apply marketing concepts.

The course will improve your approach to structured problem solving, analytical skills, and vocabulary around the marketing discipline, teach you various data analysis techniques corresponding to functional topics within the marketing discipline, and provide you with an introduction to the process required to develop marketing strategies and implementation plans. As an emerging professional, you will draw from other core courses to better understand how the marketing function interacts with other functions within the organization.

### **OAM 531M Leading People and Organizations**

This course will introduce students to the role of people in organizations and organizations as embedded in the larger society. Topics to be explored include human behavior in organizations, organizational decision-making, competition among individuals and in markets, teamwork and leadership, complex organizational problems, and the organization's role in global challenges. This course will help you consider what motivates people to succeed, what success means, and how people can position themselves and their organizations for success. It is a foundation course for further exploration of business organizations and their social impact. It is designed to shape your understanding of individual behavior in an organizational setting based on an accumulation of research in psychology, sociology, economics, and organizational behavior.

The class will additionally delve into some of the biggest challenges facing businesses today, such as inequality, the role of capitalism in society, and how businesses can help build a more inclusive and sustainable world. To do this, we will draw upon your liberal arts training in critical inquiry and analysis.

### **ISOM 550M Digital First: Commerce and Society in the 21<sup>st</sup> Century**

This course focuses on how technologies are changing the future of business and society. It will explore current and emerging technologies within and across domains and conceptions of a mobile life. Specific topics will include Artificial Intelligence, Internet of Things, Virtual Worlds and Metaverse, Web3, Privacy, and the changing art of the possible.

It is ever more likely that an individual's first encounter with a commercial, governmental or social service begins with the interface to a digital environment. How will that Digital First entry into commercial and social engagement evolve?

You are not expected to be a technology professional, but the course offers insight and experience of the challenges and complexity of the evolving reality of commerce and society in the digital age.

### **ISOM 551M Process and Systems Management**

This class will examine a central question that will be useful to understand as you embark on, and progress through, your careers: why do organizations struggle to effectively execute their strategy? At its core, the course examines two key issues:

1. How to align and optimize the operating model to deliver value
2. How to align and optimize the organization, including leadership and decision-making, to deliver value.

The class will explore various types of business models and how to use a business model canvas to identify key activities, partnerships, and constituent interactions that align a company to deliver value. We will cover forecasting techniques and how to use them to most effectively and efficiently allocate resources. We will learn how to engage in operational decision making through linear optimization and process analysis. The course material will be particularly relevant in framing the complex issues you will encounter in the MiM immersion project

### **BUS 580M Personal and Professional Development**

This Professional Development course is composed of a series of sessions, workshops, guided exercises, and assignments designed to help identify how to leverage your combined undergraduate and MiM experience toward a career, as well as position you for success at Goizueta and beyond. This course will provide you with the background research, tools and life-long skills to market your most important product, you.

You will learn about different industries and functions, learn effective methods for job search, and sharpen your interview skills. As you embark on your MiM journey, you'll explore how your personal interests and undergraduate training, when augmented by business knowledge, will align with potential careers, and then you'll refine your personal brand to form a strategy to kick-start your career.

### **BUS 500M Leadership, Decision Making and Teams**

This one credit-hour seminar is designed for students in the Master in Management program in conjunction with, and in preparation for, optimal participation in the immersive experiential elective. In tandem, this skills-based seminar and the content-rich immersive elective will endow you with the capacity to apply functional business frameworks to add value in an organizational setting. The seminar has three components in which you will build mastery, personal leadership development, effective organizational problem solving, and optimal team engagement. You will identify and develop your leadership competencies and apply them at a professional level in a team setting. Through a series of exercises, you will develop a systematic process for analyzing complex problems and making actionable recommendations. You will be prepared to utilize these skills and frameworks in your immersive project.

### **BUS 600 Immersive Project Elective**

In this course students will work with an external organization to address a problem or research issues of strategic importance. Instructors will prepare students in the classroom to research, analyze, and develop insights. In teams students will then develop a culminating set of final recommendations presented to a panel of constituents and judges.

Projects will be developed on student interest to include opportunities working with challenges related to: sustainability, global economic development, marketing and communications, non-profit outreach, health and wellness and entrepreneurship

Students will put theory into action, gain exposure to a professional organizational setting, blend liberal arts background with business knowledge, work in teams, solve complex multi-layered problems, and acquire experience and transferable skills.

**Schedule of electives determined by demand each spring, additional electives may be available.**

## **DIRECTED Study**

### **Requirements and Procedures for Enrollment in**

**ACT/FIN/ISOM/MKT/OAM497 (BBA students) BUS 697 (graduate students)**

### **Course Description (ACT/FIN/ISOM/MKT/OAM 497<sup>1</sup> and BUS 697)**

Research in fields of special interest or supervised study covering areas not specifically included in the curriculum may be undertaken under the direction of a faculty member and with the consent of the Senior Associate Dean of the BBA Program (for BBA students) and the Associate Dean of the relevant program (for graduate students).

### **Requirements**

1. A BBA student must have a 3.0 cumulative grade point average in order to enroll in Directed Study. Graduate students must be in good standing as defined by their Program Student Handbook in order to enroll in Directed Study
2. A student may register for up to a total of 3 credits Directed Study during the course of their Goizueta residency. Additional Directed Study may be pursued by petitioning the Faculty Education Committee. See the Program Office for procedures to be followed in petitioning the Committee.
3. Practice-track and tenure-track faculty members are eligible to serve as a “Sponsoring Faculty” for Directed Study. Any other individual wishing to serve as a Sponsoring Faculty must be on the slate of faculty as approved by the Provost Office for that academic year. Individuals not on the Provost approved list may co-sponsor a Directed Study with the oversight of a practice-track or tenure-track faculty member.
4. Directed Study workload and deliverables should be commensurate with the academic hours it carries. The student will submit the final deliverables to the course Canvas site. The Registrar’s Office will work with the student to make sure these requirements are met. The Faculty Education Committee may conduct periodic audits to assess compliance.

### **Procedures**

1. A student planning to enroll in Directed Study must seek the sponsorship of a practice-track or tenure-track faculty member (the “Sponsoring Faculty”) by submitting to them a written proposal describing the intent, purpose, and parameters of a proposed project. The proposal should detail (i) which faculty or staff member will provide

oversight of the student's progress (if other than the Sponsoring faculty), (ii) learning objectives, (iii) deliverables on which they will be evaluated, and (iv) an estimation of time commitment by the student. The proposal should be as in depth as possible so that the Sponsoring Faculty member can make a reasonable and justifiable determination of the Directed Study's academic content, viability, and feasibility. The development of the Directed Study proposal is the student's responsibility.

- The content of a Directed Study must not duplicate course content existing in the curriculum.
  - Directed Study credit will not be given for internships (summer work) or faculty consulting work.
  - A Directed Study should have educational value that furthers the student's learning. Directed Study should not be used as a means of using student work to further faculty, staff, or School objectives unless the work *meaningfully* contributes to career-relevant student learning.
2. The Sponsoring Faculty indicates approval of the project by signing the agreement form at the end of this document. In sponsoring a Directed Study, the Sponsoring Faculty assumes responsibility for ensuring the Directed Study meets the requirements outlined above and, if personally overseeing the Directed Study, advising the student on the Directed Study and awarding a grade upon the completion of the Directed Study. If there is a co-sponsoring Adjunct Faculty or staff member, they will provide advising for the student and award a grade upon the completion of the Directed Study with the oversight of the Sponsoring Faculty.
  3. The student will assemble the following Directed Study materials:
    - The student proposal (as described above),
    - The signed Directed Study form (signed by the student and the Sponsoring Faculty), and
    - If the proposed Directed Study extends beyond the 3 credit Directed Study limit for each student, the student will need to petition the Faculty Education Committee and obtain an approval for the additional Directed Study credit hours.

The materials should be submitted to the Senior Associate Dean of the BBA Program (for BBA students) or the Associate Dean of the relevant program (for graduate students) for final approval and signature. ***The student should submit these materials only after having obtained the signature of a Sponsoring Faculty member.***

4. The program office will submit the completed Directed Study materials to the Goizueta Registrar. Once the Registrar confirms all requirements have been met, the Directed Study materials become part of the student's file and the course is added to the student's schedule/record.
5. Directed Study materials should be submitted to the Goizueta Registrar by the last day of the add/drop/swap period. Students should provide materials to the program dean at least 3 days prior to submission to the Registrar.

# COURSE REGISTRATION

The MiM Program Office will register students in all MiM core courses in the Fall semester. During the end of fall semester, students will register for their spring electives. Academic advising will be provided by MiM Program Director, Anna Gibbons.

## Cross Registration within the Goizueta Community and Emory College

After students within their respective programs have had a chance to enroll for courses and receive their schedule, MiM students can also register for a course in another program conditional on space availability. Any student wishing to cross-register is still bound by the pre-requisites required for the course. Any course taken outside of the MiM curriculum will not count towards the MiM Degree. For more information on cross registration, please speak with MiM Program Director, Anna Gibbons

## Changing Courses

Students who change their schedule after the original registration date are required to follow the procedures and calendar posted by the Goizueta Business School registrar's office. Business School students may utilize online add/drop/swap procedures. Enrollment is strictly limited by capacity. Once a course has closed, additional enrollment will occur on a space-available basis from a sequential waiting list. Neither advisors nor the instructor of record has the capacity to add a student to a closed class

# ACADEMIC POLICIES AND PROCEDURES

## Grading

Symbols A, A-, B+, B, B-, C+, C, C-, D+, and D indicate grades that receive academic credit. F indicates failure and is a permanent notation on the transcript. I (Incomplete) indicates that the student has not completed all the work for a course. W indicates withdrawal without penalty and indicates no academic credit earned. WF indicates withdrawal failing. F and WF receive no academic credit, and factor into the GPA calculation at a value of 0 quality points.

For each semester, hour of credit quality points are computed as follows:

A	= 4.0	B-	= 2.7	D+	= 1.3
A-	= 3.7	C+	= 2.3	D	= 1.0
B+	= 3.3	C	= 2.0	F	= 0.0
B	= 3.0	C-	= 1.7		

## Satisfactory/Unsatisfactory (Pass/Fail)

The Satisfactory/Unsatisfactory (S/U) option is only available for BUS 580M. All other coursework will receive a letter grade.

## Grade Appeals Process

Grade appeals are exercised only in egregious and exceptional circumstances and, as such, are rare. Students should be aware that grading is the prerogative of the faculty member. There are only three scenarios that may result in a successful argument for a change of grade:

- The faculty member calculated the grade incorrectly and the student has documentation to provide evidence.
- Criteria used in grading were different than those set forth in the syllabus and/or provided orally to the class.

- There is objective evidence that the student was graded according to criteria or a scale other than that by which others in the class were graded.

Students who believe such a scenario may apply to them should contact the MiM Program Director. If a formal appeal is filed, it must be put in writing to the faculty member with stated reasons for the request. If it remains unresolved, the student, in consultation with the Program Director, should forward the same information with any relevant new information to the Area Coordinator. If it remains unresolved, the final step would be to forward the same information with any relevant new information to the Vice Dean, whose decision will be final.

### **Incomplete Work**

The notation "I" is recorded whenever the student has been granted formal permission by the instructor, with approval of the Program Director, to defer a final examination or part of a course. Arrangements to receive an incomplete must be made prior to the end of the semester. Deferments are not permitted except for severe illness or other serious emergencies and must be approved prior to the date of the examination. The obligation to complete the work and the conditions under which the incomplete will be removed will be set forth by the faculty member. Failure to satisfy those conditions will result in assignment of grade under the original grading rubric of the course as set forth in the syllabus. In all cases, incomplete work must be completed during the student's next semester of residence, or within twelve months if the student does not reenroll. Failure to complete the course by the appropriate deadline will result in a grade of F.

Students in the MiM Program must maintain a 2.5 semester GPA for good academic standing and must achieve a 2.5 cumulative GPA to graduate from the MiM Program.

### **Probation and Suspension Guidelines**

Any student falling below a 2.5 semester GPA will be placed on academic probation for the following semester.

A student on probation must earn a minimum semester average of 2.5 at the end of the probationary semester and have a minimum cumulative grade point average of 2.0. Failure to do so will result in academic suspension.

If a MiM student fails to achieve a cumulative GPA of 2.0 or greater at the end of their second semester, they are suspended from the program.

1. Students suspended for academic deficiency may petition to the Faculty Education Committee for readmission. The minimum suspension is one semester. The Faculty Education Committee will consider petitions for readmission during the suspended semester. The petition must be submitted in writing to the MiM Program Director by February 15th for requested fall semester return or October 1st for a requested spring semester return. Students must meet with the MiM Program Director to plan for completion of the program. Late submission of the petition may result in a delayed return.
2. If a petition brought before the Faculty Education Committee is denied, the student may not resubmit a petition for readmission until one calendar year after the date of the denial.
3. If a student is suspended more than one time, a petition for readmission will not be considered until at least one calendar year after the date of suspension.
4. A student may at any time be put on probation by the Senior Associate Dean for neglect of duty, failure to make satisfactory progress towards degree, or other cause, irrespective of grades.
5. Any student who in the opinion of the Senior Associate Dean is not making satisfactory progress shall be formally notified of delinquency at the end of any semester and may be advised to withdraw. If such a student, after being advised to withdraw, elects to remain in school, the case may be brought to the

Faculty Education Committee. If in the opinion of the Committee or the Dean the student is not making satisfactory progress at the end of the following semester, that student shall be suspended.

6. Students who return after being suspended are readmitted with probationary status. A student on probation must earn a minimum semester grade point average of 2.5 at the end of the probationary semester and must have a minimum cumulative grade point average of 2.0 to remain in the program.

### **In the Event a Student Fails a Course but Meets Other Continuation Standards**

The MiM Program operates on a cohort-based structure where each academic course is offered once during the academic year. If a student fails a class while meeting other continuance standards, s/he will be required to retake the course during the following academic year to graduate. Note that this may have implications for an international student's immigration status, which is not under the control of the MiM Program.

### **Official Transcripts**

The academic transcript is an official record of a student's grades. Transcripts may be requested via OPUS or the [University Registrar's office](#). In most cases, electronic transcripts are delivered within minutes of placing your order. Transcript requests for paper copies are normally processed within two business days of receiving your request. For those whose last enrollment was prior to Summer 1990, please allow additional processing time.

Official transcripts bearing the University seal and validating signatures are sent as directed by the student's request to agencies or institutions as confidential information. 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 before needed. Delay in issuing transcripts may occur immediately before or after a term break. Official transcripts can be sent to agencies or institutions, provided the student's record shows no financial indebtedness to the University.

### **Atlanta Regional Council for Higher Education (ARCHE) Program**

ARCHE Cross Registration is a program developed and sponsored by the Atlanta Regional Council for Higher Education. Under certain conditions the program allows students to take a course at a member institution that may not be offered at the home institution. Students must be full-time and in good standing. Courses are taken on a space available basis. The student is registered at the host institution as a "special" student only. Cross Registration does not constitute regular admission and the student has access only to those facilities needed to successfully complete the course(s).

Emory University students who wish to enroll for courses at an ARCHE member institution must complete a Cross Registration application form and receive approval from their school dean or academic advisor and the University Registrar. Applications must be received in the Registrar's Office by the deadline date. There may be other requirements for enrollment (immunization records). More information is available [here](#).

### **Non-Degree Seeking Students**

Students from other divisions of Emory University who are not enrolled in the Business School may enroll in Master in Management elective courses only, on a space-available basis, with permission from the MiM Faculty Director and instructor approval, providing all course prerequisites are satisfied. Non-MiM students may enroll in a maximum of 6 hours per semester. Non-MiM students should carefully consult their degree program policy regarding application of MiM coursework toward graduation requirements.

### **Withdrawal from Courses**

Any student who withdraws voluntarily from a class after the specified drop/add period must obtain a signed partial withdrawal form. Students withdrawing prior to the end of the sixth full week of classes will receive a grade of W. Thereafter, a student who withdraws will receive a grade of WF. In calculating the student's overall average, the grade of WF is counted as an F. The grade of W is not calculated into the overall average. A student who withdraws from class after the sixth week for documented health reasons, or under other extraordinary circumstances, may petition the Program Director, in writing at the time of withdrawal in order to receive a grade of W. If the situation so warrants, a recommendation that a grade of W be awarded will be forwarded to the faculty member, who will make the final determination. Under no circumstances will a grade of WF be converted to a grade of W after it has been issued. Given the sequential structure of the curriculum, any withdrawal from coursework will impact the expected date of graduation.

### **Complete Voluntary Withdrawal**

A student may withdraw in full from the MiM Program at any time prior to the beginning of the final examination period. Upon voluntary withdrawal, grades of W or WF are recorded as set forth above. A student who withdraws from class after the sixth week for documented health reasons, or under other extraordinary circumstances, may petition the Program Directors, at the time of withdrawal in order to receive full withdrawal with all grades of "W." Any relevant partial refunds within the first four weeks of classes are dependent on the date of withdrawal. Students who completely withdraw are eligible for tuition and fee adjustments according to the Emory University Tuition and Fee Adjustment Schedule. This schedule may be found on the Student Financial Services website at the following link.

<https://studentaccounts.emory.edu/policies/withdrawal-adjustments.html>

### **Involuntary Withdrawal**

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 Goizueta Business School, or his/her designee, shall have final authority regarding the decision, enactment, enforcement and management of the involuntary withdrawal of a student. Such a process will occur in accordance with University policy.

### **Leave of Absence Policy**

Petitions by students to suspend their studies for a defined period of time must be made to the Program Director. The parameters of such a leave must be clearly defined, as should the timeline for return, in the process of completing the Leave of Absence form. The Master in Management Program follows a two semester sequence. Students requesting a leave will therefore need to return in the semester they vacated, thus necessitating a one year leave.

## **Class Attendance**

**Class attendance is always expected of all students.** Each professor has his/her own rules for the classroom, and those rules take precedent. If a professor does not outline classroom rules in the course syllabus, students should assume the following:

A student should contact the faculty member prior to class, if he/she is unable to attend a single class to inform faculty member of an absence.

In the event that a student anticipates an extended absence (more than one class session in a row) for illness or personal emergency, that student should contact the Master In Management Program Director to arrange for accommodations and contingency planning.

As class participation is an important component of most courses at Goizueta, a student should assume any absence will count negatively toward the class participation grade.

Mobile devices should be turned off during class and students are expected to follow policies as laid out in individual course syllabi with respect to the use of electronic devices.

**It is unacceptable to miss a class due to a Career Management Center related event.**

## **Absences from Examinations**

Any student who fails to submit a required course assessment or take a required examination when normally scheduled may not take this examination without both the consent of the faculty member and written permission from the MiM Program Office. In such cases permission will be granted only for verified, documented illness for which the care of a physician was required or other verified extraordinary and compelling reasons. A MiM student seeking to defer a major in-course exam or final exam due to illness or emergency must be granted formal permission by the MiM Program Director. Such deferments will be granted only in the following circumstances, all of which must be independently documented and verified:

1. Illness requiring in-patient hospitalization during the time of the exam.
2. Death of an immediate family member (grandparent, parent, or sibling) at the time of the exam, or immediately prior.
3. Illness for which a treating physician provides independent, written documentation directly to the Program Office stating that the student is medically incapable of taking the exam because of health risk to himself/herself or others. In the event that such documentation is not available, with written consent from the student, if the MiM Program Office can verbally confirm with a physician in Student Health that the student is medically incapable of taking the exam because of health risk to himself/herself or others, then the student will be excused.
4. Other extraordinary circumstances beyond the student's control for which documentation can be provided and for which there is absolutely no alternative.

Except in the case of #1 or #2, such documentation must be received prior to the exam in order to be excused. In the case of #1 and #2, documentation must be provided no later than 24 hours after the exam and must cover the time of the exam.

In the absence of this documentation, the faculty member may assign a zero for the missing assessment. If a make-up is allowed without documentation, the faculty member also has the discretion to limit the grade a student can earn on that assessment.

A student who reports for and takes any part of a final examination ordinarily will not be allowed to defer or retake that final. Deferred examinations must be taken at the beginning of the student's next semester of

residence, or at a time designated by the faculty member. In the absence of this documentation, the faculty member may assign a zero for the missing assessment. If a make-up is allowed without documentation, the faculty member also has the discretion to limit the grade a student can earn on that assessment.

### **Auditing a Course**

The MiM Program does not officially recognize audits. Students may therefore not register to audit any MiM course. With the permission of the instructor and on a space available basis, students may unofficially visit any course for which they are eligible to register, but no record is kept of courses so visited.

### **Religious Holidays**

The University upholds a [policy](#) of treating a religious absence as any other excused absence, that should be granted over and above the total number of allowed excuses. Specifically, there is no set number for approved religious accommodation absences and if a student needs to use excused absences for other reasons, that should not subtract from allowable religious absences.

Additionally, as is the case with any excused absence, students should not be penalized but are responsible for all material covered in class. Students missing tests or major course components must be given the opportunity to make up missed work without penalty.

Students are responsible to communicate with their instructor in advance of a need for an absence due to religious observance and should not expect that travel before or after a holiday will be excused.

### **Student Complaint Policy**

Students who wish to file a complaint that does not fall within the jurisdiction of an academic area, the honor code or the conduct code should offer discuss the concern with the appropriate personnel in the MiM Program Office.

Federal financial aid laws and regulations require that each state have a process to review and act on complaints concerning educational institutions in the state. If you have a complaint, you may, of course, file a complaint with Emory's financial aid office or call the Trust Line at 1-888-550-8850 or file a report online. You may also file a complaint about Emory University with the State of Georgia Office of Inspector General by following the directions at the Office of Inspector General (OIG) website. In the event that OIG receives a student complaint relating to financial aid, it will be forwarded to the Office of Inspector General of the U.S. Department of Education.

### **Waivers of Academic Regulations**

Waivers of Academic Regulations Students may appeal to the Goizueta Education Committee for waivers of existing academic regulations and requirements in individual cases. Students wishing to submit an appeal should work directly with the MiM Program Director to prepare appropriate documentation according to the Committee's guidelines and deadlines.

## **HONORS AND AWARDS**

### **Dean's List**

Students whose academic achievement over a semester with 12 or more credits completed places them in the top 10-12% of their class earn Dean's List standing.

### **Beta Gamma Sigma**

Beta Gamma Sigma is the international honor society serving business programs accredited by AACSB International. The mission of the society is to encourage and honor academic achievement in the study

of business and personal and professional excellence in the practice of business. Invitation to membership is the highest recognition a business student can achieve, anywhere in the world. At the graduate level, membership is extended to those students who both stand in the top 20% of the graduating class and who display the personal and professional attributes befitting the society. Students will be recognized for their achievement at the Graduation Awards Ceremony.

### **Most Outstanding Academic Accomplishment**

Presented to the graduating student who has amassed the most distinguished academic record in the program.

### **MiM Core Values Award**

The MiM Graduating Class will select a student they feel best embodied the core values identified by the inaugural class: Intention, grit, diversity, collaboration, empathy, celebration, respect and adaptability.

### **MiM Faculty Award for Classroom Excellence**

Each year, the Core Faculty of the MiM Program will honor a student who has made remarkable contributions to the classroom. This recognition goes beyond academic excellence, celebrating those who demonstrate thoughtful participation, inspire and support their peers, show significant academic growth, and actively engage in the MiM Program.

## **MIM LIFE AND LEADERSHIP**

### **Academic Advising and Support**

As an incoming student, the MiM Program Director will serve as your academic advisor and will assure that you are making satisfactory progress toward your MiM degree and that your course selection is appropriate for your educational and professional goals. You will be in constant contact with your Program Director throughout your MiM experience.

### **Clubs and Activities**

The MIM program offers access to a vibrant student community and provides an abundance of initiatives and vehicles for involvement. As you improve your leadership capacities and strengthen your business acumen, you will also have the opportunity to leave your imprint on the Business School.

By working for constructive change alongside your peers, you will enhance your ability to make meaningful contributions to organizations and to enrich the communities in which you operate. You will have access to clubs, organizations, centers and institutes at Goizueta Business School.

### **MiM Council**

The MiM Council will be the governing body for all MiM students. The 2024-2025 initiating Council was responsible for chartering the organization within student government frameworks. Thereafter, the Council will be elected each year to represent the needs of the students and to serve as the student voice in enabling and enhancing professional, social, and academic opportunities.

The Council allocates funding and provides oversight for the MiM Program and plans events specifically for the program and across Goizueta with other master's programs.

Students are highly encouraged to get involved in the Council by running for office or spearheading an initiative with the Council's assistance.

In the absence of a formal charter, the initial positions of the first MiM Council are anticipated to be:

**Class President (1):**

Works with the Program Office to help facilitate communication between the MiM Class and the Program Office.

Communicates to faculty on behalf of the cohort

The President will represent the MiM Program and serve as a liaison to the other Goizueta graduate programs and Graduate Student Government Association.

**Class Vice President (1):**

- Works closely with the MiM President and shares responsibility to represent the MiM program in the Goizueta and Emory community
- Works with the President and Council to develop programs and opportunities for the MiM Class.

**Social Chair (1):**

- Coordinates student sponsored social activities for the MiM Class.
- Gathers ideas and inputs from MiM class regarding various social events
- Coordinate with GBA council for joint programming and group involvement

**Class Treasurer (1):**

- Keeps track of student social funds and works with social chair for planning (and paying for) student activities. Also responsible for submitting any receipts and tracking reimbursements.
- Attends Graduate Student Government Association training as necessary

**Career Liaison (1):**

- Works with the MiM Career Management Center Director to address the career concerns and needs of the cohort.
- Ensures that all MiM students are aware of the career resources that are available to them and encourage students to utilize those resources through attendance at Career Events.

**Honor Council Representative (1):**

- Serves on Goizueta Business School Honor Council

**Time needed for positions**

- Leadership meets once a week with the Program Director, typically 45 -60 minutes
- Time you put into it (planning events, speaking to instructors, & sending out surveys)
- Typically no more than 8 hours a month

**Nomination Guidelines**

- Students can nominate themselves and/or their classmates.

- Students can be nominated for more than one position
- If a position does not have any nominations, the Program Office can nominate student(s).

### **Voting**

- Once all nominations are in, Anna will contact those nominated by a classmate to see if they wish to run.
- Students, who wish to run, will present to the class as to why they should be in that particular role.
- Anna will create a survey and provide the class with the link to vote.
- Once voting ends Anna will notify class who holds each position.

*\*MiM Program Office reserves the right to appoint leaders if a full board is not elected during the election period.*

### **Honor Council**

Members of the Roberto C. Goizueta Business School community are committed to values of honor, integrity, and accountability. The Honor Council investigates suspected Honor Code violations, along with increasing awareness throughout the Goizueta community of the importance of academic integrity and promoting an atmosphere of trust, integrity, and respect.

### **Orientation and Onboarding**

At the start of the fall semester, our MiM orientation and onboarding gives our incoming students a seamless educational experience — one that is informative, fun and memorable. We believe that Orientation makes a substantial impact on welcoming and connecting new students as they transition to the Goizueta Business School — a time in which basic habits are formed that influence their academic success and personal growth.

Our goals for Orientation are to introduce you to academic life within the business school, begin conversations about important community values, give you the time and information needed to feel at home and introduce you to the individuals and resources that you will need to be successful in our program.

To accomplish these goals, Orientation is a two day event that combines an academic and resource overview with team building and experiential leadership programming to give you the foundation you need at the start of our program.

During these two days, you will be exposed to a full schedule of adventure learning experiences structured to increase community, enhance leadership, and encourage team building skills. Following orientation students will receive a calendar of continued engagement and development opportunities and are expected to participate as often as possible to maximize their growth and experience in the program.

## **MIM CAREER MANAGEMENT**

MiM Students receive career support via personalized advising by the Director of Career Management for the MiM program housed in Goizueta Business School. Our mission is to provide resources to students for lifelong career development, to maximize student outcomes in full-time positions, and to develop and strengthen recruiting opportunities.

**Location**

1300 Clifton Road, Goizueta Business School, RM 327

**Career Resources**

Your career search is an exciting time to learn what you want to do, where you want to live, work, and play. As a Goizueta MiM student you are part of a community of peers, alumni, faculty, staff, and companies, willing to help you answer these questions and be successful in your search, interviewing, and beyond your MiM. Career support is available throughout your journey. It all begins with taking Professional Development (BUS 580M) led by the Director of Career Management your first semester in the program, in conjunction with continuous career advising and flows through the network you'll continue to build.

The CMC has its own Canvas page, which contains a great deal of useful information on exploring career options, preparing for networking and interviews, developing a personal brand, accepting offers, and more. Students can schedule an appointment with the CMC via Handshake.

**GOIZUETA BUSINESS LIBRARY**

The Goizueta Business Library, affiliated with the Goizueta Business School and Emory University Libraries, is located on the entrance level of the Robert W. Woodruff Library. The MiM students will find space for group work and quiet study along with wireless service, Macs, PCs, color printers, scanners and SMART boards. Over 60 remote access business databases, an expanding collection of scholarly and popular business books, as well as over 60,000 full-text online journals, provides the BBA student with the authoritative sources s/he needs to succeed at Goizueta. An experienced team of business librarians offers research consultations, instruction and email reference assistance to help the MiM student make the most effective use of library's resources.

An array of classes is taught by professional librarians each semester on topics ranging from finance to marketing to competitor analysis. Being familiar with the business library databases will help the MiM students complete class projects efficiently and effectively.

Nora Mckenzie, nora.mckenzie@emory.edu serves as the Business Librarian for MiM Students and additional Information on business library resources and staff can be found at <https://business.library.emory.edu/>.

**ADDITIONAL EMORY STUDENT SERVICES****Accommodations**

Students who have registered with the University's Department of Accessibility Services (DAS) are eligible to receive accommodation in the classroom. Students are required to share their accommodation with their faculty at the beginning of the semester. To be eligible to take exams with accommodation, students are required to request support for testing accommodations through the MiM Program Office no later than two weeks prior to each exam. Students can learn about possible accommodation support and register at <https://accessibility.emory.edu/>

**Counseling and Psychological Services Center**

The Student Counseling and Psychological Services Center provides free, confidential counseling for enrolled undergraduate, graduate and professional students at the university. Consultation, outreach and educational workshops are provided.  
<https://counseling.emory.edu/>

## Student Financial Services

The Student Financial Services is the Emory business unit providing financial services to students, parents, alumni and employees. It is the home for your Student Accounts, EmoryCard, Student Loan Servicing and the University Cashiering Services. <http://studentfinancials.emory.edu/>

If an MiM student has questions or issues regarding their financial accounts, please contact Stephanie Lester directly at 404.727.2143 or by email at [stephanie.ace.lester@emory.edu](mailto:stephanie.ace.lester@emory.edu).

## International Student and Scholar Services (ISSS)

Emory's International Student and Scholars Services works closely with all international students studying in the US on a student visa. [<http://www.emory.edu/iss/>]

## Registrar's Office

The Office of the Registrar maintains student records and provides students with a number of related services such as academic transcripts, processing all degree applications, certifying attendance and academic performance on behalf of the student for the purpose of loans, discounts, professional examination, etc. <http://www.registrar.emory.edu/>

## FINANCIAL INFORMATION

### Tuition

Tuition is billed as two equal payments for two consecutive semesters. The current MiM tuition is:

Semester 1: \$32,650

Semester 2: \$32,650

Total Cost: \$65,300

Tuition figures do not include student fees (activity fee; health and wellness fee; transcript fee; athletic fees). For estimated complete cost of attendance visit: <https://goizueta.emory.edu/masters-management/admissions/tuition>

Please note: Statements concerning courses, expenses and tuition are not irrevocable contracts between the student and the institution. Emory University reserves the right to change the schedule/delivery of classes and the cost of instruction at any time.

### Program Costs Do Not Include:

- Required books and materials for Master of Management courses
- Travel to and from Atlanta or for any activities involving travel such as a career trek(s)
- Optional review courses or additional tutoring
- All course materials for courses taken outside of the Master in Management Program
- Optional course materials suggested by faculty
- Materials and fees for professional licensing preparation

### Tuition When Re-Taking a Failed Course

Students who re-take a required course outside the two semesters they are paying tuition are charged a pro-rated amount based on the course credits. There is no residency option for students taking courses outside of the two semesters. No merit-based aid will be available to students who need to repeat a course or who otherwise enroll in coursework beyond the two standard semesters of the program.

## **Paying Tuition**

Bills for each semester are available on-line through OPUS. Student financials does not mail paper bills. Tuition is due approximately ten days prior to the official start of the semester. Students have four options when paying tuition:

- Paying in full by date due
- Register for a Payment Plan
- Third Party Billing
- Financial Aid

## **Emory Payment Plan**

Emory University offers a payment plan as an alternative method for paying tuition, room, and board for fall, spring (and where appropriate, summer) semesters.

Your payment must be received by the due date to avoid any additional late fees. More details are listed at <https://mycollegepaymentplan.com/emory/>

## **Third-Party Billing**

Students wishing to participate in Third-Party Billing should contact Mary Kriest at 404-712-8726. The rules for Third-Party billing are:

- All tuition must be paid prior to classes beginning (translation: if a student needs to receive a grade prior to being reimbursed, this method will not work).
- The bill is sent directly to the student's employer, and thus the employer must agree to make all payments at the beginning of the 3rd party billing arrangement.
- Students are responsible for any tuition not paid in full by the company.

## **Questions/Problems with Billing**

Financial aid advisors are assigned to students and their families based on the first letter of the student's last name. For questions or assistance, go to Student Financial Services: [student.financials@emory.edu](mailto:student.financials@emory.edu)

[www.emory.edu/studentfinancials](http://www.emory.edu/studentfinancials) or call 404-727-6039

Financial Holds <https://studentfinancials.emory.edu/>

The policy of Emory University is that a student is not allowed to register for a subsequent semester until all past due financial obligations are paid. When a student account has an overdue balance, an indicator or "hold" is placed on the account. In addition to preventing future registration, this indicator or "hold" may also deny access to University services. The University may not furnish transcripts or diplomas if a student is delinquent in paying student account or loan obligations.

## **FINANCING THE MASTER IN MANAGEMENT**

### **Financial Aid**

Financial aid is available through Emory's Financial Aid Office. For students seeking to complete financial aid at Emory, please visit:

MIM: <https://studentaid.emory.edu/graduate/index.html>

To complete the FAFSA: <http://www.fafsa.ed.gov/>

Contacts: Any questions should be directed to: [gradfinaid@emory.edu](mailto:gradfinaid@emory.edu)

Should a student have issues going through the financial aid process, and/or have problems with their financial aid advisor, he/she should contact Cindy Gershman, Associate Director of Graduate Schools Programs Financial Aid at: cgershm@emory.edu.

## **ACADEMIC CALENDAR**

### **FALL TERM 2025**

Orientation- August 25<sup>th</sup> and 26<sup>th</sup>  
Classes Begin – August 27<sup>th</sup>  
Labor Day (no classes) – September 1<sup>st</sup>  
Schedule Change Ends – September 3<sup>rd</sup>  
Fall Break (no classes) – October 13<sup>th</sup>-14<sup>th</sup>  
Date of Record – Oct. 14  
Spring Pre-Registration Begins – October 27<sup>th</sup>  
Thanksgiving Recess (no classes) – November 26<sup>th</sup>-28<sup>th</sup>  
Classes End – December 9<sup>th</sup>  
Exam Period – December 10<sup>th</sup>-17<sup>th</sup>

### **SPRING TERM 2026**

Classes Begin – January 13<sup>th</sup>  
Martin Luther King Holiday (no classes) –January 19<sup>th</sup>  
Schedule Change Ends – January 21<sup>st</sup>  
Online Degree Application Closes – February 16<sup>th</sup>  
Date of Record – March 2<sup>nd</sup>  
Spring Break (no classes) – March 9<sup>th</sup>-13<sup>th</sup>  
Classes End – April 27<sup>th</sup>  
Exam Period – April 28<sup>th</sup>- May 5<sup>th</sup>  
MiM Graduation Celebration- May 8<sup>th</sup>  
University Commencement – May 11<sup>th</sup>

## **ACADEMIC HONOR CODE**

### **The Graduate Academic Honor Code of Goizueta Business School**

#### **I. Preamble**

The Graduate Academic Honor Code of Goizueta Business School (“Honor Code”) is a commitment to our integrity and ethical principles as a community of students and scholars. The student body instituted the Honor System a century ago, and graduate students continue to have a fundamental role in supporting the Honor Code and addressing violations. Emory University’s mission “to create, preserve, teach, and apply knowledge in the service of humanity” only advances when the members of the community practice the highest standards of integrity and speak out when students violate the Honor Code.

The Honor Code applies to any action or inaction that fails to meet the communal expectations of academic integrity. Students should strive to excel in their academic pursuits in a just way with honesty and fairness in mind and avoid all instances of cheating, lying, plagiarizing, or engaging in other acts that violate the Honor Code. Such violations undermine both the individual pursuit of knowledge and the collective trust of the Emory community.

## II. Honor Pledge

As a reminder of the commitment to academic integrity that everyone in the Emory University community has made, each student will sign the following Honor Pledge on examinations and major academic assessments, unless exempted by the faculty:

*I pledge to abide by the Emory Honor Code in all academic work and avoid any action that would provide an unfair advantage.*

Failure to sign the Honor Code pledge is neither an offence against the Honor Code nor a defense to an alleged Honor Code violation.

## III. Jurisdiction and Honor Code Procedures

All graduate students enrolled in any course or program at Goizueta Business School are expected to abide by this Honor Code.

The procedures for resolving reports of Honor Code violations are described in the *Procedures of the Graduate Academic Honor Code*.

## IV. Reporting Cases

Apathy or acquiescence in the presence of academic misconduct is not a neutral act. It undermines the bonds of trust and honesty among members of the Emory community, as well as between the Goizueta community and those who depend on our knowledge and integrity. All members of the Goizueta Business School community—students, faculty, and staff—share the responsibility and authority to challenge and report acts of apparent academic misconduct. Any member of the Goizueta Business School community who has witnessed an apparent act of academic misconduct or has information that could reasonably lead to the conclusion that such an act may have occurred or has been attempted, is

responsible for promptly notifying the course instructor, a member of the Honor Council, the Honor Code administrator, or the dean.

## **v. Academic Misconduct**

Academic misconduct is a violation of the Honor Code and is generally defined as any action or inaction that is offensive to the integrity and honesty of the members of the academic community. In addition to the violations enumerated in this article, instructors at Goizueta Business School have reasonable discretion to establish specific standards and policies as related to their courses and assignments. Such additional standards and policies should be clearly articulated in the syllabus, in the assignment, or otherwise conveyed as an expectation by the instructor. It is the responsibility of each student to understand the policies established in the Honor Code, syllabi, and assignments, and act accordingly.

Academic misconduct includes, but is not limited to, the following actions:

### **CHEATING**

- A. Seeking, using, giving, or obtaining unauthorized assistance or information in any academic assignment or examination
- B. Seeking, using, giving, or obtaining information about the content or conduct of an examination, knowing that the release of such information has not been authorized
- C. Violating the electronic device policy as described in the Honor Code
- D. Violating the testing policy as described in the Honor Code

### **PLAGIARIZING**

- E. Plagiarizing, whether intentionally or unintentionally, in any assignment (see Appendix 1: Crediting the Work and Ideas of Others: Use of Sources and Appendix 4: On the Use of Artificial Intelligence for Assignments)
- F. Submitting duplicate material, or using the same intellectual material in part or in whole more than once without express, prior permission from every instructor for whom the original submission was, is, or would be made, at any educational institution or for any publication (electronic, academic, or otherwise)

### **LYING AND DISHONESTY**

- G. Intentionally giving false information to professors, instructors, or university officials for the purpose of gaining academic advantage
- H. Intentionally falsifying or fabricating any information or citation in any examination, assignment, or academic exercise
- I. Falsifying, altering, or fabricating academic records, forms, or correspondence, including, but not limited to, transcripts, withdrawal forms, degree applications, or letters of recommendation, whether the documents/information are submitted within Goizueta Business School or to a third party
- J. Seeking to gain or to provide an unfair advantage during course registration

### **VIOLATING COMMUNITY STANDARDS**

- K. Intentionally sabotaging the academic work of another student
- L. Intentionally helping or attempting to help another person to violate any provision of

- this Honor Code or the academic integrity policy at another educational institution
- M. Disseminating any course materials, including recordings of the class, without the permission of the instructor
  - N. Committing any action or inaction which is offensive to the integrity and honesty of the members of the academic community

## **VIOLATING STANDARDS IN THE HONOR CODE PROCESS**

- O. Intentionally giving false testimony or evidence in any Honor Council hearing or refusing to testify or give evidence when requested by the Honor Council
- P. Harassing, threatening, coercing, or bribing witnesses involved in any Honor Code case
- Q. Obstructing an Honor Code investigation
- R. Breaching any duties prescribed by this Honor Code, including breaching the confidentiality of the Honor Code process (*see Procedures of the Goizueta School of Business Graduate Academic Honor Code, Article IX: Confidentiality*)

## **ELECTRONIC DEVICE POLICY**

- S. The use of a cell phone, smartphone, tablet, laptop, smartwatch, headphones, or similar device for any reason during times of examination (broadly defined here as quizzes, tests, midterm and final exams, or similar assignments or evaluations) is prohibited. Instructors are entitled to make exceptions to allow the use of an electronic device for any examination. In the absence of explicit permission to use such a device, it is assumed that such devices are not permitted.

If a student is found using an electronic device during an examination, the instructor should inform the student of the issue and may ask the student to store the device until the completion of the examination. The instructor should allow the student to complete the examination before reporting the incident to the Honor Council.

## **TESTING POLICY**

- T. Instructors are entitled to establish reasonable policies to protect the security and integrity of their examinations (broadly defined here as quizzes, tests, midterm and final exams, or similar assignments or evaluations). These policies may include, but are not limited, to: prohibitions against large bags, coats, hats, notebooks, electronic devices, or course materials; requirements to place materials unrelated to the examination outside or at the front of the classroom; assigning seats to students; moving students during an examination; requiring a student to stop writing when time is called; and prohibiting the replication of examination materials or their removal from the testing environment. Any additional policies should be outlined in the syllabus and/or written instructions for the examination.

If a student fails to comply with the stated policies of the examination prior to its start, the instructor may withhold the examination until the student complies with the testing policies (the instructor will not be compelled to provide additional time for the completion of the examination). If a student fails to comply with or violates the stated

policies of the examination after it has begun, the instructor may take reasonable steps to secure the integrity of the examination but should allow the student to complete the examination before reporting the incident to the Honor Council.

The Honor Code includes an appendix (Appendix 2: Common Forms of Misconduct) that provides information about common forms of academic misconduct. These examples are instructive and not exhaustive. The Graduate Honor Council will update the appendix on a regular basis. As the purpose of the appendix is to provide information and instruction about academic integrity, it may be revised without amendment.

## **VI. Sanctions for Academic Misconduct**

When the Honor Council has determined that a violation of the Honor Code has occurred, the following is a non-exhaustive list of potential sanctions that may be imposed:

- A. An educational program
- B. A verbal warning
- C. Honor Code probation for a specified period with a reportable record. Honor Code probation will signify that the student is not in good academic standing with the University during the period of probation.
- D. Partial or no credit on the examination, evaluation, or assignment
- E. Failure of the course
- F. Any other penalty to the student's grade in the course
- G. Suspension from the graduate program and/or Emory University for a specified period of time
- H. Dismissal from the graduate program and/or Emory University
- I. Permanent expulsion from Emory University
- J. Revocation of an Emory University degree that has been previously awarded
- K. Such combination of sanctions or a sanction different from those listed above that may be appropriate under the circumstances

## **VII. Rights of Students**

Graduate students have several rights in the Honor Code process.

- A. Students are presumed not to have violated the Honor Code unless it has been determined that they are responsible in the Honor Code process.
- B. Students have a right to the appropriate level of confidentiality in the Honor Code process, though this right will not restrict communication to officials of the University where knowledge is necessary in the performance of the officials' duties, nor will it restrict disclosure required by law.
- C. Students have a right to a fair and impartial process.
- D. Students have a right to request a full hearing of the Honor Council that includes at least one student representative from Goizueta Business School.
- E. Students have a right to make an opening and closing statement and to actively participate in any Honor Council hearing, though they may not directly question witnesses.
- F. Students have a right to include an advisor in the Honor Code process so long as that

advisor is not involved as a reporting party, reported student, or witness in the case. The advisor must be a current graduate student at Goizueta Business School; a current faculty or staff member in Emory College of Arts and Sciences, Goizueta Business School, or Oxford College; or a current staff member in Campus Life. No student, faculty, or staff member will be required to serve as a student's advisor.

- G. Students may waive any of these rights if they so choose.

## **VIII. Amendment of the Honor Code**

The Honor Code may be amended with a vote of the students and the faculty or designated faculty governance body of Goizueta Business School, . The *Procedures of the Graduate Academic Honor Code* may be amended through the separate process described in Article IX of that document.

### **Procedures of the Graduate Academic Honor Code of Goizueta Business School**

#### **I. The Graduate Academic Honor Code**

All graduate students enrolled in any course or program at Goizueta Business School, as well as all other individuals enrolled in Goizueta graduate courses, are expected to abide by the Honor Code that governs their school. This Graduate Academic Honor Code ("Honor Code") published here will be enforced by the Honor Council of Goizueta Business School, for cases of academic misconduct that occur in any course within the school, regardless of the degree program in which the student is enrolled.

The procedures for resolving reports of Honor Code violations are described in these *Procedures of the Graduate Academic Honor Code* of Goizueta Business School ("Procedures") and are administered by the Honor Council within Goizueta Business School.

As detailed below, each Goizueta graduate program appoints a group of students and faculty known as the Honor Council. The Honor Council administers the Honor Code according to the *Procedures of the Graduate Academic Honor Code of Goizueta Business School* and in consultation with Honor Code administrators in the school. The Honor Council has the duty of acting as a fact-finding body for determining whether students are responsible for Honor Code violations. The Honor Council has jurisdiction over cases of academic misconduct that occur in any course within the school, regardless of the graduate degree program in which the student is enrolled.

#### **II. Membership in the Honor Council and Appeal Panel**

##### **A. Composition of the Honor Council and Appeal Panel**

Each school or program will appoint a sufficient number of students enrolled in its own school to serve on its Honor Council and Appeal Panel. The Honor Council and Appeal Panel must include graduate students, but those schools with undergraduate programs may permit undergraduate students to participate on the Honor Council and Appeal Panel. The Honor Code administrator will determine the number of student members on the Honor Council and Appeal Panel, the eligibility criteria for serving, and the selection process.

The dean will appoint a sufficient number of faculty to serve as faculty members of the Honor Council and Appeal Panel. Faculty Honor Council members assist student Honor Council members in investigations and participate as voting members in hearings of the Honor Council and meetings of the Appeal Panel.

## B. Selection of the Honor Council and Appeal Panel

The Honor Code administrator in each school has the authority to determine the eligibility requirements for Honor Council and Appeal Panel members, the process for selecting members, the number of members, and the duration of membership.

## C. Honor Council and Appeal Panel Membership Enrollment Qualifications

Student membership on the Honor Council and Appeal Panel is ordinarily limited to students currently enrolled in the school's program, though members of the Honor Council and Appeal Panel may serve during the summer term even if they are not enrolled in summer classes. Additionally, student members on the Honor Council and Appeal Panel who graduate in the spring may continue to serve through the summer following their graduation. Student members from the Honor Council and Appeal Panel of one school may serve in the process in another graduate school or program on a temporary basis with the approval of the relevant deans.

## D. Chair

The dean may appoint a student or a faculty member to serve as chair of the Honor Council. The chair may perform duties to assist the Honor Code administrator in the operation and organization of the Honor Council.

## E. Removal of Members

The dean may temporarily or permanently remove any member of the Honor Council or Appeal Panel who:

- compromises the integrity of the Honor Code process;
- fails to meet the duties of the position;
- is unable to participate objectively and without bias; or,
- is reported for an Honor Code violation or other disciplinary infraction at the University.

If the Honor Council member wishes to contest this temporary or permanent removal, they must submit a written appeal of the decision to the Appeal Panel within seven days of receiving the dean's decision. The Appeal Panel will review the circumstances that led to the removal, and by majority vote, make a final, non-appealable decision to uphold, modify, or overturn the dean's decision.

### III. Reporting Cases

#### A. Duty to Report

It is the responsibility of every member of the faculty, staff, and student body to cooperate in supporting the honor system and upholding the Honor Code. Any member of the Emory University community who has witnessed an apparent act of academic misconduct or has information that could reasonably lead to the conclusion that such an act may have occurred or has been attempted, is responsible for promptly notifying the course instructor, a member of the Honor Council, the Honor Code administrator, or the dean.

A course instructor may address a student about a possible violation before making a report to the Honor Council for the purpose of clarifying a fact or detail that would remove the suspicion of

misconduct. If the suspicion remains after the instructor addresses the student, then the instructor must report the incident to the Honor Council.

#### B. Preliminary Review of Alleged Academic Misconduct by the Dean or Their Designee

Upon preliminary review, the dean may dismiss an allegation of academic misconduct without referring it for further investigation for one of three reasons:

- The conduct does not appear to constitute academic misconduct.
- There is insufficient evidence to pursue an investigation.
- The dean deems the suspected offense trivial in nature.

If the dean determines that the allegation is not ripe for dismissal, the dean shall refer the matter to the Honor Council, as discussed below.

### IV. Procedural Overview and Resolution Options

#### A. Overview

The Honor Council may resolve a report of a violation in one of three ways, depending on the circumstances of the case. The overview below provides students with a brief summary of the resolution options. Detailed procedures for each resolution process appear in the sections dedicated to the informal resolution meetings, the full investigation and hearing process, and administrative hearings.

##### 1. Informal Resolution

After being notified of an alleged Honor Code violation, a reported student may choose to accept responsibility and proceed to an informal resolution meeting instead of a full investigation and hearing. The reported student will then meet with one student Honor Council member and one faculty Honor Council member or an Honor Code administrator to discuss the circumstances of the violation and its impact on the student and the community. The reporting faculty may also participate in the meeting. The informal resolution meeting serves to assist the student in reaffirming and recommitting to the values of the Honor Code and academic integrity, to learn from the incident, and to provide context to the Honor Council as it recommends sanctions to the dean and/or the reporting faculty.

##### 2. Investigation and Full Hearing

The Honor Council uses an investigation and full hearing process to gather the facts of a case and determine whether a student is responsible for an alleged violation of the Honor Code. This process is the standard way for resolving a report of a violation, unless the student chooses to go through informal resolution, or the case meets the special circumstances required for an administrative hearing.

An investigative team meets with the reporting faculty, any witnesses, and the reported student to gather information and evidence related to the case. At the conclusion of the investigation, the investigative team may recommend to the dean that the case be dismissed, or the investigative team may refer the case to the Honor Council for a full hearing. At a hearing, a panel of at least five members reviews evidence and hears statements from all parties, in accordance with the procedures set forth below. The panel then votes to determine

whether the reported student is responsible for the violation, and if so, the panel recommends sanctions to the dean.

### 3. Administrative Hearing

At the discretion of the dean and upon agreement with the reported student, the facts of the case may dictate that it be handled through an administrative hearing, typically when the Honor Council is not in session or when there is unusual urgency to resolve a case. An administrative hearing combines the investigation process and hearing process into a single meeting to investigate the facts of a case and determine whether a student is responsible for an alleged violation. When a reported student agrees to use the administrative hearing option, the reporting faculty member will submit all evidence and a written statement directly to the Honor Council. The Honor Council will make the evidence and written statement available to the reported student prior to the hearing. A hearing board of three members will then convene to hear the case, determine responsibility, and, if necessary, recommend sanctions to the dean.

## v. Procedures and Process - All Resolution Options

### A. Notice of Charge(s)

After the Honor Council receives a report of a suspected violation, the reported student will be informed in writing of the charge, including the name of the course and the assignment, and will be referred to the *Honor Code* and *Procedures*. The Notice of Charge(s) will include information about the available resolution options.

### B. Advisors to Reported Students

#### 1. Permitted Advisors

Reported students have the right to select an advisor who meets the eligibility requirements, so long as that advisor is not involved as a reporting party, reported student, or witness in the case.

Advisors must be one of the following: a current graduate student at Goizueta Business School; a current faculty or staff member in Emory College of Arts and Sciences, Goizueta Business School, or Oxford College; or a current staff member in Campus Life. No student, faculty, or staff member will be required to serve as a student's advisor.

Students may select an advisor of their own choosing, request that the Honor Council provide an advisor, or decline to have an advisor.

#### 2. Advisor Role

The role of the advisor is to provide advice and support to the reported student throughout their case. The advisor is not a direct advocate for the reported student, and therefore, may not address the Honor Council directly on the student's behalf during meetings and hearings; nor may the advisor directly question witnesses. Students may request to speak to their advisor privately during any meeting or hearing of the Honor Council to confer about the case. Advisors who do not abide by these stipulations may be dismissed from the meeting or hearing. While the process will attempt to schedule all meetings and hearings at a time

convenient for both the reported student and their advisor, meetings and hearings will not be delayed due to the unavailability of the advisor.

#### C. Attending Meetings of the Honor Council

Attendance at Honor Council investigation meetings, hearings, and informal resolution meetings is limited to following individuals:

- student members of the Honor Council;
- faculty members of the Honor Council;
- staff or administrators participating on informal resolution meetings or administrative hearing panels;
- the reporting party;
- the reported student and their advisor; and
- any witnesses as permitted by the Honor Council.

No other individuals are permitted to attend investigation meetings, hearings, and informal resolution meetings.

#### D. Evidence

Formal rules of evidence do not apply to Honor Council proceedings. The Honor Council will collect relevant evidence and present it to the reported student according to the procedures dictated by the resolution method. The Honor Council may collect evidence from the reporting party, the reported student, any witnesses, and any other individual or office that has relevant information. Reported students may also submit evidence directly to the Honor Council for consideration. Reported students will be able to review evidence prior to an informal resolution meeting, full hearing, or administrative hearing, but because of considerations around exam and assignment security, some materials may be available only for review with an Honor Council member or administrator present. Only evidence presented at the Honor Council informal resolution meetings, full hearings, or administrative hearings will be considered in reaching a decision.

#### E. Witnesses

The Honor Council may call on witnesses or use witness statements for investigations, hearings, and informal resolution meetings. A witness may include any individual believed to have knowledge relevant to the reported violation, but the Honor Council will not consider character witnesses.

Witnesses will testify without oath, but with the understanding of university policies applicable to their participation. In-person witness testimony is preferred, but the Honor Council at its discretion may allow written statements to be submitted by a witness.

#### F. Honor Council Proceedings

Honor Council hearings and informal resolution meetings will be fair and impartial. On a case-by-case basis, the Honor Council has broad discretion to consider and weigh information it deems relevant in its proceedings, in the form of documents, witness testimony or statements, and other forms of information. Neither reported students nor their advisors may cross-examine witnesses at any stage of the process. Rather, the reported student may request that the Honor Council ask specific questions of the reporting party and any witness. The Honor Council has

discretion to determine whether the question is relevant and should be asked, to reframe the question as deemed appropriate, or to decline to ask the question based on irrelevance.

The student and faculty members of the Honor Council may attend hearings and informal resolution meetings either as deliberating members or as silent observers for the purposes of training.

#### G. Standard of Proof, Finding of Responsibility, and Sanctions

For a finding of an Honor Code violation, the Honor Council must determine by a unanimous vote of the hearing board that there is clear and convincing evidence of a violation. “Clear and convincing” evidence means that a particular fact or set of facts is substantially more likely to be true than not to be true. If the reported student is found responsible in a hearing or accepts responsibility in an informal resolution meeting, the Honor Council will recommend any sanctions by a majority vote.

#### H. Summary Report, Decision, and Notification of Outcome

After any Honor Council informal resolution meeting, full hearing, or administrative hearing, the Honor Council will promptly prepare a summary of the hearing or meeting. This summary will report information that the Honor Council considered in reaching its findings and will be submitted to the dean with the accompanying recommendation and all evidence considered by the Honor Council.

The dean may impose the recommended sanction or sanctions of greater or lesser severity. Absent extenuating circumstances, the dean must notify the student in writing of the decision within ten business days.

## vi. Procedures and Process – Specific to Resolution Route

### A. Informal Resolution Meetings

#### 1. Circumstances for Offering an Informal Resolution Meeting

After receiving the Notice of Charge(s), a student may choose to accept responsibility for the reported violation and request an informal resolution meeting. The student will sign an informal resolution meeting agreement, attesting that they accept responsibility for the violation, acknowledging that a full investigation and hearing of the case will not take place, and confirming that they cannot appeal the finding of responsibility but may appeal any sanctions.

At any point prior to making a final decision, the Honor Council may refer the reported student to the investigation and full hearing process if it becomes necessary to conduct an investigation or if the Honor Council finds that the student is not being fully honest and transparent in their admission of responsibility.

If a case involves multiple students, and any of the reported students do not wish to pursue an informal resolution meeting, the case will normally be referred to the investigation and full hearing process, unless the nature of the case allows the Honor Council to adjudicate each student's report separately.

## 2. Procedures

The informal resolution meeting will be conducted by one student Honor Council member and one faculty Honor Council member or an Honor Code administrator.

The reported student will have the opportunity to review any evidence submitted by the reporting faculty member, including any written statements collected from the reporting faculty or witnesses. The Honor Council may, but is not required to, invite the reporting faculty member to participate in the informal resolution meeting. If the reporting faculty member attends, the reported student must be given an opportunity to speak in private with the Honor Council for some portion of the meeting to address any personal or sensitive concerns if they so choose.

As the reported student has accepted responsibility for the violation, the informal resolution meeting will be an opportunity to discuss the circumstances that led to the violation and to consider its impact on the student and the academic community.

3. After the meeting with the reported student, the Honor Council will deliberate in private and recommend sanctions to the reporting faculty member and the dean. The dean may impose any sanctions apart from the penalty to the student's grade. The reporting faculty may impose any sanction related to the grade, or, defer this decision to the dean.

## B. Investigation and Full Hearing Process

### 1. Investigation

If after the dean's preliminary review, the dean refers a report of an alleged violation to the Honor Council for an investigation, two individuals will be assigned to investigate the case. The investigative team will include at least one graduate student Honor Council member. The second member of the investigative team may be an undergraduate or graduate Honor Council member or a faculty Honor Council member.

The investigators will interview the reporting faculty member and the reported student(s) separately, may interview other potential witnesses, and will review any available evidence they deem relevant. The reported student may suggest the names of witnesses who can provide information or additional relevant evidence.

### 2. Referral

At the conclusion of the investigation, the investigators will determine whether there is a reasonable suspicion of an Honor Code violation. A reasonable suspicion is a justifiable suspicion that it is plausible that an Honor Code violation occurred based on the specific circumstances and evidence of the case. If the investigators find a reasonable suspicion,

they will refer the case to a hearing and submit any relevant evidence they gathered to the Honor Council.

If the investigators find there is no reasonable suspicion of an Honor Code violation, they will recommend to the dean that the case be dismissed. The investigators will promptly submit to the dean a report about the investigation and the rationale for the dismissal. If the dean accepts the recommendation to dismiss the case, the dean will notify the student in writing of the decision normally within ten business days. If the dean does not accept the recommendation to dismiss the case, the Honor Council will schedule a hearing according to the procedures outlined below.

### 3. Full Hearing Notification

When a decision is made to refer a case for a full hearing, the Honor Council will work with all parties to schedule the full hearing promptly and will notify the reported student of the date and time of the hearing. The reported student must be given notice of the hearing details at least twenty-four hours in advance of the hearing. The reported student is responsible for notifying their advisor of the date and time of the hearing.

### 4. Full Hearing Board

Hearing boards will have five voting members. Hearing boards must include at least two graduate students, and at least one must come from the graduate school or program in which the reported violation took place. Hearing boards must also include at least one faculty member participating as a voting member.

Each school may determine whether the chair of the hearing board is a voting member or an additional non-voting member. Each school may also determine whether to include an additional non-voting member as a note-taker.

### 5. Procedures for Full Hearings

At a full hearing, the chair will call the hearing to order and inform the reported student of their rights. The investigator may make a brief report about the factual findings of the investigation and discuss the strength or weakness of any evidence involved. The reporting faculty member and any witnesses will separately make a statement about the alleged violation and respond to any questions from the hearing board while the reported student is present. The reported student will then make a statement and respond to any questions from the hearing board privately; the reporting faculty member, witnesses, and other reported students are not permitted to listen to this testimony. The Honor Council may recall any party for additional questions, or ask additional questions of the investigator. The reported student will then have the right to make a closing statement. At the discretion of the hearing board, any party to the case who is unable to participate in the hearing may provide a written statement that will be reviewed by the hearing board.

At the conclusion of all testimony, the hearing board will convene to deliberate privately. At any point during the deliberations, the hearing board may recall any parties or the investigator to ask additional questions before returning to their private deliberation. The

Honor Council will first determine if the student is responsible for the violation before recommending any sanctions, if necessary. Only evidence presented to the hearing board will be considered in reaching a decision.

If the Honor Council reaches a unanimous decision that a student is responsible for a violation, the hearing board will receive access to the reported student's record of any prior Honor Code violations. The hearing board will consider this information as it determines the recommended sanctions.

The chair may suspend the hearing at any point to provide additional time to collect evidence, to resolve questions related to the case, to clarify answers to procedural questions, or to provide sufficient additional time for the testimony and deliberation. If the hearing is suspended, the chair will reconvene the meeting within ten business days, absent extenuating circumstances.

### C. Administrative Hearing Process

#### 1. Circumstances for Offering an Administrative Hearing

The dean has the discretion to offer any reported student an administrative hearing before a special three-person panel ("Administrative Hearing Board") to resolve their case. Ordinarily, the administrative hearing is offered for cases when there is unusual urgency to resolve the case or when the Honor Council is not in session.

The reported student has the right to accept the administrative hearing or have their case heard according to the procedures of the investigation and full hearing process. The use of an administrative hearing does not require the student to accept responsibility for a violation, and the reported student retains the right to appeal the finding of responsibility and any sanctions. Before attending an administrative hearing, the reported student will sign the administrative hearing agreement acknowledging that an investigation and full hearing will not take place.

If the reported student accepts the opportunity for an administrative hearing, the Honor Council will then collect any evidence and a written statement from the reporting party and present these to the reported student at least twenty-four hours prior to the hearing. The reported student will appear before the Administrative Hearing Board who will consider all available evidence and make a decision about the case.

#### 2. Administrative Hearing Board

The Administrative Hearing Board will consist of three members:

- (1) a graduate student Honor Council member;
- (2) a faculty Honor Council member or an Honor Code administrator;
- (3) a the third member who may be a student Honor Council member, a faculty Honor Council member, or an Honor Code administrator.

The Honor Code administrator will serve as chair of the Administrative Hearing Board for hearings that they attend, or will designate one of the Administrative Hearing Board members to serve as chair for hearings that they do not attend.

### 3. Procedures for Administrative Hearings

At an administrative hearing, the chair will call the hearing to order and inform the reported student of their rights. The reporting faculty member and any witnesses will separately make a statement about the alleged violation and respond to any questions from the hearing board while the reported student is present. The reported student will then make a statement and respond to any questions from the hearing board privately; the reporting faculty member, witnesses, and other reported students are not permitted to listen to this testimony. The Honor Council may recall any party for additional questions, and the reported student will then have the right to make a closing statement. At the discretion of the Administrative Hearing Board, any party to the case who is unable to participate in the hearing may provide a written statement that will be reviewed by the Administrative Hearing Board.

At the conclusion of all testimony, the Administrative Hearing Board will convene to deliberate privately. At any point during the deliberations, the hearing board may recall any parties to ask additional questions before returning to their private deliberation. The Honor Council will first determine if the student is responsible for the violation before recommending any sanctions if necessary. Only evidence presented to the hearing board will be considered in reaching a decision.

If the Honor Council reaches a unanimous decision that a student is responsible for a violation, the hearing board will receive access to the reported student's record of any prior Honor Code violations. The hearing board will consider this information as it determines the recommended sanctions.

The chair may suspend the hearing at any point to provide additional time to collect evidence, to resolve questions related to the case, to clarify answers to procedural questions, or to provide sufficient additional time for the testimony and deliberation. If the hearing is suspended, the chair will reconvene the meeting within ten business days, absent extenuating circumstances.

## **VII. Appeals - Procedures and Process**

### A. Rights and Grounds for Appeals

Students whose cases are resolved through the full hearing or administrative hearing process may choose to appeal the finding of responsibility and/or the sanctions. Students whose cases are resolved through the informal resolution meeting may appeal the sanctions only.

Students must submit their appeal to the dean within ten business days of receiving the dean's written decision. The only grounds for submitting an appeal are as follows:

(a) The Honor Council did not administer the procedures according to its published policies, and it is likely these errors could have substantially altered the decision of the Honor Council.

(b) The sanctions were disproportionate to the circumstances of the violation.

(c) There is new evidence, which could not have been reasonably discovered prior to the hearing, and it likely would have substantially altered the decision of the Honor Council.

#### B. Appeal Panel and Process

Upon receipt of an appeal, the dean, or their designee, will convene an appeal panel of two graduate students and two faculty members, who have had no prior involvement in the case or the underlying facts.

The Appeal Panel will review the reported student's appeal letter, the evidence, any reports from the investigation, hearing, or informal resolution meeting, and any other materials presented in the case. The Appeal Panel may seek clarification of points raised in the hearing or the appeal by conferring with members of the Honor Council or by collecting additional evidence if needed. After reviewing the appeal, the members of the Appeal Panel will make a recommendation to the dean to:

(a) deny the appeal and affirm the finding of responsibility and sanctions;

(b) affirm the finding of responsibility but modify the sanctions in any way the panel deems fit; or,

(c) remand the case to the Honor Council for a new hearing according to the procedures for a rehearing.

After conferring with the Appeal Panel, the dean will make a final decision and promptly notify the reported student of the decision in writing normally within ten business days.

#### C. Procedures for a Rehearing

If the dean determines that the case should be remanded to the Honor Council, a rehearing will be scheduled. The rehearing will only include members of the Honor Council who have had no prior involvement in the case. The rehearing will follow all the procedures of a full hearing with one exception: The dean will ask one member of the Appeal Panel to attend the hearing as a non-voting member. The Appeal Panel member will ensure that the concerns of the Appeal Panel are addressed at the rehearing; they may participate in the deliberation but may not vote on the question of whether the Honor Code was violated. All evidence available at the original hearing will be available at the rehearing, including reporting parties and witnesses, unless the basis for the rehearing calls for the exclusion of any evidence. If any of the reporting parties or witnesses are unavailable, the Honor Council may accept written statements in their absence.

### **VIII. Special Provisions**

#### A. Reported Student Participation in the Process

It is expected that students reported for a possible Honor Code violation will participate fully in the process. If a reported student fails to respond to messages of the Honor Council in a timely manner or is absent from any investigative meetings or hearings without good cause, the Honor Council may investigate and/or hear the case in the student's absence.

**B. Cases Involving Multiple Students**

For cases in which multiple students are suspected of the same violation or a related violation, the dean will decide whether a single collective hearing for all reported students or an individual hearing for each reported student is appropriate.

If the Honor Council holds a single hearing for all students involved, each student will have the right to hear the testimony of any witnesses other than those students reported as part of the same case. If the Honor Council holds individual hearings for each student involved, the Honor Council may require the reported students to appear as witnesses at the individual hearings.

**C. Cases Involving Multiple Charges Against the Same Student**

For cases in which one student is charged with multiple violations of the Honor Code in a single course, the Honor Council may hold a single hearing to consider all charges. For cases in which one student is suspected of violations in multiple courses, the Honor Council will normally hold separate hearings to consider charges in each course. However, the reported student may request that all charges be resolved at a single hearing. The dean has the discretion to grant or deny the request.

**D. Introducing Additional Charges during Honor Code Investigations and Hearings**

The Honor Council may add, remove, or modify charges against a reported student at any point in the process, provided that the student is notified of the changes and has an opportunity to respond to the new charges. This provision includes the addition of charges during an Honor Council hearing when the Honor Council suspects that a reported student has deliberately misrepresented information while testifying, has provided false evidence, or has withheld evidence.

In addition, if the Honor Council discovers information that may violate other Emory policies, the Honor Council may refer those matters to the student conduct or disciplinary offices that have jurisdiction over such conduct.

**E. Course Enrollment and Grading Basis**

A student may not change the grading basis for a course (i.e. switch between a letter grade and satisfactory/unsatisfactory) or withdraw from a course in which an Honor Council investigation is pending. If a student makes such a change to their enrollment, and it is later determined that the student's work was in violation of the Honor Code, the dean may restore the student's original grading basis, reinstate the student in the course, or impose a grade of F, WF, U, or WU upon the recommendation of the Honor Council or Appeal Panel.

**F. Sanctions Involving Students Who Have Cross-Registered**

If a student is found responsible for an Honor Code violation in a course where they have cross-registered in a different school, the Honor Council may recommend appropriate sanctions. If the sanction involves suspension, dismissal from the program, permanent expulsion from Emory University, or revocation of an Emory University degree that has been previously awarded, the recommendation will be forwarded to the dean of the school in which the student is primarily enrolled. The dean of the school in which the student is primarily enrolled will make a decision about the sanction of the case. This provision applies to decisions of the Honor Council and of the Appeal Board.

#### G. Modifications to Procedures

The procedures set forth in the *Procedures of the Goizueta Graduate Academic Honor Code* may be modified at the discretion of the dean in response to any exigencies. These changes normally include modifications to the size or composition of investigation teams and hearing panels, but may include modifications to any of the processes set forth above. The reported student will be given notice of any such modification and has the right to accept any modifications or to reject the modifications and resolve the case according to the procedures outlined above.

#### H. Faculty Compliance

Faculty members may not impose penalties or sanctions that are contrary to the final decision of the Honor Council or Appeal Panel.

### IX. Miscellaneous

#### A. Confidentiality

All proceedings under the Honor Code are confidential to the extent practicable, and those participating in the proceedings have a duty to keep information related to it confidential. Breaches of confidentiality are addressed through the Honor Code, any applicable conduct codes, or disciplinary action taken against employees for breaches of university policy. Nothing in this paragraph will restrict communication to officials of the university where knowledge is necessary in the performance of the officials' duties, nor will it restrict disclosure required by law.

#### B. Dean and Designees

Wherever "dean" appears in the *Honor Code* or *Procedures*, it refers to the dean of the school that has responsibility for adjudicating the case, and will include any person designated by the dean of the individual school to act in their place. This may be an administrator, faculty member, or staff member.

#### C. Chair and Designees

Wherever "chair" appears in the *Honor Code* or *Procedures*, it will include any member of the Honor Council designated by the dean or the chair to act in the chair's place.

#### D. Honor Code Administrator

Wherever “Honor Code administrator” appears in the Honor Code or *Procedures*, it refers to any staff, faculty member, or administrator member designated to assist the Honor Council in the administration of the Honor Code.

E. Amendments to the Procedures

The *Procedures of the Goizueta Graduate Academic Honor Code* may be changed by the agreement of the dean of Goizueta Business School, or their designees, after conferring with their respective Honor Council and the Office of General Counsel.

## **Appendices to the Graduate Academic Honor Code of Goizueta Business School**

### **APPENDIX I: CREDITING THE WORK AND IDEAS OF OTHERS: USE OF SOURCES**

An author’s facts, ideas, phraseology, and other work, such as tables and graphs, should be regarded as their property. Any person who uses an author’s facts, ideas, phraseology, or other work without giving due credit is responsible for plagiarism.

Information may be put into a paper, report, or other assignment without a citation only if it meets all of the following conditions:

- It may be found in several sources on the subject.
- It is written entirely in the words of the student.
- It is not paraphrased from any particular source.
- It therefore belongs to common knowledge.

Generally, if a student writes while looking at a source or while looking at notes taken from a source, a citation should be given.

Content generated by artificial intelligence programs must be cited and properly acknowledged, and students should only use this content in instances when the professor of the course has authorized it. Editing content generated through artificial intelligence programs is not considered to be work “written entirely in the words of the student” and must, therefore, be cited.

Whenever any idea is taken from a specific work, even when the student writes the idea entirely in their own words, there must be a citation giving credit to the author responsible for the idea. The methods of citation vary and may include:

- Footnotes
- Endnotes
- Parenthetical citations
- Numerical citations

The point is that the student should give credit where credit is due. The student should follow the guidelines for citation in the manner specified by the instructor of the course or the department. In the absence of any specific guidelines, students should follow a standard citation style (e.g. APA, MLA, Chicago notes).

The student is entirely responsible for knowing and following the principles of proper 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 Edwin T. Martin, *Practical English Handbook*, 3rd ed. (Boston, 1970), p. 245.

Direct quotations (copying a passage word for word) require the following:

- The quotation should be placed in quotation marks or indented for block quotations.
- A citation must be given.
- The quotation should not be altered in a way that would change the meaning of the text. Ellipses may be used to indicate omitted words and square brackets may be included to clarify meaning or make small changes to integrate the quotation into the passage.

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 with a citation.

It is the prerogative of the instructor to prescribe that no secondary sources may be used for particular assignments.

A student who uses a secondary source must remember that the very act of looking up a book, article, or other source should be considered as a pledge that the student will use the material according to the principles stated above.

Emory has various resources to assist students with using and citing sources, including:

- Emory Libraries, Research Help, [Citing and Using Sources](#)
- [Online Resources for Writers](#)

## **APPENDIX II: COMMON FORMS OF ACADEMIC MISCONDUCT**

Article 5 of the Honor Code lists general categories of violations. This appendix clarifies the Honor Code by providing typical examples of academic dishonesty. This list is not intended to be exhaustive. If you are in doubt about any action, contact your professor for clarification.

## **Exams**

Any attempt to gain or give an unfair advantage during an exam is considered a violation of the Honor Code. Such violations include:

- Attempting to look at or copy from another student's exam
- Attempting to provide answers to another student
- Programming a calculator with answers or other information
- Accessing information on a smart device
- Using notes or other unauthorized information during an exam
- Looking at an older version of the exam without the professor's permission
- Using a test bank or tub file without the professor's permission
- Taking an exam for someone else or having someone take an exam for you

- Submitting someone else's name on an exam

Because study partners often have similar answers on an exam, the Honor Council recommends that students not sit near their study partners during a quiz or test.

## **The use of an electronic device for any reason during an exam or testing situation without permission is strictly prohibited and violates the Honor Code.**

### **Written Assignments**

Plagiarism is the use of someone else's words, ideas, or work without providing proper credit. Whether the act is intentional or not, the Honor Council considers any form of plagiarism to be a violation of the Honor Code. Some examples of plagiarism and other academic misconduct in written work include:

- Submitting the same or similar work for more than one class without the approval of both professors (double submission or self-plagiarism)
- Using someone else's words without quotation marks and proper attribution
- Using information or ideas without acknowledging the source
- Paraphrasing a text without acknowledging the source
- Improperly paraphrasing a passage by using language or structure that is too similar to the original source
- Purchasing a paper or using an online paper assistance website
- Having any one than yourself write any part of your paper or assignment (including using artificial intelligence programs for any part of an assignment without authorization and acknowledgment)
- Using false page numbers or creating false citations

### **Group Work and Collaboration**

Collaboration on a paper, test, lab, homework, or any other assignment is only allowed with the express permission of the professor. Do not assume that because you are allowed to collaborate on one type of assignment or in one class that you are allowed to do the same with other assignments or other classes. When in doubt, always ask your professor. Violations involving multiple students and group work include:

- Copying any part of an assignment, including answers, graphs, figures, and data
- Sharing your paper or assignment with another student without the professor's permission
- Including someone's name on a project for credit when they didn't contribute to the work

The Honor Council advises students to refrain from sending or providing copies of their work to other students to prevent this work from being stolen or copied.

## Dissemination of Content Related to the Course

Lectures, classroom presentations, and course materials presented or distributed in person or online are for the sole purpose of educating students enrolled in the course. The release of such information (including but not limited to directly sharing, screen capturing, or recording content) is strictly prohibited unless the instructor clearly states otherwise. Doing so without the permission of the instructor will be considered an Honor Code violation, and may also be a violation of state or federal law, such as the Copyright Act.

## Other Issues

There are a number of others actions that constitute academic misconduct. These include, but are not limited to:

- Providing false information to a professor (e.g. falsely claiming sickness or a family death to get an extension)
- Creating false data for an assignment
- Signing someone else into class
- Forging a signature on an academic document
- Falsifying a transcript or other university document
- Seeking to gain or provide an unfair advantage during registration
- Resubmitting altered work for a higher grade
- Intentionally sabotaging the academic work of another student
- Intentionally disrupting the conduct of an exam to gain or provide an academic advantage
- Intentionally preventing other students from accessing resources for an assignment
- Offering a professor a bribe for a higher grade
- Using artificial intelligence programs for any part of an assignment without acknowledgment in the assignment. Note that faculty may also prohibit the use of outside resources, including AI programs, entirely.

### APPENDIX III: ACADEMIC MISCONDUCT IN THE ONLINE LEARNING ENVIRONMENT

As members of Emory University's academic community, you are expected to adhere to the standards set forth in the Honor Code regardless of whether you are completing course work in person or online. Accordingly, be aware that the Honor Code can be implicated in certain instances when you interact and collaborate with others, or when you consult, discuss, use, or share your own work or the work of others, especially in the online learning environment. In addition, there are other forms of misconduct that may be specific to online formats. The list below is not intended to be exhaustive. **If you are in doubt about whether actions you are contemplating are problematic, you should contact your professor directly for clarification.**

## Exams Administered in Synchronous & Asynchronous Formats

Any attempt to provide or gain an unfair advantage may be considered a violation of the Honor Code. Such violations include:

- Asking another individual to complete an exam on your behalf
- Attempting to access another student's exam
- Attempting to provide answers to another student through any form of communication. This may include: email, text message, phone call, instant messaging applications or programs, file sharing, screen sharing, or screen mirroring of any kind
- Disseminating information about the contents of an exam to one or more students
- Attempting to screen capture, copy, or retain exam questions for yourself or others without the permission of the instructor
- Sharing your login credentials with others for the purpose of providing or seeking unauthorized assistance
- Accessing course content or materials related to the course during an exam (except when permission has been given for an open-book or open-resource exam)
- Plagiarizing content in an open-book or open-resource exam
- Accessing the internet beyond the exam administration platform (e.g. Canvas, Examity)
- Failing to share your screen with the instructor when requested
- Failing to cooperate with the exam proctor. This may include: failing to keep your webcam on as instructed, leaving the view of your webcam, or failing to use the webcam to demonstrate that your exam space is clear
- Failing to follow any instructions related to the Honor Code or academic integrity

**Electronic Device Policy:** The online teaching environment requires the use of a computer to complete your work. Be advised that the use of other electronic devices for any reason during an exam or testing situation without explicit permission from your professor is strictly prohibited and violates the Honor Code. This includes but is not limited to calculators, mobile phones, tablets, smartwatches, or any other device.

## Written Assignments Submitted in the Online Teaching Environment

Plagiarism is the use of someone else's words, ideas, or work without providing proper credit. Whether the act is intentional or not, the Honor Council considers any form of plagiarism to be a violation of the Honor Code. Some examples of plagiarism and other academic misconduct in written work submitted to courses through remote instruction include:

- Collaborating with others when the work is expected to be individual (this could be as broad as sharing ideas)
- Seeking editing assistance from unauthorized individuals such as paid tutors or editors

- Seeking assistance of any kind from a native speaker in language courses
- Soliciting others to complete your academic work (whether for pay or not)
- Completing academic work for other students (whether for pay or not)

## Dissemination of Content Related to the Course

Lectures, classroom presentations, and course materials presented or distributed in person or online are for the sole purpose of educating students enrolled in the course. The release of such information (including but not limited to directly sharing, screen capturing, or recording content) is strictly prohibited unless the instructor clearly states otherwise. Doing so without the permission of the instructor will be considered an Honor Code violation, and may also be a violation of state or federal law, such as the Copyright Act. All other University policies remain in effect for students participating in online education.

### Appendix IV: ON THE USE OF ARTIFICIAL INTELLIGENCE FOR ASSIGNMENTS

Using an artificial intelligence program to generate any content for any assignment (including, but not limited to examinations, papers, homework, and creative work) constitutes plagiarism and is a violation of the Honor Code unless students acknowledge in the assignment the extent to which an artificial intelligence program contributed to their work and outside resources are permitted for the assignment. The use of an artificial intelligence program for an academic assignment when outside resources are not permitted or when the use of artificial intelligence programs is prohibited may also constitute seeking unauthorized assistance or violate other provisions of the Honor Code. Students should reach out to their professors to inquire about the appropriate use of artificial intelligence programs if students are unclear about the expectations.

Approved July 2025

## GRADUATE STUDENT CODE OF CONDUCT

Emory University is an institution dedicated to providing educational opportunities for its students, transmitting and advancing knowledge, and providing a wide range of services to both students and the general community. To accomplish these objectives and responsibilities requires that the University be free from violence, threats, and intimidation; protective of free inquiry and dissent; respectful of the rights of others; open to change; supportive of democratic and lawful procedure; and dedicated to intellectual integrity and the rational approach for the resolution of human problems.

The tradition of the University as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in that protection of intellectual freedoms: the rights of professors to teach; of scholars to engage in the advancement of knowledge; of students to learn and express their views.

Because of these objectives, the University community is necessarily pluralistic and its constituent elements varied and diverse. A system is necessary to provide the proper balance between the academic freedoms allowed by a member of the University and his or her responsibility as a citizen of the University community. For this purpose, and in accordance with the bylaws of the University, the President of the University has defined the interests of the University community to be promoted and protected by such a system and has delegated to the Dean of Goizueta Business School the responsibility of designing and maintaining a conduct code.

The Goizueta Business School Graduate Code of Conduct (Code) may be reviewed annually and changes require the approval of the Dean of the Goizueta Business School (Dean) and the Chair of the Conduct Council (Chair). Provisions of this Code may be revised, supplemented, or amended at any time by action of the appropriate Goizueta Business School authorities approved by the Dean.

#### COVERAGE

The Goizueta Business School Graduate Student Code of Conduct is the University's policy regarding non-academic conduct offenses of graduate students in the Goizueta Business School. Academic discipline of students is not covered by this Code, but rather falls within the jurisdiction of the Goizueta Honor Code.

#### **BASIC EXPECTATIONS/INHERENT AUTHORITY**

The primary purpose for the imposition of non-academic discipline in the University setting is to protect and preserve the quality of educational environment in the campus community. This purpose entails several basic expectations:

- a. That the University community assumes high standards of courtesy, integrity, and accountability in all of its members.
- b. That each student is accountable for his/her conduct and that continuation as a student is conditional upon compliance with the requirements of student conduct expressed or implied in this Code.
- c. That matters of alleged misconduct that fall under this Code will be handled under this Code.

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Accordingly, in emergency situations, the Dean has full authority to deal with student conduct according to the exigencies of the emergency and for its duration.

The University is not designed or equipped to rehabilitate students who do not abide by this Code. It may be necessary to remove those students from the campus and to sever the institution's relationship with them, as provided in this Code.

## CONFIDENTIALITY

Students' conduct records are confidential and will not be released outside the University without the student's specific written permission, except as provided by applicable law.

## DEFINITIONS

When used in this Code:

1. The term **complainant** can be used to refer to a person, a group, an entity, or the University. When the complainant is a group, the University, an entity, or a single person may be appointed by that body to represent it.
2. The term **consent** means freely given agreement by a competent person. A person is incompetent to give consent when that person is under such incapacity that he or she does not appreciate the nature of the consent.
3. The term **days** means calendar days.
4. The term **distribution** means giving, selling, or exchanging.
5. The term **group** means a number of persons who are associated with each other who have not followed University requirements for recognition as an organization.
6. The term **hearing body** means any person(s) authorized by the Dean to hold a disciplinary hearing, to determine whether a student has violated the Code, and to impose sanctions. This term includes the Goizueta Conduct Council.
7. The term **Conduct Officer** means any person(s) authorized by the Chair to have preliminary meetings, conduct investigations, hold conduct hearings, and determine whether a student has violated the Code as well as recommend sanctions. This term includes the Chair of the Conduct Council.
8. The term **organization** means a number of persons who have followed the University requirements for recognition.
9. The terms **notify in writing** or **transmit in writing** mean to mail (U.S. or campus) written notice to the student's most recent address of record, to hand deliver written notice to the student in person, or to send via electronic mail.
10. The term **sexual conduct** means vaginal intercourse, anal intercourse, fellatio, cunnilingus, touching of the genitals, breast, buttocks, or inner thighs, or the clothing covering such, or any other physical conduct or touching of a sexual nature.
11. The term **student** means any person pursuing undergraduate or graduate studies at the University. At the discretion of the Dean, the term may be extended to mean: (1) a person not currently enrolled who was enrolled in the fall, spring, or summer term preceding the alleged violation, or (2) a person who, while not currently enrolled, has been enrolled in Emory University and may reasonably seek enrollment at a future date, or (3) a person who has applied or been accepted for admission to Emory University and may reasonably be expected to enroll.

12. The term hazing is consistent with its definition in the [University Anti-Hazing Policy](#) which is any action or situation created by an individual or group that inflicts, intends to inflict, or has the potential to inflict emotional and/or physical harm, or that may demean, degrade, disgrace, embarrass, harass, or humiliate any person regardless of location, intent, or consent of participants for the purpose of initiation into, affiliation with, admission to, holding office in, or as a condition for continued membership in a group, team, club, or other organization. This definition includes any action which serves to subject a student to an activity which endangers or is likely to endanger the physical health of a student, or coerces the student through the use of social or physical pressure to consume any food, liquid, alcohol, drug, or other substance which subjects the student to a likely risk of vomiting, intoxication, or unconsciousness regardless of a student's willingness to participate in such activity.
13. The terms **University** and **institution** mean Emory University.
14. The term **University premises** means buildings or grounds owned, leased, operated, controlled, affiliated with, or supervised by the University.
15. The term **University-sponsored activity** means any activity, on or off campus that is initiated, aided, authorized, or supervised by the University.
16. The term **weapon** means any object or substance designed to inflict a wound, cause injury or incapacitate, including, but not limited to, all firearms, pellet guns, BB guns, switchblade or gravity knives, clubs, blackjacks or brass knuckles, or ice picks.
17. References to the Dean of Goizueta Business School include his or her designee.

#### VIOLATIONS OF THE LAW AND THIS CODE

Students may be accountable to both civil authorities and to the University for acts that constitute violations of the law and this Code. Those accused of violations of this Code are subject to the University disciplinary proceedings outlined in this Code while criminal, civil, or other University proceedings regarding the same conduct are pending. Accused students may not challenge the University disciplinary proceedings outlined in this Code on the grounds that criminal charges, civil actions, or other University proceedings regarding the same incident are pending may be initiated, or have been terminated, dismissed, reduced, or not yet adjudicated. The University will refer matters to federal, state, and local authorities when appropriate.

#### PROHIBITED CONDUCT

Each Goizueta graduate student may be subject to this Code whether misconduct occurs on University premises, at University- sponsored activities, or at any location off-campus when such conduct is brought to the attention of the University. It is neither possible nor necessary to specify every instance of misconduct that could result in disciplinary action against a student. The following list includes, but is not limited to, conduct which may subject a student to disciplinary action.

- a. Attempting, assisting, or encouraging any conduct prohibited by this Code.
- b. Causing physical harm to any person, or causing reasonable apprehension of such harm.
- c. Disorderly or indecent behavior, including destroying or damaging University property or the property of others.
- d. Engaging in conduct directed at a specific person or persons that seriously alarms or intimidates such person or persons and that serves no legitimate purpose. Such conduct may include: explicit or

implicit threats, including gestures that place a person in reasonable fear of unwelcome physical contact, harm or death; following a person about in a public place or to or from his or her residence; making remarks in a public place to a specific person that are by common usage lewd, obscene, expose a person to public hatred, or that can be reasonably expected to have a tendency to cause acts of violence by the person to whom the remark is addressed; or communicating anonymously by electronic mail or voice mail or graphic means or making a telephone call anonymously whether or not a conversation ensues.

- e. Violations if any student or student organization is found violating the [University Anti-Hazing Policy](#). All students are required to abide by Georgia laws, ordinances, and regulations pertaining to hazing.
- f. Engaging in sexual conduct with another person without the consent of that person.
- g. Violations of the [University's Policy 8.2 Sex and Gender Based Harassment and Discrimination Policy](#), which includes sexual harassment.
- h. Initiating or causing any false report, warning, or threat of fire, explosion or other emergency.
- i. Misrepresenting information or furnishing false information, such as on a resume or cover letter, to the University or its representatives or members of the community or potential employers.
- j. Forgery, alteration, misrepresentation, counterfeiting, or misuse of any University or other document, instrument of identification, or access device.
- k. Unauthorized distribution of alcoholic beverages or possession of alcoholic beverages for the purposes of distribution.
- l. Possession or use of alcoholic beverages by an individual under 21 years of age; or providing alcoholic beverages to an individual under 21 years of age or to one who is noticeably intoxicated. Possession or consumption of alcohol in the public areas of the residence halls is also prohibited.
- m. Unauthorized possession of an open container of an alcoholic beverage.
- n. Taking any action or creating any situation that endangers another's mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiating into or affiliation with any organization or group.
- o. Appearing in a public place manifestly under the influence of alcohol or a controlled or other intoxicating substance, particularly when there is danger to self, others, or property or there is unreasonable annoyance to person(s) in the vicinity.
- p. Unauthorized distribution, possession, or use of any controlled substance or distribution, possession, or use of any illegal drug.
- q. Unauthorized use, possession, or storage of any weapon.
- r. Unauthorized use or possession of fireworks or incendiary, dangerous, or noxious devices or materials.
- s. Unauthorized presence on or use of University premises, facilities, or property, including camping, building a fire, or use of an unauthorized heating, cooking, or electrical device.
- t. Intentionally or recklessly misusing or damaging fire or other safety equipment.
- u. Exposing one's own genitals, buttocks, or breasts in a public place, unless specifically authorized for activities such as theater productions or classes.
- v. Theft or misuse of property or services on University premises, at University-sponsored activities, or from University organization(s) or group(s), or knowing possession of stolen property or use of stolen services on University premises, at University-sponsored activities, or from University organization(s) or group(s).
- w. Substantially interfering with the freedom of expression of others.
- x. Interfering with normal University functions, University-sponsored activities, or any function or activity on University premises including, but not limited to, studying, teaching, public speaking, research, University administration, or fire, police, or emergency services.

- y. Disregarding or failure to comply with the directive of a hearing body or University official, including a campus police officer acting in the performance of his or her duties.
- z. Disruption of University or other computer systems (e.g. spamming); unauthorized alteration, disclosure, gaining or providing unauthorized access; or destruction of University or other computer systems or material; improper access to University or other computer files and systems; or violation of copyright or proprietary material restrictions connected with University or other computer systems, programs, or materials.
- aa. Violation of any government laws or ordinances, or of any University or individual school rules, regulations, or policies. Such [University rules, regulations, or policies](#) shall include, but are not to be limited to, the regulations and policies contained in the: University Housing Agreement, Campus Life materials, University's Policy 8.2 Sex and Gender Based Harassment and Discrimination Policy, Alcohol and Drug Abuse Policy; as well as regulations relating to entry (opening and closing hours) and use of University facilities; Information Technology Division (ITD) policies; traffic and parking regulations; regulations and policies on the sale, consumption or misuse of alcoholic beverages; and on the misuse of identification cards.
- bb. Falsification, distortion, or misinterpretation of information before a hearing body.
- cc. Disruption or interference with the orderly conduct of disciplinary hearing proceedings.
- dd. Knowingly instituting disciplinary proceedings without cause.
- ee. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system.
- ff. Attempting to influence the impartiality of a member of a disciplinary body prior to or during the course of the disciplinary proceeding.
- gg. Harassment (verbal or physical) or intimidation of a member of a disciplinary body prior to, during or after a disciplinary proceeding.
- hh. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this policy.
- ii. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.
- jj. Violating confidentiality agreements on Honor or Conduct Code cases.

## STUDENT CONDUCT HEARING BOARDS

### Goizueta Conduct Council:

The Goizueta Conduct Council is established to hear non-academic, graduate student conduct cases from the Goizueta Business School. The Goizueta Conduct Council is composed of:

- a. a Chair, appointed by the Dean, who shall be a faculty or staff member, but not a voting member of the Council, except in cases of a tie;
- b. two voting faculty or staff members, one of whom serves as a recording secretary during hearings;
- c. two voting graduate student members.

There shall be a pool of Council members. The pool of faculty or staff members shall be from the Business School and approved by the Dean. The pool of graduate students shall be from the Business School, appointed by the Dean. The Council must have a minimum of three members present in order to convene. If alternates are not available from the pool of Council members and a quorum cannot be reached, substitutes may be appointed as described above.

Goizueta Conduct Appeal Board:

The Goizueta Conduct Appeal Board will be established, when needed, to hear appeals from cases heard by any hearing body. The board shall be composed of:

- a. two voting faculty or staff members from the Business School, approved by the Dean.
- b. one voting graduate student appointed by the Dean.

Substitutes may be selected as described above.

## CONDUCT PROCEDURES

Anyone wishing to report an alleged incident of misconduct under this Code may make such report to the Dean or Director of Program. The Dean or Director of the Program will forward the report to the Chair of the Conduct Council. A determination whether action should be taken in response to a report will be made by the Chair. If it is determined that further action should be taken, the case will be assigned to a Conduct Officer by the Chair or the Chair may serve as the Conduct Officer.

The Dean's Office will notify the student in writing that he or she must make an appointment for a preliminary meeting within five (5) days of the date on the written notice. Failure to schedule or attend this preliminary meeting will automatically result in formal charges as described below.

The Conduct Officer will hold a preliminary meeting with the accused student to review the report as well as ascertain the accused student's perspective of the incident. The Conduct Officer will refer the student to the Goizueta Graduate Code of Conduct. In this meeting, the accused student will be asked to decide whether or not s/he wishes to accept responsibility for having violated the Code of Conduct.

If the accused student accepts responsibility for having violated the Code of Conduct and thereby waives the option of a hearing, the Conduct Officer shall recommend appropriate sanction(s).

If a student does not accept responsibility to having violated the Code of Conduct, the Conduct Officer will conduct an investigation to determine if the matter should proceed to formal charges, or if it can be disposed of administratively by agreement of the parties involved on a basis acceptable to the Conduct Officer.

If the matter is not resolved, the Conduct Officer will then meet again with the accused student and present the student with a letter stating the formal charges. A copy of documents relevant to the case will be given to the accused student and the complainant at least seven days in advance of the hearing. These formal charges will be referred for a hearing and a copy of documents relevant to the case will be forwarded to the appropriate hearing body. The Goizueta Conduct Council serves as the hearing panel to determine the appropriate sanction(s), if any.

In cases pertaining to student organizations, the president shall represent the organization during all conduct proceedings.

If an accused student or organization fails to respond to any notification in writing concerning the conduct process, the case will be automatically referred to a hearing with the Goizueta Conduct Council.

The University reserves the right to place a "hold" on the diploma, degree certification, official transcripts, or registration of a student who has been charged with a conduct violation under this Code even though he or she may have completed all academic requirements. The diploma, degree certification, official transcripts, or registration may be withheld until the conduct charges have been resolved and/or sanctions as well as other conduct obligations completed.

## HEARING PROCEDURES

The Chair or Conduct Officer may require any student of the University to attend and/or testify at any hearing or meeting regarding a conduct matter that is covered under this Code. The Dean or Chair may request faculty or staff members to attend and/or testify at a hearing or meeting or furnish a written statement.

Notification in writing of a hearing before a Conduct Officer, or the Goizueta Conduct Council, as well as the date and time of this hearing will be sent to the student/organizational president at least seven (7) calendar days before the scheduled date of the hearing. At this hearing, a decision of "in violation" or "not in violation" will be made, based upon the available information and evidence presented at the hearing, with or without the accused being present. If it is determined that a violation has occurred, a sanction will also be determined, and the student/organizational president will be notified in writing.

Whenever a hearing is to be held regarding an alleged incident of misconduct under this Code, the accused student/organizational president and the complainant, if any, shall be given at least seven (7) calendar days written notice of the charges alleged against the accused student and of the date, time, and place of the hearing.

The hearing shall be conducted by the appropriate hearing body (Conduct Officer) and all may require witnesses to testify at the hearing. Rules of evidence that apply in courts of law shall not apply in such hearings. The hearing shall be closed to everyone except the hearing body, appropriate staff, the accused student/organizational president, complainant, advisors to the accused student/organizational president and the complainant, as well as witnesses during the actual time of their testimony.

As used in the remainder of the Section and the following Section, references to the Conduct Council and the Chair shall also refer to the Conduct Officer.

The accused student/organizational president and the complainant may be assisted by one advisor of his/her choice. The advisor must be a member of the Goizueta Business School faculty or staff, or a student currently enrolled at the graduate level. The advisor may not be an attorney. Exceptions will be considered by the Dean.

The advisor acts as either the complainant's or accused student's support person during the hearing. The advisor may assist the student in the preparation prior to the hearing but may not speak during the hearing.

Advisors are allowed to:

a. Be present at the hearing until such time as the hearing body retires to deliberate the decision. However, if either the accused student, complainant, or the advisor fails to appear at the hearing, the hearing may be held in the absence of either or both.

Both the complainant and the accused student/organizational president are allowed to:

a. Be present at the hearing until such time as the hearing body retires to deliberate the decision. However, if either the accused student/organizational president, complainant, or the advisor fails to appear at the hearing, the hearing may be held in the absence of either, all, or both.

b. Present tangible and documentary evidence; and evidence by witness, or by signed written statements of witnesses who do not attend the hearing, including the signed written statements of the complainant or the accused. If witnesses fail to appear, the hearing shall be held in their absence. It is the responsibility of the accused student and the complainant to notify any additional witnesses not called by the hearing body. Additional witnesses must have the prior approval of the Chair of the hearing body. All witnesses should be

notified of the date, time, and place of the hearing.

c. Question all witnesses who give evidence at the hearing directly or through written questions presented through the Chair.

The Chair of the respective Council or Conduct Officer shall have final decision on what evidence may be presented and the tone of questioning. The Chair/Conduct Officer may decide to stop questions at any time.

#### HEARING DECISIONS - Conduct Officer, Goizueta Conduct Council

The Conduct Officer or Goizueta Conduct Council shall deliberate and decide whether the accused student/organization has violated the Code. These hearing bodies determine whether a violation occurred based on whether there is a preponderance of evidence. The hearing body may decide that the student/organization is in violation of a less serious offense than that originally charged. A determination that a student/organization has violated the Goizueta Graduate Code of Conduct requires a simple majority vote. In the case of a tie, the Chair shall cast the deciding vote.

If the finding of a violation is determined, the hearing body shall be provided with the record of any previous disciplinary proceedings in which the student/organization was found in violation. On the basis of the hearing and the student's/organization's previous record, a decision will be made regarding sanctions by a simple majority vote. In the case of a tie, the Chair shall cast the deciding vote.

Sanctions are based upon the circumstances of the incident, seriousness of the matter, and conduct history of the student or organization.

Whether the Conduct Officer, or the Goizueta Conduct Council acts as the hearing official, a written decision will be issued in a reasonable time after the date of the hearing. This decision includes: 1) a statement of charges; 2) a summary of the facts in the case;

3) the decision; 4) a brief statement of the hearing body's reasoning; and, if a violation is found, 5) sanction(s).

All decisions of the Goizueta Conduct Council or Conduct Officer shall be reviewed for completeness by the Dean.

The accused shall receive written notice from the Dean's Office of the outcome of the hearing as described above and will also receive information on the option of an appeal. To the extent permitted by law, the complainant shall also receive written notice of the outcome of the hearing.

#### SANCTIONS - Conduct Officer, Goizueta Conduct Council

The following sanctions, singularly or in combination, may be imposed upon any student or organization found to have violated the Code of Conduct:

a. **Warning:** A notice in writing to the student that the student has violated institutional regulations and must cease and not repeat the inappropriate action.

b. **Probation:** A written reprimand for violation of specified regulations. Probation may be either university probation and/or residence hall probation. For student organizations, probation may include social probation. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any institutional regulation(s) during the probationary period. University probation signifies if there are additional violations, a student may place his/her status at the university in jeopardy. Residence hall probation signifies if there are additional violations, a student may place their housing status in jeopardy.

c. **Loss of Privileges:** Denial of specified privileges for a designated period of time. This sanction may include, for example, denial of the right to represent the university in any way, use of campus facilities, or denial of parking privileges.

d. **Restitution:** Compensation for loss, damage, or injury. This may take the form of service, monetary compensation, or material replacement.

e. **Educational Sanctions:** Work assignments or service to the University or community.

f. **Residence Hall Suspension:** Separation of the student or organization from the residence halls for a definite period of time, after which the student or organization may be eligible to return. Conditions for readmission may be specified. (Note: This is in addition to the residence hall suspension referred to in the Graduate Housing Agreement. This Agreement provides that temporary, permanent, or immediate suspension may be imposed upon a student by the Director of Residence Life or Assistant Vice President of Housing at any time when there is reason to believe, based on available facts, that the student represents a threat to the safety, health, or welfare of herself/himself, other persons or property.)

g. **Suspension:** Separation of the student or organization from the University for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.

h. **Expulsion:** Permanent separation of the student or organization from the University.

i. **Other:** Other sanctions as deemed appropriate by a hearing body.

Sanctions are based upon the circumstances of the incident, seriousness of the matter, and conduct history of the student or organization.

Conduct sanctions (f) Residence Hall Suspension, (g) Suspension, and (h) Expulsion shall be entered permanently on a student's record and appear on his or her transcript. Sanction (b) University Probation shall be entered on a student's record for the term of the probation. If sanction (f), notify University Housing and Registrar's office; if sanction (g), notify Registrar's office; if sanction (h), notify Registrar's office, University Housing, and University Parking.

## APPEALS

The accused student or student organization may appeal decisions rendered by the Chair, Conduct Officer, or the Goizueta Conduct Council to the Goizueta Conduct Appeal Board.

To initiate an appeal, the accused student or student organization must submit a signed, written statement of the specific reason(s) to the Dean within seven (7) days of receipt of the hearing decision. The Dean will convene the Board for the appeal meeting.

The Appeal Board will review the documents pertaining to the case to determine:

1. Whether or not the hearing was conducted in accordance with the procedures outlined in this Code of Conduct.
2. Whether or not the interpretation of the Code was appropriate.
3. Whether or not the sanction(s) imposed were appropriate.

After reviewing the documents pertaining to the case, the Goizueta Conduct Appeal Board will issue a written review of the hearing decision within a reasonable period of time from the receipt of the request for review. The Goizueta Conduct Appeal Board shall recommend one of the following courses of action:

1. Affirm the hearing decision.
2. Affirm the findings of the hearing decision but recommend a different sanction.
3. Remand the case to the Dean to assign a hearing body to conduct a new hearing.

The recommendation of the Goizueta Conduct Appeal Board shall be referred to the Dean. After considering the recommendation from the Appeal Board, the Dean shall make a decision on the appeal. This decision shall be final. No additional appeals may be made.

## NOTIFICATION

The Council will publish summary results of the cases heard by the Conduct Council, either electronically or distributed directly to students. The disclosure shall include the number of allegations and the number of students receiving sanctions. Under no circumstances should names of the individuals involved be disclosed in these publications.

#### RETENTION OF CONDUCT RECORDS

The Dean's Office of Goizueta Business School shall maintain files on all graduate student conduct reports, records, and hearing proceedings with strict confidentiality.

## DEPARTMENT OF VETERANS AFFAIRS PENDING PAYMENT RIGHTS

In compliance with Title 38 United States Code Section 3679(e) Emory University adheres to the following provisions for any student(s) that are/is considered "a covered individual" who are using Chapter 33 Post 9/11 Gi Bill, or Chapter 31 Vocational Rehabilitation and Employment, U.S. Department of Veterans Affairs benefits:

the University will not:

1. Prevent the student's enrollment in classes
2. Assess a penalty fee (late fees, administrative fees) due to delayed disbursements from the Department of Veterans Affairs under Chapter 31 or Chapter 33
3. Deny access to any school resources, classes, libraries, or other institutional facilities that are available to other paid students
4. Require the student to borrow additional funds for the length of time these provisions are applicable

The university will require students to provide the following documents to be considered a "covered individual":

- An official "Certificate of Eligibility", or "Statement of Benefits" from the VA website or ebenefits [Chapter 33] or a VAF 28-1905 [Chapter 31] on or before the first day of class for the semester.
- A completed Veterans Enrollment Certification Student Data Form (<http://www.registrar.emory.edu/includes/documents/sections/recordstranscripts/VeteransEnrollmentDataInformation.pdf>)
- Any additional documentation required to ensure proper certification of benefits

Having met all requirements, the Department of Veterans Affairs will provide the university with payment ending on the earlier of either:

- The date on which payment from VA is made to the institution
- Ninety (90) days after the date the institution certified tuition and fees

Any difference in the amount of the student's financial obligation to the university and the amount the student is eligible to receive from the Department of Veterans Affairs may incur an additional fee, or payment/payment arrangement may be required to cover the difference. Please note that all eligibility documents must be submitted to the School Certifying Official in the Office of the University Registrar.

Instructions for submission of this paperwork can be found at the website below.

<http://www.registrar.emory.edu/registration/veterans-education-benefits.html>

## Family Educational Rights and Privacy ACT (FERPA)

<http://registrar.emory.edu/records-transcripts/ferpa.html>

Emory University adheres to a policy of compliance with the Family Educational Rights and Privacy Act. The policy:

1. Permits students to inspect their educational records
  2. Limits disclosure to others of personally-identifiable information from education records without students' prior written consent and
  3. Provides students the opportunity to seek correction of their education records where appropriate
- Definitions: 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.

Educational Records are records that are:

1. Directly related to a student, and
2. Maintained by an educational agency or institution or by a party acting for the agency or institution, if certain conditions are met.

Education records are not:

1. Records about students made by instructors and/or administrators for their own use and not shown to others (sole possession records);
2. Employment records for students who are University employees unless the student was employed as a result of his/her status as a student;
3. 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.
4. Campus police records maintained solely for law enforcement purposes and kept separate from the education records described above.

Policies: Right of Access Each student has a right of access to his or her education records, except financial records of the student's parents and confidential letters of recommendation. Procedure to be Followed Requests for access specifying the records to be inspected should be made in writing to the University Registrar, 200 Dowman Drive, 100 Boisfeuillet Jones Center, Atlanta, GA 30322.

The University will comply with a request within a reasonable time, at most within 45 days. In the usual case, arrangements will be made for the student to read his or her records in the presence of a staff member. Directory Information

The following categories of information have been designated directory information:

- Name

- Whether or not the student is currently enrolled
- The school or division in which the student is or was enrolled and the class/year
- Dates of enrollment including full-time or part-time status
- Degree or degrees earned, date of degree, major area of concentration and academic honors received
- Awards of merit and participation in officially recognized activities and sports
- Address and telephone number Electronic mail address

The University will give annual public notice to students of the categories of information designated as directory information and will allow a reasonable period of time after such notice for the student to inform the University that the information should not be considered directory information as to him or her. Directory information may appear in public documents and may otherwise be disclosed without student consent unless the student objects as provided below (see Campus Directory Suppression).

Campus Directory Suppression Each student has the option of choosing

1. to be included in the online student directory or
2. to be excluded from the online student directory

The University default is that directory information may be included in these media. You can indicate your preference on a Campus Directory Suppression Form. Return this completed form to the Office of the Registrar, 100 Boisfeuillet Jones Center, Emory University, Atlanta, GA 30322.

Prior Consent Not Required Prior consent may not be required for disclosure of education records to the following parties:

- School officials of Emory University who have been determined to have legitimate educational interests. School officials include instructional or administrative personnel who are or may be in a position to use the information in furtherance of a legitimate objective, a person serving on the Board of Trustees, a student serving on an official committee, such as a disciplinary committee, a volunteer or contractor outside of Emory who performs an institutional service or function for which Emory would otherwise use its own employees and who is under the direct control of the institution with respect to the use and maintenance of personally identifiable information from education records. Legitimate educational interests include those interests directly related to the academic environment;
- Officials of other schools in which a student seeks or intends to enroll or is enrolled. Authorized representative of the Comptroller General of the U. S., the Attorney General of the U.S., the U. S. Secretary of Education, and State and local educational authorities, but only in connection with the audit or evaluation of federally supported educational programs, or in connection with the enforcement of or compliance with federal legal requirements relating to these programs. These officials will protect information received so as not to permit personal identification of students to outsiders, and the data shall be destroyed when no longer needed for the purposes above;
- In connection with a student's application for, or receipt of, financial aid, but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms or conditions;
- Organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The studies shall be conducted so as not to permit personal identification of students to outsiders, and the information will be destroyed when no longer needed for these purposes;
- Accrediting organizations for purposes necessary to carry out their functions;
- Parents of a student who is a dependent for income tax purposes;
- Appropriate parties in connection with an emergency, where knowledge of the information is necessary to protect the health or safety of the student or other individuals;

- In response to a court order or subpoena (The University will make reasonable efforts to notify the student before complying with the court order);
- A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. This disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding;
- Parents of a student under the age of 21 who has been found with an alcohol-related disciplinary violation. Prior Consent Required In all other cases, the University will not release personally identifiable information in education records or allow access to those records without prior consent of the student. Unless disclosure is to the student himself or herself, the consent must be written, signed and dated, and must specify the records to be disclosed and the identity of the recipient. Record of Disclosures The University will maintain with the student's education records a record for each request and each disclosure, except:
  - Disclosures to the student himself or herself;
  - Disclosures pursuant to the written consent of the student;
  - Disclosures to instructional or administrative officials of Emory University;
  - Disclosures of directory information

The student, the official custodian of the records, and other university and governmental officials may inspect the record of disclosure. Request To Amend Records/Right to a 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. 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. Policy Statement and General Guidelines Confidentiality and Release of Information About Students The following guidelines relative to student records represent Emory University policy. 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

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

1. 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.

2. Only those records shall be kept which are necessary in order to meet the University's or student's goals.

3. Duplication of record keeping shall be minimized.

4. 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.
5. 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.
6. 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).
7. 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.
8. Records shall be released to comply with a subpoena or court order only with the consent and advice of the University's legal counsel.
9. 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.
10. All University policies governing the maintenance and release of student records are public and are available to students, faculty, and administration.

Emory University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, doctorate, and professional degrees. Questions about the accreditation of Emory University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033- 4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org))