

Office for Undergraduate Education

The Office for Undergraduate Education (OUE) central office is located in White Hall 220. Please visit or call 404.727.6069 with questions about academic affairs, concerns, or policies. All ECAS policies may be found in the College Catalog: <http://catalog.college.emory.edu/>

Important Spring 2024 Dates

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| • January 17 | First day of classes |
| • January 30 | Add/Drop/Swap ends 11:59pm |
| • February 16 | Final day to submit degree applications |
| • February 20 | Extended Drop Deadline |
| • March 1 | Last day for partial withdrawal without penalty |
| • March 11 - 15 | Spring Break (No classes) |
| • March 29 | Last day for extended partial withdrawal |
| • April 29 | Last day of classes |
| • April 30-May 1 | Reading days |
| • May 2 - 8 | Final exam period |
| • May 13 | Spring graduation |

Academic Advising

All Emory College students are assigned a professional academic advisor (in addition to a faculty advisor once they have declared a major) in the Office for Undergraduate Education (OUE). OUE Advisors assist students with course planning, degree progress, and navigating challenges or concerns that may occur, and can provide referrals to appropriate campus partners to aid students in resolving concerns. If an academic advisor is unavailable and the situation is time-sensitive, students may email oue.advising@emory.edu to determine how we can connect you. To schedule, see OUE Academic Advisor appointments: <https://oue.college.emory.edu/advising/support/index.html>.

Academic Support

A range of resources designed to enrich each student's educational experience and support their academic progress is available. Visit <https://oue.college.emory.edu/> for a list of programs and appointment instructions.

Department of Accessibility Services

Department of Accessibility Services works with students who have disabilities to provide reasonable accommodations. In order to receive consideration for reasonable accommodations, you must contact DAS. It is the responsibility of the student to register with DAS. Please note that accommodations are not retroactive and that disability accommodations are not provided until an accommodation letter has been processed. Students registered with DAS who have a letter outlining their academic accommodations, are strongly encouraged to coordinate a meeting time with your professor that will be best for both to discuss a protocol to implement the accommodations as needed throughout the semester. This meeting should occur as early in the semester as possible. Students must renew their accommodation letter every semester they attend classes. Contact the Department of Accessibility Services for more information at (404) 727-9877 or accessibility@emory.edu. Additional information is available at the DAS website at <https://accessibility.emory.edu/>

Attendance Policies (Absences and Absences from Examinations)

Absences: Although students incur no administrative penalties for a reasonable number of absences from class or laboratory, they should understand that they are responsible for the academic consequences of absence and that instructors may set specific policies about absence for individual courses.

Absences from Examinations: A student who fails to take any required midterm or final examination at the scheduled time may not make up the examination without written permission from a dean in the Office for Undergraduate Education. Permission will be granted only for illness or other compelling reasons, such as participation in scheduled events off-campus as an official representative of the University. A student who takes any part of a final examination ordinarily will not be allowed to defer or retake that final. Deferred examinations must be taken during the student's next semester of residence by the incomplete deadline or within twelve months if the student does not re-enroll in the college. Failure to take a deferred examination by the appropriate deadline will result automatically in the grade IF or IU.

Writing Center and English Language Learners (ELL) Program

Tutors in the Emory Writing Center are available to support students of Emory College, Laney Graduate School, and the School of Nursing as they work on papers, discussion posts, websites, and other projects. Writing Center tutors work on idea development, structure, use of sources, grammar, and word choice. They do not proofread for students. Instead, they discuss strategies and resources students can use as they write, revise, and edit their own work. Tutors also support the literacy needs of English Language Learners; several tutors are ELL Specialists. Learn more about the Writing Center and make an appointment through the EWC website: <http://www.writingcenter.emory.edu/>.

Honor Code

The Emory Undergraduate Academic Honor Code is in effect throughout the semester. 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. Students who violate the Honor Code may be subject to failure of the course, a reportable record, suspension, permanent expulsion, or a combination of these and other sanctions. The Honor Code may be reviewed at: <http://catalog.college.emory.edu/policies/honor-code.html>.