

Office for Undergraduate Education

The Office for Undergraduate Education (OUE) central office is located in Candler Library 200. 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 2025 Dates

January 14	First Day of classes	March 21	Last Day for partial withdrawal without penalty
January 28	Add/Drop/Swap ends 11:59pm	March 21	Last Day for change to S/U grading option
January 31	All work from fall 2024 incomplete grades is due	April 28	Last Day of classes
February 17	Extended Drop Deadline	April 29-30	Reading Days
March 10 - 14	Spring Break (No classes)	May 1-7	Final exam period

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 OUE. OUE Advisors assist students with course planning, degree progress, and navigating challenges 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 (DAS) <https://accessibility.emory.edu/>

DAS works with students who have disabilities to provide reasonable accommodations. In order to receive consideration for reasonable accommodations, it is the responsibility of the student to register with DAS. Accommodations are not retroactive and 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 schedule a meeting with their professors as early as possible to discuss a protocol to implement the accommodations throughout the semester. Students must renew their accommodation letter every semester they attend classes. Contact DAS for more information at (404) 727-9877, accessibility@emory.edu

Attendance Policies (Absences and Absences from Examinations) <https://catalog.college.emory.edu/policies/absences.html>

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. 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 <http://www.writingcenter.emory.edu/>

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.

Emory Libraries <https://libraries.emory.edu/>

Emory Libraries offers services and resources to ensure academic success and student flourishing. As emerging researchers, students can find books, articles, videos, other materials through [Library Search](#), [Articles+](#), and the Libraries' [collection of databases](#). The subject librarian for this course can help students form research questions, develop search strategies, evaluate sources, and cite sources properly.

The Pathways Center <https://pathways.emory.edu>

The Pathways Center partners with students to help them explore their interests, secure internships, conduct research, prepare for graduate school, compete for fellowships, and pursue full-time employment. Pathways advisors help students refine their application documents, prepare for interviews, and build industry connections with alumni. Students can explore career opportunities through events and programs, including Career Expos, Career Treks, the Sophomore Summit, Clinical Shadowing, Industry Networking Nights, Internship Funding, Pathways Scholars, Summer Undergraduate Research, Fulbright Bootcamps, and more.

Honor Code <http://catalog.college.emory.edu/policies/honor-code.html>

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.