Office for Undergraduate Education

- The Office for Undergraduate Education (OUE) central office is located in White Hall 300
- Please visit or call 404.727.6069 with questions about academic affairs, concerns or policies.
- All Emory College of Arts and Sciences policies may be found in the College Catalog: [http://catalog.college.emory.edu/](http://catalog.college.emory.edu/)

Important Fall 2016 Dates

- August 24: First day of classes
- August 31: Add/Drop/Swap ends 11:59pm
- September 5: Labor Day Holiday (no classes)
- September 9: Last day to change S/U or Grading option
- October 10, 11: Fall Break (no classes)
- October 14: Last day for partial withdrawal without penalty (all students)
- November 11: Last day for one-time partial withdrawal without penalty (1st year, Transfer, Oxford ONLY)
- November 23, 24, 25: Thanksgiving Break (no classes)
- December 6: Last day of classes
- December 7: Reading Day
- December 8-14: Final Exam Period

Academic Advising and Class Deans

Students who have any academic concern or question about Emory College of Arts and Sciences policies should first meet with an OUE academic advisor. If an academic advisor is unavailable, students may meet with an OUE dean during open hours.

- OUE Academic Advisor appointments: [www.emory.edu/asst](http://www.emory.edu/asst)
- Deans’ Open Hours: [http://college.emory.edu/oue/about-us/deans-open-hours.html](http://college.emory.edu/oue/about-us/deans-open-hours.html)

Academic Support

There is a range of resources available to Emory undergraduates designed to enrich each student’s educational experience.

- Visit [http://college.emory.edu/oue/student-support/index.html](http://college.emory.edu/oue/student-support/index.html) for a list of support programs and appointment directions.

Access and Disability Resources

Access, Disability Services and Resources (ADSR) works with students who have disabilities to provide reasonable accommodations. In order to receive consideration for reasonable accommodations, you must contact ADSR. It is the responsibility of the student to register with ADSR. Please note that accommodations are not retroactive and that disability accommodations are not provided until an accommodation letter has been processed. Students registered with ADSR 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. Contact Access, Disability Services and Resources for more information at (404) 727-9877 or adsrstudent@emory.edu. Additional information is available at the ADSR website at [http://equityandinclusion.emory.edu/access/students/index.html](http://equityandinclusion.emory.edu/access/students/index.html).

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 last date for deferred examinations in the academic calendar 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.

Honor Code

The Honor Code applies to all work submitted for courses in Emory College. Students who violate the Honor Code may be subject to a written mark on their record, failure of the course, suspension, permanent dismissal, or a combination of these and other sanctions. The Honor Code may be reviewed online at: [http://catalog.college.emory.edu/academic/policies-regulations/honor-code.html](http://catalog.college.emory.edu/academic/policies-regulations/honor-code.html).

Peer Tutoring Writing Support

Tutors in the Emory Writing Center and the ESL Program are available to support Emory College students as they work on any type of writing assignment, at any stage of the composing process. Tutors can assist with a range of projects, from traditional papers and presentations to websites and other multimedia projects. Writing Center and ESL tutors take a similar approach as they work with students on concerns including idea development, structure, use of sources, grammar, and word choice. They do not proofread for students. Instead, they discuss strategies and

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resources students can use as they write, revise, and edit their own work. Students who are currently enrolled in an ESL-supported section of English 101, English 123, or English 221 or who plan to take one of those courses next semester should see ESL tutors, as they are specifically trained to support students in ESL Program courses. To learn more about ESL tutoring or to make an appointment, go to http://college.emory.edu/oue/student-support/esl-program/esl-tutoring.html. All other students in the college should see Writing Center tutors who are trained to work with this broader population. Learn more and make an appointment at writingcenter.emory.edu. Please review tutoring policies before your visit.