

### 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/>

#### Important Fall 2018 Dates

- August 29 First day of classes
- September 5 Add/Drop/Swap ends 11:59pm
- September 14 Last day to change S/U or Grading option
- September 14 Final day to submit degree applications
- October 19 Last day for partial withdrawal without penalty (all students)
- October 8-9 Fall Break (no classes)
- November 16 Last day for one-time partial withdrawal without penalty (1<sup>st</sup> year, Transfer, Oxford ONLY)
- November 21-23 Thanksgiving Holiday
- December 11 Last day of classes
- December 12 Reading Day
- December 11-19 Final Exam Period

#### Academic Advising

Students who have an academic concern or question about Emory College of Arts and Sciences policies or who seek supplemental advising to that of their faculty pre-major or major advisors can seek advising from an Office for Undergraduate Education (OUE) staff. Academic advisors are assigned alphabetically. If an academic advisor is unavailable and the situation is time-sensitive, students may email [oue.advising@emory.edu](mailto:oue.advising@emory.edu) to determine how we can connect you. To schedule, see OUE Academic Advisor appointments: <http://college.emory.edu/oue/>

#### Academic Support

There is a range of resources available to Emory undergraduates designed to enrich each student's educational experience and support their academic progress. Visit <http://college.emory.edu/oue/student-support/index.html> for a list of programs and appointment instructions.

#### Office of Accessibility Services

Office of Accessibility Services works with students who have disabilities to provide reasonable accommodations. In order to receive consideration for reasonable accommodations, you must contact OAS. It is the responsibility of the student to register with OAS. Please note that accommodations are not retroactive and that disability accommodations are not provided until an accommodation letter has been processed. Students registered with OAS 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 Office of Accessibility Services for more information at (404) 727-9877 or [accessibility@emory.edu](mailto:accessibility@emory.edu). Additional information is available at the OAS website at <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 exclusion, 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>.

#### Writing Center and ESL Program

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 resources students can use as they write, revise, and edit their own work. Students who are non-native speakers of English are welcome to visit either the Writing Center tutors or the ESL tutors. All other students in the college should see Writing Center tutors. Learn more and make an appointment by visiting the websites of the ESL Program and the Writing Center. Please review tutoring policies before your visit.