Welcome to Emory University!

Emory College of Arts and Sciences and The Office of Residence Life and Housing strive to establish an environment that promotes intellectual inquiry and personal growth for all students attending this valuable summer academic program. Our goal is to create a community that is conducive to learning and ensuring personal success, respectful of program participants, and safe for every individual associated with the University. Admission to the program assumes a level of maturity and responsibility necessary for studying in a challenging academic program and living in a campus residential environment.

The student and the parent(s)/guardian(s) should carefully review the following academic policies and codes of conduct. All students are expected to understand and act in accordance with these codes of conduct and academic policies. All students are required to sign the Federal Education Rights and Privacy Act consent form, giving Emory officials the authority to discuss with the participant’s parents/guardians all student-related issues that may arise during the Pre-College Program. A participant who violates the codes of conduct and/or behaves in a way that is disruptive or detrimental to himself/herself or others will be subject to disciplinary measures and/or dismissal from the program. Parents and/or guardians will be notified of such violations or offenses. Participants who are dismissed from the program for violation of the academic policies or codes of conduct are not entitled to refund of tuition, room and board, or fees and will be expected to leave the residence hall immediately. Travel expenses will not be reimbursed. We look forward to working together with you to ensure that your time at Emory is productive and safe. By observing the rules and guidelines below you will be helping to promote a positive environment for all.

Sarah Gouzoules, Ph.D.
Associate Dean for International and Summer Programs

Scott Rausch
Director of Residence Life

Emory College of Arts and Sciences Honor Code

Every student who attends the Emory College Pre-College Program, as a condition of acceptance, agrees to abide by the provisions of the Honor Code.

**Academic Honesty and Misconduct:** Academic misconduct is an offense generally defined as any action or inaction that is offensive to the integrity and honesty of the members of the academic community. This offense includes, but is not limited to, the following:

- Seeking, acquiring, receiving, or giving information about an examination, knowing that the release of such information has not been authorized.
- Plagiarizing.
- Seeking, using, giving, or obtaining unauthorized assistance or information in any academic assignment or examination.
• Intentionally giving false information to professors or instructors for the purpose of gaining academic advantage.

Pre-College students are expected to complete their own work. A student’s name on a written assignment indicates that it is that student’s own work and stated in his or her own words. Violations of academic honesty may result in failure on a particular assignment, failure in the course, and/or dismissal from the program. Tuition and housing is non-refundable for dismissal from the Pre-College Program due to academic misconduct.

Any cases of suspected academic misconduct in for-credit courses will be investigated and any sanctions will be determined by the Summer Honor Council of Emory College of Arts and Sciences. Cases of suspected academic misconduct in non-credit courses will be investigated and sanctioned by the Emory College of Arts and Science personnel. The verdict and sanction determined for cases of academic misconduct shall be, but not limited to, the standards outlined by the Emory College Honor Code.

Emory Pre-College Program Code of Conduct

The University endeavors to foster in each student love of learning, commitment to fair and honorable conduct, and respect for the safety and welfare of others. It also strives to protect the community from the influence of those who do not embody these values in their conduct, and to protect the integrity of the University and its property for the benefit of all. Suspected violations of the code of conduct will be jointly investigated and sanctions jointly determined by Emory College of Arts and Sciences and Office of Residence Life and Housing personnel.

For this purpose, students who enroll in the Emory Pre-College Program are expected to abide by the following code of conduct. These rules will be strictly enforced, both on and off campus, for the duration of the Pre-College Program. Possible disciplinary actions for students who do not abide by the code of conduct include: limitations on activities, verbal and written warnings, restitution for property damage, and dismissal from the program. It is neither possible nor necessary to indicate every instance of misconduct that could result in disciplinary action against a student; therefore, the following list includes, but is not limited to, conduct that may result in disciplinary action.

• Students are not to disrupt or obstruct teaching, residence hall life, research, administrative functions, or disciplinary proceedings.
• Students are to comply with the directives of College officials, including campus police officers, residential advisors, administrators, and professors.
• Students should treat University property with respect and are not to damage or remove property of another member of the University community, property of the University itself, or property of a guest of the University. Students and their parents will be required to pay restitution for any and all assessed property damage.
• Students may not play athletic, unsafe, or boisterous games in corridors, classrooms, or residence hall rooms, on grounds adjacent to a college building, or in such a manner as to damage the grounds or property.
• Students are not permitted to enter any unauthorized facilities, as indicated by residential advisors (R.A.) or the Pre-College staff.
• Students may not enter fraternity or sorority houses or other residence halls on campus.
• Students are expected to attend regularly and punctually all courses in which they are enrolled and all programs and meetings determined as mandatory by the Pre-College staff. A student who neglects course work or program requirements may be dismissed from the program.
• Residence hall nightly check-in hours – 11:00 p.m. on weekdays (Sunday-Thursday) and 12:00 a.m. on weekends (Friday and Saturday) – are strictly observed. Violations of curfew will result in being restricted to the residence hall after 7:00 p.m. for a minimum of one day and a maximum of one week. Multiple violations may result in dismissal from the Pre-College Program.
• Residential students must remain in their residence halls from nightly check-in until 6:00 a.m.
• Pre-College commuter students are allowed in the Pre-College residence hall during appropriate hours. They must leave the residence hall by the nightly check-in hour- 11:00 p.m. on weekdays (Sunday-Thursday) and 12:00 a.m. on weekends (Friday and Saturday). Under no circumstances are commuter students allowed to spend the night in the residence hall. Violations of this policy may result in dismissal from the Pre-College Program.
• Commuter students are not allowed in the residence halls between the hours of nightly check-in and 6:00 a.m.
• Noise should be reduced at 12:00 a.m. weekdays (Sunday-Thursday) and 1:00 a.m. weekends (Friday and Saturday) in the residence halls.
• Residential students are only allowed to close their doors when they are alone or with only their roommate. When guests are present, the door must remain open.
• Residential students are not allowed to have guests, with the exception of Pre-College commuter students, in the residence halls. Parents and guardians are allowed to help students move in and out of the residence halls during designated check-in and check-out periods.
• Residential students may not have cars on campus. Riding in a vehicle, other than Emory University shuttles, is prohibited.
• Commuter students must not transport residential Pre-College students in their cars during the Pre-College Program. Automobiles may only be used for the commuter student’s own transportation to and from the Emory campus. Commuter students must agree to park only in their designated and approved parking lot on campus and abide by the guidelines of Emory Parking Services.
• Students must get permission from the Residence Hall Director in writing 48 hours in advance in order to travel overnight. If parents/guardians foresee their child leaving campus with any individuals, they should complete an Off-campus Travel Permission Form, available at program check in.
• Federal law prohibits minors from purchasing tobacco products. Smoking is not permitted in the residence halls or other University buildings.
• Students are to dress appropriately and safely for all Pre-College on and off campus events and programs.
• Students may not interfere with the operation of the University computer system or use University computers to send fraudulent, annoying, or obscene electronic mail. By using a computer on Emory’s network, the user agrees to all Emory University Technology Services Policies: http://policies.emory.edu/5.1.
• Students are expected to speak and act truthfully. Students may not cause any false report of fire or other emergency, misrepresent or falsify information to the University or its representatives, forge or alter University documents, ID cards, or access devices.
• Students may not attempt, assist, or encourage any conduct prohibited by this Code.
• Students are not to violate any government laws or ordinances, or of any University of individual school rules, regulations, or policies. Such University rules include the regulations and policies contained in the Residence Life Housing Agreement, Campus Life Handbook, Policy Statement on Discriminatory Harassment, Sexual Assault Policy statement, traffic and parking regulations, and on the misuse of identification cards.

Violations of any of the above guidelines may result in dismissal from the program.

The following behaviors will result in immediate dismissal from the program:
• Verbal abuse, physical assault, attempted physical assault, sexual assault, threats, and harassment (including sexual and discriminatory harassment), whether in person, writing, or by electronic means.
• The possession, carrying, or use of firearms, razors, switchblades, explosives, fireworks, dangerous chemicals, or other weapons.
• Use, possession, sale, or distribution of alcoholic beverages, narcotics, prescription drugs, or illegal drugs. Possession may be defined as a student’s presence in a location in which controlled substances are readily available, regardless of evidence of the student’s actual use. Behaviors indicating that a student is under the influence of a controlled and/or intoxicating substance is reason for dismissal.
• Setting a fire, tampering, misusing, or destroying fire alarms or equipment.

When a student is dismissed from the program, a parent or guardian must pick them up from the Emory campus within 24 hours of their dismissal.

Academic Policies

Successful Completion of Program: Students must complete all course requirements assigned by their professors. This includes attending all classes (on time), completing all assignments, and preparing for class sessions. Absences are not permitted with the exception of medical or religious reasons with an official note from a doctor or parent. It is the student’s responsibility to make arrangements with the professor to make up incomplete course work.

Grades: Students enrolled in credit courses will receive a course letter grade (A, B, C, D, F) unless they elect to take the course Satisfactory/Unsatisfactory (S/U). Students may change their grading status from graded to satisfactory/unsatisfactory in credit courses only. This must be completed by May 28, 2014 (Session 1) and July 9, 2014 (Session 2). Students in non-credit courses will receive written and/or verbal evaluations from their professors and will receive a certificate upon successful completion of the course as determined by the professor.

Course Changes: Six-week credit course changes must be made by May 23, 2014 (Session 1) and July 3, 2014 (Session 2) without penalty. All course change requests must be submitted to the Associate Dean or Director for Summer Programs.

Short course changes are the exception and not the rule. Such a request will only be considered on the first day of each two week short course session only for extenuating circumstances. Course change requests must be submitted to the Associate Dean for consideration.

Transfer Credit: Students enrolled in a credit course may request an official Emory University transcript after completion of the course. The college a student attends as an undergraduate will determine whether the student’s Emory Pre-College credit is transferrable and accepted at the institution. If a student attends Emory College, credit course work completed in the Pre-College program may be submitted to the Office of Admission for evaluation, and credit may be awarded toward degree requirements. Non-credit course work will not fulfill Emory College degree requirements.

Disability Services and Accommodations

The aim of the Emory Office of Disability Services (a unit of Equal Opportunity Programs) is to provide all persons an equal opportunity to participate in and benefit from programs and services afforded to others. The Office of Disability Services (ODS) assists eligible students in obtaining a variety of services (i.e., alternative testing, note taking, interpreting, advocacy, mobility/transportation, etc.) and ensures that all matters of equal access, reasonable accommodation, and compliance are properly addressed. Students who need accommodations must register and request services from Disability Services at Emory University. The ODS honors and maintains confidentiality. Reasonable accommodations are available to eligible students with a documentable disability and/or medical condition covered by the Americans with Disabilities Act of 1990 (ADA).
It is the student’s responsibility to initiate consideration for accommodations. An accommodation will not be considered or granted unless the appropriate documentation is submitted. Students must follow the instructions for submitting documentation to the Office of Disability Services (ODS) as outlined on http://www.ods.emory.edu/students.htm.

Failure to adhere to these instructions may delay or impede receiving services. Please contact and consult with the Office of Disability Services at 404-727-6016 or www.ods.emory.edu for additional information.

Tuition Policies

**Tuition and Fees:** The tuition and fees for a credit course (4 hours) are $5,879. The tuition and fees for a two-week (non-credit) course are $2,560. A non-credit course may have additional lab/material fees. Room/board is an additional fee.

**Payment:** A non-refundable $350 program deposit is due upon acceptance to the Pre-College Program to reserve a space in the program AND before we will register for your course preference. All remaining tuition and fees, including room and board, must be paid in full by May 14, 2014. This applies to both commuter and residential students. Financial accounts may be settled online through OPUS or with Student Financial Services Office in the B. Jones Center, Room 101. Parents may view the student account or make payment arrangements at www.opus.emory.edu. Students who apply and are accepted to the Pre-College Program after May 14, 2014 must submit full payment with admission application.

**WITHDRAWAL/REFUND POLICY**

**Six-Week Credit Courses**

**Withdrawal:** A student may withdraw or change their credit course schedule only with permission and approval from the Associate Dean. Students may withdraw from a credit course and receive a full refund on or before May 23, 2014 (1st session) and July 3, 2014 (2nd session) and receive a full tuition refund. The program deposit and room and board expenses are non-refundable. After the drop/add period (May 23 for 1st session and July 3 for 2nd session) tuition refunds are prorated according to the following schedule.

**Credit Tuition Refund Schedule is as follows:**

<table>
<thead>
<tr>
<th>1st session</th>
<th>2nd session</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 22</td>
<td>July 3</td>
<td>100% refund</td>
</tr>
<tr>
<td>May 27</td>
<td>July 8</td>
<td>80% refund</td>
</tr>
<tr>
<td>June 2</td>
<td>July 14</td>
<td>60% refund</td>
</tr>
<tr>
<td>June 6</td>
<td>July 18</td>
<td>40% refund</td>
</tr>
<tr>
<td>June 11</td>
<td>July 23</td>
<td>20% refund</td>
</tr>
<tr>
<td>After June 11</td>
<td>After July 23</td>
<td>No refund</td>
</tr>
</tbody>
</table>
Two-Week Non-Credit Courses

Non-Credit Program Cancellation: If a student wishes to cancel his or her program attendance and registration he or she must notify the Pre-College Program in writing at 550 Asbury Circle, Candler Library, GA 30322, or by fax at 404-727-6724. Students who cancel their attendance prior to June 16, 2014 are eligible for a tuition refund less the $350 non-refundable program deposit and $60 application fee. Room and board charges are non-refundable.

All students registered for a short course(s) must be in attendance on or before the second day of class (July 1, July 15, or July 29). Otherwise, registration will be cancelled.

Withdrawal: Students may not change short courses or attend another class once the session begins. A student may withdraw from one or more courses only with permission and approval from the Associate Dean. Students who withdraw from the program and/or a short course on or before the second day of class (July 1, July 15, or July 29) will receive a 50% tuition refund less the $350 deposit. Application fee, program deposit, books, and room and board fees are non-refundable. Related transportation expenses to and from the program are not reimbursed.

The cancellation and withdrawal refund policy for non-credit course(s) is as follows:

Cancellation (before move-in)

<table>
<thead>
<tr>
<th>On or before:</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 16, 2014</td>
<td>100% tuition refund less the $350 non-refundable program deposit and room and board charges</td>
</tr>
<tr>
<td>Between June 17, 2014 and move-in</td>
<td>50% tuition refund less the $350 non-refundable program deposit and room and board charges</td>
</tr>
</tbody>
</table>

Withdrawal (after move-in)

<table>
<thead>
<tr>
<th>Session A</th>
<th>Session B</th>
<th>Session C</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before:</td>
<td>July 1</td>
<td>July 15</td>
<td>July 29</td>
</tr>
<tr>
<td>On or after:</td>
<td>July 2</td>
<td>July 16</td>
<td>July 30</td>
</tr>
</tbody>
</table>

A student who withdraws from the course/program may not continue to live in residential housing, participate in the program activities, or utilize university facilities or the Emory student health center.

Equal Opportunity Policy

Emory University does not discriminate in admissions, educational programs, or employment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran/Reserve/National Guard status and prohibits such discrimination by its students, faculty, and staff. Students, faculty, and staff are assured of participation in University programs and in use of facilities without such discrimination. The University also complies with all applicable federal and Georgia statutes and regulations prohibiting unlawful discrimination. All members of the student body, faculty, and staff are expected to assist in making this policy valid in fact. Any inquiries regarding this policy should be directed to the Emory University Office of Equal Opportunity Programs, 1599 Clifton Road, Atlanta, Georgia, 30322. Telephone 404-727-6016, or 404-712-2049 (TDD).
Academic Policies
Honor and Conduct Code Signature Sheet

This sheet must be completed and returned with a $350 non-refundable program deposit.

My signature below indicates that I have read the Emory Pre-College Program academic policies and code of conduct, and I agree to abide by all rules and regulations contained therein. I understand that if I violate the Emory Pre-College Program code of conduct or the honor code, I am subject to disciplinary action, which may include dismissal from the program and forfeiture of all tuition and fees.

Student Name: ________________________________________________________________________________

First         Middle Initial         Last         Suffix

Birth date: __________________________________________________________________________________

Signature: ___________________________________________________________________________________

Date: __________________________________________

Parent Name: _________________________________________________________________________________

First         Middle Initial         Last         Suffix

Signature: ___________________________________________________________________________________

Date: __________________________________________

Please return this form to:
Emory Pre-College Program
Candler Library, Suite 200, 550 Asbury Circle
Atlanta, GA  30322