

# Summer School Bulletin 2019

[www.summerschool.emory.edu](http://www.summerschool.emory.edu)

**Maymester  
Happens Here!**

May 14–31, 2019

Offered in a 3-week format

**Visiting transient  
undergraduate  
students are welcome  
to attend all  
summer sessions**

See pages 4–5 and 12–13  
for how to apply and register

**STUDY ON CAMPUS OR  
ONLINE THIS SUMMER**

**2** *Sessions:* **May 20–June 28  
July 1–August 9**

# Calendar

## MAYMESTER: MAY 14–31, 2019

May 1/Wednesday	Preferred registration deadline.
May 14/Tuesday	Classes begin. Last day to withdraw with full refund (4:00 p.m.).
May 15/Wednesday	Last day for letter grade, satisfactory/unsatisfactory grade changes. Last day to withdraw from course without incurring academic penalty.
May 31/Friday	Last day of Maymester.

## SESSION 1: MAY 20–JUNE 28, 2019

May 20/Monday	Registration and classes begin.
May 24/Friday	Last day for approved schedule changes or cancellation of registration with full refund.
May 27/Monday	Memorial Day holiday. No classes.
May 29/Wednesday	Last day for approved letter grade, satisfactory/unsatisfactory schedule changes.
June 5/Wednesday	Summer Online Degree Application opens.
June 12/Wednesday	Last day for Emory College students to withdraw from courses without incurring academic penalty.
June 26/Wednesday	Last day of classes.
June 27/Thursday– June 28/Friday	Exams for Session 1.

## SESSION 2: JULY 1–AUGUST 9, 2019

July 1/Monday	Registration and classes begin.
July 4/Thursday	Independence Day holiday. No classes.
July 5/Friday	Last day for approved schedule changes or cancellation of registration with full refund.
July 5/Friday	Deadline for submission of application for degree to be granted at the end of the summer semester.
July 10/Wednesday	Last day for approved letter grade, satisfactory/unsatisfactory schedule changes.
July 24/Wednesday	Last day for Emory College students to withdraw from courses without incurring academic penalty.
August 7/Wednesday	Last day of classes.
August 8/Thursday– August 9/Friday	Exams for Session 2.

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## Directory

Summer School Programs . . . . .	404.727.0671
Emory College Office for Undergraduate Education . . . . .	404.727.6069
Office for Access, Disability Services, and Resources (ADSR). . . . .	404.727.3678
Financial Aid . . . . .	404.727.6039
Student Financial Services. . . . .	404.727.6095
Registrar . . . . .	404.727.6042
Residential Services . . . . .	404.727.7631
Emory Dining . . . . .	404.727.8960
Emory Police . . . . .	404.727.8005
University Information . . . . .	404.727.6123

Emory University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, call 404.679.4500, or visit the web at <http://www.sacscoc.org> for questions about the accreditation of Emory.

# Introduction

This catalog is concerned principally with Emory College, Roberto C. Goizueta Business School, and Oxford College. Continuing and visiting students should read the general information section of this catalog to familiarize themselves with summer school procedures.

The university reserves the right to revise information, course offerings, requirements, regulations, or financial charges at any time. Whenever changes occur, an effort will be made to notify persons who may be affected.

Students visiting during the summer are subject to the same rules, regulations, practices, and policies of Emory University that apply to degree candidates. The summer session offers all facilities of instruction, housing, and services available in the August–May academic year, but has fewer scheduled extracurricular activities.

The air-conditioned George W. Woodruff Physical Education Center, designed by John Portman, provides outstanding facilities for summer sports programs. Other activities include campus movies, lectures by visiting speakers, and a variety of student-initiated projects. Professional sports and public recreational opportunities are available in Atlanta all summer.

## ABOUT EMORY UNIVERSITY

From its founding in 1836, Emory has grown into a national teaching, research, and service institution with an enrollment exceeding ten thousand. A coeducational, privately administered university affiliated with the United Methodist Church, Emory awards more than two thousand degrees annually. The university includes the Emory College of Arts and Sciences and Oxford College; the Laney Graduate School; and the schools of business, law, medicine, nursing, public health, and theology.

Among the centers for specialized research and study at Emory are the Graduate Institute of the Liberal Arts, the Carter Center of Emory University, the Center for Ethics, the Center for Mind, Brain, and Culture, the Bill and

Carol Fox Center for Humanistic Inquiry, and the Michael C. Carlos Museum. Independent affiliates include the Georgia Humanities Council.

Emory College offers a range of study abroad opportunities through exchange agreements, Emory study abroad programs, and programs run by other institutions. In addition to course offerings on the Emory campus, the Study Abroad Office advises students about studying abroad and works with college faculty to develop and administer study abroad programs designed specifically for Emory undergraduates.

Emory's Robert W. Woodruff Health Sciences Center comprises the schools of Medicine, Public Health, and Nursing; Emory Healthcare; Winship Cancer Institute; and Yerkes National Primate Research Center. Independent affiliates include Grady Memorial Hospital, Children's Healthcare of Atlanta, and the Atlanta Veterans Affairs Medical Center.

The Emory campus consists of 631 acres six miles northeast of downtown Atlanta. The Georgia capital is the Southeast's center for business, cultural, religious, legal, medical, governmental, and educational activities.

Oxford College, a two-year liberal arts division of Emory University, is located in Oxford, Georgia, 38 miles east of Atlanta. The Oxford College summer program is held on Emory's Atlanta campus.

The Atlanta community offers a variety of attractions for Emory students, including the High Museum of Art, the Alliance Theater, and the Atlanta Symphony Orchestra as well as many cultural and athletic events.

### Emory College Summer School Programs

200 Candler Library, 550 Asbury Circle

Atlanta, Georgia 30322

404.727.0671 (current and visiting student information)

[www.summerschool.emory.edu](http://www.summerschool.emory.edu)

## Application

**CONTINUING EMORY STUDENTS:** Emory College students who are currently enrolled and degree seeking may preregister online through OPUS beginning February 8, 2019. Log on to [www.opus.emory.edu](http://www.opus.emory.edu) for more information. Students also may register for classes in person at the Office of the Registrar, 100 Boisfeuillet Jones (B. Jones) Center, on Monday, May 20, 2019, for first or both sessions or Monday, July 1, 2019, for second session. Students in all other schools preregister at a time specified by their school. The preferred deadline to register for Maymester is May 1, 2019.

**RETURNING STUDENTS:** Emory College students not enrolled during spring semester should notify the Office for Undergraduate Education (OUE) one month in advance of the start of the summer session to apply for readmission. Students must complete and submit the Office for Undergraduate Education form [Request for Readmission](#). For additional information, call 404.727.6069.

**VISITING TRANSIENT STUDENTS:** Emory College welcomes students from other institutions in the United States and abroad to its summer sessions. Students without degree-seeking status at Emory must complete the online [Emory Transient Study Application](#), provide a letter of good standing from their home institution, and pay the \$75 application fee online. **This online application is for summer term only. Admission will not be granted for subsequent terms without the appropriate application and submission of required supporting documents.** Visiting students must obtain an Emory identification card (if they have not previously received one) during registration through the EmoryCard Office. Financial accounts must be settled at the time of registration in the B. Jones Center.

To apply, go to [www.summerschool.emory.edu](http://www.summerschool.emory.edu) and complete the [Emory Transient Study Application](#).

**NEW EMORY STUDENTS:** Students admitted to Emory College for the 2019 fall semester as freshmen or transfer students should notify the Office of Admission in writing at least one month prior to the registration date of the session the student plans to attend.

**SPECIAL STANDING:** Students who hold an undergraduate degree and wish to enroll in undergraduate or graduate courses but do not desire admission to a degree program may apply for Admission in Special Standing in the James T. Laney Graduate School. Applications are available from the Laney Graduate School office, 209 Administration Building, and must be submitted at least one month prior to registration, with no guarantee that credit will be awarded for courses taken in special standing. Students may petition for credit toward a degree for work taken in special standing only after having been admitted formally to a degree program.

**PAYMENT:** Please note that tuition and fees must be paid on or before registration day. Financial accounts also may be settled with Student Financial Services in the B. Jones Center, Room 101. See the Student Financial Services website, [studentfinancials.emory.edu](http://studentfinancials.emory.edu), for further information and to avoid cancellation. Payment must be made on or before May 15, 2019.

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# Registration

## REGISTRATION FOR EMORY COLLEGE STUDENTS

- **Maymester:** Emory College students may register for Maymester beginning February 8, 2019. Preferred registration deadline is May 1, 2019.
- **Session 1:** Emory College students may register for classes from any computer where they have access to their OPUS account from February 8–May 24, 2019. Students needing assistance with registration should go to the Office of the Registrar, 100 B. Jones Center, on Monday, May 20, 2019.
- **Session 2:** Emory College students may register for classes using any computer from which they can access their OPUS account from February 8–July 5, 2019. Students needing assistance with registration should go to the Office of the Registrar, 100 B. Jones Center, on Monday, July 1, 2019. Payment must be made in the B. Jones Center on or before June 27, 2019.
- **Study Abroad Programs:** Students enrolled in study abroad programs do not need to complete the forms in this catalog, since their registration and fee payment will be processed through the Emory Study Abroad Office.

## REGISTRATION FOR OXFORD COLLEGE STUDENTS

- **Maymester, Sessions 1 and 2:** Oxford College students must contact the Records and Registration and the Advising Support Offices at Oxford College to register for Maymester and summer sessions at Emory. Oxford students who do not preregister should go to the Office of the Registrar, 100 B. Jones Center, on Monday, May 20, for first session, or Monday, July 1, for second session. Registration is held from 9:00 a.m. to 3:30 p.m. Payment must be made in the B. Jones Center on or before registration day.

## ADMISSION/REGISTRATION FOR VISITING UNDERGRADUATES (NON-DEGREE SEEKING)

A nonrefundable online \$75 application fee and the letter of good standing from the student's home institution must be submitted with the online [Emory Transient Study Application](#). Candidates who wish to apply as degree candidates or for any terms other than summer must file an application for readmission

with the individual school of Emory University. Contact the school for information. To ensure priority for enrollment, the application should be completed online in advance of the registration date. Students also may apply and enroll on the date of registration. This is for summer term only. Admission will not be granted for subsequent terms without the appropriate application and the submission of required supporting documents.

## COURSE CHANGES (ADD/DROP/SWAP)

Registration adjustments in which individual courses are added, dropped, or swapped may be made without penalty during the periods specified:

- **February 8–May 14** for Maymester courses (May 14–31)
- **February 8–May 24** for first-session courses (May 20–June 28)
- **February 8–July 5** for second-session courses (July 1–August 9)

The registrar's office closes at 4:30 p.m. on each deadline day.

## LETTER-GRADE CHANGES

Changes from a letter grade to the satisfactory/unsatisfactory grading basis or vice versa may be made by the following deadlines:

- **May 15** for Maymester courses (May 14–31)
- **May 29** for first-session courses (May 20–June 28)
- **July 5** for second-session courses (July 1–August 9)

Degree candidates in Oxford College may not enroll in courses on an S/U basis.

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# Credit and Load

The unit of credit is a semester hour. Registration should not exceed 10 semester hours during any six-week session unless the student is enrolled in an internship program or receives permission for an overload from the appropriate class dean. Students must enroll in at least six semester hours to be considered for financial aid during the summer. International transient students on an F-1 visa must enroll for a minimum of six semester hours in one six-week session or 12 semester hours if attending both summer sessions.

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# Financial Information

**TUITION AND FEES:** The tuition charge in Emory College and Goizueta Business School is \$1,581 per credit hour (on campus) and \$1,265 per credit hour for courses taken online. An athletic fee of \$55 and a \$80 student health fee is assessed for all students enrolled on the Emory campus. Students enrolled in an online course are assessed a \$50 technology fee.

Students who preregister for the summer session by early April will receive an online billing statement. Students will receive email notification stating their billing statement is available on OPUS for viewing, printing, and payment. Email will be the only notification process for billing. Billing statements are not mailed. If you enroll after summer billing has occurred, viewing OPUS will be your only source for billing information. Your charges will be calculated when you register and you may view the amount you owe by reviewing your OPUS account. (The navigation is View Your Account–Summary and then Item Details for Summer 2019.)

You may make an online payment through OPUS using the Make a Payment menu option on the Student Financial Services main menu on OPUS. You may also mail your payment to Student Financial Services. Payment must be received by the specified due date to avoid additional late fees. Please include your student ID number on the check. Instructions for wiring money directly to your student account are available on the Student Financial Services main menu on OPUS.

We strongly encourage students to use the online payment function on OPUS to make registration payments. To facilitate the payment process, you may use a new OPUS feature called OPUS Guest Access. With Guest Access, you are able to authorize up to five guests access to OPUS pages you select. Some of the finance items you may authorize guest access to are: View Monthly and Registration, Make On-Line Payment, Make Emory Card Deposit, and View Account Detail. Payment is due in full on or before registration day for all students enrolled in Emory College. Payments may also be made in person at the B. Jones Center, room 101.

Please refer to the Student Financial Services website, [studentfinancials.emory.edu](http://studentfinancials.emory.edu), for deadlines, policy information, payment plan information, and consequences for non-payment.

**FINANCIAL AID:** Awarding for Emory students will begin in mid-March. No separate summer application is necessary for financial aid. Students who preregister for at least six hours will be automatically notified of their eligibility for assistance for the summer terms. Students should register for both sessions of summer school so their aid awards will be based on the total number of hours of summer enrollment. A notice that your aid award is ready to view in OPUS will be emailed to your official email address designated in OPUS. Be sure to check instructions and messages that may require your action when you view the award. Students who have graduated from Oxford College and are eligible to continue to Emory College will be considered Emory College students. Oxford College students must apply at the Oxford Office of Financial Aid.

**TRANSIENT STUDENT SCHOLARSHIP:** Transient non-degree students admitted to Emory College for summer 2019 may apply for the Transient Student Scholarship. Once admitted as an undergraduate transient student, complete the online scholarship application and submit a copy of your 2018–2019 financial aid award letter and a transcript from your home institution. Scholarship materials may be submitted online or mailed to the Office of International and Summer Programs, 200 Candler Library, 550 Asbury Circle, Atlanta, GA 30322. The application deadline is May 20, 2019.

## Cancellation

Registration may be cancelled through May 14 for Maymester courses, May 24 for first-session courses, and July 5 for second-session courses. Students may drop a course or courses during the add/drop/swap period and receive a full refund. Visiting students must notify the Summer Programs Office if they no longer plan to attend summer school, or if they need help with the drop/add process.

## Withdrawal

After the last day for cancellation of registration, a student may withdraw from one or more courses only with permission from the dean’s office. Please contact the [academic advising office](#). Tuition refunds are prorated. The refund schedule is as follows:\*

	<b>Maymester</b>	<b>1st Session</b>	<b>2nd Session</b>	<b>Refund</b>
On or before:	May 14	May 24	July 5	100% refund
	May 17	May 29	July 10	80% refund
	May 21	June 3	July 15	60% refund
	May 24	June 7	July 19	40% refund
	N/A	June 12	July 24	20% refund
	After May 24	After June 12	After July 24	No reduction

\*Refunds for Emory University students who are federal (Title IV) aid recipients will be prorated in accordance with federal regulations.

A student who withdraws voluntarily after the last day for withdrawal without penalty will normally receive grades of “WF” in all the courses for which he or she is registered that session.

A student who withdraws for reasons of illness on the recommendation of a University Student Health Service physician may, with the permission of the dean, receive grades of “W” in all courses for that session but must then seek readmission from the college dean to return.

A student who takes a total withdrawal may not continue to live in university housing or participate in student activities and is ineligible for university medical health services.

A withdrawal may affect financial aid eligibility.

## Final Exam Schedule

Final examinations will take place in the room in which the course normally meets unless specific arrangements have been made with the Office of the Registrar at the beginning of the term for use of other rooms.

	<b>Normal Course Meeting Time</b>	<b>Final Exam Day</b>	<b>Exam Time</b>
Maymester Session	Refer to course syllabus		
1st Session	8:30 a.m.	June 27	8:30–11:00 a.m.
	10:00 a.m.	June 28	8:30–11:00 a.m.
	11:30 a.m.	June 27	12:30–3:00 p.m.
	1:00 p.m.	June 28	12:30–3:00 p.m.
	2:30 p.m.	June 27	4:30–7:00 p.m.
2nd Session	8:30 a.m.	August 8	8:30–11:00 a.m.
	10:00 a.m.	August 9	8:30–11:00 a.m.
	11:30 a.m.	August 8	12:30–3:00 p.m.
	1:00 p.m.	August 9	12:30–3:00 p.m.
	2:30 p.m.	August 8	4:30–7:00 p.m.

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# Policies and Campus Services

## THE HONOR SYSTEM AND THE CONDUCT CODE

For more than half a century, academic integrity has been maintained at Emory through the student-initiated and student-regulated Honor Code. The Honor Code may be viewed online at <http://catalog.college.emory.edu/academic/policies-regulations/honor-code.html>. Please familiarize yourself with the Honor Code.

Every student who applies and is accepted by Emory College agrees, as a condition of attendance, to abide by the provisions of the Honor Code as long as he or she remains a student at Emory. By his or her continued attendance at Emory, a student reaffirms his or her pledge to adhere to the provisions of the Honor Code. Students who violate the Honor Code are subject to a letter grade of “F” in the course in question, suspension, dismissal, or a combination of these sanctions and/or other sanctions as appropriate.

Students are expected to conform to specific conduct requirements as described in the Emory Undergraduate Code of Conduct and to conduct themselves in accordance with the ideals for which Emory stands. The Conduct Code may be viewed online at <http://conduct.emory.edu/>. Students who violate the Conduct Code are subject to warning, reprimand, probation, suspension, or dismissal.

## THE EMORY CARD

The Emory Card is the official ID card of the university. The Emory Card is also a debit and access identification card. The Emory Card Office is managed by Student Financial Services, located in the B. Jones Center on the first floor. The office is open Monday through Friday, from 8:30 a.m. until 4:30 p.m. It is preferred for visiting students to upload a picture through our website. This will allow students to receive their ID quickly.

The Emory Card may hold your meal plan or be used for dining and retail purchases around campus. All residence halls require an Emory Card to enter the facility. The Emory Card also grants you access to common university areas such

as the Woodruff Library and the Woodruff P. E. Center. Additional information is available at [www.onecard.emory.edu/emorycard](http://www.onecard.emory.edu/emorycard).

## SUMMER HOUSING

Limited on-campus housing is available to undergraduate students enrolled in classes for the summer. Students must be enrolled in either the three-week Maymester course or the six-week summer sessions. Students can be housed only for sessions in which they are enrolled in classes. For more information, please see [University Housing](#). All housing information and application materials are available online. You must be enrolled in summer classes in order to access the online portal. The Office of Residence Life and Housing welcomes your questions at 404.727.7631 or via email at [housing@emory.edu](mailto:housing@emory.edu).

## MEALS

Emory dining summer hours of operation are posted online at [www.emory.edu/dining](http://www.emory.edu/dining). For specific requests or questions, please email [dining@emory.edu](mailto:dining@emory.edu) or call 404.727.8960. Catering Services at Emory also are available by emailing [catering@emory.edu](mailto:catering@emory.edu) or by calling 404.712.8948.

## TRANSPORTATION AND PARKING

All students operating vehicles or parking at Emory must register with the [Parking Office](#) at Starvine Parking Deck, Clairmont Campus, 404.712.8740. Students registered during spring semester with a valid hang tag do not need to purchase a separate summer hang tag. Students not holding a current hang tag must purchase a summer hang tag.

To register a vehicle, a student must have a valid student Emory ID card. University regulations, strictly enforced in housing areas and on campus, are specified in a regulations booklet furnished at the time of registration. Persons with vehicles on campus are expected to know and to follow these regulations. Failure to do so may result in fines, immobilization, and/or removal of vehicles from campus. For further information, visit <http://transportation.emory.edu>.



## STUDENT HEALTH SERVICES

Officially registered and enrolled students with Emory ID cards validated for the summer term are eligible for outpatient health care at Emory University Student Health Services (EUSHS). Emory students not enrolled for summer but continuing in the fall (as well as international spouses/domestic partners and dependents age 18 and older insured by the Emory Student Health Insurance Program), may also be seen on a fee-for-service basis. EUSHS is located at 1525 Clifton Road. Summer clinic hours are 8:30 a.m.–5:00 p.m., Monday through Friday. Students should call 404.727.7551 (press option 1) to schedule an appointment, or request an appointment via our online communication system. A EUSHS physician is on call for after-hours telephone consultation regarding urgent medical problems and concerns and may be reached by calling 404.727.7551 (press option zero).

EUSHS offers the following services: primary outpatient medical care, women’s health and contraception services, mental health care and counseling, preventive care, physical examinations, laboratory testing, allergy injections and immunizations, confidential HIV testing, referrals to specialists, health education and promotion programs and presentations, international travel information, substance abuse counseling and referrals, and nutrition counseling. For further information, visit the EUSHS website at [studenthealth.emory.edu](http://studenthealth.emory.edu).

## STUDENT HEALTH INSURANCE REQUIREMENT

Emory University requires that all degree-seeking and international students either have health insurance or purchase the university-sponsored plan. New Emory students enrolling for the first time in summer 2019 will receive information in the mail and by email about the enrollment/waiver process.

In order to meet this requirement, you must either choose to enroll in the Emory Student Health Insurance Plan or successfully complete the waiver process online. If you choose to enroll in the Emory plan, you will be charged via Student Financial Services. For more information about the Emory plan, including enrollment options for international spouses, qualified domestic partners, and children, go to [studenthealth.emory.edu](http://studenthealth.emory.edu) and click on “Health Insurance Requirement.”

## OFFICE OF ACCESS, DISABILITY SERVICES, AND RESOURCES

The Office of Accessibility Services (OAS) works in partnership with Emory College and students to help provide equal access to educational opportunities for students with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA), OAS provides assistance to all qualified students with disabilities, whether they are physical, psychiatric, or educational. All students must register with the office and identify their needs in order to be eligible for academic, housing, and/or dining accommodations. All services are based on individual needs. Students are eligible for disability services if they:

- self-identify their need for accommodations; and
- produce documentation describing their disability and the impact in academic, residential, or dining settings.

If you are interested in learning more about OAS, or would like to begin the registration process, please contact [Office of Accessibility Services](#) on the web or by email at [accessibility@emory.edu](mailto:accessibility@emory.edu), or by calling 404.727.9877.

Office of Accessibility Services  
1946 Starvine Way  
Suite 310  
Decatur, GA 30033

## Offerings

To review the 2019 summer course offerings and course specifics, current Emory students may refer to the [Course Atlas](#) or [OPUS](#). Visiting students may refer to the [2019 Summer Course Atlas](#). Course offerings for summer 2019 are grouped by division or department.

Six Week First: Maymester	May 14–31
Six Week First: First session	May 20–June 28 (online or on campus)
All Summer	May 20–August 9
Six Week Second: Second Session	July 1–August 9 (online or on campus)

Courses at the 100 and 200 levels are intended for first-year students and sophomores; 300- and 400-level courses are primarily for juniors and seniors. Within specified restrictions, courses in this latter group may be acceptable for graduate credit. Courses at the 500 level are primarily for graduate students; 700-level courses are for advanced graduate students.

### Session Dates

Six Week First: Maymester	May 14–31
Six Week First: First Session	May 20–June 28
All Summer	May 20–August 9
Six Week Second: Second Session	July 1–August 9

### COURSE TIMES (MAYMESTER)

9:00 a.m.–12:30 p.m.	Monday–Friday
1:00–4:30 p.m.	Monday–Friday

### COURSE TIMES (FIRST AND SECOND SESSIONS)

8:30–9:50 a.m.	Monday–Friday
10:00–11:20 a.m.	Monday–Friday
11:30 a.m.–12:50 p.m.	Monday–Friday
1:00–2:20 p.m.	Monday–Friday
2:30–4:45 p.m.	Three days per week

Online courses have mandatory synchronous class meeting times. Please refer to the course in OPUS or Course Atlas for the synchronous online class meeting days and times.

### COURSE CANCELLATION POLICY

Summer courses that do not have sufficient enrollment by the beginning of classes may be cancelled. Students enrolled in a cancelled class will have the option before the end of the drop/add period to enroll in another course that is open, seek permission to overload in a course that is closed, or cancel their summer registration and receive a full tuition refund.

Please see the [2019 Summer Course Atlas](#) for the most up-to-date summer course offerings and information.

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# Administration

## OFFICERS OF EMORY SUMMER SESSIONS, ARTS AND SCIENCES

**Michael Elliott**  
*Dean of Emory College*

**Joanne Brzinski**  
*Senior Associate Dean  
for Undergraduate Education*

**Sarah Gouzoules**  
*Associate Dean, International and  
Summer Programs*

**Douglas A. Hicks**  
*Dean and Chief Executive Officer of  
Oxford College*

**Kenneth Anderson**  
*Dean, Academic Affairs of Oxford  
College and Chief Academic Officer*

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# Officers of the University

## OFFICERS OF ADMINISTRATION

**Claire E. Sterk**, President

**Dwight McBride**, Provost and  
Executive Vice President for Academic  
Affairs

**Christopher Augostini**, Executive  
Vice President for Business and  
Administration

**Michael Elliott**, Dean of Emory College

**Paul P. Marthers**, Interim Senior Vice  
President and Dean of Campus Life

**Stephen Sencer**, Senior Vice President  
and General Counsel

**Allison K. Dykes**, Vice President and  
Secretary of the University

## OFFICERS OF THE BOARD OF TRUSTEES

**Robert C. Goddard III**, Chair

**B. Michael Watson**, Vice Chair

**Susan A. Cahoon**, Secretary

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# Department Directory

**African American Studies**, 207 Candler Library, 404.727.6847, [aas.emory.edu/](http://aas.emory.edu/)

**Anthropology**, 207 Anthropology Building, 404.727.7518, [anthropology.emory.edu](http://anthropology.emory.edu)

**Art History**, 133 Carlos Hall, 404.727.6282, [arthistory.emory.edu](http://arthistory.emory.edu)

**Biology**, 2006 Rollins Research Center, 404.727.6292, [www.biology.emory.edu](http://www.biology.emory.edu)

**Center for Study of Human Health**, 107 Candler Library, 404.727.8766, [humanhealth.emory.edu](http://humanhealth.emory.edu)

**Chemistry**, 324 Atwood Center, 404.727.6585, [chemistry.emory.edu](http://chemistry.emory.edu)

**Classics**, 221F Candler Library, 404.727.7592, [www.classics.emory.edu](http://www.classics.emory.edu)

**Comparative Literature**, N101 Calloway Center, 404.727.7994, [www.comparativelit.emory.edu](http://www.comparativelit.emory.edu)

**Computer Science**, W401 Mathematics & Science Center, 404.727.7580, [www.cs.emory.edu](http://www.cs.emory.edu)

**Creative Writing**, N209 Callaway Center, 404.727.4683, [www.creativewriting.emory.edu](http://www.creativewriting.emory.edu)

**Dance Program**, 115 Rich Building, 404.727.7266, [www.dance.emory.edu](http://www.dance.emory.edu)

**Economics**, 306 Rich Building, 404.727.6364, [economics.emory.edu](http://economics.emory.edu)

**English**, N302 Callaway Center, 404.727.6420, [english.emory.edu](http://english.emory.edu)

**Environmental Sciences**, 400 Dowman Drive, 5th Floor, 404.727.4216, [www.envs.emory.edu/home](http://www.envs.emory.edu/home)

**Film and Media Studies**, 109 Rich Building, 404.727.6761, [filmstudies.emory.edu](http://filmstudies.emory.edu)

**French**, N405 Callaway Center, 404.727.6431, [french.emory.edu](http://french.emory.edu)

**German**, 5325 Kilgo Circle, 404.727.6439, [german.emory.edu](http://german.emory.edu)

**History**, 221 Bowden Hall, 404.727.6555, [history.emory.edu](http://history.emory.edu)

**Institute for Quantitative Methods**, 532 Kilgo Circle, 4th Floor, 404.727.6830, [www.quantitative.emory.edu](http://www.quantitative.emory.edu)

**Institute of Liberal Arts**, 537 Kilgo Circle, 404.727.7601, [www.ila.emory.edu](http://www.ila.emory.edu)

**Italian**, N405 Callaway Center, 404.727.6431, [italian.emory.edu](http://italian.emory.edu)

**Latin American and Caribbean Studies**, 501N Callaway Center, 404.727.6434, [lacsp.emory.edu](http://lacsp.emory.edu)

**Mathematics**, W401 Mathematics & Science Center, 404.727.7580, [www.math.emory.edu](http://www.math.emory.edu)

**Music**, 230 Burlington Road Building, 404.727.6445, [music.emory.edu](http://music.emory.edu)

**Neuroscience and Behavioral Biology**, 1462 Clifton Road, Suite 304, 404.727.4958, [www.nbb.emory.edu](http://www.nbb.emory.edu)

**Philosophy**, 214 Bowden Hall, 404.727.6577, [philosophy.emory.edu](http://philosophy.emory.edu)

**Physics**, N201 Math & Science Center, 404.727.6584, [www.physics.emory.edu](http://www.physics.emory.edu)

**Play 4 Life**, 36 Eagle Row, 404.727.6394, [www.play.emory.edu/play\\_4\\_life](http://www.play.emory.edu/play_4_life)

**Political Science**, 327 Tarbuton Hall, 404.727.6572, [polisci.emory.edu](http://polisci.emory.edu)

**Psychology**, 270 PAIS, 404.727.7438, [psychology.emory.edu](http://psychology.emory.edu)

**Religion**, S214 Callaway Center, 404.727.7598, [religion.emory.edu](http://religion.emory.edu)

**Russian and East Asian Languages and Cultures**, 202 Modern Languages Building, 404.727.6427, [realc.emory.edu](http://realc.emory.edu)

**Sociology**, 225 Tarbuton Hall, 404.727.7510, [sociology.emory.edu](http://sociology.emory.edu)

**Spanish and Portuguese**, N501 Callaway Center, 404.727.6434, [spanport.emory.edu](http://spanport.emory.edu)

**Theater and Dance**, 230 Rich Building, 404.727.6751, [theaterstudies.emory.edu](http://theaterstudies.emory.edu)

# Visiting Transient Students

## CONDITIONS OF VISITING TRANSIENT STUDENTS

1. Policies outlined in Emory catalogs (including registration dates, deferred examinations, incompletes, course withdrawals) pertain to Summer Term students as well as academic-year degree candidates.
2. Students may petition for credit toward a degree for work taken in Special Standing only after having been admitted formally to a degree program. There is no guarantee that credit will be awarded for courses taken in Special Standing.
3. A student enrolled in Summer Term who wishes to enter a degree program must file an application as a degree candidate; acceptance as a Summer Term student does not obligate the school to accept the student as a degree candidate or in any subsequent time in Special Standing.
4. Students who wish to take academic work at Emory in addition to Summer Term must file an application for admission according to appropriate application deadlines of the school. This form is for Summer Term and/or Special Standing only. Admission will not be granted for subsequent terms without the appropriate application and submission of required supporting documents.
5. I understand that credit for course work taken at Emory University may or may not transfer to or be accepted by my home institution.

I have read and fully understand the restrictions and guidelines of this application for admission as a special or transient student, and I agree to furnish correct and complete information. I understand and agree that if I furnish incorrect or incomplete information on this application or in connection with this application that this may result in my admission being denied or revoked or in my suspension or expulsion from Emory College or any other school or college of Emory University. I further agree that if I am accepted, I will abide by all the rules, regulations, practices, and policies of Emory University, including the Honor Code of Emory College and the Emory University Undergraduate Code of Conduct as they may be at the time of admission or as they may be changed during my continuance as a student. I further agree to pay any fines or assessments that may be made against me for violations of campus traffic or safety rules, including parking and for such charges to be added to my tuition and rent statements from Emory University. I also agree to keep your office informed of any loss of good standing, if such should occur. By signing, I authorize and consent to the release by all schools I have attended of all information requested by Emory University in connection with my application, including but not limited to all academic and disciplinary information and records pertaining to me. (For more information about the Honor Code, see page 8 of this document.)

I understand that this application is for Summer Term only and that I must apply for admission should I wish to enroll in any subsequent term at Emory.

*Emory University is committed to a policy of nondiscrimination on the basis of race, color, creed, sex, sexual orientation, national or ethnic origin, disability, age, or veteran/Reserve/US National Guard status.*

## EQUAL OPPORTUNITY POLICY

Emory University is dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status. Emory University does not discriminate in admissions, educational programs, or employment on the basis of any factor stated above or prohibited under applicable law. Students, faculty, and staff are assured of participation in university programs and in the use of facilities without such discrimination. Emory University complies with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, state and federal regulations regarding nondiscrimination, equal opportunity and affirmative action. Emory University is committed to achieving a diverse workforce through application of its affirmative action, equal opportunity and nondiscrimination policy in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. Inquiries regarding this policy should be directed to the Emory University Office of Equal Opportunity Programs, 201 Doman Drive, Administration Bldg., Atlanta, GA 30322. Telephone 404.727.9867 (V) 404.712.2049 (TDD). Web [equityandinclusion.emory.edu](http://equityandinclusion.emory.edu).

## AFFIRMATIVE ACTION POLICY

Emory University has a viable Affirmative Action Plan and complies with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act, and applicable regulations thereunder. Any inquiries should be directed to the Emory University Office of Equal Opportunity Programs, 201 Dowman Drive, Administration Bldg., and Atlanta, GA 30322. Telephone 404.727.9867 (V) 404.712.2049 (TDD). Web [equityandinclusion.emory.edu](http://equityandinclusion.emory.edu).

## AMERICANS WITH DISABILITIES ACT

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# Visiting Transient Students

## SUMMER SCHOOL LETTER OF GOOD ACADEMIC AND DISCIPLINARY STANDING

**To the applicant:** This form is to confirm your good academic and disciplinary standing at your current college or university. Please complete the following information and give this form to the Dean of students or a similar academic official at the institution that you have most recently attended. Applicant's waiver of right of access to confidential statement: In accordance with the Family Education Rights and Privacy Act of 1974, please sign one of the following statements before asking your dean of students to complete this form.

**I waive** the right to see this evaluation form after it is completed.

Applicant's signature \_\_\_\_\_

Parent's signature (only if applicant is under 18) \_\_\_\_\_

**I reserve** the right to see this evaluation form after it is completed.

Applicant's signature \_\_\_\_\_

Parent's signature (only if applicant is under 18) \_\_\_\_\_

Applicant's Name \_\_\_\_\_  
Last name First Middle

Home Address \_\_\_\_\_  
Street City State Zip

**To the dean/academic official:** Please complete this form only after the applicant has exercised his or her waiver option above. All information you provide is strictly confidential.

The above-named student is in good academic standing at your institution:

YES  NO

The above-named student is in good disciplinary standing at your institution without pending accusation of disciplinary violation or record of probation, suspension, or other disciplinary action:

YES  NO

If you answer no to either question, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

College/University \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return completed form to: Emory University  
Summer Programs  
200 Candler Library  
Mailstop 1580-002-2AH  
Atlanta, Georgia 30322

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