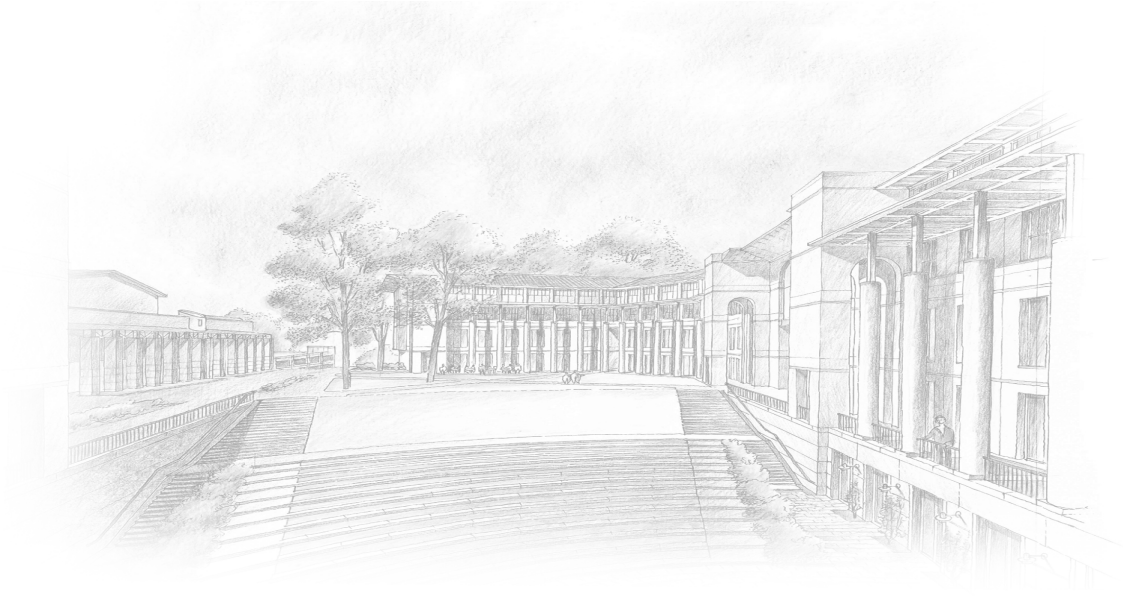


Master of Analytical Finance



Student Handbook Class of 2024



EMORY

GOIZUETA
BUSINESS
SCHOOL

Next-Gen Finance for the Real World

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OUR CORE VALUES

Our school is named for the late Coca-Cola Company CEO Roberto C. Goizueta (pronounced goy-SWET-uh.) His legacy was built on values, principles, and outsized business results. These ideals that drive principled, effective global business leaders are the values we seek to instill in all of our students, both during their education at Goizueta and beyond. The Goizueta Business School Seven Core Values are more than the heritage of Roberto C. Goizueta; they are the foundation of our intentions and the aspirations of our actions. They are the principles of which we lead.

COURAGE

Courage is the state of being that allows one to act with confidence, resolve and self-possession in the face of uncertainty and risk.

INTEGRITY

Integrity is the honest quest for, and application of one's value system. At Goizueta, we expect all members of our community to act in accordance with their own beliefs and our shared values, even in the face of personal risk or external pressure.

ACCOUNTABILITY

Accountability is the value that encourages our community to honestly assess our strengths and weaknesses, keep our commitments, and acknowledge and learn from our mistakes and successes.

RIGOR

Rigor instills excellence. At Goizueta, we seek challenges that place us outside our comfort zone. High expectations and goals are the standards that we choose for each other and ourselves.

DIVERSITY

We deeply value diversity in the backgrounds, strengths, interests, and experiences of our students and faculty. We continually strive to contribute to the business community with perspectives based on a range of ideas and practices, and our success is measured by the inclusion of all voices.

TEAM

The members of a team support one another, communicate effectively and challenge each other to strive for excellence. The output of a team is greater than the sum of its parts because it unifies strong initiatives and inspires its members to challenge conventional wisdom, ultimately realizing each member's greatest potential.

COMMUNITY

A true community is one that is based on trust, support and mutual respect. The combination of these elements creates an intellectually stimulating atmosphere of healthy competition and risk-taking without judgment. At Goizueta, we believe our intimate size and international flavor enhance our community and instill values that extend beyond the classroom for the rest of our lives.

MAF PROGRAM

This STEM-designated master's degree in finance puts theory into practice daily. Built by those who understand this industry from the inside out, the program combines the strategic and technical expertise needed of next gen finance professionals. You'll gain deep understanding from action-based learning and then put that knowledge into practice. When you aren't learning from experts or exchanging ideas with peers in the classroom, you'll dive into ongoing analyst immersions that take you into the Finance Lab, spending Fridays "on the job," and completing client projects.

SIX PILLARS OF SUCCESS IN MAF:

Curiosity – demonstrates a global awareness, drive to understand how world works, and can figure things out

Knowledge – shows a deep commitment to master a body of knowledge of both foundational finance theory and advanced applications to the practice of finance to become a subject matter expert

Leadership - of oneself and others to make a positive impact; is motivated and motivating; shows a willingness and readiness to take guidance; takes full advantage of surroundings

Relationships - communicates with impact; builds high value relationships; is highly invested in the program

Tech literacy - is enthusiastic to learn all tools and instruments available for success

Judgment - is able to distil information; understands that models represent reality; can abstract an idea, identify relevant properties, and disregard irrelevant information.

MAF LEARNING OBJECTIVES

1. Students will develop tools and strategies to assess and analyze current practices and new innovations in the fast-changing field of global finance through classroom learning, trading experiences in the lab and interactions with industry professionals.
2. Students will develop a practical understanding of financial markets, industry conditions and issues across multiple asset classes and investment strategies.
3. Students will be able to utilize a toolkit of data-driven technical techniques (including basic coding, statistical modeling and data visualization) to analyze asset prices, build and test financial models using real data.
4. Students will be able to use technical and strategic skills to assess new investment ideas with practical and effective methods for communicating the results to technical and non-technical audiences.
5. Students will be prepared to enter the finance industry within the areas of sales and trading, research, quantitative analytics, investment banking, portfolio management, risk management, consulting, FinTech and financial innovation.

MAF PROGRAM CALENDAR

All items on the MAF program calendar are mandatory unless otherwise specified. Events include guest speakers, academic boot camp sessions, academic classes, and professional development. The MAF Program will frequently have guest speakers come to the class. Mondays from 10 am -12pm are reserved for MAF career guests and Tuesdays from 10am – 12pm are reserved for academic speakers. These are mandatory sessions required for all MAF students. Additional information can be found on the [MAF Program Calendar](#)

PROGRAM STRUCTURE

Our modern curriculum combines deep insights into modern finance with practical know-how. In 10 months, you'll complete four rotations and be guided through the foundations of finance topics with increasing complexity, starting with how the global markets work and what asset classes are traded worldwide. As you gain expertise, you'll explore trading strategies, asset management, risk management, and FinTech innovative techniques, with the flexibility to specialize in cutting-edge industry areas such as environmental, social, and corporate governance (ESG) investing, algorithmic trading, and FinTech innovations.



COURSE REGISTRATION

The MAF Program Office will register students in all MAF core courses.

Cross Registration within the Goizueta Community and Emory College

After students within their respective programs have had a chance to enroll for courses and receive their schedule, MAF students can also register for a course in another program conditional on space availability. Any student wishing to cross-register is still bound by the pre-requisites required for the course. Any course taken outside of the MAF curriculum will not count towards the MAF Degree. For more information on cross registration, please speak with MAF Program Director, Christine Battle.

COURSE DESCRIPTIONS

Pre- Fall –Academic Bootcamps

FIN 555A: Accounting Bootcamp

Financial Reports and the Stories they Tell: This bootcamp provides a refresher on all four financial statements (in the context of macro economic factors - rising inflation, rising interest rates, foreign currency headwinds): the statement of operations (P&L), Balance Sheet, Statement of Cash Flows, and the Statement of Shareholders' Equity. The session reviews how to read a financial statement and to derive stories of the performance of the company including trends in top-line and bottom line growth, EPS, dividends, key ratios reflecting financial position of the company. All keys to fundamental analysis. The course also focuses on the impact of special events such as stock splits and supply chain issues on financial statements.

FIN 555B: Business Statistics Bootcamp

In this course, students will use excel, R, R Studio, and other technology to identify the statistical elements of data. Students will learn how to load data and perform summary statistics and general statistical analysis on the data. Student will learn the coding for mean, median, modes, and variance and will learn how to create frequency distributions, density plots, correlation coefficients, and other commonly used statistical measures.

FIN 555C: Technology Bootcamp:

In this course, students will review essential concepts of the Python (v.3) language, focusing on data science and financial analytics. Topics will include variables; classes & data structures; functions & methods; control flow; statistics; and simple interaction with SQL databases. Students will practice operations such as regressions, statistical analysis, and interactions with financial data systems (e.g., WRDS). Some topics may be condensed in winter offerings in lieu of adding basic visualization; decision algorithms (clustering, k-means, decision trees, etc.); and other topics

Term I: Fall Semester, 1st half

ISOM 640: Coding for Financial Insights

This course introduces coding for financial analysis using Python. Python is the most popular programming language (globally) due to its simplicity, versatility, and community support and is widely used in computational finance. This course will give students, with little or no prior programming experience, working knowledge of programming in Python and in using the Python data analysis package Pandas to compute analytical solutions for financial insights. The course will also address using Python to obtain data both from databases and the web more generally. The goal is not only to learn about programming, but also to enhance students' analytical thinking and ability to frame and solve problems. To complement and apply the learning we will use business examples drawn from applications in finance.

ISOM 641: Data Visualization for Finance

In Data Visualization for Finance we explore the techniques and tools used to create effective visualizations that clearly and efficiently communicate relationships within financial data. The field of data visualization combines the art of graphic design with the science of data analytics. Students perform exploratory analysis through visualization, create professional and engaging visualizations for use in financial decision processes, and design interactive visualizations and dashboards. The course considers the common quantitative messages users attempt to understand or communicate from a set of data and the associated visualizations used to help communicate each message. These include time series, rankings, proportions, deviations, frequencies and distributions, correlations, categorical comparisons, and geospatial plots. Students analyze real data sets and utilize R, Power BI, and other tools to design and prototype their visualizations.

FIN 658: Equities and Derivatives

The course begins with an introduction to the financial markets for equity securities. This includes both the primary and secondary markets, and the trading and regulation of equities. Next, the focus shifts to the markets for derivative financial assets based upon equity securities. This includes both the exchange-traded markets and the over-the-counter markets. The primary focus is on option and futures contracts, and their use in both hedging and speculative trading strategies.

FIN 666: Corporate Finance and Investment Banking

This course is intended to give students an understanding of the corporate finance analytic work conducted by major investment banks and boutique advisory firms. Areas reviewed will include business forecasting techniques, valuation analysis, cost of capital estimation, financial ratio benchmarking, and debt capacity & credit analysis. At the conclusion of the course, students will have developed stronger corporate finance analytic skills, insight regarding the drivers of company value, and improved judgement on some of the special technical challenges that often confront bankers and financial advisors.

FIN 671: Practicum 1: Modern International Economics, Trade and Research

This course takes place in the Finance Lab, where students experience bridge finance practice and theory through a simulated rotation into the analyst program of a major bank. The action-based workstream explores how our global financial system arises from the need to exchange assets and manage risks. Students analyze real-world news and global events, including those affecting global supply chains, foreign exchange and interest rate markets, and monetary and trading policies, and report distilled findings based on fundamental economic principles. Deliverables include running weekly bank-style “market update calls”, creating research reports and dashboards, and pitching ideas.

Term II: Fall Semester, 2nd half

FIN 657: Financial Econometrics

This course provides statistical tools for modeling and forecasting financial data. Topics include: Evidence on the predictability of stock and bond indexes. Forecasting equity returns with dividend yields and other standard variables. Factor models for the cross-section of equity returns, and factor selection techniques. Simulating and estimating affine models of the term structure. Time series analysis with applications to volatility modeling.

FIN 660: Fixed Income and Credit

This course focuses upon the valuation and uses of fixed income securities. Beginning with the fundamentals of pricing, the course moves through the modeling of the term structure of interest rates and the measurement of interest rate risk. There is broad coverage of the different sectors of the bond markets, and of the role of bond ratings. The course concludes with an analysis of structured mortgage products and fixed income derivative financial assets.

FIN 659: Futures and Options

The course presents the primary approach used in the pricing of options and futures contracts. This utilizes the concept of the relative-value arbitrage argument that forms the basis for trading strategies and risk management. A major theme is the calculation of the dynamic characteristics of these derivative assets. Topics include comparisons between statistical and market-based parameter estimators, and between closed-form solutions and numerical methods for valuation.

FIN 667: Mergers & Acquisitions

This course is intended to provide students with an overview of merger and acquisition (“M&A”) activity. We will review the broad set of considerations that are addressed in M&A transactions. Emphasis will be placed on the technical aspects of M&A (valuation and transaction analysis). We will also briefly address certain qualitative transaction issues. Both strategic M&A transactions and Leveraged Buyout Outs (LBOs) will be reviewed. At the conclusion of the course, students should have an improved understanding of the M&A process, terminology, and mechanics. Specifically, students should understand key M&A transaction issues relating to: transaction consideration, takeover premium, financing arrangements, and value creation.

FIN 672: Practicum 2: Exploring Markets, Ethics, Sales and Trading

This course utilizes the Finance Lab with an action-based workstream exploring the 24/7 pace of global trading products and how they work. Levering current market conditions, students source and pitch trading ideas in accordance with best practices of ethics and values. Students will start to build an actively managed investment vehicle in compliance with current financial regulations.

Term III: Spring Semester, 1st half**FIN 662: Investments and Portfolios**

This course introduces key concepts and computations that relate to investment portfolios. Topics include the efficient frontier, asset allocation, CAPM and multi-factor models, style analysis, types of positions, performance analysis, risk, and the movement of stock prices. Computations will be based on real world data and a variety of standard software tools.

FIN 664: Quantitative Stock Investment Strategies

This course will cover quantitative models for stock selection. Students will use data from financial statements, stock prices, and trading volume to develop quantitative models for profitable stock investments. Students will get hands-on experience in building models that best suit their investment horizons.

FIN 669: FinTech Innovation 1: Traditional and Platform-based Businesses

This is an analytical course on financial technology (FinTech) for MAF students. The course exposes students to the methodologies, use cases, and hands-on experiences with FinTech in financial intermediation (e.g., banking, credit, payments). The topics include big data, machine learning, automation, digital payments, peer-to-peer (P2P) lending, and equity crowdfunding. In addition to learning about the foundations of these technologies, students will write scripts for collecting and processing big data, learn how to build classification trees, and use machine-learning techniques for predictive modeling of FinTech loan defaults. The course is delivered through interactive lecturettes, in-class activities, and group projects. The course is most relevant for consulting, investment banking, private equity, entrepreneurship, and corporate finance roles.

FIN 661: International 1: Currencies and Commodities

This course explores the global currency markets and how companies use analytical strategies to manage their FX exposure across different market conditions. Students will also learn about the commodity futures markets and explore the energy markets, including short-term trading strategies, long-term investments and financing, and emerging products such as carbon emissions credits.

FIN 673: Practicum 3: Asset Management Team

In the Finance Lab, teams of students will work with professional coaches to research, develop and pitch an original investment strategy to institutional investors. Drawing on insights from across other classes and using cutting-edge innovation and professional trading platforms, students define and present their proprietary investment strategy to a panel of institutional investors. Students have the flexibility to specialize in strategies including ESG, emerging markets or digital currencies.

***FIN 673B Financial Analysis & Data Modeling**

This practicum courses bridge theory and practice in the Finance Lab. For Term 3, students will learn about contemporary practices for modeling relevant financial metrics. Methodologies to be discussed will include statistical approaches, simulation models, large data-driven techniques, and other analyses as appropriate.

Term IV: Spring Semester, 2nd half**FIN 670: FinTech Innovation 2: Blockchains and Blockchain-based businesses**

This is an analytical course on financial technology (FinTech) for MAF students. The course exposes students to the methodologies, use cases, and hands-on experiences with FinTech in financial intermediation (e.g., banking, credit, payments). The topics include private and public blockchains, cryptocurrencies, tokens, and ICOs. In addition to learning about the foundations of these technologies, students will learn the basics of blockchain coding and develop ICO valuation models. The course is delivered through interactive lecturettes, in-class activities, and group projects. The course is most relevant for consulting, investment banking, private equity, entrepreneurship, and corporate finance roles.

FIN 668: Private Equity

This course is designed for MAF students to better understand (i) how the venture capital & private equity industries work, (ii) how to structure the acquisition of a business and (iii) how to leverage key value drivers in a business. There is an emphasis on the technical aspects of venture capital and private equity transactions. This course provides an actionable framework to acquire a business, including raising capital if you have little or none, identifying a business to buy, and structuring a transaction. Course elements includes case studies and guest lectures by industry professionals.

FIN 663: Financial Markets

This course examines the markets associated with equity and other financial investments. Topics include basic and advanced order types, stock and option trading styles, market timing, trading costs, brokers, volatility, noteworthy financial market events such as the flash crash, and the investment management industry. The topics are applied rather than theoretical, and many will be illustrated with online tools and via real world data analyzed on Excel or via other standard software packages.

FIN 665: International 2: Risk Management and Hedging

This course explores the concepts and tools in which traders and investors measure and manage the challenges of trading in the global markets, including market, counterparty credit and operational risks. Students will experiment with methods to quantify and hedge portfolio risks including calculating Value-at-Risk, analyzing a portfolio's sensitivity to key risk factors, scenario analysis and historical stress testing. Students will learn how CROs use credit risk metrics such as current and potential future exposure to limit exposure to trading counterparties, and how these risks can be mitigated by taking initial and variance margin as negotiated in credit support annex of the ISDA.

FIN 674: Practicum 4: Global Leadership Team

This practicum course bridges theory and practice in the Finance Lab. Under the mentorship of corporate coaches, student teams will work as analysts to combine capital with conscience and develop an investment opportunity that makes the world a better place. Using the capital markets to address a pressing social, economic or environment issue (such as water, energy, food or education) students draw on their analytical skills, financial acumen and professional expertise. Teams may develop their ideas using a combination of investment styles and tools and will showcase their investment pitches to a panel of corporate leaders.

***FIN 674B: Financial Analysis & Data Modeling**

Under the mentorship of corporate coaches, student teams will be assigned projects to analyze and model, in order to develop conclusions that will drive industry decisions and profits. Students would be able to take on data collection and sanitization, statistical model approximation, simulation development, and construction of ML/AI-based models to estimate various relevant quantifications of risk, e.g., interest rate risk, liquidity risk, default risk, optimal price points, and similar values of strategic interest. Students will document their models, analyses, and conclusions, and present them to industry advisors at the end of the term; presentations will illustrate profitability and other related measures of success. Volunteer corporate coaches would be

sought from available financial institutions, credit agencies, insurance providers, and other enterprises that support these institutions.”

*FIN 673B and FIN 674B are alternate courses MAF students can take in place of FIN 673 & FIN 674 (Practicum 3 and 4).

THE FINANCE LAB

Serving as the central hub for immersive, action-based learning, the Finance Lab enables students to experience the pace of global markets and trading products in real time in an in-person, professional trading floor setting. You will leverage state-of-the-art tools, real-time market data, and trading platforms to model, trade, and collaborate on real-world consultancy projects with industry clients.

Located on the 4th floor of the Goizueta Business School Building, the Finance Lab houses a suite of professional tools, data, and trading platforms including Bloomberg, FactSet, Refinitiv EIKON, Python, R Studio, Barra, and MATLAB. Students will be encouraged to earn their professional licensing including Bloomberg BMC, SIE (Series 7 preview), and CFA prep. The MAF Program Academic Director and MAF Program Director have their offices in the Finance Lab.

Every MAF student is eligible to participate in the Finance Lab programming, consisting of a selection of:

- practicum courses on Fridays
- honing analytical aptitude with case studies that use real-world modeling and valuation scenarios to test skills learned in the classroom
- networking and collaborating with global practitioners via live video conferencing, gaining professional experience and insights
- competing in local and global competitions (including analytical, trading and private equity challenges)
- Lab Hours: Unlocked: 8am -6pm. Key Access (student ID) needed from 6pm – 11pm

Rules and Etiquette

- Always behave in a professional manner. Activities and behaviors that disturb others are not allowed (loud music, shouting, etc.)
- Treat others with dignity and respect
- Be aware some meetings involve remote participants. Keep excessive noise to a minimum.
- Respect the working areas including the computer terminals and trading center room
- Generally, food is not allowed. Drinks are allowed ONLY when contained in no-spill containers. Note: Any spills must be reported to MAF Program Office immediately so custodial services can be notified.
- MAF Program Office may provide food for special occasions, in this event; keyboards should be moved under the monitors and tablecloths should be placed on each table prior to eating.
- GBS is not responsible for any personal belongings left in the Finance Lab. Be sure to place valuables in provided lockers and take your belongings with you when you leave.
- Students are not allowed to change or otherwise configure Finance Lab technology (including but not limited to computers, printers, AV, etc.)
- Students may not install any software on any Finance Lab computer for any purpose – if software is needed, please make a request to the MAF Program Office.
- Documents should be saved to your OneDrive or USB flash drive. Do not save files to the local machine (they will be deleted when the computer shuts down).
- Attempting to damage or destroy information on the computers will not be tolerated.

- Leave your workstation in the same condition as you found it. This includes putting chairs back in place and logging out when you leave.
- Be aware of restrictions on provided datasets. You may not use datasets for purposes outside of the academic nature of the MAF program. Do not share data with anyone outside of the MAF program unless permission has been explicitly provided by MAF Program Office.
- You are responsible for reading and abiding by all posted signs in the Finance Lab.
- Any question or concerns may be directed to the MAF Program Office.
- Violations of the Computer Lab rules are a violation of the school's Code of Conduct and will be disciplined as such.

GRADUATION REQUIREMENTS

All students must be in compliance with the Goizueta MAF continuation standards and have completed the following courses to qualify for graduation:

Courses	Credits
Coding for Financial Insights	1.5
Data Visualization for Finance	1.5
Equities and Derivatives	1.5
Corporate Finance and Investment Banking	1.5
Practicum 1: Modern International Economics, Trade and Research	1.5
Financial Econometrics	1.5
Fixed Income and Credit	1.5
Futures and Options	1.5
Mergers and Acquisitions	1.5
Practicum 2: Exploring Markets, Ethics, Sales and Trading	1.5
Investments and Portfolios	1.5
Quantitative Stock Investment Strategies	1.5
FinTech Innovation 1: Traditional and Platform-based Businesses	1.5
International 1: Currencies and Commodities	1.5
Practicum 3: Asset Management Team	1.5
Financial Markets	1.5
Private Equity	1.5
Fintech Innovation 2: Blockchains and Blockchain-based Businesses	1.5
International 2: Risk Management and Hedging	1.5
Practicum 4: Global Leadership Team	1.5
TOTAL CREDITS REQUIRED FOR GRADUATION	30

PROFESSIONAL DEVELOPMENT

Goizueta Business School's mission is to develop 'principled leaders for global enterprise', building upon the legacy our namesake, Roberto C. Goizueta, who served as CEO of The Coca-Cola Company until his death in 1997.

The goal of our Leader Development Program is to assist each student to be the most effective leader possible, regardless of industry, organization, or managerial level.

Leader development programming will be incorporated into MAF Program Orientation which will include participation in the Leader Reaction Course at Fort Benning, Georgia and other experiential learning opportunities. MAF students will be also be invited to the school's notable leadership speaker series.

The MAF program will strengthen student's leadership development by providing opportunities and tools to grow as leaders in the program and beyond. Our leadership development offerings, beginning in Orientation and continuing throughout the program, include:

- Learning from Goizueta Business School's renowned leadership faculty;
- Interacting with successful executives who serve as leaders-in-residence;
- Coaching on teamwork and team leadership practices;
- Participating in experiential leadership opportunities to measurably increase your leadership competencies
- MAF students can also serve as leaders in career-focused and social clubs and activities.

GRADUATE CAREER MANAGEMENT CENTER (G-CMC)

The Goizueta Graduate Career Management Center's goal is to provide every student with the ability to take a leadership role in their own career journey, both during their program and beyond. From the moment you start the Master in Analytical Finance Program, we will partner with you to craft the career plan that's just right for you. From internationally recognized assessments to building your professional brand and one-on-one career coaching to hosting networking events, the career services offered by Goizueta's Career Management Center are designed with your success in mind.

Career Services include:

- One-on-one career coaching
- Professional development workshops
- On-campus and virtual speakers
- Networking events designed to provide industry and MBA alumni connections
- Career panels
- Personal branding coaching
- Training to leverage social media for career search and networking
- Mock interviews & negotiation strategy
- Mentoring Programs

Career Coaching

Goizueta offers year-round access to one-on-one career coaching. Our team is designed and staffed to support the individual career needs of the MAF student. You can expect your Goizueta career coach to be available when you are, help you evaluate your career options, guide you on information sources and support, and help you stay accountable to your action plan so that you can successfully execute a targeted job search.

The GCMC coach can help:

- Identify and define your career goals
- Explore career options and create a career plan
- Access resources and tools
- Devise a networking strategy and market to yourself
- Critique your resume and cover letter
- Practice interviewing skills and salary negotiation
- Stay accountable to your plan

TUITION & FEES

Tuition

Tuition is billed as two equal payments for two consecutive semesters. The current MAF tuition is:

Semester 1:	\$36,900
Semester 2:	\$36,900
Total Cost:	\$73,800

Tuition figures do not include student fees (activity fee; health and wellness fee; transcript fee; athletic fees).

Please note: Statements concerning courses, expenses and tuition are not irrevocable contracts between the student and the institution. Emory University reserves the right to change the schedule/delivery of classes and the cost of instruction at any time.

Program Costs Do Not Include:

- Required books and materials for MAF courses
- Travel to and from Atlanta or for any activities involving travel such as a career trek(s)
- Optional review courses or additional tutoring
- All course materials for courses taken outside of the MAF Program
- Optional course materials suggested by faculty
- Materials and fees for professional licensing prep such as CFA and SIE

Tuition When Re-Taking a Failed (NC) Course

Students who re-take a required course outside the two semesters they are paying tuition are charged a pro-rated amount based on the course credits. There is no residency option for students taking courses outside of the two semesters.

Paying Tuition

Bills for each semester are available on-line through OPUS. Student financials does not mail paper bills. Tuition is due approximately ten days prior to the official start of the semester. Students have four options when paying tuition:

- Paying in full by date due
- Register for a Payment Plan
- Third Party Billing
- Financial Aid

Emory Payment Plan

Emory University offers a payment plan as an alternative method for paying tuition, room, and board for fall, spring (and where appropriate, summer) semesters.

Your payment must be received by the due date to avoid any additional late fees. More details are listed at <https://mycollegepaymentplan.com/emory/>

Third-Party Billing

Students wishing to participate in Third-Party Billing should contact Mary Kriest at 404-712-8726. The rules for Third-Party billing are:

- All tuition must be paid prior to classes beginning (translation: if a student needs to receive a grade prior to being reimbursed, this method will not work).
- The bill is sent directly to the student's employer, and thus the employer must agree to make all payments at the beginning of the 3rd party billing arrangement.
- Students are responsible for any tuition not paid in full by the company.

Questions/Problems with Billing

Financial aid advisors are assigned to students and their families based on the first letter of the student's last name. For questions or assistance, go to Student Financial Services:

student.financials@emory.edu

www.emory.edu/studentfinancials or call 404-727-6039

Financial Holds

<https://studentfinancials.emory.edu/>

The policy of Emory University is that a student is not allowed to register for a subsequent semester until all past due financial obligations are paid. When a student account has an overdue balance, an indicator or "hold" is placed on the account. In addition to preventing future registration, this indicator or "hold" may also deny access to University services. The University may not furnish transcripts or diplomas if a student is delinquent in paying student account or loan obligations.

FINANCING THE MAF

Financial Aid

Financial aid is available through Emory's Financial Aid Office. For students seeking to complete financial aid at Emory, please visit:

MAF:

<http://www.studentaid.emory.edu/apply/gbus/executive-MAF/index.html>

To complete the FAFSA:

<http://www.fafsa.ed.gov/>

Contacts:

Any questions should be directed to: gradfinaid@emory.edu

Should a student have issues going through the financial aid process, and/or have problems with their financial aid advisor, he/she should contact Cindy Gershman, Associate Director of Graduate Schools Programs Financial Aid at: cgershm@emory.edu.

Complaints

Federal financial aid laws and regulations require that each state have a process to review and act on complaints concerning educational institutions in the state. If you have a complaint, you may, of course, file a complaint with Emory's financial aid office or call the Trust Line at 1-888-550-8850 or file a report online at <https://app.mycompliancereport.com/report.aspx?cid=emo>

You may also file a complaint about Emory University with the State of Georgia Office of Inspector General by following the directions at the Office of Inspector General (OIG) website. In the event that OIG receives a student complaint relating to financial aid, it will be forwarded to the Office of Inspector General of the U.S. Department of Education.

POLICIES FOR VETERANS

Department of Veterans Affairs Pending Payment Rights

In compliance with Title 38 United States Code Section 3679(e) Emory University adheres to the following provisions for any student(s) that are/is considered “a covered individual” who are using Chapter 33 Post 9/11 Gi Bill, or Chapter 31 Vocational Rehabilitation and Employment, U.S.

Department of Veterans Affairs benefits:

the University will not:

1. Prevent the student’s enrollment in classes
2. Assess a penalty fee (late fees, administrative fees) due to delayed disbursements from the Department of Veterans Affairs under Chapter 31 or Chapter 33
3. Deny access to any school resources, classes, libraries, or other institutional facilities that are available to other paid students
4. Require the student to borrow additional funds for the length of time these provisions are applicable

The university will require students to provide the following documents to be considered a “covered individual”:

- An official “Certificate of Eligibility”, or “Statement of Benefits” from the VA website or ebenefits [Chapter 33] or a VAF 28-1905 [Chapter 31] on or before the first day of class for the semester.
- A completed Veterans Enrollment Certification Student Data Form (http://www.registrar.emory.edu/_includes/documents/sections/recordstranscripts/VeteransEnrollmentDataInformation.pdf)
- Any additional documentation required to ensure proper certification of benefits

Having met all requirements, the Department of Veterans Affairs will provide the university with payment ending on the earlier of either:

- The date on which payment from VA is made to the institution,
- Ninety (90) days after the date the institution certified tuition and fees

Any difference in the amount of the student’s financial obligation to the university and the amount the student is eligible to receive from the Department of Veterans Affairs may incur an additional fee, or payment/payment arrangement may be required to cover the difference.

Please note that all eligibility documents must be submitted to the School Certifying Official in the Office of the University Registrar.

Instructions for submission of this paperwork can be found at the website below.
<http://www.registrar.emory.edu/registration/veterans-education-benefits.html>

GRADING POLICIES, CONTINUATION, ACADEMIC STANDING

Grading System

MAF students do not receive a numeric or letter grade, grade point average or class ranking. The grade of "Distinction" represents very exceptional work, and the grade of "High Performance" represents work of highly commendable quality. Therefore, grades of "Distinction" should be limited to 20% of enrollment, and grades of "High Performance" should not exceed 60%. The appropriate average distribution for the LP grade is no more than 5%, recognizing that many times the appropriate distribution for a course is 0%.

Descriptive grade terms do not translate to conventional letter grades or grade point averages, and an attempt to make such a translation from the accompanying transcript would be inappropriate and may be misleading. However, we recognize that in certain cases, outside parties may want to do so for comparison purposes. Comparable graduate programs employing the letter grade system typically consider a grade of B to be satisfactory work. Our (PS) grade represents a satisfactory performance standard and would indicate that a student is achieving at this level. Descriptive definitions of the grades are outlined below.

Distinction (DS)

An honors grade recognizing work of exceptional quality as evidenced by total mastery of all concepts and techniques. The student stands clearly above the class, integrating and applying concepts and techniques and consistently demonstrate initiative and creativity response to assigned work.

High Performance (HP)

Work of a very good quality as evidenced by a solid mastery of all course concepts and techniques. The student shows consistent initiative in responding to assigned work and meets or exceeds all of the instructor's performance expectations.

Performance Standard (PS)

Work of good quality as evidenced by a solid mastery of most course concepts and techniques. The student shows initiative in responding to assigned work and meets all performance expectations.

Low Performance (LP)

Work of below standard or marginally acceptable quality. The student's mastery of the subject material is uneven and there may be some difficulty in understanding and appropriately applying concepts and techniques. However, overall performance meets the instructor's minimum performance expectations.

No Credit (NC)

Work of unacceptable quality. The student demonstrates little understanding and great difficulty in applying concepts and techniques. The student fails to meet the instructor's minimum performance expectations

Incomplete (I)

The notation I (incomplete) is recorded when a student has been granted permission by an instructor to defer the final exam or another part of the course work. Such permission is granted only for illness or other emergency and must be secured from the instructor in writing, with a copy provided to the Business School registrar. If the I notation is not resolved by the end of the second semester (or within twelve months if the student is no longer enrolled), a grade of NC will replace the I.

Continuation Standards

To continue in the MAF program, a student must meet the following criteria:

At the mid-term semester mark, if the student has received two grades (out of five grades) that are low pass or lower, the student will receive an academic warning letter or be placed on probation.

At the end of Fall Semester (cumulative):

No more than three grades (out of 10 grades) of low pass or below, not to include more than one grade of no credit.

At the end of Spring Semester (cumulative):

No more than four grades of low pass or below, not to include more than two grades of no credit and they will be unable to graduate.

Academic Probation/Warning Policy

At the end of the fall semester, if a student has received the maximum allowable number of low pass and/or no credit grades, the student will receive a warning letter from the MAF program office that they have been placed on academic probation.

** Note: If grade and/or peer feedback falls below class standard, the Program Office reserves the right to request individual coaching for student.*

Exam Absence Policy

The MAF Program policy is that students should take exams as scheduled unless they are physically unable to do so, and they have written documentation from a physician that this is the case. Any MAF student seeking to defer a major in-course exam or final exam due to illness or emergency must be granted formal permission by the Academic Director of the MAF Program. Such deferments will be granted only in the following circumstances, all of which must be independently documented and verified:

1. Illness requiring in-patient hospitalization during the time of the exam
2. Death of an immediate family member (grandparent, parent, or sibling) at the time of the exam, or immediately prior
3. Developed COVID-19 Symptoms or tested positive for COVID-19*

4. Illness for which a treating physician provides independent, written documentation directly to the Program Office stating that the student is medically incapable of taking the exam because of health risk to himself/herself or others. If such documentation is not available, with written consent from the student, if the MAF Program Office can verbally confirm with a physician in Student Health that the student is medically incapable of taking the exam because of health risk to himself/herself or others, then the student will be excused.
5. Other extraordinary circumstances beyond the student's control for which documentation can be provided and for which there is absolutely no alternative

Documentation must be received prior to the exam to be excused. In the case of #1 and #2, documentation must be provided no later than 24 hours after the exam and must cover the time of the exam. Students should email and submit documentation to both the Program Director and Academic Director of the MAF program.

Failing to Meet the Continuation Standards

If a student fails to meet the above continuation standards, the following will occur:

- **Exclusion from the program:** S/he is immediately excluded from the program and will receive a letter from the Program Academic Director confirming this status and outlining the information and next steps below.
- **Loss of benefits and privileges:** Exclusion from the program means the student is excluded from its benefits and privileges, including access to Goizueta faculty, the Career Management Center, Goizueta Business Library, the Woodruff Physical Education Center, on-campus parking pass, Emory University property (as a student), on-campus and school-sponsored social events, and other student services and benefits.

If a student fails to meet the continuation standards and there are reasonable extenuating circumstances, s/he is invited to submit a formal letter of appeal to the school's Education Committee requesting program continuance for an additional semester on academic probation. The decision of the Education Committee is final; there is no avenue for re-appeal. **Reinstatement, if granted, will occur after sitting out one calendar year.**

The School has NO flexibility with regards to the 'not more than six grades of low pass (LP) requirement and not to include more than two grades of no credit (NC)' standard as it is part of our accreditation and Federal financial aid reporting.

In the Event a Student Fails a Course but Meets Other Continuation Standards

The MAF Program operates on a cohort-based structure where each academic course is offered once during the academic year. If a student fails a class while meeting other continuance standards, s/he will be required to retake the course during the following academic year in order to graduate. Note that this may have implications for an international student's immigration status, which is not under the control of the MAF program.

Academic Issues and Grade Appeals

[Source: <https://community.bus.emory.edu/Faculty/FacultyHandbook/Pages/Faculty-Handbook-Landing-Part-A-Policies.aspx>; Accessed 9-7-2016]

The policies outlined below provide guidance to students seeking an appeal to a grade they have received in a course, or to bring forward other grievances. If you have any questions about this at all, please feel free to ask anyone in the Program Office for clarification or advice on how to bring forward any concerns you might have.

Academic issues/grade appeals:

1. The appeal should be put in writing to the faculty member with stated reasons for the request. If still unresolved:
2. The student, in consultation with the Program Academic Director, should forward the same information with any relevant new information to the Area Coordinator for that faculty member's academic area. If still unresolved:
3. Forward the same information with any relevant new information to the Vice Dean of Faculty. This is the final appeal.

The faculty member responsible for the course in question has primary authority to determine his/her response to a grade appeal. A grade appeal at higher levels is viewed as a request for an overruling of the faculty member's decision and is therefore reviewed based on the following criteria:

1. Faculty member calculated the grade incorrectly;
2. Faculty member graded in a manner that is contradictory to what was stated on the syllabus;
3. Student is graded in a manner that is inconsistent with the rest of the class and unfairly disadvantages him or her.

Other concerns:

Students who wish to file a complaint that does not fall within the jurisdiction of an academic area, the honor code or the conduct code should first discuss the concern with the appropriate personnel in the Program Office. Depending on the nature and/or complexity of the complaint, program staff may choose to address the issue with appropriate parties or to share the grievance with the Program Academic Director for further review and discussion. Given reasonable time to address the issue raised, if students are not satisfied with the response from program staff, they should present their grievance in writing to the Program Academic Director for review and response.

Students who are not satisfied with the resolution through these channels, or who believe the grievance cannot be resolved satisfactorily through these channels, may present their grievance in writing to the Senior Associate Dean of Graduate Programs. Upon receipt of the written grievance, the Senior Associate Dean of Graduate Programs will appoint an Ad Hoc Grievance Committee consisting of two faculty or staff members and one student who are not involved in the situation. The Grievance Committee will independently review the written complaint. If necessary, the Grievance Committee may request meetings or additional information from the grievant and/or others. On the basis of information gathered, the Grievance Committee will make a

recommendation to the Senior Associate Dean of Graduate Programs, providing supporting documentation. The Senior Associate Dean of Graduate Programs will determine the legitimacy of the grievance and any further action to be taken. The Senior Associate Dean of Graduate Programs will inform the student and the Grievance Committee of the final determination.

Withdrawal (W, WF, WU)

The notation W (withdraw) is recorded when a student withdraws with the instructor's permission prior to the end of the term. Withdrawal from a course must be requested on a formal drop/add slip signed by the instructor and submitted to the Business School registrar. After the official drop/add period, a student may withdraw from a class with the instructor's permission at any time prior to the beginning of the final examination period for the term. During the first 6 weeks of the withdrawal period, the instructor will assign a grade of either W (withdrawal) or WF (withdrawal failing), depending on the student's academic performance prior to withdrawal.

Withdrawal from a course must be requested on the official withdrawal form signed by the instructor and submitted to the Associated Director of Academic Services (Business School Registrar). During the fall and spring semesters, students who wish to withdraw from all courses for which they are enrolled are eligible for a refund depending upon the date of withdrawal. Financial aid awards which pay part or all of the student's charges are prorated accordingly. Generally, tuition refunds decrease by 20% per week, during the fall and spring semesters, beginning the first day of the second week of the semester. For example, students who wish to withdraw during the first week of classes will receive 100% refund. Thereafter, refunds of 80%, 60%, 40%, or 20% are given, respectively, during the second, third, fourth, and fifth week of enrollment. There are no refunds after the fifth week of the semester. The specific dates related to refund percentages change each semester; therefore, students are instructed to refer to the Program Office.

Complete Withdrawal and Refund Policy

Students who wish to completely withdraw from the MAF program will be subject to Emory University's Complete Withdrawal Policy, as outlined below.

A student may completely withdraw from Emory with permission from the Program Academic Director. Unofficial withdrawal results in 100 percent forfeiture of tuition. When officially withdrawing, the student may be eligible for a refund of payments depending upon the date of withdrawal. Refunds are only processed for complete withdrawal. Financial aid awards that pay part or all of the student charges are prorated accordingly. Refunds for federal (Title IV) aid recipients will be prorated in accordance with federal regulations. No refunds are issued until all semester charges are paid in full.

Students who completely withdraw are eligible for tuition and fee adjustments according to the Emory University Tuition and Fee Adjustment Schedule. This schedule may be found on the Student Financial Services website at the following link.

<http://www.emory.edu/studentfinancials/Deadlines.htm>

Leave of Absence Policy

Petitions by students to suspend their studies for a defined period of time must be made to the Program Academic Director. The parameters of such a leave must be clearly defined, as should the timeline for return, in the process of completing the Leave of Absence form.

After absence for one or more semesters, any student who was in good academic standing at the end of his or her last semester of enrollment is ***eligible for readmission for up to two years***. To initiate readmission a student must contact the MAF Program Office. Students will be permitted to pre-register for the semester for which they are readmitted, provided the request for readmission is received at least one month before pre-registration begins. Readmission does not carry with it the awarding of transfer credit for work done at another college or university while a student is away from Emory.

Dean's List

Students whose academic achievement over a semester with 12 or more credits completed places them in the top 10-12% of their class earn Dean's List standing.

Beta Gamma Sigma

Students whose academic achievement is amongst the top 20% of their graduating class, will be invited to join Beta Gamma Sigma National Honors Society. Students will be recognized for their achievement at the Graduation Awards Ceremony.

Commencement and Graduation Awards Ceremony

Commencement

Emory University commencement ceremonies are typically held on the second Monday in May. The ceremonies typically begin with an all-university convocation on the main university quad, followed by a program diploma ceremony and reception for MAF students and their families.

Awards Ceremony*

The MAF Awards Ceremony will be held during the Commencement period.

**Subject to change*

EMORY STUDENT SERVICES

Access, Disability Services and Resources

Emory University's Office of Access, Disability Services and Resources (ADSR) assists qualified 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. Qualified students must register and request services by submitting appropriate documentation to ADSR so that proper accommodations can be provided. Confidentiality is honored and maintained.

<http://equityandinclusion.emory.edu/access/>

Counseling and Psychological Services Center

The Student Counseling and Psychological Services Center provides free, confidential counseling for enrolled undergraduate, graduate and professional students at the university. Consultation, outreach and educational workshops are provided.

<https://counseling.emory.edu/>

Student Financial Services

The Student Financial Services is the Emory business unit providing financial services to students, parents, alumni and employees. It is the home for your Student Accounts, EmoryCard, Student Loan Servicing and the University Cashiering Services.

<http://studentfinancials.emory.edu/>

If an MAF student has questions or issues regarding their financial accounts, please contact Stephanie Lester directly at 404.727.2143 or by email at stephanie.ace.lester@emory.edu.

Libraries

There are many libraries on the Emory campus, but the main library is Robert W. Woodruff Library, located at 540 Asbury Circle. There are librarians who specialize in each academic major. You can find them at the first floor Information Desk. In addition to books, this library contains study rooms, computers, periodicals, music, videos, and DVDs. All computers have internet access and common programs such as Microsoft Word and Excel. [<http://business.library.emory.edu/>] You can also email questions to: GBSAskalibrarian@emory.edu

International Student and Scholar Services (ISSS)

Emory's International Student and Scholars Services works closely with all international students studying in the US on a student visa. [<http://www.emory.edu/iss/>]

Multicultural Services and Programs

The Office of Multicultural Programs and Services provides programs and services to enhance academic success and promote culturally diverse activities that create an appreciation for racial and cultural diversity.

<https://www.emory.edu/home/life/diversity.html>

Registrar's Office

The Office of the Registrar maintains student records and provides students with a number of related services such as academic transcripts, processing all degree applications, certifying attendance and academic performance on behalf of the student for the purpose of loans, discounts, professional examination, etc.

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

Religious Life

The Dean of the Chapel and Religious Life works with staff representing various religious traditions on Emory's Atlanta and Oxford campuses to develop an extraordinarily diverse program that provides ample and creative opportunities for enhancing Religious Life on campus through worship, service, education, and undergraduate and graduate student organizations.

http://www.emory.edu/REL_LIFE/

During Rosh Hashanah and Yom Kippur, services are held for the Emory community and tickets are available free of charge through Emory Hillel.

<https://www.emoryhillel.org/>

PARKING

Information about Student Parking can be found at <https://transportation.emory.edu/student-parking>.

CLASSROOM ETIQUETTE & POLICIES

Class attendance is always expected of all students. Each professor has his/her own rules for the classroom, and those rules take precedent. If a professor does not outline classroom rules in the course syllabus, students should assume the following:

- A student should contact the faculty member (and the MAF Program Director) prior to class, if he/she is unable to attend, to inform faculty member of an absence. As class participation is an important component of most courses at Goizueta, a student should assume any absence will count negatively toward his/her class participation grade.
- Some courses do not permit missed classes due to the nature of the work. It is each student's responsibility to read the syllabus and determine if he/she will be able to fulfill the course requirements.
- **If a student misses more than 2 classes, it is reasonable to expect the student will receive at most a grade of LP for the course**
-
- Mobile devices should be turned off during class. If an important phone call is expected, a student should place the phone on vibrate and request permission from the professor that he/she might have to leave during class.
- Students should dress in "nice casual" or Business Casual for classes.
 - No casual attire including baseball caps, flip-flops, slides, cut-offs, and sweatpants
 - No gym clothes/ athletic attire

It is unacceptable to miss a class due to a Career Management Center related event.

CLASSROOM RECORDING AND DISSEMINATION OF COURSE MATERIALS

[Source: <https://community.bus.emory.edu/Faculty/FacultyHandbook/Pages/Faculty-Handbook-Policies-Classroom-Recording-and-Dissemination-of-Course-Materials.aspx>; Accessed 9-7-2016]

Recording

[1] Recording of classroom lectures and discussions by students are prohibited unless written permission from the class instructor has been obtained, and all students in the class have been informed that audio/video recording may occur.

[2] Specific permission to record any guest speaker must be obtained from the instructor, even when the student has previously obtained permission to record classes. Such permission can only be granted after the guest speaker has completed and signed the Emory University speaker release form.

[3] Students must destroy recordings within 60 days of the end of the semester in which they are enrolled in the class, unless they receive the instructor's written permission to retain them.

[4] Class recording requests must be approved and submitted to the MAF Program Office by the teaching faculty for each course.

Dissemination

Recordings, lecture notes, and other course materials, regardless of format (digital, paper, etc.) may not be exchanged or distributed for commercial purposes, for compensation, to students not contemporaneously enrolled in the same class, or for any other purpose other than study by students enrolled in the class.

Notes and Exceptions

[1] Failure to comply with the regulations stated above will be deemed to be in violation of the Goizueta Business School Office of Information Services Acceptable Use Policy.

[2] This policy does not govern recordings made for an instructor's own pedagogical or scholarly use, when such recordings are not to be made available to students.

[3] Students determined by the Office of Disability Services to be entitled to record classes as an educational accommodation under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, including needed recording or adaptations of classroom lectures or materials for personal research and study, should provide the class instructor with a letter from ODS stating that recording will take place.

[4] The Emory speaker release form is available on request.

INCLEMENT WEATHER

In the event of inclement weather, students may call 404-727-1234 and receive frequently updated information on University closing or delayed openings. During dangerous weather conditions, the provost may exercise one of two alternatives:

[1] Delayed opening- the university will open at a specific time to be announced by 5:30am on local television and radio stations.

[2] University closing- classes, examinations and all other operations will be canceled, except for Emory and Crawford Long hospitals, food services, the police department and facilities management.

EMORY ALERT INFORMATION SYSTEM

Emory University is dedicated to providing a safe and secure environment for its students, staff, faculty, patients, and surrounding community.

The Emory Emergency Notification program is a multi-modal system for alerting students, staff, faculty and visitors of an emergency affecting the Emory community. The wide array of notification options affords Emory the flexibility to convey emergency information in the most appropriate manner and provides redundancy to help ensure the message gets out. Not all emergencies require all of the notification components to be engaged simultaneously.

Notification Components

- Outdoor Sirens/Public Address System
- RAVE System - text messages sent to your cell phone
 - Program two "short codes" into your cell phone contacts — 226787 and 678283 — with unique ringtones, so you may quickly identify Emory emergency alerts!
- Emory Email
- Emory Web RSS
- Emory Cable TV Banner/Messages
- [@EMORY_CEPAR](#) Twitter & [EmoryCEPAR](#) Facebook
- Emory LiveSafe App.

LiveSafe is a personal safety mobile app that Emory University is providing to all students, faculty, and staff to download for free. The app provides a quick, convenient, and discreet way to communicate directly with Emory University safety officials, enhancing your overall safety and allowing Emory University Police to better protect you.

It is recommended that MAF students download the LiveSafe app onto their smart phones.

EMORY UNIVERSITY HEALTH INSURANCE POLICY

http://studenthealth.emory.edu/hs/new_students/health_insurance/index.html.

All Emory University students are required to complete the annual insurance enrollment / waiver process **EACH YEAR** they are enrolled.

To complete the Insurance Enrollment/Waiver process:

1. Login at www.opus.emory.edu with Emory Network ID and Password
2. Complete required Emergency Verification information if requested
3. Select “Health” tile on the Applicant Homepage or Student Homepage
4. Select “Submit Health Insurance Waiver” and follow the four steps to complete the process

NOTE: Your student health insurance plan will automatically default to an Emory plan if not waived and will be charged on your fall and spring billing statement.

For information regarding Emory University’s Student Health Services and fees, go to:

<http://studenthealth.emory.edu/>

INFORMATION TECHNOLOGY CONDITIONS OF USE

Overview

Computers, networks, and software applications are powerful tools that can facilitate Emory's core missions in teaching, learning, research, and service. Access and utilization of these tools is a privilege to which all University faculty, staff, students, and authorized guests are entitled. This policy documents the responsibilities that accompany this privilege.

Campuses, schools, colleges, departments, and other administrative units have considerable latitude in developing complementary information technology conditions of use policies, as long as they are consistent with this enterprise policy and any other applicable policies of the University. Such policies may be more restrictive than the enterprise policy but must not be more permissive.

The full policy can be found at: <http://policies.emory.edu/5.1>.

Proper Use of Licensed Databases for Course-Affiliated Client Projects, Directed Studies, Field Studies, Case Competitions, Internships and Employers

Goizueta Business Library (GBL) vendors license their databases at rates that reflect a deep discount compared to what a commercial enterprise would pay. As part of these agreements, GBL agrees that the Goizueta Business School (GBS) will use the content and data strictly for academic or research purposes, for career/interview related research, and personal enrichment. Breach of these conditions may result in vendors cutting off access.

Use of Library Licensed Electronic Resources form

Experiential course client projects, directed studies, field studies and case competitions are part of GBS's academic program. Therefore, GBS students, faculty and staff may use Emory's licensed databases, including those of the Goizueta Business Library, for their own work in conjunction with these programs, but must follow these guidelines:

- You are allowed to excerpt or summarize only a small portion of reports, articles, data and other documents for inclusion in papers, presentation decks, and all other project and course deliverables. **You may never distribute to any project-related clients or anyone else outside of GBS any reports, articles, spreadsheets, etc. from Emory Libraries' electronic databases.**
- According to Emory's Honor Code you must always attribute accurately and completely all data and excerpts or direct references you include in papers, presentation decks, and all other project and course deliverables. For recommended guidelines on citing sources in your bibliographies, notes/footnotes/ and slides, look at these APA Citation Guides: <https://business.library.emory.edu/documents/faq-handouts/chicago-citation-guide-presentations.pdf>; <https://business.library.emory.edu/documents/faq-handouts/chicago-citation-guide-papers.pdf>

- According to [Emory's Code of Conduct](#), you can never share your Emory username/id and password with anyone attending Emory or outside of Emory.
- According to [Emory's Code of Conduct](#), you can never provide anyone who is not currently an enrolled GBS student access to any GBL electronic resources (i.e. log them in); you can never allow anyone who is not currently enrolled at Emory University access to any electronic resources that are subscribed for use across Emory communities.
- You must abide by [Emory University's Library Licensed Electronic Resources Conditions of Use Policy](#).

Use of Licensed Databases for Internships or Employers

You are strictly forbidden from using the Goizueta Business Library's or any other Emory electronic resources for any work related to current employers or internships or providing access to anyone at these organizations.

You CAN use library resources for your personal enrichment.

Learn more about the proper use of licensed resources and details on using Business Library resources during your internship. Don't forget to maximize your Business Intelligence skills and Advanced Google searches.

<https://business.library.emory.edu/documents/policy/appropriate-use-databases.pdf>

<https://business.library.emory.edu/documents/faq-handouts/advanced-google.pdf>

Questions about Any of these Policies

Reach out to any of the Goizueta Business Librarians at GBSaskalibrarian@emory.edu

EMORY UNIVERSITY POLICY & PROCEDURES:

Family Educational Rights and Privacy ACT (FERPA) <http://registrar.emory.edu/records-transcripts/ferpa.html>

Emory University adheres to a policy of compliance with the Family Educational Rights and Privacy Act. The policy:

1. Permits students to inspect their educational records
2. Limits disclosure to others of personally identifiable information from education records without students' prior written consent and
3. Provides students the opportunity to seek correction of their education records where appropriate

Definitions:

Student referred to in both the Family Educational Rights and Privacy Act of 1974 (FERPA) and the University's Policy Statement on the Confidentiality and Release of Information About Students includes "any person with respect to whom an educational agency or institution maintains educational records or personally identifiable information but does not include a person who has not been in attendance at such agency or institution." This therefore excludes applicants who have been admitted and did not enroll and applicants who were denied admission.

Educational Records are records that are:

1. Directly related to a student, and
2. Maintained by an educational agency or institution or by a party acting for the agency or institution, if certain conditions are met.

Education records **are not**:

1. Records about students made by instructors and/or administrators for their own use and not shown to others (sole possession records);
2. Employment records for students who are University employees unless the student was employed as a result of his/her status as a student;
3. Records about University students "created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional" acting or assisting in such capacity for treatment purposes and which are available only to persons providing such treatment.
4. Campus police records maintained solely for law enforcement purposes and kept separate from the education records described above.

Policies:

Right of Access

Each student has a right of access to his or her education records, except financial records of the student's parents and confidential letters of recommendation.

Procedure to Be Followed

Requests for access specifying the records to be inspected should be made in writing to the University Registrar, 200 Dowman Drive, 100 Boisfeuillet Jones Center, Atlanta, GA 30322. The University will comply with a request within a reasonable time, at most within 45 days. In the usual case, arrangements will be made for the student to read his or her records in the presence of a staff member.

Directory Information



The following categories of information have been designated directory information:

- Name
- Whether or not the student is currently enrolled
- The school or division in which the student is or was enrolled and the class/year
- Dates of enrollment including full-time or part-time status
- Degree or degrees earned, date of degree, major area of concentration and academic honors received
- Awards of merit and participation in officially recognized activities and sports
- Address and telephone number

Electronic mail address

The University will give annual public notice to students of the categories of information designated as directory information and will allow a reasonable period of time after such notice for the student to inform the University that the information should not be considered directory information as to him or her.

Directory information may appear in public documents and may otherwise be disclosed without student consent unless the student objects as provided below (see Campus Directory Suppression).

Campus Directory Suppression

Each student has the option of choosing

1. to be included in the online student directory or
2. to be excluded from the online student directory The University default is that directory information may be included in these media. You can indicate your preference on a [Campus Directory Suppression Form](#). Return this completed form to the Office of the Registrar, 100 Boisfeuillet Jones Center, Emory University, Atlanta, GA 30322.

Prior Consent Not Required

Prior consent may not be required for disclosure of education records to the following parties:

- School officials of Emory University who have been determined to have legitimate educational interests. School officials include instructional or administrative personnel who are or may be in a position to use the information in furtherance of a legitimate objective, a person serving on the Board of Trustees, a student serving on an official committee, such as a disciplinary committee, a volunteer or contractor outside of Emory who performs an institutional service or function for which Emory would otherwise use its own employees and who is under the direct control of the institution with respect to the use and maintenance of personally identifiable information from education records. Legitimate educational interests include those interests directly related to the academic environment;
- Officials of other schools in which a student seeks or intends to enroll or is enrolled. Authorized representative of the Comptroller General of the U. S., the Attorney General of the U.S., the U. S. Secretary of Education, and State and local educational authorities, but only in connection with the audit or evaluation of federally supported educational programs, or in connection with the enforcement of or compliance with federal legal requirements relating to these programs. These officials will protect information received so as not to permit personal identification of students to outsiders, and the data shall be destroyed when no longer needed for the purposes above;

- In connection with a student's application for, or receipt of, financial aid, but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms or conditions.
- Organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The studies shall be conducted so as not to permit personal identification of students to outsiders, and the information will be destroyed when no longer needed for these purposes;
- Accrediting organizations for purposes necessary to carry out their functions;
- Parents of a student who is a dependent for income tax purposes;
- Appropriate parties in connection with an emergency, where knowledge of the information is necessary to protect the health or safety of the student or other individuals;
- In response to a court order or subpoena (The University will make reasonable efforts to notify the student before complying with the court order);
- A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. This disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding;
- Parents of a student under the age of 21 who has been found with an alcohol-related disciplinary violation.

Prior Consent Required

In all other cases, the University will not release personally identifiable information in education records or allow access to those records without prior consent of the student. Unless disclosure is to the student himself or herself, the consent must be written, signed and dated, and must specify the records to be disclosed and the identity of the recipient.

Record of Disclosures

The University will maintain with the student's education records a record for each request and each disclosure, except:

- Disclosures to the student himself or herself;
- Disclosures pursuant to the written consent of the student;
- Disclosures to instructional or administrative officials of Emory University;
- Disclosures of directory information

The student, the official custodian of the records, and other university and governmental officials may inspect the record of disclosure.

Request To Amend Records/Right to a Hearing

The student shall have the right to request that the University amend his or her records and, if that request is denied, the student shall have the right to a hearing to challenge the content of the student's official University records, to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students and to provide an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained herein. If the University declines to amend the record following the hearing, the student shall have the right to place a statement in his or her record commenting on the information in the record and the University's decision not to amend it.

Withholding Information

There may be conditions such as financial obligations, violations of non-academic regulations, etc., under which the University will withhold transcripts, certifications, or other information about a student. In such instances, the student and the Office of the Registrar must be notified in writing before the hold is initiated. This notification must state the reason for such hold and the conditions to be met before release can be made.

Policy Statement and General Guidelines Confidentiality and Release of Information about Students
The following guidelines relative to student records represent Emory University policy. Emory University, like other institutions of higher education, accumulates and maintains records concerning the characteristics, activities and accomplishments of its students. Because the University recognizes the student's right of privacy, a policy regarding the confidentiality of the information which becomes a part of the student's permanent records and governing the conditions of its disclosure has been formulated and adopted. This policy reflects a reasonable balance between the obligation of the University for the protection of the rights and privacy of the student and its responsibility to society.

Emory University is committed to protecting students from improper disclosure of private information. In order to do so, the University must make every endeavor to keep the student's record confidential. All members of the faculty, administration and clerical staff must respect confidential information about students which they acquire in the course of their work. At the same time the University must be flexible enough in its policies not to hinder the student, the institution or the community in their legitimate pursuits.

Each of the record-keeping administrative units within the University may develop its own additional specific procedures in accordance with the general policy stated here

1. All procedures and policies dealing with records shall be formulated with due regard for the student's rights for privacy, freedom of association and expression and intellectual liberty and freedom to learn.
2. Only those records shall be kept which are necessary in order to meet the University's or student's goals.
3. Duplication of record keeping shall be minimized.
4. All persons who handle student records shall be instructed concerning the confidential nature of such information and their professional and legal responsibilities regarding these records.
5. Information from University files, which is not of public record, shall not be available to unauthorized persons without the written consent of the student involved.
6. The University will comply with and abide by all federal and state laws which apply directly to the University and the Confidentiality and Release of Information About Students--in particular, the federal Family Educational Rights and Privacy Act of 1974 (FERPA).
7. The University Registrar and the Oxford College Registrar are the official custodians of academic records at Emory University and Oxford College respectively and therefore are the only officials who may issue an official transcript of academic record.
8. Records shall be released to comply with a subpoena or court order only with the consent and advice of the University's legal counsel.
9. A record shall be maintained, kept with the record of each student, of the release of any information contained in a student's files to individuals or agencies outside the University;

including the name of the requesting individual or agency, date, and purpose of the request. This record of access shall be available to the student.

10. All University policies governing the maintenance and release of student records are public and are available to students, faculty, and administration.



GOIZUETA HONOR CODE

INTRODUCTION

Members of the Roberto C. Goizueta Business School community are committed to values of honor, integrity, honesty, accountability, and fairness. We shall not use dishonest means to gain unfair academic advantage nor shall we tolerate anyone who does so.

All students enrolled in any course or program at the Goizueta Business School are expected to conduct themselves in a manner consistent with this Honor Code. It is the responsibility of each student to review and be acquainted with the Honor Code. Failure to do so is not a defense to a charge of a violation.

Letters informing both undergraduate and graduate students of their acceptance at the Goizueta Business School, appointment letters for members of the faculty, and the Goizueta Business School website shall explicitly refer to the importance of the Honor Code, as well as the obligation of all members of the Goizueta Business School community to promote the highest standards of academic integrity. Enrollment in any course at the Goizueta Business School constitutes acceptance of the Honor Code.

The Goizueta Conduct Code provides information about the behavioral expectations of members of the Goizueta Business School relating to non-academic conduct.

JURISDICTION

All students enrolled in any course or program at the Goizueta Business School are expected to abide by the Goizueta Honor Code. This Honor Code shall have jurisdiction over cases of academic misconduct that occur in any course within the Goizueta Business School, regardless of the degree program in which the accused student is enrolled. A Goizueta Business School student who is concurrently enrolled in a course or program in another school of Emory University must also abide by the Honor Code of each school.

In general, cases of academic misconduct shall be decided by the Honor Council of the school where the alleged violation occurred. When the Goizueta Honor Code has appropriate jurisdiction that may overlap with another school's Honor Code jurisdiction, the Dean of the Goizueta Business School may recommend that a case be resolved following the procedures outlined in the other school's Honor Code. Similarly, the Dean of the other school may request that the case be resolved following the procedures outlined in the Goizueta Honor Code. If the

Deans disagree on which Honor Code's procedures shall be used to resolve the case, then the faculty in charge of the course shall make that determination.

The Honor Council Administrator shall report all resolutions, including determinations and sanctions, to the Dean(s) of the school(s) in which the accused student is enrolled. The Dean of each school may accept or modify the Honor Council's resolution before reporting it to the accused student. The accused student may appeal the decision according to the procedures outlined under Article XII of this Honor Code or, if the case was decided by the Honor Council of another school, according to the appeal procedures set forth in the Honor Code of that school.

When an Honor Code violation is reported after a student has graduated, the Dean has the discretion to refer the allegation to the Honor Council for adjudication. The Honor Council, through an Honor Board Hearing, may recommend and the Dean may enforce any sanction listed in Article XI, including revocation of the degree.

If a student withdraws from a course and there is a subsequent allegation of academic misconduct, the provisions of this Honor Code shall still apply to the student and to all alleged misconduct.

HONOR PLEDGE

As a reminder of the commitment everyone in the Goizueta Business School community has made to academic integrity, each student shall sign the following pledge on examinations and major academic assessments, unless exempted by the faculty:

I will not lie, cheat, fabricate, plagiarize, or do anything to gain unfair academic advantage, and I will report anyone who does so.

Failure to sign the Goizueta Honor Code pledge is neither an offence against the Honor Code nor a defense to an alleged Honor Code violation.

RESPONSIBILITY TO REPORT ACADEMIC MISCONDUCT

Apathy or acquiescence in the presence of academic misconduct is not a neutral act. It undermines the bonds of trust and honesty among members of the Goizueta Business School community as well as between the Goizueta Business School community and those who depend on our knowledge and integrity. All members of the Goizueta Business School community—students, faculty, and staff—share the responsibility and authority to challenge and report acts of apparent academic misconduct. Any member of the Goizueta Business School community who has witnessed an apparent act of academic misconduct or has information that reasonably could lead to the conclusion that such an act may have occurred or has been attempted, is responsible for notifying promptly, in writing, the faculty member in charge of the course involved, the Honor Council, or the Honor Code Administrator.

DEFINITION OF ACADEMIC MISCONDUCT

Academic misconduct is any conduct that involves dishonesty in academic work or that enables a student to obtain an unfair advantage in academic matters. It is characterized by either action or inaction that is offensive to the values of honor, integrity, honesty, accountability, and/or fairness of the members of the Goizueta Business School community. In addition to the conduct listed in this Article, faculty have reasonable discretion to establish specific standards and policies with respect to their courses and assignments. Such additional standards and policies should be articulated clearly in the syllabus, in the assignment, or otherwise conveyed as an expectation by the

faculty member. It is the responsibility of each student to understand the standards and policies established in the Honor Code, syllabi, and assignments, and to act accordingly.

Academic misconduct includes, but is not limited to:

Intentionally seeking, receiving, using, or giving unauthorized materials, assistance, information, study aids, or electronic devices in any examination, assignment, or academic exercise;

Intentionally and without authorization falsifying or fabricating any information or citation in any examination, assignment, or academic exercise;

Plagiarizing (i.e., representing the work, words, or ideas of another person or entity as one's own), whether intentionally or unintentionally, in any examination, assignment, or academic exercise;

Intentionally seeking, receiving, using, or giving information about the content or conduct of an examination, assignment, or academic exercise, knowing that the release of such information has not been authorized by the faculty;

Intentionally giving false information to or misleading other students, faculty, or university administrators in order to gain academic advantage;

Intentionally violating the Electronic Device Policy described in Section 5.3 of this Article;

Intentionally violating the Testing Policy described in Section 5.4 of this Article;

Intentionally sabotaging the academic work of another student;

Intentionally seeking to gain or provide an unfair advantage during course registration;

Intentionally falsifying, altering, or fabricating academic records, forms, or correspondence, including, but not limited to, transcripts, withdrawal forms, degree applications, or letters of recommendation, whether the document or information is submitted within Emory University or to a third party;

Intentionally giving false testimony or evidence in any Honor Council matter or refusing to provide evidence when requested by the Honor Council;

Intentionally helping or attempting to help another person to violate any provision of this Honor Code or obstructing an Honor Code investigation;

Harassing, threatening, coercing, or bribing witnesses involved in any Honor Code matter; and

Breaching any duties described by this Honor Code.

Electronic Device Policy.

The use of a tablet, laptop, cell phone, smartphone, smartwatch, or similar device for any reason during times of examination, including quizzes, tests, midterm and final exams, or similar academic exercises, shall be prohibited.

Faculty may make exceptions to allow the use of an electronic device for any examination or similar academic exercise. In the absence of explicit permission to use such a device, students shall assume that such devices are not permitted.

If a student is found using an electronic device during an examination or similar academic exercise, the faculty member shall inform the student of the issue and ask the student to store the electronic device until the completion of the examination or exercise. The student shall be allowed to complete the examination or exercise. The academic misconduct shall then be reported following the procedures outlined in Section 4.1.

Testing Policy.

Faculty are entitled to establish reasonable policies to protect the security and integrity of their examinations, including quizzes, tests, midterm and final exams, and similar academic exercise. These policies may include, but are not limited to, prohibiting large bags, coats, hats, notebooks, electronic devices, or course materials in the testing room; requiring students to place materials unrelated to the examination or exercise at the front or outside of the testing room; assigning seats to students; moving students to different seats during the examination or exercise; requiring students to stop writing when time is called; and prohibiting the replication of examination materials or their removal from the testing room. Faculty shall outline specific testing policies in the course syllabus or in written instructions for the examinations and exercise.

If a student fails to comply with the stated testing policies of the examination or similar exercise prior to its start, the faculty member may withhold the examination or exercise materials until the student complies with the testing policies. The faculty member shall not be compelled to provide additional time for the completion of the examination or exercise. If a student fails to comply with or violates the stated testing policies after the examination or exercise has begun, the faculty member may take reasonable steps to secure the integrity of the examination or exercise. The academic misconduct shall then be reported following the procedures outlined in Section 4.1.

THE HONOR COUNCIL

There shall be a body to be known as the Honor Council, charged with the following responsibilities and authority:

To increase awareness throughout the Goizueta Business School community of the importance of academic integrity and to promote an atmosphere of honor, integrity, honesty, accountability, and fairness;

To receive complaints and reports of academic misconduct from any source;

To advise and consult with faculty and university administrators on matters of academic integrity, including amendments and revisions to the Honor Code;

To investigate suspected Honor Code violations;

To serve as the judicial body for the resolution of Honor Code violations and the recommendation of sanctions for academic misconduct; and

To recruit and train new Honor Council members.

The Honor Council shall consist of two bodies, a Student Honor Council and a Faculty Honor Council. The Chair of the Student Honor Council shall serve as the Chair of the Honor Council. The Chair of the Student Honor Council shall be advised by the Chair of the Faculty Honor Council and the Honor Code Administrator. The selection of the Honor Council members shall be administered by the Honor Code Administrator.

Membership of the Student Honor Council.

The Student Honor Council shall consist of no fewer than eighteen (18) and no more than twenty-four (24) full-time undergraduate and graduate students in good academic standing enrolled in a program offered by the Goizueta Business School.

At least four (4) members representing the graduate Master of Business Administration student body and four (4) members representing the undergraduate student body shall be elected by way of interview and majority vote by current members of the Student Honor Council in attendance at the selection meeting. This selection meeting shall take place in the fall semester before the start of the final exam period. Terms of office begin the day following election and end upon the selected member's graduation or ineligibility to serve on the Student Honor Council.

In addition, at least four (4) members representing the graduate Master of Business Administration student body and four (4) members representing the undergraduate student body shall be elected by majority vote of their respective student bodies. This election process shall take place in the spring semester before the start of the final exam period. Each elected member's term of office begins the day following election and ends upon his or her graduation or ineligibility to serve on the Student Honor Council.

In addition, one (1) member representing the graduate student body from the One-Year Master of Business Administration program shall be elected by majority vote of the respective student body. This election process shall take place in the first semester of enrollment in the program before the start of the final exam period. The elected member's term of office begins the day following election and ends upon his or her graduation or ineligibility to serve on the Student Honor Council.

In addition, one (1) member representing the graduate student body from each additional master's degree program at Goizueta Business School shall be elected by majority vote of the respective student body. This election process shall take place in the first semester of enrollment in the program before the start of the final exam period. The elected member's term of office begins the day following election and ends upon his or her graduation or ineligibility to serve on the Student Honor Council.

The Chair of the Student Honor Council shall be selected by majority vote of the members of the Student Honor Council in an election taking place in the spring semester before the start of the final exam period. The elected Chair's term of office begins the following June 1 and ends the following May 31 or upon the Chair's ineligibility to serve on the Student Honor Council. The Chair may serve up to two (2) consecutive terms as Chair of the Student Honor Council.

Membership of the Faculty Honor Council.

The Faculty Honor Council shall consist of ten (10) faculty members.

The Dean of the Goizueta Business School shall appoint two (2) members from each of the School's five (5) academic areas on a biannual basis. The terms of office begin on July 1 and end on June 30. Each term is for two (2) years, for a maximum of two (2) consecutive terms. The Dean shall select a faculty member to fill any vacancy on the Faculty Honor Council for faculty members who are expected to be unable to fulfill their duties on the Faculty Honor Council for more than one (1) semester. The faculty member selected to fill the vacancy shall hold that position until the completion of the vacant term.

The Faculty Honor Council shall select annually, based on a majority vote, one (1) member to serve as Chair, who also shall serve as advisor to the Student Honor Council and its Chair.

Duties of the Chair of the Honor Council. The Chair of the Honor Council shall have the following duties when a case is referred to the Honor Council:

Initiate an investigation;

Provide written notification of the charges to the accused student and the faculty member in charge of the course;

Appoint a member of the Student Honor Council to serve as the advocate for the accused student;

Initiate an investigation of the charges to determine whether the case should proceed to a formal hearing;

Inform the accused student and the faculty member in charge of the course whether the results of the investigation require the case to proceed to a formal hearing;

For cases that proceed to a formal hearing, convene and preside over the Honor Board Hearing; and

Communicate the resolutions of the Honor Board Hearing to the accused student, the faculty member in charge of the course, and the Honor Code Administrator.

A quorum of the Honor Council shall consist of five (5) student members and two (2) faculty members.

The Dean of the Goizueta Business School may temporarily or permanently remove from the Honor Council any member who compromises the integrity of the Honor Code process, fails to meet the duties of the position, is unable to participate objectively and without bias, or commits an Honor Code violation. An Honor Council member who is removed from the Honor Council may appeal that decision to the Honor Council in writing within five (5) business days of receiving the notice of their removal. The Honor Council shall meet to review the appeal and make a final, non-appealable recommendation to the Dean that the removal decision be upheld, modified, or overturned.

Duties of the Honor Code Administrator. The Dean of the Goizueta Business School shall appoint an Honor Code Administrator whose duties include the following:

Maintain all records concerning allegations of academic misconduct and Honor Board Hearing resolutions;

Give advice to faculty and students about matters related to the Honor Code; and

Execute all other duties listed in this Honor Code.

PROCEDURES—INFORMAL RESOLUTION BY THE FACULTY MEMBER

The Honor Council has jurisdiction over any case of academic misconduct referred to it and meeting the criteria of Article II. In cases that are referred to it by someone other than the faculty member in charge of the course in which the academic misconduct was alleged, the Honor Council may allow the faculty member of that course to resolve the case informally under the provisions of this Article.

A faculty member who suspects that a student has committed an act of academic misconduct shall contact the Honor Code Administrator to determine whether (1) the matter is suitable for informal resolution and (2) prior sanctions related to academic misconduct have been imposed on the student. If prior sanctions have been imposed on the student, the case must be referred to the Honor Council for a formal hearing. If no prior sanctions were imposed, then the faculty member may still refer the case to the Honor Council for a formal hearing or may resolve the case informally following the guidelines in this Article.

If the faculty member chooses to resolve the matter informally, the faculty member shall give the accused student written notice setting forth the allegations of academic misconduct and the accused student's rights under this Honor Code. In such written notification, the faculty member also shall offer to meet with the accused student and, separately, with anyone else who may have information relevant to the matter. The accused student shall be allowed to present relevant evidence to the faculty member and, at the discretion of the faculty member, also may be allowed to produce relevant witnesses. The faculty member shall inform anyone with whom the faculty member discusses the matter that all discussions are confidential, that each person has the duty to keep confidential all information related to the matter, and that any breach of this duty of confidentiality shall itself be considered a violation of the Honor Code.

Within three (3) business days following the faculty member's written notification to the accused student, the Honor Code Administrator shall contact and offer to meet with the accused student to review the student's rights and any applicable procedures under this Honor Code. Within a reasonable period, the Honor Code Administrator shall collect information as necessary from other persons identified as having relevant information about the matter, and offer the same review of rights and applicable procedures.

After additional fact-finding, if warranted, the faculty member may conclude that no violation of the Honor Code has occurred. Alternatively, the faculty member may conclude that a violation of the Honor Code has occurred, in which case the faculty member shall impose a course-related sanction. Article XI provides examples of course-related sanctions, but the faculty member is free to choose a sanction deemed to be commensurate with the severity and nature of the academic misconduct. The faculty member may consider the accused student's admission of guilt as a mitigating factor when selecting the sanction. The faculty member shall inform both the accused student and the Honor Code Administrator in writing of the resolution and course-related sanction, if any.

Within five (5) business days following the faculty member's written resolution, the accused student may reject in writing to the faculty member and the Honor Code Administrator the faculty member's informal resolution and sanction, if any. In that case, the Honor Code Administrator shall refer the matter to the Honor Council for disposition.

PROCEDURES—FORMAL RESOLUTION BY AN HONOR BOARD HEARING

Upon notification of an alleged violation of the Honor Code, the Chair of the Honor Council shall appoint two members of the Student Honor Council as investigators. The investigators shall:

Interview and obtain a signed written statement from the person making the accusation;

Provide written notice to the accused student of the exact nature of the accusation, along with a copy of the Honor Code;

Interview the accused student;

Interview potential witnesses and review any evidence; and

After completing the investigation, submit a written statement to the Chair of the Honor Council recommending that the charges be either referred to an Honor Board Hearing or dismissed. If the investigators determine that there is a reasonable suspicion of an Honor Code violation, then they shall recommend that the case be referred to an Honor Board Hearing. The investigators shall recommend that the case be dismissed only if they determine that there is no reasonable suspicion that an Honor Code violation occurred.

The purpose of an Honor Board Hearing is to determine if the alleged academic misconduct occurred. Honor Board Hearings shall be fair and impartial. The duty of all persons at an Honor Board Hearing is to assist in a thorough and honest exposition and weighing of all relevant facts. An Honor Board Hearing is distinct from a criminal or civil legal proceeding; formal rules of evidence do not apply. On a case-by-case basis, the Honor Board has broad discretion to consider and weigh information it deems relevant, including documents, witness testimony and accounts, and other forms and sources of information. Neither the accused student nor the accused student's advocate shall have the right to question witnesses directly; instead, they may request that members of the Honor Board ask specific questions to witnesses. Such a request may be made in writing to the Chair of the Honor Council up to at least one (1) business day prior to the proposed date of the Honor Board Hearing.

The Honor Board Hearing shall be conducted by an Honor Board consisting of six (6) persons, five (5) of whom shall be voting members, selected as follows:

Three (3) student members selected by the Chair of the Student Honor Council. If the accused student is a graduate student, then at least two (2) of the student members shall be graduate students. If the accused student is an undergraduate student, then at least two (2) of the students shall be undergraduate students.

Two (2) faculty members selected by the Chair of the Faculty Honor Council. If possible, at least one faculty member shall be selected based on the faculty's familiarity with the specific course, academic area, or degree program in which the alleged academic misconduct occurred.

The Chair of the Honor Council, who shall preside over the Honor Board Hearing but shall not vote.

If a quorum of voting members cannot be assembled for a hearing, the Dean may appoint sufficient temporary members from the pool of students and faculty who would be eligible to serve as members of the Honor Council as defined in Sections 6.3 and 6.5 of Article VI. The Dean shall train temporary members before they hear a case.

The Chair of the Honor Council shall select the date, time, and place for the Honor Board Hearing, and shall notify the accused student in writing at least five (5) business days prior to the proposed date of the hearing. The accused

student, however, may waive the notice requirement and agree to a hearing at an earlier date. The notice shall include:

The date, time, and place of the Honor Board Hearing;

The nature of the allegations against the accused student and of the evidence supporting the allegations in sufficient detail to give an opportunity to the accused student to prepare for the Honor Board Hearing.

The Chair of the Honor Council may adjust the scheduling of the Honor Board Hearing as appropriate under the circumstances or at the reasonable request of the accused student. The Chair of the Honor Council may decide to proceed with the Honor Board Hearing as planned with or without the accused student's presence and/or cooperation.

If the accused student fails to respond to messages from the Honor Board in a timely manner or is absent from investigative meetings without good cause, the Honor Board may investigate and/or hear the case in the student's absence.

The accused student may be assisted by an advocate appointed by the Chair of the Honor Council. The advocate's role shall be limited to:

Making brief opening and closing statements, comment on appropriate sanctions, and speak on behalf of the accused student in all other respects during the Honor Board Hearing, if requested to do so by the accused student;

Suggesting in writing relevant questions that the Chair of the Honor Council may direct to a witness; and

Providing confidential advice to the accused student. Even if accompanied by an advocate, the accused student shall take an active and constructive role in the Honor Board Hearing. The accused student shall cooperate fully with the Honor Board and respond to its inquiries without undue intrusion by an advocate.

An Honor Board Hearing is a confidential investigation. Accordingly, only the members of the Honor Board, the investigators, the accused student, the accused student's advocate, the accusing faculty member or other complainant, and a witness while testifying may be present during the Honor Board Hearing. The members of the Honor Board may meet to discuss the matter at such time and place as they deem proper.

It is the responsibility of the person desiring the presence of a witness at an Honor Board Hearing to notify the Chair of the Honor Council at least three (3) business days in advance of the hearing so that the Chair can request the witness's presence at the hearing. The appearance of a person with relevant information is preferable to a written statement, but the latter is acceptable when the person is otherwise unable to appear at an Honor Board Hearing. Any written statement must be dated, signed, witnessed by a notary public, and presented at the Honor Board Hearing. As a general matter, the work of the Honor Board shall not be delayed due to the unavailability of a witness.

Witnesses may only be in attendance while providing testimony during the Honor Board Hearing. The accused student and the accused student's advocate shall have the right to examine any evidence presented by a witness in preparation for the accused student's defense.

Presentation of evidence shall ordinarily proceed in the following sequence, although the Chair of the Honor Council has the discretion to change the sequence as the Chair deems appropriate:

The investigators, and then the accused student or the accused student's advocate, summarize the matter before the Honor Board, including any relevant information or arguments;

The investigators, and then the accused student or the accused student's advocate, present and question persons having knowledge of the matter and offer documents, materials, or witnesses bearing on the case. All members of the Honor Board may question any person giving testimony. Formal rules of evidence shall not apply. The Chair of the Honor Council may admit any item into evidence that the Honor Board believes has probative value and may exclude irrelevant, duplicative, or otherwise unhelpful information.

The Honor Board may ask the accused student any relevant questions. The Honor Board may also request any additional material or the appearance of other persons it deems appropriate, including the accusing faculty member.

The investigators, and then the accused student or the accused student's advocate, may make brief closing statements. Then the investigators, the accused student, and the accused student's advocate are dismissed from the Honor Board Hearing.

The Honor Board meets privately to discuss the case and reach a resolution by a majority vote. The Honor Board shall apply a clear and convincing standard of proof when considering the evidence and the charge(s). If a majority of the Honor Board concludes that the standard of proof is not met, the Honor Board shall dismiss the charge(s) of academic misconduct. The Honor Board's resolution to dismiss a case is final and cannot be appealed.

The Chair of the Honor Council may suspend the Honor Board Hearing at any point to provide additional time to collect evidence, resolve issues, clarify answers to procedural questions, or provide sufficient additional time for testimony and deliberation. If the Hearing is suspended, the Chair shall reconvene the Hearing at the earliest date, but within five (5) business days, absent extenuating circumstances.

If the Honor Board concludes that the accused student engaged in one or more acts of academic misconduct consistent with the criteria set forth in Article X, it shall make a written resolution of its findings and issue a sanction. Examples of appropriate sanctions are described in Article XI of this Honor Code. This resolution can be appealed to the Dean following the procedures described in Article XII.

After the Honor Board issues a written resolution, the Chair of the Honor Council shall notify the Honor Code Administrator in writing within three (3) business days of the Honor Board's resolution, including sanction, if any. The notification shall include a summary of the case, the time and place of the Honor Board Hearing, the names of the Honor Board members hearing the case, the names of investigators and advocates, the names and contact information of all witnesses testifying, and all documentary and physical evidence presented before the Honor Board.

The Honor Code Administrator shall notify the accused student and the faculty member in writing within three (3) business days of the Honor Board Hearing's resolution and sanctions, if any.

For cases in which multiple students are accused of the same or related violation, the Chair of the Honor Council has the discretion to convene either a single collective Honor Board Hearing for all accused students or an individual Honor Board Hearing for each accused student.

For cases in which one student is accused of multiple violations in a single course, the Chair of the Honor Council shall convene one Honor Board Hearing unless impracticable. For cases in which one student is accused of multiple violations in multiple courses, the Chair of the Honor Council shall convene separate Honor Board Hearings; however, the accused student may request to the Chair of the Honor Council that all charges be resolved in a single Honor Board Hearing. The Chair of the Honor Council has the discretion to grant or deny the request.

PROCEDURES—FORMAL RESOLUTION BY AN ADMINISTRATIVE HEARING

For cases reported in the same term that a student is scheduled to graduate or cases in which the student will not be enrolled in courses on Emory University's campus during the next regular term, the Chair of the Honor Council has the discretion to offer the accused student an Administrative Hearing. The accused student has the right to accept the Administrative Hearing or have his or her case heard in the next regular term according to the procedures listed in Article VIII.

In pursuing an Administrative Hearing, the accused student waves the right to a full investigation of the case and will appear before a small Administrative Hearing Panel, which will render a decision about the case.

In an Administrative Hearing, the Chair of the Honor Council shall collect any evidence and a written statement from the accusing faculty or other complainant and present them to the accused student at least twenty-four (24) hours prior to the hearing.

The Administrative Hearing Panel shall consist of:

The Chair of the Honor Council;

The Faculty Chair of the Honor Council; and

The Honor Code Administrator.

The Administrative Hearing shall be fair and impartial. Unless otherwise indicated, it shall operate in a manner similar to the procedures listed in Article VIII for the operation of an Honor Board Hearing.

DETERMINATION OF HONOR CODE VIOLATION

In reaching a resolution, all relevant facts and evidence shall be considered.

An accused student shall be found to have violated the Honor Code if the faculty member in an informal resolution or the Honor Board members or Administrative Hearing Panel members in a formal resolution determine unanimously that there is clear and convincing evidence of a violation.

"Clear and convincing evidence" means that a particular fact or set of facts is substantially more likely to be true than not to be true.

SANCTIONS

In issuing a sanction, all relevant facts and evidence shall be considered.

Depending on the accused student's degree program, a grade of "F" or "NC" is the standard sanction for academic misconduct at the Goizueta Business School.

If imposed in accordance with the procedures specified in this Honor Code, this grade shall be recorded in the student's permanent academic record with the notation "Failure due to Academic Misconduct."

A student may file a written petition to the Honor Council to have the notation "Failure due to Academic Misconduct" removed from his or her permanent academic record. The decision to remove the notation shall rest in the discretion of a majority of a quorum of the Honor Council, provided that:

The student's petition sets forth a clear explanation for why the Honor Council should consider removing the notation;

At the time the petition is received, at least five (5) years shall have elapsed since the grade of "F" or "NC" and notation "Failure due to Academic Misconduct" was imposed; and

The Honor Code Administrator has ascertained that the student has not been found responsible for any other act of academic misconduct or similar disciplinary offence at Emory University.

At the time the petition is received, at least five (5) years shall have elapsed since a previous petition was rejected by the Honor Council, unless the Honor Council specified an earlier date on which the petition may be reconsidered.

Honor Council determinations relating to petitions to remove notations of "Failure due to Academic Misconduct" from a student's permanent academic record may be appealed to the Dean following procedures outlined in Article XII.

Other sanctions, in addition or in lieu of an "F" or "NC," may include:

An educational remediation or corrective program;

A verbal reprimand;

A written reprimand;

Partial or no credit on the examination, assignment, or academic exercise;

Other penalty to the student's grade on the course;

Probation for a specific period;

Suspension from the Goizueta Business School and/or Emory University for a specific period;

Dismissal from the Goizueta Business School for a specific period, after which the student may go through the standard application procedure for readmission;

Permanent expulsion from the Goizueta Business School and/or Emory University;

Revocation of a Goizueta Business School and/or Emory University degree that has been previously awarded; and
Such combination of sanctions or a sanction different from those listed in this Article that may be appropriate under the circumstances.

The Honor Board shall recommend permanent expulsion of a student found responsible for a second Honor Code violation.

APPEALS

The accused student may appeal a faculty member's informal resolution and/or sanction by requesting to the faculty member that the case be referred to the Honor Council for disposition. The procedures for this request are outlined in Section 7.6 of Article VII.

The accused student or the faculty member may appeal a formal resolution and/or sanction resulting from an Honor Board Hearing or an Administrative Hearing. Within five (5) business days after the Honor Code Administrator notifies the accused student and the faculty member of the formal resolution, the accused student or the faculty member shall notify the Honor Code Administrator in writing of his or her intention to file an appeal. The appeal shall be made in writing to the Dean of the Goizueta Business School within five (5) additional business days from the date the Honor Code Administrator is notified of the intention to appeal. The appeal shall include specific information about why the formal resolution and/or sanction is erroneous. Within thirty (30) days of receiving the appeal, the Dean shall review the appeal and notify the accused student, faculty member, and Honor Code Administration of his or her decision of the appeal. This decision is final.

CONFIDENTIALITY AND RECORDS

All members of the Honor Council and all individuals who are contacted during an investigation by the Honor Council, or who are or shall become witnesses at an Honor Board Hearing or Administrative Hearing, have a duty to keep confidential all facts and information related to any Honor Council matter. No one may discuss with or disclose to anyone outside the Honor Council any facts or information related to Honor Council matters. Any conduct or consultation undertaken by Honor Council members in the performance of their duties under this Honor Code shall not be considered a breach of confidentiality. All deliberations of the Honor Council shall be kept confidential. Any violation of this confidentiality is itself considered a violation of the Honor Code. While a proceeding is pending under the Honor Code, all information pertaining to an Honor Board Hearing or an Administrative Hearing and any appeals shall be documented and stored in a file available only to members of the Honor Council, the Honor Code Administrator, and the Dean of the Goizueta Business School. The accused student's Honor Code file constitutes a student record.

The accused student's permanent academic record at the Goizueta Business School shall include a summary of the case and its resolution only if the final resolution involves a finding of academic misconduct. A final resolution is either (a) a resolution from an informal procedure reached by the faculty member and not rejected by the accused student, or (b) a resolution from a formal procedure reached by the Honor Board or Administrative Hearing Panel. In case of an appeal, the final resolution shall be the one reached by the Dean of the Goizueta Business School.

The Honor Code Administrator shall keep a copy of the items included in the accused student's permanent academic record for five (5) years from the end of the academic year in which the final resolution is reached, as well as a transcript or detailed information about Honor Board Hearing or Administrative Hearing proceedings,

correspondence involving the Honor Code Administrator and parties to the case, and any other records that the Honor Code Administrator deems useful in executing his or her duties.

ANNUAL REPORT

The Honor Council and the Honor Code Administrator shall submit jointly by October 1 of each year to the Goizueta Business School's Education Committee a summary report of all formal and informal proceedings (with accused students' de-identified information) involving the Honor Code during the preceding academic year. The report shall include the names and program or area affiliations of all members of the Honor Council, the frequency and nature of meetings held by the Honor Council, the nature of educational and outreach activities carried out by the Honor Council, and sufficient qualitative and quantitative information about the nature of cases reported and processed (including outcomes, resolutions, sanctions, and appeals) to allow the Education Committee to evaluate the extent of academic misconduct at the Goizueta Business School and formulate recommendations, if needed, to the Dean.

AMENDMENTS

This Honor Code shall be amended by an affirmative vote of (1) a simple majority of Goizueta Business School faculty members participating in an Honor Code referendum and (2) a simple majority of Goizueta Business School students participating in an Honor Code referendum. Both faculty and student majorities are needed for the amendment to pass. The adoption of the new Honor Code shall become effective after publication and notice of the results of the referendum. A proposed amendment shall be submitted in writing to all Goizueta Business School faculty and students at least five (5) business days before the date of a scheduled referendum.

This version of the Goizueta Honor Code is effective October 12, 2018, having been adopted by referendum on October 11, 2018. It supersedes all prior version of the Goizueta Honor Code.

MISCELLANEOUS

Delegation of duties.

Whenever "Dean" appears on this Honor Code, each shall include any person designated by the Dean to act on his or her behalf.

Whenever "Chair of the Honor Council" appears on this Honor Code, each shall include any person designated by the Chair of the Honor Council to act on his or her behalf.

Whenever "Chair of the Student Honor Council" appears on this Honor Code, each shall include any person designated by the Chair of the Student Honor Council to act on his or her behalf.

Whenever "Chair of the Faculty Honor Council" appears on this Honor Code, each shall include any person designated by the Chair of the Faculty Honor Council to act on his or her behalf.

Whenever "faculty member" appears on this Honor Code, each shall include any person designated by the faculty member to act on his or her behalf, including teaching assistants and examination proctors.

Whenever “Honor Code Administrator” appears on this Honor Code, each shall include any person designated by the Honor Code Administrator to act on his or her behalf.

This Honor Code is based in part on Gary Pavela, “Applying the Power of Association on Campus: A Model Code of Academic Integrity,” *Journal of College and University Law*, vol. 24, no. 1, 1997, pp. 97–118. This Honor Code also borrows heavily from Emory College’s Honor Code (version effective January 10, 2017).

GRADUATE STUDENT CONDUCT CODE —

Emory University is an institution dedicated to providing educational opportunities for its students, transmitting and advancing knowledge, and providing a wide range of services to both students and the general community. To accomplish these objectives and responsibilities requires that the University be free from violence, threats, and intimidation; protective of free inquiry and dissent; respectful of the rights of others; open to change; supportive of democratic and lawful procedure; and dedicated to intellectual integrity and the rational approach for the resolution of human problems.

The tradition of the University as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in that protection of intellectual freedoms: the rights of professors to teach; of scholars to engage in the advancement of knowledge; of students to learn and express their views.

Because of these objectives, the University community is necessarily pluralistic and its constituent elements varied and diverse. A system is necessary to provide the proper balance between the academic freedoms allowed by a member of the University and his or her responsibility as a citizen of the University community. For this purpose, and in accordance with the bylaws of the University, the President of the University has defined the interests of the University community to be promoted and protected by such a system and has delegated to the Dean of Goizueta Business School the responsibility of designing and maintaining a conduct code.

The Goizueta Business School Graduate Code of Conduct (Code) may be reviewed annually and changes require the approval of the Dean of the Goizueta Business School (Dean) and the Chair of the Conduct Council (Chair). Provisions of this Code may be revised, supplemented, or amended at any time by action of the appropriate Goizueta Business School authorities approved by the Dean.

COVERAGE

The Goizueta Business School Graduate Student Code of Conduct is the University's policy regarding non-academic conduct offenses of graduate students in the Goizueta Business School. Academic discipline of students is not covered by this Code, but rather falls within the jurisdiction of the Goizueta Honor Code.

BASIC EXPECTATIONS/INHERENT AUTHORITY

The primary purpose for the imposition of non-academic discipline in the University setting is to protect and preserve the quality of educational environment in the campus community. This purpose entails several basic expectations:

- a. That the University community assumes high standards of courtesy, integrity, and accountability in all of its members.
- b. That each student is accountable for his/her conduct and that continuation as a student is conditional upon compliance with the requirements of student conduct expressed or implied in this Code.
- c. That matters of alleged misconduct that fall under this Code will be handled under this Code.

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Accordingly, in emergency situations, the Dean has full authority to deal with student conduct according to the exigencies of the emergency and for its duration.

The University is not designed or equipped to rehabilitate students who do not abide by this Code. It may be necessary to remove those students from the campus and to sever the institution's relationship with them, as provided in this Code.

CONFIDENTIALITY

Students' conduct records are confidential and will not be released outside the University without the student's specific written permission, except as provided by applicable law.

DEFINITIONS

When used in this Code:

1. The term **complainant** can be used to refer to a person, a group, an entity, or the University. When the complainant is a group, the University, an entity, or a single person may be appointed by that body to represent it.
2. The term **consent** means freely given agreement by a competent person. A person is incompetent to give consent when that person is under such incapacity that he or she does not appreciate the nature of the consent.
3. The term **days** means calendar days.
4. The term **distribution** means giving, selling, or exchanging.
5. The term **group** means a number of persons who are associated with each other who have not followed University requirements for recognition as an organization.
6. The term **hearing body** means any person(s) authorized by the Dean to hold a disciplinary hearing, to determine whether a student has violated the Code, and to impose sanctions. This term includes the Goizueta Conduct Council.
7. The term **Conduct Officer** means any person(s) authorized by the Chair to have preliminary meetings, conduct investigations, hold conduct hearings, and determine whether a student has violated the Code as well as recommend sanctions. This term includes the Chair of the Conduct Council.
8. The term **organization** means a number of persons who have followed the University requirements for recognition.
9. The terms **notify in writing** or **transmit in writing** mean to mail (U.S. or campus) written notice to the student's most recent address of record, to hand deliver written notice to the student in person, or to send via electronic mail.

10. The term **sexual conduct** means vaginal intercourse, anal intercourse, fellatio, cunnilingus, touching of the genitals, breast, buttocks, or inner thighs, or the clothing covering such, or any other physical conduct or touching of a sexual nature.
11. The term **student** means any person pursuing undergraduate or graduate studies at the University. At the discretion of the Dean, the term may be extended to mean: (1) a person not currently enrolled who was enrolled in the fall, spring, or summer term preceding the alleged violation, or (2) a person who, while not currently enrolled, has been enrolled in Emory University and may reasonably seek enrollment at a future date, or (3) a person who has applied or been accepted for admission to Emory University and may reasonably be expected to enroll.
12. The term hazing is consistent with its definition in the University Anti-Hazing Policy which is any action or situation created by an individual or group that inflicts, intends to inflict, or has the potential to inflict emotional and/or physical harm, or that may demean, degrade, disgrace, embarrass, harass, or humiliate any person regardless of location, intent, or consent of participants for the purpose of initiation into, affiliation with, admission to, holding office in, or as a condition for continued membership in a group, team, club, or other organization. This definition includes any action which serves to subject a student to an activity which endangers or is likely to endanger the physical health of a student, or coerces the student through the use of social or physical pressure to consume any food, liquid, alcohol, drug, or other substance which subjects the student to a likely risk of vomiting, intoxication, or unconsciousness regardless of a student's willingness to participate in such activity.
13. The terms **University** and **institution** mean Emory University.
14. The term **University premises** means buildings or grounds owned, leased, operated, controlled, affiliated with, or supervised by the University.
15. The term **University-sponsored activity** means any activity, on or off campus that is initiated, aided, authorized, or supervised by the University.
16. The term **weapon** means any object or substance designed to inflict a wound, cause injury or incapacitate, including, but not limited to, all firearms, pellet guns, BB guns, switchblade or gravity knives, clubs, blackjacks or brass knuckles, or ice picks.
17. References to the Dean of Goizueta Business School include his or her designee.

VIOLATIONS OF THE LAW AND THIS CODE

Students may be accountable to both civil authorities and to the University for acts that constitute violations of the law and this Code. Those accused of violations of this Code are subject to the University disciplinary proceedings outlined in this Code while criminal, civil, or other University proceedings regarding the same conduct are pending. Accused students may not challenge the University disciplinary proceedings outlined in this Code on the grounds that criminal charges, civil actions, or other University proceedings regarding the same incident are pending may be initiated, or have been terminated, dismissed, reduced, or not yet adjudicated. The University will refer matters to federal, state, and local authorities when appropriate.

PROHIBITED CONDUCT

Each Goizueta graduate student may be subject to this Code whether misconduct occurs on University premises, at University-sponsored activities, or at any location off-campus when such conduct is brought to the attention of the University. It is neither possible nor necessary to specify every instance of misconduct that could result in disciplinary action against a student. The following list includes, but is not limited to, conduct which may subject a student to disciplinary action.

- a. Attempting, assisting, or encouraging any conduct prohibited by this Code.
- b. Causing physical harm to any person, or causing reasonable apprehension of such harm.
- c. Disorderly or indecent behavior, including destroying or damaging University property or the property of others.
- d. Engaging in conduct directed at a specific person or persons that seriously alarms or intimidates such person or persons and that serves no legitimate purpose. Such conduct may include: explicit or implicit threats, including gestures that place a person in reasonable fear of unwelcome physical contact, harm or death; following a person about in a public place or to or from his or her residence; making remarks in a public place to a specific person that are by common usage lewd, obscene, expose a person to public hatred, or that can be reasonably expected to have a tendency to cause acts of violence by the person to whom the remark is addressed; or communicating anonymously by electronic mail or voice mail or graphic means or making a telephone call anonymously whether or not a conversation ensues.

- e. Violations if any student or student organization is found violating the [University Anti-Hazing Policy](#). All students are required to abide by Georgia laws, ordinances, and regulations pertaining to hazing.
- f. Engaging in sexual conduct with another person without the consent of that person.
- g. Violations of the [University's Policy 8.2 Sex and Gender Based Harassment and Discrimination Policy](#), which includes sexual harassment.
- h. Initiating or causing any false report, warning, or threat of fire, explosion or other emergency.
- i. Misrepresenting information or furnishing false information, such as on a resume or cover letter, to the University or its representatives or members of the community or potential employers.
- j. Forgery, alteration, misrepresentation, counterfeiting, or misuse of any University or other document, instrument of identification, or access device.
- k. Unauthorized distribution of alcoholic beverages or possession of alcoholic beverages for the purposes of distribution.
- l. Possession or use of alcoholic beverages by an individual under 21 years of age; or providing alcoholic beverages to an individual under 21 years of age or to one who is noticeably intoxicated. Possession or consumption of alcohol in the public areas of the residence halls is also prohibited.
- m. Unauthorized possession of an open container of an alcoholic beverage.
- n. Taking any action or creating any situation that endangers another's mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiating into or affiliation with any organization or group.
- o. Appearing in a public place manifestly under the influence of alcohol or a controlled or other intoxicating substance, particularly when there is danger to self, others, or property or there is unreasonable annoyance to person(s) in the vicinity.
- p. Unauthorized distribution, possession, or use of any controlled substance or distribution, possession, or use of any illegal drug.
- q. Unauthorized use, possession, or storage of any weapon.
- r. Unauthorized use or possession of fireworks or incendiary, dangerous, or noxious devices or materials.
- s. Unauthorized presence on or use of University premises, facilities, or property, including camping, building a fire, or use of an unauthorized heating, cooking, or electrical device.
- t. Intentionally or recklessly misusing or damaging fire or other safety equipment.
- u. Exposing one's own genitals, buttocks, or breasts in a public place, unless specifically authorized for activities such as theater productions or classes.
- v. Theft or misuse of property or services on University premises, at University-sponsored activities, or from University organization(s) or group(s), or knowing possession of stolen property or use of stolen services on University premises, at University-sponsored activities, or from University organization(s) or group(s).
- w. Substantially interfering with the freedom of expression of others.
- x. Interfering with normal University functions, University-sponsored activities, or any function or activity on University premises including, but not limited to, studying, teaching, public speaking, research, University administration, or fire, police, or emergency services.
- y. Disregarding or failure to comply with the directive of a hearing body or University official, including a campus police officer acting in the performance of his or her duties.
- z. Disruption of University or other computer systems (e.g. spamming); unauthorized alteration, disclosure, gaining or providing unauthorized access; or destruction of University or other computer systems or material; improper access to University or other computer files and systems; or violation of copyright or proprietary material restrictions connected with University or other computer systems, programs, or materials.
- aa. Violation of any government laws or ordinances, or of any University or individual school rules, regulations, or policies. Such [University rules, regulations, or policies](#) shall include, but are not to be limited to, the regulations and policies contained in the: University Housing Agreement, Campus Life materials, University's Policy 8.2 Sex and Gender Based Harassment and Discrimination Policy, Alcohol and Drug Abuse Policy; as well as regulations relating to entry (opening and closing hours) and use of University facilities; Information Technology Division (ITD) policies; traffic and parking regulations; regulations and policies on the sale, consumption or misuse of alcoholic beverages; and on the misuse of identification cards.
- bb. Falsification, distortion, or misinterpretation of information before a hearing body.
- cc. Disruption or interference with the orderly conduct of disciplinary hearing proceedings.
- dd. Knowingly instituting disciplinary proceedings without cause.

- ee. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system.
- ff. Attempting to influence the impartiality of a member of a disciplinary body prior to or during the course of the disciplinary proceeding.
- gg. Harassment (verbal or physical) or intimidation of a member of a disciplinary body prior to, during or after a disciplinary proceeding.
- hh. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this policy.
- ii. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.
- jj. Violating confidentiality agreements on Honor or Conduct Code cases.

STUDENT CONDUCT HEARING BOARDS

Goizueta Conduct Council:

The Goizueta Conduct Council is established to hear non-academic, graduate student conduct cases from the Goizueta Business School. The Goizueta Conduct Council is composed of:

- a. a Chair, appointed by the Dean, who shall be a faculty or staff member, but not a voting member of the Council, except in cases of a tie;
- b. two voting faculty or staff members, one of whom serves as a recording secretary during hearings;
- c. two voting graduate student members.

There shall be a pool of Council members. The pool of faculty or staff members shall be from the Business School and approved by the Dean. The pool of graduate students shall be from the Business School, appointed by the Dean. The Council must have a minimum of three members present in order to convene. If alternates are not available from the pool of Council members and a quorum cannot be reached, substitutes may be appointed as described above.

Goizueta Conduct Appeal Board:

The Goizueta Conduct Appeal Board will be established, when needed, to hear appeals from cases heard by any hearing body. The board shall be composed of:

- a. two voting faculty or staff members from the Business School, approved by the Dean.
- b. one voting graduate student appointed by the Dean.

Substitutes may be selected as described above.

CONDUCT PROCEDURES

Anyone wishing to report an alleged incident of misconduct under this Code may make such report to the Dean or Director of Program. The Dean or Director of the Program will forward the report to the Chair of the Conduct Council. A determination whether action should be taken in response to a report will be made by the Chair. If it is determined that further action should be taken, the case will be assigned to a Conduct Officer by the Chair or the Chair may serve as the Conduct Officer.

The Dean's Office will notify the student in writing that he or she must make an appointment for a preliminary meeting within five (5) days of the date on the written notice. Failure to schedule or attend this preliminary meeting will automatically result in formal charges as described below.

The Conduct Officer will hold a preliminary meeting with the accused student to review the report as well as ascertain the accused student's perspective of the incident. The Conduct Officer will refer the student to the Goizueta Graduate Code of Conduct. In this meeting, the accused student will be asked to decide whether or not s/he wishes to accept responsibility for having violated the Code of Conduct.

If the accused student accepts responsibility for having violated the Code of Conduct and thereby waives the option of a hearing, the Conduct Officer shall recommend appropriate sanction(s).

If a student does not accept responsibility to having violated the Code of Conduct, the Conduct Officer will conduct an investigation to determine if the matter should proceed to formal charges, or if it can be disposed of administratively by agreement of the parties involved on a basis acceptable to the Conduct Officer.

If the matter is not resolved, the Conduct Officer will then meet again with the accused student and present the student with a letter stating the formal charges. A copy of documents relevant to the case will be given to the accused student and the complainant at least seven days in advance of the hearing. These formal charges will be referred for a hearing and a copy of documents relevant to the case will be forwarded to the appropriate hearing body. The Goizueta Conduct Council serves as the hearing panel to determine the appropriate sanction(s), if any.

In cases pertaining to student organizations, the president shall represent the organization during all conduct proceedings.

If an accused student or organization fails to respond to any notification in writing concerning the conduct process, the case will be automatically referred to a hearing with the Goizueta Conduct Council.

The University reserves the right to place a "hold" on the diploma, degree certification, official transcripts, or registration of a student who has been charged with a conduct violation under this Code even though he or she may have completed all academic requirements. The diploma, degree certification, official transcripts, or registration may be withheld until the conduct charges have been resolved and/or sanctions as well as other conduct obligations completed.

HEARING PROCEDURES

The Chair or Conduct Officer may require any student of the University to attend and/or testify at any hearing or meeting regarding a conduct matter that is covered under this Code. The Dean or Chair may request faculty or staff members to attend and/or testify at a hearing or meeting or furnish a written statement.

Notification in writing of a hearing before a Conduct Officer, or the Goizueta Conduct Council, as well as the date and time of this hearing will be sent to the student/organizational president at least seven (7) calendar days before the scheduled date of the hearing. At this hearing, a decision of "in violation" or "not in violation" will be made, based upon the available information and evidence presented at the hearing, with or without the accused being present. If it is determined that a violation has occurred, a sanction will also be determined, and the student/organizational president will be notified in writing.

Whenever a hearing is to be held regarding an alleged incident of misconduct under this Code, the accused student/organizational president and the complainant, if any, shall be given at least seven (7) calendar days written notice of the charges alleged against the accused student and of the date, time, and place of the hearing.

The hearing shall be conducted by the appropriate hearing body (Conduct Officer) and all may require witnesses to testify at the hearing. Rules of evidence that apply in courts of law shall not apply in such hearings. The hearing shall be closed to everyone except the hearing body, appropriate staff, the accused student/organizational president, complainant, advisors to the accused student/organizational president and the complainant, as well as witnesses during the actual time of their testimony.

As used in the remainder of the Section and the following Section, references to the Conduct Council and the Chair shall also refer to the Conduct Officer.

The accused student/organizational president and the complainant may be assisted by one advisor of his/her choice. The advisor must be a member of the Goizueta Business School faculty or staff, or a student currently enrolled at the graduate level. The advisor may not be an attorney. Exceptions will be considered by the Dean.

The advisor acts as either the complainant's or accused student's support person during the hearing. The advisor may assist the student in the preparation prior to the hearing but may not speak during the hearing.

Advisors are allowed to:

a. Be present at the hearing until such time as the hearing body retires to deliberate the decision. However, if either the accused student, complainant, or the advisor fails to appear at the hearing, the hearing may be held in the absence of either or both.

Both the complainant and the accused student/organizational president are allowed to:

a. Be present at the hearing until such time as the hearing body retires to deliberate the decision. However, if either the accused student/organizational president, complainant, or the advisor fails to appear at the hearing, the hearing may be held in the absence of either, all, or both.

b. Present tangible and documentary evidence; and evidence by witness, or by signed written statements of witnesses who do not attend the hearing, including the signed written statements of the complainant or the accused. If witnesses fail to appear, the hearing shall be held in their absence. It is the responsibility of the accused student and the complainant to notify any additional witnesses not called by the hearing body. Additional witnesses must have the prior approval of the Chair of the hearing body. All witnesses should be notified of the date, time, and place of the hearing.

c. Question all witnesses who give evidence at the hearing directly or through written questions presented through the Chair.

The Chair of the respective Council or Conduct Officer shall have final decision on what evidence may be presented and the tone of questioning. The Chair/Conduct Officer may decide to stop questions at any time.

HEARING DECISIONS - Conduct Officer, Goizueta Conduct Council

The Conduct Officer or Goizueta Conduct Council shall deliberate and decide whether the accused student/organization has violated the Code. These hearing bodies determine whether a violation occurred based on whether there is a preponderance of evidence. The hearing body may decide that the student/organization is in violation of a less serious offense than that originally charged. A determination that a student/organization has violated the Goizueta Graduate Code of Conduct requires a simple majority vote. In the case of a tie, the Chair shall cast the deciding vote.

If the finding of a violation is determined, the hearing body shall be provided with the record of any previous disciplinary proceedings in which the student/organization was found in violation. On the basis of the hearing and the student's/organization's previous record, a decision will be made regarding sanctions by a simple majority vote. In the case of a tie, the Chair shall cast the deciding vote.

Sanctions are based upon the circumstances of the incident, seriousness of the matter, and conduct history of the student or organization.

Whether the Conduct Officer, or the Goizueta Conduct Council acts as the hearing official, a written decision will be issued in a reasonable time after the date of the hearing. This decision includes: 1) a statement of charges; 2) a summary of the facts in the case; 3) the decision; 4) a brief statement of the hearing body's reasoning; and, if a violation is found, 5) sanction(s).

All decisions of the Goizueta Conduct Council or Conduct Officer shall be reviewed for completeness by the Dean.

The accused shall receive written notice from the Dean's Office of the outcome of the hearing as described above and will also receive information on the option of an appeal. To the extent permitted by law, the complainant shall also receive written notice of the outcome of the hearing.

SANCTIONS - Conduct Officer, Goizueta Conduct Council

The following sanctions, singularly or in combination, may be imposed upon any student or organization found to have violated the Code of Conduct:

a. Warning: A notice in writing to the student that the student has violated institutional regulations and must cease and not repeat the inappropriate action.

b. Probation: A written reprimand for violation of specified regulations. Probation may be either university probation and/or residence hall probation. For student organizations, probation may include social probation. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any institutional regulation(s) during the probationary period. University probation signifies if there are additional violations, a student may place his/her status at the university in jeopardy. Residence hall probation signifies if there are additional violations, a student may place their housing status in jeopardy.

c. Loss of Privileges: Denial of specified privileges for a designated period of time. This sanction may include, for example, denial of the right to represent the university in any way, use of campus facilities, or denial of parking privileges.

d. Restitution: Compensation for loss, damage, or injury. This may take to form of service, monetary compensation, or material replacement.

e. Educational Sanctions: Work assignments or service to the University or community.

f. Residence Hall Suspension: Separation of the student or organization from the residence halls for a definite period of time, after which the student or organization may be eligible to return. Conditions for readmission may be specified. (Note: This is in addition to the residence hall suspension referred to in the Graduate Housing Agreement. This Agreement provides that temporary, permanent, or immediate suspension may be imposed upon a student by the Director of Residence Life or Assistant Vice President of Housing at any time when there is reason to believe, based on available facts, that the student represents a threat to the safety, health, or welfare of herself/himself, other persons or property.)

g. Suspension: Separation of the student or organization from the University for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.

h. Expulsion: Permanent separation of the student or organization from the University.

i. Other: Other sanctions as deemed appropriate by a hearing body.

Sanctions are based upon the circumstances of the incident, seriousness of the matter, and conduct history of the student or organization.

Conduct sanctions (f) Residence Hall Suspension, (g) Suspension, and (h) Expulsion shall be entered permanently on a student's record and appear on his or her transcript. Sanction (b) University Probation shall be entered on a student's record for the term of the probation. If sanction (f), notify University Housing and Registrar's office; if sanction (g), notify Registrar's office; if sanction (h), notify Registrar's office, University Housing, and University Parking.

APPEALS

The accused student or student organization may appeal decisions rendered by the Chair, Conduct Officer, or the Goizueta Conduct Council to the Goizueta Conduct Appeal Board.

To initiate an appeal, the accused student or student organization must submit a signed, written statement of the specific reason(s) to the Dean within seven (7) days of receipt of the hearing decision. The Dean will convene the Board for the appeal meeting.

The Appeal Board will review the documents pertaining to the case to determine:

1. Whether or not the hearing was conducted in accordance with the procedures outlined in this Code of Conduct.
2. Whether or not the interpretation of the Code was appropriate.
3. Whether or not the sanction(s) imposed were appropriate.

After reviewing the documents pertaining to the case, the Goizueta Conduct Appeal Board will issue a written review of the hearing decision within a reasonable period of time from the receipt of the request for review. The Goizueta Conduct Appeal Board shall recommend one of the following courses of action:

1. Affirm the hearing decision.
2. Affirm the findings of the hearing decision but recommend a different sanction.
3. Remand the case to the Dean to assign a hearing body to conduct a new hearing.

The recommendation of the Goizueta Conduct Appeal Board shall be referred to the Dean. After considering the recommendation from the Appeal Board, the Dean shall make a decision on the appeal. This decision shall be final. No additional appeals may be made.

NOTIFICATION

The Council will publish summary results of the cases heard by the Conduct Council, either electronically or distributed directly to students. The disclosure shall include the number of allegations and the number of students receiving sanctions. Under no circumstances should names of the individuals involved be disclosed in these publications.

RETENTION OF CONDUCT RECORDS

The Dean's Office of Goizueta Business School shall maintain files on all graduate student conduct reports, records, and hearing proceedings with strict confidentiality.

EMORY SEXUAL MISCONDUCT POLICY

Overview

Emory University is committed to maintaining an environment that is free of unlawful harassment and discrimination. Thus, in accordance with federal law and its commitment to a fair and open campus environment, Emory cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, sex, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law.

Title IX of the Educational Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Emory fosters a safe learning and working environment that supports academic and professional growth of students, staff, and faculty and does not tolerate sexual misconduct in its community and will take prompt action when misconduct occurs.

This Policy covers sexual misconduct committed by Emory University students. Sexual misconduct is a form of sexual harassment that is prohibited under federal law and the Emory University Equal Opportunity and Discriminatory Harassment Policy (Policy 1.3). Sexual misconduct can occur in many forms, including, but not limited to, sexual harassment, domestic violence, dating violence, intimate partner violence, sexual assault, and stalking.

The university will take seriously every allegation or report of sexual misconduct received. Emory University's response is intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough, and equitable manner.

Concerns, complaints, or questions relating to this Policy may be directed to the staff members listed below:

Judith Pannell
Title IX Coordinator for Students
404-727-4079; jpanne2@emory.edu

Yolanda Buckner
University Title IX Coordinator
404-727-47178205; Yolanda.buckner@emory.edu

Questions may also be directed to the Goizueta Business School Deputy Title IX Coordinator, Harriett Ruskin (404-727-6644; harriett.ruskin@emory.edu).

The full policy can be found at: <http://policies.emory.edu/8.2>.

EMORY EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT POLICY

Overview

EMORY UNIVERSITY NONDISCRIMINATION STATEMENT

Emory University is an inquiry-driven, ethically engaged, and diverse community dedicated to the ideals of free academic discourse in teaching, scholarship, and community service. Emory University abides by the values of academic freedom and is built on the assumption that contention among different views is positive and necessary for the expansion of knowledge, both for the University itself and as a training ground for society at large. Emory is committed to the widest possible scope for the free circulation of ideas.

The University is committed to maintaining an environment that is free of unlawful harassment and discrimination. Pursuant to the University's commitment to a fair and open campus environment and in accordance with federal law, Emory cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law. Emory University welcomes and promotes an open and genuinely diverse environment.

This policy is a republishing of the Emory University Equal Opportunity and Discriminatory Harassment Policy, which previously was published at:
<http://www.emory.edu/EEO/equalopportunitydiscriminatoryharassment.htm>

This policy also supersedes and retires Policy 8.6, Grievance Procedures – Employee and Student Complaints of Discrimination, and unifies the grievance process. The effective date represents only the date that this version was published on policies.emory.edu and does not reflect the original effective date of this policy.

Applicability

This Policy shall apply to persons who are employees and students of Emory University, vendors, contractors, guests, patrons, and other third parties participating in any Emory-sponsored event or program, whether on or off campus, and to such persons in other situations in which the respondent is acting as a member of the Emory community.

Complaints against Students

Students are bound by the principles outlined in this policy. However, complaints against students (when acting in the capacity as a student) shall be resolved under the Conduct Code provided by that student's school or college unless the student's school or college conduct code provides otherwise. Investigation of complaints against students who are acting in the capacity of an employee shall be conducted by the Director of Office of Equity and Inclusion (OEI) and/or the Title IX Coordinator, or his or her designee, who shall report his or her findings and recommendations to the Senior Vice President and Dean for Campus Life and the Dean of the school or college in which the student is enrolled.

Sexual Harassment Complaints against Students

Sexual Misconduct is a form of gender discrimination prohibited by Title IX of the Education Amendments of 1972. Title IX specifically prohibits sexual harassment and sexual misconduct in the educational setting. Emory University has adopted a separate Sexual Misconduct Policy, University Policy 8.2 that applies to student-on-student allegations or allegations in which the respondent is a student. Policy 8.2 explains how to report allegations of sexual misconduct and sets forth detailed procedures designed to provide a fair process for parties when students are involved in allegations of sexual misconduct.

The full policy can be found at: [<http://policies.emory.edu/1.3.>]

EMORY CONFIDENTIALITY AND RELEASE OF INFORMATION ABOUT STUDENTS

Overview

Emory University, like other institutions of higher education, accumulates and maintains records concerning the characteristics, activities and accomplishments of its students. Because the University recognizes the student's right of privacy, a policy regarding the confidentiality of the information which becomes a part of the student's permanent records and governing the conditions of its disclosure has been formulated and adopted. This policy reflects a reasonable balance between the obligation of the University for the protection of the rights and privacy of the student and its responsibility to society

Applicability

Emory University is committed to protecting students from improper disclosure of private information. In order to do so, the University must make every endeavor to keep the student's record confidential. All members of the faculty, administration and clerical staff must respect confidential information about students which they acquire in the course of their work. At the same time the University must be flexible enough in its policies not to hinder the student, the institution or the community in their legitimate pursuits.

The full policy can be found at: <http://policies.emory.edu/8.3>.

Emory University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, doctorate, and professional degrees. Questions about the accreditation of Emory University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

ALUMNI RESOURCES

Your alumni network consists of over 23,000 Goizueta alumni and you are now part of the 150,000 Emory University alumni living and working around the world. No matter where you live, what you do, or when you graduate, you receive a host of services and alumni-exclusive resources. Explore the range of benefits available to you.

Goizueta alumni resources: <https://goizueta.emory.edu/alumni/resources>
Emory Alumni Association resources: [www.engage.emory.edu]

Alumni Network

Connect with fellow alumni

- Register for the Alumni Directory
- Update your Alumni information
- Set up your Alumni Email
- Stay connected with classmates
- Alumni Networks
- Affinity and Professional Groups

Professional Development and Enrichment

Enhance your career

- Discount on Executive Education classes
- Access to Goizueta Alumni Career Services with the Graduate Career Management Center
- Access to Alumni Publications and the Goizueta Business Library
- Library Research and databases
- Lifelong Learning Tools

Alumni Perks:

- **Cool stuff you have access to [<https://www.alumni.emory.edu/benefits/index.html>]**
- Emory License Plate
- University Transcripts
- Miller-Ward Alumni House
- Princeton Club
- Emory Travel Program
- Shopping Discounts, Credit Cards, Insurance and much more

There are also many ways to stay connected to Goizueta Business School as an alum. The Office of Alumni Engagement and Advancement (AAE) is committed to delivering quality assistance for our alumni and strengthening their relationship with Goizueta Business School after graduation. You are encouraged to reach out anytime as a student or alum with questions, comments, or suggestions at GBSalumni@emory.edu. You can also reach out to any team members here: <https://goizueta.emory.edu/alumni/contact>.

THINGS TO KNOW

Emory Facts

Six U.S. senators, five Pulitzer Prize winners, 17 Rhodes Scholars, 22 members of the U.S. House of Representatives, and 32 bishops of the United Methodist Church have graduated from Emory, including 2020 Olympic Gold Medalist 17C Andrew Wilson

Goizueta Lingo

Cohort

This is the group that you entered the program with. You will take core classes and graduate with your cohort class.

25Live

This is the room reservation system. Students can use the system to reserve breakout rooms for study or meeting sessions outside of class weekends. The program office reserves all classrooms and break out rooms for you during your class weekends.

Nameplate

This is like a nametag that you take to class and place in front of you so that professors know who you are. Your nameplate will be provided to you at the start of the program by the MAF Program Office.

EmoryCard

The EmoryCard is your student ID card. You must keep your student ID card with you at all times. The student ID card can be used for checking out books from the library, printing privileges, and entry into the Gym.

WoodPEC (Woodruff PE Center)

The Gym

DUC as in “duck” (Dobbs University Center)

The DUC is located in the center of campus and is home to a large food court, a post office, multi-purpose meeting spaces and student lounge. Hours: 7:30am-1am

The Fine Print

The above stated policies and procedures are those adopted by Emory University and the Goizueta Business School and combined in one document for the convenience of MAF Students. To the best of our knowledge, all materials contained within this document is up to date and accurate. However, if a university policy would change prior to this guide being updated, the Official Emory University and/or Goizueta Business School policy would always take precedent over what is stated in this guide.

NON-DISCRIMINATION POLICY

Emory University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Georgia State laws, regulations, and executive orders regarding non-discrimination and affirmative action in admissions, educational programs and employment. Emory University does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.

FORMS – PLEASE SIGN AND RETURN

USE OF EMORY LIBRARIES' LICENSED ELECTRONIC RESOURCES

Emory University Libraries license electronic resources (e.g. databases, electronic journals, e-books, etc.) for use by current Emory University faculty, students and staff. The use of licensed electronic resources is for academic courses and research, career/interview research and personal enrichment only. Using databases for commercial purposes and current employers (including sponsored students) is prohibited. This policy applies to all Emory Libraries' licensed electronic resources, whether they are accessed on or off campus. [[Proper Use of Licensed Databases](#); [Examples of Appropriate and Inappropriate Use](#)]

Emory's ability to provide access, authorize use, and permit reproduction of licensed electronic resources is governed by contractual license agreements and U.S. Copyright Law. Misuse or violation of these restrictions may result in the termination of access to the electronic resource; each user is responsible for complying with the terms and conditions of these licenses and may be liable for any copyright infringement he or she may commit.

Additionally, you are legally prohibited from:

- Systematically downloading, saving, or distributing significant portions of these licensed electronic resources beyond what is allowed by copyright and/or the license.
- Systematically downloading database content using robots, scripts, or other software programs.

Failure to comply with [Emory's Library Licensed Electronic Resources Conditions of Use policy](#) may have legal consequences and may result in suspension or termination of access; and disciplinary actions in accordance with applicable university policy. [[Honor Code](#); [Copyright Policy](#); [IT Conditions of Use Policy](#); [Libraries' Code of Conduct](#)]

Statement of Intent

I will not use robots, scripts, or other software programs to generate searches and mine content.

I will not systematically download, save or distribute significant portions of these electronic resources beyond what is allowed by copyright and/or the licensing agreement.

I understand that my use of the Goizueta Business Library and other Emory Libraries' licensed databases is restricted to appropriate academic research, career/interview-related research, and personal enrichment.

I will not use the Goizueta Business Library and other Emory Libraries' licensed databases for any other activities, including but not necessarily limited to my current employer, or internship.

This policy applies to all Emory Libraries' licensed electronic resources, whether they are accessed on or off campus.

I understand that the information in the databases is copyrighted and that even use for academic or personal applications must comply with the copyright laws.

Signature

Date

Name (Printed), Program, and Expected Graduation (Month/Year)



EMORY

GOIZUETA
BUSINESS
SCHOOL

MAF HANDBOOK ACKNOWLEDGEMENT FORM

NAME: (Please Print): _____

I have read and understand the MAF Policies & Procedure Student Handbook.

I understand there are consequences associated with each of the following: *(Please Initial each item below)*—

- _____ Failing to meet the continuation standards.
- _____ Violating the Honor Code.
- _____ Failing to meet adhere to the Graduate Student policy on professional conduct.
- _____ Violating Emory’s sexual misconduct (Title IX) and discriminatory harassment policies.
- _____ Taping and dissemination of class and program materials.
- _____ Failing to adhere to the Library database policy.
- _____ Failing to follow MAF Finance Lab Rules and Etiquette

Signature

Date

Accepted by (Program Office)

Date

Emory Masters of Analytical Finance

Photo Release Form

For marketing and promotional purposes, Emory University (“Emory”) will post pictures taken of students attending Masters of Analytical Finance program-related events on social media channels such as Instagram, Facebook and LinkedIn.

I consent to Emory posting pictures taken of me at Masters of Analytical Finance program-related events on social media channels such as Instagram, Facebook and LinkedIn.

Printed Name:

Signature:

Date: ____ / ____ / ____