

Emerson College
Student-Athlete Handbook
2008-2009 Academic Year

Emerson Mission Statement

“Emerson College is committed to excellence in education for communication and the arts. Founded on the study of oratory and the performing arts, Emerson’s distinctive undergraduate and graduate curricula have expanded. We continue to challenge students to think and express themselves with clarity, substance and insight, instilling the highest professional standards through rigorous academic inquiry and experiential learning. Its specialized major and external programs are based in and integrated with the liberal arts and interdisciplinary study, and are informed by a set of core values: freedom of expression, diversity of perspective, cultural awareness, integrity, civility, and the responsibility of ethical choice.

Our mission is to inspire students to create and communicate with depth, honesty, courage, and passion, both as professionals in their fields and as informed and articulate participants in society.”

NCAA Division III Philosophy

“Colleges and universities in Division III place highest priority on the overall quality of the educational experience. In so doing, they seek to strengthen the integration of objectives and programs in athletics with academic and developmental objectives and to assure the integration of athletes with other students. To that end, the college places special importance on the impact of athletics on the participants rather than on spectators, and greater emphasis on the internal constituency (students, alumni, faculty, and special friends) than on the general public and its entertainment needs.”

The athletic program is characterized by the following:

1. Participation is encouraged by maximizing the number and variety of athletic opportunities in varsity, club and intramural sports;
2. Participants receive the same treatment as other students. Similarly, athletes are not denied rights and opportunities that would be available to them as non-athletes;
3. The athletic program is controlled, financed and staffed through the same general procedures as other departments of the college;
4. Sports for men and women are given equal emphasis and the desired quality of competition is similar in all sports;
5. Students are supported in their efforts to reach high levels of performance by providing them with adequate facilities, competent coaching and appropriate competitive opportunities with students from similar institutions;
6. Primary emphasis is given to in-season competition, but exceptional teams and individuals may be encouraged through post-season championships. The purpose of the NCAA is to assist its members to develop this approach as the basis for consistent,

equitable competition and to do so in ways that minimize infringement on the freedom of individual institutions to determine their own special objectives and programs.

Athletic Department Mission

The Athletics Department at Emerson College strives first and foremost to enhance academic excellence and personal growth through athletic involvement. Our mission is to create an environment in which student-athletes develop skills for life while achieving competitive success.

Intercollegiate athletics at Emerson will provide men and women the chance to develop a diverse set of core values including teamwork, leadership, high ethical standards, sportsmanship, and self confidence, while stressing the importance of community service.

We are committed to providing coaches who regard themselves as educators, who will motivate each student-athlete to excel in these qualities. Student-athletes are expected to reflect the excellence of Emerson College and contribute to the quality of life on campus.

Emerson College Athletics looks to provide a positive atmosphere where student-athletes are able to display qualities on and off the playing field that can be drawn upon beyond graduation.

Student-athletes are expected to learn:

- To place athletics appropriately in a well-balanced, active life of study, work and play.
- To set reasonable goals, design a plan to accomplish them, and appropriately measure their progress against them.
- To effectively handle success or failure and praise or criticism.
- That respect for opponents and governing rules is the crux of sportsmanship.

INDIVIDUAL SOCIAL ISSUES

Expectations for each student-athlete's behavior are based on the philosophy that participating in NCAA, Division III athletics is a privilege for some rather than a right for all. Abuse of any privilege may result in its removal.

The College is proud of the high caliber of its student-athletes. The Intercollegiate Athletic program is committed to the guiding principles of honesty, integrity, accountability, responsibility, respect, ethical conduct, and teamwork to support student-athletes in their roles as scholars, campus leaders, and community members.

The College expects its student-athletes to demonstrate academic integrity and honesty; to conduct themselves responsibly as members of the campus and larger community, and to strive for the highest degree of athletic excellence and sportsmanship.

Listed below are a few simple rules student-athletes are asked to live by:

- Keep your priorities in mind. The body goes where the mind takes it.
- Sportsmanship shall be defined in accordance with the standards of the NCAA, ECAC, Great Northeast Athletic Conference, and Emerson College. In general, a sportsperson is one who can take a loss or defeat without complaint, a victory without gloating, and who treats opponents with fairness, generosity and courtesy. Sportsmanship is respect for oneself, teammates, coaches, officials, opponents, and property. Sportsmanship also requires maintaining self-control, and refusing to be drawn into or encourage physical conflict not otherwise required by proper execution of the sport. All student-athletes are obligated to represent themselves, the team, the Athletic Department, the college, their families, and their communities, with the highest level of sportsmanship
- Be a positive representation of the entire athletic department in all daily interactions. If you have a problem, work it out in the manner of an educated citizen.
- Appreciate your opportunities to compete against the best in New England. Avoid compromising those opportunities with thoughtless behavior off the court/field.

Code of Conduct

As a member of the student body at Emerson College, each student-athlete must act in accordance with the *Handbook for Students*, as published by the Office of Student Development. In addition, student-athletes are accountable to the following authorities:

- Municipal ordinances, and State and Federal laws, both civil and criminal (“laws”);
- National Collegiate Athletic Association (NCAA);
- Emerson College (EC);
- Department of Athletics;
- Team Rules

Discipline Categories

The following forms of discipline may be used by the Athletic Department for warranted reasons:

- **TEAM RULES:** Coaches and their assistants are granted the capacity to set team rules that provide common experiences for each team member within the parameters and scope of NCAA, Division III philosophy and the mission of Emerson Athletics. All team rules must be submitted to the athletic office prior to the sport’s respective season. Matters that affect only the team and its day-to-day operation are handled within the team structure. However, severe disciplinary actions, such as dismissal from team or prolonged suspension, must be reported to the Athletic Director for the purposes of record keeping, consistency, and appropriateness.

- **STUDENT-ATHLETE:** Once a student is accorded the status of a varsity athlete, he or she is expected to act in accordance with this Code of Conduct until their completion of eligibility, including semester and summer breaks, or such time that he or she is no longer a student-athlete at Emerson College. Students are bound by this Code at the point in which there is intent to enroll at the College. The Athletic Department recognizes that college-aged students may on occasion make inappropriate decisions in their personal lives within our community. Within the bounds of progressive discipline and educational,

experiential learning, it is not the Athletic Department's wish to punish student-athletes twice for the same offense. However, the Department reserves the right to decide if an offense infringes on our mission and integrity and to hand out an appropriate sanction ranging from suspension to removal from the team.

• **TEAM FUNCTION:** An athletic team function is defined as any gathering, whether on or off-campus, formal or informal, where the intent or reason to gather is to conduct business or engage in any athletic or social activity related to the team's purpose, and organized, arranged or initiated by Athletic Department staff, or team members (ie Captain's practice). If any standards established by the governing authorities are violated during a team function, and there is no clear evidence that the team attempted any restraining action through its members, the team will be held responsible and disciplinary action taken.

Any student found to be responsible for any violation of the Emerson College Student Handbook Code of Conduct may be subject to suspension from athletic competition.

Alcohol

- The use, possession and sale of alcohol by persons under the age of 21 is illegal and punishable by the Athletic Department, Dean of Students Office, and the Commonwealth of Massachusetts.
- While not illegal, use of alcohol by student-athletes aged 21 and over presents a risk to the entire Athletic Department's pursuit of excellence and each individual's physical well-being.
- It is well documented that for up to 36 hours after consumption, even small amounts of alcohol in the body can slow reaction time; distort balance, perception and hand-eye coordination; diminish strength and fine motor skills and speed up the onset of fatigue.
- The athletic department feels that the use of alcohol is counter-productive to its mission.

Unacceptable Behavior

1. Drinking and driving a motor vehicle.
2. The use of alcohol by student-athletes, managers, athletic trainers, coaches, or other athletic staff when they are engaged in activities relating to their athletic roles, practices, contests, team trips, team meetings locker room activities, and banquets.
3. Use of alcohol that interferes with academic success or athletic performance, or leads to legal problems.
4. Irresponsible use of alcohol and/or intoxication in a public place (i.e., City of Boston.)
5. Drinking with or providing alcohol or drugs to recruits, including specifically the individual host(s) to whom the individual recruit is assigned.
6. Possession or use of alcohol or drugs under any circumstances in which such possession or use is unlawful.

Tobacco

The use of tobacco products is prohibited by the NCAA for all student-athletes in all sports during practice and competition. While not illegal, use of tobacco products by

student-athletes aged 18 and over outside the athletic arena presents risks to the entire Athletic Department's pursuit of excellence and each individual's physical well-being.

Drugs

The use, possession, and/or sale of chemical substances by those persons not authorized to do so through medical prescription for personal use is forbidden by state and/or federal law. Additionally, the NCAA has determined that certain substances are a dangerous to student-athletes and are banned. A student-athlete who has tested positive for any substance on the list of banned drugs shall be declared ineligible for further participation in postseason and regular-season competition during the time period ending one calendar year after the incident. The list of banned substances can be found at <http://www.ncaa.org>. Click on "Education/Outreach", then on "Drug Testing Program." Each student-athlete is handed this list at the time he or she completes the NCAA Compliance forms.

Gambling Activities

Student-athletes shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Solicit a bet on any intercollegiate team;
- Accept a bet on any team representing the institution;
- Solicit or accept a bet on any intercollegiate competition for any item (e.g. cash, shirt, dinner) that has tangible value; or
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling

Harassment

Harassment is defined as a verbal or physical conduct interfering with an individual's performance or creating an intimidating, hostile or offensive work, education, or living environment. Harassment includes, but is not limited to, slurs, verbal or physical conduct. The College and the Athletic Department prohibit harassment based on, but not limited to, race, color, gender, sexual orientation, national origin, religion, age, or disability.

Sexual harassment is defined as sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made a condition of the individual's education or work, (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decision affecting such individuals, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working, academic, athletic, or living environment. Positive steps will be taken to eliminate harassment when it is discovered and be forwarded to the proper authority.

Persons found in violation of this policy will subject themselves to disciplinary action up to and including dismissal from the College.

Hazing

As required by Massachusetts State Code, Chapter 536 of the Acts of 1985, The State Board of Regents has promulgated HAZING REPORTING REGULATIONS for all colleges in Massachusetts. The Athletic Department is required to inform you of the law and get your team's signed understanding and agreement to comply with the law.

Applicable sections of the statute are as follows:

- State Definition: Whoever is a principal organizer or participant in the crime of hazing, shall be punished by a fine, or by imprisonment in a house of correction, or both.
- The term "hazing" as used in this section shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal or sexually inappropriate treatment or forced physical activity which is likely to adversely affect the physical and mental health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or extended isolation.
- Consent by any such student or other person shall not be available as a defense to any prosecution of this action. (You have the responsibility to reasonably foresee the results of your actions.)
- Failure To Report Hazing: Whoever knows that another person is the victim of hazing as defined above and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official (or coach, athletic director, Dean of Students, director of counselor or any College faculty or staff member) as soon as is reasonably possible. Whoever fails to report is punishable by the State.

Internet

Student-athletes will not post photographs, video, narrative descriptions, or other content depicting or describing themselves or teammates from any team gathering, social gathering or other event that reflects negatively on Emerson College, Emerson athletics or the team.

Spectator Conduct

We encourage the support of our entire program by other student-athlete participants. Emerson College supports the following NCAA guideline regarding spectator conduct:

"The NCAA promotes good sporting behavior by student-athletes, coaches and spectators. We request your cooperation by supporting participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages or tobacco products is prohibited."

TEAM & PLAYER ISSUES

Athletic Training

The Athletic Training staff is responsible for the prevention, medical care, treatment, and rehabilitation of injuries incurred by all student-athletes while participating in the intercollegiate athletics program. The philosophy of care is to assess, treat, and return the student-athlete to participation as quickly as possible without jeopardizing the individual's health and welfare. It is the student-athlete's responsibility to maintain good health and training habits that will minimize the risk of injury from strenuous physical activity.

Athletic Training Room Hours

12:00pm – 4:00pm or by appointment

The Athletic Training Room policies and procedures are designed to serve all student-athletes in the best possible manner and to allow for the best available care. The use of the Athletic Training Room by a student-athlete is a privilege which may be revoked if a student-athlete fails to comply with policies and procedures.

Student-athletes must:

- Pass a yearly medical physical examination that must be completed no more than six months before the start of the traditional (regular) season practice.
- Pass an initial medical physical and yearly medical screening.
- Maintain up-to-date insurance and information on file with Athletic Training. If medical coverage changes during the academic year, it is the responsibility of the student-athlete to provide the athletic training staff with the most current information as soon as it is available.
- Report any injury or illness to the Athletic Training staff. The athletic training staff will make the decisions with regard to participation in practice or events.
- Notify the Athletic Training staff of ANY medication they are taking and the reason for its use (this prevents over medication, allergic reactions and/or complications pertaining to NCAA Drug Testing Protocols).
- Report on time for scheduled treatment or rehab sessions (student-athletes who miss an appointment may be held out of practice or games). The Athletic Trainer will determine whether a student-athlete will be allowed to participate regarding injury or illness, based on medical information.
- Obtain permission from the equipment room or athletic training staff before adjusting or modifying equipment.
- Allow for extra time for treatments and taping prior to practice and competitions.
- Utilize the Athletic Training staff to contact and set up an appointment with the Team Physician as needed. If a student-athlete would like to see a different physician, please notify the Athletic Training staff beforehand in order to facilitate communication between the physician and the Athletic Training staff. Only visits approved by the Athletic Training staff will be considered for reimbursement. Exceptions to this statement will be those situations of an emergency nature only;

- Leave all personal items on the benches in the hallway or in the locker rooms (i.e., bags, books, jackets, shoes, etc.). Athletic Training staff is not responsible for lost or stolen items.
- Leave food or drinks outside of the Athletic Training Room unless permission granted. No tobacco products allowed at any time.
- Avoid wearing cleats, spikes or turf shoes into the Athletic Training Room.
- Refrain from putting shoes on tables.
- Not ask to use the phones, computers, printers, or other office equipment.
- Abstain from using cell phones in the athletic training room
- Dress and converse appropriately for a co-ed environment. No shouting, yelling, horseplay, profanity or irresponsible behavior will be tolerated.
- Receive permission before entering offices, cabinets and other storage areas without permission.

Lodging Policies on the Road

- Stay with the team at all times and adhere to all curfews, check-in times, and departure times.
- Guests may only meet with you in common or public areas of hotels. No guests of either gender in your room.
- Alcohol is strictly prohibited regardless if the student is of legal drinking age.
- All phone, non-approved expenses, and cot charges are the responsibility of the student-athlete.
- Coaches have the right to inspect rooms at any time.
- Gross misconduct can result in a student-athlete being suspended from the remainder of the trip and/or sent home immediately at his/her own cost. Such actions, despite occurring off campus, are still under the jurisdiction of Emerson College and its officials such as the Athletic Director and the Dean of Student Life.

Overnight Hosting of Prospective Student-Athletes (see appendix A & B)

All student-athletes who assist coaches with recruiting must adhere to the following guidelines:

- Coaches and student-athlete hosts and prospective student-athletes must meet face-to-face and agree on a written itinerary with the Recruiting Coordinator.
- The itinerary shall not include any location where drugs and alcohol are present.
- Student-athlete hosts should immediately call the coach if there are problems with the guest.
- No off campus activities or use of a private vehicle.

Student-Athlete Advisory Committee

The mission of the NCAA Division III Student-Athlete Advisory Committee (SAAC) is to enhance the total student-athlete experience by promoting opportunity for all student-athletes; protecting student-athlete welfare; and fostering a positive student-athlete image, while maintaining the tenants of the Division III philosophy.

SAAC Mission and Goals:

The Student-Athlete Advisory Committee aims to increase athletic awareness and better the communication among the student-athletes, athletic department, administration, faculty, and student body. SAAC commits itself to service opportunities on campus and in the greater community.

The SAAC is an NCAA mandated representative body of the student-athlete population on campus. This committee is charged with representing the needs of their teams and the student-athletes in general, to the administration. The SAAC should be a proactive group of student-athletes who are willing and eager to come up with, plan, and implement activities and materials that will benefit all student-athletes and the image of varsity sports at Emerson.

Finally, it is each representative's responsibility to communicate with his/her respective team about what SAAC is doing and also find out what his/her team may want to bring forth to the SAAC for discussion.

Transportation

- Emerson College has the responsibility to transport all athletes to and from all games.
- Student-athletes must go with the team from portal-to-portal.
- To be released from this obligation, a "Portal-to-Portal Release" form must be on file with the head coach and Athletic Department before the trip begins. The party that releases you must be a parent or legal guardian. Portal-to-Portal Release forms are available in your head coach's office and on line at:
<http://www.emerson.edu/athletics/compliance/Compliance-Forms.cfm>
- If a student cannot make departure time, he/she will not attend that game. Private vehicles are not permitted for transporting students to games.
- Drivers of Emerson's vans must have a valid license and must have Emerson public safety certification.

Piano Row Gymnasium Policies and Procedures

Open Gym Hours

Piano Row Gymnasium is reserved solely for the use of Emerson College students, faculty, staff, and alumni. Proper identification is required to use the gym (no exceptions.) Basketballs, soccer balls, etc. can be picked up from the Facility Manager in Athletics prior to using the gym.

Open gym times are determined prior to the beginning of the semester and will be designated sport specific. These times are tentative and are subject to change throughout the semester due to team practices, athletic events, and other Emerson College sponsored events. An athletics staff member or work study assistant must be on duty for anyone to use the gym unless prior arrangements have been made.

Reservations

Can be made in the Athletic Department Offices (L204, 150 Boylston Street, Lower Level 2.) All times must be approved by the Facility Manager.

General Policies

- Food, drinks, alcohol, and tobacco are not permitted in gymnasium; water must be in a closed/unbreakable container
- No gum at any time
- Sneakers with non-marking soles are the only ones permitted to be worn in the facility
- Vandalism or damage to the facility or any equipment is grounds for dismissal and possible other disciplinary action
- Please put trash in the barrels located in the facility
- Shirts must be worn at all times
- Profanity and any sexist or racial comments of any kind are strictly prohibited

ACADEMIC POLICIES

Eligibility

- Emerson subscribes fully to the NCAA, Division III Philosophy Statement that places its highest priority on the pursuit of a baccalaureate degree. The athletic department personnel work with student-athletes and the faculty to ensure that the integrity of academic responsibility is not compromised.
- According to Section 14.4.1 of the NCAA bylaws to be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall maintain satisfactory progress toward a baccalaureate or equivalent degree at Emerson as determined by the regulations of Emerson.
- In compliance with the NCAA and Emerson College officials, each student-athlete shall be currently enrolled in a minimum, full-time, baccalaureate course of study of not less than 12 credits per semester and maintain satisfactory academic progress. **Students who drop below 12 credits at any point during the semester are immediately ineligible for varsity sports.**

Satisfactory Academic Progress

All full-time students are required to carry a minimum course load of twelve credits each semester. In order to remain in good academic standing, a student must meet the qualitative **and** quantitative standards listed below.

(1) Qualitative Standards: The student must maintain a satisfactory cumulative **grade point average** in relation to the number of credits attempted as follows:

<u>Credits Attempted*</u>	<u>Minimum Cumulative GPA</u>
1-32	1.7
33 and above	2.0

* Please note that “Credits Attempted” includes all credits attempted at any institution.

If a first year student’s cumulative grade point average is between 1.0 and 1.7 at the end of their first semester of study at Emerson College they will fall into the category of ‘Academic Deficiency’. Students with this status will be required to follow a prescribed academic plan of improvement. A student who fails to follow the recommended plan and/or whose cumulative grade point average falls below 1.7 at the conclusion of his/her second term will be placed on Academic Probation. It should be noted that whenever a student’s GPA falls below 1.0, he/she is subject to dismissal.

(2) Quantitative Standards: A full-time student is expected to complete a Bachelor’s Degree within six academic years. The College will evaluate student progress on the basis of the successful **completion of a minimum of twenty-one credits each year.**

If a student fails to maintain either the qualitative or quantitative standards listed above, he or she will be placed on Academic Probation or dismissed from the College.

For student-athletes, anyone on Academic Probation and/or Academic Deficiency will be ruled ineligible for intercollegiate competition until they attain the GPA and credits necessary to remove the designation. All returning student-athletes who are currently on probation must reach this new definition of Satisfactory Academic Progress to regain their athletic eligibility.

- Emerson College Athletics reviews each student-athlete’s progress at mid-term and at the conclusion of each semester.
- Student-athletes in NCAA, Division III have 10 full-time semesters (regardless of whether or not they participated in athletics) to use their 4 seasons of eligibility.
- Graduate students who have remaining seasons and semesters of eligibility may only compete at the institution from which they received their bachelor degree.
- Students must be full-time (12 credits for undergraduates, 9 for graduate students) in order to participate, except for their final semester immediately before graduation, during which they may take the minimum credits necessary to fulfill degree requirements.

Transfers

- Transfer student-athletes must complete a year in residence before participating at Emerson. However, if the student never participated in athletics at his/her previous institution, or participated, and was eligible to return to his/her previous institution, he/she may invoke “Division III Exception” and participate immediately at Emerson. If the student participated in athletics and was not eligible to return and participate at his/her previous institution, then he/she must spend a year in residence before participating at Emerson.
- Once enrolled at Emerson, transfer student-athletes will be reviewed semester-by-semester in accordance with all credits he/she has attempted.

Transferring to another College or University

Students are encouraged to discuss any plans to leave the College with their coaches. The NCAA has recently (January 2004) established a new procedure for students wishing to talk with coaches at other Division III institutions. Students may download a “Permission to Contact: Self Release” form from the NCAA website at <http://www.ncaa.org/>. This form allows a 30-day window during which a student may have contact with another Division III institution about the opportunity to transfer. Students considering a transfer to a Division I or II institution must receive a release from the Director of Athletics prior to talking to members of the coaching staff at the DI or DII institution.

Class Attendance

The policy of the Athletic Department is that all athletes are expected to attend all classes and examinations. It is understood that not all students can attend all classes. Absences fall into three main categories: a) absences because of other class activities; b) absences because of official College functions; and c) absences because of personal reasons.

The policy is that, regardless of the reason for the absence, the responsibility is upon the student to contact his/her faculty member before the absence so that a mutual agreement can be reached regarding the work to be completed and how the course will be graded in light of the absence.

Individual faculty members may establish attendance standards in their course syllabi, which become criteria for assessment and evaluation. A student who accumulates absences risks failure in the course. In extreme cases, a student may be dismissed from a course which could render him/her ineligible for athletic competition and, ultimately, from the College.

Academic/Athletic conflicts

Student-Athlete Procedure for Seeking to be Excused from Classes

- No classes are to be missed for practices.
- Upon receiving athletic travel schedules from his/her coaches, the student-athlete must determine if any conflicts exist with his/her academic (classes, projects, trips, etc) schedule.

- The student-athlete must make an appointment to talk face to face with any faculty members teaching classes where the conflict exists as soon as possible after receiving their travel schedules.
- Upon notification of any non-scheduled contest (make-up games, tournaments, etc.), the student-athlete must seek out any faculty members whose classes are in conflict and make an appointment to talk with the faculty members immediately.
- After the student-athlete has made a good faith effort to contact the faculty member and has not been able to, the student-athlete **must** contact the Faculty Athletic Representative (compliance coordinator) and his/her coach and inform them of the steps they have taken.
- The faculty athletic representative will try to contact the faculty member on the student-athlete's behalf.
- An agreement will be made between the faculty member and the student-athlete to resolve the conflicts to the mutual benefit of everyone concerned with recognition that academics has priority over athletic competition. (i.e. some games may have to be missed for academic conflicts.)
- The Athletic Department and the Faculty Athletic Representative will assist students with making arrangements for exam conflicts during post season play. However, athletes must keep their faculty members informed throughout the semester that post season play is eminent.

Academic Honesty

The College expects all of its students, whether or not they are on campus or are currently enrolled as degree candidates, to behave in a mature and responsible manner. If the College determines that a student has violated the College's standards of conduct, the College may discipline the student; such discipline may include suspension or expulsion from Emerson and any of its programs. Since the College expects students to show good judgment and use common sense at all times, not all kinds of misconduct or behavioral standards are specifically identified in this Handbook.

It is the goal of the College and its disciplinary system to help provide an environment, which is most supportive of and conducive to the maximum intellectual, psychological, social, physical, and spiritual growth of all its students.

ARTICLE I: STATEMENT OF RIGHTS AND RESPONSIBILITIES

All students at Emerson College have certain rights. These rights include:

- A. The right to be free from improper and illegal discrimination on the basis of race, color, ethnicity, national origin, gender identity, religion, political views, sexual orientation, age, sex, military or other uniformed service, or disability.
- B. The right to freedom of speech, freedom of press, freedom of political belief and affiliation, freedom from discrimination, freedom of peaceful assembly and freedom of petition for redress or grievances.
- C. The rights to freedom from personal force, violence, threats of violence, personal abuse, and sexual harassment, either as individuals or groups within the College community.

- D. The right to organize one's personal life and behavior, to pursue lawful activities, including freedom of movement, except when these interfere with the rights of others.
- E. The right to be secure from unreasonable or unauthorized search or seizure.
- F. The right to reasonable privacy, including the privacy of personal information.
- G. The right to dissent; in other words, to carry on individual or organized activity which expresses grievances held against, or changes desired in, society, the College or both; and provided this activity is carried on within the limits of the democratic process of freedom of speech, assembly and petition.
- H. The right to a fair disciplinary process if accused of violating the Code of Conduct.
- I. The right to bring forward a complaint if one has a good faith reason to believe that it is more likely than not that the rights or responsibilities derived from this statement have been violated.

Student members of the Emerson College community as individuals and in groups have certain responsibilities. These include:

- A. The responsibility to treat all members of the College community in a civil and respectful manner.
- B. The responsibility to carry and present College identification to authorized College officials upon request, including campus Public Safety Officers and Resident Assistants.
- C. The responsibility to refrain from actions which deny other members of the community their rights as enumerated.
- D. The responsibility to refrain from the use of force against a person or group, the forcible interference with another person's freedom of movement, or the abuse of another person.
- E. The responsibility to respect the right to property of individuals, groups and the College itself.
- F. The responsibility to respect the confidentiality of personal information about members of the Emerson College community and to preserve the right of privacy.
- G. The responsibility to refrain from disruption in the form of coercion or violence.
- H. The responsibility to ensure that guests on campus (including other Emerson students within one's Residence Hall room) will behave in a manner consistent with the Statement of Rights and Responsibilities, and the Conditions of Residency.
- I. The responsibility to act as a good citizen.
- J. The responsibility to observe all duly established College, Local, State and Federal regulations.

Nothing in this Statement of Rights and Responsibilities can affect in any way the jurisdiction of courts and other civil authorities over an Emerson College student. Membership in the Emerson College community does not mean a privileged or immune status from the laws and regulations that other residents of the Commonwealth of Massachusetts must obey. Alcohol and other drug laws, parking regulations, etc., apply

equally to members and nonmembers of the academic community. Regardless of what state or country is listed as the permanent address, all students while in attendance at Emerson College are bound to obey the local, state, and national laws where the campus/program resides.

Emerson College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of Student Code. Proceedings under this code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus at the College's discretion.

The Department of Athletics, in conjunction with the Writing and Academic Resource Center and the Advising Center, has developed a set of guidelines to ensure the academic success of our student-athletes. Upon receipt of midterm grades, any student that:

- Has two or more grades of “C-” or below
- Has a grade of “F”
- Has had unsatisfactory attendance in any course
- Has withdrawn from one or more courses
- Has indicated intent to withdraw from more than one course will be required to attend a meeting with his/her head coach(es), Dr. Anthony Bashir, director of the WARC, the Emerson College Director of Athletics, and/or the Emerson College Compliance Coordinator.

The student-athlete will be withdrawn from practice and competition upon receipt of any of the above bulleted points by the Emerson College Compliance Coordinator. Every attempt will be made to hold the meeting as soon as possible to retain the student-athlete's eligibility.

From the meeting a plan will be developed with the student and the WARC. Should the student-athlete comply with all provisions stipulated, he/she will remain conditionally eligible at least until the time that grades are posted, or until the student-athlete falls below the required 12 credits for full-time status. The WARC will report to the Compliance Coordinator whenever the student-athlete does not meet the conditions of the plan. If the student fails to meet any of the stipulated conditions, he/she will again be withdrawn from practice and competition until there is satisfactory resolution of the violation as decided by the Athletic Department administration.

Grievance procedure

Coaches are expected to maintain high levels of professionalism at all times. The following procedure allows students to express concerns about a relationship with a coach without negative repercussions for exercising their rights.

- The student-athlete will notify the Athletic Director or Assistant Athletic Director in writing of a grievance against the coach. The Athletic Director and/or Assistant Athletic Director will initially attempt to mediate.
- If a satisfactory result cannot be reached, either party may request a hearing from the Athletic Director/Assistant Athletic Director.

- The hearing committee will consist of the Faculty Athletic Representative, 2 coaches and 2 student-athletes from other sports.
- The student-athlete and the FAR will each choose a coach and a student-athlete to be on the hearing committee. Those members could be dismissed for conflict of interest and another member must be selected.
- The FAR will notify the AD when the committee is fully assembled and a hearing date will be set.
- The grievance and results of any mediation or hearing are confidential for all parties involved.

(Appendix A)

Student-Athlete Agreement Form

As an overnight host I agree to the following:

- I will not consume alcohol or drugs.
 - I will abide by all Residence Hall policies.
 - I agree to attend classes with my guest.
 - I will not participate with illegal activities
- I will respect the rights and privacy of my guest yet will take responsibility for his/her behavior.

Name: _____

Signature: _____

Emerson College

Welcome to Emerson! We are excited about your upcoming stay and believe that campus visits provide a unique opportunity to experience firsthand life as a member of the Emerson community. We value this residential community tremendously, and have high standards for the behavior of all of its members – including students, members of the faculty and staff of the College, residents of Boston, and all visitors to our campus.

The Student Handbook outlines the Standards of Conduct we use to help guide students as they navigate their time as members of the Emerson community. In order to help you understand our expectations of you and to help ensure that your visit to Emerson is safe, productive, and enjoyable, there are several of these Standards of Conduct which we feel are particularly relevant to your visit and would like to highlight here:

1. Students are responsible for their individual actions.
2. Students must respect the rights of others, their persons and their possessions, and must refrain from any disturbance to the peace of the College and community.
3. The College does not give students protection from the consequences of violations of federal, state, and local laws, including those pertaining to alcohol and drug use. Emerson prohibits the abuse of alcohol and drugs and expects members of the community to abide by federal, state, and local regulations.

While a host is provided to help coordinate your stay, your host will not be supervising your behavior at all times and you will ultimately be held responsible for your actions.

You will be subject to these Standards of Conduct throughout your visit and any violation may jeopardize your admission decision.

We ask that you and your parents complete and sign the attached form and return it immediately upon your arrival to the coach who is helping to coordinate your visit. Your signature shows that you understand our Standards of Conduct and agree to adhere to them throughout your stay at Emerson. We also ask that you provide us with contact information in case of an emergency. Best wishes and have a wonderful visit!

PORTAL- TO- PORTAL RESPONSIBILITY RELEASE
FORM

I, _____ hereby release the
(Name of student-athlete)

Emerson College Athletic Department from its portal-to-portal responsibility for the
above-named student during an away contest on _____(Date)

Emerson College will not be liable and culpable for any injuries, accidents, or other harm
that may occur when the student is released to another party for transportation.

The above-named student will only be released to the following person(s):

(Please print names legibly)

(Signature of student-athlete)

(Date Signed)

(Date received by Athletic Director)