

# Graduate

Handbook 2009-2010



EMERSON COLLEGE  
BOSTON MASSACHUSETTS



## School of the Arts

Creative Writing  
Media Art  
Publishing and Writing  
Theatre Education

## School of Communication

Communication Disorders  
Communication Management  
Global Marketing Communication  
and Advertising  
Health Communication  
Integrated Marketing Communication  
Journalism

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## WELCOME TO EMERSON GRADUATE STUDIES

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We are pleased you are a part of our community, and we hope you will find this handbook useful. The Graduate Student Handbook contains useful information about the Emerson graduate community and the policies and procedures that govern student life at Emerson. This information is also available at [www.emerson.edu/graduate\\_studies](http://www.emerson.edu/graduate_studies).

Reviews of academic, financial, and other considerations may lead to changes in regulations at any time. These changes may affect degrees, academic policies, and rules pertaining to student conduct and other rules and regulations that affect students. The Graduate Student Handbook is designed to advise students but check the aforementioned web site for information updates.

The rules and regulations in this handbook can be superseded, suspended, or complemented by the Emerson administration as they see fit to protect the school as well as its students, faculty, and staff.

Office of Graduate Studies  
180 Tremont Street, 12th Floor  
(617) 824-8612  
[www.emerson.edu/graduate\\_studies](http://www.emerson.edu/graduate_studies)  
[gradstudies@emerson.edu](mailto:gradstudies@emerson.edu)

This office coordinates most aspects of graduate education at Emerson so it is the best first stop for graduate students with questions. The director of Graduate Studies and staff work with faculty and students on graduate issues and concerns. The website features current news and important information for graduate students. Questions about starting student groups should be addressed to this office. Within this office you find information about:

- Graduate Student Association
- Other graduate student groups
- Guidelines and petitions for academic changes
- Guidelines on submission of theses and projects
- Orientation details
- General policies and procedures
- Human Subjects Research Review
- Fulbright scholarships

The Dean of Graduate Studies is Richard Zauft, and can be reached at [Richard\\_Zauft@emerson.edu](mailto:Richard_Zauft@emerson.edu) and the Director of Graduate Studies is Dr. Donna Schroth and can be reached at [Donna\\_Schroth@emerson.edu](mailto:Donna_Schroth@emerson.edu).

ACADEMIC AND STUDENT LIFE  
INFORMATION

## 2009—2010 ACADEMIC CALENDAR

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### FALL SEMESTER 2009

AUGUST 3	Tuition and fee payments due for Fall 2009
SEPTEMBER 7	Labor Day observed (no classes held)
8	Faculty Institute
9	New International Graduate Student Orientation begins
10—11	New Graduate Student Orientation
11	Last day to withdraw from the College for Fall 2009 with a full refund; a withdrawal form must be filed by this date with the Graduate Studies Office. Last day to register for an internship for Fall 2009.
14	Classes begin at 8:00 am
21	Instructor permission required to add any course as of this date
25	Last day to register for Fall 2009 (\$50 late fee assessed after this date). Only withdrawals from class with WP/WF permitted after this date through December 4, 2009 (no tuition refund). Last day for December 2009 graduate students to file an Application to Graduate in the Student Service Center
OCTOBER 12	Columbus Day observed (no classes held)
30	First 7-week session ends
NOVEMBER 2	Second 7-week session begins
9—16	Spring 2010 registration advising for currently enrolled graduate students
9—10	January 2010 Intersession registration begins
10	(Tuesday) Wednesday class schedule observed
11	Veterans Day observed (no classes held)
12—16	January Intersession 2010 registration continues; Spring 2010 registration advising for currently enrolled graduate students continues
17—24	Spring 2010 registration for currently enrolled graduate students
24	Classes end at 9:45 pm; master's theses/projects due to committee chairs for approval for December 2009 degree candidates
25—29	Thanksgiving Vacation (no classes held)
30	Classes resume at 8:00 am
DECEMBER 4	Last day to withdraw from a course with a WP/WF for Fall 2009; must submit appropriate paperwork to the Student Service Center by 5:00 pm. Last day to withdraw from the College for Fall 2009; must file the appropriate paperwork by 5:00 pm.
5	(Saturday) Makeup day**
11	Last day for currently enrolled matriculated students to register for at least one credit for Spring 2010 (\$50 late fee assessed after this date)
18	Last day of regular instruction; last day for graduate students to submit two copies of master's theses/projects to Graduate Studies Office for December 2009 degree candidates
19, 21, 22	Final examinations (Saturday, Monday, Tuesday)
20	(Sunday) Final exam conflict day

- 22 Last day of semester; last day to turn in Spring 2010 directed study proposals to department chairs.
- 28 Final grades due online by 2:00 am Eastern Time; last day Incomplete grades from Spring 2009 and Summer 2009 can be changed; Incomplete grades not changed become I/F (In complete failing)

\*\* Additional Saturdays may be used for makeup days at the College's discretion.

#### SPRING SEMESTER 2010

- JANUARY 4 Tuition and fee payments due for Spring 2010
- 4–15 January 2010 Intersession
- 14 New Graduate Student Orientation and registration
- 15 Last day to withdraw from the College for Spring 2010 with a full refund; a withdrawal form must be filed by this date with the Graduate Studies Office. Last day to register for an internship for Spring 2010
- 18 Martin Luther King Jr. Day observed (no classes held)
- 19 Classes begin at 8:00 am
- 26 Instructor permission required to add any course as of this date
- FEBRUARY 1 Last day to add a course for Spring 2010 (\$50 late fee assessed after this date). Only course withdrawals from class with WP/WF permitted after this date through April 14 (no tuition refund). Last day for May 2010 graduate students to file an Application to Graduate in the Student Service Center
- 15 Presidents' Day observed (no classes held)
- 16 (Tuesday) Monday class schedule observed
- MARCH 5 Classes end at 9:45 pm; first 7-week session ends
- 6–14 Spring Break (no classes held)
- 15 Classes resume at 8:00 am; second 7-week session begins
- 15–19 Fall 2010 registration advising for currently enrolled graduate students
- 22–31 Fall 2010 registration for currently enrolled graduate students
- APRIL 9 Master's theses/projects due to committee chairs for approval for May 2010 degree candidates
- 14 Last day to withdraw from a course with WP/WF for Spring 2010; must submit appropriate paperwork to the Student Service Center by 5:00 pm. Last day to withdraw from College for Spring 2010; must file the appropriate paperwork by 5:00 pm.
- 19 Patriot's Day (no classes held)
- 21 (Wednesday) Monday class schedule observed
- 23 Last day for currently enrolled matriculated students to register for at least one credit for Fall 2010 (\$50 late fee assessed after this date)
- 28 Last day of regular instruction; last day for graduate students to submit two copies of master's theses/projects to Graduate Studies Office for May 2010 degree candidates; last day for Summer 2010 graduating students to register for summer classes in order to

be reviewed to participate in the 2010 Commencement Ceremony; last day to file an Application to Graduate for students wishing to graduate in September 2010

	29, 30	Reading/Makeup days**
MAY	1	(Saturday) Final exam conflict day**
	3, 4, 5	(Monday, Tuesday, Wednesday) Final examinations
	9	Spring 2010 Final grades due online by 11:00 pm; last day Incomplete grades from Fall 2009 can be changed; Incomplete grades not changed will become I/F (Incomplete failing)
	10–21	May Intersession
	17	Commencement (no classes held)

#### SUMMER SESSIONS 2010

MAY	21	Last day to register for a Summer 2010 Internship
	24	Full Summer and Summer Session I courses begin
	31	Memorial Day observed (no classes held)
JUNE	18	Last day to withdraw from a course with WP/WF for Summer Session I courses; course withdrawal form must be submitted to the Student Service Center by 5:00 pm.
JULY	2	Summer Session I courses end at 9:45 pm
	5	Independence Day observed (no classes held)
	6	Summer Session II courses begin; full summer courses continue
	7	Summer Session I grades due online by 11:00 pm
	30	Last day to withdraw from a course with WP/WF for Summer Session II and full summer session courses; course withdrawal form must be submitted to the Student Service Center by 5:00 pm. Master's theses/projects due to committee chairs for approval for September 2010 degree candidates
AUGUST	13	Summer Session II and full summer classes end at 9:45 pm; last day for graduate students to submit master's theses/projects to Graduate Studies Office for September 2010 degree candidates August 18 Grades for full summer and Summer Session II courses due online by 11:00 pm

#### POLICY OF EMERSON COLLEGE PERTAINING TO RELIGIOUS OBSERVANCE

Students who are unable, because of religious beliefs, to attend class or participate in any examination, study-, or class-related activity on a particular day should contact their instructors ahead of time to facilitate their being absent without prejudice.

## GENERAL ACADEMIC INFORMATION

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The Office of Graduate Studies is one of the best places for students to go to with questions about policy or process that the department or Graduate Program Director (GPD) cannot answer.

### **Student Contact Information**

It is the students' responsibility to keep their contact information up-to-date with Emerson through Interactive Services at [interactive.emerson.edu](http://interactive.emerson.edu).

### **Course Selection**

Students are expected to choose courses that further their acceptable progress toward their degree. Students should seek out their Graduate Program Director or designated advisor to discuss their plans. The catalogue and department information sheets are important sources of information. The Registrar's web site will provide information about the upcoming semester's course offerings.

### **Types of Courses**

Most of a student's degree will occur in classes in which students will work with fellow students and faculty. Students are limited to the number of credits they may take in directed studies and internships. For more information, students should see their individual departments' policies.

### **Directed Studies**

Directed Studies offer students the opportunity to pursue special topics that are important to the student's field of study, but not offered in a regular course. It is the decision of a faculty member whether or not to offer a directed study. The chair of the department must approve all such study and only does so after a written document is submitted indicating the objectives of the study, the length and depth of the study,

the frequency of meetings and the expected product of the student and the type of feedback from the faculty.

### **Internships**

Internships are another form of academic work. They offer the opportunity to work in the field that the student is studying combined with an academic component that require students' reflection of their fieldwork. Students interested in internships should meet with their department's internship advisor or seek information from the Career Services Office about the process for qualifying for an internship. There are limits to the number of internship credits a student may take. Individual internships can be no more than four credits.

### **Course Evaluations**

At the end of each semester, students are asked to evaluate the course that they are completing. These evaluations are online at [interactive.emerson.edu](http://interactive.emerson.edu). Evaluations are used to help the departments and schools in all aspects of their curriculum planning and must be completed before the Interactive Services site will allow students to view their grades online.

### **Program Changes**

Students wishing to make some changes in their individual program must talk with their program directors and submit a form for review to the Office of Graduate Studies. Students may not make retroactive requests.

### **Credit for Prior Course Work**

Students may petition to have some of their previous coursework accepted into their current program. Students should check out the catalogue for the policies about transferring courses. It is important to remember that the Graduate Program Director, the Director of Graduate Studies, and the Registrar must approve these courses before they are accepted. There is no

guarantee that a course will be accepted. Only courses taken before matriculating to Emerson will be considered. The courses must be graduate-level and never used toward another degree. (Courses taken while pursuing a degree are considered part of that degree even if a student is over the number of minimum credits toward the degree.) Students may not receive credit from non-credit bearing courses or undergraduate courses.

### **Theses and Projects**

Each department that permits or requires a thesis or project work has requirements and deadlines, which the student is responsible for obtaining. In addition, the Office of Graduate Studies has requirements for the final submission. A copy of those guidelines are available online at [www.emerson.edu/graduate\\_studies/academics](http://www.emerson.edu/graduate_studies/academics). Students should direct any questions to this office or attend the workshops about the process before submitting their final projects. Check the 2009–2010 Academic Calendar for submission due dates.

### **Human Subjects Research Review Committee**

This Human Subjects Research Review Committee (HSRRC) reviews any research that involves the use of people as subjects of research. Students are responsible for obtaining HSRRC's guidelines and applying for review in a timely manner. More information is available through contacting The Office of Graduate Studies or online at [www.emerson.edu/graduate\\_studies/human\\_subjects\\_review](http://www.emerson.edu/graduate_studies/human_subjects_review).

### **Registration**

After the first semester, all graduate students register online for the next semester's courses. Please watch for deadlines and dates about registration.

### **Registrar's Office**

The Registrar's Office is accessible through the Student Service Center. This office is located at 80 Boylston Street, 1st Floor. Registration, financial aid, and student account information are also available on the Emerson web site.

### **Student Service Center**

The Student Service Center is Emerson's one-stop home for all billing, financial assistance, and registrar functions. Our office is designed to support our web tools that assist students with all Student Service functions. This minimizes customer wait times and eliminates the need for students to go to three different offices to take care of business.

Student Service Functions include registering for classes, answering questions related to billing, financial assistance, and registrar areas, submitting Financial Assistance documentation, tuition payments, reviewing Degree Audits, outlining financing options for bill payment and ECCash and, picking up student paychecks.

The Center staff is ready to answer your questions and concerns regarding all Student Service functions. Additionally, there is a financial aid officer on duty to answer in-depth questions about your financial assistance application, types of aid available, and application questions regarding alternative financing options that will help you meet your educational costs. Students can contact the center at (617) 824-8655.

## ACADEMIC POLICIES

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### **Academic Standards**

Students must be in good standing. Graduate students must maintain a minimum grade point average of 3.0. Courses in which students earn a grade below a B- will not count toward a degree. Students will receive information from the College about their status, but it is the student's responsibility to maintain the appropriate academic requirements to be in good standing. Students who do not comply may be asked to leave the College.

Students who must re-register or substitute courses for academic or time limit reasons must pay for the credits. Students may not graduate with a cumulative grade point average below 3.0.

Once a grade has been entered it cannot be changed by the instructor unless the instructor certifies in writing that a mechanical error was made in computing the grade or in transcribing the grade and the school dean agrees to the change. Grades may not be changed for any reason once the student has graduated.

### **Academic Rules and Regulations**

Emerson College has rules and procedures that all in the community are expected to follow. Students are held responsible for knowing the rules and regulations of the College, as they pertain to their academic and professional work while attending the College. Students should read the catalogue and handbook and seek clarification from the responsible office if they have questions.

Students can locate the academic forms and petitions at in the Office of Graduate Studies or at [www.emerson.edu/graduate\\_studies/form.cfm](http://www.emerson.edu/graduate_studies/form.cfm)

### **Attendance**

Students are expected to attend classes regularly and promptly and are responsible for all work done in their

classes while they are absent. Individual instructors determine the number of times a student may be absent or tardy before one's grade is adversely impacted. Students are responsible for notifying the instructor in advance of all foreseeable absences and conflicts with course requirements. Attending an out-of-class activity or event for another course is not considered an excuse to disregard a given class's attendance policy. A faculty member cannot require a student to attend specified out-of-class activities that conflict with the student's schedule for another class.

The College's Center for Health and Wellness (CHW) does not provide students with notes excusing them from missing class or academic obligations. When indicated as part of clinical management, the CHW may recommend alteration of academic requirements, deferment of responsibilities, non-participation in certain activities, and other appropriate measures for "health reasons." With the written authorization of the student, the CHW may verify the nature and extent of the illness.

### **Special Circumstances**

#### ***Prolonged Absence***

When a student anticipates or experiences a prolonged absence due to accident or illness, the student should immediately notify the Director of Graduate Studies and each of his/her instructors. Under these circumstances, the student is advised to work with each professor to either obtain a course withdrawal, or if she or he is in good standing within a given course, seek a time limited incomplete, or, depending on the situation, arrange a leave of absence for the semester in question.

#### ***Absence for Religious Observance***

Massachusetts state law (M.G.L. 151C, 2B) provides that "any student who is unable, because of religious

beliefs, to attend classes or participate in any examination, study, or work requirement on a particular day shall be excused from any such requirement. The student will receive an opportunity to make up the examination, study, or work requirement, which may have been missed because of such absence on any particular day provided, however, that such makeup examination or work does not create an unreasonable burden upon the College. No fees of any kind shall be charged by the institution for making available this opportunity to the student. No adverse or prejudicial effects shall result to any student who takes advantage of these provisions.”

Emerson College instructors will attempt to accommodate students’ requests for religious accommodations, but will only grant reasonable requests that do not unduly interrupt or interfere with the College’s policies, or with a course’s requirements or curriculum. Students’ absences for religious observance are counted towards the total number of absences that a professor permits under his or her uniform attendance policy.

### ***Jury Duty***

Any U.S. Citizen, 18 years or older who resides in Massachusetts for 50% or more of the calendar year is eligible to be called for jury duty. However, you should keep in mind that the laws have been modified both to shorten the length of jury duty and to allow you to schedule your duty at a convenient time. For more information visit [www.mass.gov/courts/jury](http://www.mass.gov/courts/jury) Faculty will provide a reasonable substitute or compensatory opportunities for any required work missed so long as it doesn’t create an unreasonable burden upon the College.

### **Degree Time Limit**

Graduate students have a five-year time limit to pursue their degrees (with the exception of MFA students who have a seven-year limit). If a student does not complete a degree within five years, the student may

petition for a brief extension. Students may then be required to take additional courses to complete their degree. Courses older than the five- or seven-year limit may be counted in special circumstances, but courses older than ten years will not be considered.

### **Catalogue of Entry**

Students are held to the requirements of the catalogue under which they first matriculated. Students may continue with the program requirements as listed in the catalogue of entry or, if a program is changed in subsequent catalogues, students may opt for the new changes, but they must adopt the new program in its entirety.

### **Continuous Registration**

Students must be continuously registered, with the exception of summer terms, or be on a leave of absence granted before the start of the semester by the Director of Graduate Studies. Students who wish to take time away from their studies must file a leave of absence petition. Students must be registered the semester they plan to graduate.

### **Dismissal**

Students are expected to comply with the rules of conduct and academic regulations of Emerson College. Lack of compliance may bring restrictions on the activities of a student or dismissal from the program.

### **Simultaneous Enrollment**

Students may not begin enrollment in two graduate programs at the same time.

### **Academic Grievance Procedure**

If as student wishes a review of a decision for a grade or dismissal from the College, students should refer to the processes below.

## **Process for Grade Disputes**

Students who believe that they have received an incorrect grade should initiate the following process within one month of receiving the grade. Students who have issues about a grade should follow the process below beginning as soon as the issue arises.

The student should schedule an appointment with the faculty member concerned and discuss the problem. If this does not resolve the situation, the Graduate Program Director should be consulted. If this does not result in satisfactory resolution, the student may appeal to the Chair of the department in which the issue occurred. If a satisfactory resolution is not achieved, the student may confer with the Dean of the School of Communication or School of the Arts. The Dean of the School determines if there has been an error in the grading process. If other issues are involved, the concern should be brought to the Graduate Grievance Committee.

## **Process for Grievance Issues**

These procedures are intended to support a fair hearing of any student academic grievance issue by the Graduate Grievance Committee. When convened to hear a student academic grievance, the committee will consist of four members: the Director of Graduate Studies, who chairs the committee; a department chair from a non-involved academic department, who is appointed by the Chief Academic Officer of the College; a faculty member, who is also appointed by the Chief Academic Officer; and the Registrar.

Students who believe they have been unfairly and/or improperly treated or have any other complaints regarding academic matters should report their issues to the Office of Graduate Studies, which will begin the grievance review process. Any students who believe they have a grievance should first follow the informal process listed below.

## ***Informal Process for Academic Grievance***

The aggrieved student should schedule an appointment with the faculty member concerned and discuss the problem. If this does not resolve the situation, the Graduate Program Director should be consulted. If this does not result in satisfactory resolution, the student may appeal the Chair of the department where the issue occurred. If a satisfactory resolution is not achieved, the student may confer with the Director of Graduate Studies. If the grievance has not been successfully cleared at this time, the student may request the matter be referred to the Graduate Grievance Committee. This should be done within ten days after the informal process has ended.

## ***Formal Process***

Students who feel they have not been heard in the informal process may request a formal hearing by the Graduate Grievance Committee by following the process below: The student must file a written statement explaining the alleged grievance with the committee chair. Copies of this statement will be distributed to all involved in the hearing. The student must submit all documentation he or she has surrounding the claim within seven days of filing grievance. The Graduate Grievance Committee will meet in a timely fashion and examine all relevant material. The Committee reserves the right to contact or solicit information from any person whom the Committee feels would be helpful to the process. The Committee's findings will be submitted to the student, faculty members, and other involved parties.

## ***Timing for Reviews***

A student who has a grievance should begin the informal process immediately. Students must meet with the Director of Graduate Studies to discuss the formal process within one month of the incident(s). If the informal process does not resolve the issue for the student, he or she should immediately begin the formal process.

## **Emerson College Policy on Plagiarism**

(Issued by the Academic Policy Committee and approved by the Faculty Assembly May, 1983, and updated by APC, April 2001)

### ***Introduction***

Plagiarism is the use of the words and/or ideas of another as if they were one's own and without acknowledgement of their source. Plagiarism is stealing, and constitutes a serious offense against any ethical code be it scholastic, artistic, or professional. Plagiarism can either be committed intentionally, or it can happen inadvertently, due to careless note-taking, or to a lack of knowledge of the conventions by which sources are credited, or even because of a misunderstanding of what constitutes original thinking.

Plagiarism is unethical in any context, and especially so in college where the development of personal integrity and original thinking are the primary goals and Emerson College is no exception. Indeed, Emerson's specialized nature as a preparer of professional communicators makes the issue of plagiarism more critical, and more complex, than it might be elsewhere. In all Emerson's areas of specialization, the accurate and honest communication of ideas is fundamental.

What follows is an attempt a) to clarify the nature of the risks involved in plagiarism, b) to identify some of the various types of plagiarism at risk at Emerson College, and c) to reaffirm and expand upon the mechanism by which plagiarism may be obviated.

### ***Nature of the Problem***

Any form of creative work, whether academic, professional, or artistic, is composed of three essential elements: research, analysis, and critical re-integration. These elements are interdependent and cyclical. Without research, no acquisition of knowledge is possible; without analysis, the useful application of that knowledge is not feasible; and without critical re-integration, no new knowledge can be developed. Colleges and

universities exist as environments in which the pursuit, analysis, and development of knowledge, and the communication of that knowledge, are critical concerns. As such, institutions of higher learning have a responsibility to supervise the process that leads to those goals, and thus to ensure its furtherance. (The process is of course further protected, both within and outside education, by copyright laws.)

Plagiarism, intentional or otherwise, is a major threat to this process. If the products of research of any kind are displayed in any form without being duly credited, the advancement of understanding becomes mired in the rehashing of old information; fresh analytical and/or critical thinking is lost in the confusion, at both individual and societal levels; and individuals are neither given credit or blame for their labors.

In addition, the accurate crediting of sources serves as something of an educational shorthand, in which footnotes and bibliographies function as guideposts for those concerned with pursuing specific aspects of the information presented.

In addition to the other harms caused by plagiarism, it almost certainly is causing misunderstanding and committing a fraud upon the readers and viewers of the material.

Thus the scrupulous and accurate crediting of sources, via the accepted forms, is critical to the effective sorting and communication of information. Only in the presence of such crediting can the three elements of the intellectual/creative process be recognized for what they are, either by the individual communicator or by those receiving the information.

### ***Types of Plagiarism***

#### **Print and Electronic Media**

While plagiarism can occur in any area of endeavor, it is most commonly thought of in terms of expository writing (research papers, theses, essays, etc.), whether

from print sources or from the Internet. Generally, the types of plagiarism occurring in this area can be sorted into two categories.\*

The most obvious is plagiarism in which a writer simply copies from a text not his or her own. The work of another is presented, word-for-word or nearly so, under the name of one who has not written but only copied. This as noted, is a matter of simple theft, and there is little question about the motive of anyone who commits this offense against the academic (or any) community.

The other, more common type of plagiarism is often referred to as "mosaic plagiarism," or paraphrasing. It can be committed by the astutely dishonest thief, in a deliberate attempt to deceive; or by the well-meaning, but uninformed or careless writer, who takes research notes poorly or misunderstands the forms required for accurate crediting. In mosaic plagiarism, words are not copied directly, but are changed or rearranged; original sentences or even whole paragraphs are often interspersed with the plagiarized material. Unless properly credited, however, that plagiarized material is no less theft in this type than in the first, nor can it be any more tolerated at Emerson College.

### **Non-Print Media and the Arts**

The issue of plagiarism is certainly not limited to text, whether print or electronic. Equally subject are non-print media, such as television, radio and the visual and performing arts. While the lines may be less easily drawn in these areas, the principles remain the same: the work of others must be credited as such.

Proper crediting format differs in these areas, certainly, from the footnote/bibliography forms accepted in expository writing, but they should be no less carefully observed. In radio broadcasting, for example, quotes or bodies of material taken from other sources must be identified verbally, either in the course of conversation or in spoken "footnotes" at the end of a programming

segment. Film/video crediting may occur either in the sound track or by way of written on-screen credits, typically at the end of a tape or film. Program notes must cite credits for artistic exhibitions and performances.

Emerson students producing work in any of these areas are expected to be familiar with the appropriate forms and to use them scrupulously.

### ***Shadow Areas***

Three areas of confusion are frequently encountered in the process of crediting sources.

The first, essentially formal, centers on the use of paraphrasing of, or direct quotation from a source. Both are common and accepted ways to cite research, but confusion often arises as to whether they require formal crediting. In the case of paraphrasing, it must be remembered that while the ideas must be formally credited to their source. When one used direct quotations, it is not enough to set them apart, visually, with quotation marks; both quotations and paraphrased passages must be footnoted.

A second area of confusion surrounds the use of "public" or "encyclopedic" information. This is information that is generally assumed to be shared by everyone, and it need not be credited. (If one refers, for instance, to the fact that on the standard decimal system two plus two equals four, there is no need to cite an arithmetic book as a source.) What information may be safely assumed to be "public," however, is often uncertain. A good rule of thumb here is to credit anything that was new when one encountered it in the course of research ... it being better to appear naive than dishonest.

The third common area of uncertainty is more or less specific to the creative arts and may be referred to as "artistic quoting." Often, creative material produced by others (a photograph or a piece of dialogue

for instance) may be used in one's own work for the purpose of commenting on its original style, attitude, technique, etc. The key to questions of crediting here is, again, familiarity. One would probably not need to cite sources for the Mona Lisa, for example, or for "To be or not to be ..."; but the sources of more obscure references do need credit.

Students who are found guilty of plagiarism or cheating will receive the grade of "F" for the course, and an official record of such action becomes part of the student's permanent file. One offense of this nature makes the student liable to immediate academic suspension. Any further offense results in dismissal from the College. The submission of materials which are purchased from various "term paper" companies or from another student is considered by the faculty to be a blatant disregard of the regulations involving plagiarism.

The attempt of any student to present as his or her own work, the work of another, or any work which he or she has not honestly performed, or to pass an examination by improper means, renders the offender liable to immediate suspension. The aiding and abetting of a student in any dishonesty is likewise held to be a grave breach of discipline. A lack of awareness of the regulations governing plagiarism and cheating on the part of the student does not exempt a student from the responsibility to abide by the College's regulations governing this matter.

\*The committee is indebted to the President and Fellows of Harvard University for permission to draw heavily from their brochure, "The Use of Sources for Papers in Expository Writing" (Richard Marius, 1988) in the preparation of this section of the report.

## ***Graduate Academic Misconduct Guidelines***

### **Definition of Academic Misconduct**

Academic misconduct includes traditional textual plagiarism and its manifestations, including self-plagiarism, falsifying work or academic records, cheating, substitution of work or the work of another, actively participating in or condoning these activities with others, appropriating creative works of art in whole or part (images, sounds, lighting designs, audio tracks, scripts, etc). Please refer to the Student Handbook, Rules and Regulations section, and the Emerson College Policy on Plagiarism.

### ***Reporting Plagiarism Procedure***

#### **Procedure for Faculty**

The following procedure is intended to provide guidance to faculty members in reporting suspected plagiarism and other acts of academic misconduct and ensure a fair and due process. Faculty members should speak with a student suspected of committing an act of academic misconduct immediately and report it to their department Chair without delay. Resolution of cases of academic misconduct will be dealt with as swiftly as possible.

1. If a faculty member suspects a student of academic dishonesty the faculty member is encouraged to speak with the student to gather further information.
2. If the faculty member believes that there is sufficient evidence that an act of academic dishonesty has taken place, intentionally or inadvertently, the faculty member will notify her/his department Chair immediately regarding her/his findings.
3. If the Chair concurs that the incident may be an act of academic dishonesty, the Chair will immedi-

ately contact the Director of Graduate Studies for review, documentation, and adjudication.

4. The chair will notify the student of the allegation, informing her/him that the matter is being forwarded to the Director of Graduate Studies for review and adjudication.

5. The faculty member will forward to the Director of Graduate Studies a statement that includes the student's name, student contact information (e-mail and telephone) if known, a description of the act of suspected academic dishonesty, all evidence to support the charge, and a sanction recommended by the faculty member.

6. The faculty member and department Chair will have an opportunity to provide testimony and recommend a sanction.

### ***Hearing Options for Students***

1. After the matter is referred to the Graduate Grievance Committee, the Committee will contact the student and arrange for a meeting to discuss the instructor's allegation. This meeting will provide the student an opportunity to learn about the procedures of adjudication.

2. The Grievance Committee will follow protocols according to College policy, take into consideration all information presented and recommend an appropriate sanction.

3. The appropriate school Dean reserves the right to review sanctions to ensure their appropriateness prior to implementation.

4. If the student wishes to appeal the finding of a hearing, s/he can file an appeal to the Vice President for Academic Affairs as defined in the Student Handbook

### ***Sanction Options***

The following sanction options, to be recommended by the faculty member, Chair, and Grievance Committee should allow for consideration of the severity, type, and circumstances of plagiarism and other acts of academic misconduct in order to impose a sanction that is appropriately matched with the specific act of misconduct.

In determining an appropriate sanction the following factors will be assessed and considered:

- Was the academic misconduct deliberate or unintentional?
- Was the act of academic misconduct isolated or pervasive?
- Was the act of academic misconduct minor or gross in nature?

1st violation (one or more of the following):

1. Repeat the assignment/project/exam for a lower grade
2. Receive a failing grade for the assignment/project/exam
3. Receive a W (F)
4. Receive a failing grade in the course
5. Dismissed from the College

2nd violation (one or more of the following):

1. Receive a failing grade for the course
2. Dismissed from the College

### ***Dual Submission of Papers***

A paper may not be used to meet the requirements for two separate courses.

## Emerson College Policies

### *A Diverse Student Body*

Emerson graduate programs have students from many countries, backgrounds and occupations. The College sponsors many activities and events to support the diversity of the community. We strive for an intellectually rich environment where all students feel safe and free to present their perspectives in a respectful way. Graduate students are supported during their time at Emerson by many offices, including the Office of Graduate Studies, the Office of Multicultural Student Affairs, the Office of International Student Affairs, Counseling Center and the Coordinator of Disability Services.

### Non-Discrimination Policy

#### *Emerson's Commitment to Non-Discrimination*

Emerson College ("Emerson" or "College") is committed to fostering a climate of respect for students, staff and faculty, as well as others who participate in the College's programs and activities. As part of that commitment, Emerson prohibits discrimination or harassment based on an individual's gender, race, color, religion, national origin, ethnicity, age, disability, sexual orientation, gender identity, or any other characteristic protected under applicable local, state or federal law ("protected characteristics"). Emerson also prohibits discrimination or harassment based on an individual's participating in a protected activity (such as reporting alleged discrimination or harassment.) This policy complies with federal, state and local laws.

In addition, Emerson expects that its students, faculty, staff, vendors, contractors, alumni and guests (collectively, "members of the Emerson community") will conduct themselves appropriately and refrain from behavior that infringes on the rights of others. Accordingly, individuals who discriminate against or harass others, regardless of whether such conduct rises to the level of unlawful discrimination or harassment, may be

subject to disciplinary action, up to and including immediate termination of employment, or association with Emerson, or expulsion from Emerson.

### *II. Definitions*

- A. A. Unlawful discrimination is unfavorable or unfair treatment of a person or a "class" of people based on their protected characteristic(s).
- B. Examples of unlawful discrimination would include denying an individual a job or a promotion, or denying a student the opportunity to participate in an educational activity because of his or her protected characteristic(s).
- B. Discriminatory Harassment is harassment based on an individual's protected characteristic(s).

Discriminatory harassment is defined, for purposes of this policy, as conduct that degrades or shows hostility towards an individual because of his or her protected characteristic(s) and which:

- 1. has the intent or effect of unreasonably interfering with the individual's employment or educational endeavors, or
- 2. has the purpose or effect of creating a hostile, intimidating or offensive working or educational environment ("hostile environment").
- C. Sexual Harassment is a form of unlawful sex discrimination.

A person may be found to have engaged in unlawful sexual harassment if he or she makes unwelcome sexual advances or requests for sexual favors, or engages in other verbal or physical conduct of a sexual nature where:

- 1. submission to such advances, requests or conduct by an employee or student is made either explicitly or

implicitly a term or condition of his or her employment or educational experience (“quid pro quo” harassment);

2. such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an employee’s or student’s professional or educational performance by creating an intimidating, hostile, humiliating or sexually offensive work or educational environment. (“hostile environment” harassment).

Both men and women can be perpetrators and victims of sexual harassment. Sexual harassment can also involve conduct towards members of the same or opposite sex as the harasser. Whether unwelcome sexual conduct rises to the level of unlawful sexual harassment depends on how severe or pervasive the conduct is. Sexual harassment may include the following:

- a) Unwelcome physical touching of a sexual nature;
  - b) Unwelcome verbal comments of a sexual nature (lewd jokes, sexual inquiries or comments about individuals’ bodies, repeated requests for dates, or comments about one’s sexual activity, deficiencies, or prowess); or
  - c) Displaying or distributing sexually suggestive objects, pictures, cartoons, graffiti, drawings, or written materials;
- D. Unlawful Retaliation is taking negative or adverse actions against someone because he or she has engaged in legally protected activities.

The College will not tolerate members of its community taking adverse actions towards anyone who, in good faith, alleges illegal discrimination or harassment. Nor will the College tolerate retaliation against individuals who cooperate with an investigation related to any investigation or another individual’s discrimination complaint. The College may discipline individuals who retaliate. Such discipline may rise to the level

of immediate termination of employment, or association with Emerson, or in the case of students, expulsion from the College.

### III. Complaint Procedure

Employees and students are encouraged to bring complaints of discrimination or harassment immediately to the attention of the following individuals, or to the attention of the College’s General Counsel. The individuals identified below are available to discuss any concerns employees or students may have, as well as to provide information about Emerson’s complaint procedure. The College has designated the Associate Vice President for Human Resources and the Dean of Students to investigate complaints of unlawful discrimination. The College will ensure that no person who is the subject of a complaint will be assigned to investigate that complaint. The College’s General Counsel and Associate General Counsel are available to provide advice or assistance to the investigating officer.

#### A. Employee Complaints:

Complaints under this policy by any employee of the College, including faculty members (defined as all part-time and full-time professors, assistant professors, associate professors, lecturers, instructors, and visiting professors,) administrators, or staff, should be brought to the Associate Vice President for Human Resources, 120 Boylston Street, 4th Floor, (617) 824-8580.

#### B. Student Complaints:

Students who believe they have been subjected to unlawful discrimination or harassment may initiate a complaint under this policy by speaking to the Director of Multicultural Affairs (617) 824-8637, the Coordinator of GLBT Student Life (617) 824-8637, or the Dean of Students (617) 824-8640, all of whom are located on the 2nd floor of 150 Boylston Street (Piano Row).

GLBT Student Life (617) 824-8637, or the Dean of Students (617) 824-8640, all of whom are located on the 2nd floor of 150 Boylston Street (Piano Row).

### ***Investigation and Resolution of Student Complaints***

The individuals available to receive complaints, identified above, were selected to give students the opportunity to initiate a complaint in a place which they will feel most comfortable doing so. These individuals have the responsibility, after speaking with the complainant and/or reviewing a written complaint, to ensure that the complaint is promptly directed for investigation to: (1) the Dean of Students, when the accused is a student, or (2) the Associate Vice President for Human Resources for all other complaints.

### ***Investigation Procedure***

Emerson will promptly, equitably, and thoroughly investigate all complaints of discrimination, harassment, or retaliation it receives. All investigations will include private interviews with the individual filing the complaint, the person alleged to have committed the discrimination or harassment, and third-party witnesses, and will include consideration of other relevant evidence. When Emerson has completed its investigation, it will inform both the complainant and the subject of the complaint that the College has concluded its investigation and the College's determination as to whether sufficient evidence exists to support a claim of discrimination, harassment, or retaliation.

Emerson shall conduct the investigation and resolution of complaints with as much confidentiality as possible, without compromising the thoroughness of the investigation or the rights of the alleged offender.

### ***College's Response to Harassment or Retaliation***

If the investigation reveals that a member of the Emerson community has engaged in inappropriate discrimination, harassment, or retaliation, Emerson will take

prompt remedial action to eliminate the conduct, prevent recurrence and correct its effects, including, where appropriate, imposing discipline on the offender. Such disciplinary action may include, but may not be limited to, a written warning, temporary suspension, and/or immediate termination of employment, or expulsion from the College or its residence halls.

Emerson recognizes that false accusations of discrimination, harassment, or retaliation may have a serious effect upon innocent persons and the community as a whole. Therefore, if the College becomes aware that an individual has knowingly made a false accusation of discrimination, harassment, or retaliation against another, it will take disciplinary action against the individual who made the false accusation.

### **VI. State and Federal Resources for Victims of Unlawful Discrimination, Harassment, or Retaliation**

In addition to filing a complaint with Emerson College, as described above, an Emerson student or employee who believes that he or she has been subjected to unlawful discrimination, harassment, or retaliation may file a formal complaint with the government agencies that are identified below. Please note that state and federal agencies only permit individuals to file complaints within a limited time frame from when the discrimination occurred.

A. Both Employees and Students May Bring Complaints of Discrimination and Harassment to the Following State or Federal Agencies:

Massachusetts Commission Against Discrimination  
One Ashburton Place, Room 601  
Boston, MA 02108  
617-994-6000  
<http://www.mass.gov/mcad/>

United States Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building

Government Center Room 475

Boston, MA 02203-0506

1-800-669-4000

<http://www.eeoc.gov>

B. Students May Also Bring Complaints To:

Office for Civil Rights (OCR)

United States Department of Education

33 Arch Street, Suite 900

Boston, MA 02110-1491

(617) 289-0111

Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

Web: <http://www.ed.gov/ocr>

### ***Family Educational Rights and Privacy Act (FERPA)***

The Family Educational Rights and Privacy Act of 1974 is a federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. FERPA provides that the institution will maintain the confidentiality of student educational records and access to them by students.

### ***FERPA Definition of Records***

FERPA defines education records as records, files, documents, and other recorded materials which contain information directly related to a student and which are maintained by Emerson College or a person acting for the College. The term education record does not include records of instructional, supervisory and administrative personnel and educational personal ancillary thereto that are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute; records on a student who is 18 years of age or older that are created

or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional or paraprofessional capacity, or assisting in that capacity and in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice; records of students as employees unless the employment results from the employee's status as a student; alumni records.

### ***Access of Records***

FERPA accords all the rights under FERPA to all students at the College. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution with legitimate educational interest, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accrediting function, and to persons in an emergency in order to protect the health or safety of students or other persons. Emerson College will also release information to be in compliance with a judicial order; this release will occur only after an attempt has been made to contact the student at the last known address.

Within the Emerson College community, only those members, individually or collectively, acting in a student's educational interest are allowed access to the educational records. Legitimate educational interest means (1) the information or records requested is relevant and necessary to accomplishment of some task or determination; and (2) the task or determination is an employment responsibility for the inquirer or is a properly assigned subject matter for the inquirer's employment responsibility.



### **Office of Student Financial Services**

80 Boylston Street  
(617) 824-8655  
[www.emerson.edu/financial\\_services](http://www.emerson.edu/financial_services)

The Office of Student Financial Services, which is part of the Student Service Center, is committed to working with students to help with their financial aid issues. Students are encouraged to check their web site for information about this process. It is important for students to remain aware of deadlines and processes for obtaining aid.

The College has limited aid for graduate students, so students should learn about the different loan options that are available. The College's Merit Aid Awards and President's Awards are only offered to incoming first-year students and are non-renewable beyond the time listed in the award letters.

### ***Importance of Registration Status for Aid and Loan Repayment***

Students who are not registered at least half time should keep in mind that this may affect their financial aid packages as well as their loan repayment schedule. It is important to review these issues before changing status.

### ***Refunds***

Students who change status and have received a loan refund may be required to repay this money if their status changes. If you are thinking of changing your program or status, contact the Office of Student Financial Services.

### ***Medical/Psychological Tuition Refund Insurance Plan***

Elective insurance is available from the Dewar Tuition Refund Plan to enhance the existing refund policy of the College. This insurance provides coverage for

medical withdrawals/leaves of absence (LOAs) above and beyond the College refund schedule. The College policy provides for a declining percentage refund of tuition for withdrawals through the first five weeks of a given term (see Refund Policy), but does not provide for refund of fees. The Tuition Refund Plan will cover 100% of the insured term tuition and fees in the case of a medical withdrawal/LOA, and 60% of the insured term tuition and fees in the case of a psychological withdrawal/LOA, less any refund or credit due from the College. Applications must be submitted to the Dewar Tuition Refund Plan prior to the first day of classes. The premium is 1% of the total charges for the academic year. For further information, contact the Office of Student Financial Services.

### Emerson Buildings

The following is a list of the Emerson College Buildings:

- 180 Tremont Street (Ansin Building)
- 216 Tremont Street
- 219 Tremont Street (Cutler Majestic Theatre)
- 80 Boylston Street (Little Building)
- 100 Boylston Street (Colonial Building)
- 120 Boylston Street (Walker Building)
- 10 Boylston Place (Tuftes Performance and Production Center)
- 150 Boylston Street (Max Mutchnick Campus Center)

### Iwasaki Library

120 Boylston Street, 3rd Floor  
Circulation Desk: (617) 824-8668  
Reference Desk: (617) 824-8674  
[www.emerson.edu/library](http://www.emerson.edu/library)

The Iwasaki Library provides access to information resources and services that support the mission of the College. The collection of approximately 200,000 print and media items is relevant to graduate-level research in the School of Communication and the School of the Arts, with particular strength in communication sciences and disorders, theatre education, marketing, film, and journalism. Services include research assistance, individual and class instruction, interlibrary loan, reserve reading, and laptops for use in the Library. Bound copies of graduate projects and theses are available in the collection, and graduate students receive help with their research through appointments with reference librarians.

As a member of Fenway Libraries Online (FLO), a network of academic and special libraries in the Boston/Cambridge area, the Library shares an online catalog with nine libraries. Through membership in the Fenway Library Consortium (FLC), Emerson students may use the resources at 13 local libraries by borrowing materials directly (using a valid ID card), or by requesting that FLC materials be delivered to the Iwasaki Library.

The Library's web site is a gateway for graduate student research and can be searched from any computer via the Internet ([emerson.edu/library](http://emerson.edu/library)); licensed databases can be accessed through your ECnet account. In addition to the Library catalog, which includes the combined holdings of the Emerson College and FLO libraries, the web site offers access to a wide range of electronic sources, including important academic databases and indexes, CD-ROMs, authoritative web sites, research guides, and electronic journals. Through the web site, students are able to locate citations and articles from Academic Search Premier, LexisNexis Academic, Expanded Academic ASAP, JSTOR, and many other online resources. Students can request materials from other libraries using the web-based order form and can chat online with or e-mail reference questions to a librarian.

### Media Collection

The Library's collection of approximately 10,000 DVDs, videotapes, films, CDs, and other media materials is available at the Library's Media Desk for in-house use only. Consult the Library's web site for the online catalog of the media collection.

### Archives

Also available to Graduate Students is the College Archives, which houses materials on the history and

development of the College (including photograph and video collections), Emerson publications, and special collections in theater and broadcasting. The Archives also maintains the video portions of video graduate theses. Details about the Archives' services, collections, policies, and procedures can be accessed through the Library web site.

The Emerson College Library is located on the third floor of 120 Boylston Street and can be reached at 617-824-8668.

Details concerning Library hours, policies, and services are available at the Library's web site at [www.emerson.edu/library](http://www.emerson.edu/library) and in the Library brochure.

### **Media Collection**

180 Tremont Street, 3rd Floor

(617) 824-8676

[www.emerson.edu/library/media\\_collection](http://www.emerson.edu/library/media_collection)

The Media Collection located on the third floor of the Ansin Building at 180 Tremont Street, houses the Library's non-print collection, as well as video viewing facilities, video dubbing booths, a video studio, video editing suite, audio production booth, and a mediated conference room. The Media Collection circulates video equipment for non-production classes, including digital camcorders, digital still cameras, and digital and analog audio recorders. The Media Collection also circulates laptop computers, data projectors, slide projectors, and overhead projectors. Media Collection provides, maintains, and delivers audiovisual equipment in many of the College's classrooms and meeting spaces. Staff members are available to assist in the setup and operation of this equipment. The Media Collection provides technical assistance for special events. Services include setting up and operating data projection systems, facilitating teleconferencing, and providing amplification for speakers.

Details concerning Media Collection hours, policies, and services are available on the Media Collection web site.

### **IT Help Desk**

120 Boylston Street, 4th Floor

(617) 824-8080

[www.emerson.edu/helpdesk](http://www.emerson.edu/helpdesk)

Emerson College maintains over 450 Macintosh and Windows workstations for use by students. Computer labs feature the most recent versions of software, including word processing, desktop publishing, digital imaging, Web publishing, digital video and audio, DVD authoring, and 3D animation. Computer labs have flatbed scanners, slide scanners, grayscale and color laser printers, photo inkjet printers, wireless Internet access, and media presentation systems. Lab support staff is available in all lab locations to assist users and to answer questions.

All campus buildings are wired with high-speed Internet access, and wireless Internet access is available in most campus locations. Other technology services are available to students, including Web development and networked storage space, software workshops, and on-line reference guides and tutorials. Student computer support is available at the IT Help Desk for troubleshooting networking problems.

All students receive an Emerson College ECnet computer account, which provides access to an e-mail account (ECmail) and personal Web space. An ECnet username and password are required to log on to computer lab workstations and kiosks. Prior to using the College's computer network, all students should familiarize themselves with the Electronic Information Policy Guidelines found at [www.emerson.edu/helpdesk/policy](http://www.emerson.edu/helpdesk/policy). Violations of those policies are considered to be unethical and can lead to College disciplinary action and/or criminal prosecution.

For more information about technology resources at Emerson, visit the IT Help Desk web site. To learn about computing facilities at Emerson, visit the Lab Operations web site at [www.emerson.edu/labs](http://www.emerson.edu/labs).

### **Television, Radio & Film Production**

120 Boylston Street, 2nd Floor  
(617) 824-8978  
[www.emerson.edu/trf](http://www.emerson.edu/trf)

Emerson College Television, Radio & Film Production (TRF) supports the formal academic curriculum and the faculty and students with a wide array of video, audio, film, photography, and new media facilities and equipment as well as a highly skilled professional staff. These services include the Tuftes Performance and Production Center TV studios; the Journalism Television Facility; digital editing labs and suites; sound transfer rooms; and film, audio and video recording equipment vended from the Equipment Distribution Center. In addition to supporting the academic programs throughout the College, TRF also oversees The Emerson Channel (ECTV), Emerson's closed circuit television station, and provides technical support to WERS-FM, Emerson's award winning and highly popular broadcast radio station.

In its efforts to expand Emerson's reach and reflect the talent and knowledge of its faculty, students, and staff, Emerson Productions seeks partnerships with outside broadcasting, film, and other media organizations for both the production and distribution of new products. These products can range from original television and radio programs to web services. In addition Emerson Productions is Emerson College's internal production facility. TRF's equipment and facilities are mainly housed in the Ansin Building at 180 Tremont Street, the Tuftes Performance and Production Center at 10 Boylston Place, and the Walker Building at 120 Boylston Street. Over 150 Emerson students work for TRF in the various departments: Equipment Distribution

Center; film and video digital editing facilities; journalism television facilities; television studios; engineering department; the Emerson Channel; and Emerson Productions.

### **Writing & Academic Resource Center**

216 Tremont Street, 5th Floor  
(617) 824-7874  
[www.emerson.edu/writing\\_center](http://www.emerson.edu/writing_center)

The Writing & Academic Resource Center WARC offers a variety of academic support services to all Emerson students. The Center provides individualized tutorials in all phases of the writing process. In addition, the Center offers support in study skills, including note taking, test taking, organizational and time-management strategies, and library research. For international students who are non-native speakers of English, the Center can help you practice your pronunciation, develop vocabulary, develop public speaking skills, and enhance your grammar skills. Peer tutoring in content areas is available upon request. Professional academic support specialists are on staff to help students with special needs and requests. The goal of the WARC is to help students develop strategies and skills necessary for academic success.

### **Disability Service Office**

216 Tremont Street, 5th Floor  
(617) 824-8415  
[www.emerson.edu/disability\\_services](http://www.emerson.edu/disability_services)

Emerson is committed to providing equal access to its academic and social activities to all qualified students with disabilities so that they may enjoy and participate fully in the College community. While upholding this commitment, Emerson will also maintain the high standards of achievement that are essential to the integrity of the College's programs and services. Emerson offers services through its Disabilities Services Office to students with documented physical, visual,

## BUSINESS SERVICES

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### **Barnes and Noble @ Emerson College Bookstore**

114 Boylston Street  
(617) 824-8696  
[www.emerson.edu/business\\_services/bookstore.cfm](http://www.emerson.edu/business_services/bookstore.cfm)

Barnes and Noble @ Emerson College Bookstore provides all textbooks, as well as faculty-authored books, college apparel, and office supplies. During the academic year, the bookstore is open Monday through Friday, 9:00 a.m. to 7:00 p.m.

### **Print/Copy Center**

80 Boylston Street  
(617) 824-6593  
[www.emerson.edu/business\\_services/print\\_copy\\_center.cfm](http://www.emerson.edu/business_services/print_copy_center.cfm)

The Print/Copy Center located in the lobby of the Little Building, 80 Boylston Street, offers a wide variety of services. Hours of operation are Monday through Friday 8:00 a.m. to 5:00 p.m. Copy machines are located in the Library for student use. Copies may be made at 10 cents per sheet. A copy card can be purchased for \$5 per card at the Library.

### **Mail Services**

100 Boylston Street, Basement  
(617) 824-8594  
[www.emerson.edu/business\\_services/mail\\_services.cfm](http://www.emerson.edu/business_services/mail_services.cfm)

The mailroom is primarily used for academic and administrative mail matters, shipping, and receiving. However, the mailroom will provide students with most mailing and shipping services including UPS and Federal Express. Students are required to prepare their own packages for shipping in accordance with the requirements of the shipping carrier. Students may pay

for postal and shipping charges by cash (exact change) or check (accepted September 1 through May 1). A photo ID is required of any student claiming a package from the mailroom. The mailroom is open Monday through Friday from 9:00 a.m. to 6:00 p.m.

### **Campus Dining**

Little Building Dining Hall  
80 Boylston Street, 2nd Floor  
The Little Building Dining Hall, which holds approximately 300 people, is the main dining location on campus and is an all-you-can-eat facility designed primarily to provide students the meals included in their selected Board Plan. Emerson strives to create a warm, friendly dining space for students and faculty, with a diverse menu, so that everyone has a slice of home.

The serving area has four full-service stations: The Grill, Homestyle Cooking, which includes everything from rotisserie to stir-fry, the Sandwich Shoppe, and the highly acclaimed VEGAN section LeGrain and Legume. In addition, the serving area provides a full, self-service Salad/Soup Bar, along with Pizza, Dessert Bar, and Fresh Bread station. Nutritional information is available upon request at the cashier's desk.

### **Emerson's Cafe**

80 Boylston Street  
Emerson's Cafe serves a wide variety of coffees, beverages, pastries, bagels, soups, and made-to-order sandwiches on a selection of breads.

During the summer months, Emerson's Cafe also operates a sidewalk cafe on the corner of Boylston Street and Tremont Street in the Boston Common. Students and faculty may now pay using EC Cash.

### **Common Cafe**

150 Boylston Street, 2nd Floor

The Common's Cafe offers a variety of menu items, which include: Pasta, Stir Fry, Pizza, Soup, Panini, Salads and Sandwiches. Nutritional information is available upon request at the manager's office.

## SAFETY

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### **Department of Public Safety**

80 Boylston Street  
(617) 824-8555

The Department of Public Safety is open twenty-four hours a day, seven days a week, and 365 days of the year. The officers are staff members of the College. They are sworn under Massachusetts General Laws, Chapter 22C, Section 63, as Special State Police Officers, and possess full police powers on our campus property. The Public Safety Officers are here for your safety and assistance. Your respect for them as individuals and your cooperation with them in their performance of their responsibilities will help make Emerson a more secure environment for all of us.

### ***Student Right-to-Know and Campus Security Act of 1990***

In compliance with this act, the Office of Public Safety publishes statistical information about crime on and around the campus.

### ***Escort Service***

Between the hours of 6:00 p.m. and 3:00 a.m., Emerson College will provide a shuttle for Emerson students between 80 Boylston Street, the Courtyard Marriot and the Double Tree Hotel.

The shuttle operates on a schedule that departs each location every ten minutes beginning at 6:00 pm. Upon request the driver will stop at the Piano Row Residence Hall.

### ***Safety Tips***

Security is everyone's responsibility at Emerson and these are some steps that you can take to help insure your own safety and the safety of others:

- Carry your student ID at all times and cooperate with those College officials requesting that you adequately identify yourself.

- Report all suspicious looking persons on Emerson property or in our facilities to the Public Safety Department.
- When entering or exiting any college facility after hours, secure the door behind you and follow all check-in and check-out procedures.
- Immediately report all incidents of theft, intrusion, and physical harm to the Public Safety Department.
- Do not walk alone after dark in the streets of Boston, including those streets that run throughout our campus.
- Be sure to stay on main streets with good lighting. These streets are apt to have other pedestrian traffic.
- Do not invite individuals from off the street or with whom you are unfamiliar into campus facilities.
- Report all incidents of broken or unlockable doors and windows that might be a security risk to the Public Safety Department and Facilities Management (617) 824-8880.

### ***Lost and Found***

Students are encouraged to use the Office of Public Safety at 80 Boylston Street (Little Building) for any items lost or found within the College. Students should note that the College assumes no responsibility for loss of property in any of the College buildings through fire, theft, or other causes.

### ***Emerson College ID Card (Lion Card)***

Emerson College ID photos are taken at regular intervals as announced by the Office of Public Safety. All new students obtain their IDs during Orientation. Students are expected to carry their Emerson ID cards at all times and to produce the ID card when requested.

If you lose your ID, you must report this loss to Public Safety and obtain a replacement ID. Public Safety will issue a replacement Emerson College ID card upon presentation of sufficient verification of identity. A \$25 fee for a replacement ID card will be charged.

Through a debit card feature (ECcash) built into Lion Cards, students can use their IDs to make purchases at the bookstore, the campus convenience stores, and vending machines.

### ***School Cancellations***

In an event that the College must close or delay opening due to severe weather conditions or other emergency, the following will apply:

For the purpose of this policy the official opening time for the college is 8:00 a.m. A delayed opening of two hours means that the College will open at 10:00 a.m. An announcement to cancel classes will be made by 6:30 a.m. for day classes and by 3:00 p.m. for evening classes. Evening classes are those beginning at 6:00 p.m. or later. During these emergencies, a recorded message of the College's operating schedule can be obtained by calling the (617) 824-8500 or by visiting [ecampus.emerson.edu](http://ecampus.emerson.edu).

Announcements will also be made via the following:

#### ***Radio***

WRKO 680 AM

WBZ 1030 AM

WERS 88.9 FM

#### ***Television***

WBZ Channel 4

WCVB Channel 5

WHDH Channel 7

device is discovered, the building will be evacuated immediately. Follow Fire Evacuation instructions unless otherwise instructed by a College official.

## **Emergency Situations**

### ***Bomb Threat***

In the event of a bomb threat, the occupants are notified. The authority in charge may require that the building be cleared immediately. Should this not be the case, any resident electing to remain in the building does so at his/her own risk. If a suspected explosive

## COMMUNICATING AT EMERSON

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### **E-mail and College Communication**

Every enrolled, degree-seeking student is assigned an Emerson College e-mail address as part of their ECnet account. This e-mail address is `firstname_lastname@emerson.edu`. The College considers the transmission of information to students via their College assigned e-mail address a form of official notification. It is students' responsibility to check their Emerson e-mail accounts regularly. Students can access their Emerson e-mail accounts from any computer at `ecmail.emerson.edu`.

Students may adjust their e-mail settings so that messages sent to their Emerson e-mail address are redirected to an alternate/preferred e-mail address. To do so, visit `ecmail.emerson.edu` and select "Redirect my EMail."

For any questions regarding your ID number or PIN, contact the Registrar's Office at (617) 824-8655. For any technical questions or problems using EMail, contact the IT Help Desk at (617) 824-8080.

### **e-Campus**

The central web site for the Emerson community is `ecampus.emerson.edu`. This site provides information about upcoming events, workshops, The Tackboard and daily announcements at Emerson.

### **Communicating Disaster and Crisis Information**

Emerson utilizes a state-of-the-art Emergency Notification System (ENS) called CONNECT-Ed to communicate with students, faculty and staff in the event that an emergency occurs on the Boston campus. It is a robust system that simultaneously transmits messages by telephone, e-mail and SMS (text messaging). The College strongly encourages all students, faculty and

staff to provide up-to-date contact information by completing the ENS registration form.

In the event that a major emergency occurs in the vicinity of one of Emerson's campus locations (e.g. Boston, Los Angeles or Kasteel Well), notices concerning the situation will be posted and updated as soon as possible on the Emerson College web site. The notices may be found on the Public Safety site, and at `ecampus.emerson.edu` and `www.emerson.edu/parents`.

While the College will do its best to keep students and their families apprised of the situation, we strongly recommend that students and their families devise a personal communication plan. For example, students should consider calling and/or e-mailing parent/family member directly, assuming that phone and/or Internet communication has not been compromised. Each student should have a secondary contact person in the event ones primary contact is unreachable

## STUDENT GROUPS

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Emerson has a number of student organizations devoted to graduate interests as well as organizations that attract both undergraduate and graduate students. Below is a list of the graduate student organizations.

### **Graduate Student Association**

This is the umbrella organization for graduate students. Its mission is to provide a voice for graduate students, offer events and activities of interest for graduate students, and provide financial oversight for student funding of organizations. More information is available on the Graduate Studies web site.

### **Communicators for Health**

This group is devoted to connecting Emerson students with others interested in the health care industry. They work with students at Tufts University and health care professionals to exchange information and sponsor programs to promote healthcare issues. Activities include sponsoring a blood drive and bringing speakers to campus.

### **Emerson Communication**

Emerson Communication is a student-operated and faculty-advised marketing communication agency dedicated to providing students with hands-on experience in the areas of advertising, public relations, promotion, graphic design, and computer graphics. Emerson Communication services are available to on and off campus organizations.

### **EMG Production Group**

The EMG Production Group was created to provide graduate students in the Department of Visual & Media Arts the opportunity to gain extra-curricular production experience and forge networks among peers. Throughout the year, students work on self-directed

studio or field production projects, which culminate in a screening during each semester. The group also invites guest speakers from the industry and supports other student initiatives in VMA. Recent activities include original sitcoms, a local news magazine production, and music videos for local Boston artists. While still growing and developing, the group serves to enhance collaborative skills and technical experience, while encouraging contacts between graduates during their years at Emerson and beyond.

### **Graduate Radio-Television News Directors Association**

This group is a student chapter of the national broadcast news directors professional organization. It is open to graduate students committed to broadcast journalism careers. Activities include professional and service programs as well as social events.

### **Graduate Reading Series**

The Graduate Reading Series are designed to showcase the creative writing talents of the Emerson graduate community. Students read original poetry, prose, and nonfiction in a supportive and enthusiastic environment. Readings are scheduled regularly throughout the school year. Interested students should contact the Department of Writing, Literature & Publishing for further information. This group also sponsors other activities in support of the writing community.

### **Graduate Students in Communication Sciences and Disorders**

This organization was established to foster discussion of issues relating to the field of communication sciences and disorders. The group promotes awareness of issues relating to communication sciences and supports discussions and activities for new professionals in the field.

## **Graduate Students for Global Marketing Communication and Advertising**

Members of Graduate Students for Global Marketing Communication and Advertising focus on issues that have an impact on marketing communication around the world. They hold workshops and events to promote discussion of global communication issues and foster community among graduate students in the program.

## **Graduate Students for Integrated Marketing Communication**

This organization exists to explore the role of integrated marketing communications in the business environment through career-focused events and discussions. Students also work to facilitate a feeling of community among graduate students in the IMC program. In the past guests have been brought in for discussions from organizations such as the American Marketing Association and the Massachusetts Interactive Media Council. Events like this are planned every semester along with other networking/social events for students to get to know each other.

## **Organizational Communication Connections**

This is a graduate student group for all students in the Communications Management program. As part of our mission, the group supports students interested in organizational communication by providing professional development and networking opportunities through a variety of gatherings and other activities. Through our events, the group strives to cultivate students' interests in the field of organizational communication and to promote a sense of community within the program and the College.

## ***Redivider***

Redivider (formerly the Beacon Street Review) is Emerson's graduate-student-run national literary magazine. A journal of new literature, Redivider publishes work

by new and established writers in all genres including poetry, fiction, creative non-fiction, and drama, along with reviews, interviews, and occasional recipes. Published twice yearly, new issues are available each winter and spring. Submissions are welcome year-round. Visit [pages.emerson.edu/publications/redivider/](http://pages.emerson.edu/publications/redivider/) for more information.

## **Student Alumni Association**

The Student Alumni Association is a group of student leaders who work together to encourage interaction with alumni and foster mutually beneficial and long-lasting relationships.

## **Students for Publishing**

Officially recognized in the spring of 2004, Students for Publishing was founded with the mission to create learning and networking opportunities focused on publishing. While the core of the group are students in the publishing program, all students interested in publishing are encouraged to take part in the organization and its events.

## **Theatre Education Graduate Association**

TEGA is a student organization devoted to assisting in the educational and professional developments of all theatre education graduate students. Its purposes include helping the theatre education graduate students by providing educational opportunities outside of classes, providing an environment for professional networking, representing the needs of the theater education graduate students to the Graduate Student Association, and creating an open forum for discussion and dialogue on topics concerning theater education.

## **Starting a Student Group**

Starting a group involves two separate recognition processes: (1) the group must be recognized by the Office of Graduate Studies, and (2) the group must be recognized by the Graduate Student Association. Students interested in joining a group or starting one should go to [www.emerson.edu/graduate\\_studies/graduate\\_student\\_organizations](http://www.emerson.edu/graduate_studies/graduate_student_organizations) for information or contact the Graduate Studies Office for material.

### ***Recognition by the Office of Graduate Studies***

Matriculated graduate students interested in starting a group must do the following: (a) provide the Director of Graduate Studies with a mission statement or statement of purpose including who the group would serve and (b) provide a list of twenty or more students willing to be active members of the group. After these are submitted, the students must meet with the director to discuss the rules and guidelines for becoming a recognized group. No group that duplicates any aspect of an existing group will be recognized.

### ***Recognition by the Graduate Student Association***

Once a group has received recognition from the Office of Graduate Studies, they may then request recognition from the Graduate Student Association. Recognition by the Graduate Student Association makes the group eligible for funding.

## LIVING IN BOSTON

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### **Entertainment**

Boston's major newspaper, The Boston Globe at [www.boston.com](http://www.boston.com) contains information about local, national, and international news and events. Craigslist at [boston.craigslist.org](http://boston.craigslist.org) offers local listings for things like apartments, jobs, and furniture available in the Boston area. The Boston and Cambridge areas are filled with movie theaters showing everything from the latest blockbusters to independent films. Check online at [www.fandango.com](http://www.fandango.com) or [www.movietickets.com](http://www.movietickets.com) to find film times, theater locations, and online ticket purchasing. The Hatch Shell offers free summer concerts and movies [www.hatchshell.com](http://www.hatchshell.com).

### ***Chain Book Stores***

Barnes & Noble  
660 Beacon Street, Boston  
[www.barnesandnoble.com](http://www.barnesandnoble.com)

Barnes & Noble  
111 Huntington Avenue, Boston  
[www.barnesandnoble.com](http://www.barnesandnoble.com)

Borders Boston  
10–24 School Street, Boston  
[www.bordersstores.com](http://www.bordersstores.com)

Borders Back Bay  
511 Boylston Street, Boston  
[www.borderstores.com](http://www.borderstores.com)

### ***Independent Book Stores***

Brookline Booksmith  
279 Harvard Street, Brookline  
[www.brooklinebooksmith.com](http://www.brooklinebooksmith.com)

The Coop  
144 Massachusetts Avenue, Cambridge  
[store.thecoop.com](http://store.thecoop.com)

Porter Square Books  
25 White Street, Cambridge  
[www.portersquarebooks.com](http://www.portersquarebooks.com)

Trident Booksellers & Café  
338 Newbury Street, Boston  
[www.tridentbookscafe.com](http://www.tridentbookscafe.com)

### ***AMC Movie Theaters***

AMC Loews Harvard Square 5  
10 Church Street, Cambridge

AMC Loews Boston Common 19  
175 Tremont Street, Boston

### ***Independent Movie Theaters***

Brattle Theatre  
40 Brattle Circle, Cambridge  
[www.brattlefilm.org/brattlefilm/index.html](http://www.brattlefilm.org/brattlefilm/index.html)

Coolidge Corner Theatre  
290 Harvard Street, Brookline  
[www.coolidge.org](http://www.coolidge.org)

Kendall Square Cinema  
1 Kendall Square, Cambridge  
[www.landmarktheatres.com](http://www.landmarktheatres.com)

### ***Second Run Movie Theaters***

Capitol Theatre  
204 Massachusetts Avenue, Arlington  
[www.somervilletheatreonline.com](http://www.somervilletheatreonline.com)

Somerville Theatre  
55 Davis Square, Somerville  
[www.somervilletheatreonline.com](http://www.somervilletheatreonline.com)

### *Radio Stations*

WAAF 107.3 FM	rock	WEEI 850 AM	sports radio
WBCN 104.1 FM	rock/alternative	WERS 88.9 FM*	Emerson College
WBMX 98.5 FM	light contemporary	WQSX 93.7 FM	classic rock
WBOS 92.9 FM	modern rock	WODS 103.3 FM	oldies
WBZ 1030 AM	news radio	WRKO 680 FM	talk radio

\*WERS, New England's oldest non-commercial radio station, reaches a potential audience of three million people with an eclectic blend of music, news, and public affairs programming. The 4,000-watt station is entirely student-operated and has been nationally recognized for excellence by Boston and Details magazines and by the National Association of Public Broadcasters.

## Dining

Boston has many types of restaurants. Yelp and Citysearch web sites where users can read restaurants reviews as well as find ideas of things to do and practical advice such as where to get your haircut: [www.yelp.com/boston](http://www.yelp.com/boston), [boston.citysearch.com](http://boston.citysearch.com). Every March and August many Boston restaurants offer Restaurant Week where diners can enjoy a meal at a reduced price. Visit [www.restaurantweekboston.com](http://www.restaurantweekboston.com) for dates, restaurants, and prices. Below are some suggested dining options close to the Emerson campus.

### *Restaurants and Bars Close to Campus*

Beijing on the Common 62 Boylston Street Chinese and Vietnamese	P.F. Chang's 8 Park Plaza Chinese
Buddha's Delight Vegetarian Restaurant 3 Beach Street, Chinatown Vietnamese	Rattlesnake Bar & Grill 382 Boylston Street American with rooftop seating
California Pizza Kitchen 137 Stuart Street, Transportation Building Unique pizzas	Remington's 124 Boylston Street Pub food and full bar
Fajitas & Ritas 25 West Street Mexican	Rock Bottom Brewery 115 Stuart Street American with full bar and on-site brewery
Jacob Wirth's 31 Stuart Street German food, Boston's second oldest bar	Silvertone 69 Bromfield Street Cheap, hearty comfort food
M.J. O'Connor's 27 Columbus Avenue, Eclectic Irish food	Sweetwater Café 3 Boylston Place Pub food and full bar
Montien 63 Stuart Street, Chinatown Thai	The Tam 222 Tremont Street No food but great jukebox and cheap beer
Parish Café 361 Boylston Street Unique sandwiches created by local chefs	Tantric 123 Stuart Street Indian
Pho Pasteur 128 Stuart Street Vietnamese	

## *Cafés, Fast Food, and Ice Cream Close to Campus*

Black Seed Café & Grill  
131 Tremont Street, Downtown Crossing

Burger King  
128 Tremont Street, Downtown Crossing

Cold Stone Creamery  
8 Park Plaza

D'Angelo's  
10 Park Plaza, Transportation Building

Dunkin' Donuts  
80 Boylston Street, corner of Tremont and Boylston  
Streets

Dunkin' Donuts  
10 Park Plaza, Transportation Building

Falafel King  
48 Winter Street, Downtown Crossing

Finagle a Bagel  
129 Tremont Street, Downtown Crossing

Know Fat Lifestyle Grill  
530 Washington Street, Downtown Crossing

McDonald's  
146 Tremont Street, Chinatown

New York Pizza  
224 Tremont Street, Theatre District

Quiznos  
500 Washington Street, Downtown Crossing

Sbarro  
10 Park Plaza, Transportation Building

Seattle's Best Coffee  
10–24 School Street, in Borders

Starbucks  
62 Boylston Street, corner of Tremont and Boylston  
Streets

Starbucks  
10 Park Plaza, Transportation Building

Subway  
230 Tremont Street, Theatre District

Wendy's  
349 Washington Street, Downtown Crossing

## The Arts

Emerson College is located on the cusp of Boston's Theatre District and within easy walking distance of several great museums. Admission into some museums and theatres is free or discounted on certain days of the week and for students with valid student ID. Visit the museum or theatre website for more information on student rates, discounts, and day-of-show half-price tickets.

### *Museums*

Harvard Museum of Natural History  
26 Oxford Street, Cambridge  
[www.hmnh.harvard.edu](http://www.hmnh.harvard.edu)

Isabella Stewart Gardner Museum  
280 Fenway, Boston  
[www.gardnermuseum.org](http://www.gardnermuseum.org)

Institute of Contemporary Art  
100 Northern Avenue, Boston  
[www.icaboston.org](http://www.icaboston.org)

John F. Kennedy Presidential Library & Museum  
Columbia Point, Boston  
[www.jfklibrary.org](http://www.jfklibrary.org)

Museum of African American History  
46 Joy Street, Boston  
[www.afroammuseum.org](http://www.afroammuseum.org)

Museum of Fine Arts  
465 Huntington Avenue, Boston  
[www.mfa.org](http://www.mfa.org)

Museum of Science  
Science Park, Boston  
[www.mos.org](http://www.mos.org)

New England Aquarium  
Boston  
[www.neaq.org](http://www.neaq.org)

Sports Museum of New England  
1 Fleet Center Place, Boston  
[www.museumsofboston.org/museums/sports.html](http://www.museumsofboston.org/museums/sports.html)

### *Theaters*

American Repertory Theatre  
64 Brattle Street, Cambridge  
[www.amrep.org](http://www.amrep.org)

Berklee Performance Center  
136 Massachusetts Avenue, Boston  
[www.berkleebpc.com](http://www.berkleebpc.com)

Cutler Majestic Theatre at Emerson  
219 Tremont Street, Boston  
[www.maj.org](http://www.maj.org)

Huntington Theatre Company  
264 Huntington Avenue, Boston  
[www.huntingtontheatre.org](http://www.huntingtontheatre.org)

Shubert Theatre  
265 Tremont Street, Boston  
[www.citicenter.org](http://www.citicenter.org)

Boston Opera House  
539 Washington Street, Boston  
[www.bostonoperahouse.com](http://www.bostonoperahouse.com)

Wang Center for Performing Arts  
270 Tremont Street, Boston  
[www.citicenter.org](http://www.citicenter.org)

## **Parks, Recreation, and Sports**

Take an afternoon to explore the beautiful parks and gardens in the city, take a ferry ride in the Harbor, or rollerblade by the Charles River. Boston's Emerald Necklace consists of a 1,100-acre chain of nine parks linked by parkways and waterways. From Boston Common to Franklin Park it is approximately 7 miles by foot or bicycle through the parks.

### ***Parks***

The Esplanade

[www.esplanadeassociation.org](http://www.esplanadeassociation.org)

The Emerald Necklace

[www.cityofboston.gov/parks/emerald](http://www.cityofboston.gov/parks/emerald)

The Boston Harbor Walk

[www.bostonharborwalk.com](http://www.bostonharborwalk.com)

Boston Harbor Islands

[www.bostonislands.org](http://www.bostonislands.org)

Castle Island Park

[www.mass.info/boston.ma/parks/castle\\_island.htm](http://www.mass.info/boston.ma/parks/castle_island.htm)

### ***Bicycling***

Paul Dudley White Charles River Bicycle Paths

[www.bikexprt.com/massfacil/pdwhite.htm](http://www.bikexprt.com/massfacil/pdwhite.htm)

Pierre Lallement Bike Path

[www.massbike.org](http://www.massbike.org)

Minuteman Bikeway

[www.minutemanbikeway.org](http://www.minutemanbikeway.org)

### ***Boating***

Boston Harbor Sailing Club

Rowes Wharf, Boston

[www.bostonharborsailing.com](http://www.bostonharborsailing.com)

Boston Sailing Center

Lewis Wharf, Boston

[www.bostonsailingcenter.com](http://www.bostonsailingcenter.com)

Community Boating

David G Mugar Way, Boston

[www.community-boating.org](http://www.community-boating.org)

### ***Golf***

Fresh Pond Golf Course

691 Huron Avenue, Cambridge

[www.freshpondgolf.com](http://www.freshpondgolf.com)

Newton Commonwealth Golf Course

212 Kenrick Street, Newton

[www.sterlinggolf.com/newton](http://www.sterlinggolf.com/newton)

### ***Sports***

Boston Red Sox

Fenway Park

Kenmore Square, Boston

[boston.redsox.mlb.com](http://boston.redsox.mlb.com)

New England Patriots

Gillette Stadium

1 Patriot Place, Foxboro

[www.gillettestadium.com](http://www.gillettestadium.com)

Boston Celtics and Boston Bruins

TD Bank Garden

100 Legends Way, Boston

[www.tdbanknorthgarden.com](http://www.tdbanknorthgarden.com)

# GENERAL POLICIES AND REGULATIONS OF THE COLLEGE

# CAMPUS RULES AND REGULATIONS

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## **Student Code of Conduct**

### *Preface*

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

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.

As a community of learners, Emerson College attempts to offer to its members those procedures of order through which the separate investigations of the many learners on campus can meet each other, interchange and change.

### *Article I: Statement of Student Rights and Responsibilities*

All students at Emerson College have certain rights and responsibilities by virtue of their status in, and relationship to, the wider society of which the College is a part. In addition, there are particular rights and responsibilities that are derived from membership in the Emerson College community.

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 petition of redress or grievances.
- C. The rights of 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 rights 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 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 insure that guests on campus (including other Emerson students within one's Residence Hall living area) 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, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. 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.

### ***Article II: Student Code Authority***

The authority to enforce College rules and regulations arises with the Board of Trustees and is passed through the President to the Dean of Students. The Dean then delegates this authority to his/her staff and the College Disciplinary System. The Dean therefore reserves the right to review the sanctions imposed at any disciplinary hearing to assure their appropriateness prior to their implementation. The following system is established to protect the rights of the Emerson College community and of students accused of any breach of the Student Code of Conduct.

The right to proscribe conduct not otherwise covered by this code and to impose sanctions for violations of such proscriptions, shall be reserved for the President and his/her designees, and the Academic Deans and Faculty of the various Departments and their designees.

Any question of interpretation regarding the Student Code of Conduct shall be referred to the Dean of Students or his/her designee for final determination.

### ***Article III: Proscribed Conduct***

#### **A. Applicability:**

College jurisdiction and discipline is not limited to student conduct which occurs on College premises or at College sponsored events off-campus. Rather the College reserves the right to apply the Student Code of Conduct to students whose misconduct has a direct and distinct adverse impact on the College community, its members, and or the pursuit of its objectives regardless of where such conduct may occur (refer to the Off-Campus Conduct Policy in Appendix B). Each student shall be responsible for his/her conduct from the time of application through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from the College while a disciplinary matter is pending.

#### **B. Conduct Rules and Regulations:**

The Dean of Students or his/her designee shall make the final determination on what constitutes a potential violation of the Student Code of Conduct and shall establish the specific charge(s) as appropriate.

The following list of behaviors is intended to represent the types of acts that constitute violations of the Student Code of Conduct. Rules and regulations of the College, residence halls and departments not contained within the Student Code of Conduct may be communicated to students in publications and posted notices including, but not limited to, the Student Handbook, College Catalogue, College website, housing contracts, and other official publications. These rules and regulations may be amended from time to time in writing. Although this list is extensive, it should not be regarded as all-inclusive.

1. All forms of dishonesty, including but not limited to cheating, plagiarism, knowingly furnishing false information to the College and/or a College official, and forgery, alteration or use of institutional documents, records, or instruments of identification with intent to defraud.
2. Intentional or reckless interference of College activities, including but not limited to teaching, research, administration, or fire, police or emergency services.
3. Physical or verbal abuse, assault, threats, intimidation, harassment, stalking, coercion, and/or any conduct which threatens or endangers the physical or psychological health or safety of another person.
4. Sexual violence, coercion or harassment against another individual whether perpetrated by a stranger or acquaintance. Prohibited conduct ranges from rape, attempted rape and sexual assault to sexual misconduct including, but not limited to stalking, voyeurism, exposure, sexually harassing communication, unwanted touching and sexual activity in a context of emotional coercion.
5. Behavior or activities which endanger the safety of one's self or others, including, but not limited to the following:
  6. Unauthorized storage, possession and/or use of firearms, fireworks, dangerous weapons, weapons used for sparring or fighting, or hazardous chemicals on College premises or at College-sponsored activities.
  7. Unauthorized storage, possession and/or use of knives except butter/table knives without a serrated edge or non-locking pocket knives with a single edge no longer than 2" in length.
  8. Throwing/dropping of objects from College buildings.
  9. Conduct that threatens or endangers the health or safety of one's self.
10. Intentionally or recklessly misusing or damaging fire or other safety equipment.
11. Attempted or actual vandalism, or the damage, destruction or defacement of College property or the property of others.
12. Attempted or actual theft of property or services including, but not limited to, the unauthorized duplication of copyrighted materials; knowingly in possession of stolen property.
13. Possession, use, manufacture or attempted or actual distribution of any controlled substance or illegal drug, or drug paraphernalia.
14. Illegal and unauthorized use, possession, manufacture or distribution of alcoholic beverages.
15. Smoking in any College owned or leased facility or vehicle, or otherwise designated "no smoking" areas.
16. False reporting of an emergency: the false report of bomb, fire, or other emergency in any building,

structure, or facility on College premises or at a College sponsored activity by means of activating a fire alarm or in any other manner.

17. Unauthorized presence in/on or forcible entry into a College facility or College-related premises, including College building roofs or fire escapes.
18. Unauthorized use or misuse of College property, including but not limited to equipment, thermostats, technology or keys.
19. Unauthorized use of candles, incense or open flames in College facilities.
20. Sale of tickets of chance or any other form of gambling.
21. Failure to comply with the directions of College officials, including campus public safety officers and resident assistants acting in the performance of their duties.
22. Hazing.
23. Abuse of the College disciplinary process, including but not limited to:
24. Interference with the conduct of a disciplinary hearing.
25. Intentionally providing false or misleading information to a disciplinary body.
26. Influencing or attempting to influence another person to commit an abuse of the disciplinary process.
27. Failure to comply with the terms or conditions of a sanction imposed by a disciplinary body.
28. Aiding or abetting any violation of the Student Code of Conduct. Students are responsible for the actions of their guests.
29. Violation of published College policies, rules or regulations.
30. Behavior or activities that are disruptive to or negatively impact the College's relationships with the City, its community or other institutions.
31. Violations of local, state and federal laws, regulations and ordinances, whether occurring on or off campus.

Further explanations and definitions of these Rules and Regulations can be found in Appendix B.

#### ***Article IV: The Disciplinary Process***

The agencies responsible for the disciplinary process are the Dean of Students, or his/her designees, the College Conduct Coordinator, the Associate Dean/Director of Housing and Residence Life, Residence Directors, the College Conduct Board and the Administrative/Faculty Conduct Board. Cases of major misconduct in or around the residence halls or dining halls typically will be referred to the Associate Dean/Director of Housing

and Residence Life, and minor infractions reported to the Residence Director of the hall. All other cases of alleged misconduct will be submitted to the Dean of Students or his /her designees. In an effort to be as fair as possible to the complainant and accused, the Dean of Students reserves the right to modify the disciplinary process as deemed necessary or appropriate.

A. Rights of Accused Students:

The accused student who has been charged shall have the right to:

1. Be informed of the complaint in advance of a hearing.
2. Be notified in writing of the charges and the Board/hearing officer to whom the charges have been referred.
3. Be informed about the hearing process.
4. Request a delay of a hearing due to extenuating circumstances.
5. Be present at all stages of the Board hearing process except during the private deliberations of the hearing body.
6. Present witnesses and relevant evidence in one's own behalf.
7. Question witnesses, directly through the Board, and challenge adverse evidence.
8. The assistance of an advisor (as defined under section F).
9. Remain silent during a hearing.
10. Be judged by a fair and impartial Board or hearing officer.
11. Be informed of the finding(s) and, when applicable, the sanction(s) imposed.
12. Appeal a decision if a fair disciplinary process has been denied and/or if the student obtains substantive new evidence not available at the time of the hearing.

B. Initiating a Complaint:

Any person in the College community with a good faith reason to believe there has been a violation of the Code of Conduct may initiate a complaint regarding any Emerson student by submitting to the Office of the Dean Students or the Office of the Associate Dean/Director of Housing and Residence Life, in writing, the following information, if available:

1. Names of the accused.
2. Clear explanation of the nature of incident.
3. Names, addresses, and telephone numbers of witnesses.
4. Names, addresses, and telephone numbers of those filing the complaint.

C. Review of the Complaint:

When a complaint is reported to the Dean of Students or the Associate Dean/Director of Housing and Residence Life, or his/her designee, the matter will be reviewed. Depending on the results of the review, the complaint may proceed to hearing at the discretion of the Dean of Students or the Associate Dean/Director of Housing and Residence Life, or his/her designee.

D. Notification of the Charges and Disciplinary Process:

1. The Accused will be notified of a meeting to discuss an alleged violation(s) at which his/her presence is required.
2. The Accused involved shall be notified in writing of the charges.
3. A written notice for a Conduct Board hearing will be presented in advance of the Conduct hearing, normally five business days before the hearing. A student may request consideration for the 5-day notice to be waived.
4. Students are expected to be at the hearing for which they are so notified.
5. The College will make every effort to avoid scheduling a Conduct Board hearing that conflicts with the academic schedule of either the complainant or accused student. The College reserves the right to proceed with the Conduct Board hearing whether or not one or both of the parties fail to show. If a student believes s/he has a valid reason for a hearing to be rescheduled, a written request must be received by the College Conduct Coordinator or the Dean of Students a minimum of 72 hours in advance of the hearing for consideration. Job and extracurricular activity conflicts are not typically considered for rescheduling a hearing.

E. Hearing Bodies:

The Dean of Students or the Associate Dean/Director of Housing and Residence Life or their designees may resolve charges against a student in an Administrative Hearing or refer it to a Conduct Board Hearing. As Chief Conduct Officer, the Dean of Students reserves the right to channel any case considered to be of a very serious or sensitive nature to the Administrative/Faculty Conduct Board.

1. Administrative Hearings:

This type of hearing is adjudicated individually by the Dean of Students or his/her designee. When opting for the Administrative Hearing, the Accused waives their right to a Board hearing, to confront witnesses and to present witnesses. Sanctions imposed resulting from an administrative hearing may include but not limited to censure, monetary fines, restitution, loss of privileges, educational assignments, housing, disciplinary or College probation, or suspension/dismissal from the residence halls. An Administrative hearing shall be conducted in the following manner:

- a. The Hearing Officer will state the charges and present information regarding the alleged violations.
- b. The Accused student will have an opportunity to make a statement of "Not Responsible" or

“Responsible” and to present evidence in his/her defense.

- c. The Hearing Officer and the Accused will discuss the alleged violations and the evidence presented.

At the conclusion of the hearing, the Hearing Officer will consider all materials which assist him/her to determine whether the charges of violations under the Student Code of Conduct are true or false in a fair and equitable manner. Decisions which can be reached by a Hearing Officer are “Responsible” or “Not Responsible.” The Hearing Officer will deliver a written copy of his/her findings to the Accused and when applicable, a description of the sanctions imposed.

## 2. Conduct Board Hearings:

There are two types of Board hearings, the College Conduct Board and Administrative/Faculty Conduct Board. College administrative/staff Board members shall be appointed by the President of Emerson College. Faculty Board members shall be appointed by the Vice President of Academic Affairs. Student Board members shall be appointed by the College Conduct Coordinator in consultation with the President of the Student Government Association, subject to the approval of the Dean of Students. The President of the College will designate faculty and/or administrative staff members eligible to serve as Chairpersons. A Chairperson shall oversee the hearing and report decisions to the Office of the Dean of Students. Sanctions imposed resulting from either Board hearing may include but not limited to censure, monetary fines, restitution, loss of privileges, educational assignments, disciplinary probation, deferred suspension, suspension/dismissal from the residence halls, or suspension/dismissal from the College.

- a. A College Conduct Board will be comprised of three (3) faculty/administrative Board members and two (2) student Board members. Decisions which can be reached within the College Conduct Board are “Responsible” or “Not Responsible.”
- b. An Administrative/Faculty Conduct Board will be comprised of three (3) faculty/administrative Board members. Decisions which can be reached within the Administrative/Faculty Conduct Board are “Responsible” or “Not Responsible” or “Unable to Make a Determination.” All complaints (if not otherwise resolved) during summers, intersession periods, and the first two and last two weeks of each term will be submitted to the Administrative/Faculty Conduct Board.

## F. General Information for Conduct Board Hearings:

A Conduct Board hearing will ordinarily follow the procedures as listed under Appendix A: Procedures of Conduct Boards. The Dean of Students and his/her designees have discretion to modify the Conduct Board procedures as necessary or appropriate to ensure fairness. Other information pertaining to Conduct Boards is listed below:

1. Conduct Board Chair: The Chair shall exercise control over the proceedings to achieve orderly and timely completion of the hearing. Any person, including the Accused student, who disrupts a hearing may be excluded by the Chair. The Chair serves as the principal liaison between the Board and the

office which is supervising the case. All procedural questions are subject to the final decision of the Chair.

2. **Advisors:** The Complainant and the Accused may be advised during the hearing by one person of their choosing from the College community or their immediate family. The role of the Advisor will be limited to providing advice to the student he/she is advising. The complainant and the accused student must inform the College Conduct Coordinator or the Dean of Students of the name of their respective advisor a minimum of 72 hours prior to the hearing.
  3. **Witnesses:** The complainant and the accused student may present witnesses who have first person knowledge and/or relevant information about the charge(s) being heard. Witness names must be presented to the College Conduct Coordinator or the Dean of Students a minimum of 72 hours prior to the hearing. Witnesses shall be asked to affirm that their testimony is truthful, and may be subject to charges of violating this Code by intentionally providing false information to the College.
  4. **Conduct Board Records:** For all Board hearings, there will be an evidence summary of the testimonial aspects of the hearing. The evidence summary shall be the property of the College and shall be maintained in confidential files in the Office of the College Conduct Coordinator or the Dean of Students until six months after a student graduates or withdraws.
  5. **Potential Violations Discovered during a Board Hearing:** Information presented by a student during a hearing that indicates a potential violation of the Student Code of Conduct may be adjudicated at a future time.
  6. **Board Membership:** Board members are drawn from the appointed membership list at the discretion of the Dean of Students or his/her designee.
    - a. **Challenging:**

If the complainant or the accused student has substantive evidence as to why a specific person should not be a part of the group hearing the case, either of these parties must present information in writing to the College Conduct Coordinator or Dean of Students a minimum of 72 hours prior to the hearing. If the College Conduct Coordinator deems that there is substantive evidence to excuse a board member, another board member will be substituted. The decision of the College Conduct Coordinator or the Dean of Students is final.
    - b. **Disqualifying:**

Board members must disqualify themselves from hearing a case if they judge that there is a conflict of interest. They should notify the College Conduct Coordinator or the Dean of Students of their decision as early as possible.
- G. **Basis for Findings:**  
Determinations of “responsible” or “not responsible” within the disciplinary system are based upon a “more likely than not” standard as presented to the hearing body. A simple majority vote is required to make a decision. Formal rules of evidence shall not be applicable in disciplinary hearings pursuant to

this Code.

#### H. Use of Sanctions:

Within the community of learners, the failure by a member of the population to live within the standards of the community may be due to a number of different causes, ranging from the inadequate education of the student by the College to a spirit of flagrant disregard on the part of the student for the rights of others. Each case must be met by a different response. Sanctions, such as probation, suspension or dismissal, are not regarded as means of controlling the student, but rather as educational devices to aid the student to attain the maturity required to live in society. Dismissal may be one way of telling the student that he or she is not yet ready for the education a college offers. This awareness itself may be a significant step in the educational process of the student in question.

Sanctions that may be imposed by the College Conduct Coordinator or their designees shall include censure, monetary fines, probationary periods, and/or loss of privileges. Sanctions that may be imposed by the Dean of Students, the College Conduct Board and the Administrative/Faculty Conduct Board shall include the foregoing, plus suspension or dismissal from the College

#### I. Sanctions

##### 1. Definitions

- a. **CENSURE:** A written warning placed in the student's file noting the student has been found responsible for violating College policy and continuation or repetition of prohibited conduct shall be cause for additional disciplinary action and will likely result in a more severe sanction. Depending on the nature of the infraction, certain conditions and restrictions also may be imposed. In addition, College departments may determine that the nature of a given infraction causes a student to be ineligible to participate in certain College activities, events, and/or employment/leadership positions.
- b. **FINE:** A mandatory payment of a specific sum of money imposed as penalty for an offense.
- c. **DISCIPLINARY PROBATION:** A designated period during when a student is considered not in "good social standing" with the College. Additional behavior in violation of College regulations during the probationary period will constitute grounds for more serious disciplinary action including, but not limited to, suspension/dismissal from the residence halls, and/or suspension/dismissal from the College. The hearing officer or conduct board will determine the length of the probation and determine if there are particular conditions and/or restrictions attached to the probationary status. Conditions and restrictions of this probation that may be imposed include, but are not limited to, ineligibility to participate in College and student programs, activities, athletics, or events, and/or hold student employment or leadership positions, and/or referral to applicable support services within or outside the College. Please note: students on discipline probation are automatically ineligible to serve in certain campus employment/leadership positions including, but not limited to Resident Assistant and Orientation Leader positions. In addition,

students on discipline probation are ineligible to participate in student organization sponsored overnight trips/activities. Failure to comply with the terms of the conditions of the probation will constitute grounds for more serious disciplinary action.

- d. DEFERRED SUSPENSION: A period when the student may attend classes, but is suspended from any other College program or activity; a student may not represent the College either as a member of student organizations, as a participant in intercollegiate athletics, or at any other College sponsored programs. The student may not live in or visit the residence halls for the duration of a student's tenure at the College. Additional behavior in violation of College policy during this period will constitute grounds for an immediate suspension or dismissal from the College.
- e. SUSPENSION FROM THE COLLEGE: suspension means that the accused student will no longer be present on any Emerson College owned or leased property or at an Emerson sponsored event for the time specified by the hearing board. Violators of this sanction are considered trespassers and subject to arrest.
- f. DISMISSAL FROM THE COLLEGE: requires that the accused student completely sever any connection with Emerson College. The student may not reapply for admission.
- g. OTHER APPROPRIATE ALTERNATIVES: these may include referral to other offices or agencies for guidance, counseling, specialized education, etc., assignment of educational projects and assignment for community work on campus.

\*\*Students required to leave the residence halls and/or the campus as a result of disciplinary action will not be eligible for a refund of tuition, housing or other charges.

## 2. Delay Awarding Degrees

- a. The College reserves the right to delay the awarding of any degree in instances where a complaint remains pending against a student.

## 3. Withhold Awarding Degrees

- a. The College reserves the right to withhold the awarding of any degree for academic and non-academic misconduct.

## 4. Typical Minimum Sanctions

The information provided below highlights typical consequences for certain policy violations of the Student Code of Conduct:

- a. Academic Dishonesty: A student found responsible of academic dishonesty will be subject to the sanctions listed below. In determining the appropriate sanction, the following factors will be assessed and considered:

- Was the academic misconduct deliberate or unintentional?
  - Was the act of academic misconduct isolated or pervasive?
  - Was the act of academic misconduct minor or gross in nature?
- a) 1st violation (minimum sanction shall include disciplinary probation, an educational assignment and one or more of the following):
- Repeat the assignment/project/exam for a lower grade\*
  - Receive a failing grade for the assignment/project/exam\*
  - Receive a failing grade for the course
  - Suspended from the College
  - Dismissed from the College

\*Reserved for acts of misconduct that is determined to be unintentional, isolated and minor in nature.

- b) 2nd violation (minimum sanction shall include disciplinary probation, an educational assignment and one or more of the following):
- Receive a failing grade for the course\*
  - Suspended from the College
  - Dismissed from the College

\*Reserved for a 2nd act of misconduct that is determined to be unintentional, isolated and minor in nature.

- c) 3rd violation (minimum sanction shall include a failing grade for the course and one of the following):
- Suspended from the College
  - Dismissed from the College

b. Procedure for Faculty

The following procedure is intended to provide guidance to faculty members in reporting suspected plagiarism and other acts of academic misconduct and ensure a fair and due process. Faculty members should speak with a student suspected of committing an act of academic misconduct immediately and report it to their department Chair without delay. Resolution of cases of academic misconduct will be dealt with as swiftly as possible.

- a) If a faculty member suspects a student of academic dishonesty the faculty member is

encouraged to speak with the student to gather further information.

- b) If the faculty member believes that there is sufficient evidence that an act of academic dishonesty has taken place, intentionally or inadvertently, the faculty member will notify her/his department Chair immediately regarding her/his findings.
  - c) If the Chair concurs that the incident may be an act of academic dishonesty, the Chair will immediately contact the Office of the Dean of Students for review, documentation, and adjudication.
  - d) The faculty member will notify the student of the allegation, informing her/him that the matter is being forwarded to the Office of the Dean of Students for review and adjudication.
  - e) The faculty member will forward to the Chair and Dean of Students a statement that includes the student's name, student contact information (e-mail and telephone) if known, a description of the act of suspected academic dishonesty, all evidence to support the charge, and a sanction recommended by the faculty member.
  - f) The faculty member and department Chair will have an opportunity to provide testimony and recommend a sanction.
- i. Hearing Options for Student
- a) If the student has no previous record of academic dishonesty, the matter will be forwarded to a designated Hearing Officer. The Hearing Officer will contact the student and arrange for a meeting to discuss the instructor's allegation. This meeting will provide the student an opportunity to learn about the procedures of adjudication. The student will be provided the option to have the matter heard by the Hearing Officer or a Conduct Board as defined by the Student Handbook. The Hearing Officer or the Conduct Board will follow protocols according to College policy, take into consideration all information presented and recommend an appropriate sanction.
  - b) If the student was previously found responsible for an act of academic dishonesty, the matter will be automatically referred to a Conduct Board for review and adjudication. The Conduct Board will follow protocols according to College policy, take into consideration all information presented and recommend an appropriate sanction
  - c) The Dean of Students and the appropriate school Dean reserve the right to review sanctions to insure their appropriateness prior to implementation.
- c. Alcohol Violations: A student found responsible for 1) underage possession or consumption of alcohol, 2) use or attempted use of a false identification card to obtain alcohol, 3) unauthorized consumption or possession of alcohol in any College facility or vehicle, or 4) unauthorized possession of kegs, beer balls, trashcan punches, alcohol by the case or any other central source of alcoholic beverages in any College facility or vehicle, or outdoor area, or at any College

sponsored event will be subject to the following set of progressive sanctions:

i. First Violation (minimum sanction):

- Censure
- \$50 fine
- AOD educational assignment

ii. Second Violation (minimum sanction):

- Disciplinary Probation for one (1) year
- \$75 fine
- AOD educational assignment

iii. Third Violation:

- Disciplinary Probation for two (2) years
- Prohibited from attending external site programs during the probation period.

A student (regardless of age) found responsible for: 1) unauthorized or illegal manufacture, distribution or sale of alcoholic beverages; 2) problem drinking that includes, but is not limited to, public intoxication, disruptive behavior and excessive noise; 3) service of alcohol to underage or intoxicated students or guests; or 4) manufacture, distribution or sale of false identification cards; will be subject to more stringent College sanctions up to and including immediate suspension and/or dismissal from the College.

d. Marijuana Violations: a student found responsible for possessing or using marijuana in any College facility or vehicle, or outdoor area, or at any College sponsored event will be subject to the following set of progressive sanctions. In the residence halls, the minimum evidence required for finding someone in violation of marijuana use is two (2) staff members identifying odor originating from a given room or area.

i. First Violation (minimum sanction):

- Disciplinary Probation for one (1) year
- \$75 fine
- AOD educational assignment

ii. Second Violation (minimum sanction):

- Disciplinary Probation for two (2) years
- Prohibited from attending external site programs during the probation period

iii. Third Violation (minimum sanction):

- Immediate Suspension from the College

Students found responsible for distributing marijuana, or possessing, using, manufacturing or distributing other illegal substances/drugs, or the distribution of prescription drugs, or the use of prescription drugs without a prescription will be subject to more stringent College sanctions up to and including immediate suspension and/or dismissal from on campus housing and/or the College. Students found responsible for marijuana violations at off-campus College sponsored events are subject to comparable disciplinary measures.

5. The College is not limited to the sanctions listed above and sanctions can be combined based on the nature and gravity of the violations for which a student is found responsible. A student's conduct record is maintained separately from any other academic or official file at the College. Generally, information from the record is not released without the written consent of the student. The sanctions of "Suspension" and "Dismissal" will be recorded on a student's official transcript. A student's discipline record, including related documents, are typically retained five (5) years from the date of the time the student graduates or withdraws from the College.
6. When the Accused has been found "Responsible" on any charge, the hearing body shall take the following circumstances into consideration to determine appropriate sanctions:
  - a. Prior disciplinary history at the College
  - b. Manner in which the student conducted him/herself upon confrontation and throughout the disciplinary process
  - c. Whether the policy violation was deemed extreme, intentional, reckless or malicious
  - d. Effect of the violation on the community

J. Notification of the Hearing Decisions:

1. Generally the accused student will be sent written notification of decisions and, when applicable, sanctions reached as a result of a hearing within 7 business days after a hearing.
2. In a case involving a crime of violence or a non-forcible sex offense, both the accuser and the accused shall be informed of the final results of the hearing.
3. At the discretion of the Dean of Students or his/her designee, a parent, guardian or family member may be notified of disciplinary matters under the following circumstances: alcohol and drug violations when a student is placed on probation; and/or when a student's College enrollment or housing status is in jeopardy, suspended or dismissed.

K. Appeals:

If the accused student can demonstrate to the Dean of Students or his/her designee (e.g. Associate Dean/Director of Housing and Residence Life or College Conduct Coordinator) that there has been a

denial of a fair disciplinary process in the hearing of a case and/or if the student can introduce substantive new evidence not available at the time of the hearing, a new hearing will be held and a decision will be rendered. Deviation from hearing procedures will not be a basis for sustaining an appeal unless significant prejudice or unfairness results.

An appeal must be in written form, received by the Dean of Students or his/her designee within seven (7) business days after receipt of the Board's decision and contain the following information:

1. The name, address and telephone number of the accused student.
2. A clear statement explaining the nature and circumstances of the appeal, citing the new substantive evidence in detail and/or the specifics of the alleged lack of a fair disciplinary process.
3. The names, addresses and telephone numbers of new witnesses, if any.
4. The name of the advisor, if any.

Typically, notification of whether or not the grounds for an appeal are considered legitimate will be sent within ten (10) business days after receipt of the appeal.

L. Emergency or Interim Administrative Action:

When an individual is considered an imminent threat to either persons or property, the Dean of Students will automatically invoke an immediate suspension from the College, pending the outcome of the disciplinary process. Suspension of residence hall privileges may be similarly invoked by the Associate Dean/Director of Housing and Residence Life or the Dean of Students.

### ***Article V: Definitions***

The following selected terms are defined in an effort to facilitate a more thorough understanding of the Student Code of Conduct. This list is not intended to be a complete list of all the terms referenced in the Student Code of Conduct that might require interpretation or clarification. The Dean of Students or his/her designee shall make the final determination on the definition of any term found in the Student Code of Conduct. "College" - means Emerson College.

- M. "Student" - includes any person admitted, registered, enrolled, or attending any course at the College, either full-time or part-time, pursuing undergraduate or graduate studies; or any person who is on a leave of absence from the College at the time of the incident
- N. "College official" - means any person employed by the College to perform administrative, instructional, or professional duties
- O. "Member of the College Community" - means any person who is a student or a College official; any other person working for the College, either directly or indirectly (e.g. private enterprise on campus); or any person who resides on College premises.
- P. "College premises" - includes all land, buildings, facilities, and other property in the possession of or

owned, used, or controlled by the College, either solely or in conjunction with another entity.

- Q. "Student organization" - means an association or group of persons that has complied with the formal requirements for College recognition.
- R. "Hearing Body, Hearing Officer, or Conduct Board" - means one or more members of the College assigned and authorized to determine whether a student has violated the Student Code of Conduct and to impose sanctions as warranted.
- S. "Business Day" - means any day, Monday through Friday, that the College is open.
- T. "Designee" - refers to a staff or faculty member who has responsibility for implementing the disciplinary process or administering the disciplinary system, in part or in whole.
- U. "Dean of Students" - the person assigned by the President of the College to be responsible for the administration of the Student Code of Conduct.
- V. "Complainant" - any person who submits a charge alleging that a student violated the Student Code of Conduct.
- W. "Accused or Accused Student" - any student accused of violating the Student Code of Conduct.
- X. "Good Social Standing" - a status signifying that a student is not currently on disciplinary probation, deferred suspension, suspension, or dismissal from the College. Students not in "good social standing" are ineligible to participate in student organization sponsored overnight trips/activities. In addition, College departments may use this standing to determine whether a student is eligible to hold certain campus employment/leadership positions.

### ***Appendix A: Procedures of Conduct Boards***

Any student asked to respond to a charge that he or she has violated the Student Code of Conduct before a Conduct Board is entitled to receive the following:

- A. Prior to the hearing (ordinarily at least 5 business days before), the Accused shall be given the following information:
  - 1. A written statement setting forth the procedural rights to which an accused is entitled:
    - a. A description of the procedures that will be followed by the Conduct Board in its consideration of the charges of violation of the Student Code of Conduct;
    - b. A description of the Accused's right to be accompanied to the Conduct Board by an advisor chosen from one of the following groups:
      - i. The faculty
      - ii. The administration

- iii. The student body
  - iv. The Accused's immediate family
  - c. A description of the Accused's right to have witnesses testify in support of the Accused's factual presentation or as character witnesses.
  2. A written statement which identifies the specific provisions of the Student Code of Conduct which the Accused is alleged to have violated and describes the Accused's acts which are alleged to have violated those provisions.
  3. A written notice of the date, time and place of the hearing.
  4. A list of the members of the Conduct Board who will hear the case and a description of the procedures for challenging the participation of a particular member of the Conduct Board for reasons of conflicts of interest.
- B. Hearings of the Conduct Board shall be conducted:
1. The statement of charges will be read;
  2. The Accused, the Complainant and all other persons scheduled to offer testimony will be required to sign an honesty statement.
  3. The Accused will be asked to state whether he or she is either "responsible" or "not responsible" for each specific violation alleged in the statement of charges;
  4. The Complainant will be called upon to present the facts which support her or his charge that the Accused violated the Student Code of Conduct as alleged in the statement of charges;
    - a. Following the completion of the Complainant's individual testimony, and at the close of the presentations made by each witness presented by the Complainant, the Chair of the Conduct Board will invite the Accused to ask questions of that person, either directly or through the Chair, in the Chair's discretion. The Chair will supervise the questioning to insure that the questions asked by the Accused aid in the process of determining the truth or falsity of the charges against the Accused.
    - b. After the Accused has been given an opportunity to ask questions of each person who appears before it to support the Complainant's charges, the Chair and the members of the Conduct Board will have the opportunity to ask questions.
    - c. After the Accused and the members of the Conduct Board have been given an opportunity to ask questions of a person, the Complainant will be given an opportunity to explain or rebut anything that came up in the questioning of that person.
    - d. When it appears Complainant has completed the presentation of her/his case, the Chair of the Conduct Board will ask Complainant to state for the record that his/her presentation is complete.

5. After the Complainant has confirmed that her/his presentation is complete, the Accused will be called upon to present the facts and/or extenuating circumstances which he/she believes the Conduct Board should rely on in finding her/him not responsible for the violations alleged in the statement of charges made by the Complainant.
  - a. Following the completion of the Accused's individual testimony, and at the close of the presentations made by each witness presented by the Accused, the Chair of the Conduct Board will invite the Complainant to ask questions of that person, either directly or through the Chair, in the Chair's discretion. The Chair will supervise the questioning to insure that the questions asked by the Complainant aid in the process of determining the truth or falsity of the charges against the Accused.
  - b. After the Complainant has been given an opportunity to ask questions of each person who appears before it to support the Accused's testimony, the Chair and the members of the Conduct Board will have opportunity to ask questions.
  - c. After the Complainant and the members of the Conduct Board have been given an opportunity to ask questions of a person, the Accused will be given an opportunity to explain or rebut anything that came up in the questioning of that person.
  - d. When it appears that the Accused has completed the presentation of her/his case, the Chair of the Conduct Board will ask the Accused to state for the record that his/her presentation is complete.
6. When the Accused has indicated that her/his presentation is complete, the Chair will give the Complainant and Accused, in that order, the opportunity to make a closing presentation.
7. Following the closing presentations, the members of the Conduct Board will meet in closed session to consider the case. The Board will consider the factual presentations made by the determination as to whether it is more likely than not the Accused was responsible for each of the violations alleged in the statement of charges. With respect to any violations alleged in the statement of charges of which the Board determines that the Accused was responsible the Board will consider any claim of extenuating circumstances, which the Accused presented.
  - a. The Board will ordinarily complete its deliberations within forty-eight hours after receiving the closing presentations.
  - b. The Conduct Board will set forth its findings with respect to each alleged violation of the Student Code of Conduct contained in the statement of charges in writing, indicating that it finds the Accused responsible, not responsible, or that it was unable to make a determination of responsibility.
8. If the Board determines that Accused is responsible for any violation of the Student Code of Conduct alleged in the statement of charges, it will proceed to consider what sanctions should be imposed.

- a. During its consideration of sanctions, the Conduct Board will consider the Accused's disciplinary record.
9. A copy of the written findings of the Conduct Board and a description of the sanctions imposed will be delivered to the Accused.
- a. Together with the findings of the Conduct Board, the Accused will be given a description of the right to appeal decisions of the Conduct Board.
  - b. The Dean of Students of his/her designee will inform the Complainant of the Conduct Board's findings, including when appropriate, the sanctions imposed.
10. Attendance at hearings of a Conduct Board will be restricted to the members of the Conduct Board, the Complainant, the Accused, and their respective advisors. Persons appearing as witnesses will only be asked into the room in which the hearing is being held when making their individual presentation to the Board.
- a. The Chair of the Conduct Board, may where the Board believes that it is appropriate and/or that fairness will be achieved by doing so, permit persons appearing as witnesses to attend all or a portion of the hearing, in addition to the presentation of their own testimony.
- C. The Conduct Board will ordinarily provide a separate hearing for each individual statement of charges presented to it.
- 1. If more than one student is alleged to be responsible for common violations of the Student Code of Conduct during a common incident and/or that share common facts, the charges against the multiple Accused will be heard as one case.
  - 2. The Conduct Board will consider charges stemming from separate incidents if violations are relatively closely related in time or in the nature of the conduct, or the Accused student agrees to have them heard simultaneously.
- D. The Conduct Board will consider all materials which assist it to determine whether the charges of violations under the Student Code of Conduct in the statement of charges are true or false in a fair and equitable manner.
- 1. Ordinarily, the Conduct Board will require that evidence concerning the facts at issue be presented by a person who was a witness to the events in question.
    - a. The Board may accept the testimony of a person who heard a description of an event from one of the persons who was physically present, provided that there are reasons to conclude that the second-hand testimony is reliable.
    - b. In the discretion of the Conduct Board, when it is shown that it is unreasonable to expect an important witness to attend the hearing in person, the Board may accept a written description of an event; but only if the opposing party is given a copy of the written description sufficiently in

advance of the hearing to permit that party to submit written questions to the missing witness and receive answers in time to offer them to the Board. A written description will only be accepted if it is accompanied by a signed honesty statement.

2. Testimony as to the character of either the Complainant or the Accused may be presented by a witness or through a written statement, provided that such a statement is accompanied by a signed honesty statement.
  3. When they concern facts that relate to the charges being heard, documents prepared in the course of College business and official reports will be accepted into the record without the need for the author of the report or document being present to testify.
- E. The Chair of a Conduct Board shall be responsible for assembling all of the records of a hearing and delivering them to the Dean of Students or his/her designee.
1. The records of a hearing are the evidence summary, a copy of the Board Hearing Notification and the Charge Notification delivered to the Accused, and any documents and/or physical evidence submitted in the course of the hearing by the Complainant, Accused, their respective witnesses or otherwise received by the Board.
    - a. Notes taken during the Board's deliberations will only be considered part of the record if the members of a particular Conduct Board so designate them.
  2. The Dean of Students or his/her designee shall file and maintain the records of each hearing in a manner which ensures that the records will be available for purposes of any appeals permitted by the College.
- F. Conduct Board procedures for cases involving an allegation of sexual assault follow a special set of hearing procedures. Copies of the procedures are available in the Office of the College Conduct Coordinator and the Office of the Dean of Students.

## ***Appendix B: College Policies***

### **Academic Misconduct**

Academic Misconduct includes traditional textual plagiarism and its manifestations, including self-plagiarism, falsifying work or academic records, cheating, substitution of work or the work of another, actively participating in or condoning these activities with others, appropriating creative works of art in whole or in part (images, sounds, lighting designs, audio tracks, scripts, etc.). See "Sanctions" under the Disciplinary Process section.

### **Alcohol and Other Drug Policy**

#### **Introduction**

The Emerson College Alcohol and Other Drug Policy contains information on the College's philosophy regarding alcohol and other drug (AOD) use and abuse by students, faculty and staff ("the Emerson community") as well as regulations and sanctions regarding the possession, use, manufacture, distribution, sale, and advertisement

of AODs while on Emerson College owned or leased property or at off-campus, College-sponsored events. In addition, the Professional Arts Consortium's A Guide to Substance Abuse Prevention booklet provides AOD-related information about federal, commonwealth, and city laws, regulations, and sanctions; physical and psychological effects of AOD use and abuse; and resources for AOD information, education, and treatment. Taken together, these documents supply all necessary information for compliance with the U.S. Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

Extra copies of either publication can be obtained from the Office of the Dean of Students or Emerson's Office of Human Resources.

### Philosophy

It is a goal of Emerson College to provide a safe, productive, and healthy environment in which all members of the Emerson community can learn, work, and grow from a wealth of different experiences. The College is determined to establish and maintain working, living, and learning conditions that are free from the negative effects of alcohol and other drug abuse. With this in mind, the College encourages responsible decision-making regarding the use of legal drugs (alcohol, tobacco, pharmaceuticals, etc.). Emerson College does not condone the use of illegal drugs.

Emerson College recognizes that the misuse or abuse of any drug can be detrimental to the health, safety, learning, and well-being of individuals as well as the Emerson community. Therefore, the College offers substance abuse prevention programs for its students and employees and will identify resources and provide assistance and support for those who have, develop or are in recovery from problems with AODs.

### Medical Amnesty

The overarching priority of Emerson College with respect to alcohol and other drugs is to ensure the safety and well-being of our students. The College is committed to providing guidance so that students can learn to develop a responsible approach to social challenges, including whether to use alcohol, how to do so in moderation, and how to comply with local, state, and federal laws governing alcohol consumption.

Emerson expects students to abide by laws and College policies regarding alcohol and drug possession and consumption. For those students who choose to consume alcohol Emerson expects that they do so in moderation and thereby minimize the incidence of alcohol poisoning and alcohol-related injuries. However, the College acknowledges there may be times when students may face medical emergencies involving excessive drinking and/or drug use. In these situations students are expected to call for assistance (e.g. Resident Assistant, Public Safety, 911, etc.) when concerned for their own health or welfare, or that of another student. In order to encourage students to seek prompt and appropriate attention for alcohol or any other drug intoxication the College has instituted a "Medical Amnesty" policy. Emerson's Medical Amnesty policy is applicable to the student requesting medical assistance for oneself, student seeking medical assistance for another person, and student for whom medical assistance was sought.

Seeking medical assistance for oneself or a fellow student demonstrates responsible student behavior. When evaluating an alcohol violation the College will consider whether a student sought medical assistance for oneself or another person in need, and in most cases view the act of seeking medical assistance as good judgment and

accordingly, not deserving of typical disciplinary sanctions. Thus, if it is determined that the Medical Amnesty policy applies to a given situation the concerned students will not be subject to a disciplinary fine or disciplinary probation. Parental notification and referral to meet with the Counseling Center and Wellness Educator still apply.

Please note that this policy does not excuse or protect those who repeatedly or flagrantly violate the Student Code of Conduct. If a student received Medical Amnesty for a prior incident the availability of amnesty for a subsequent incident is at the discretion of the Dean of Students or his/her designee. If other infractions are concurrent at the time of intoxication including but not limited to physical or sexual assault, distribution of illicit substances or property damage this policy does not apply.

### Recognizing Signs of Intoxication/Overdose

If you drink or have friends who drink it's important to know the signs and symptoms of alcohol poisoning: It's not necessary for all of these symptoms to be present before you seek help. Those signs followed by an asterisk may also indicate opiate or sedative/hypnotic drug overdose.

- Vomiting, Confusion, stupor\*, Seizures, Slow breathing (less than eight breaths a minute)\*, Irregular breathing\*, Blue-tinged skin or pale skin, Low body temperature- (feels cold & clammy to touch)\*, Unconsciousness ("passing out")\*

Signs of an amphetamine overdose may include:

- Rapid heartbeat, Increased temperature/sweating, Behavior changes indicated by increased anxiety, delirium or psychosis

A person who is unconscious or can't be roused is at risk of dying.

### Seek Assistance

Even if you don't see the classic signs and symptoms, but suspect someone has alcohol poisoning err on the side of caution - seek immediate medical care. In an emergency, follow these suggestions:

- If the person is unconscious, breathing less than eight times a minute or has repeated and uncontrolled vomiting call 911. Remember that even when someone is unconscious or has stopped drinking, alcohol continues to be released into the bloodstream and the level of alcohol in the body continues to rise. Never assume that a person will "sleep off" alcohol poisoning.
- Don't leave an unconscious person alone. While waiting for help turn them on their side; don't try to make the person vomit. People who have alcohol poisoning have an impaired gag reflex and may choke on their own vomit or accidentally inhale (aspirate) vomit into their lungs, which could cause a fatal lung injury.

Your assistance and support in helping the College keep you and your fellow students safe is most appreciated.

### Laws, Regulations, and Sanctions

Emerson College and the members of the Emerson community are responsible for observing and complying with federal, commonwealth, city, and College laws and regulations regarding the use of AODs whenever they are on

its U.S. or European campuses or taking part in its activities. Where the legal drinking age at our European campus may differ, Emerson College students will be held to the legal drinking age laws of the hosting countries. All other aspects of this Policy remain in effect at our European campus. In addition, all members of the Emerson community are responsible for ensuring that their guests adhere to the Emerson College AOD Policy, and, when determined appropriate, will be held accountable for violations committed by their guests.

Students or student organizations who violate AOD laws or campus regulations while on Emerson College owned or leased property or at off-campus, College-sponsored events are subject to a variety of sanctions which may include, but are not limited to, one or more of the following: written warnings; fines; required participation in AOD educational programs; community service; parental notification; loss of residence hall and College privileges; referral for substance abuse evaluation or treatment; housing, disciplinary, or College probation; suspension from housing or the College; dismissal from housing or the College; and prosecution by the appropriate federal, commonwealth, and city authorities.

Faculty and Staff who violate AOD laws or campus regulations while on Emerson College owned or leased property or at off-campus, College-sponsored events are subject to a variety of sanctions which may include, but are not limited to, one or more of the following: written warnings; referral for substance abuse evaluation or treatment; on-the-job disciplinary actions; job suspension; termination of employment; and/or prosecution by appropriate federal, commonwealth, and city authorities.

Concerns and reports about the violation of AOD laws or College AOD regulations should be addressed as follows:

- Questions or concerns regarding students' use or abuse of AODs in the residence halls and dining halls should be directed to the Associate Dean/Director of Housing and Residence Life.
- Questions or concerns regarding students' use or abuse of AODs on non-residential areas of the campus or at off-campus, College-sponsored events should be directed to the Dean of Students. Likewise, students who are unsure about how to address their AOD concerns should contact the Dean of Students.
- Questions or concerns regarding students' use or abuse of AODs at any of the College's external programs should be directed to the respective Director of the program.
- Questions or concerns about staff or employees' use or abuse of AODs should be directed to Associate Vice President of Human Resources.
- Questions or concerns about whether and where alcohol may be consumed or served on Emerson property should be directed to the Director of Business Services.

#### A. Alcohol

##### 1. College Wide Regulations

###### a. Age:

- i. A person must be 21 years of age or older to possess or consume alcoholic beverages. All members of the community are prohibited from serving or providing alcohol to individuals who

are under 21 years of age.

2. Authorization:

- a. Faculty and staff who wish to host an event where alcohol will be served on any property owned or leased by Emerson College must comply with the terms as established by Emerson College by submitting an approval form (available on the Business Services website, [emerson.edu/business\\_services/food\\_services/catering.cfm](http://emerson.edu/business_services/food_services/catering.cfm)) to the Director of Business Services, seven (7) business days prior to the event, for review. The form will be forwarded to the Vice President for Administration and Finance for approval.
- b. Students and student organizations who want to hold an event where alcohol is served or present while on Emerson College owned or leased property or at off-campus College-sponsored events must submit a completed "Application for Alcohol at Student Organization Events" at least 21 days before the event for review. Applications are available at the Office of the Dean of Students. The College will typically only authorize requests to allow alcohol service at student events that are sponsored by either the Senior Class or the Graduate Student Association.

3. Student organizations should present their requests as follows:

- a. Residence Hall Association, Learning Communities, Residence Life related sponsors should present their proposals to the Associate Dean/Director of Housing and Residence Life;
- b. Recognized undergraduate student organizations should present their proposals to the Associate Dean of Students; and
- c. Recognized graduate student organizations should present their proposals to the Director of Graduate Studies.

\*Final authorization requires the signature of the Dean of Students.

4. Common Source Alcohol Containers

- a. Kegs, beer balls, alcohol by the case, trash can punches or any other central sources of alcoholic beverages are prohibited.

5. Common Areas

- a. Alcohol consumption or possession of an open container of alcohol is prohibited at any time in College owned or leased hallways, lobbies, lounges, stairwells, classrooms, studios, technical facilities, meeting spaces, bathrooms, outdoor areas, vehicles or any other public areas without prior written authorization. Students must obtain such authorization from the Dean of Students and employees must obtain such authorization from the College's Director of Business Services.

6. Intoxication and AOD Impairment

- a. All members of the Emerson community are prohibited from being intoxicated on Emerson

College property or at Emerson sponsored events, regardless of age. The College also reserves the right to hold students accountable, regardless of age, for being intoxicated at off campus, non-Emerson related events or locations. Behavioral symptoms frequently associated with intoxication will be considered in determining intoxication. These symptoms may include, but are not limited to, the following: impaired motor skill coordination, difficulty communicating, vomiting, glazed/red eyes, the smell of alcohol on one's breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior which may endanger oneself or others. Members of the Emerson community are further prohibited from performing employment duties or participating in classes and student activities while impaired due to the effects of AOD consumption, regardless of whether such impairment rises to the level of intoxication.

- b. Students should be aware that the College may notify their parents or legal guardians if the College determines that their use or consumption of alcohol or other drugs poses a threat to their health or safety, regardless of whether such consumption occurs on or off campus. At a minimum, when it comes to the College's attention, parents or legal guardians will be notified when a student's level of intoxication requires their being transported to a hospital.

## 7. Advertising and Postings

- a. No postings or announcements may be made, placed or distributed that promote a party or event where individuals under 21 years of age are likely to be served or consume alcohol.
- b. No postings or announcements may be made, placed or distributed that mention, make reference to, allude to or depict alcohol; promote, invite or encourage alcohol consumption; or mention or allude to the amount of alcohol to be served or consumed at a particular party or event.
- c. No postings, announcements, promotions or tickets sales may be made, placed or distributed for non-College-sponsored events at which alcohol will be served or consumed.

## B. Student Alcohol Regulations

### 1. Parties, Activities, and Events

- a. Students and student organizations are prohibited from sponsoring an event, party or program where alcohol is served or consumed without written authorization from the Dean of Students.
- b. The commercial distribution of alcohol is prohibited.
- c. The manufacturing of alcohol is prohibited.
- d. Funding, donations, give-aways and other remuneration for Emerson College events and activities by the manufacturers, distributors or sellers of alcohol are prohibited without written authorization.
- e. Alcohol is prohibited from all Emerson College student and student organization orientation and

initiation activities.

- f. No event may be held where a primary focus is the service and consumption of alcohol.
- g. All College-sponsored student organization events and activities at which alcohol will be served or consumed must have the event's advertising approved by the Dean of Students or his/her designee.
- h. Student events where alcohol is served or consumed must follow the guidelines below:
  - i. Admission charges and/or undergraduate student activities fees may not be used for the purchase of alcohol.
  - ii. Open bars or the serving of alcohol without charge is prohibited unless food and non-alcoholic beverages are also available free of charge. In addition, at least 25% of an event's food and beverage budget must be used for the purchase of food, and at least 25% of an event's food and beverage budget must be used for the purchase of non-alcoholic beverages.
  - iii. Unless otherwise authorized by the Dean of Students, hosts or hosting organizations are required to provide food and non-alcoholic beverages as a part of any activity or event at which alcohol will be available via a cash bar. Food and non-alcoholic beverages must be available in sufficient quantities (in general, they should be available throughout the entire event) for the expected attendance of the event.
  - iv. No alcoholic beverages are permitted to be brought into the function area by attendees.
- i. In addition, on-campus student events where alcohol is served or consumed must follow the guidelines below:
  - i. Alcohol permitted at an event will be restricted to beer and/or wine.
  - ii. No alcoholic beverages are to be taken out from the function room.
  - iii. Alcoholic beverage service will last no longer than three hours in duration, and is to end no later than 11:30 p.m.
- j. In addition, student organization sponsored events where alcohol is served or consumed must follow the guidelines below, unless otherwise authorized:
  - i. No alcohol other than what is served by the College's dining services (for on-campus events) or a licensed server (for off-campus events) is permitted.
  - ii. At least two members of the hosting organization and its adviser or designated faculty/staff member need to be present and not drink alcoholic beverages throughout the entire event. For on-campus events, the organization is responsible for arranging to have a member of the College's Public Safety Department present throughout the entire program.

- iii. Admission to the program will be restricted to currently enrolled Emerson students and members of the College faculty/staff. Students will be permitted to host one guest and may not leave an event without their guest. At on-campus events, students will be required to sign in their guest at the registration desk.
- iv. When deemed appropriate, students and their guests must demonstrate proof of age with a government issued photo ID such as a driver's license or passport.
- v. No one under 21 years of age will be admitted to an on-campus event. The members of the hosting organization, with the assistance of its adviser or designated faculty/staff member and a staff member from the College's dining services will be responsible for monitoring entrance to the event throughout the duration of the program.
- vi. The College's dining services (for on-campus events) or the licensed server (for off-campus events) will be responsible for managing the beverage bar in keeping with federal, commonwealth, and city alcoholic beverage laws and regulations. The hosting organization is responsible for insuring that the Emerson College AOD Policy is observed at all times.
- k. The College also reserves the right to discipline students, regardless of age, if the College determines that the student's service of alcohol to others, including at off campus, private non-Emerson related events, negatively impacted the College's relationship with, or reputation in, the greater community or posed a danger to any individual's health or safety.

#### C. Tobacco

##### 1. College-Wide Regulations

- a. Smoking is prohibited in all Emerson College owned or leased buildings.
- b. Smoking is prohibited within the archway of the 80 Boylston Street entranceway during posted hours.
- c. Smoking is prohibited within 25 feet of 150 Boylston Street.
- d. Smoking is prohibited in all Emerson College owned or leased transportation vehicles including buses, vans, shuttles, Public Safety patrol cars and Facility Management vehicles.
- e. The retail sale of tobacco and tobacco products is prohibited.
- f. The commercial distribution of tobacco and tobacco products is prohibited.
- g. Funding, donations, give-aways and other remuneration for Emerson College events and activities by the manufacturers, distributors or sellers of tobacco and tobacco products are prohibited.

#### D. Drugs

##### 1. College-Wide Regulations

- a. Possession, use, manufacture, distribution or sale of illegal drugs is prohibited.
- b. Possession, use, manufacture, distribution or sale of drug paraphernalia (e.g. pipes, bongs, etc.) is prohibited.
- c. Being under the influence of any illegal drug is prohibited (see "Intoxication" under the All-College Regulations regarding alcohol).
- d. Knowingly being in the company of anyone who is using illegal drugs is prohibited.
- e. Unlawful distribution or abuse of prescription drugs is prohibited.
- f. Use of prescription drugs without a prescription is prohibited.

Discrimination is generally defined as communication of or acts of intolerance which have the effect of intimidating, demeaning, humiliating or creating a hostile environment for an individual or group because of race, religion, creed, gender, age, ethnicity, national origin, physical disability or sexual orientation.

Any student who believes that he/she has been subjected to any type of biased-related harassment and/or discrimination by any member of the College community should report such occurrence immediately to the Dean of Students or Director of Multi-Cultural Student Life. All such reports shall be confidential and shall not be communicated to any other person except with consent of the reporting student.

### **Bicycles**

A secure bicycle storage room is located in Boylston Place, a few doors down from the College's Boylston Street residence halls. Students are required to register their bicycles through the department of Property Management; they can borrow an engraving instrument at Public Safety to engrave their bikes for identification purposes.

Bicycles may not be brought in to any other College facility, except residence halls. Whenever possible, it is recommended that bikes be stored in the bicycle storage room rather than a residence hall room in order to avoid unintended damage to walls and floors and to maximize space in residence hall rooms. Bicycles should not be chained to fences, doors, trees and other objects. The Fire Code dictates that all entrances, exits, corridors, stairwells and other areas of egress must be free and clear at all times. Bicycles in violation of this code will be removed from the area at the owner's expense.

### **Building Access**

During the following periods: Monday-Thursday, 6:30 p.m.-7:45 a.m.; Friday, 6:30 p.m.-Monday, 7:45 a.m.; and holidays, a current Emerson College ID or Access card ordinarily will be required for entry into College buildings. Persons without a current Emerson College ID or Access card ordinarily will not be admitted, with the exception of the following: (1) faculty and students from other academic institutions authorized to use the Emerson College Library, who will be required to show their current photo ID from their school and sign in, and (2) students from other to academic institutions who are cross registered for classes at Emerson, who will also be required show their current photo ID from their school and sign in. If the individual's school ID is not a photo ID a supplemental, current, government issued photo ID, such as a driver's license, must be shown along with the school ID.

Ordinarily, guests must be “signed in” by the Emerson College individual faculty, staff, or student who will be their “host” while they are visiting. The host must present his / her current Emerson ID or Access card when signing in the guest, and the guest must present a current photo ID and sign the log at the security desk. The host who signs in a guest is responsible for the whereabouts and actions of his/ her guest in the Emerson building at all times while they are signed in. Students will be limited to signing in five (5) guests, unless otherwise authorized.

Activity Notifications, such as notifications from Property Management or departments will not serve as authorization for access to the building. They will serve as informational notifications to Public Safety/Security regarding scheduled activities and may provide the name(s) of participants. But, participant entry to the building will be according to the standard procedures, i.e., Emerson ID or Access card or guest admittance.

The College reserves the right to make changes to these policies and procedures without notice, especially in the event of emergencies or other unusual situations.

### **Campus Postings**

- A. All hard copy postings must have an official Student Life posting registration stamp. Student Organizations are strongly encouraged to show posters to their advisers prior to obtaining a registration stamp. To obtain a registration stamp:
1. An original poster, table tent or flier must be dropped off at the Office of Student Life, 150 Boylston Street, 2nd floor at least 24 hours before the flier/poster is to be posted or placed.
  2. Individuals and groups may not post or place any flier or notice without the original copy being stamped. Unregistered posters and table tents will be removed.
  3. All registered fliers/posters will be stamped with a designation that denotes the end posting date. Fliers/posters will be approved for up to three weeks of posting. Groups may copy that flier for more general distribution. Poster registration does not imply College endorsement.
  4. Student organizations are expected to remove their notices when their event has passed.
  5. Alterations to an approved poster are considered unapproved. You must bring your flier to Student Life for reapproval.
  6. All fliers must have Emerson College contact information in order to be approved.
  7. All fliers advertising a fundraiser must have a Fundraising Form on file with the Office of Student Life in order to be approved for posting.
- B. Postings of signs, fliers, advertisements and other materials are permitted on authorized bulletin boards only. All other postings will be removed. Questions about a specific building posting policy may be directed to the building manager or contact person:
1. Campus Center: Director of Student Activities and the Campus Center

2. Residence Halls: Residence Directors
  3. Little Building, 120 Boylston Street, 180 Tremont Street, 216 Tremont Street, and Production and Performance Center: Building Managers
  4. The Cabaret: Director of Student Activities and the Campus Center
- C. No postings may be placed in elevators, on fire escapes, walls, doors, windows, fences, lamp posts or trees.
  - D. Postings, fliers, advertisements, and other notices are not permitted to be slipped under or placed on residence hall room doors without approval of the Associate Dean/Director of Housing and Residence Life.
  - E. Postings on the outside of any Emerson owned or rented property is prohibited.
  - F. No postings may be placed or distributed that promote a party or event where students under the legal drinking age are likely to be served or obtain alcoholic beverage.
  - G. No postings may be placed or distributed that mention, make reference to, allude to or depict alcohol; or promote, invite or encourage alcohol consumption.
  - H. No postings may be placed or distributed for non-college sponsored events at which alcohol will be served or consumed.
  - I. No postings for non-Emerson related events and activities will be approved for posting. Non-Emerson related events and activities are encouraged to purchase advertising space in The Berkeley Beacon.
  - J. If an Emerson related event is to take place on property under the jurisdiction of the City of Boston or Commonwealth of Massachusetts (i.e., the Boston Common, the Public Gardens, the Hatch Shell, etc.), a permit must be obtained through the Office of Government and Community Relations. Proof of a permit must be submitted before a poster will be approved in Student Life.
  - K. Only events sponsored and coordinated by recognized clubs and organizations may post an event on the eCampus calendar.

Please note: Failure to abide by these policies may lead to loss of posting privileges, College recognition and/or disciplinary action from the College.

### Classroom Behavior

The primary responsibility for managing the classroom rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. A disciplinary hearing will determine whether a longer suspension or dismissal from a class is warranted.

## Consensual Relationships Policy

Emerson College is committed to maintaining an environment where the education of students is of the greatest importance. Dating, romantic, or sexual relationships between College employees (e.g. faculty and staff members) and students, even if consensual, can negatively affect the educational environment for students. Power differentials, real or perceived, can diminish a student's ability to give meaningful consent to such a relationship. A faculty member's ability to teach, evaluate, or advise a student without partiality is suspect when the faculty member and the student have a dating, romantic, or sexual relationship. Similarly, a staff member's ability to provide college services without partiality is suspect when the staff member and the student have a dating, romantic, or sexual relationship. Even when the employee and student act with integrity, others may perceive bias, partiality, or influence. Furthermore, the dissolution of these relationships can create discord and significantly impair the normal operations of the College.

For these reasons, dating, romantic, or sexual relationships between students and College employees, including relationships that occur when College is not in session or students are on leave, are prohibited.

On occasion, an employee will have a dating, romantic, or sexual relationship, or a marriage with an individual who then becomes a student, or an individual with a pre-existing relationship with a student will join the College. It is the obligation of the faculty member to disclose that relationship or marriage to the Dean of the School (or Executive Director of the Institute of Liberal Arts and Interdisciplinary Studies) in which the School (or Executive Director of the Institute of Liberal Arts and Interdisciplinary Studies) in which the student is enrolled. It is the obligation of the Dean or Executive Director to take steps that he or she deems necessary to insure that the educational experience of that student, and other students in the School or Program is not materially affected by the dating, romantic, sexual, or marital relationship. Since individual cases may vary, the Dean or Executive Director has discretion to consider specific circumstances - the nature of the relationship, the specifics of the student's academic program and the faculty member's responsibilities, the staff member's duties and constraints on the School and Program - in fashioning these steps. The steps can range from no action, to the recusal of the faculty member from matters involving the student, to changes in the faculty member's teaching, advising, service or other duties.

Similarly, it is the obligation of the staff member to disclose that relationship or marriage to the Associate Vice President for Human Resources. It is the obligation of the Associate Vice President, in consultation with appropriate academic or administrative personnel, to take the steps that he or she deems necessary to insure that the educational experience of the student, and other students, in the College, is not materially affected by the dating, romantic, sexual, or marital relationship. Since individual cases may vary, the Associate Vice President has discretion to consider specific circumstances - the nature of the relationship, the specifics of the student's academic program, the staff member's duties, and constraints of the College - in fashioning these steps. The steps can range from no action, to the recusal of the staff member from matters involving the student, to changes in the staff member's duties.

Faculty members who violate this policy are subject to disciplinary action up to and including termination of employment. Complaints of violation of this policy should be made to the Dean of the School (or Executive Director of the Institute of Liberal Arts and Interdisciplinary Studies) in which the student is enrolled.

Staff members who violate this policy are subject to disciplinary action up to and including termination of employment. Complaints of violations of this policy should be made to the Associate Vice President for Human Resources.

### Copyright Policy

As an institution committed to leadership in communication studies and the performing arts, Emerson College requires that its faculty, staff, and students comply with all applicable laws concerning copyright and intellectual property. A full explanation of the policy is provided at [emerson.edu/library](http://emerson.edu/library). Click "About the Library," then "Library Policies" and then "Copyright."

### Demonstrations

The College believes in the right and is committed to the protection of all peaceful forms of protest. The campus must be open to a free exchange of ideas where diverse viewpoints can contend for acceptance in an atmosphere free of any recourse to physical force.

In turn, the College will insist that all protests be orderly and carried out with the following regulations:

- The blocking of corridors or entrances to any area or the use of loud noise to disrupt a conference, meeting, or classroom session is prohibited.
- Demonstrations may not be conducted in faculty or administrative offices, classrooms, the library, or other academic/performance areas.
- Picket lines in College corridors are prohibited. Students, faculty or other members of the College community who violate these regulations will be subject to disciplinary action.

## **Disability Statement**

### Disabilities Services Office

Emerson College is committed to providing qualified students with disabilities equal access to the College's programs, activities and services, while maintaining the high standards of achievement that are essential to the integrity of the College's programs and services. In advancing these dual aims, the College will ensure that its policies, practices and procedures conform to federal and state statutes and regulations. The College's philosophy is one of independence and self-determination. Students with disabilities - just like all students - have control over their lives here at Emerson and are ultimately responsible for making decisions about the choices available to them at the College.

### Governing Law (Section 504 Of The Rehabilitation Act Of 1973, The Americans With Disabilities Act Of 1990)

Two Federal statutes govern the rights of individuals with disabilities and apply to students with disabilities attending Emerson College. Section 504 of the Rehabilitation Act of 1973 (Section 504) states that no "otherwise qualified person" with a disability can be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity within an institution that receives federal financial aid. The Americans With Disabilities Act (ADA) defines a person with a disability as any individual who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is

perceived by others as having such an impairment. The ADA applies to Emerson College, both as a place of public accommodation and as an employer. Taken together, Section 504 and the ADA require institutions of higher education to provide equal access to educational opportunities to otherwise qualified persons with disabilities.

### Rights and Responsibilities of Students with Disabilities

Emerson students with disabilities (as defined under the ADA) have the right to the following:

- Equal access to the College's programs, activities and services;
- Reasonable accommodations, academic adjustments, and/or auxiliary aids and services that they may need to have equal access to the College's programs, activities and services;
- Appropriate confidentiality of information concerning their disability as required by federal and state law;
- Reasonably accessible and available information concerning the College's disability services.

Emerson students with disabilities have the responsibility to do the following:

- Meet the College's qualifications and maintain essential technical, academic and institutional standards;
- Inform the College's Disability Services Office (DSO) if they require an accommodation to have equal access to any of the College's programs, activities or services;
- Provide the DSO with appropriate documentation indicating how their disability limits participation in any of the College's programs, activities and services;
- Follow the DSO's procedures for requesting and obtaining reasonable accommodations, academic adjustments, and/or auxiliary aids and services.

### Rights and Responsibilities of the College

Emerson College has the right to do the following:

- Maintain the College's academic standards;
- Enforce the College's Code of Conduct;
- Request and receive appropriate documentation supporting students' requests for accommodation, academic adjustments, and/or auxiliary aids and services;
- Defer action on a student's request for accommodation until the student provides appropriate documentation supporting the existence of his or her claimed disability and the appropriateness of the requested accommodation(s);
- Offer students the most cost-effective accommodations, academic adjustments, and/or auxiliary aids and services that are responsive to the student's particular needs;
- Decline to provide an accommodation that would require a waiver or alteration of an essential element of a course or program; provided that the appropriate academic officer or department chair first identifies the course or program's essential elements and concludes that the requested accommodation is incompatible with the essential elements of the course or program;

- Refuse to provide a requested accommodation, adjustment, and/or auxiliary aid and service, if providing the requested accommodation would impose an undue burden on the College.

Emerson College has the responsibility to do the following:

- Provide information to students concerning the resources and services available for students with disabilities and provide that information in accessible formats upon request;
- Ensure that the College's programs, activities and services, when viewed in their entirety, are accessible to qualified students with disabilities in an integrated and appropriate setting;
- Work with students who request accommodations to identify reasonable and effective accommodations for each student's needs within the context of a particular course or program's essential elements;
- Respond to all requests for accommodation in a timely manner;
- Provide reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids for students with disabilities;
- Maintain appropriate confidentiality of the student's documentation, records, and communication in accordance with federal and state law.

#### Process for Making Accommodation Requests

Emerson's Disability Services Office (DSO) offers services to qualified students with documented physical, medical, visual, hearing, learning or psychiatric disabilities. The Disabilities Service Coordinator is the College's primary contact person for all students with disabilities. All student requests for accommodations must be directed to and evaluated by the Disability Services Coordinator.

Although the College does not require Emerson students with disabilities to register with the DSO, students must contact the DSO if they choose to request an accommodation or would like to take advantage of the DSO's services. When making requests for accommodations, students should remember that it takes time for the College to arrange accommodations. Therefore, if a student's requests are not made in a timely manner, the College cannot guarantee that accommodations will be provided when needed. For example, the College requires sufficient time to arrange for accommodations such as sign interpreters, texts in alternative formats or possibly altering room assignments. Students who wish to request test accommodations should also note that professors often want to know about a student's need for test accommodations early in the semester so alternative arrangements can be made in advance of any exams.

Students who request accommodations will be asked to provide the DSO with recent and appropriate documentation of their disability, and why their requested accommodation is necessary. A qualified professional must prepare the documentation. After submitting this documentation to the DSO, a student must make an appointment to meet with the Disability Service Coordinator where they will review together the documentation and the student's request for accommodations. After reviewing a student's request for accommodation(s) and the supporting documentation, the Coordinator will decide whether or not the student is eligible to receive the requested, or some alternative accommodation(s), and will inform the student in writing of this decision. The DSO also will inform the student in writing of his or her right to appeal the DSO's decision.

## Location and Contact

The Disability Services Office is located at 216 Tremont Street on the fifth floor. The Disability Service Coordinator can be reached by email at [dso@emerson.edu](mailto:dso@emerson.edu) or by telephone at 617-824-8415. The mailing address is Disability Service Office, Emerson College, 120 Boylston Street, Boston, MA 02116. Additional information concerning the philosophy, policies and procedures pertinent to disability services can be found at Disability Services. Students should contact the DSO with any and all questions or concerns.

## Electronic Information Policy Statement\*

### Electronic Mail

The following policy describes the degree of privacy e-mail users may reasonably assume. College personnel generally will not read or make available for anyone else to read the contents of any student e-mail files without the permission of the user, unless there are grounds for doing so. Such grounds might include, but are not limited to, maintaining system integrity (such as tracking viruses), meeting legal obligations (such as subpoenas), and performing certain system management functions (such as routing misaddressed messages).

### Internet Use

Emerson College provides Internet access to support the curricular and informational needs of students, faculty, and staff members. All users are responsible for acknowledging sources, handling potentially offensive material with discretion, and acquiring information which is consistent with one's objectives as a student, faculty or staff member.

### Responsibility for acknowledging sources

Documents and other information accessed through the Internet that are used in compiling reports, term papers, journal articles, and the like, must be cited with a proper footnote and bibliographic reference as if the source were a book or other printed work. To do otherwise constitutes plagiarism and will be treated as such.

### Responsibility for handling potentially offensive material with discretion

Material can be accessed on the Internet that some may consider to be objectionable or offensive. In no way does Emerson College encourage or endorse accessing such material except for legitimate academic purposes. Users must exercise judgment when choosing the information they access. If there is the reasonable expectation that the accessed information would be considered objectionable by some, then public terminals (those in open offices, labs, the library and other public places) may not be used and hard copy of such information may not be directed to public printers. Thus, in accessing such material, the user has the responsibility to do so in a private environment, such as a residence hall room or private office, and in such a way that the material does not negatively affect those who may deem it objectionable or offensive. For example, such material should not be forwarded to others without their consent.

### Responsibility for Internet use consistent with one's objectives as student, faculty, or staff

The College provides on-campus Internet capabilities to students, faculty, and staff members at the College's expense, for their use on College business and incidentally for personal purposes, so long as this use does not violate College policy or adversely affect others. The Internet is not to be used to cause harm, no matter how

minor, to any individual or computer facility. Users are expected to familiarize themselves with the College's electronic policies found on-line at [emerson.edu/policy](http://emerson.edu/policy). Users are expected to protect Emerson College's good name and reputation.

### Violations of Guidelines

Violations of the above policies are considered unethical and may lead to College disciplinary action and/or criminal prosecution. Individuals are encouraged to report information concerning instances in which the above guidelines have been or are being violated.

In accordance with the established College practices, policies, and procedures, confirmation of inappropriate use of Emerson College technology resources may result in termination of access, expulsion from the College, termination of employment, legal action or other disciplinary action.

\*A copy of the complete Electronic Information Policy Statement can be accessed through the Emerson College Home Page ([www.emerson.edu](http://www.emerson.edu)).

### False Reporting of Emergencies

Knowingly reporting a false emergency (e.g., pulling a fire alarm station, calling in a bomb threat) is a criminal offense and is considered a grave violation of College policy. Actions such as this place the lives of people on and off the campus in jeopardy. Any student found responsible for knowingly reporting a false emergency in the residence halls will receive a minimum sanction of expulsion from the residence halls. Behavior such as this in other campus buildings will be responded to with equal severity by the College.

The College may also be obligated to turn over the name of any student responsible for such behavior to the appropriate municipal authorities.

### Fundraising Activities

In an effort to both assist student organization planning and insure appropriate use of the institution's name, all Emerson student organizations are required to register their intent to conduct any fundraising activities on or off the campus in the Office of Student Life. On-campus fundraising includes conducting raffles, and selling of goods and/or services. Off campus fundraising activities include soliciting merchants, foundations, corporations, parents or alumni for contributions in and of themselves, or in return for an advertisement or service.

Lists of parents, alumni or students will only be made available to those student organizations which have received authorization through registration. Only recognized and funded student organizations may fundraise. All funds must be deposited into an on-campus account.

### Guests

Students are responsible for insuring that their guests (i.e. persons they invite on campus) behave in a manner consistent with the Student Code of Conduct.

## Hazing

Emerson College recognizes that student clubs and organizations including fraternities and sororities function as integral parts of the campus community. The College also believes that the purposes and programs of student groups should be in consonance with its educational mission, and that the orientation, education, and activities of group members should support the institutional mission. In that the concept of hazing is antithetical to the college mission, Emerson prohibits any activity which can be described as hazing.

“Hazing” means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any student club/organization operating under the sanction of the college. The term hazing includes, but is not limited to, any brutality of a physical nature, such as beating, forced calisthenics, exposure to the elements, forced consumption of any food, alcohol or other drug, or other substance, or any forced physical activity that could adversely effect health or mental stress, such as sleep deprivation, forced exclusion from social contact, which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of an individual. It is important to note that the willingness of an individual to participate in any activity as described above does not sanction such behavior.

Students and/or student groups found responsible for engaging in any activity which can be described as hazing will be subject to disciplinary action which may include suspension or dismissal of campus privileges or from the campus.

### Penalties for Hazing

Chapter 665 of the General Laws of the Commonwealth of Massachusetts states:

#### Section 17

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term “hazing” as used in this section and in sections eighteen and nineteen, 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 the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical 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 rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. be available as a defense to any prosecution under this action.

#### Section 18

Whoever knows that another person is the victim of hazing as defined in section seventeen 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 as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

### Section 19

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and section seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

## **HIV/AIDS Campus Statement**

### Introduction

Emerson College is committed to a compassionate response to all members of the community who are infected with the Human Immunodeficiency Virus (HIV) as well as those who have Acquired Immune Deficiency Syndrome (AIDS). The College seeks to create a safe and open environment for communication while safeguarding and respecting the confidentiality of its individuals. Students, faculty, and staff are guaranteed access to all areas of

the institution such as residence halls, dining rooms, athletic facilities, classrooms, and offices without discrimination on the basis of HIV/AIDS status. Members of the Emerson Community are afforded the right to participate in all College activities without restriction. At the same time, Emerson College expects that members of its community act responsibly in preventing the transmission of HIV/AIDS. The College provides on-going, prevention-based education, information and resources.

### Confidentiality

No member of the Emerson College community may publicize or otherwise provide any person, group, agency, insurer, employer or institution with any medical or other information regarding the HIV/AIDS status of an Emerson College faculty, staff member or student without written consent from the individual involved or, if the case permits from an immediate family member or the domestic partner. College employees responsible for maintaining student and employee records will carefully weigh the importance of including any specific information about the existence of known HIV infection in Emerson College medical records, counseling records, personnel files, housing records or any other College file, except when circumstances of medical necessity mandate it. At minimum, the inclusion of any information regarding HIV infection in a College record will be discussed with the individual prior to any entry.

### Education, Communication, and Prevention Programs

- A. The Center for Health and Wellness, in collaboration with the Division of Student Affairs, provides HIV/AIDS education and prevention for the student body. The Wellness Educator, within the Center, coordinates programming and utilizes resources available both within the College and in the Boston community. Current information regarding HIV/AIDS is available to any member of the Emerson community through the Center for Health and Wellness.
- B. Where relevant, the Faculty integrates HIV/AIDS related projects, research and lectures into the general curriculum.
- C. The College sponsors periodic outreach efforts for students addressing issues of HIV/AIDS prevention, safer sex, and responsible decision-making with respect to alcohol and other drug use.
- D. The College identifies employees who have specific needs relating to HIV/AIDS prevention. Groups include staff that may come in contact with blood products, such as those in the Center for Health and Wellness, Facilities Management, Public Safety and Athletics. Focused education and information is made available through Human Resources.
- E. If the Center for Health and Wellness determines that a communicable disease situation exists on the campus, such that, individuals who have immune systems that are compromised are placed at significant risk, the College will make efforts to notify the community.
- F. Only when authorized and as directed by the individual or, if the case permits, by an immediate member of the family, or a domestic partner (as defined by the College's Human Resources policy statement on benefits), the College will inform the Emerson community about a member who is affected by HIV or AIDS.

## HIV Antibody Testing

Individuals seeking to be tested for the HIV antibody are encouraged to utilize anonymous testing (where a name or other identifying information is not given) rather than confidential testing (where a name or social security number is given). Centers that provide pre- and post-testing counseling are highly recommended. Refer to the Resource section in this book for further information.

## Treatment, Services, Referral

When an individual with HIV or AIDS self-identifies at the Center for Health and Wellness or the Counseling Center, treatment is provided within the limitations of services available in each department. In most cases, referral off-campus for comprehensive medical and psychological services is the most appropriate and most effective treatment response. Students, faculty and staff are reassured of their confidentiality as outlined above.

## Life Threatening Behavior

Emerson College recognizes that certain life threatening behaviors (e.g. suicide threats, gestures or attempts to harm oneself (e.g. cutting); eating disorders; substance abuse; threats, gestures or attempts to harm others) are signs of personal distress. While the College is committed to helping students alleviate whatever stress factors are precipitating life threatening behavior, such behavior is considered disruptive to and unacceptable in the academic and social/living environments of the College community. At the discretion of the Dean of Students or his/her designee, a parent, guardian or family member may be notified.

Any student who demonstrates such behavior while enrolled at Emerson will be required to attend an administrative hearing and may be required to immediately undergo a psychological and/or substance abuse evaluation. The results of a psychological and/or substance abuse evaluation will be considered in determining if or under what conditions the student may continue at Emerson College. The College may insist that the student actively engage in psychotherapy and/or a substance abuse treatment program while enrolled at Emerson College or may be required to withdraw from the residence hall and/or the College. Students who refuse such an evaluation are subject to being automatically suspended from the College and/or residence hall (i.e. if the student lives in a residence hall), pending an administrative hearing.

## Massachusetts Laws for Alcohol, Firearms, and Fireworks

- A. Alcoholic Beverages: an individual must be 21 years of age or older to purchase, possess, be served or consume alcohol in Massachusetts. It is illegal to misrepresent one's age with the intent of procuring alcohol, to provide alcohol to an individual under the age of 21, to sell alcohol without a license or to possess an open container of or consume alcohol in public places.
- B. Firearms: any person carrying a firearm loaded or unloaded in any building or on the ground of any college or university without the written authorization of the board or officer in charge of said college or university shall be punished by a fine of not more than \$1,000 or by imprisonment for not more than one year or both.
- C. Fireworks: their possession, sale and use are prohibited under Massachusetts law.

## **MOTOR VEHICLES**

Students, commuters and residents, are urged not to bring an automobile into the Emerson College area. Traffic is highly congested and the very limited metered parking has a strictly enforced two hour limit. A public parking garage is located underneath the Boston Common with an entrance and exit on Charles Street.

Students are not permitted to park in College parking spaces. Violators will be towed at their own expense.

## **Off-Campus Conduct Policy**

Students have a responsibility as members of both the Emerson College community and the neighborhood community to demonstrate respect and concern for their neighbors. Therefore, Emerson College imposes an obligation upon all its students both resident and non-resident to demonstrate responsible citizenship in their local neighborhood.

Prohibited behaviors include, but are not limited to: excessive noise; illegal possession, use, sale, or distribution of alcoholic beverages; use, possession, or distribution of any controlled substance or illegal drug; drinking alcoholic beverages on the street; manufacture, distribution, or use of false identification cards; objects being thrown or dropped out of windows; disorderly, disruptive or destructive behavior.

The College reserves the right to refer any student identified as being involved in this type of behavior or any other behavior that is disruptive of its community/city relations, interferes with, or obstructs the lawful missions, processes, and functions of the College, or that is found by the College to be abhorrent or offensive to generally accepted standards of social conduct to a hearing body for disciplinary action. If found responsible, the student is subject to sanctions up to and including loss of College privileges, suspension, or dismissal from the College.

## **On-Campus Events Policy**

Policies and procedures for holding events on the Emerson College campus are outlined in the Student Organizational and Adviser Resource Guide.

## **Pets**

Out of consideration for all members of the College community and for reasons of health and cleanliness, pets are not allowed in College buildings (e.g. office, residence, recreational and academic buildings). Exceptions will be made, of course, in the case of guide dogs.

## **Privacy of Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- A. The right to inspect and review the student's education records.
- B. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other right.
- C. The right to consent to disclosures of personally identifiable information contained in the student's

education records, except to the extent that FERPA authorizes disclosure without consent.

- D. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Emerson College to comply with the requirements of FERPA.
- E. The right to obtain a copy of Emerson College's student records policy. You can obtain a copy of the policy from the Registrar's Office.

### **Directory Information**

Emerson College has designated the following items as Directory Information: student name, address, electronic mail address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. The College may disclose any of those items without prior written consent unless notified in writing to the contrary. Students wishing to withhold the disclosure of any aspects of the "Directory Information" must file a "Request to Prevent Disclosure of Directory Information" form with the Registrar's Office (216 Tremont Street).

### **Rape and Sexual Assault**

Rape, acquaintance rape and sexual assault will not be tolerated by Emerson College. A student found responsible for a forcible or non-forcible sex offense following an on-campus disciplinary procedure is subject to suspension or dismissal from the College. In the Commonwealth of Massachusetts having sexual intercourse or unnatural sexual intercourse with a person against the will of that person by force or threat of bodily harm constitutes rape. If intercourse occurs with a person who is mentally incapacitated, unconscious, asleep or physically incapable of consenting due to the consumption of alcohol or other drugs it is rape.

Definitions of Rape include:

Rape: forced sexual intercourse without the consent by the other person.

Acquaintance Rape: Rape by a casual acquaintance, friend, professor, girlfriend / boyfriend or date. Acquaintance rape is no less serious a crime than a rape which occurs between strangers.

Sexual Assault: includes all forms of unlawful sexual acts and sexual contact, in addition to rape, including: forced anal intercourse (sodomy), forced oral sex, forced penetration of genital or anal openings by a foreign object, including a finger. Other non-penetration forms of sexual assault include: unlawful sexual contact and sexual harassment. Unlawful sexual contact is defined as the unwanted touching, directly or through clothing of an intimate part of another person such as a sexual organ, buttocks, or breasts.

Any student involved in a sexual assault should:

1. Get to a safe place and call the Emerson College Public Safety Department or the police. Either agency will help a student who has been sexually assaulted whether or not the student chooses to prosecute the assailant. Reporting a sexual assault to the police does not commit the student to further legal action.

2. It is important to tell someone. A student who has been sexually assaulted should call a friend, family member or someone whom the student trusts and can talk with (e.g., Residence Life staff member, Center for Health and Wellness nurse, Counseling Center therapist or other individual on the Emerson staff).
3. Get medical attention immediately. Boston's Beth Israel Hospital, Brigham and Women's Hospital, and the Boston and Cambridge City Hospitals are experienced and prepared to help sexual assault victims. A prompt medical examination will test for pregnancy and STDs, and can secure valuable evidence that can be used later, should a survivor of a sexual assault wish to have the assailant prosecuted. Upon request, an Emerson College staff member will accompany the student whenever possible.
4. Seek counseling. Regardless of whether a student reports the assault, it is often helpful to seek counseling for the traumatic experience the victim survived. The crisis intervention and counseling services provided by Emerson College are available to all Emerson students regardless of where the assault may have occurred.

### Judicial/Disciplinary Options

If a sexually assaulted student wishes to have the assailant prosecuted, the police and the district attorney's office will handle the legal proceedings without expense to the student. If the perpetrator is a member of the campus community, the sexually assaulted student has the option to file a complaint through the College's disciplinary systems (see Rules and Regulations section of this Handbook).

In either instance, a College representative will be available to the student throughout the process.

### Campus Accommodations

If deemed appropriate and reasonably available, the College will work with a student who has been sexually assaulted, upon the student's request, to accommodate changes in his/her living arrangements.

### **Sales on Campus**

No student may solicit for money, sell or offer for sale, or promote the sale of goods or services by any person, student organization or company on College property or using College resources including, but not limited to, residence hall rooms or addresses, Emerson College telephone numbers, ECnet accounts or computer networks or equipment. This policy does not preclude an individual student from selling a personal item (e.g. used text book, used musical instrument, etc.) from time to time as long as the sale does not violate any institutional policy.

The College may make limited exceptions to this policy for recognized student organizations raising money for the organization or for a registered charity in accordance with the College's fundraising policy so long as all the funds raised go to the organization or charity and none are retained for personal benefit. The written permission of the Associate Dean of Students is required for all solicitations and sales.

## **Solicitations**

The College does not permit the use of its facilities for the solicitation of contributions for religious, charitable, or political organizations or activities. This includes direct solicitation by members of the College community on behalf of such agencies. This prohibition includes the selling of goods or services, tickets or chances on behalf of religious, charitable, political, or any other groups.

## **Smoking (See “Alcohol and Other Drug Policy”)**

### **Suspension or Dismissal**

Emerson College, through its various faculties or appropriate committees, reserves the discretionary right to suspend or dismiss any student from the College for failure to maintain a satisfactory academic record or for demonstrating behaviors that are deemed excessively disruptive to the academic process and/or social/living climate of the campus.

### **Student Organization Sponsored Trip Policy**

All trips sponsored by recognized student organizations must be registered with the Office of Student Life. College protocol mandates that Trip Registration Forms be completed and submitted to the office no less than 10 business days before the trip. The Trip Registration Form, a Trip Participant List, and a Risk and Release form will stay on file with the College. Failure to complete and return forms may result in a denial to use equipment and/or College activities money.

A student organization sponsored trip may include, but is not limited to an event where the College (including the SGA) is named as a sponsor and/or a trip where College equipment and/or monies are used to fund part or all of the trip. Trip organizers are required to schedule a pre-trip meeting with the Associate Dean of Students at least three weeks in advance of the trip. Please note: unless determined otherwise by the Dean of Students and/or his/her designee, an advisor or advisor designee must accompany the trip. Any questions regarding this policy should be directed to the Associate Dean of Students.

College funds spent on behalf of trip participants are typically non-refundable and nontransferable.

Trip participants are financially responsible for all funds expended on their behalf in the event of their cancellation or subsequent ineligibility per College policy.

### **Television, Radio and Film (TRF) Shooting Policy Statement**

All Emerson College students are expected to adhere to the protocols and procedures associated with shooting film/video and/or recording audio and for securing permission to do so:

- On Emerson property
- On public property
- On non-Emerson College Private Property (Request for Certificate of Insurance)
- In the Tufte Performance and Production Center Studios or Journalism TV Studios

Any revisions to the Shooting Policies and Procedures and forms may be found at the TRF website, [www.emerson.edu/trf](http://www.emerson.edu/trf), select "Policies/Forms" or you may pick up a copy at the following locations:

- Equipment Distribution Center (EDC), 1st Floor, Ansin Building
- TRF Studios Support Office, 8th floor, Tufts Performance & Production Center, Room 814
- Journalism Television Facilities (JTF) Support Office, 6th Floor, Walker Building, Room 631

At least two weeks prior to a location shoot students should submit the appropriate permit request to Timothy McKenna, Equipment Distribution Center Manager, for processing. These policies and procedures apply to student organizations, The Emerson Channel, Emerson Productions, faculty students and staff.

Location film and video production carries risk. While you may make every attempt to exercise safety precautions on a location shoot, you may be held liable in the event of an accident that happens as a result of that shoot.

#### Notice

- The College does not provide insurance for equipment on loan from the Equipment Distribution Center (EDC) or the Journalism Television Department Facility (JTF).
- The College does not provide insurance on equipment rented outside the College.
- The College does not provide workman's compensation insurance for talent including members of SAG and AFTRA. This is your financial responsibility.

#### Penalties

Violations of these policies/procedures may result in one or all of the following actions:

- A. Suspension of production activities.
- B. Formal charges and disciplinary action by the College as outlined in the Student Handbook.

#### Shoots That Require Special Permission

- A. Shoots that require the use of firearms (real or prop), smoke or fog machines, live animals, or young children require special additional permission.
- B. Shoots that require access to buildings or locations after hours may require special additional permission.
- C. Tim McKenna, Equipment Distribution Center Manager, TRF, (617) 824-8349, can provide procedures that outline requirement for these special requests.

#### Shooting on Emerson College Property

- A. To insure that the College and its students are in compliance with City of Boston fire regulations and Massachusetts special effects regulations - fires, candles, smoke, cookies, squibs, black powder charges, fireworks, explosive devices or any other flame producing items are not permitted on College property.
- B. Students are prohibited from making permanent alterations or modifications to Emerson College structures. The use of any prop, set item, special effects apparatus or any other device of any kind that

may result in damage to Emerson College property is prohibited. Students are advised to consult with their instructor for specific permissions and prohibitions.

- C. Use of props and set pieces in Emerson College buildings may require you to adhere to the Emerson College Policies Relating to use of Performance and Rehearsal Facilities. This document can be downloaded at [www.emerson.edu/trf](http://www.emerson.edu/trf) in "Policies and Forms" section.
- D. Shoots may not be conducted in the following areas:
  - Inside the lobbies of buildings
  - In front of or inside building elevators
  - On stairways
  - Any corridors
  - Anywhere else where a building egress might be blocked in any way
- E. Certain areas within specific College buildings are off-limits:
  1. At the Walker Building, 120 Boylston Street:
    - a. In the Emerson College Library
  2. At the Little Building, 80 Boylston Street:
    - a. Basement, College Fitness Center
    - b. 1st Floor, Main Lobby
    - c. 2nd Floor, Mezzanine
    - d. 2nd Floor, Dining Hall/Function Rooms
  3. At 216 Tremont Street:
    - a. Inside the Bill Bordy Theater and Auditorium
  4. At the Tufte Performance & Production Center
    - a. Semel Theater Lobby
    - b. Huret and Spector Gallery

All reservable rooms and hallways/common rooms in Student Activities managed properties (Campus Center floors at 150 Boylston Street, and the Cabaret at 80 Boylston Street) may be used with permission of Sara Sheckells, Director of Student Activities and Campus Center at 150 Boylston Street, (617) 824-8680.

## Small Shoot

An on-campus "small shoot" may be performed on the Emerson campus without a permit if the following criteria are met and above restrictions are not violated:

- A. Single camera on tripod or hand-held or audio recording device.
- B. Shoot or recording will not interfere with scheduled classes, the conduct of normal business or other activities of the College
- C. Maximum number of cast = 1 and crew = 1.
- D. No peripheral shooting equipment (Nagra, cables, lights, reflectors, C-stands, etc.).
- E. Cast and crew will exercise appropriate judgment, and will seek permission of the appropriate persons.

If your shoot does not meet the criteria of "small shoot" you must apply for a permit to shoot on College property. In order to obtain a permit:

- A. Complete request form A1 (Request for On-Campus Location Permit).
- B. Submit the completed form and your script to your instructor for his or her signature.
- C. Submit the signed form to Tim McKenna, the Equipment Distribution Center (EDC) Manager, at least one week before the shoot.
- D. Mr. McKenna will direct the applicant to Property Management or the appropriate building manager. You may be contacted with questions about your shoot. If approved, he or she will return the form to you. You may be required to speak with a representative of Emerson College Public Safety regarding fire and safety regulations. Mr. McKenna will contact you and make arrangements for you to pick up the Emerson College Location Permit.

Please note that shooting in the Journalism Television Studio or the Tufte PPC Television Studios requires a separate permit process (see below).

### Shooting in the Tufte PPC or Journalism Television Studios

Any use of the TV studios and control rooms except for classes requires a permit application. Use Form A4. After filling out the form, please turn the form in to the appropriate studio manager:

PPC TV Studios: Tom Gunganig, Room 814

Journalism TV Studio: Tim MacArthur, Room 631

A copy of the complete updated TRF policy statement and forms can be obtained by visiting the TRF website, [www.emerson.edu/trf](http://www.emerson.edu/trf), then select "Policies/Forms."

## Shooting on Public Property

There is a specific process required to film or tape on public property in the City of Boston, and other cities in the Commonwealth of Massachusetts. License fees, and other permits may be required by the police departments, fire departments, departments of public works; parks and recreation departments, and/or neighborhood associations.

### Shooting on Public Property in the City of Boston

A “small shoot” may be performed in the City of Boston, the Esplanade, Boston parks, and the waterfront without a permit if the following criteria are met:

- A. Single camera on tripod or hand held or audio recorder.
- B. Shoot will not obstruct pedestrian access on sidewalk or obstruct streets.
- C. Maximum number of cast: 2, and crew: 2.
- D. No peripheral shooting equipment (Nagra, cables, lights, reflectors, C-stands, etc.). In other words the shoot would be similar to tourists shooting on vacation in Boston.
- E. If the shoot does not meet these criteria you must fill out a City of Boston Film Office Permitting Request form and then contact the office to schedule an appointment: To schedule an appointment call Patte Papa, City of Boston Film Director, Phone: (617) 635-3911, Fax: (617) 635-4428. The Boston Film Office is located at Boston City Hall, Room 802.

If this video or film shoot is for your required course work:

The City requires you submit the City of Boston Film Office Permitting Request Form and Emerson College Form A2 “Request for Public Location Permission” with the appropriate signatures. You are then eligible to utilize the certificate of insurance and the bond the City Film Office has on file.

If this video or film shoot is not part of your required course work:

- A. Fill out form A3 (Request for Certificate of Insurance). Complete the form with the appropriate signatures.
- B. Fill out a City of Boston Film Office Permitting Request Form.
- C. For protection against possible damage to city property, you must provide a bond with a minimum security of \$5,000.00 issued to the City of Boston. The bond must be acquired from a local bonding company. There usually is a \$50.00 fee for a bond valid for one year. For assistance in selecting a bond company, please contact the City of Boston Film Office: (617) 635-3911.
- D. Submit the forms to Tim McKenna at the TRF Equipment Distribution Center at least two weeks prior to your shoot. Once processed, the complete certificate will be faxed to Mr. McKenna’s office and your fax numbers if requested.

- E. Call the Boston Film Office to schedule an appointment: (617) 635-3911. Bring the Certificate of Insurance, the Bond, and the City of Boston Film Office Permitting Request Form to Patte Papa, Film Director, City of Boston Film Bureau. The Boston Film Office is located at Boston City Hall, Room 802. For more information about City of Boston Permitting Process, visit [www.cityofboston.gov/arts/films/permitting.asp](http://www.cityofboston.gov/arts/films/permitting.asp)

This procedure above is to be followed for all City of Boston locations except those listed below:

- Shooting in Boston Parks
- MBTA Property
- Logan Airport Property

Call one of the appropriate people to apply for a permit. Fill out Form A2, obtain the appropriate signatures, and provide the A2 form to the appropriate person below. They may require a letter of request (re: who, what, where, when, why, equipment, etc.) and a fee.

- City of Boston Parks: including Boston Public Garden, Boston Common, Commonwealth Mall and the Esplanade: Call Margaret Ings, Office of Government and Community Relations, Emerson College. Phone: (617) 824-8299. Fax: (617) 824-8943; mail to: 120 Boylston St., Boston, MA 02116, or hand deliver to 120 Boylston St. Suite 203.
- MBTA: MBTA Public Affairs Office, Phone: (617) 222-3302, Fax: (617) 222-4539, or mail: MBTA Public Affairs, 10 Park Plaza, Boston, MA 02216.
- Logan Airport: Massachusetts Port Properties, Dorothy Connolly-Steele, Phone: (617) 568-3705, Fax: (617) 568-3703.

The Massachusetts Film Bureau may assist you with additional information and contacts for shooting in other cities and towns outside Boston and give you additional information: Their website is <http://www.massfilmbureau.com> or phone: (617) 523-8388. The Massachusetts Film Bureau is located at 198 Tremont Street, PMB#135, Boston, MA 02116.

### Shooting on Private Property

You can shoot pictures of private property from public property without permission. If you want to go on private property you must ask the owner for written permission. If you do not receive written permission from the owner or his/her official representative you may be trespassing. If you are going to use the final product for commercial purposes, you must also make that known to the owner. If the property owner asks that you provide a Certificate of Insurance (proof of insurance) for Emerson College, please fill out Form A3, Request for Certificate of Insurance, and return it to Tim McKenna at the EDC, 1st Floor Ansin Building or via phone at (617) 824-8349.

### Questions?

Please make an appointment to see Timothy McKenna, Equipment Distribution Center Manager; Television, Radio, and Film (TRF), Emerson College, Ansin Building, 180 Tremont Street, 1st Floor,

Phone: (617) 824-8349, Fax: (617) 824-8817, or email [timothy\\_mckenna@emerson.edu](mailto:timothy_mckenna@emerson.edu) or call Lance Kyed, Production & Operations Manager, TRF, Phone: (617) 824-8978. Fax (617) 824-8856, or email: [lance\\_kyed@emerson.edu](mailto:lance_kyed@emerson.edu).

## **Weapons**

The use or possession of firearms or other dangerous weapons on College property or at any College sponsored event is specifically forbidden. Please note that Massachusetts general laws Chapter 269: Section 10, Paragraph j states:

“Whoever, not being a law enforcement officer and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university, shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, “firearm” shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.”

For further information regarding what the Commonwealth considers dangerous weapons, see Massachusetts’s general laws Chapter 269: Section 10, paragraph B at [www.state.ma.us/legis/laws/mgl/269-10.htm](http://www.state.ma.us/legis/laws/mgl/269-10.htm).

Possession of realistic replicas of firearms or other dangerous weapons are also prohibited on Emerson College property or College sponsored events other than when being employed during a College sponsored or sanctioned rehearsal or production.

Phone: (617) 824-8349, Fax: (617) 824-8817, or email [timothy\\_mckenna@emerson.edu](mailto:timothy_mckenna@emerson.edu) or call Lance Kyed, Production & Operations Manager, TRF, Phone: (617) 824-8978. Fax (617) 824-8856, or email: [lance\\_kyed@emerson.edu](mailto:lance_kyed@emerson.edu).

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EMERSON COLLEGE  
BOSTON MASSACHUSETTS

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