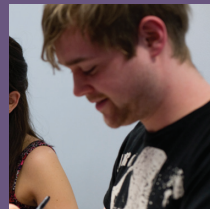


# Graduate

## Student Handbook 2011–2012



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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# Emerson's Commitment to Diversity and Inclusion

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Emerson College values—and has placed an institutional priority on—diversity and inclusion in the campus community.

Our faculty, staff, and students believe that the concept of diversity and inclusion: encompasses acceptance and respect, recognizes that each individual is unique and different, and that exposure to diverse backgrounds and experiences greatly facilitates critical thinking.

Emersonians are committed to creating a culture of respect that values differences and understands that the end result of all our achievements will be richer because of our differences in thought, experience, and background.

## Graduate Studies at Emerson College

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The Graduate Student Handbook contains useful information about the Emerson graduate community and the policies and procedures that govern student life at Emerson. The handbook is intended to provide students with information and guidance regarding their graduate experience at Emerson.

The rules and regulations in this handbook can be superseded, suspended, or complemented by the Emerson administration in order to protect the school and its students, faculty, and staff. 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 College expects graduate students to be familiar with the College and program policies, procedures, and requirements in this handbook and the Graduate Catalogue. Students should check the website for information updates.

The Office of Graduate Studies works with faculty and students on interpreting and resolving graduate student issues and concerns. Students should first consult with their graduate program director about registration, schedules, and degree requirements. After consulting with their graduate program director, students may also want to contact the Office of Graduate Studies with further questions about policies and procedures to follow regarding their degree requirements.

Many of the academic policies and campus resources for graduate students can be found at: [emerson.edu/academics/academic-services/graduate-studies/academics](http://emerson.edu/academics/academic-services/graduate-studies/academics).

For more information, contact:

Office of Graduate Studies  
180 Tremont Street, 12th Floor  
617-824-8612  
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# General Academic Information

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## Academic Transcripts

Students may request their transcripts online at [emerson.edu/registrar](http://emerson.edu/registrar). Seven business days should be allowed for processing official transcript requests. Transcripts will only be released for students who have no transcript holds. Transcripts may be withheld due to any unmet obligation to the College or due to a student loan default. Under no circumstances will telephone requests for transcripts be honored. There is no fee for the first 10 transcripts ordered per year. There will be a \$1 charge for every transcript ordered after the initial 10 per year.

## Adding and Dropping Courses

Any schedule change made after a student has registered may be made online at [eCommon.emerson.edu](http://eCommon.emerson.edu) until the fifth day of classes. After the fifth day of class, students must have the instructor's consent to add a class. Notice given to an instructor or the graduate program director does not constitute cancellation of course registration. Failure to drop a course by the drop deadline may result in a failing grade on the student's permanent record. After the 10th day of classes, no course can be added except through the approval of the Student Accounts Office and, if applicable, the Financial Assistance Office. Such approved petitions are assessed a \$50 late registration fee. Dropping a course after the 10th day of classes is not permitted except through a petition approved by the Dean of Graduate Studies. The deadline for completing drop/adds during a summer session is the end of the first week of classes. Please consult the Academic Calendar.

## Capstone Experience

For many programs, the final project or culminating experience is a capstone course. Capstone courses must be taken in the last semester of study unless permission is given by the program.

## Change of Degree Program

A student who wishes to transfer from one degree program to another must submit a written request to the Dean of Graduate Studies. The written request must be first endorsed by the graduate program directors of the respective degree programs. Some programs may not permit transfer. Some programs may

require a formal admission process. The final decision will be made by the Dean of Graduate Studies after consultation with the graduate program directors of the degree programs concerned.

## Comprehensive Examinations

Some degree programs conduct final comprehensive examinations for their candidates. Comprehensive exams must be completed at least one week before the last day of classes for the semester in which they are taken. For specific requirements, the student should contact the appropriate program.

## Course Evaluations

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

## Course Load

Students should discuss their course load with their graduate program director before registering for courses. A normal course load for a full-time student is 8 to 12 credits. To attain full-time status, graduate students must register for a minimum of 8 credits (6 credits for Communication Disorders). With the exception of students in the Global Marketing Communication and Advertising, Communication Disorders, and Health Communication programs, students must have the permission of the graduate program director to register for more than three courses per semester.

## Course Selection

Students choose courses in consultation with their assigned graduate program director or designated advisor. The catalogue and department information sheets are important sources of information. The Registrar's website will provide information about the upcoming semester's course offerings.

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### **Directed Studies**

Directed studies offer students the opportunity to pursue special topics that are important to their 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 department chair must approve all directed studies through the Directed Studies Contract Form, indicating the objectives of the study, the length and depth of the study, the frequency of meetings, the expected product of the student, and the type of faculty feedback.

### **Grade Reports**

Grades for the most recent semester are posted online at *eCommon.emerson.edu*. Students must use their Emerson email username and password in order to access the web portal.

### **Graduation**

Degrees are awarded on September 1, December 30, and at commencement in May. Degree candidates must apply for graduation at the Registrar's Office prior to the semester in which they complete their degree requirements. Please consult the Academic Calendar for deadlines.

Students must be registered for a minimum of 1 credit in the semester in which they complete their degree requirements. Students scheduled to graduate in May must be registered during the spring semester; to graduate in September, students must be registered during Summer 1 or 2; to graduate in December, students must be registered during the fall semester. If necessary, this may be done under the Continuing Student Status provision. Students who complete a master's thesis or project must submit a copy of the approved thesis or project to the Office of Graduate Studies for binding no later than the last day of classes of the term in which they complete their degree requirements. No student may participate in commencement exercises until all financial obligations to the College are met.

Students planning to complete their degree requirements by September 1 may participate in the College's May graduate commencement ceremony, provided that the following requirements are met:

1. The student must submit an application to graduate by the date stated in the Academic Calendar.
2. The student must request tickets online at *eCommon.emerson.edu* by the dates stated in commencement mailings.
3. The student must register and pay for the final coursework by the last day of classes in the spring semester.

Students will be notified via email about the status of their request to participate in commencement. Participation is allowed with the understanding that no graduate receives a diploma until degree completion. No student may participate in commencement exercises until all financial obligations to the College are met.

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

The 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 the Office of Graduate Studies' website or by emailing the HSRRC at *Human\_Subjects@emerson.edu*.

### **Internships**

Internships are another form of academic work. They offer students an opportunity to work in the field that they are 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 4 credits.

### **Master's Project**

The master's project is an applied academic project that integrates theory and practice. The master's project often takes the form of a creative project, such as an audio or video documentary, a play production, or a multimedia production. The written sections of a master's project must consistently follow one

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of the MLA, APA, or Chicago style manuals (latest editions), as well as the latest version of the master's thesis/project guidelines, which is available from the Office of Graduate Studies. It is the student's responsibility to acquire these materials.

In those programs that allow a master's project in lieu of a thesis, students must register for a total of 4 credits. A master's project is subject to the same procedural and approval requirements as a thesis.

Projects must be submitted to members of the student's project committee at least two weeks before the project defense, if a defense is required. The project defense must be scheduled no later than one week prior to the deadline for submitting completed projects to graduate program directors. Please consult the Academic Calendar for each semester's deadlines.

One final copy of the approved project with all original approval signatures included is due in the Office of Graduate Studies no later than the last day of classes of the term in which the student graduates. Some programs may require additional copies of the project. The project must be approved and signed by all committee members, including the project chair, the graduate program director, and the Dean of Graduate Studies. Final approval of the project rests with the Dean of Graduate Studies.

### **Master's Thesis**

The master's thesis is a scholarly treatment of a subject or an investigative treatment of a problem that is sufficiently limited in scope to ensure thoroughness. The work on the thesis is supervised by a thesis chair and thesis committee, but students are expected to take the initiative at every stage. Theses must follow one of the MLA, APA, or Chicago style manuals (latest editions), as well as the latest version of the master's thesis/project guidelines, which is available from the Office of Graduate Studies. Students must follow program guidelines for thesis work.

Theses must be submitted to members of the student's thesis committee at least two weeks before the thesis defense. The thesis defense must be scheduled no later than one week prior to the deadline for submitting completed theses to graduate program directors. Students (with the exception of Creative Writing and Media Art students) must register for a total of 4 credits of thesis work.

One final copy of the approved thesis with all original signatures included is due in the Office of Graduate Studies no later than the last day of classes of the term in which the student graduates. Submission deadlines are stated in the Academic Calendar. Some programs may require additional copies of the thesis. The thesis must be approved and signed by all committee members, including the thesis chair, the graduate program director, and the Dean of Graduate Studies. Final approval of the thesis rests with the Dean of Graduate Studies.

### **Master's Thesis/Project Publication**

Master's degree recipients are encouraged to consider the publication of their thesis in whole or in part. In the event of publication, the author is expected to acknowledge that the thesis was originally submitted as part of the requirements for the master's degree at Emerson College. Students contemplating publication should consult with their thesis chair.

### **Program Requirement Changes**

Students wishing to make any changes in their individual program requirements must talk with their graduate program director and submit the appropriate form (usually the General Petition) for review to the Office of Graduate Studies. Students may not make retroactive requests.

### **Registration**

After the first semester, all graduate students register online for the next semester's courses. Students should meet with their graduate program director or advisor early in the preceding semester to discuss and plan their next semester's courses. Please consult the Academic Calendar for registration deadlines and dates.

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### **Student Contact Information**

The Registrar's Office maintains two addresses for each student. One is a billing address that includes the name of the bill payer where bills are mailed. The other is the student's local address while attending Emerson. It is important that students update their addresses immediately online at [eCommon.emerson.edu](http://eCommon.emerson.edu) to ensure that they receive vital information affecting their student status. Students will need their Emerson email username and password in order to access any online functions. The Registrar's Office sends out official notifications to students' email addresses. It is imperative that students use their Emerson College email account as their primary email contact. Students are responsible for keeping their contact information up to date.

### **Student Service Center**

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

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.

### **Transfer Credits**

At the discretion of each program's graduate program director and the Dean of Graduate Studies, a student may be permitted to transfer up to 8 credits of comparable graduate coursework from an external institution (6 credits or two full graduate-level courses in the Communication Disorders program) or up to 12 credits of courses taken at Emerson before matriculation into the current program, provided the applicant has received a grade of B or better and the course was taken within the last five years.

To transfer Emerson courses, fill out a Course Credit Consolidation Form, available from the Office of Graduate Studies. The maximum number of credits that can be transferred is 12. Quarter-hour credits will be reduced by one third to convert them to semester hour credit. Courses for which transfer credit is being requested must not have counted toward another degree. Requests for transfer of credit should be made on the Transfer of Credit Form available from the Office of Graduate Studies and must be documented by an official transcript.

# Academic Policies

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## Academic Standards

A student in good standing is one who meets the standards set by the degree program and the Office of Graduate Studies. Students must maintain a 3.0 cumulative grade point average in order to remain in good academic standing. A student whose GPA falls below 3.0 has one semester to meet the 3.0 minimum or he or she will be academically withdrawn from the graduate program. Any semester in which students are enrolled is considered the next semester. A student must have a 3.0 cumulative grade point average to graduate. In addition, no course in which a grade below B– is earned may be credited toward any degree. A student who receives below B– in coursework totaling 8 credits is automatically withdrawn from the graduate program. In the Communication Disorders program, a student will be automatically withdrawn from the program upon earning a grade of below B– in any two courses, irrespective of the number of course credits involved, or of the overall GPA. Students who are academically withdrawn should refer to the procedures in the Graduate Student Handbook. Students who are academically withdrawn from the College may not reapply.

## Academic Rules and Regulations

Emerson College has rules and procedures students must follow. Students are 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 Office of Graduate Studies if they have questions.

## Academic Forms

Any change in program requirements or student status requires approval from the Office of Graduate Studies. The following forms can be found on the Graduate Studies website. Students are responsible for filling out the forms, securing the appropriate approval signatures, and submitting them to the Office of Graduate Studies.

- **General Petition**  
For any requests for changes in degree requirements such as course substitutions, waivers, or changes in the program of study requirements
- **Request for Leave of Absence**  
To request a leave from the College
- **Request to Re-Register from Leave of Absence**  
To request a return from a Leave of Absence
- **Official Withdrawal Form**  
To officially withdraw from the College
- **Request for Extension of Candidacy**  
To request an extension of the time limit for completing degree requirements
- **Petition to Transfer Credit**  
To request that transfer credits from another institution be accepted and count toward the degree program requirements at Emerson
- **Course Credit Consolidation Form**  
To request that credits taken through the Emerson Professional Studies and Special Programs (formerly Continuing Education) Department be accepted and count toward the degree program requirements at Emerson
- **Petition to Waive Continuing Student Status Fee**  
Students who fail to register continuously will be assessed a fee for the semester they are not registered. Use this waiver request form if you have finished all your degree requirements but still need to take your comprehensive examination, finish your thesis/project, or finish your Incompletes.
- **Graduate Full-Time Equivalency Certification**  
To request full-time status when registered for less than full-time status while completing a master's thesis or project
- **Master's Thesis/Project Guidelines**  
Master's theses and projects must conform to these specific format requirements. These guidelines provide style and format rules and example forms.

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- **Master's Project Chair/Master's Thesis Chair Designation Form**

To register your master's thesis or project committee members and committee chair

- **Directed Study Contract—Graduate Students**

Directed studies and internships require that an approved contract be submitted with the Registrar at the time of course registration.

### **Academic Misconduct**

Academic misconduct includes traditional textual plagiarism and its manifestations, including self-plagiarism (submitting work to meet a requirement in one class that was submitted to meet a requirement in another class without the explicit authorization of the class's instructor), 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.).

Students suspected of plagiarism or some other form of academic misconduct will be subject to the College's procedures for review and possible sanctions. Please refer to the Rules and Regulations section, and the Emerson College Policy on Plagiarism: [emerson.edu/academic-affairs/policies/academic-misconduct-guidelines](http://emerson.edu/academic-affairs/policies/academic-misconduct-guidelines).

It is the responsibility of all Emerson students to know and adhere to the College's policy on plagiarism, which is available on the Emerson website. If you have any question concerning the Emerson plagiarism policy or about documentation of sources in work you produce in a course, you should speak to your instructor. [emerson.edu/academic\\_affairs/policies/Plagiarism-Policy.cfm](http://emerson.edu/academic_affairs/policies/Plagiarism-Policy.cfm).

### **Attendance**

Students are expected to attend classes regularly and promptly and are responsible for all coursework done while they are absent. Individual instructors determine the number of times a student may be absent or tardy before a grade is lowered. In classes where attendance is required, students are responsible for notifying the instructor in advance of unavoidable

absences. Students must adhere to individual instructors' attendance policies. Attending an out-of-class activity or event for another course may not be used as an excuse to disregard a given class's attendance policy. A faculty member may not require a student to attend specified out-of-class activities that conflict with a 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 a 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 Center may verify the nature and extent of the illness.

### **Attendance: Special Circumstances**

- **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 to 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 toward the total number of absences that a professor permits under his or her uniform attendance policy.

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- **Absence Because of Jury Duty**

Any U.S. citizen 18 years or older who resides in Massachusetts for 50 percent 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 [mass.gov/courts/jury](http://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.

- **Prolonged Absence/Leave of Absence**

When a student anticipates or experiences a prolonged absence due to an accident, illness, financial need, or a professional opportunity, the student should immediately notify the Office of Graduate Studies and each of her/his 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. Students must apply for a leave of absence.

### **Catalogue of Entry**

Students are held to all 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 to meet the new program requirements, but they must adopt the new program in its entirety.

### **Change of Status**

#### **Leave of Absence**

A student must be in good academic standing and good standing with the College to apply to the Dean of Graduate Studies for a leave of absence in order to take advantage of a professional opportunity, or for medical or personal reasons. Leaves of absence are granted for one year, and are renewable for an additional year. Students returning from a leave of absence must file a Request to Re-Register

from a Leave of Absence Form with the Dean of Graduate Studies at least 30 days prior to the start of the semester in which they plan to return. Students taking leaves of absence will not have a corresponding extension of the five- or seven-year limitation of time for degree completion.

Students who have either withdrawn or taken a leave of absence from the institution are not eligible to use the library or other resources or to participate in student clubs and organizations or any other College-sponsored activity or program during their leave.

The College refund policy, as detailed in the Expenses and Financial Assistance section of the Graduate Catalogue, is applicable to all withdrawals and leaves regardless of the reason.

Tuition and fees refund insurance is available to students who wish to protect themselves in the event they are required to withdraw from a given term because of a medical or psychological reason.

For further information, refer to the Medical/Psychological Tuition Refund Insurance Plan listed in the Expenses and Financial Assistance section of the Graduate Catalogue.

#### **Withdrawals**

A student who wishes to terminate his or her degree program must complete a withdrawal form and submit it to the Office of Graduate Studies. Withdrawal forms are available on the Graduate Studies website. The withdrawal form must be signed by all designated parties, including the person responsible for payment of the student's bill. This form, which includes the reason for the withdrawal, must be submitted to the student's graduate program director and processed by the Registrar's Office. Withdrawal becomes effective as of the date the completed form is filed with the Dean of Graduate Studies.

#### **Continuing Student Status**

Unless granted a leave of absence by the Dean of Graduate Studies, graduate students are required to be enrolled for a minimum of 1 credit each fall and spring semester until their degree requirements are completed. Graduate

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students completing their degree requirements in the summer must register for a minimum of 1 credit during one of the summer sessions. Students who have not been granted a leave of absence by the Dean of Graduate Studies and who do not wish to register for a course, master's project credit, or master's thesis credit must register for 1 credit of Continuing Student Status.

Continuing Student 1-credit required enrollments are not applicable toward the completion of the minimum number of credits required for the degree. Students normally should register for Continuing Student Status credit only if they have previously registered for all other required credits (including all master's thesis and master's project credits) but have not completed all requirements for the degree, such as the master's thesis, comprehensive examinations, or courses graded Incomplete.

#### **Failure to Maintain Continuous Enrollment**

Students who fail to register continuously as stated above will be assessed the Continuing Student Status fee for any semester(s) for which they are not registered when readmitted and must pay the Continuing Student Status fee(s) in order to be financially cleared for readmittance and to graduate.

Students who do not obtain an official leave of absence and fail to register for at least 1 credit will no longer be considered degree candidates. If they wish to resume candidacy, they must apply for readmittance to graduate study and are responsible for payment of the Continuing Student Status fee for the semester(s) during which they were not registered. Unless the Dean of Graduate Studies grants a petition stating otherwise, time spent on a leave will be counted toward the regular time limits for degree completion. Information and forms are available in the Graduate Studies Office. Students are not eligible to graduate while they are on a leave of absence. See Graduation section.

Students who apply to be readmitted more than two years from the date of their last enrollment are subject to current admission standards. There is no guarantee of readmittance.

#### **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 Dean 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.

#### **Degree Time Limit**

Master of Fine Arts students in Creative Writing must complete the degree within seven years of matriculation. Students must complete all degree requirements for a Master of Arts or a Master of Science degree within five years of their date of matriculation. Students must complete the Master of Fine Arts in Media Art degree within three years of matriculation. Unless students apply for and are granted a leave of absence, they must remain enrolled during every term in which they expect to receive faculty support. Students must be registered for a minimum of 1 credit during the term in which they complete their degree requirements. Leaves do not stop the clock for the completion of a degree.

#### **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

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

## **Grade Disputes and Academic Grievances**

Students who believe that they have received an incorrect grade, or have another academic dispute, should first initiate the following informal grievance process within one month of receiving the grade or the dispute event. Students should meet with the Dean of Graduate Studies to discuss the dispute within one month of the incident(s). If the grade or academic issue is not resolved, the formal grievance process will be invoked.

### **Informal Process**

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

### **Formal Process**

Students who feel their grievance has not been resolved through the informal process may request a formal hearing by the Graduate Grievance Committee through the formal process. This must be done within 10 days after the informal process has concluded:

1. 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 regarding the claim within seven days of filing a grievance.

2. 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 it feels would be helpful to understanding or resolving the grievance. The committee's findings will be submitted to the student, faculty members, and other involved parties.

### **Graduate Grievance Committee**

Grievance procedures are intended to support a fair hearing of any student with an unresolved academic grievance issue. When convened to hear a student academic grievance, the Graduate Grievance Committee will consist of four members: the Dean 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 attempt to resolve the issue or begin the formal grievance process. Students must first follow the informal process for academic grievance.

# Financing Your Education

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## **Office of Student Financial Services**

80 Boylston Street  
617-824-8655  
emerson.edu/financial-services

The Office of Student Financial Services, which is part of the Student Service Center, is committed to helping students with their financial aid issues. Students are encouraged to check its website 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 are only offered to incoming first-year students and are nonrenewable 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 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 percent of the insured term tuition and fees in the case of a medical withdrawal/LOA, and 60 percent 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 percent of the total charges for the academic year. For further information, contact the Office of Student Financial Services.

The atmosphere at Emerson is relaxed, creative, and informal. The faculty, staff, and administration encourage and maintain open communication with students. Emerson emphasizes the professional and academic aspects of education. In addition to academic work and co-curricular activities, many students work off campus in production companies, social service organizations, broadcasting stations, and business firms. As a major media market, Boston provides internship opportunities for students interested in all aspects of communication and the arts.

Social life at the College is greatly enhanced by its Boston location. Emerson is within easy walking distance of concert halls, theaters, museums, parks, and restaurants. Local collegiate and professional sports arenas offer year-round events in hockey, basketball, baseball, football, and tennis.

## **Athletics and Recreation**

[emerson.edu/student-life/athletics-fitness](http://emerson.edu/student-life/athletics-fitness)

The Department of Athletics coordinates the College's varsity, club, intramural, and recreational sports programs. Athletics at Emerson is an opportunity for student-athletes to bring out their best through competition and to learn valuable lessons on and off the field that will stay with them throughout their lives. Lessons about teamwork, self-discipline, dependability, and dedication help shape a well-rounded individual.

Emerson College is a Division III member of the National Collegiate Athletic Association (NCAA), the Eastern College Athletic Conference (ECAC), and the Great Northeast Athletic Conference (GNAC).

A student-athlete who is enrolled in a graduate or professional school of the college or university that he or she previously attended as an undergraduate student may participate in intercollegiate athletics, provided he or she has eligibility remaining and within the first 10 full-time semesters of collegiate enrollment for Division III. Students who attended Emerson as undergraduates should contact Athletics about services.

## **Fitness Center**

The Emerson College Fitness Center (ECFC) offers exercise and wellness programs designed to meet specific interests and goals, including proper diet and nutrition, stress management, sports conditioning, and general physical fitness. At no cost to the Emerson community, the ECFC provides state-of-the-art strength training, cardiovascular and free weight equipment, and a studio where a daily schedule of aerobic, dance, yoga, and conditioning classes are offered.

## **Center for Health and Wellness**

216 Tremont Street  
617-824-8666  
[emerson.edu/health-center/](http://emerson.edu/health-center/)

Graduate students who elect to pay the health fee are eligible to receive care at the Center. All graduate students enrolled in the College insurance program will be assessed the health fee, and under the provisions of the insurance program, are expected to first seek care at the Center for all non-emergency problems during the academic year.

The Center provides for the immediate health needs of students and offers both follow-up and educational services, including general medical care, GYN exams, emergency contraception, health counseling and education, routine lab work, pregnancy testing, and referrals to other health specialists when appropriate. Services are available by appointment. Confidentiality within the guidelines of professional ethics and legal principles is guaranteed to all students using the Center. The staff consists of nurse practitioners, a physician assistant, a nutritionist, and a consulting general medicine physician.

The Center is open Monday through Friday during the academic year. Hours are posted on the FAQ webpage, [emerson.edu/health\\_center/FAQ.cfm](http://emerson.edu/health_center/FAQ.cfm). The Center is closed on weekends, holidays, and school breaks. Emerson College is situated within two miles of five major hospital emergency rooms. Students should be familiar with the location of the nearest hospital to their neighborhood. When possible, non-urgent care should wait until the Center reopens to avoid unnecessary medical bills. Dental service is not available at the Center.

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### **Center for Spiritual Life**

120 Boylston Street  
617-824-8036  
[emerson.edu/student-life/support-services/spiritual-life](http://emerson.edu/student-life/support-services/spiritual-life)

The Center for Spiritual Life exists to promote both a sense of community among persons of different faiths and educational and spiritual growth on an individual basis for interested students, faculty, and staff. Members of the clergy and lay ministry from several denominations are available through this office.

### **Counseling Center**

216 Tremont Street  
617-824-8595  
[emerson.edu/student-life/support-services/counseling-center](http://emerson.edu/student-life/support-services/counseling-center)

The Counseling Center is an excellent place for Emerson students to begin looking for help with personal concerns, family problems, or other psychological issues. The Center serves as a resource to assist students in developing their potential. To achieve this goal, a variety of services are provided. These include: short-term counseling and psychotherapy; support and therapy groups; crisis intervention; psychiatric consultation; and referral to outside agencies, private psychotherapists, and psychiatrists. The Center's facilities and services are available to all graduate students who choose to pay the health services fee. The Center also provides the Emerson College community with consultation, outreach, and training on a variety of topics relevant to students' lives and psychological issues. Counseling services are confidential. The staff considers issues of student privacy to be of the utmost importance. No information is released to anyone inside or outside of the College without the student's knowledge and consent, within the guidelines of professional ethics and legal principles.

### **Disability Services**

216 Tremont Street  
617-824-8592  
[emerson.edu/academics/academic-services/disability-services](http://emerson.edu/academics/academic-services/disability-services)

Emerson College is committed to providing equal access to its academic programs and social

activities for all qualified students with disabilities. While upholding this commitment, we maintain the high standards of achievement that are essential to the College's programs and services. In advancing these dual aims, we ensure that the College's policies, practices, and procedures conform to federal and state statutes and regulations. Our philosophy is that students are independent and self-determined and that students with disabilities—just like all students—have control over their lives here at Emerson and are ultimately responsible for making their own decisions.

Emerson's Disability Services Office (DSO) offers academic accommodations and related services to qualified students with documented physical, medical, visual, hearing, learning, and psychiatric disabilities.

### **Emerson Buildings**

The following is a list of 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 (Tufte Performance and Production Center)
- 150 Boylston Street (Piano Row/Max Mutchnick Campus Center)
- 555 Washington Street (Paramount Center)

### **Max Mutchnick Campus Center**

150 Boylston Street  
617-824-8684  
[emerson.edu/student-life/activities-organizations/campus-center](http://emerson.edu/student-life/activities-organizations/campus-center)

The Max Mutchnick Campus Center serves as a "home base" for off-campus students and is a gathering place for all students. Meeting spaces, lounges, and a café are available, and the Campus Center is used as a central place to study, socialize, or relax between classes. The Campus Center's services and programs are designed to bring students, faculty, and staff together in order to increase communication and build a sense of community. Some of the

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services include rentable lockers, fax and copy services, and advertising space on digital displays throughout the Campus Center.

The Campus Center houses an information desk, where Emerson community members can reserve spaces within the Center; the Commons Café; Student Lounge, Quiet Study Lounge, and Terrace areas; meeting and function rooms; the Cultural Center; Graduate Student Association (GSA) Office; student organization offices and mailboxes; piano practice rooms; and the Offices of the Dean of Students, Student Life, Student Activities, Multicultural Student Affairs, Off-Campus Student Services, and Gay, Lesbian, Bisexual, Transgender, and Queer/Questioning Student Life.

#### **The Cabaret and Multipurpose Room**

Managed by the Campus Center, the Cabaret and Multipurpose Room are performance venues available for use by SGA- and GSA-recognized organizations and College departments on a space-available basis. These venues are appropriate spaces for rehearsals, dramatic performances, comedy shows, concerts, performance-based spoken word events, receptions, screenings, or other social events. These spaces can be booked at the Campus Center Information Desk at 150 Boylston Street beginning on the first day of classes each semester. Other community members may request these spaces after priority bookings have been completed.

#### **Office of International Student Affairs**

216 Tremont Street  
617-824-7858  
[emerson.edu/student-life/support-services/international-student-affairs](http://emerson.edu/student-life/support-services/international-student-affairs)

The Office of International Student Affairs offers an array of services, including consultation with students and scholars on immigration and visa matters, specialized programs and events to foster social and cultural adjustments, and personal advising and counseling on social and cultural issues.

In order for international visa students to maintain their lawful immigration status, they need to be enrolled full time during the academic year.

#### **Office of Multicultural Student Affairs**

150 Boylston Street  
617-824-8637  
[emerson.edu/student-life/support-services/multicultural-student-affairs](http://emerson.edu/student-life/support-services/multicultural-student-affairs)

The Office of Multicultural Student Affairs is primarily responsible for cultivating involvement opportunities for students from historically underrepresented populations including, but not limited to, African American, Hispanic/Latino American, Asian American, Native American, and multiracial American communities. Such opportunities will maximize chances for successful academic and social transition, integration, and retention at the College. The staff members of the office are available to discuss academic, cultural, personal, and social concerns with students throughout their entire careers at Emerson.

#### **Cultural Center**

The Cultural Center was established to enhance the educational, cultural, and social needs of the campus community. It hosts a variety of formal and informal events for students, faculty, and staff. The offices for EBONI (Emerson's Black Organization with Natural Interests); Amigos (Emerson's Latino student organization); ASIA (Emerson's Asian Students for Intercultural Awareness); and Speak Up! are housed here. The Cultural Center is available for use by student organizations recognized by Emerson College and academic and administrative departments. The Cultural Center is open Monday through Friday, 11:00 am to 6:00 pm, for the entire Emerson community. The facility can be reserved for special multicultural events, meetings, and educational purposes. Reservations are arranged through the Office of Multicultural Student Affairs.

#### **Social Spaces**

The following is a list of social spaces found on campus:

##### **150 Boylston Street (Piano Row/Max Mutchnick Campus Center)**

- Campus Center Lobby (1st Floor)
- Student Lounge (2nd Floor)
- Quiet Study Lounge (2nd Floor)

##### **180 Tremont Street (Ansin Building)**

- Graduate Student Lounge (12th Floor)

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

114 Boylston Street  
617-824-8696  
[emerson.edu/about-emerson/offices-departments/business-services/bookstore](http://emerson.edu/about-emerson/offices-departments/business-services/bookstore)

The Barnes and Noble @ Emerson College Bookstore provides all textbooks, as well as faculty-authored books, College apparel, and office supplies.

## **Career Services**

216 Tremont Street  
617-824-8586  
[emerson.edu/alumni/career-services](http://emerson.edu/alumni/career-services)

Emerson Career Services is committed to assisting graduate students in planning for the future by promoting the skills needed for long-term career management. This includes developing sound career planning and management strategies, as well as job search skills that they will be able to use during their Emerson experience and throughout their careers.

Our many offerings include the following:

- Individual assistance with self-assessment, career exploration, career decision making, internship/job searching, résumé/cover letter writing, and other career-related issues
- An extensive resource library of communication- and arts-related career exploration materials, industry directories, trade publications, tip sheets, handouts, and newsletters
- Career- and industry-related speakers, panels, and events
- Interview preparation and other career-related workshops
- Internship workshops, which are mandatory for all students seeking internships for academic credit (internship requirements and options vary by department; students should consult with their departments before pursuing any internship for credit)
- Networking and mentoring opportunities with alumni and other industry professionals
- Assistance with internship and job search preparation, including mock interviews
- Online job and internship listings, internship fairs, and much more

## **Dining Locations**

Little Building Dining Hall  
80 Boylston Street

Emerson's Café  
80 Boylston Street

Commons Café  
150 Boylston Street

## **Information Technology**

180 Tremont Street  
617-824-8665  
[emerson.edu/infotech/](http://emerson.edu/infotech/)

The College's computing facilities are available for use by Emerson College students, faculty, and staff. The facilities consist of both teaching and open access labs, as well as kiosks that offer convenient web access and printing. Workstations in the computer labs provide the following types of software applications: email, Internet, word processing and office productivity, statistical analysis, web authoring, image editing, desktop publishing, 3D animation, and digital video. High-end applications, such as Autodesk Maya for 3D animation and Apple's Final Cut Studio for video editing, are available in all open-access labs. Digital production labs contain workstations with multimedia production and digital video applications, including Avid Media Composer and Final Cut Studio.

Emerson College has been designated a New Media Center since 1995 by a consortium that includes Apple Inc., Adobe Systems, and Hewlett-Packard, among others. The New Media Center designation provides support for the College's digital production and multimedia capabilities. More information about the computer labs is available at [emerson.edu/labs](http://emerson.edu/labs).

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Students receive an Emerson College network (ECnet) account, which contains an email account and personal web space. An ECnet username and password is required to log onto computer lab workstations and kiosks. Emerson's campus is wired for high-speed Internet connectivity at all locations, including residence halls, labs, and offices. Residence hall rooms have high-speed Internet connections for each student, and wireless access to the College's network is provided in virtually all campus locations.

#### **IT Help Desk**

120 Boylston Street  
617-824-8080  
[emerson.edu/helpdesk/](http://emerson.edu/helpdesk/)

The Office of Information Technology's Help Desk offers assistance to all faculty, staff, and students with computing problems, ECnet problems, and issues regarding connectivity to the College's computer network.

Prior to using the College's computer network, all students should familiarize themselves with the Electronic Information Policy Guidelines for Responsible and Ethical Behavior found at [emerson.edu/policy](http://emerson.edu/policy). Violations of those policies are considered to be unethical and can lead to College disciplinary action and/or criminal prosecution.

#### **Media Services Center**

180 Tremont Street  
617-824-8676  
[emerson.edu/about-emerson/offices-departments/media-services](http://emerson.edu/about-emerson/offices-departments/media-services)

The Media Services Center (MSC), located on the third floor of the Ansin Building at 180 Boylston Street, houses six individual computer/viewing suites, two Final Cut Pro editing suites, and a video studio. The video studio can be used to produce video recordings or as a space to hold a meeting that incorporates video conferencing.

Staff members are available to work one-on-one with students who need assistance integrating media into their course assignments. Students can make an appointment to use online tutorials on their own or work directly with staff members who will assist them in working with software to complete their assignments.

The MSC circulates video equipment for nonproduction classes, including digital camcorders, digital still cameras, and digital and analog audio recorders. The MSC also circulates laptop computers, data projectors, slide projectors, and overhead projectors.

The MSC provides, maintains, and delivers audiovisual equipment in many of the College's classrooms and meeting spaces. Staff members are available to assist in setup and operation of this equipment. The MSC provides technical assistance for special events. Services include setting up and operating data projection systems, facilitating teleconferencing, and providing amplification for speakers.

#### **Iwasaki Library**

120 Boylston Street  
617-824-8668  
[emerson.edu/library](http://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 supports graduate-level research in the School of Communication and the School of the Arts, with particular strength in communication sciences and disorders, theater, marketing, film, and journalism. Services include research assistance, individual and class instruction, interlibrary loan, reserve reading, and laptops

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for use in the Library. Bound copies of graduate projects and theses are available in the collection. Graduate students receive help with their research through appointments with reference librarians, consultations at the reference desk, and via email and chat.

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 nearby 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 website is a gateway for graduate student research. Library databases can be accessed on or off campus with your ECnet account. In addition to the Library catalog, which includes the combined holdings of the Emerson College and FLO libraries, the website provides access to a wide range of electronic sources, including important academic databases and indexes, authoritative websites, research guides, electronic journals, and ebooks. Through the website, students are able to locate citations and articles from Academic Search Premier, LexisNexis Academic, Proquest Central, JSTOR, and many other online resources. Students can request materials from other libraries through interlibrary loan.

#### **Media Collection**

The Library has a collection of approximately 10,000 DVDs, videotapes, films, CDs, and other media materials available at the Library's Media Desk. The Library also has online access to a collection of 3,800 television documentaries and feature-length films from Films Media Group. Consult the Library's website for the online catalog of the media collection.

#### **Archives**

The College Archives, which is available to both undergraduate and graduate students, houses materials on the history and development of the College (including photograph and video collections), Emerson publications, and special collections. The Archives also maintains the media portions of graduate theses. In addition to its collections, the Archives provides workshops and resources to help students learn about and incorporate primary sources into their research. Details about the Archives' services, collections, policies, and procedures can be accessed through the Library website.

Details concerning Library hours, policies, and services are available on the Library's website.

#### **Lacerte Family Writing and Academic Resource Center**

216 Tremont Street  
617-824-7874  
[emerson.edu/academics/academic-services/writing-academic-resource-center](http://emerson.edu/academics/academic-services/writing-academic-resource-center)

The Lacerte Family Writing and Academic Resource Center (WARC) offers a variety of academic support services to all Emerson students. The Center provides individualized tutoring in all phases of the writing process. In addition, the Center offers support in study skills, including note-taking, test-taking, and organizational and time-management strategies. For international students who are nonnative English speakers, practice in pronunciation, vocabulary development, speaking, and grammar is also available. Peer tutoring in content areas is available upon request. Professional academic support specialists are on staff to help students with specific needs and requests. The WARC's goal is to help students develop strategies and skills necessary for academic success.

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### **Mail Services**

100 Boylston Street, Basement  
617-824-8594  
[emerson.edu/about-emerson/offices-departments/business-services/mail-services](http://emerson.edu/about-emerson/offices-departments/business-services/mail-services)

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.

### **Off-Campus Student Services**

150 Boylston Street  
617-824-7863  
[emerson.edu/student-life/support-services/off-campus-student-services](http://emerson.edu/student-life/support-services/off-campus-student-services)

As the College expects that all of its graduate students will reside off campus, students within this population are encouraged to seek out the assistance and support of the Office of Off-Campus Student Services (OCSS). As well as being a resource for Boston-area vacancy and sublet listings, OCSS provides numerous programs and services designed to meet the needs of Emerson's off-campus population. One of the programs offered by the OCSS is the Massachusetts Bay Transit Authority (MBTA) discount pass program. In conjunction with the MBTA, Emerson offers a program in which subway, bus, and combo passes are available for purchase at a discount (currently 11 percent, but subject to change). The program is offered in semester blocks and must be purchased prior to the start of each semester.

Graduate students should contact OCSS for information about rental housing options, roommate searches, or local realtors who work with Emerson students.

### **Meals**

Graduate students are eligible to participate in the College's commuter meal plan. Information regarding the plan and charges can be obtained from the Student Administrative Services Office. A commuter meal plan come with 50 meals and 150 Board Bucks. Meals can only be used at the Little Building Dining Hall; Board Bucks are accepted at all campus food service outlets. Commuter plans do not expire. Unused meals and Board Bucks will carry over to the next semester or academic year until the balance is depleted.

The current cost for a commuter meal plan is \$645. Individual meals may also be purchased on a walk-in basis at any of the College's dining facilities. The current at-the-door rates at the Little Building Dining Hall are:

Breakfast: \$5.70  
Lunch: \$9.15  
Dinner: \$12.55

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### **Office of Alumni Relations**

120 Boylston Street  
617-824-8535  
emerson.edu/alumni

The Office of Alumni Relations and the Emerson College Alumni Association work together to promote institutional pride, professional development opportunities, and lifelong connections with Emerson alumni. The Office enables students and alumni to benefit from the experience of alumni and others through a variety of events and activities such as a visiting artists series, master classes, and forums. Additionally, Alumni Relations works closely with the Office of Career Services to connect students with alumni for mentoring and networking through industry site visits and a mentorship program. The Office communicates College and alumni news through a triquarterly magazine, an online community, social media, and e-communication.

### **Office of Diversity and Inclusion**

120 Boylston Street  
617-824-8271  
emerson.edu/about-emerson/offices-departments/diversity

The Office of Diversity and Inclusion coordinates campus-wide efforts to ensure that Emerson's commitment to diversity and inclusion as core institutional values are reflected in all aspects of college life.

Major goals of the office and the College community include:

- Developing and implementing activities and programs that are designed to increase and enhance student diversity with particular emphasis on racial/ethnic differences.
- Developing and implementing activities and programs that are designed to increase and enhance faculty and staff diversity with particular emphasis on racial/ethnic differences.

- Promoting a climate that respects and supports diversity and is recognized for doing so within the Emerson community, Boston, and the larger communication and arts industries.
- Maintaining and expanding a diverse curriculum that prepares our students to live and lead in and contribute to a world growing more diverse and complex.
- Designing, developing, and implementing a comprehensive system of responsibility, accountability, and recognition for increasing campus diversity, improving campus climate, and advancing the knowledge base for creating and sustaining a culturally diverse community of learners, teachers, researchers, and workers.
- Initiating programs, training sessions, and discussions to foster institutional awareness of, and commitment to, institutional diversity goals, including gender equity for all qualified candidates.

### **Print/Copy Center**

80 Boylston Street  
617-824-8593  
emerson.edu/about-emerson/offices-departments/business-services/printcopy-center

The Print/Copy Center, located in the lobby of the Little Building, offers a wide variety of services. Copy machines are also located in the Library for student use. Students can use their Emerson ID cards to print at computer lab printers or print kiosks. Each semester, staff, faculty, and students are allotted \$5.00 of printing credit. If that credit is used up, ECCash can be used to pay for printing.

## Department of Public Safety

80 Boylston Street  
617-824-8555 (Business)  
617-824-8888 (Emergency)  
[emerson.edu/about-emerson/offices-departments/public-safety](http://emerson.edu/about-emerson/offices-departments/public-safety)

The Department of Public Safety is open 24 hours a day, seven days a week, 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. The information below may be updated on the Public Safety website throughout the year.

## 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

Upon request, the ECDPS will provide an on-campus walking safety escort for Emerson students and employees to all Emerson College buildings or to the T station (Green Line) at the corner of Tremont and Boylston streets.

Request an escort by reporting to the security desks in the lobbies of the following Emerson buildings:

- 80 Boylston Street (Little Building)
- 100 Boylston Street (Colonial Building)
- 120 Boylston Street (Walker Building)
- 150 Boylston Street (Piano Row)
- 10 Boylston Place (Tufte PPC)
- 180 Tremont Street (Ansin Building)
- 216 Tremont Street
- 555 Washington Street (Paramount)

## Taxi Vouchers

Emerson College has a contract with a local taxi service, which provides a voucher program. If you know you will be out after dark, and would prefer to come back to campus by taxi rather than public transport, you may sign out a voucher at the Public Safety office. The cost will be billed to your student account.

## Safety Tips

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

- Carry your student ID at all times and cooperate with College officials asking you to identify yourself.
- When walking after dark, use the "buddy system." Stay on main streets with good lighting and pedestrian traffic.
- Report all suspicious activity on Emerson property to Public Safety at 617-824-8555.
- Do not invite unfamiliar individuals into campus facilities.
- When entering and exiting a campus facility, secure the door behind you and follow check-in and check-out procedures.
- Immediately report all incidents of theft, intrusion, or physical harm to Public Safety.
- The MBTA provides safe and reliable service from 5:30 am to 12:30 am daily. To check routes and maps, visit [mbta.com](http://mbta.com).

## 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. The Office of Public Safety will log found items into the campus Lost and Found system. 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.

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

Emerson College photo ID cards are issued at regular intervals as announced by the Office of Public Safety. All new students receive their first ID cards during Orientation at no cost.

Students should carry their Emerson College ID cards at all times and produce them when requested. Students who lose their IDs must report the loss to Public Safety immediately and obtain a temporary ID at that office. A fee of \$25 will be charged to the student. Public Safety will issue a replacement Emerson College ID card upon sufficient verification of identity. Emerson ID cards enable students and staff to:

- Access all College buildings (residence halls can only be accessed by student residents)
- Check books out of the library
- Use campus resources such as course reserves, study rooms, and laptops in the Library
- Pay for vending machine purchases and Library fines with ECCash
- Print at computer lab printers or print kiosks

### **School Cancellations**

In the 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 am. A delayed opening of two hours means that the College will open at 10:00 am. An announcement to cancel classes will be made by 6:30 am for day classes and by 3:00 pm for evening classes. Evening classes are those beginning at 6:00 pm or later. During these emergencies, a recorded message of the College's operating schedule can be obtained by calling 617-824-8500 or by visiting *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

### **Emergency Situations**

All students should read the information on the Emergency Preparedness section of the Office of Public Safety's website: *emerson.edu/about-emerson/offices-departments/public-safety/emergency-preparedness*. This includes important information on disaster communication as well as emergency response and evacuation guides.

#### **Emergency Notification System (ENS)**

Emerson utilizes a state-of-the-art Emergency Notification System (ENS), called CONNECT-Ed, to communicate with students, faculty, and staff in the event of an emergency on the Boston campus. It simultaneously transmits messages by telephone, email, 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.

# Communication at Emerson

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## **Email and College Communication**

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

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.

## **eCommon**

The central website for the Emerson community is *eCommon.emerson.edu*. This site provides information about upcoming events, workshops, and daily announcements.

## **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 of an emergency on the Boston campus. It simultaneously transmits messages by telephone, email, 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 website. The notices may be found on the Public Safety site, and at *ecampus.emerson.edu* and *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 emailing a 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 one's primary contact is unreachable.

# Student Groups

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Emerson has a number of student organizations devoted to graduate interests. For additional information and to contact the graduate student organizations, email the Graduate Student Association at [GSAInfo@emerson.edu](mailto:GSAInfo@emerson.edu).

## **Graduate Student Association (GSA)**

The GSA is dedicated to advancing the goals, objectives, and interests of graduate students. The GSA serves as a liaison between graduate students and the College community, providing students with a base for social interaction, professional friendships, and contacts. The GSA helps support graduate student organization (GSO) activities and projects. In addition, the GSA works with the Office of Graduate Studies to organize and support Graduate Orientation and Graduate Commencement. The GSA also awards professional development grants and sponsors numerous social and professional events.

## **Graduate Student Governance**

All enrolled and matriculated graduate students are members of the Graduate Student Association, are eligible to run for office, and are invited to attend events and meetings. The GSA is dedicated to advancing the goals, objectives, and interests of graduate students. It is recommended that graduate students enrolled for the entire academic year as full-time students serve in the officer positions. Among other responsibilities, officers take part in leading the graduate community and helping to foster an environment for social interaction, professional friendships, associations, and events.

The GSA officers are the president, vice president/treasurer, events officer, and information officer. These officers constitute the Executive Council. In addition to specific roles and duties of each officer, the Executive Council is responsible for:

- Reviewing budgets for other recognized graduate student groups
- Reviewing professional development grant requests from individual graduate students
- Offering programs to support professional development
- Networking across programs and events to advance the mission of the GSA

The GSA president and vice president/treasurer are elected by the graduate student body in the spring term for 12-month appointments. The events officer and information officer are elected by the graduate student body in the fall term for 12-month appointments. The president, in consultation with the Executive Council, may appoint members to the Advisory Council. The Advisory Council is made up of graduate student representatives from the various program GSOs.

## **Recognized Graduate Student Organizations**

### **Communication Management Student Group**

The Communication Management Student Group is a graduate student group whose mission is to serve the students in the Communication Management master's degree program by fostering member leadership and development. The group supports students interested in communication management by providing professional development and networking opportunities through a variety of gatherings and activities.

### **Emerson Media Graduates (EMG)**

The EMG Production Group was created to provide graduate students in the Media Art program the opportunity to gain extracurricular production experience and to encourage professional and personal contacts between graduates during their years at Emerson and beyond. Throughout the year, students work on self-directed studio and 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 the Media Art program. Recent activities include an original sitcom, a local news magazine production, and music videos for local Boston artists.

### **Graduate Reading Series**

The Graduate Reading Series is organized by a dedicated group of graduate students in the Writing, Literature and Publishing Department. They feature MFA and MA students from the department reading from their most recent works.

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### **Graduate Students in Communication 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 (GMCA)**

Members of Graduate Students for Global Marketing Communication and Advertising focus on issues that impact 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 (GSIMC)**

This group exists to promote the ideas of integrated marketing communication and its purpose in the business environment through career-focused events and discussions. GSIMC will also work to facilitate a familial feeling throughout the IMC graduate student body. In the past, it has brought in guests 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.

### **Graduate Students for Publishing**

Emerson's Graduate Students for Publishing is an organization that was founded with the mission to create learning and networking opportunities in publishing. While the group has as its core graduate students in the Publishing and Writing program, all students interested in publishing are encouraged to take part in the organization and its events.

### **Health Connections (HC)**

Health Connections is composed of all current students in the Health Communication graduate program. It is a group devoted to professional growth. The Health Connections blog, Health Raisers, takes a critical look at health campaigns,

popular health news, and representations of diseases. HC has an online radio show on health concerns pertinent to Emerson students. The group also hosts alumni and student mixers, health-related movie nights, lectures, and other professional development activities/events that foster knowledge about internship, academic, and career opportunities available for Health Communication students.

### **Redivider**

*Redivider* (formerly *Beacon Street Review*) is Emerson's graduate student-run, nationally acclaimed literary magazine. A journal of new literature, *Redivider* publishes work by new and established writers in all genres, including poetry, fiction, creative nonfiction, and drama, along with reviews, interviews, and occasional recipes. Published twice yearly, new issues appear 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.

### **Theatre Education Graduate Association (TEGA)**

TEGA is dedicated to enhancing career opportunities and encouraging professional goals, as well as creating a strong sense of community throughout the Theatre Education graduate student body. TEGA offers workshops, socials, and panel discussions with professionals in the field to help enrich Theatre Education students' experiences now and upon graduation. TEGA's aim is to broaden Theatre Education students' sense of knowledge about the field, while also providing ample working opportunities to assist Theatre Education students in their careers after graduation.

### **Starting a Student Group**

Starting a group involves two separate recognition processes:

- The group must be recognized by the Office of Graduate Studies, and
- The group must be recognized by the Graduate Student Association.

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Students interested in joining a group or starting one should contact both the Office of Graduate Studies at [GradStudies@emerson.edu](mailto:GradStudies@emerson.edu) and the GSA at [GSAInfo@emerson.edu](mailto:GSAInfo@emerson.edu).

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

Matriculated graduate students interested in starting a group must do the following:

- Provide the Dean of Graduate Studies with a mission statement or statement of purpose including who the group would serve
- Provide a list of 20 or more students willing to be active members of the group

After these are submitted, the students must meet with the dean 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, it may then request recognition from the Graduate Student Association. Recognition by the Graduate Student Association makes the group eligible for funding.

#### **Other General Campus Groups**

##### **Amigos**

Emerson's Latino organization is dedicated to creating awareness of the Latino community at Emerson, to sharing the differences within Latino cultures, and to serving the Latino community in the greater Boston area. Amigos is a multicultural group that welcomes everyone, Spanish-speaking or not, interested in learning about the group's many cultures. Amigos also sponsors social networking events and the end-of-the-year Leadership Banquet.

##### **Asian Students for Intercultural Awareness (ASIA)**

Emerson's Asian Students for Intercultural Awareness (ASIA) was officially recognized in Spring 1993. This organization was founded to provide awareness of the vast number of

cultures present within the Asian community. ASIA is dedicated to being an active member in the varied social events of the Emerson community. ASIA also sponsors social and educational events and the end-of-the-year Leadership Banquet.

##### **Emerson's Black Organization with Natural Interests (EBONI)**

Emerson's Black Organization with Natural Interests (EBONI) is an organization dedicated to the political and cultural reawakening of students of African descent within the Emerson community. Students organize and sponsor programs such as Harambee, Kwanzaa, networking events, cultural retreats, Black History Month, and the end-of-the-year Leadership Banquet. They also maintain a resource library, and hold seminars and conferences designed to further the involvement and increase the influence of students of African descent at Emerson.

##### **Emerson Communication (EmComm)**

EmComm 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. EmComm services are available to on- and off-campus organizations.

##### **Emerson Goodnews Fellowship (EGNF)**

Emerson Goodnews Fellowship is an ecumenical group, formed from many different church denominations, which meets for Bible study prayer and fellowship. EGNF seeks to build more community between Christians on campus. It also offers occasional services and community service projects, and helps connect Emersonians to local churches.

##### **Emerson International (EI)**

EI, the College's international student organization, works with the director of international student affairs to provide support for Emerson's international population as well as to increase cultural awareness within the College community. Composed of students with diverse backgrounds and interests, EI provides social and educational programs while serving as a resource for projects identified by the International Student Affairs Office.

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### **Hillel**

Emerson College Hillel is dedicated to the culture, observance, education, and well-being of Judaism throughout the world. Members participate in social activities, cultural celebrations, and holiday services together.

### **National Student Speech, Language, and Hearing Association (NSSLHA)**

All Emerson students have the opportunity to become members of this national organization. The Emerson chapter provides the opportunity for students to take part in professional activities on a local, regional, and national level.

Named Organization of the Year for 2000–2001, NSSLHA encourages professional interests among Emerson students in the study of normal

and disordered human communication behavior. NSSLHA provides aid and assistance within the College as well as to local organizations in the areas of speech, hearing, language, and behavior disorders.

### **Newman Club**

The Newman Club provides opportunities for Catholic students to develop their faith and to work together in sponsoring social, educational, spiritual, and service-oriented events. Students come together for debate, prayer, and fun!

### **Speak Up!**

The purpose of Speak Up! is to promote racial awareness on campus through activities, projects, and dialogue.

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## Student Awards

Graduate students are selected to receive these awards in recognition of high academic achievement at the time of graduation. Students are selected by the appropriate program faculty members, deans, and the president. Student award recipients are recognized and receive their awards during the graduate commencement weekend.

### **President's Award**

The President's Award is given to the graduating student who has the highest level of academic achievement among his or her peers in graduate programs at Emerson.

### **Dean of Graduate Studies Award**

The Dean of Graduate Studies Award is given to an individual or group of graduate students in recognition of an outstanding scholarly or creative project or service to the graduate programs.

### **Graduate Program Awards**

The Graduate Program Awards are given to a graduating student in each of the 10 graduate programs for significant scholarly or artistic achievement in his or her program. Graduating students submit work they produced for a capstone class, master's project, or master's thesis at Emerson. Awardees are selected by their program faculty and recognized at the annual awards ceremony.

### **Graduate Student Association (GSA) Awards**

The GSA Awards are given to individual graduate students in the fall and spring terms in recognition and support of significant research accomplishments or ongoing research projects. These might include individual or group project research and professional development projects, and activities such as travel, conference attendance, site research, and other research expenses.

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### **The Betsy Carpenter Playwriting Award**

The Betsy Carpenter Playwriting Award competition, with a cash award of a minimum of \$1,000, is open to graduate students in their final year of study. The funds are to be used to defray the costs of a production or reading of a full-length play (excluding children's plays, musicals, and/or adaptations) at a professional theater company. The award is intended to help introduce the graduating playwright to the theater community. The competition was established in 2005 in honor of Betsy Carpenter, the nationally known director and dramaturge who was a longtime instructor of playwriting at Emerson College.

### **Dr. Donald B. and Phoebe Rothman Giddon Award in Health Communication**

Established in 1992 by former Trustee Dr. Donald B. Giddon and his wife, Mrs. Phoebe Rothman Giddon, this award recognizes the scholarly research/publications of a graduate student enrolled in the Health Communication program in the Department of Communication Sciences and Disorders.

### **Evelyn Horowitz Video Poetry Prize**

This award, available to both graduate and undergraduate students, is given to the student who creates the best original video based on a poem written by a contemporary poet. The award committee consists of the department chairs of Communication Studies; Visual and Media Arts; and Writing, Literature, and Publishing.

### **Rod Parker Playwriting Award**

Established in 1990 by Dr. Rod Parker '51, the award is granted to an undergraduate or graduate student who demonstrates exceptional playwriting talent, commitment to writing plays for the stage, and financial need.

### **Cecil and Helen Rose Ethics in Communication Award**

Established in 1994 by Emerson alumna and Trustee Emerita Helen Rose, the Cecil and Helen Rose Ethics in Communication Award is a grant awarded annually to a graduate student who has written an outstanding research paper or creative project that highlights the important role of ethics in effective and responsible communication. The award is granted to a graduate student in the School of Communication.

# Student Professional Opportunities and Research Support

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Emerson College encourages the professional development of its graduate students through various opportunities.

## **Graduate Program Awards**

The Graduate Program Awards are given to a graduating student in each of the 10 graduate programs for significant scholarly or artistic achievement in his or her program. Graduating students submit work they produced for a capstone class, master's project, or master's thesis at Emerson. Awardees are selected by their program faculty and recognized at the annual awards ceremony.

## **GSA Special Awards**

The GSA Special Awards are available to assist individual students to meet significant expenses in the pursuit of research or projects related to their field of study.

## **Graduate Student Organizations (GSOs) Awards**

Recognized GSOs can submit proposals to the GSA requesting support for professional development activities, including visiting speakers, workshops, symposia, publications, and social events.

## **Professional Development Grants (PDGs)**

Professional Development Grants (PDGs) are awarded through the GSA, and are available to help students meet the costs of attending skill/knowledge building and networking events that will enhance their professional development and/or standing. This includes, but is not limited to, conferences, symposia, film festivals, and industry gatherings. The GSA recognizes that different programs have different professional development needs and opportunities, and encourages all graduate students to apply for PDGs.

# Rules, Regulations, and Policies

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The College expects all of its students, whether or not they are on campus or are currently enrolled as degree candidates, to behave in a mature and responsible manner. If the College determines that a student has violated the College's standards of conduct, the College may discipline the student; such discipline may include suspension or expulsion from Emerson and any of its programs. Since the College expects students to show good judgment and use common sense at all times, not all kinds of misconduct or behavioral standards are specifically identified in this handbook. It is the goal of the College and its disciplinary system to help provide an environment that is most supportive of and conducive to the maximum intellectual, psychological, social, physical and spiritual growth of all its students.

The Student Code of Conduct applies to all students. Some rules, regulations, and policies apply specifically to undergraduate students (e.g., housing), while others differ and apply appropriately to undergraduate or graduate students (e.g., academic grievances and appeals). The Student Code of Conduct and the rules, regulations, and policies are too numerous to publish in the handbook. Please refer to the Student Code of Conduct at [emerson.edu/student-life/student-handbook](http://emerson.edu/student-life/student-handbook), as well as the other rules and regulations on the left-hand navigation. All graduate students are responsible for knowing this code and accompanying rules.

# Master's Thesis/Project Guidelines

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(Revised August 2011)

The following guidelines must be followed exactly. Do not use a previous thesis or project from your department or the library as a guide, as submission guidelines may have changed. Use only these Master's Thesis/Project Guidelines distributed by the Office of Graduate Studies.

Please read the following information thoroughly before proceeding with your thesis or project. Questions on these formatting guidelines may be directed to:

Office of Graduate Studies  
180 Tremont Street, 12th Floor  
GradStudies@emerson.edu  
617-824-8612

## Master's Thesis: Introduction

The master's thesis is a scholarly treatment of a subject or an investigative treatment of a problem that is sufficiently limited in scope to ensure thoroughness. The work on the thesis is supervised by a thesis chair and thesis committee. Students must follow program guidelines for thesis work.

## Master's Project: Introduction

The master's project is an applied academic project that integrates theory and practice. The master's project often takes the form of a creative project, such as an audio or video documentary, a play production, or a multimedia production. Work on the project is supervised by a project chair and project committee. A master's project is subject to the same procedural and approval requirements as a thesis.

Master's degree recipients are encouraged to consider the publication of their thesis/project in whole or in part. In the event of publication, the author is expected to acknowledge that the thesis/project was originally submitted as part of the requirements for the master's degree at Emerson College. Students contemplating publication should consult with their thesis/project chair.

## At a Glance

Before you begin your thesis or project, make sure you understand the following requirements:

### Format

- Style
- Font Type/Size
- Spacing, Justification, and Margins
- Page Numbering
- Paper Quality and Printing

### Page Order

- Notes on Title, Approval, and Abstract Pages

## Submission to the Office of Graduate Studies

### Formatting of the Title, Approval, and Abstract Pages

#### Format

##### Style

- The thesis or project must follow the latest edition of either the MLA, APA, or Chicago style manuals.
- The style and techniques of the presentation of your thesis or project, including documentation, should correspond to the standard practices in your scholarly field.
- All questions of style and techniques should be resolved with the chairperson of the thesis committee before preparing the final copy of the thesis or project.
- Please note: the formatting requirements (e.g., spacing, justification, etc.) set forth in this document supercede industry standards unless otherwise noted.
- Only work in appendices may be different (such as talent forms or play scripts). The appendices are still required to conform to margin and page numbering requirements.

##### Font Type/Size

- The only font type and size that is to be used is Times New Roman, 12 pt, unless the style guide states otherwise.
- Font type and size requirements apply to everything within the traditional body of work, including titles, headings, and all elements of the title, approval, and abstract pages.

- Appendices, illustrations, charts, and tables are excepted.
- Please limit the use of bolding and italicizing. Use boldface or italics only where they are necessary (see style guide for appropriate usage).
- Large items, such as plates and charts, among other items, must be reduced to fit within margin requirements and any notations or writing on them must be legible and no smaller than 10 point type size.
  - Tip: To see if reduced font is at least 10 pt, print a line of text in 10 point type size and compare the two side by side.

### **Spacing, Justification, and Margins**

#### *Spacing*

- The body of work must be double-spaced. Work in the appendices may be different.
- Exceptions to this rule include poetry and screenplays in Creative Writing. Poetry may be single-spaced, and screenplays in Creative Writing must conform to the industry standard for screenplays.

#### *Justification*

- The body of work must be left justified. Work in the appendices may be different.
- Exception: screenplays done for Creative Writing may use the justification that conforms to the industry standard for screenplays.

#### *Margins*

- The left margin must be no less than 1.5 inches.
- The top, right, and bottom margins must be no less than 1 inch.
- All pages in the thesis/project must conform to these margin requirements. This includes, but is not limited to, the title page, approval page, abstracts, the body of work, and appendices.
  - Tip #1: In order to meet the margin requirements, the Office of Graduate Studies strongly recommends that students increase their margins by 0.1 to 0.2 inches (i.e., 1.7-inch margin on the left, 1.2-inch margin on the top, right, and bottom).
  - Tip #2: Be sure to measure the margins with a ruler

- All information, including titles, footnotes, and illustrations, must conform to the above margins. Large plates, charts, etc. must be reduced or split across separate pages if needed to conform to these margin requirements.

### **Page Numbering**

- Page numbers must appear in the upper right corner of the paper. Only page numbers can appear outside the margin requirements.
- Page numbers must be typed (not handwritten).
- Every page in the thesis or project is assigned a page number (including the front materials and appendices). However, page numbers do not physically appear until the body of work.
  - Example: If the thesis has a title page (1), approval page (2), and abstract page (3) before the body of work begins, the body of work would begin at page 4, and this would be the first page number to physically appear in the thesis or project.
- Only one page is not assigned a page number. This page is the abbreviated title page (different than the title page). See the section "Title Page" for more information.

### **Paper Quality and Printing**

- Theses and projects must be typed and printed on paper that is:
  - White;
  - Acid free or acid buffered;
  - 20 lb. Bond at minimum (100% rag content is also acceptable); and
  - 8 ½ x 11 inches
- The following brands of paper are typical; others may meet the above requirements:
  - Howard Perma Life
  - University Products Perma Dur
  - Xerox Image Elite or Archival Bond
  - Hammermill Bond (no recycled content)
  - Strathmore Bond (no recycled content)
  - Crane's Thesis Paper (100% rag)
- Do not use a three-hole punch on the typed pages.
- Do not bind your thesis or project.
- Print on one side of the paper only—double-sided printing will not be accepted.
- Tip: The Office of Graduate Studies recommends bringing these paper quality guidelines to the store/printer to ensure the correct paper is purchased. For your convenience, the Emerson

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Print and Copy Center stocks Strathmore Bond (no recycled content) for printing, but does not sell reams of this paper.

### Page Order

Written master's theses and projects must be submitted with the following page order. Students must also follow the title page, approval page, and abstract page formats found at the end of these guidelines. Be sure to carefully look at those formats when creating your pages.

### Page Order

- Title Page (mandatory)
- Abbreviated Title Page (if necessary for binding; do not count toward page numbering. See Title Page section for more information.)
- Approval Page (mandatory)
- Dedication (optional)
- Acknowledgements (optional)
- Abstract (mandatory)
- Table of Contents (if appropriate)
- List of Tables (if appropriate)
- List of Figures (if appropriate)
- Body of Work (visible page numbering begins here)
- Bibliography or References (as appropriate to your field)
- Appendix (if appropriate)

### Title Page

- When inputting the name of your program, only type the name of the program, not the department name or subsection of the program (i.e., Journalism, as opposed to Broadcast Journalism, or Creative Writing, as opposed to Nonfiction or WLP).

### Abbreviated Title Page

- If your title, last name, and year are more than 75 characters (including spaces), you must create an abbreviated title page. This is due to a character limit on the spine of bound theses/projects.
- The Abbreviated Title Page should be a separate page generated in the exact same format as the title page.

- Place "Abbreviated Title Page" at the very top of the page.
- **IMPORTANT:** Do not count the abbreviated title page as a page in your thesis. It is used for binding purposes only.

### Approval Page

This page serves as the formal approval of your thesis or project. The approval page will be signed by you, your committee chair, committee members, graduate program director, and the Dean of Graduate Studies. **Upon approval of the thesis/project prospectus, the committee chair will keep the original approval page on file until the final approval of the thesis/project.** It is the student's responsibility to obtain the appropriate signatures prior to the submission of the thesis or project to the Office of Graduate Studies.

- Type the names of each person above the appropriate line. Do not type signatures/dates.
- The sample approval page is designed for the signatures of the chairperson of the committee, the student submitting the thesis/project, two members of the committee, a graduate program director, and the Dean of Graduate Studies. If your committee has fewer members, type "N/A" above the second committee member line. If your committee has more committee members, please adjust accordingly.
- Be sure the approval page is printed on thesis quality paper.
- Prepare at least one copy of the approval page. It is recommended that students generate an additional copy, on appropriate paper with signatures, for their records.
- An original, signed approval page must be submitted with the thesis or project to the Office of Graduate Studies. Photocopies of the approval page will not be accepted.
- When the thesis/project is turned into the Office of Graduate Studies, all signatures must be on the approval page with the exception of the Dean of Graduate Studies. The Dean will sign after reviewing and approving each thesis/project.

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### *Abstract Page*

All master's theses and projects require an abstract page. An abstract captures the purpose and value of a thesis or project in a few meaningful sentences. The purpose of an abstract is to give the reader a concise and accurate synopsis of significant elements in the manuscript, so that the reader will be able to determine whether it is advisable to read the complete thesis. Once submitted, the abstract will be entered into a computerized index in the Emerson Iwasaki Library and become a public document. For this reason, no footnotes, references, or unexplained abbreviations should be used in the abstract. Please see the abstract template page in the back of these guidelines.

Format for the text of the abstract:

- Single spaced
- Left justified
- Indent the first line of each paragraph
- No more than 150 words

### **Submission to the Office of Graduate Studies**

Students must submit one completed copy of their thesis or project to the Office of Graduate Studies no later than 5:00 pm on the day designated in the current academic calendar published by the Registrar's Office. A completed thesis or project is one that meets these guidelines. Only under special circumstances, and with approval prior to the published deadline, will late submissions be accepted.

The thesis or project should be submitted in a clasp envelope with your name, email address, and phone number in the top righthand corner of the envelope. Do not bind the thesis or project.

If digital media is being submitted with the thesis, please label the media with your name, project title, program, run time, and month/year your degree will be earned. Include one copy of the media in a protective casing with your thesis or project.

Emerson College will pay to bind only this copy of your master's thesis or project. This copy will be sent to the College Library Archives. The Office of Graduate Studies will not accept more than one copy of your thesis or project. Your program or graduate program director may request a second copy for their records, so check with your GPD about this possible request.

Master's theses or projects that do not conform to these format and order requirements will be returned for corrections and will not be approved by the Dean of Graduate Studies. If you miss the thesis or project deadline for failure to meet these guidelines, you will be required to register and pay for an additional semester of Continuing Student Status credit in order to graduate. Feel free to contact the Office of Graduate Studies well before your submission deadline if you have any questions about these format requirements.

The Dean of Graduate Studies has final approval on all master's theses and projects.

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## Master's Thesis/Project Guideline Checklist

- \_\_\_ Any questions on these master's thesis/project guidelines have been directed to the Office of Graduate Studies (*GradStudies@emerson.edu*).
- \_\_\_ Thesis/project follows the latest editions of either the MLA, APA, or Chicago style manuals, and corresponds to standard practices in scholarly field.
- \_\_\_ All questions of style and techniques have been resolved with the chairperson of the thesis/project committee.
- \_\_\_ The font size and type is Times New Roman 12 pt for the traditional body of work (including titles and headings), and all elements of the title, approval, and abstract pages.
- \_\_\_ Bold/italicizing is limited.
- \_\_\_ Large items that have been reduced have text in at least 10 pt font, and writing is legible.
- \_\_\_ The body of work is double spaced (excluding poetry and screenplays in Creative Writing).
- \_\_\_ The body of work is left justified (excluding screenplays in Creative Writing).
- \_\_\_ The left margin for all pages is at least 1.5 inches.
- \_\_\_ The top, right, and bottom margins for all pages are at least 1 inch.
- \_\_\_ Page numbering is typed in the top righthand corner, first appearing in the body of work.
- \_\_\_ Finished thesis/project is printed on correct quality paper.
- \_\_\_ Thesis/project is in correct page order.
- \_\_\_ The title, approval, and abstract pages follow templates provided in these guidelines.
- \_\_\_ The title of the thesis/project, my last name, and the year are less than or at 73 characters (if not, create an abbreviated title page).
- \_\_\_ The approval page has all signatures with dates, with the exception of the Dean of Graduate Studies.
- \_\_\_ Any digital media being submitted is appropriately labeled.
- \_\_\_ Master's thesis/project is submitted to the Office of Graduate Studies before the deadline posted in the Academic Calendar.

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EMERSON COLLEGE  
GRADUATE STUDIES

Title of Work

A Master's Thesis or Project (use appropriate term)

submitted by

Student's Full Name

to the Graduate Faculty of Emerson College  
In partial fulfillment of the requirements for  
the degree of

Master of Arts (or Fine Arts/Science if appropriate)  
in

Program (do not use department or concentration name)

Emerson College  
Boston, Massachusetts  
Month Year

(use month and year degree is awarded. Fall grads: December;  
Spring grads: May; Summer grads: August)

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**Master's Thesis/Project Approval Page**

**APPROVAL OF THESIS/PROJECT PROSPECTUS**

\_\_\_\_\_  
Chairperson of Committee                      Signature                      Date

**APPROVAL OF THESIS/PROJECT REVISIONS AND DEFENSE**

\_\_\_\_\_  
Chairperson of Committee                      Signature                      Date

**I CERTIFY THAT THE ACCOMPANYING MASTER'S THESIS/PROJECT IS MY ORIGINAL WORK CREATED EXCLUSIVELY TO FULFILL THE REQUIREMENTS OF THE DEGREE PROGRAM IN WHICH I AM ENROLLED AT EMERSON COLLEGE.**

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

**FINAL APPROVAL OF THESIS/PROJECT CONTENT AND STYLE:**

\_\_\_\_\_  
Chairperson of Committee                      Signature                      Date

\_\_\_\_\_  
Committee Member                      Signature                      Date

\_\_\_\_\_  
Committee Member                      Signature                      Date

\_\_\_\_\_  
Graduate Program Director                      Signature                      Date

\_\_\_\_\_  
Dean of Graduate Studies                      Signature                      Date

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Abstract

Title of Work  
by  
Student's Full Name  
Emerson College  
Month Year (Same as Title Page)

Chair: Fill in Chairperson of Committee's Name

Fill in abstract text. Text should be left-justified and single-spaced. Do not center or double-space this text. The abstract text must be no more than 150 words and should succinctly describe your thesis or project.



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