

Graduate

Student Handbook 2012–2013



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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Credits

Editors

Richard Zauft
Maria Figueroa
Eric Matthews

Production Coordinator

Liliana Ballesteros

Notice Regarding the Contents of this Handbook

Emerson College attempts to ensure that the material published in this handbook is accurate at the time of publication. However, the information contained in this handbook does not constitute a contract between the College and its students. Emerson College reserves the right to correct or change any provision or requirement in this handbook at any time.

For further information, contact:

Office of Graduate Studies
Emerson College
120 Boylston Street
Boston, MA 02116-4624
617-824-8612
emerson.edu
GradStudies@emerson.edu

Emerson College

Mission Statement

Emerson College educates students to assume positions of leadership in communication and the arts and to advance scholarship and creative work that brings innovation, depth, and diversity to these disciplines.

This mission is informed by core liberal arts values that seek to promote civic engagement, encourage ethical practices, foster respect for human diversity, and inspire students to create and communicate with clarity, integrity, and conviction.

Emerson's Commitment to Diversity and Inclusion

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.

Statement of Nondiscrimination Policy

Emerson College admits qualified students of any race, color, religion, national and ethnic origin, sex, age, sexual orientation, gender identity, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. Emerson College does not unlawfully discriminate on the basis of race, color, religious beliefs, national and ethnic origin, sex, age, sexual orientation, gender identity, or disability in the administration of its educational policies, admissions policies, scholarship and loan

programs, athletic programs, or other College-administered programs. Individuals with questions or concerns about the College's nondiscrimination policy may contact the AVP of human resources and Title IX coordinator in the Office of Human Resources at Emerson College, 8-10 Park Plaza, State Transportation Building, 2nd Floor, Boston, MA 02116; telephone 617-824-8133. Also see anti-harassment and nondiscrimination policies at emerson.edu/policy.

Graduate Studies at Emerson College

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 or emerson.edu/policy.

For more information, contact:

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

Office of Graduate Studies Staff

Richard Zauft, MFA
Associate Vice President for Academic Affairs
Dean of Graduate Studies
617-824-8612
Richard_Zauft@emerson.edu

Maria Figueroa, MA
Administrative Associate
617-824-8267
Maria_Figueroa@emerson.edu

Eric Matthews, BA
Administrative Assistant
617-824-8612
Eric_Matthews@emerson.edu

Rules, Regulations, and Policies

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). Please refer to the Student Code of Conduct found at *emerson.edu/student-life/student-handbook*. All graduate students are responsible for knowing this code and the accompanying rules.

General Academic Information

Academic Transcripts

Students may request their transcripts online at *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* 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.

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.

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*. 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.

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.

Graduate Program Directors

A graduate program director (GPD) is the primary liaison between his or her graduate program, his or her academic department, the Office of Graduate Studies, and the Graduate Admission staff. GPDs serve as graduate program representatives, the primary point of contact for students, and the model for excellence in scholarship and graduate education.

GPDs meet with all graduate students in their programs to regularly advise them or coordinate their advising with other faculty members, and to plan and update their programs of study to ensure timely graduation.

Students can find their GPD's name and contact information at *emerson.edu/academics/academic-services/graduate-studies/graduate-program-directors*.

Graduation

Degrees are awarded on August 30, 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 August, 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 August 30 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 indicate his or her intent to participate in commencement online at *eCommon.emerson.edu* by the dates stated in the Academic Calendar.
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/Institutional Review Board

The mission of the Human Subjects Research Review Committee/Institutional Review Board (HSRRC/IRB) is to ensure quality research involving human subjects conducted under the auspices of the College. The main purpose of the HSRRC/IRB is to ensure the protection of human subjects through the review, approval, modification, or disapproval of research applications submitted by faculty, staff, or students. Students are responsible for obtaining HSRRC's guidelines and applying for review in a timely manner. More information is available through the Office of Research and Creative Scholarship's website or by emailing the HSRRC/IRB 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 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.

Master's projects must be submitted and approved according to the deadlines established by the programs and the Office of Graduate Studies. One copy of the approved project is due in the Office of Graduate Studies no later than the last day of classes of the term in which the student graduates. The Master's Thesis/Project Approval Page must be approved, signed, and dated by all committee members, including the project chair, the graduate program director, and the dean of graduate studies. Final approval 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. Work on the thesis is supervised by a thesis chair and thesis

committee. 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. Students (with the exception of Creative Writing and Media Art students) must register for a total of 4 credits of thesis work.

Theses must be submitted and approved according to the deadlines established by the programs and the Office of Graduate Studies. One copy of the approved thesis is due in the Office of Graduate Studies no later than the last day of classes of the term in which the student graduates. Dates for submission are stated in the Academic Calendar. The Master's Thesis/Project Approval Page must be approved, signed, and dated 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 Guidelines

Students working on their master's thesis or master's project must follow certain format and style regulations. These regulations are found in the Master's Thesis/Project Guidelines. These guidelines cover various areas including, but not limited to, margins, font type/size, paper quality, and the formatting of the mandatory title, approval, and abstract pages. Students must use the up-to-date version of the guidelines. The up-to-date version of the guidelines, as well as template pages for the title, approval, and abstract pages, can be found at emerson.edu/academics/academic-services/graduate-studies/academics/academic-forms.

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.

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 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 EC Cash; 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 the graduate program director of each program 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

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, unless otherwise noted.

- **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.

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

To register your master's thesis or project committee members and committee chair. This form can be found on the Registrar Office's website.

- **Graduate Directed Study Form**

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, Regulations, and Policies section and the Emerson College Policy on Plagiarism: *emerson.edu/policy*.

It is the responsibility of all Emerson students to know and adhere to the College's policy on plagiarism. 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.

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.

- **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. 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.

- **Absence Because of Military Service**

Emerson College will make the necessary accommodations to ensure that students who are service members or reservists will not be penalized academically or financially due to service requirements. Any student called into service must contact the Registrar's Office and the Office of Graduate Studies to make the proper arrangements associated with his or her student record.

- **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. 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 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

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.

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 fellowship 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. Students should contact the Office of Student Financial Services for additional information.

Emerson College Student Emergency Loan (eSEL)

Emerson College maintains a fund to assist current Emerson students who encounter family emergencies or unexpected life events. The fund was established by generous alumni and donors.

Any matriculated student enrolled at least half time may apply for up to \$500.

The eSEL Program is administered with the following guidelines:

1. The individual applying for the loan must be a matriculated student enrolled at least half time.
2. The loan is only for emergencies and unexpected life events. Examples: travel home due to a family emergency, transition funds due to lost/stolen wallet, unexpected medical/dental needs, job interview expenses, and educational expenses that could not be foreseen at the beginning of the semester.
3. The loan cannot be used for books, supplies, computer purchases, or other items that the student should have planned for at the beginning of the semester. This is not part of the Emerson College financial aid program.
4. Students may receive only one eSEL in any six-month period.
5. Students with outstanding balances with the College are not eligible to borrow through the eSEL program until their student account balance is settled.
6. eSEL loans cannot be used to pay Emerson charges such as student account balances, College fines, or College fees.
7. Minimum loan amount is \$50, maximum loan amount is \$500.
8. Loans must be repaid within 45 days of the date borrowed.
9. Students are ineligible for an additional eSEL if they have a current outstanding eSEL.
10. Receipt of eSEL funds is at the sole discretion of the fund administrator.

To apply for this short-term loan program, go online through eCommon and download the application and promissory note. The application needs to be submitted at the Student Service Center for the eSEL administrator to review. The eSEL administrator will contact the student directly with a decision. If you have questions, please call the Student Service Center at 617-824-8655 and ask to speak with the eSEL fund administrator.

Campus Life and Student 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.

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 tri-quarterly magazine, an online community, social media, and e-communication.

EC4Life

The mission of EC4Life is to facilitate continuous interaction and sharing between alumni and students by fostering lifelong loyalty, participation, and philanthropic support while maintaining Emerson spirit and traditions.

Athletics and Recreation

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 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.

Barnes and Noble @ Emerson College Bookstore

114 Boylston Street
617-824-8696
emerson.edu/about-emerson/offices-departments/business-services/bookstore

The 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

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 career.

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
- 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

Center for Health and Wellness

216 Tremont Street
617-824-8666
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 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, and a consulting general medicine physician.

The center is open Monday through Friday during the academic year. Hours are posted on emerson.edu/student-life/health-safety/center-health-wellness/about-center. 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.

Copy Facilities

Emerson Print Copy Center

The Emerson Print Copy Center, located on the first floor of 80 Boylston Street, is available for students' printing and copying needs. Services such as high speed copying, digital color copying, large format printing, binding, course packs, and graphic design are offered at very competitive rates. Students may drop off projects to Print Copy Center staff Monday through Friday, 8:00 am to 5:00 pm, or email the project to Copycenter@emerson.edu or emersoncopy@gmail.com. There are also self-serve copiers available at the center for students who prefer to make their own copies. The Print Copy Center accepts cash, checks, EC Cash, and debit/credit cards. For questions regarding the services provided, please call 617-824-8593.

Iwasaki Library

Copiers are also located in the library, on the third floor of 120 Boylston Street. Copies are 10 cents per sheet. Copiers accept both cash and EC Cash.

Counseling Center

216 Tremont Street
617-824-8595
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

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; they are ultimately responsible for making their own decisions.

Emerson's Disability Services Office offers services to students with documented physical, medical, visual, hearing, learning, and psychiatric disabilities. Any student with a disability who is seeking accommodations or who has specific questions about disability services at Emerson should contact the office by telephone, email at dso@emerson.edu, or visit emerson.edu/disability-services.

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.

Emerson Buildings

The following is a list of Emerson College buildings in Boston:

- 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)

Emerson's Café

80 Boylston Street

Emerson's Café serves a wide variety of coffees, beverages, pastries, bagels, soups, and made-to-order sandwiches on a selection of breads. Emerson's Café accepts cash, EC Cash, Board Bucks, and credit cards.

Fitness Center

80 Boylston Street

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.

Gay, Lesbian, Bisexual, Transgender, and Queer/Questioning Student Life

150 Boylston Street, 2nd Floor

617-824-8637

emerson.edu/student-life

Gay, Lesbian, Bisexual, Transgender, and Queer/Questioning (GLBTQ) Student Life is housed within the Division of Student Affairs, providing support services for GLBTQ students. The staff strives to enhance the quality of life for members of the GLBTQ community and their allies, recognizing that sexual orientation and gender expression work through and are influenced by race, ethnicity, gender, culture, age, class, faith, ability status, and other social characteristics. The director of multicultural student affairs and GLBTQ services and the

advisor to the student organization EAGLE (Emerson's Alliance for Gays, Lesbians, and Everyone) provide consultation to students in the area of queer issues, and work to provide education, information, and advocacy services. The staff is committed to maintaining a safe and inclusive atmosphere in which all community members are valued and respected.

We have assembled a diverse group of resources that may be helpful to the Emerson College GLBTQ community. Please send suggestions to glbtq@emerson.edu.

Graduate Student Orientation

Graduate Student Orientation occurs before the start of the fall and spring academic semesters. The purpose of Graduate Student Orientation is to provide incoming students with a series of experiences designed to facilitate their successful social and academic transition to graduate study at Emerson College. Orientation seeks to connect incoming students with their peers; introduce them to campus facilities, resources, and support services; orient them to academic life, including their faculty, curriculum, and expectations; and expose them to social activities such as participation in the Graduate Student Association.

Information Technology

180 Tremont Street

617-824-8665

emerson.edu/infotech/

The College's computing facilities are available for use by Emerson 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.

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 on to computer lab workstations and kiosks. Emerson's campus is wired for high-speed Internet connectivity at all locations.

IT Help Desk

120 Boylston Street
617-824-8080
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. 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

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.

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.

Office of International Student Affairs

216 Tremont Street
617-824-7858
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.

Optional Practical Training

Optional practical training (OPT) is a type of work authorization benefit available to most F-1 students. OPT is available for a total of 12 months during or after completion of studies. You may choose to do some, all, or none of the optional training before graduation. Most students choose their 12 months of practical training after graduation. Students are required to attend an OPT workshop prior to the application period. Students are eligible to apply for post-completion practical training no earlier than 90 days before the last day of their

graduating semester and no later than two weeks before the last day of their graduating semester. Students are strongly encouraged to plan and apply early. Waiting until the end of the application period may delay or impede the application process. For more information, contact the Office of International Student Affairs.

Iwasaki Library

120 Boylston Street
617-824-8668
emerson.edu/library

The Iwasaki Library supports teaching, learning, research, and creative work at Emerson College by facilitating access to resources; providing a welcoming, flexible learning environment; and creating opportunities for discovery and connection. With approximately 140,000 books, 70,000 e-books, 12,000 media items, 300 serial subscriptions, and access to 48,000 electronic journals, the collections supports graduate-level research in the School of Communication and the School of the Arts. The library retains bound copies of Emerson graduate theses and their media components. The College Archives houses materials on the history and development of the College (including photograph and video collections), Emerson publications, and special collections.

Many collections and services are available to graduate students 24 hours a day via the library's website at emerson.edu/library. The website provides access to the library catalog, more than 100 databases, full-text journal articles, and research guides. The library offers a variety of study spaces ranging from armchairs to carrels to tables and small-group study rooms. Computers include six library-use laptops, 23 walk-up PC stations, a workstation with adaptive technology, a scanner, and a classroom with 20 dual-boot Macs. Ten media viewing rooms are equipped with wall-mounted LCD panel displays that can be used for collaborative work.

Library staff answer questions in person, by phone, email, instant message, and text message. Graduate students who are working on a thesis, creative work, or research-intensive

project can meet with librarians for in-depth help. Research assistance is also available on a drop-in basis at the library's reference desk. Throughout the year, librarians conduct course-integrated instruction sessions in several graduate courses.

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.

For more information on library services available to graduate students, please visit 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

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.

Mail Services

100 Boylston Street, Basement
617-824-8594
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.

Max Mutchnick Campus Center

150 Boylston Street, 1st Floor
617-824-8680
emerson.edu/campus-center

All Emerson community members are invited to gather at the Max Mutchnick Campus Center (aka "The Max") and utilize its services. The Campus Center's spaces and amenities are appropriate for small- to mid-sized meetings, auditions, call backs, rehearsals, and small campus performances.

Campus Center Features and Services

Campus Center Lobby: The lobby serves as an informal meeting place and is a great place to just relax and meet friends between classes. Check out the Media Wall while you're there! The Media Wall is composed of four video monitors displaying the Emerson Channel, news stations, or other programming upon request.

Information Booth: The Information Booth serves as your information headquarters and is the first service you will encounter as you enter the Campus Center. Here you can obtain information about Campus Center room reservations, Cabaret performance space requests, and Emerson's campus in general.

Student Lounge: Situated on the second floor, the Student Lounge is a relaxed, informal space for students to casually gather in between classes or campus events. The lounge offers a

mix of soft and café style seating. Also offered in the space are game tables, Internet connectivity, and an Axis TV events monitor. The lounge also features a gallery for members of the Emerson community to submit their artwork or photography for consideration for display. The Student Lounge is open and accessible during the Max Mutchnick Campus Center's operational hours.

Quiet Lounge: Located on the second floor, the Quiet Lounge is equipped with a mix of soft seating and tables and chairs so that students can relax between classes or catch up on some work.

Graduate Student Lockers: Lockers are available to graduate students for a \$10 fee per semester. Graduate students wishing to rent a locker on the second floor of the Campus Center should contact the Office of Off-Campus Student Services (#227).

Function and Meeting Spaces

Emerson community members may reserve function and meeting space at the Campus Center (150 Boylston Street) or Cabaret (80 Boylston Street). There are several types of spaces within the Campus Center that accommodate a wide variety and size of events:

First Floor

Meeting Rooms #113, 114, and 117 (Capacity 10): These rooms are set up boardroom style and may be used for small meetings, auditions, read-throughs, and interviews.

Meeting Room #118 (Capacity 20): Also set up boardroom style, this mediated space may be used for small meetings, auditions, read-throughs, interviews, screenings, presentations, and training sessions.

Multipurpose Room (Capacity 55): This room can be set up in a variety of styles for small-scale events. This space is ideal for intimate shows, rehearsals, readings, guest speakers, screenings, receptions, training sessions, or other events. A range of audio/visual capabilities are available for most event functions. Sound/noise amplification policies apply during regular Campus Center business hours. Reservation

requests are accepted beginning at the start of each semester, and must be made in person at the Information Booth at 150 Boylston Street.

Second Floor

Conference Room #232 (Capacity 10): This room may be used for small meetings during business office hours and in the evenings for auditions, read-throughs, and interviews.

Lower Level One (L1)

Cultural Center (Room #156) (Capacity 30): The Cultural Center primarily supports SGA-recognized cultural organizations and Multicultural Student Affairs by offering space for meetings, small performances, speakers, receptions, film screenings, and trainings. Other groups may request this space through the director of multicultural student affairs after priority bookings are completed.

Meeting Room #151 (Capacity 30): Priority bookings for this room are granted to the College-recognized student organization groups with the largest memberships and greatest need for meeting space. Other groups may book this mediated space after priority bookings are completed. It is appropriate for larger meetings, lectures, and simple rehearsals.

Cultural Center

150 Boylston Street (Room #156)
617-824-8642
emerson.edu/student-life

The Cultural Center was established to enhance the educational, cultural, and social needs of the campus community. It is the site of a variety of formal and informal events for students, faculty, and staff. The student organizations EBONI (Emerson's Black Organization with Natural Interests), Amigos (the Latino student organization), ASIA (Emerson's Asian Students for Intercultural Awareness), and Speak Up! (a group at Emerson that promotes diversity in communication and the arts) are housed here. The Cultural Center is available for use by student organizations recognized by Emerson College and academic and administrative departments. The facility can be reserved for special cultural/diverse events, meetings, and educational purposes. The reservation of this

space is arranged through the Office of Multicultural Student Affairs and GLBTQ Resources.

Cabaret

The Cabaret (80 Boylston Street, Lower Level) is the largest event and production space managed by the Campus Center. It has flexible seating and staging (maximum capacity of 120 seated or 200 standing) that is ideal for performances, concerts, rehearsals, trainings, screenings, or other appropriate events. The space has a complete installed audio system with live mixing, recording, and effects capabilities, and a dynamic lighting system featuring both theatrical and "intelligent" lighting options. Projection equipment is also available for video and multimedia presentations. Reservation requests are accepted prior to the start of each semester via a formal reservation process with priority bookings being granted to Student Government Association-recognized student groups, after which requests for remaining available dates must be made in person at the Information Booth at 150 Boylston Street beginning on the first day of classes each semester. Cabaret staff can be reached by phone at 617-824-8680 or by email at cabaret@emerson.edu.

Office of Multicultural Student Affairs

150 Boylston Street
617-824-8637
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.

Off-Campus Student Services

150 Boylston Street
617-824-7863
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 Service Center. A commuter meal plan comes 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 \$675. 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

Office of the Arts

Through ArtsEmerson: The World On Stage, the Office of the Arts (OA) programs a rich portfolio of theater, film, and music that adds to the cultural choices of the College and community, and brings some of the world's most legendary and pioneering artists to campus. Through The Center for the Theater Commons, the OA advances the national infrastructure for new theatrical work. The OA also oversees space use requests, production, and audience services for the venues of the Paramount Center, Tufts Performance and Production Center, and the Cutler Majestic Theatre.

Facility Requests

Paramount Mainstage, Jackie Liebergott Black Box Theatre, Bright Family Screening Room, Cutler Majestic Theatre, Semel and Greene Theaters:

- by the GSA: Contact Maria Figueroa in the Office of Graduate Studies at Maria_Figueroa@emerson.edu
- by individual student: Apply through academic department

ArtsEmerson: The World On Stage

artsemerson.org

ArtsEmerson showcases first-class performances from all over the world, providing student engagement opportunities that give Emerson students the ability to be directly involved in the ongoing artistic endeavors of many of the world's most celebrated theater companies. In addition, ArtsEmerson employs Emerson students in numerous roles and provides professional development opportunities in production, communications, marketing, development, and arts administration. Visit the ArtsEmerson website for membership details and discounts for students.

The Center for the Theater Commons

howlround.com

The Commons serves as a center for research into the processes, challenges, opportunities, and best practices for developing new theatrical work, and provides communication and collaboration tools for the field. The Commons uses 21st-century tools including the online

journal *HowlRound*, a livestream theater tool #NEWPLAY TV, and the real-time interactive New Play Map to consider new ways of thinking about how theater productions are developed.

to inform members of the Emerson College community of the policies and procedures of the conduct system.

Social Spaces

The following are 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)

Spiritual Life

120 Boylston Street, 2nd Floor

617-824-8036

emerson.edu/spiritual-life

The Center for Spiritual Life offers students, faculty, and staff resources for personal development, spirituality, and religious life. It seeks to promote an environment in which persons of different faiths, as well as secularists, humanists, and atheists who are searchers can find a welcoming community. A Hillel advisor, a Catholic campus minister, and a Protestant chaplain are on hand to offer counseling for students with spiritual, religious, or moral concerns. The center also offers information on worship services for students of all faiths and facilitates any other referral a student might request.

Student Conduct

80 Boylston Street, 1st Floor

617-824-8620

emerson.edu/student-life

With the goal of providing an environment most conducive to learning, it is the responsibility of the college conduct coordinator to administer the College's conduct system in a fair and consistent manner. The office responds to non-academic misconduct on and off campus for graduate students. The dean of graduate studies responds to academic misconduct for graduate students. The coordinator is available

Public Safety

80 Boylston Street
617-824-8555
emerson.edu/public-safety

The Department of Public Safety is open 24 hours a day, seven days a week, every day 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. Public Safety officers are here for your safety and assistance. Your respect for them as individuals and your cooperation with them in the performance of their responsibilities will help make Emerson a more secure environment for all of us.

Campus Security Policies and Crime Statistics

The Emerson College Annual Report on Campus Security Policies and Crime Statistics (Clery Disclosure Act) is available online at *emerson.edu/clery-report*. This report contains information and policies relative to campus law enforcement, alcohol and other drugs, rape and sexual assault, facility security and access, wellness education, judicial process for sexual assault, crime prevention programs, sex offender registration information, timely warnings, campus emergency response and evacuation procedures, wellness education, crime prevention proceedings, missing student notifications, hate crimes and weapon violations, and crime statistics for certain designated offenses that occurred on campus, in campus residence halls, in non-campus buildings, and public areas adjacent to the campus for the past three years. A paper copy of this report is available upon request from the Department of Public Safety, 120 Boylston Street, 617-824-8555.

Communicating Disaster and Crisis Information

Emerson utilizes a state-of-the-art Emergency Notification System (ENS) called Connect-Ed to communicate with students, faculty, and staff in the event that an emergency occurs on the Boston campus. It is a robust system that simultaneously transmits messages by telephone, email, and SMS (text messaging). Members of the community are strongly

encouraged to sign up and update their information by logging into *eCommon.emerson.edu* and selecting "Connect-Ed Emergency Notification System signup" under the Quick Links tab.

In the event that a major emergency occurs in the vicinity of one of Emerson's campus locations (i.e., Boston, D.C., Los Angeles, or Kasteel Well), notices concerning the situation will be posted and updated as soon as possible on the Emerson College website, *emerson.edu*.

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 emergency communication plan. For example, students should plan on calling and/or emailing a parent/family member directly assuming phone and/or Internet communication hasn't been compromised. Each student should have a secondary contact person in the event one's primary contact is unreachable.

Escort Service

The Public Safety Department provides a walking escort service between Emerson buildings and from any Emerson facility to the Boylston MBTA stop and Boston Common Garage. Public Safety can be contacted through the guard stations located at the entrance of all College buildings, or by calling 1-617-824-8555 (on-campus line ext. 8555) for assistance.

Photo ID Cards

Emerson College photo ID cards are issued at regular intervals as announced by the Department of Public Safety. All new students should have their IDs issued during Orientation. Students are expected to carry their Emerson College ID cards at all times and to produce the ID card when requested. If you lose your ID, you must report this loss to Public Safety and obtain a replacement ID. Public Safety will issue a replacement Emerson College ID card upon presentation of sufficient verification of identity. A \$25 fee for a replacement ID card will be charged.

-
- 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 machines, laundry machines, and library fines with EC Cash
 - Print at computer lab printers or print kiosks. Each semester, staff, faculty, and students are allotted \$5 of printing credit. If that credit is used up, EC Cash can be used to pay for printing.

Lost and Found

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

Safety Tips

Security is everyone's responsibility at Emerson College. The following are some steps that you can take to help ensure your own safety and the safety of others. Help us help you stay safe.

- Carry your student ID at all times and cooperate with those College officials requesting that you adequately identify yourself.
- Report all suspicious-looking persons or activities on Emerson property or in our facilities to the Public Safety Department.
- When entering or exiting any secured area (e.g., residence hall, College facility after hours), be sure to secure the door behind you and follow all check-in and check-out procedures.
- Immediately report all incidents of theft, intrusion, physical harm, and so on to the Public Safety Department.
- After dark, do not walk alone in the streets of Boston including those streets that run throughout our campus.

- Be sure to stay on main streets with good lighting and that are more apt to have other pedestrian traffic.
- Do not invite individuals from off the street or with whom you are unfamiliar into campus facilities (e.g., residence halls, campus center, and other buildings).
- Report all incidents of broken or unlockable doors and windows that might be a security risk to the Public Safety Department and Facilities Management at 617-824-8880 (on campus) or 1-866-585-4520 (off campus or from cell phone)

Taxi Vouchers

Taxi vouchers are available from Public Safety for students to use to and from off-campus locations. The cost of the ride is billed to the student's account.

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:

The College will announce cancelled classes by 6:00 am for day classes and by 3:00 pm for evening classes. An announcement cancelling classes cancels both classes and work, unless otherwise indicated. During these periods, you can obtain a recorded message of the College's operating schedule by calling the main number, 617-824-8500, and selecting option "2" or by checking *emerson.edu*. The College announcement will also be communicated via local radio and television stations.

Communication at Emerson

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.

Student Groups

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.

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.

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.

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.

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.

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 graduating from Emerson.

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.

Students interested in joining a group or starting one should contact both the Office of Graduate Studies at GradStudies@emerson.edu and the GSA at 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 graduate 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.

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.

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

This 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.

Betsy Carpenter Playwriting Award

The Betsy Carpenter Playwriting Award competition, with a cash award of a minimum of \$1,000, is open to Emerson students. 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.

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 and commitment to writing plays for the stage.

Robbins Center Award for Clinical Excellence

The award is presented to a graduating master's student in the speech-language pathology program who has consistently demonstrated outstanding clinical performance.

Cecil and Helen Rose Ethics in Communication Award

Established in 1994 by Emerson alumna and Trustee Emerita Helen Rose, this award is given annually to a 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 who has a demonstrated interest in political communication.

Student Professional Opportunities and Research Support

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.

Office of Research and Creative Scholarship

180 Tremont Street

617-824-3075

emerson.edu/academics/academic-services/research-creative-scholarship

The mission of the Office of Research and Creative Scholarship is to serve the Emerson community by providing information, personal assistance, services, and programs to those who seek grants or fellowships to support scholarly work. Graduate students interested in fellowships such as the Fulbright Program and Rhodes Scholarship should contact this office.

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.

Emerson College Timeline

- 1880 Charles Wesley Emerson opens the Boston Conservatory of Elocution, Oratory and Dramatic Art. Ten students enroll in the first class. Tuition is set at \$100 per year or \$45 per term.
- 1881 The Boston Conservatory of Elocution, Oratory, and Dramatic Art is renamed Monroe Conservatory of Oratory.
- 1890 After repeated requests from students and alumni, Charles Emerson changes the name of the institution to Emerson College of Oratory.
- 1908 Emersonian yearbook first published. Student Association meets for the first time.
- 1928 Emerson purchases its first piece of real estate, a woman's dormitory at 373 Commonwealth Avenue.
- 1931 Emerson's athletic program begins with intramural volleyball.
- 1932 First Radio course offered.
- 1933 The building at 130 Beacon is purchased. The purchase of 130 established Emerson's campus in the Back Bay.
- 1936 Emerson College's first theater is constructed behind 128-130 Beacon Street.
- 1939 The institution's name is changed to Emerson College.
- 1947 \$7.50 Students' Activities Fee created, \$3.00 for class dues; \$2.00 to the Emersonian yearbook; \$1.50 to the new *Berkeley Beacon*, and \$1.00 for Student Government Association dues. Inaugural year of WECB radio station.
- 1949 FCC approves the first educational broadcast license on the East Coast for WERS.
- 1951 Beanie Day begins, a tradition that continues until 1970. Freshmen were required to wear beanies as part of orientation. Intercollegiate Debate Program is organized.
- 1953 Robbins Speech and Hearing Clinic opens.
- 1961 Parents' Weekend, sponsored by Emerson College Parents' Association, begins with a tour of the campus, dinner, and tickets to the Spring musical.
- 1964 Emerson College acquires 96 Beacon Street to be used for the first Student Union.
- 1966 Beginning of Emerson College's first summer study abroad program. Students study in England and Greece. This was a renewal of an original school abroad program that began in 1924.
- 1972 First faculty and student representatives elected to the Board of Trustees.
- 1986 The Los Angeles Program is established.
- 1988 Kasteel Well in Holland is purchased, becoming the home of Emerson's overseas program.
- 1989 *GEORGE M!* is the first Emerson College musical to be presented in Emerson Majestic Theatre.

Emerson College

Timeline cont.

- 1992 180 Tremont Street is purchased and becomes the first building of the “Campus on the Common.”
- 1993 Dr. Jacqueline Weis Liebergott, Emerson’s 11th President, is inaugurated as the College’s first female president.
- 1995 The Little Building, the home to 750 resident students, opens.
- 1997 The College adopts a three-school model to house its academic programs. The men’s varsity basketball team captures the College’s first intercollegiate league championship.
- 1998 180 Tremont Street, formerly the Edison Building, is re-named the Ansin Building. 120 Boylston Street (The Walker Building) is purchased.
- 1999 The Library relocates to 120 Boylston Street. The Emerson Channel begins broadcasting over the College video distribution system.
- 2001 The College adopts a two-school model for its academic programs.
- 2003 Cutler Majestic Theatre renovations are complete. Tuft Performance and Production Center opens.
- 2005 Rotch Field re-opens after Emerson College works with City of Boston to clean up and refurbish the grounds. College announces plans for the Paramount Center on Washington Street.
- 2006 Piano Row Residence Hall, the College’s first LEED-certified building, opens at 150 Boylston Street and includes the Max Mutchnick Campus Center and the Bobbi Brown and Steven Plofker Gym.
- 2007 The Lions softball team is the first team at Emerson College ever to play in a national championship.
- 2008 Emerson announces plan to build a permanent center in Hollywood for its 20-year-old L.A. Program. For the first time, the College competes in an international world championship event, Quidditch.
- 2009 The Colonial Building Residence Hall opens and becomes the “greenest” building on campus. Men’s volleyball is added as the College’s 15th intercollegiate varsity sport.
- 2010 The Paramount Center opens at 555 Washington Street, which includes a renovated art deco 596-seat main theater, the 125-seat Jackie Liebergott Black Box Theatre, a soundstage, the 170-seat Bright Family Screening Room, a scene shop, rehearsal studios, classrooms, practice rooms, and a residence hall.
- 2011 Dr. Lee Pelton, Emerson’s 12th President, assumes stewardship of the College.
- 2012 Emerson College breaks grounds for the new Los Angeles Center that will house approximately 200 students and provide a permanent academic center in L.A.

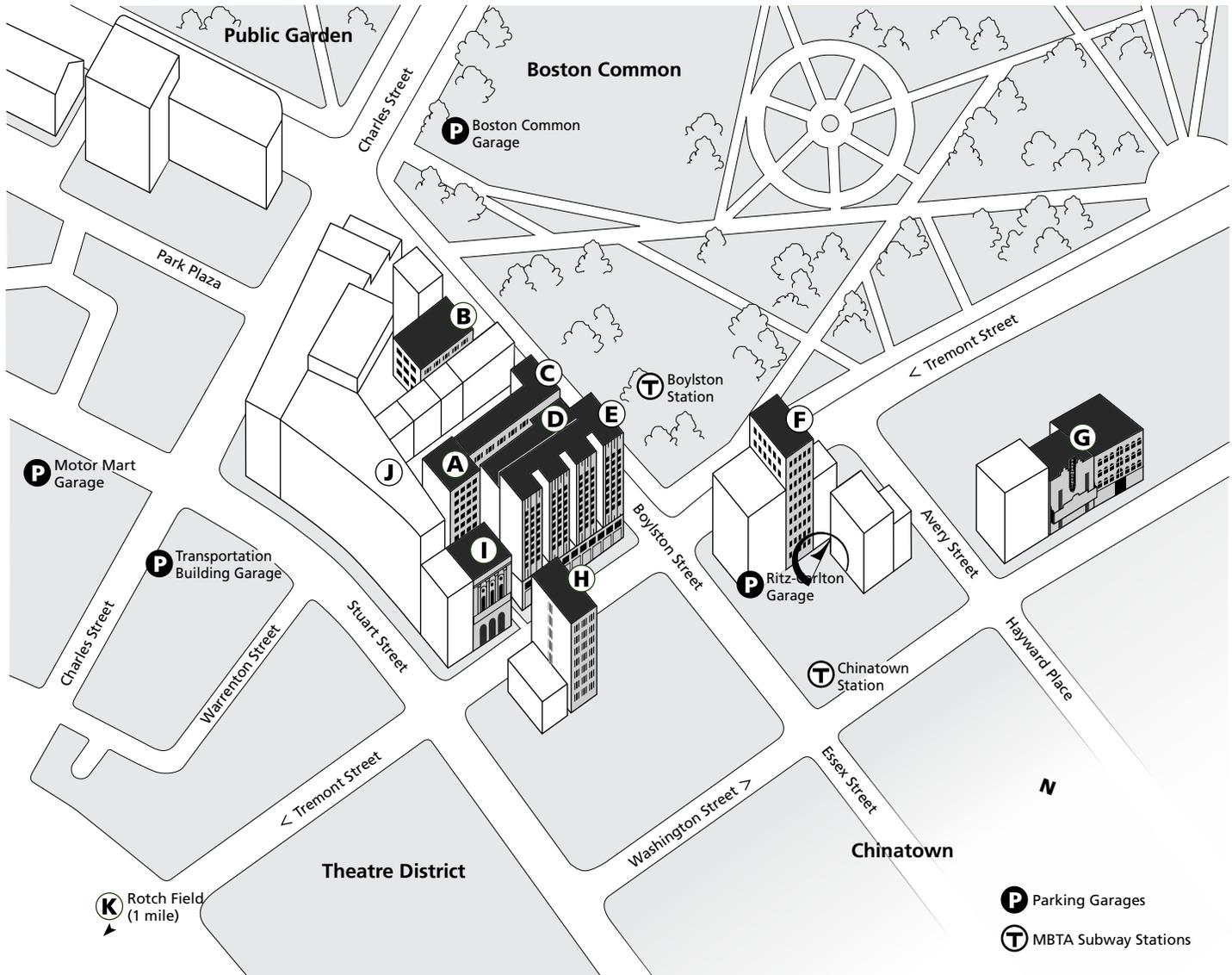
Campus on the Common



EMERSON COLLEGE

BOSTON MASSACHUSETTS

120 Boylston Street
 Boston, MA 02116-4624
 Main Telephone: 617-824-8500
 emerson.edu



A Tuft Performance and Production Center
 10 Boylston Place
 Admission Visitor Center
 Greene and Semel Theaters
 Huret & Spector Gallery
 Makeup Lab, Costume Shop
 Performing Arts Department
 Television Studios
 Theatre Design/Tech Center

B Piano Row Residence Hall and Max Mutchnick Campus Center
 150 Boylston Street
 Athletics Department
 Brown-Plofker Gym
 Dean of Students
 Multicultural Student Affairs
 Off-Campus Student Services
 Professional Studies and Special Programs (Continuing Ed.)
 Student Activities
 Student Life

C Walker Building
 120 Boylston Street
 Academic Computing and Help Desk
 Center for Spiritual Life
 Communication Studies Department
 Communications and Marketing
 Development and Alumni Relations
 Emerson Channel
 Institute for Liberal Arts and Interdisciplinary Studies
 Iwasaki Library
 Journalism Department
 Levy Marketing Suite
 Marketing Communication Department

D Colonial Building
 100 Boylston Street
 Mail Services
 Residence Hall

E Little Building
 80 Boylston Street
 Dining Services
 Film-Video Equipment Center
 Fitness Center

Housing and Residence Life
 Print and Copy Services
 Public Safety
 Residence Hall
 Student Service Center

F Ansin Building
 180 Tremont Street
 Academic Affairs
 Administration and Finance
 Graduate Studies
 Information Technology
 Media Services Center
 President's Office
 Visual and Media Arts Department
 WECB and WERS radio
 Writing, Literature and Publishing Department

G Paramount Center
 555 Washington Street
 Bright Family Screening Room
 Jackie Liebergott Black Box Theatre
 Paramount Mainstage
 Residence Hall
 Scene Shop/Soundstage

H 216 Tremont Street
 Advising Center
 Bill Borden Theater
 Career Services
 Center for Health and Wellness
 Communication Sciences and Disorders Department
 Counseling Center
 International Student Affairs
 Lacerte Family Writing and Academic Resource Center
 Registrar

I Cutler Majestic Theatre
 219 Tremont Street

J Transportation Building
 8 Park Plaza
 Human Resources
 Web Services

K Rotch Field, Albany and Randolph Streets

P Parking Garages
T MBTA Subway Stations



EMERSON COLLEGE
BOSTON MASSACHUSETTS

**Office of
Graduate Admission**

General Correspondence
120 Boylston Street
Boston, MA 02116-4624

Transcript Submission
Emerson College Graduate
Admission Processing Center
PO Box 870
Randolph, MA 02368-0870

Digital Credential Submission
gradappdocs@emerson.edu

Office Location
Admission Visitor Center
10 Boylston Place
Boston, MA 02116

Telephone
617-824-8610

Fax
617-824-8614

Email
gradapp@emerson.edu

Web
emerson.edu/admission