Graduate Student Handbook 2013–2014













School of the Arts

Creative Writing Media Art Publishing and Wri

Publishing and Writin
Theatre Education

School of Communication

Communication Disorders

Communication Management

Global Marketing Communication

and Advertising

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Integrated Marketing Communication

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Table of Contents

Emerson College Mission Statement	3
Emerson's Commitment to Diversity and Inclusion	3
Statement of Nondiscrimination Policy	3
Graduate Studies at Emerson College	4
Rules, Regulations, and Policies	5
General Academic Information	5
Academic Policies	10
Academic Grievance Procedure	15
Financing Your Education	16
Campus Life and Student Services	17
Safety	27
Communication at Emerson	30
Student Groups	31
Student Awards	35
Student Professional Opportunities and Research Support	36
Emerson College Timeline	37

Credits

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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:
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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 or ethnic origin, sex, sexual orientation, gender identity, age, or disability to all of the rights, privileges, programs, facilities, 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, sexual orientation, gender identity, age, disability, or any other category protected by law, in the administration of its educational policies, admission policies, scholarship and loan

programs, athletic programs, or other Collegeadministrated programs or facilities. Individuals with questions or concerns about the College's nondiscrimination policy may contact the College's associate vice president for human resources and affirmative action at Emerson College, 120 Boylston Street, Boston, MA 02116-4624; 617-824-8580.

Massachusetts General Laws provide that any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his/her 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 examination, study, or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement that he/she may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create

an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of these provisions. Also see antiharassment 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 for graduate students can be found at *emerson.edu/policy*.

For more information, contact:

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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.edulregistrar*. 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.

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 general petition form and supporting materials to the dean of graduate studies. The general petition form must be first endorsed by both graduate program directors of the respective degree programs. Some programs may not permit transfer. Some programs may require a formal admission process. The dean of graduate studies will make the final decision 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 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 summer 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. Students are responsible for making sure they register for the correct number of credits for their internship. Students cannot petition to change the number of credits after the internship has begun.

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. The Office of Graduate Studies cannot bind additional copies of a student's thesis or project. 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 form) 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 onestop 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 must 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 cumulative 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 graduate catalogue, graduate student handbook, emerson.edu/policy, and seek clarification from the Office of Graduate Studies if they have auestions.

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

- Emerson College Request for Leave of Absence or Withdrawal: Graduate Student
 - To request a leave from the College or to officially withdraw from the College
- Request to Re-Register from Leave of Absence To request a return from a Leave of Absence
- 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

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.

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. This form can be found on the Registrar Office's website.

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.edulpolicy*.

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.

Call to Active Duty and Military Withdrawal
 Students called to active duty in the armed
 forces of the United States should initiate a
 military withdrawal from Emerson College by
 presenting an official copy of their military
 orders to the Registrar. This must be done at the
 time a student is required to stop attending
 classes.

Students called to active duty during a semester or session and process a military withdrawal will not be charged tuition for the semester of withdrawal and will be eligible for "military reinstatement" to Emerson College and access to the same major at the time of withdrawal.

The Office of Financial Aid will review eligibility for aid funds already received by the student. Students will be evaluated and advised on the status of their financial aid based on the date of their withdrawal. Students will also be advised of actions required to defer loan(s) repayments based on active military duty.

Students with a "military withdrawal" will not be charged tuition for the semester of withdrawal. They will be charged a housing assessment to cover expenses already incurred. Unused meal plan monies will be refunded. No refunds can be made until the Registrar/Student Accounts has received a copy of the military orders calling the student to active duty.

At the time the student is discharged from military service or is placed on inactive duty, the student is eligible for "military reinstatement" to Emerson College, assuring the student direct access to the same major in place at the time of withdrawal.

Reinstatement after Serving on Active Duty
 Students whose absence from the College
 results from being called to active duty for more
 than 30 days will be reinstated to the College
 with the same academic status if: (1) they
 provide notice of such service, and other
 documentation required by law, to either the

Registrar or associate vice president for enrollment; (2) within three years of their completion of service (or within two years after any period necessary to recover from an injury incurred or aggravated during such service), they notify the appropriate administrator in writing of their intent to return; (3) the cumulative length of all absences from the College for service in the armed forces of the United States does not exceed five years; and (4) the student has not attended another college/university during the period of "military withdrawal" and return to Emerson College.

Prolonged Absence/Leave of Absence

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

Catalogue of Entry

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

Change of Status

Leave of Absence

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

graduate studies at least 30 days prior to the start of the semester in which they plan to return. Students taking leaves of absence will not have an extension of the limitation of time for degree completion. Information on limitations of time can be found in the graduate catalogue.

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 the Emerson College Request for a Leave of Absence or Withdrawal: Graduate Student form and submit it for the approval of all the designated parties on the form. This form is available on the Graduate Studies website. Withdrawal becomes effective as of the date the completed form is signed by all designated parties.

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.

Limitation of Time

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 Emerson College 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.

Financing Your Education

Student Financial Services

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

Student Financial Services encompasses the Office of Financial Aid, Office of Student Accounts, and the Student Service Center. Its staff helps parents and students understand the costs associated with an Emerson education, and to find means to meet those costs.

Through federal, state, and institutional financial aid programs, as well as a variety of educational loan options and a payment plan program, Student Financial Services help families manage the cost of a quality education. Whether you make lump sum payments now or spread payments out over months or years, its office strives to provide the services needed to make Emerson a financial reality for students.

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)

The Emerson Student Emergency Loan (eSEL) was established with donations from Emerson alumni, friends, and parents to assist students in meeting short-term emergency financial obligations.

Students must describe why the loan is needed and must be able to repay the loan within 45 days.

Loan Qualifications

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.

Terms and Policies

- 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 to emerson.edu/billing/emergency-loan for application instructions. 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 Graduate Studies and the Office of Career Services to connect students with alumni for mentoring and networking through industry site visits, such as the Graduate Experience: New York (GENY) as well as networking and mentoring opportunities. 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 New England Women's and Men's Athletic Conference (NEWMAC).

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/officesdepartments/business-services/bookstore

The Emerson College Bookstore provides all textbooks, as well as faculty-authored books, College clothing and gifts, and school supplies.

Career Services

216 Tremont Street 617-824-8586 emerson.edu/student-life/careers-internships

Emerson Career Services is committed to assisting graduate students in planning for the future by promoting the skills needed for long-term career management. This includes developing sound career planning and

management strategies, as well as job search skills that they will be able to use during their Emerson experience and throughout their 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 communicationand 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. 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 Print Copy Center is located at 98A Boylston Street and offers a wide variety of services such as business cards, letterhead, envelopes, large-format printing, and class packs. 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 and Psychological Services

216 Tremont Street 617-824-8595 emerson.edu/student-life/support-services/ counseling-center

Emerson Counseling and Psychological Services (ECAPS) is an excellent place for Emerson students to begin looking for help with personal concerns, family problems, or other psychological issues. ECAPS 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. ECAPS's facilities and services are available to all graduate students who choose to pay the health services fee. It 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 and are ultimately responsible for making their own decisions.

Emerson offers services through its Disability Services Office 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 Disability Services Office by email at dso@emerson.edu or telephone at 617-824-8592, or visit emerson. edu/disability-services.

Office of Diversity and Inclusion

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

The Office of Diversity and Inclusion provides strategic leadership for Emerson College's work on diversity and inclusion. Utilizing an inclusive • 180 Tremont Street (Ansin Building) excellence framework, the Office of Diversity and Inclusion facilitates goal setting and the

development of related actions that will fully integrate inclusive practices into the life of the institution.

"Making excellence inclusive is a call to action for educators who believe that high-quality, practical liberal education should be the standard of excellence for all students. It is a framework for educators to resist and reverse historical standards of inclusion and excellence. The intended outcome is that colleges and universities integrate diversity, inclusion, equity, and educational quality efforts into their missions and operations on an institutional level, leading to excellence in learning for all students." (AAC&U)

The Inclusive Excellence model is built upon the following principles (AAC&U):

- Institutional excellence is not possible without full engagement with diversity. An excellent institution is an inclusive institution.
- All students, faculty, and staff should have the opportunity to succeed.
- All members of our community, especially students, benefit educationally from participating in a community where people differ from one another. Diversity enhances the educational experience of students.
- In order to be successful as citizens and workers, Emerson graduates must have the intercultural competence to live and work in a diverse world.
- An inclusive community is characterized by mutual respect, a sense of belonging, and personal safety.

Utilizing an Inclusive Excellence model reflects the understanding that diversity and inclusion are catalysts for institutional change and the foundation for educational excellence. At Emerson, not only do we seek to be excellent but we also hope to move from excellent to extraordinary.

Emerson Buildings

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

- 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)
- 99 Summer Street, 9th Floor

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, Visa, and MasterCard.

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/support-services/ glbtq-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.

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 College students, faculty, and staff. The facilities consist of both teaching and open access labs, as well as kiosks that offer convenient web access and printing. Workstations in the computer labs provide the following types of software applications: email, Internet, word processing and office productivity, statistical analysis, web authoring, image editing, desktop publishing, 3D animation, and digital video. High-end applications, such as Autodesk Maya for 3D animation and Apple's Final Cut Studio for video editing, are available in all open-access labs. Digital production labs contain workstations with multimedia production and digital video applications, including Avid Media Composer and Final Cut Studio. Emerson College has been designated a New Media Center since 1995 by a consortium that includes Apple Inc., Adobe Systems, and Hewlett-Packard, among others. The New Media Center designation provides support for the College's digital production and multimedia capabilities. More information about the computer labs is available at emerson. edullabs.

Students receive an Emerson College network (ECnet) account, which contains an email account and personal web space. An ECnet username and password is required to log onto computer lab workstations and kiosks and to access most online services, such as eCommon. 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. For assistance, call the IT Help Desk or visit the IT Help Desk website.

Prior to using the College's computer network, all students should familiarize themselves with the Electronic Information and Copyright policies 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/officesdepartments/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, iPads, 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.

Health Insurance Information for International Alumni During the Period of F-1 Post-**Completion Optional Practical Training (OPT)** Emerson neither sponsors nor endorses health insurance plans for domestic or international alumni, including those alumni that choose to engage in an F-1 post-completion OPT experience. Nor do we attempt to assess or recommend any particular health insurance plans since our alumni have varying needs and priorities, and a plan that is well suited for one person may be ill suited for others. However, we recognize that sorting through different plans can be challenging for some individuals and therefore recommend that you consider the following guidance before selecting a plan:

- Carefully review and fully understand the benefits and costs associated with the plan.
- In particular, pay close attention to enrollment period restrictions, geographic coverage restrictions, periods of eligibility, insurance co-pays and deductibles, and exclusions as they typically vary from plan to plan.
- If you have any policy coverage questions, contact the health insurance companies whose policies you are considering to ask those questions.

Please note that Emerson College's Graduate Student Association is a member of the National Association of Graduate-Professional Students (NAGPS); therefore, Emerson graduate students are eligible to enroll in a United Health Care plan through NAGPS provided they apply at least 31 days before they graduate from Emerson College. Information about this plan can be found at *uhcsr.com/nagps*. However, before enrolling in this or any other plan, we recommend you not only review the terms of the plan carefully, but also compare the plan to other available insurance options to determine which plan best serves your specific needs.

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.edullibrary*. 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/officesdepartments/business-services/mail-services

The mailroom is primarily used for academic and administrative mail matters, shipping, and receiving. Services include: mail sorting and distribution, posting for first class and bulk mail pieces, mail fulfillment, intermediary support

for incoming packages, student email notification of package arrival, interdepartmental mail deliveries, packaging and shipping services, postage stamps, and UPS Campus Ship for student and faculty personal shipping.

Max Mutchnick Campus Center

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

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

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

Campus Center Features and Services

Campus Center Lobby: The Lobby is where students meet, chat and relax between classes or before a meeting or event. The lobby's Media Wall has four monitors showing The Emerson Channel and other stations.

I 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 a foosball table, a bubble hockey table, and a digital media display. The lounge also features a gallery for Emerson community members 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 Study Lounge: Need a room to get some work done? On the second floor, the Quiet Lounge is equipped with a mix of soft seating and tables and chairs for students to relax between classes or catch up on some work. All tables and workstations are fitted with electrical outlets and Ethernet jacks for computer use.

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 smaller meeting rooms are a place for students to gather for class projects or for organizational and departmental meetings. Each room has a table and a dry-erase board for notes and brainstorming. These rooms are primarily used for meetings, auditions, interviews, and small read-through rehearsals.

Meeting Room #118 (Capacity 20): This room has a large table for boardroom-style meetings. It also contains two large dry-erase boards. This space is primarily used for meetings, auditions, interviews, and small read-through rehearsals.

Multipurpose Room (Capacity 55): This room is a small showcase space perfect for individual performances requiring little technical set-up. The room features a small movable stage, preset audio and lighting, and variable seating for up to 55. This space is primarily used for small student performances, rehearsals, poetry readings, guest speakers, small receptions, training sessions, and other meetings or gatherings. Reservation space is arranged through the Information Booth.

Second Floor

Conference Room #232 (Capacity 10): This small meeting room is adjacent to administrative offices for the College. Its use is restricted to small meetings from 9:00 am to 5:00 pm Monday through Friday, but it can be used for auditions, read-throughs, and interviews in the evenings.

Lower Level One (L1)

Meeting Room #151 (Capacity 30): Our largest meeting room, this space is great for organizational planning meetings, conference-style presentations or anything that requires a large space. The room features a boardroom style setup that can be rearranged and a large dry-erase board for note-taking. The space is primarily used for large meetings, workshops, and 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 hosts a variety of formal and informal events for students, faculty, and staff. The offices for EBONI (Emerson's Black Organization with Natural Interests); Amigos (Emerson's Latino student organization); ASIA (Emerson's Asian Students for Intercultural Awareness); and Speak Up! are housed here.

The Cultural Center is available for use by student organizations recognized by Emerson College and academic and administrative departments. The Cultural Center is open Monday through Friday, 11:00 am to 6:00 pm, for the entire Emerson community. The facility can be reserved for special multicultural events, meetings, and educational purposes. Reservations are arranged through the Office of Multicultural Student Affairs.

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. Requests for 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. The OA also oversees space use requests, production, and audience services for the venues of the Paramount Center, Tufte 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

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.

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

Emerson College Police Department

80 Boylston Street 617-824-8555 (business) 617-824-8888 (emergency) emerson.edu/about-emerson/officesdepartments/police

The Emerson College Police Department, in the ground level of the Little Building (80 Boylston Street), provides law enforcement protection and emergency services to the College community 24 hours a day, seven days a week. The department maintains close contacts with the Boston Police Department, the Massachusetts State Police, and other law enforcement and civil defense agencies and calls upon them for assistance when needed. The information below was listed on the Emerson College Police Department website at the time of the publication of this handbook. For updated information, please visit the Emerson College Police Department website.

Clery Report

Each year, Emerson publishes a campus security report for each of its three campuses (Boston, Los Angeles, and Kasteel Well, Netherlands), in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act. This federal law requires institutions to publish an annual report including crime statistics for the prior three years, policy statements regarding safety and security measures, campus crime prevention program descriptions, and procedures to be followed in the investigation and prosecution of • 100 Boylston St. (Colonial Building) alleged sex offenses. The Clery Act also requires • 120 Boylston St. (Walker Building) universities to keep an up-to-date crime log, to issue timely warnings in the event of a crime threatening the safety of students or employees, and to keep accurate crime statistics. • 216 Tremont St. These reports can be accessed at the Emerson College Police Department website.

Emergency Notification System

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

encourages all students, faculty, and staff to provide up-to-date contact information by completing the ENS registration form. The link to this form can be found on the Emerson College Police Department website or in eCommon under "Quick Links."

Disaster Communication

In the event of a major emergency in the vicinity of an Emerson campus location (Boston, Los Angeles, or Kasteel Well), emergency notices will be posted and updated as soon as possible on the Emerson College homepage, the Police Department website, the Parents page, and the Students page.

Students and their families should devise a personal communication plan for emergencies (e.g., students should plan to call and/or email family members directly). Each student should have a secondary contact person in the event that his/her primary contact is unreachable.

Escort Service

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

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

- 80 Boylston St. (Little Building)

- 150 Boylston St. (Piano Row)
- 10 Boylston Place (Tufte PPC)
- 180 Tremont St. (Ansin Building)
- 555 Washington St. (Paramount Center)

Photo ID Cards

The Emerson College photo ID Carding Event takes place on the day of Graduate Student Orientation. Students should carry their Emerson College ID cards at all times and produce them when requested, particularly to access the residence halls (if they are student residents) and attend evening classes.

Emerson ID cards enable students 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 and library fines with EC Cash
- Print at computer lab printers or print kiosks. Each semester, staff, faculty, and students are allotted \$5.00 of printing credit. If that credit is used up, EC Cash can be used to pay for printing.
- Pay for taxi rides with participating taxi companies with EC Cash
- Pay at convenience stores and some food places around campus with EC Cash

Lost IDs

If you lose your ID card, report it immediately to • When entering and exiting a campus facility, the Police Department Office located in the Little Building, on the Tremont Street side (211 Tremont Street) and obtain a temporary ID. The • Immediately report all incidents of theft, Emerson College Police Department will issue you a temporary ID and you will receive a replacement ID card within a few days. Your temporary ID will provide the same building access and dining hall functions as your regular ID, but you will not be able to use EC Cash.

There is a \$25 charge for each reprinted card and Request for Replacement Photo ID card filled out and signed. Your ID picture is stored in the card database, and any replacement ID card will have the same picture as the old one, unless you request a new picture and come during the posted ID hours to have a new picture taken. The latest printed card will cancel all previously issued IDs cards, which must be destroyed if found later. Replacement IDs will be picked up at the Police Department.

For more information about Emerson ID cards, please visit the Emerson College Police Department website.

Lost and Found

Come to the EC Police Department office to inquire about lost items and drop off found items. We will log them into the campus Lost and Found system. 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. These steps can help ensure your own safety and the safety of others:

- Carry your student ID at all times and cooperate with College officials asking you to identify vourself.
- When walking after dark, use the "buddy system." Stay on main streets with good lighting and pedestrian traffic.
- Report all suspicious activity on Emerson property to the Police Department at 617-824-
- Do not invite unfamiliar individuals into campus facilities.
- secure the door behind you and follow check-in and check-out procedures.
- intrusion, or physical harm to the Police Department.
- The MBTA provides safe and reliable service from 5:30 am to 12:30 am daily. To check routes and maps, visit mbta.com.

Taxi Rides

The Emerson Police Department offers several options for students to pay for taxi rides:

Pay With EC Cash

Use Your ECCash card with the following cab companies:

- Boston Cab
- Metro Cab
- 617 Cabs
- ITOA Taxi

Touch screen option: All you need to do is hit the "Student ID" option and select Emerson from the list of icons. Pay as you would with a credit card.

Pay With Vouchers

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

For this option, please call the number listed in the voucher only, as other taxi companies will not honor the voucher. The taxi cab response time will depend on weather conditions, time of day/night, and/or day of the week.

School Closing Policy

Delayed Opening

The official opening time for the College is 8:00 am. A delayed opening means the College will open at 10:00 am. If the College announces a delayed opening, all first-shift employees (other than those designated as "essential" personnel) should report to work at 10:00 am. If your regular start time is different than the College's official opening time of 8:00 am, report to work at 10:00 am or at your regular start time, whichever is later.

Classes scheduled with a start time before 10:00 am are canceled by a delayed opening and must be made up at a later date. The College will resume its regular academic schedule beginning at 10:00 am if there has been a delayed opening.

Campus Is Closed

The College will announce canceled classes by 6:00 am for day classes and by 3:00 pm for evening classes. An announcement canceling classes cancels both classes and work, unless otherwise indicated.

If your supervisor has designated your position as "essential" personnel, report at your regularly scheduled time. Non-exempt (overtime eligible) employees who are essential personnel will receive premium pay (1.5) for each hour, or portion of an hour worked while the College is closed. For example, a non-exempt employee who reports at 8:00 am on a delayed closing day

will receive premium pay for the hours from 8:00 to 10:00 am (when the College opens), and normal pay thereafter. Exempt, salaried employees who are essential personnel are expected to report for duty as part of their jobs, and do not receive extra compensation for doing so.

The College informs faculty, students, and staff whether Emerson must close or delay opening due to severe weather conditions or an emergency through announcements on:

- Web: emerson.edu homepage
- Phone: 617-824-8500, select option "2"
- Radio
- o WRKO 680 AM
- o WBZ 1030 AM
- o WERS 88.9 FM
- Television
- o WBZ Channel 4
- o WCVB Channel 5
- o WHDH Channel 7
- o WFXT Channel 25

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 typically 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 ECMail, 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 and professional contacts. The GSA sponsors and helps support the professional programming and social activities of the approved graduate student organization (GSOs). The GSA also provides support for individual graduate student research and professional development projects and activities such as travel, conference attendance, site research, and other research expenses. The GSA works with the Office of Graduate Studies to engage students in committee participation and help organize **Graduate Orientation and Graduate** Commencement.

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 fulltime students serve in the officer positions. Among other responsibilities, officers take part • Hold officer elections by the end of the spring 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.

Graduate Student Organizations

Graduate student organizations (GSOs) are groups recognized by the Graduate Student Association that can apply to receive funding from the GSA. These organizations are typically program-based and are run by students in the programs they represent. For graduate student organizations to receive funding from the GSA, they must:

- Have at least one representative of the organization attend the GSA Council meetings;
- Hold at least one event per year for students in their program that promotes professional development and/or other College-wide goals (diversity and inclusion, raising the bar of academic excellence, innovation, etc.);
- Provide an updated copy of their organization's constitution by the first GSA Council meeting in the fall semester:
- semester. New officer lists must be forwarded to GSAInfo@emerson.edu following the elections;
- Forward their meeting minutes (if any) to the GSA on a monthly basis.

Graduate student organizations that do not follow the above guidelines will lose the ability to receive GSA funding and will be considered inactive. Organizations that remain inactive for one full year will be removed from the list of active recognized graduate student organizations and will have to reapply to become recognized again.

Recognized Graduate Student Organizations

CommGrads

CommGrads provides Communication
Management graduate students with a base for social and professional interaction. The group encourages and promotes Communication
Management graduate student activities, provides effective channels for expression concerning all aspects of department and college life, sponsors educational lectures featuring scholars and professionals in the Communication Management field, encourages and promotes professional development through the sponsorship of grants, and recognizes outstanding Emerson
Communication Management graduate students.

Graduate Reading Series

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

Graduate Students for GMCA

The Graduate Students for GMCA (Global Marketing Communication and Advertising) organization plans a number of events for students throughout the year. Namely, the GSO organizes social activities and mixers, plans open discussions and forums with industry professionals, and coordinates professional development events for students in the GMCA program.

Graduate Students for Integrated Marketing Communication

Graduate Students for Integrated Marketing Communication (GSIMC) exists to promote the idea of integrated marketing communication and its purpose in business environments through career-focused events and discussions. GSIMC also works to create a connection among the graduate student body. In the past, it has brought in guests from organizations such as the American Marketing Association, the Massachusetts Interactive Media Council, Collective Next, and Ms. Mannersmith. Events

are planned multiple times throughout each semester, along with other networking/social events.

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.

International Graduate Student Organization

The International Graduate Student Organization (IGSO) is dedicated to enhancing the campus experience for international graduate students and serving their specific needs. The IGSO provides a base for social interaction and networking opportunities such as festivals, food fests, workshops, and meetings. Bridging the gap between international and domestic students, and promoting conversation between these two communities, are also major goals of the IGSO.

Redivider

Redivider is Emerson's graduate student–run national literary magazine. A journal of new literature, Redivider publishes work by new and established writers in all genres including poetry, fiction, creative nonfiction, and drama, along with reviews, interviews, and occasional recipes. It is published twice yearly; new issues appear each winter and spring. Submissions are welcome year-round.

Theatre Education Graduate Association

The Theatre Education Graduate Association (TEGA) is dedicated to providing networking and professional development events for its graduate students, as well as building a strong theater education graduate community. Annual events include a cabaret, guest speakers, theater game swaps, workshops, a TEGA production, and an end-of-the-year celebration.

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

Office of Graduate Studies recognition is required in order to be able to use on-campus facilities and be listed in official College publications. To form a new organization, students must provide the following information to the dean of graduate studies:

- The organization's statement of purpose
- List of officers
- List of current members
- Constitution
- Name of the organization's faculty/staff advisor

This information will be reviewed by the Graduate Studies Office. A member of the organization may be asked to meet with the dean of graduate studies to discuss the application. The dean investigates any violations of campus policies that might affect a group's status. Groups with fewer than 10 members are generally not approved. 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, the organization must submit copies of its documentation to GSAInfo@emerson.edu as well as a letter from the dean of graduate studies verifying that the organization has been officially recognized by the Office of Graduate Studies. The GSA Executive Council will then determine if the organization will be recognized. 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) Funding

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

Mini-Grants

Mini-Grants are awarded through the GSA and are similar in design to the Professional Development Grants. The purpose of Mini-Grants is to provide graduate students assistance in professional development. For more information, see *gsa.emerson.edu*.

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. For more information, see gsa.emerson.edu.

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.

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 <i>Berkeley Beacon</i> , 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.

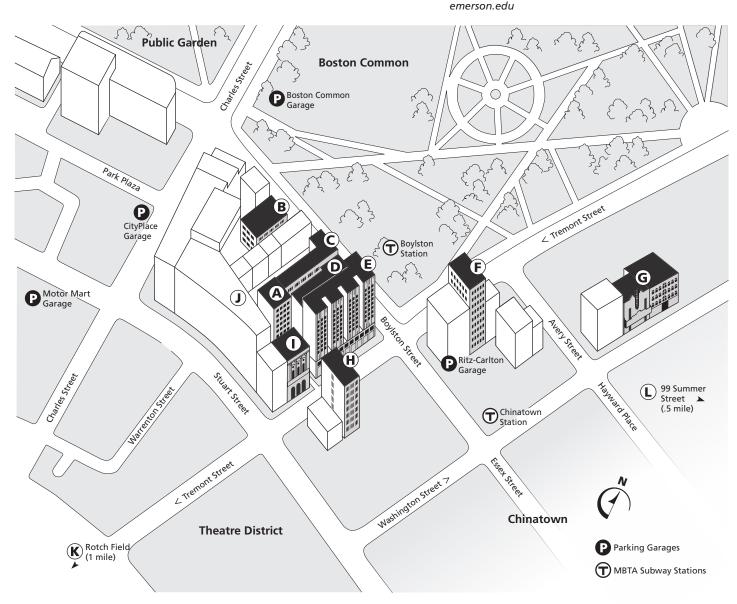
Emerson College Timeline cont.

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 varsit 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. Tufte 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 Boylsto 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



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



Tufte 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
Diversity and Inclusion
Emerson Channel
Institute for Liberal Arts and
Interdisciplinary Studies
Iwasaki Library
Journalism Department
Levy Marketing Suite
Marketing Communication Department

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 Police Department Residence Hall Student Service Center

Ansin Building 180 Tremont Street

Academic Affairs
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 Center Mainstage Residence Hall Scene Shop/Soundstage

Advising Center
Bill Bordy Theater
Career Services

Center for Health and Wellness Communication Sciences and Disorders Department Counseling and Psychological Services International Student Affairs Lacerte Family Writing and Academic Resource Center Registrar

Cutler Majestic Theatre 219 Tremont Street

Transportation Building 8 Park Plaza Human Resources Ploughshares

Rotch Field
Albany and Randolph Streets

99 Summer Street

Communications and Marketing Development and Alumni Relations Financial Affairs



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