



EMERSON COLLEGE
BOSTON MASSACHUSETTS

Undergraduate Student Handbook

2013–2014

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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.

Policy Against Discrimination, Harassment, and Retaliation

Emerson College is committed to fostering an environment of mutual respect among its students, staff, and faculty, as well as others who participate in the College's programs and activities. As part of this commitment, Emerson prohibits discrimination and harassment on the basis of gender/sex (including pregnancy), gender identity/expression, race, color, religion or religious creed, sexual orientation, national origin, ancestry, disability or handicap, age, genetics, marital status, veteran status, and any other category protected by law ("protected class status"). Emerson also prohibits discrimination and harassment based on an individual's participation in a protected activity (such as reporting alleged discrimination or harassment). Retaliation against any individual who raises a good faith report under this policy is strictly prohibited.

Emerson expects that its students, faculty, staff, vendors, contractors, alumni, and guests will conduct themselves appropriately and refrain from behavior that violates this and other College policies. Accordingly, individuals who discriminate against or harass others in violation of this policy, regardless of whether such conduct rises to the level of unlawful discrimination or harassment, may be subject to disciplinary action, up to and including immediate termination of employment, association with Emerson, or dismissal from Emerson.

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

Campus Facility Statement

We take pride in the quality of our facilities and strive to maintain a quality atmosphere conducive to the educational process. You are an integral part in helping maintain our campus, and the College appreciates your cooperation and support in this regard.

Disclaimer

The Emerson College Student Handbook is intended to be a general guide and resource for students. The College expects students to be familiar with the College's expectations concerning membership in the Emerson community set forth in this guide. However, the guide is not a contract between the College and its students. The College has the right to change its policies, procedures, and sanctions at any time.

2013–2014 Academic Calendar

See complete calendar at emerson.edu/academics/registrar/academic-calendars.

Fall 2013

August

- 1 Tuition, room, board, and fee payments due for Fall 2013
- 24 New Undergraduate International Student residence hall move-in and Orientation
- 25 International student Parent Orientation
- 26–27 New Undergraduate residence hall move-in
- 27 Parent Orientation
- 28 New International graduate student Orientation; new undergraduate Orientation continues

September

- 1, 2 Residence halls open for returning students
- 2 Labor Day (no classes)
- 3 Last day to withdraw from the College for Fall 2013 with a full refund; a withdrawal/leave of absence form must be filed by this date with the Student Service Center (undergraduate students) or Graduate Studies (graduate students)
- 4 First day of classes
- 10 Last day to add a class without instructor permission
- 11 Instructor permission required to add any course as of this date
- 17 Last day to register for Fall 2013 (\$50 late fee assessed after this date); last day to file an *Application to Graduate* for students wishing to graduate in December 2013
- 18 Course withdrawal period begins (no tuition refund); deadline is November 22, 2013

October

- 14 Columbus Day (no classes)
- 15 (Tuesday) Monday class schedule observed
- 18–20 Family Weekend 2013
- 22 First seven-week session ends
- 23 Second seven-week session begins

November

- 4 Spring 2014 registration advising begins for all currently enrolled students
- 11 Veterans Day (no classes)
- 18 Spring 2014 registration for all currently enrolled students begins
- 22 Last day to withdraw from a course with a WP/WF for Fall 2013; must submit appropriate paperwork to the Student Service Center by 5:00 pm. Last day to withdraw from the College for Fall 2013; must file appropriate paperwork by 5:00 pm
- 26 Classes end at 9:45 pm for Thanksgiving Break
- 27 Residence halls close at 12:00 noon
- 27–29 Thanksgiving Vacation (no classes)

December

- 1 Residence halls open at 12:00 noon
- 7 (Saturday) Makeup day **
- 10 Last day of regular instruction
- 11 Reading day
- 12–17 Final examinations (Thursday, Friday, Monday, Tuesday)
- 17 Last day of Fall 2013; last day to submit Spring 2014 directed study proposals to department chairs
- 18 Residence halls close at 12:00 noon
- 20 Fall 2013 grades due by 12:00 noon; last day Incomplete grades from Spring 2013 can be changed; Incomplete grades not changed become I/F (Incomplete failing)

Spring 2014

January

- 2–10 January 2013 intersession
- 3 Tuition, room, board, and fee payments due for Spring 2014
- 11 New undergraduate residence hall move-in; new undergraduate Orientation begins
- 12 Residence halls open for returning students **who did not** live in Boston on-campus housing during the fall
- 13 Residence halls open for returning students **who lived** in Boston on-campus housing during the fall
- 14 Last day to withdraw from the College for Spring 2014 with a full refund

	15	Classes begin at 8:00 am
	20	Martin Luther King Jr. Day (no classes)
	22	(Wednesday) Monday class schedule observed
	23	Instructor permission required to add any course as of this date
	29	Last day to register for Spring 2014 (\$50 late fee assessed after this date); last day to file an <i>Application to Graduate</i> for students wishing to graduate in May 2014
February		
	17	President's Day (no classes)
	20	(Thursday) Monday class schedule observed
	28	Classes end at 9:45 pm for Spring Break
March		
	1	Residence halls close at 12:00 noon
	1–9	Spring Break (no classes)
	9	Residence halls open at 12:00 noon
	10	Classes resume at 8:00 am; Fall 2014 registration advising begins for currently enrolled students
	11	First seven-week session ends
	12	Second seven-week session begins
	31	Fall 2014 registration for all currently enrolled students begins
April		
	11	Last day to withdraw from a course with a WP/WF for Spring 2014; must submit appropriate paperwork to the Student Service Center by 5:00 pm. Last day to withdraw from the College for Spring 2014; must file the appropriate paperwork by 5:00 pm
	19	(Saturday) Makeup day**
	21	Patriot's Day (no classes)
	25	(Friday) Monday class schedule observed. Last day of regular instruction; last day for Summer 2014 graduating students to register for summer classes in order to be reviewed to participate in the 2014 Commencement ceremony; last day to file an <i>Application to Graduate</i> for students wishing to graduate in September 2014
	26	Reading day/Makeup day
	28–30	Final examinations (Monday, Tuesday, Wednesday)
May		
	1	Final examinations (Thursday); last day of Spring 2014
	2	Residence halls close at 12:00 noon for students not participating in Commencement
	2–16	May intersession
	11	Commencement (no classes)
	12	Residence halls close at 12:00 noon for students who participated in Commencement

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

Summer 2014

May		
	18	Last day to add or drop a full Summer or Summer Session 1 course online
	19	Summer Session 1 courses begin
	23	Course Withdrawal period for Summer Session 1 courses begin
	26	Memorial Day (no classes)
June		
	2	Course withdrawal period for full Summer courses begins
	11	Last day to withdraw from a course with a WP/WF for Summer Session 1 courses; must submit completed Course Withdrawal Form to the Student Service Center by 5:00 pm
	30	Summer Session 1 courses end at 9:45 pm
July		
	2	Summer Session 2 courses begin
	4	Independence Day (no classes)
	24	Last day to withdraw from a course with a WP/WF for full Summer and Summer Session 2 courses; must submit completed Course Withdrawal Form to the Student Service Center by 5:00 pm
August		
	12	Summer Session 2 courses end at 9:45 pm

Policy Pertaining to Religious Observance

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

Dear Emersonians:

Welcome to the 2013–2014 academic year!

Emerson College is a community of learners that strives to be educationally purposeful, equitable, and supportive. Within this environment, principles of inclusion, freedom of expression and creative thought, and caring are powerfully affirmed. Balancing these ethics requires thoughtfulness, responsible decision-making, and recognizing the difference between speech that is of value and forms of expression that are hurtful and divisive. As Emerson students, you are essential to helping shape and cultivate such a community, and we look forward to you becoming meaningfully engaged in this ongoing effort.

This Student Handbook should prove to be a valuable resource about our campus, providing you with an overview of campus activities, programs, and services. You also will find a detailed account of the individual rights and community responsibilities that go along with student citizenship. I strongly encourage you to familiarize yourself with its contents as it will facilitate your transition to Emerson.

The College's integrated curricular and co-curricular programs offer numerous opportunities for you to expand your knowledge base, develop your creative craft, refine your leadership skills, and explore other ways of knowing. In the end, the outcome of your Emerson experience will be a reflection of the quality of your choices, the quality of your efforts, and the quality of your involvement. It will be to your advantage to get as fully engaged in your own education as possible.

Lastly, I want to remind you that there is a talented and dedicated team of student services professionals at the College who are available to assist you throughout your time with us. Should you encounter any difficulties along the way or simply wish to talk with someone, please do not hesitate to call on any of us for assistance or counsel. Our contact information and a list of College services may be found in the Academic and Student Support Services section of this handbook.

I look forward to meeting those of you who are new to the campus or whom I have not yet met, and to working and learning with all of you.

Sincerely,



Ron Ludman, PhD
Dean of Students

Campus Life

Dean of Students

150 Boylston Street, 2nd Floor
617-824-8640

The Office of the Dean of Students oversees the Division of Student Affairs, composed of a number of independent yet interrelated offices designed to meet a broad range of student needs.

The offices include:

- Athletics
- Campus Center
- Career Services
- Counseling and Psychological Services (ECAPS)
- Disability Services
- Gay, Lesbian, Bisexual, Transgender, and Queer/Questioning Student Life
- Health and Wellness
- Housing and Residence Life
- International Student Affairs
- Multicultural Student Affairs
- New Student Orientation
- Off-Campus Student Services
- Spiritual Life
- Student Activities
- Student Conduct

Trained professionals staff these offices and are available as a resource to students. The Student Affairs staff works collaboratively in the development and implementation of programs, procedures, and protocols designed to foster student growth, build community, and respond to student concerns.

The work of the Division of Student Affairs is guided by the belief that intellectual and personal development are inseparable, and that a healthy campus community is essential to the growth of the whole student. Student Affairs advances Emerson College's mission by providing a wide range of purposeful out-of-classroom experiences and services that encourage student learning and foster a sense of community. Students are challenged to think critically and support community standards within an environment where the principles of freedom of expression, civility, diversity, fairness, and caring are valued and affirmed.

Emergencies

In the event that a personal emergency arises that requires your absence from classes, please inform your instructors and the Office of the Dean of Students. Instructors can be contacted by email, voicemail, or through their respective

academic department office. The Dean's Office will attempt to contact your instructors if you are unable to do so. Resident students also should attempt to notify their residence director.

Student Code of Conduct

As the College's chief conduct officer, the dean of students strives to ensure that the rights of all students are equally protected and that all students are equally held accountable for their responsibilities as members of the College community. The dean also seeks to ensure that all disciplinary proceedings are fairly and fully implemented.

Specific information regarding student rights and responsibilities as well as a complete explanation of the campus disciplinary system are available in the Rules, Regulations, and Policies section of this handbook. It is the responsibility of all students to familiarize themselves with these policies.

Student Grievance Procedure

Situations sometimes arise in which students feel that they have been dealt with unfairly, that particular circumstances surrounding a policy decision requires special consideration, or that they have a complaint about the behavior/performance of a faculty or staff member. As a general rule, students should address their concern about a policy decision directly with the office responsible for administering the policy. Similarly, students should attempt to resolve their complaint directly with the person about whom they have a complaint. In the event that the student believes that a satisfactory resolution has not been reached, the student may bring his or her concern to the next immediate level of authority.

An unresolved complaint about the behavior/performance of a faculty member may be brought to the chair of the academic department in which the faculty member teaches. An unresolved complaint about the behavior/performance of a staff member may be brought to the attention of the person's immediate supervisor.

The student's academic advisor and the Office of the Dean of Students will assist students who have complaints or grievances and need help in determining the procedures to be followed.

At any time during the process, students who are uncertain of the proper channels to follow for a particular grievance or who would like guidance on a particular matter should contact the Office of the Dean of Students.

Purple Key Leadership Society

Each year, Emerson recognizes and honors a select group of senior students who are chosen by the College community for their leadership, service, scholarship, and commitment to civic engagement. The selection process is coordinated through the Office of the Dean of Students. Seniors who have a 3.0 GPA or better and are in good social standing are eligible to complete and submit an application for consideration. The selection committee comprises a cross-section of the campus community, including students, faculty, and administration. Recipients are recognized during the College's annual Recognition and Achievement Awards ceremony during the spring semester.

Max Mutchnick Campus Center

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

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

Campus Center Features and Services

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

Information Booth: The Campus Center 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.

Common's Café: Located on the second floor, overlooking the Boston Common, the café features a grill station, panini sandwich shop, and pasta and other dining stations. Eat your meal or snack in the seating area or take it with you. Board Bucks and EC Cash are accepted.

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

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

Organization Mailboxes and Club Cubbies: Recognized student organizations may request mailbox and club storage cubby space on Lower Level One (L1). Contact the Campus Center staff at campuscenter@emerson.edu for more details.

Off-Campus Student Lockers (undergraduate): Lockers are available to off-campus undergraduates for a \$10 fee per semester. Those wishing to rent a locker should inquire at the Lower Level One (L1) Campus Center Service Desk.

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

First Floor

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

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

Multipurpose Room (Capacity 55): This room can be set up in a variety of styles for small-scale events. This space is ideal for intimate shows, rehearsals, readings, guest speakers, screenings, receptions, training sessions, or other events. A range of audiovisual capabilities are available for most event functions. Sound/noise amplification policies apply during regular Campus Center business hours. Reservation requests are accepted beginning at the start of each semester, and must be made in person at the Information Booth at 150 Boylston Street.

Second Floor

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

Lower Level One (L1)

Cultural Center (Room #156) (Capacity 30): The Cultural Center primarily supports SGA-recognized cultural organizations and Multicultural Student Affairs by offering space for meetings, small performances, speakers, receptions, film screenings, and trainings. Other groups

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

Piano Practice Room #141 (Capacity 8): This space is designed for rehearsals and musical practice requiring solely a piano and non-amplified vocals.

Piano Practice Rooms #142A, #142B (Capacity 4): These small rooms are limited to use for rehearsals and musical practice solely requiring a piano and non-amplified vocals.

Resource Room #153 (Capacity 10): This room serves as an ideal space for student organizations without an assigned office space. There are two computer stations to be used for organizational event planning and communication. In addition to the two workstations, there are two tables and ten chairs to allow the Resource Room to be used as an additional meeting space within the Campus Center. Due to the proximity to group/organizational offices, the Resource Room cannot be used for rehearsals or auditions.

Cultural Center

150 Boylston Street (Room #156)

617-824-8642

emerson.edu/student-life

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

Student Activities Common

Located on Lower Level One (L1) of the Campus Center, 150 Boylston Street, the Student Activities Commons is home to a number of student organization offices, including: the Student Government Association (SGA); the *Berkeley Beacon*; Emerson's cultural organizations (ASIA, EBONI, AMIGOS, and Speak Up); EAGLE; EMCOMM; Emerson Independent Video (EIV); *Emersonian*; EVVY Awards;

Frames Per Second (FPS); *Gauge Magazine*; the Graduate Student Association (GSA); Greek Council; Musical Theatre Society (MTS); National Broadcasting Society (NBS); Radio and Television News Director's Association (RTNDA); and a shared print production space for *Developed Images*, *Emerson Review*, *EmMagazine*, *Gangsters in Concrete*, *Hyena*, and *Your Magazine*.

The Student Activities Common offers Emerson community members the opportunity to utilize three piano practice rooms, the Cultural Center, the Resource Room, off-campus student lockers, organization storage cubbies, organization mailboxes, and a mid-sized meeting room (L151).

Cabaret

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

Career Services

216 Tremont Street, 6th Floor

617-824-8586

emerson.edu/career-services

"In the beginning (I think like most of my friends), I was expecting them to find me internships, jobs, etc. But, when I spent time there and attended their workshops, I realized that they're doing something better; they were teaching me how to find internships by myself." —Student Quote

Career Services provides programs, services, and other resources to help you integrate and present classroom and co-curricular experiences in preparation for an internship, graduate school, or employment.

The Career Services team can help guide you along your unique career path. Whether you are a first-year student unsure about your career plans, a junior seeking an internship in your chosen field, or a graduating student starting your job search, Career Services can help.

From your first day at Emerson until long after you graduate, we encourage you to take advantage of all that Career Services has to offer students. These offerings include:

- Individual assistance with self-assessment, career exploration, career decision making, internship/job searching, résumé/cover letter writing and other career-related issues;
- An extensive resource library of communication- and arts-related career exploration materials, industry directories, tip sheets, and handouts;
- Career- and industry-related speakers, panels, and events;
- Résumé-writing, interview preparation, internship preparation, and other career-related workshops;
- Internship workshops, which are mandatory for all students seeking internships for academic credit (see “Internship Credits” under the Academic Standards and Resources section);
- Networking and mentoring opportunities with alumni and other industry professionals, including the Emerson College Board of Overseers Mentor Program;
- Assistance with internship and job search preparation, including mock interviews; and
- Online job and internship listings, internship fairs, and much more.

Counseling and Psychological Services

216 Tremont Street, 2nd Floor
617-824-8595
emerson.edu/counseling-center

Emerson Counseling and Psychological Services (ECAPS) is available for Emerson students to discuss with personal concerns, family problems, or other psychological issues. ECAPS serves as a resource to assist students in developing to their potential and removing obstacles that interfere with their success. To achieve this goal, a variety of services are provided, which include: short-term counseling and psychotherapy; support and therapy groups; crisis intervention; and psychiatric consultation for students in ongoing psychotherapy in ECAPS. If an assessment indicates that a student would benefit from more frequent or long-term therapy, the staff will assist the student by making a referral to local agencies, private psychotherapists, or psychiatrists.

ECAPS's clinical services are confidential. The staff considers issues of student privacy to be of utmost importance. No information is given to anyone, inside or outside of the College, without the student's knowledge or consent within the guidelines of professional ethics or as required by law.

Students are seen by appointment, 9:00 am to 5:00 pm, Monday through Friday (closed from 12:00 to 1:00 pm). Appointments may be made either by calling 617-824-8595 or by coming to ECAPS during office hours. In case of emergency when the center is closed, call 911 or call EC Police at 617-824-8888.

ECAPS provides the Emerson community with consultation, outreach, and training on a variety of topics relevant to improving students' lives and psychological health.

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

150 Boylston Street, 2nd Floor
617-824-8637
emerson.edu/student-life

Gay, Lesbian, Bisexual, Transgender, and Queer/Questioning (GLBTQ) Student Life is housed within the Division of Student Affairs, providing support services for GLBTQ students. The staff strives to enhance the quality of life for members of the GLBTQ community and their allies, recognizing that sexual orientation and gender expression work through and are influenced by race, ethnicity, gender, culture, age, class, faith, ability status, and other social characteristics. The director of multicultural student affairs and GLBTQ services and the advisor to the student organization EAGLE (Emerson's Alliance for Gays, Lesbians, and Everyone) provide consultation to students in the area of queer issues and work to provide education, information, and advocacy services. The staff is committed to maintaining a safe and inclusive atmosphere in which all members of the community are valued and respected.

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

Center for Health and Wellness

216 Tremont Street, 3rd Floor

617-824-8666

Fax: 617-824-7897

Email: healthservices@emerson.edu

Website: emerson.edu/health-center

The Emerson College Center for Health and Wellness (CHW) provides care for the immediate health needs of students and provides clinical evaluations and follow-up treatment, wellness counseling, and education services by appointment Monday through Friday during the academic year. The center's services and programs also reflect an effort to promote conditions in the academic environment that permit and encourage optimum physical, emotional, and intellectual development.

IF A MEDICAL EMERGENCY ARISES, contact 911. This will activate the city's medical emergency response team.

Entrance Health Requirements

Emerson College policy and Massachusetts state law require students to provide evidence of vaccination/immunity or meet the standards for medical or religious exemption for all required immunizations. Full compliance with the following items are required to be eligible to move in to on-campus housing and/or attend classes:

1. Entrance Health Form and Tuberculosis Risk Assessment Questionnaire
 2. State-Mandated Immunizations Requirements
- Measles/Mumps/Rubella (German Measles): Generally given as combined MMR vaccine. Two doses on/after the first birthday must be documented; doses must be at least 30 days apart (same applies if administered separately).

Students may be considered immune to measles, mumps, and rubella if:

- they present laboratory evidence of immunity
- they were born in the United States before 1957 (with the exception of all full- and part-time students with a Communication Disorders major)
- Tdap (Combined tetanus/pertussis): One dose within the last 10 years
- Varicella (Chickenpox): Two doses. If administered before age 13, there must be at least three months between doses. If administered at or over age 13, the two doses must be administered at least 30 days apart.

Students may be considered immune to varicella if:

- they present laboratory evidence of immunity
- they present a statement signed by a physician, nurse practitioner, physician assistant, or a designee that they have a reliable history of chickenpox disease (provide month/year)
- they were born in the United States before 1980 (with the exception of all full- and part-time Communication Science & Disorders students)
- Hepatitis B: Three doses. (Given as Initial; second dose given 30 days after first dose; third given four to six months after first dose. There must be at least two months between the second and third doses and a minimum of four months between the first and third dose.)

If you have not started this series, do so as soon as possible prior to enrollment as this series generally requires four to six months to complete.

If you have started but never completed the series, you do not need to start over; contact your clinician to complete the series.

If the next dose in the series is due after the start of the semester in which the student enrolls an extension will be provided to meet compliance. Additional fee applies.

Students may be considered immune to Hepatitis B if they present laboratory evidence of immunity.

- Meningococcal Vaccine: One dose of the polysaccharide vaccine (MPSV4) within the last five years, or one dose of the conjugate vaccine (MCV4) at any time in the past, or completion of the MDPH waiver indicating you have received information on the risk of meningococcal infection and have chosen not to be immunized.

Failure to demonstrate compliance with the pre-entrance health requirements by the July 1/January 4 due dates will jeopardize a student's enrollment and on-campus residency.

CHW Clinical Services: During the academic year, the CHW offers appointment hours Monday–Friday. Day and early evening hours are available (on select days/posted on the CHW website). Students are seen by appointment. Those wishing to schedule an appointment should call the center. Email can be used for non-urgent inquiries. Services include evaluation and treatment of acute illness, gynecological exams, STD screening, nutrition and health counseling, laboratory testing, health education outreach programs,

and referrals to other health professionals when necessary. Pregnancy testing and counseling as well as emergency contraception for students under age 18 are also available. Immunization clinics are held several times during the fall and spring semesters; clinic dates, times, and immunization fees are posted on eCommon and the CHW website.

The center is directed by a nurse practitioner. The staff includes nurse practitioners, a physician's assistant, registered dietician, and a wellness education coordinator. Emerson College contracts with a local supervising physician practice. The practice provides medical supervision and backup telephone/appointment access to students when the center is closed during winter, spring, and summer breaks, as well as availability to the RD staff for medical issues after hours. Emerson College is situated in an area within a half mile of the supervising physician's group practice and within two miles of five major hospital emergency rooms.

All visits to the center are confidential. Access/verification of protected health information regarding a student's medical records or confirmation of clinical appointments is prohibited without his or her written permission.

The center does not provide excused absence notes to faculty or coaches. If a clinician determines that a student's illness or injury requires alteration in class or athletic participation/attendance, the recommendation may be conveyed with the student's written authorization. Students should review the attendance policy in the Student Handbook and refer to individual guidelines provided by faculty or coaches.

When the center is closed, students should seek care for urgent or emergency medical conditions at one of the local emergency rooms. Non-urgent care should wait until the center reopens to avoid unnecessary bills. Residence hall students may request the RD on duty to contact the after-hours MD for advice. Should the student be directed to or wish to seek care at an emergency room, the Emerson Police Department can arrange for transportation from an on-campus site to the closest facility.

Medical Response Plan

Emerson College recognizes that students may have a medical condition for which they wish to establish a medical response plan and have it on record should a medical emergency arise. Establishing a medical response plan is voluntary and is not a requirement of the College. Students wishing to create a medical response plan may contact a staff member and obtain a request form from the following campus locations:

- Center for Health and Wellness, 216 Tremont Street, 617-824-8666
- Office of Housing and Residence Life, 80 Boylston Street, 617-824-8620
- Disability Services Office, 216 Tremont Street, 617-824-8415

Once a student completes the request for a medical response plan, it must be submitted to the director of the Center for Health and Wellness. The director will develop a medical response plan and consult appropriate College offices as necessary. In order to develop the plan, the student must submit medical or other documentation that can be used in creating the medical response plan. The director may be unable to create a medical response plan if the student does not supply the requested documentation. The director of the Center for Health and Wellness will review the plan with the student. The medical response plan will include information concerning the student's medical condition, symptoms, and procedures that faculty and staff are to follow in the event of a medical emergency.

A medical response plan is confidential and will be shared with faculty members as well as other individuals and offices of the College as designated and authorized in writing by the student. A copy of the medical response plan will be maintained in the student's medical record within the Center for Health and Wellness as well as with the EC Police Department, where it will be available to medical emergency personnel for the semester it is applicable. The EC Police Department will destroy the plan at the end of the semester for which it is applicable. The plan will be considered part of the student's medical record and maintained under the regulations governing medical record retention by the Commonwealth of Massachusetts.

The student is responsible for renewing the medical response plan each semester and for designating in writing the faculty members, individuals, and offices of the College who should receive the plan. To renew the medical response plan, the student must complete the request form and return it to the director of the Center for Health and Wellness each semester.

Insurance Requirements

Massachusetts law also requires all college students enrolled 3/4 time or greater (9 credits or more) to submit proof of insurance coverage. The Office of Student Financial Services sends all eligible students information on the College insurance program and premium fee prior to the tuition payment date. Those students without a waiver will be enrolled in the College insurance program and billed for the annual premium. The College-sponsored

health insurance program conforms to the requirements of the Affordable Care Act.

The CHW recommends that the subscriber of the student's insurance check with his or her insurer regarding coverage outside of his or her geographic area prior to submitting the insurance waiver. In order to be considered a "qualified/comparable" insurance program, it must meet the following criteria:

1. The health benefit plan provides to the student, throughout the school year, reasonably comprehensive coverage of health services, including preventive and primary care, emergency services, surgical services, hospitalization benefits, ambulatory patient services, and mental health services;
2. The services covered under the health benefit plan are reasonably accessible to the student in the area where the student attends school; and
3. The insurance must be underwritten by a U.S.-based insurer.

Responses to detailed insurance waiver questions are required to determine waiver eligibility. Students who meet the insurance waiver criteria must submit an insurance waiver form annually to the Student Financial Services Office by the designated waiver due date. Students enrolled in the College's Health Insurance Program are expected to be familiar with the plan benefits and requirements for coverage. Enrolled students are required to first seek care at the Center for Health and Wellness prior to referral to an outside specialist.

Wellness Education
216 Tremont Street, 3rd Floor
617-824-8597
emerson.edu/health-center

The wellness education coordinator (WEC) collaborates with other Student Affairs professionals and utilizes resources from a variety of campus departments and community organizations to coordinate student health and wellness programming. Topics include alcohol and other drug use and abuse, sexual assault and acquaintance rape, HIV and AIDS, sexually transmitted diseases, body image and eating disorders, and various other topics. The wellness education coordinator seeks to increase education and awareness concerning these issues with the goals of reducing problems associated with them and promoting activities that contribute to a healthy community. Wellness education programming focuses on responsible decision-making and empowerment through knowledge. The

wellness education coordinator provides training for resident assistants, oversees the alcohol and marijuana education program, and supervises the CHOICES peer alcohol educators.

Housing and Residence Life

80 Boylston Street, 1st Floor
617-824-8620
emerson.edu/student-life/housing-dining

The Office of Housing and Residence Life has overall responsibility for services and programs within the residence halls, and maintains all housing records including room assignments, contracts, room selection information, and residence life conduct documentation and response.

Emerson College's residence hall community is composed of a dynamic, diverse, and talented group of people. Within this community, the potential for learning and personal growth abounds. Educational experiences and possibilities exist through participation in the community and through interaction with other community members. Each student has a responsibility to be a part of developing and maintaining a community that is respectful of others and supports the academic mission of the College.

Residence Hall Staff

Residence directors (RDs) are full-time, professional staff members who are responsible for the overall supervision of the Housing and Residence Life program in their area. The RDs supervise the resident assistants (RAs) and front desk operation, act as advisors, respond to emergency situations, administer discipline cases, mediate conflicts, and advise Hall Council and Learning Communities. The RD maintains scheduled office hours and is available to talk with students about problems or concerns they may be experiencing. The RD is also available when an RA is unable to assist students in a matter. Resident assistants are upper-class or graduate students who report to an RD and have direct responsibility for the residents on a floor(s) or area of the residence hall. RAs are able to explain College policy and regulations, refer students to College services and offices, react to emergency situations, provide advice, sponsor programs, and act as a general source of support. The RA is the first contact for concerns; students should not hesitate to contact the RA when they are in need of any kind of assistance. If the RA does not have the answer, he or she will refer students to an appropriate source. Desk assistants are responsible for monitoring and enforcing hall security. They screen and log in visitors and verify the identification of guests signing in and out of the hall.

Desk assistants working from 7:00 am to 11:00 pm are selected and supervised by the RDs. Desk assistants working from 11:00 pm to 7:00 am are security guards contracted and supervised by the EC Police Department.

Description of the Residence Halls

Emerson College maintains four residence halls: the Little Building at 80 Boylston Street; Piano Row at 150 Boylston Street; the Colonial Building at 100 Boylston Street; and the Paramount Center residence hall at 555 Washington Street. For health, safety, and comfort reasons, all housing at Emerson College is smoke free. Smoking is prohibited in all Emerson College buildings and properties. This includes common areas, student rooms, and the archway outside of the Boylston Street entrance to the Little Building and the entrance area in front of Piano Row.

Little Building (LB), 80 Boylston Street

The LB is a 12-story residence hall that houses 748 students within single, double, triple, and quadruple rooms off a corridor as well as in single and double rooms within four-, five-, and six-person suites that share a living area and bathroom. Each floor has a lounge with a kitchenette and laundry facility. The main dining hall is located in the LB.

Piano Row, 150 Boylston Street

Piano Row is a 14-story building that houses 554 students in double occupancy rooms within four- and six-person suites that share a living area and bathroom. Residents also share lounges with kitchenettes on alternate floors and a centralized laundry facility. Piano Row houses the Max Mutchnick Campus Center and Brown-Plofker Gym.

Colonial Building, 100 Boylston Street

The Colonial is a 10-story building that houses 354 students in single and double rooms in three-, four-, five-, or six-person suite-like environments that include a shared bathroom. Residents share common lounges with kitchenettes and a centralized laundry facility.

Paramount Center, 555 Washington Street

The Paramount Center is a nine-story building that includes a residence hall on the upper floors, housing 260 students in double rooms primarily in four- or six-person suite-like environments that include a shared bathroom. Several stand-alone doubles are also available. Residents share common floor lounges with kitchenettes and a centralized laundry facility.

Learning Communities

Emerson's Learning Communities are an optional residential hall experience that offers students and staff the opportunity to participate in residential learning groups organized around common intellectual/creative interests related to the College's mission, or specific areas of growth and development. All Learning Communities are coed and

welcome first-year and upper-class students to participate, except for the STAR Floor, which is only open to incoming first-year students. More information is available at emerson.edu/student-life/housing-dining/learning-communities.

Active Living

The Active Living Learning Community is centered on being athletically minded and living an active lifestyle. Open to all students regardless of fitness level or prior athletic background, Active Living is a community dedicated to engaging in sports, physical activities, and a movement-filled lifestyle.

Whether it's a group morning run, pickup Frisbee game, volunteering for community service projects such as the Jimmy Fund Walk/Radio Telethon, or collaborating with student groups, students living in this learning community will develop leadership skills and become more involved on campus. We encourage you to join the Active Living Learning Community housed on the 11th floor of the Piano Row Residence Hall on a space-available basis.

Community Outreach (formerly Local Action)

For students excited to engage within the community, the Community Outreach Learning Community offers an open and welcoming space in which to build friendships, develop leadership skills, and deepen awareness of local and global issues. Through a variety of service activities and experiences, as well as floor programs, Community Outreach students will explore the city of Boston, make positive changes in their community, and connect these experiences to their academic learning, leadership development, and professional career.

Community Outreach's floor programs typically happen at least twice a month and help to broaden students' understanding of local and national nonprofits, service opportunities on and off campus, current events that relate to humanitarian and environmental work, and the importance of activism. These programs serve to enhance students' leadership skills and interest in their chosen field while in a safe, inclusive, and fun environment.

Residents will engage in service activities throughout the year that they will create and plan themselves, culminating in a year-end capstone project. The Community Outreach Learning Community resides on the eighth floor of the Little Building Residence Hall on a space-available basis.

Digital Culture

The Digital Culture (DC) Learning Community offers residents a new perspective on digital media. Living in this learning community provides you with an exciting opportunity to discuss and explore new technologies shaping our world.

Beginners, experts, and those in between can come together to share their ideas and insights on our increasingly digital world. The DC community will have the opportunity to utilize its skills to develop a creative project of its choice. Past projects have included: a student-run television show, digital media blog, and a digital media showcase. The Digital Culture Learning Community is located on the seventh floor of the Little Building Residence Hall on a space-available basis.

Film Immersion

The Film Immersion Learning Community is a great way to begin to network with others interested in the art of film and includes those whose interest is in writing, production as well as post-production. Regardless of experience or skill level, all that is needed to be a part of Film Immersion is to have a desire to be a part of the filmmaking process.

Students in the Film Immersion community will see guest speakers and participate in film screenings among other film-related programs. Students who choose this learning community will work together with the Writers' Block and Performing Cultures Learning Communities on an exciting first project, the Cornucopia of Creativity. The Film Immersion Learning Community is located on the fifth floor of Piano Row on a space-available basis.

Living Green

Few communities are defined by their commitment to conservation and sustainability, but that is precisely what residents will find in the Living Green Learning Community. There are so many issues at the forefront of today's environmental debate—pollution, sustainable food production, over-population, alternative energy, and recycling are just a handful of examples. The community consists of students ranging in experience with environmental causes as well as a variety of viewpoints on the issues. Our overall goal is to create a welcoming and dynamic space for open communication and open-mindedness.

Students in the Living Green Learning Community will participate in earnest and open discussions about environmentalism through an ethical, scientific, political, and sociological framework, community service, field trips, team-building, and an overall dedication to sustainable living. Some programming highlights in the past have been the Living Green Thanksgiving and the annual Lights Out program scheduled in tandem with Piano Row's Halloweek programming. The Living Green Learning Community is located on the third floor of the Piano Row Residence Hall, a LEED (Leadership in Energy and Environmental Design) certified facility, on a space-available basis.

Performing Cultures

Students who have an appreciation for performing arts or are performing artists themselves find a home in the Performing Cultures Learning Community. Whether a student likes the spotlight or thrives behind the scenes, the Performing Cultures Learning Community is the place where residents learn from others on the floor and make connections with student groups on campus.

Through workshops and field trips, students will be actively engaged in and exposed to both the Emerson and Boston arts scene. They will take their newfound skills and knowledge to execute their final capstone performance. Students in this learning community work together as a production team in order to produce a completely student-driven show that they create themselves. This exciting opportunity typically provides the Performing Cultures participants with the rare opportunity to gain hands-on experience in areas of directing, producing, stage management, house management, company management, box office management, marketing, choreography, music and vocal direction, props, hair and make-up, costumes, set design, sound design, and lighting design.

Suites on the seventh floor of the Paramount Center Residence Hall will be assigned to the Performing Cultures Learning Community on a space-available basis.

STAR (Students Taking Active Roles)

The STAR Learning Community is designed for new students who wish to live in a dedicated community consisting solely of fellow first-year students. Living on a "first-year only" floor, students develop lasting relationships with other students experiencing college for the first time. Residents become familiar with important College resources and have increased contact with the Student Affairs staff.

During the fall semester, residents will take a 1-credit non-tuition bearing course devoted to college transitions, which will be held on the STAR floor. Class topics include: college learning, relationships and emotional intelligence, general personal well-being, diversity awareness, and leadership development. Special activities focus on community building, success at Emerson, and involvement in the Boston and campus communities. The STAR Learning Community is located on the 10th floor of the Little Building Residence Hall on a space-available basis.

Wellness/Substance Free

Students living on the Wellness/Substance Free floor commit to leading a holistic, healthy lifestyle free of alcohol, nicotine, and other drugs. Open to all students, this

learning community comes together to share ideas, techniques, and programs surrounding being holistically well in mind, body, and soul.

Whether a well/substance-free lifestyle is new to you or something you have practiced for years, this learning community is a great place to learn, share, and experiment with wellness concepts and ideas that may not be familiar to you. These can include meditation, nutrition, breathing exercises, stress reduction, etc. Residents learn throughout the year how leading a substance-free lifestyle and making healthy choices can contribute to their success and contentment in college and beyond. This learning community is located on the fourth floor of the Colonial Building Residence Hall on a space-available basis.

Writers' Block

Members of the Writers' Block are a close community of new and experienced writers who strive for writing excellence in coursework, workshops, and community events. Open to all students regardless of major or experience level, the learning community comes together in an informal setting to share ideas about writing, to experience the vibrant literary landscape in Boston, and to practice their craft. Students in this learning community have a wide range of writing styles and interests, from slam poetry to avid zine collecting! Writers' Block has its own graduate assistant dedicated to coming into the Piano Row Residence Hall to facilitate workshops on a weekly basis.

Writers' Block produces a yearly literary anthology, which is created entirely by students. It also hosts writing-related events and fundraisers to showcase members' talent. Students who choose this learning community reside in the Writers' Block residential area (on a space-available basis) and participate in informal writing workshops in the residence hall.

All suites on the ninth floor of the Piano Row Residence Hall are typically assigned to the Writers' Block Learning Community. Should more people apply and be approved than can live on the ninth floor, additional housing for Writers' Block-approved students may also be provided on the 10th floor.

General Residence Hall Information

Absences

If a student intends to be away from the residence hall for an extended period of time, he or she should notify his or her RA. People will miss and worry about students who don't return to their hall. Also, in the event of an emergency, knowing students' whereabouts will enable us to get in touch with them.

Appliances

The following equipment is permitted in residence hall rooms: TVs, radios, clocks, stereos, fans, electric razors, hair dryers, heating pads, and computers. The following equipment is not permitted in residence hall rooms: halogen lamps, sun lamps, heating coils, air conditioners, water beds, electric frying pans, hot pots, coffee makers, toaster ovens, popcorn poppers, and other heating or cooking elements (including George Foreman grills). Refrigerator/freezer combinations are permitted provided the total size of the unit is no larger than a three cubic foot capacity. Microwaves are allowed, but are limited to 700 watts of cooking power.

Bicycles

See Appendix C: College Policies.

Check-In/Out Procedures

Room inventory forms will be filled out by the RA and student upon moving into and out of any room. When checking in, students should make sure that any and all room damages/concerns are recorded on the inventory form before signing it. Students are required to make an appointment with their RA to sign the inventory form and note changes in the condition of the room upon leaving.

When moving out of a residence hall, a student must notify the RD of the building, schedule a checkout appointment with an RA, and return all keys. Residents must move out 24 hours after their last final examination or by noon the day after final exams (whichever comes first), except graduating residents who must leave by noon the day after commencement. Rooms must be "broom clean." Residents are responsible for obtaining cleaning supplies for their individual rooms. A cleaning fee and improper checkout fee will be assessed if specified procedures are not followed.

Damage

Each student is responsible for the care of property in his or her assigned room, the residence hall, the lounges, and the bathrooms. Damages to rooms and furniture are the responsibility of the occupants of the room. Students will be charged for damage, repair, or replacement of College property. Residents are also responsible for the actions of their guests, and therefore responsible for any damage guests may cause.

All residents are responsible for common area damage of indeterminable cause, which occurs in their suites, on their floor, and in the residence hall. This means that all residents of a floor or building may be held responsible for payment to repair common area damage. Students witnessing common area damage are strongly encouraged to immediately report the occurrence to the RA, RD, or desk receptionist.

Dining Services

The Little Building Dining Hall serves full board plan meals. The Campus Center Café, Emerson's Café, Paramount Center, and the Paramount Café may be utilized by using Board Bucks, EC Cash, or cash. Additionally, any person entering the Dining Hall may use their meal allowance, Board Bucks, EC Cash, or cash. Any questions pertaining to meal plans may be addressed to Business Services located on the fourth floor of 120 Boylston Street. Guest meals can be purchased using Board Bucks, EC Cash, a guest meal, or paid in cash. No guest deductions will be made from regular meal plan allowances.

Please note the following Dining Hall policies:

1. Proper dress is required at all times: shirt, shoes, etc.
2. Dining Hall property (glassware, silverware, plates, trays, and decorations) must remain in the Dining Hall.
3. Proper conduct is expected of all dining hall patrons. All College and Residence Hall policies remain in effect in all dining areas and convenience stores. Inappropriate behavior will be reported and disciplinary action will follow.
4. Entrance into the Dining Hall without the purchase of a meal is prohibited.
5. Unless using a "meal to go," removal of food from the Dining Hall is prohibited.

Students wishing to change their meal plan must do so through the Student Services tab on eCommon during the add/drop period. All changes must be made prior to the end of the second week of classes of a given semester.

Emergency Situations

See pages 23–24.

Film and Video Shoot Guidelines

As a general practice, filming and videotaping is not permitted within the residence halls because of the potential for disruption to the community, fire safety and egress concerns presented by lights and other equipment, and building security concerns. Requests are only considered by the Office of Housing and Residence Life when they meet the following conditions:

- A single camera on tripod or hand-held or audio recording device is utilized.
- Shoot or recording will not interfere with residence hall activities or individual student privacy or activities.
- Maximum number of (combined) cast and crew is four people.
- No peripheral shooting equipment (Nagra, cables, lights, reflectors, C-stands, etc.) is permitted.
- The filming or videotaping occurs within the room of the resident making the request and does not spill out into the hallway.

- Filming or videotaping can only occur if the resident's roommate(s)/suitemates agree in writing to the filming schedule and activities.
- Furniture cannot be stacked or removed from the room or suite.
- The project must adhere to all College and residence hall rules and regulations (e.g., guest policy, prohibited items, hanging any items from sprinkler heads or pipes).
- Requests for filming or videotaping from off-campus residents will only be considered if the filming is scheduled to occur in the room of a cast/crew member and that resident agrees to serve as the host responsible for the project and any non-residents involved in the shoot.
- The students must strictly adhere to these guidelines as well as those established by TRF.

Students who wish to shoot film or video within the residence halls should contact the Office of Housing and Residence Life to request permission.

Kitchens

Kitchen facilities are limited. Kitchenettes are available in the Little Building, Piano Row, and the Paramount Center. Kitchens are available in the Colonial Building. Students should take care of the facilities that do exist, and exercise caution when using heating elements in the kitchen. Students are expected to clean up after themselves and stay in the kitchen at all times while cooking.

Laundry Machines

Each residence hall has coin-operated and ID-operated (e.g., EC Cash) washers and dryers. In consideration of other students, laundry should be taken out of a machine as soon as the cycle is complete. Washing machines may not be used for dyeing.

Lockouts

All students are issued a key to their residence hall room and, depending on where they live, keys to suite doors. Students are required to carry their keys with them at all times and they may not give/lend their key(s) to others at any time. If for any reason a student is locked out, he or she should attempt to find his or her roommate to gain entrance. If a roommate is not available and the lock out takes place between 8:00 pm and 8:00 am, the locked-out student should contact the RA on duty. If the lockout takes place between 8:00 am and 8:00 pm, the locked-out student should find an available RA or check out a spare key from the RD of that area.

Residents may not duplicate their key(s) for any reason. Students found in violation will be subject to disciplinary action including possible loss of residency.

If a student loses/misplaces a key, he or she will need to see his or her RD to obtain a loaner key. The student will be able to keep the loaner key for three days before a lock change is issued. This is to give the student time to locate the key. If the student loses a key over the weekend, the student will have to wait until the next business day to obtain a loaner key. However, the students living in the room should continue to lock their door when not in the room. After three days, a lost key will result in a lock change, and the student responsible for the lock change will have a \$75 change assessed to his or her student account.

Lost and Found

The front desk in each hall maintains a lost and found section. All lost items should be reported to the desk assistant on duty. All found articles should be turned in to the desk assistant or residence director.

Lounges

Lounges and common areas on residential floors are available for the use of the building residents, for floor meetings and programs, RHA and/or hall council meetings and programs, study, relaxing, etc. Lounges and common areas may not be reserved or used for student organization meetings, rehearsals or programs, or any meetings or activities that are disruptive to the living environment of the residence hall.

Lounge furniture is community property and is for all residents to use. Great care should be taken by all community members to maintain the condition of all residence hall lounges. Students who move lounge furniture to their rooms will be fined \$50 per piece per roommate. The Office of Housing and Residence Life reserves the right to levy such fines as many times as necessary to protect the rights of all residents. No one may utilize any hall lounge for overnight sleeping or storage of personal belongings.

Mail Services Information

All on-campus students are encouraged to provide their local mailing addresses and phone numbers to their friends and relatives as soon as they become known. **The Mailroom is unable to accept mail or packages for off-campus students.** In consideration of student privacy, the College does not routinely give out student names, addresses, or phone numbers. Mail is considered any item sent through the U.S. Postal Service. When addressing mail, the student's building code and room number must follow the student's name on line two of the address. It is very important that items sent through the U.S. Postal Service be addressed to each residence hall using the following format:

Little Building, 80 Boylston St. example:
Emerson College
John Smith RM T555
PO Box 9145
Boston, MA 02117-9145

Piano Row, 150 Boylston St. example:
Emerson College
John Smith RM R555
PO Box 9150
Boston, MA 02117-9150

Colonial, 100 Boylston St. example:
Emerson College
John Smith RM C555
PO Box 9155
Boston, MA 02117-9155

Paramount, 555 Washington St. example:
Emerson College
John Smith RM P555
PO Box 9160
Boston, MA 02117-9160

*** The actual street address of the residence hall should not appear on incoming mail.**

Incoming mail is sorted by student staff members. Mail may be picked up at designated mail boxes. Students can go to <http://tinyurl.com/ECmailforwarding> in order to complete an online mail forwarding request form. Please note: you must sign in using your Emerson login information.

Packing Shipping Address

Any package sent through a carrier other than USPS, such as FedEx, UPS, or DHL must be addressed in accordance with the following format:

Little Building, 80 Boylston St. example:
Emerson College
John Smith RM T555
120 Boylston Street
Boston, MA 02116

Piano Row, 150 Boylston St. example:
Emerson College
John Smith RM R555
120 Boylston Street
Boston, MA 02116

Colonial, 100 Boylston St. example:
Emerson College
John Smith RM C555
120 Boylston Street
Boston, MA 02116

Paramount, 555 Washington St. example:
Emerson College
John Smith RM P555
120 Boylston Street
Boston, MA 02116

* **The actual street address of the residence hall should not appear on incoming mail or packages.**

Please note that mailing and shipping use different addresses and ZIP codes.

Off-campus students are not allowed to use the Mailroom for package delivery. Packages will be returned to sender.

Mail Delivery

Incoming mail is sorted by mailroom staff members Monday through Friday, and delivered to students' mailboxes.

Mailroom

The Mailroom, located on the lower level of the Colonial Building, is open 9:00 am–6:00 pm, Monday–Friday. Please contact the Mail Services Office at 617-824-8594 with questions regarding mail policies and procedures.

The U.S. Post Offices closest to Emerson College are:

Back Bay Annex 133 Clarendon Street Boston, MA 02116 617-236-1330	Charles Street 136 Charles Street Boston, MA 02114 617-723-1951
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Lafayette Station 7 Avenue De Lafayette Boston, MA 02111 (Open 24 Hours)	Fort Point Station 25 Dorchester Avenue Boston, MA 02205
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Package Delivery

Student's packages must be picked up centrally in the main mailroom located at 100 Boylston Street. When a package is received from FedEx, UPS, DHL, etc., the recipient may pick up the package at his or her earliest convenience. Students must present a valid Emerson ID when picking up packages.

Change of Address/Forwarding Information

At the end of each semester, students can go to <http://tinyurl.com/ECmailforwarding> in order to complete an online mail forwarding request form. Please note: you must sign in using your Emerson login information. If a student does not complete the online mail forwarding request form, any mail received for him or her will be returned to sender. International students should provide a U.S. address if they would like their mail forwarded, since it cannot be forwarded outside the country.

For students who are moving off campus permanently, their mail will be forwarded for approximately three months to the address submitted.

Maintenance

All maintenance requests should be reported to the Facilities Management Department. Students should make maintenance requests on the Maintenance Request Call-In Line at 617-824-8880. Any lock changes or requests to move furniture must first be reported to the residence director.

Parking

There is no on-campus parking available to students. Parking garages in close proximity to the College can be very expensive. For this reason, most students do not bring a car to Emerson. The services of the Boston public transportation system adequately meet most students' transportation needs.

Personal Property

The College assumes no responsibility for loss or damage to personal property of students or their guests. This includes, but is not limited to, loss by fire, theft, water, or malfunction of electrical or mechanical systems. **Residents are strongly advised to obtain insurance to cover their personal property.** Students are also strongly urged to keep their rooms locked at all times.

If a theft occurs, it should be reported to the RD or RA, and the EC Police Department (617-824-8555) immediately. The College is not responsible for theft. It is advisable that students check with parents to see if coverage is provided by a homeowner's insurance policy.

Propping of Doors

Students often like to prop their room and/or suite doors in order to promote community and interaction with their neighbors. As long as the student is present in the room/suite and can clearly see the doorway, this practice can be positive. However, for safety reasons, students should never prop their doors if they are not present in the room or are asleep. Also, students within suites should not prop their suite doors unless they are in the suite common area and can clearly see anyone who might enter the suite.

Quiet Hours

Courtesy hours are always in effect. All residents and guests are expected to be courteous of one another at all times. Residents should be able to sleep and study in their rooms. All students should honor reasonable requests by any resident or staff member when asked that stereos, musical instruments, etc., be discontinued or toned down.

Quiet hours exist on the evenings of Sunday–Thursday from 11:00 pm to 9:00 am the following mornings, and on the evenings of Friday and Saturday from 1:00 am to 10:00 am the following mornings. Additional quiet hour guidelines for each floor will be discussed at floor meetings and at hall council and/or Residence Hall Association meetings. The Office of Housing and Residence Life reserves the right to adjust quiet hours on the advisement of floor communities, hall council, or the Residence Hall Association, as well as during finals. During quiet hours, noise should not be heard outside any room or between rooms. Any noise or sound that can be clearly heard outside one’s room, or any excessive noise heard in common areas (i.e., hallways, elevators, bathrooms, laundry rooms, lounges, and suite common areas) is prohibited.

Residence Hall Suites

Suites offer students the option of living in private clusters with one to five other students. The following policies apply to all on-campus suites:

- Students are responsible for cleaning and maintaining suite common area and bathrooms according to health and safety standards prescribed by the College.
- Students are responsible for supplying their own toilet paper.
- Custodial staff do not provide cleaning service to occupied suites.
- Residence Life staff will inspect suites regularly. Staff will leave written notice, informing suite residents that the site was inspected and the results of the inspection.
- No more than 15 non-suite residents may be present in a suite at any given time.

Room Assignments

Specific room assignments for new students will be made only after the nonrefundable/nontransferable enrollment deposit and housing application are submitted. Every effort will be made to honor preferences; however, the College reserves the right to assign rooms to students on a space-available basis.

Each spring, the College conducts a housing selection process for returning students (students residing in on-campus housing in Boston or at an Emerson College external program). Because there is a fixed number of on-campus beds available, the College reserves the right to limit the number of returning students eligible to participate in the room selection process for the following academic year. Student participants who are not covered by the Residency Requirement are required to pay a nonrefundable/nontransferable room reservation deposit, which is typically due in early to mid February. Specific housing selection information and procedures will be

distributed by the Office of Housing and Residence Life prior to the room selection process.

Students who live off campus may only obtain on-campus housing by adding their name to the housing wait list. Spaces for students on the waiting list are very limited, if available at all.

In order to retain a housing reservation, students must be pre-registered and have their account with the College in good financial standing by August 1.

Single rooms are limited. Students may place their names on the single room waiting list by stopping by or writing to the Office of Housing and Residence Life. Students must already have a room on campus in order to be on the single room waiting list. Students assigned to a single room may not place their name on the single room waiting list in an effort to obtain a different single room.

Room Changes/Switches

Room changes made during the term will be made for well-founded reasons only, and must be approved by the residence director and by the Office of Housing and Residence Life. However, no such requests will be considered during the first two weeks or last two weeks of the semester.

Students desiring a change of room must request a change from the residence director. However, there are a few things you should consider before requesting a room change.

- Look at yourself from your roommate’s perspective. Think about your background as compared to his or her background, your habits and his or her habits, your needs and his or her needs, etc.
- Take a look at how you might be able to compromise some of your present behavior.
- Communicate to your roommate the two things you’ve just done and ask him or her to do the same. Be objective and clear in your communication. The following model can be helpful to ensure clear and objective communication: “I feel (angry) when you (play your music loudly) because (it is difficult for me to study) so (please turn your music down).”
- Sometime later, set up a discussion time to go over what each of you has discovered and begin working on the compromises each of you will be making.
- If things do not seem to be working out after attempting the above, see your RA for further assistance.

Students are expected to reside in the room to which they have been assigned unless prior approval for change has been granted. Under no circumstances may a student move to another room without the permission of the RD. Unauthorized moves will be subject to disciplinary action.

The associate dean/director of housing and residence life reserves the right to change the room assignment or residence of any student if determined necessary.

Room Entry

The College reserves the right for its designees to enter and inspect a residence accommodation in the interest of the health, safety, and proper conduct of the residents, or the orderly and efficient administration and operation of the residential system, or to maintain or repair the premises. Entry may be made at any time, whether or not the resident is present, and without prior notice to the resident. Entry may be made if emergency circumstances warrant. Entry may also be made for the purpose of conducting non-emergency inspections and repairs. Residence Life staff members will conduct periodic health/safety inspections of all residence hall rooms, suites, and common areas.

The College reserves the right for its designees to remove, with or without prior notice, any substance or items kept on the premises in any manner prohibited by law and/or by the policies, rules, and regulations of the College. Any necessary cost of such removal shall be the responsibility of the student who introduced the prohibited substance or item. The resident will then be subject to disciplinary action.

Room Furnishings

The College supplies the basic furniture in each room: bed, dresser, desk, chair, wardrobe closet, and window shade. Students supply their own linens, pillows, blankets, towels, lamps, wastebaskets, and bedspreads.

Students may not remove College furniture from their rooms or move furnishings from one residence hall room to another. Students will be assessed for full replacement cost of furniture missing from their room at the time of checkout. In accordance with the City of Boston fire code, students living in residence halls are not permitted to hang curtains or bring any items of upholstered furniture into their rooms.

Lofting Beds: Some residence hall beds are bunkable. Students may use commercially manufactured bedrisers on non-bunked beds (6" maximum height). For safety reasons, all other lofting of beds including placing them on top of other furniture, building lofts, etc. is prohibited.

Rugs: Student bedrooms in the Paramount Center are not carpeted. For that reason, students are permitted to bring a rug into their Paramount Center room provided they meet the following stipulations pertaining to applicable fire safety standards.

Allowed:

- Only one rug per student bedroom is permitted.
- The total square foot size of the rug cannot exceed 20 square feet.
- Rugs should be made of synthetic materials or wool with low-medium pile height.
- Rugs must be labeled as having passed the "Pill Test."

Not Allowed:

- Any rug that is labeled "flammable" is prohibited.
- Shag rugs or high-pile rugs are prohibited.
- Rugs made of cotton are prohibited.
- Any rug with a total square foot size greater than 20 square feet is prohibited.

Please Note:

1. The residence halls have posted times of closing for each particular vacation. Early arrivals or late stays will not be allowed in any building under any circumstance.
2. During all vacation periods, residents are restricted from entering the residence halls.
3. As an extra measure of caution, it is advised that you take all valuables with you during vacation periods. Students will not have access to their building and/or room at any time during the break period.
4. An inspection of all rooms and furnishings may be conducted by the Office of Housing and Residence Life and/or the Facilities Management Department over vacation periods.
5. All students must follow the following closing procedures:
 - Sign out upon your departure.
 - Close and secure all windows in your room.
 - Unplug all electrical devices in your room.
 - Do not turn off your radiators.
 - Turn off all lights.
 - Empty all trash and perishable items before you leave.
 - Lock your door, and take keys and ID card.
 - Clean and defrost refrigerators and throw away any perishable food items.

Storage

Due to the limited space on campus, there is no campus storage available to students.

Telephones

While each room is wired for landline telephone service, there is a charge per semester to activate a line. Students must provide their own telephone if they contract for the service. Most students prefer to utilize their cellular phones and do not contract for this service. If you would like to know more about activating the landline in your room, please contact the Office of Housing and Residence Life for details.

Vacations

During the year, College residence halls will be officially closed during the vacation periods (e.g., Thanksgiving, winter break, spring break). However, one hall is scheduled to be kept open during the Thanksgiving and spring breaks for a small number of students who demonstrate need for housing due to extenuating circumstances. Students in such situations are required to apply and be approved for vacation housing by the advertised deadline dates. Because vacation housing is not covered in the Housing Contract, a nominal fee is charged for housing during vacation periods. Meals are not provided over the break periods.

Video/Film Showings

Federal video copyright law “restricts the use of videos to private showings and prohibits their public performance.” The Office of Housing and Residence Life offers guidelines for showing commercial copyrighted video and films in the residence halls. Failure to follow the guidelines puts the user at risk of violating federal law. Emerson College assumes no responsibility for students who do not comply with the guidelines. Abusers face possible fines, imprisonment, or disciplinary action. Video and film player devices are permitted for use in the residence halls provided the user follows the procedures prescribed below:

1. The audience may not be charged to view any videos/films.
2. All commercial videos/films must be shown in a private room (e.g., resident’s room).
3. Commercial videos/films may not be shown in a public area (e.g., lounge or hallway).
4. Educational films (e.g., those films licensed as educational films) or student-produced films may be shown in a public area.

Withdrawal from Residence Halls

Any resident who is planning to withdraw or take a leave of absence from the College should consult the Student Service Center for information and assistance necessary for his or her proper withdrawal or temporary leave from the College and residence hall. Be sure to notify the residence director of your plans so as to avoid any unnecessary problems (e.g., charges for improper checkout). Residents must complete a room inspection form, turn in their room key, suite door key (if applicable), mailbox key, and a forwarding address card with a staff member at the residence hall.

Students are responsible for room and board charges through the end of the semester in which they leave. See “Refund Policy” in the Student Finances and Insurance section for further details. Students who do not enroll at Emerson for the spring semester and fail to check out of their room will be responsible for room and board charges as spelled out in the financial section of this handbook.

Conditions of Residency

Housing Contract

The purpose of the Housing Contract is to enable the College to plan for the use of its housing facilities. The contract is binding and indicates clearly the terms under which both the student and the College must abide. Moving into campus housing constitutes a contractual agreement between the College and the student.

Eligibility to live in campus housing is contingent upon current enrollment and matriculation as a full-time student in an Emerson College undergraduate degree program. Requests for exception to this policy should be addressed in writing to the associate dean/director of housing and residence life for review.

The housing reservation deposit is both nonrefundable and nontransferable. The Housing Contract consists of room and an obligatory meal plan. There is no rebate for students who do not fully utilize their housing assignment and/or the meal plan.

The Housing Contract obligates the student to the residence hall commitment for the entire school year (this includes fall and spring semesters). If a student withdraws from the College after the fifth week of the term, she or he is ordinarily held liable for the housing and board charges for the entire term. See “Refund Policy” in the Student Finances and Insurance section of this handbook.

The College reserves the right to terminate a resident’s contract if a student’s behavior warrants such action. Students required to leave the residence halls as a result of disciplinary action will not receive a refund.

Students are encouraged to read their contracts carefully and to retain a copy for their records.

Residency Requirement Policy

Freshmen entering college for the first time in **Fall 2011 or a fall semester thereafter** are required to live on campus for their first four semesters at Emerson College, and may apply to live on campus for subsequent semesters pending availability of housing. Freshmen entering College for the first time in **Spring 2012 or a spring semester thereafter** are required to live on campus for their first three semesters at Emerson College, and may apply to live on campus for subsequent semesters pending availability of housing.

Transfer students entering Emerson College in Fall 2011 or after will be offered on-campus housing pending availability. If a transfer student wants to be considered for on-campus housing, he or she should submit a \$300 deposit to secure their space on the housing waitlist. When

considering transfer students for housing, their year of graduation from high school is taken into consideration. Transfer students who graduated from high school fewer than two years from their enrollment date at Emerson will be given priority pending availability of housing.

Students returning from a Leave of Absence (LOA) will be offered on-campus housing pending availability.

Housing Contracts extend through the full academic year (fall and spring semesters). Students living on campus in the fall semester are obligated to remain in on-campus housing for the fall and spring semesters. In addition, all resident students are required to purchase one of the College-sponsored meal plans.

External Programs or Approved Study Abroad Programs Freshmen and sophomores (students who entered Emerson College as incoming freshmen and have not yet completed four semesters of college) attending an Emerson external program or approved study abroad program are required to live in on-campus housing during the semester they are attending classes on the Boston campus. Because this is a condition of residency, freshmen and sophomores participating in an external program or approved study abroad program do not need to submit a \$300 housing deposit.

Juniors attending an Emerson external program or approved study abroad program will be given the option of either on-campus housing or living off campus during the semester they are attending classes on the Boston campus. Juniors who would like to live on campus during the semester that they are not attending an external program or approved study abroad program **will be required** to submit a \$300 housing deposit. Juniors will be contacted by the Office of Housing and Residence Life with more details regarding this option.

Students that entered Emerson as transfer students are not covered by the Residency Requirement. If you will be a sophomore or junior attending an Emerson external program or approved study abroad program during one semester and wish to live in on-campus housing pending availability during the semester you are attending classes in Boston, you may place your name on the housing waitlist by submitting a \$300 deposit.

The Office of Housing and Residence Life will contact all students who are attending an external program or approved study abroad program during the fall semester regarding housing options for the spring semester.

The College **will not** be able to provide on-campus housing for the majority of students beyond their fourth semester in college (which includes semesters attended at previous colleges). **If students wish to be considered to live on campus for their junior year, they will have an opportunity to pay a \$300 housing deposit and participate in the Rising Junior Housing Lottery; a limited number of students from the lottery will be offered spaces. A full explanation of the housing selection process will be communicated to all students in late January.**

Exemptions

Exemptions to the residency requirement may be granted by the Office of Housing and Residence Life (OHRL). Students seeking an exception must submit a Request for Exemption to Residency Requirement Form along with supporting documentation. Students are expected to pay room and board fees in full by published payment deadlines unless they have received a residency requirement exemption from the OHRL. If a student's request for exemption from the residency requirement is granted after payment is made, he or she will be issued a refund. A separate Request for Exemption to Residency Requirement Form is required for each year an exception is being sought. For consideration, the form must be received by OHRL no later than June 1 for new students scheduled to be in housing for the fall semester and no later than December 1 for new students admitted for the spring semester.

Exemptions are typically granted when:

- The student lives at home with a parent or legal guardian. If the student changes residence, it is her or his responsibility to promptly notify the Office of Housing and Residence Life.
- The student is able to demonstrate a financial hardship that would otherwise prevent him or her from attending Emerson.
- The student has a disability that precludes living in a residence hall. Documentation of the student's disability is required from a qualified professional (e.g., physician, psychiatrist, psychologist) who has direct knowledge of the student and his or her condition. This documentation must meet the guidelines described under the Disability Services Statement found in the Rules, Regulations, and Policies section of this handbook.
- The student is married, in a registered domestic partnership that is recognized by the state of Massachusetts, and/or is a parent with whom one or more dependent children reside.
- The student is 21 years of age or older prior to September 1 of the academic year in question.
- The student has served in the military as verified by a discharge certificate.

Housing Selection and Residency Requirement

During the spring semester of each academic year, the College administers a housing selection process for the following academic year. Students are automatically assigned housing selection appointment numbers if they remain covered by the Residency Requirement. All other students wishing to live in on-campus housing will be able to submit an application and \$300 deposit for consideration pending availability.

Failure to settle Emerson College accounts in full, obtain required vaccinations, or abide by the Code of Conduct can result in the loss of student housing. Students who are not able to fulfill the Residency Requirement due to their own actions, including failure to comply with College policies, may also be dismissed from the College.

If you would like more information and/or wish to fill out an exemption request form, you can download a PDF version on the Housing website.

Petitioning Release: Housing Contract

Students seeking release from their Housing Contract may petition the Food and Housing Petition Board. To initiate the process, a student must first contact the Office of Housing and Residence Life to pick up a petition and get further instructions. Petitions are typically reviewed four times per year, unless there is a sudden situation that arises and could not be foreseen. Please note that some students are covered by a Residency Requirement to live in campus housing as previously outlined.

To facilitate an orderly and clear process, the following guidelines have been established:

1. **To Be Released from the Housing Contract:**
To break the Housing Contract, the student must demonstrate his or her inability to remain in campus housing and the necessity of his or her release from the contract. Supporting evidence must accompany the petition in the form of medical/psychological documents, Student Financial Services statement, etc.
2. **To Be Released from the Meal Plan:**
To be relieved from participating in the meal plan component of the Housing Contract, the student must demonstrate an inability to eat in the dining hall due to medical and/or dietary reasons and that release is a matter of necessity. Supporting evidence must accompany the petition in the form of dietary/medical documentation, Dining Services statement, etc.

- a. Please note that in most dietary situations, the food service department will be able to accommodate special needs. Therefore, you should speak with the director of dining services before you petition or while you await your hearing.
- b. Students whose diets are restricted by religious conviction may appeal to be released from the Board plan. A letter and supporting evidence from a member of the clergy must accompany the petition.
- c. Conflict in schedule (e.g., work hours, extracurricular activities) will not be considered a valid excuse. The same is true for distance from the Dining Hall and time spent away from the residence hall due to other commitments. Special arrangements (e.g., boxed meals and special menus) are sometimes made to accommodate student needs.

3. Response to Petition for Release:

After a student has petitioned for release from the Housing Contract or the Meal Plan component of the Housing Contract, his or her petition and supporting documentation will be reviewed by the Food and Housing Petition Board. One of three possible outcomes will result.

- a. The petition will be found to lack sufficient grounds and will be declined;
- b. The petition will be approved and billing will not occur for the Housing Contract or Meal Plan component of the Housing Contract for that semester; or
- c. The petition will be approved and billing will be prorated based upon the date of release.

Emergency Situations

Bomb Threat

In the event of a bomb threat, the residents are notified. The authority in charge may require that the building be cleared immediately. Should this not be the case, any resident electing to remain in the building does so at his or her own risk. If a suspected explosive device is discovered, the building will be evacuated immediately. Follow fire evacuation instructions unless otherwise instructed by a College official.

At no time during the evacuation should any wireless device (e.g., cell phone, walkie talkie, or direct connect) be used to communicate while in the building. Please refrain from using such devices until you are away from the building.

Communicating Disaster or Crisis Information

See details in the Emerson College Police section.

Fire

If a student discovers a fire, he or she should:

1. Pull the nearest fire alarm.
2. Follow evacuation procedures.
3. Inform a College staff member of the exact location of the fire.

Fire Evacuation Procedures

Each residence hall is scheduled to have at least one fire drill per semester. Fire evacuation routes are posted in each residence hall. In addition, emergency evacuation procedures are shared with each student when moving into campus housing. You should consult with your RA or EC Police if you are unsure as to which exit you should use during a fire evacuation.

1. At the sound of a general alarm or a voice alarm indicating that your section of a building needs to be evacuated, all students should move quickly and quietly to the exit indicated for their area. Proceed through the exit in an orderly fashion to the exterior assembly area and await further instructions.
2. Elevators should not be used.
3. Students should wear coats and shoes for all fire alarms. Students should carry a towel to be used to cover their mouths and noses in case they encounter smoke. It is advisable to keep these items in an easily accessible spot near the door.
4. Students should lock their doors and carry their IDs and keys during a fire alarm.
5. Students who are away from their rooms when the alarm sounds should proceed to the nearest exit without returning to their room.
6. If an evacuation is not called for all floors of a building, students may not go to a floor that is not included in the evacuation notice.
7. When exiting the building, students should only cross city streets at designated crosswalks and when the traffic has to come to a complete stop.
8. Students who fail to follow evacuation procedures will be subject to disciplinary action.

Maintenance Emergencies

Both routine and emergency maintenance requests normally should be made directly to the Office of Facilities Management through its answering and routing service at 617-824-8880. Be sure to state the urgency of your request when calling in an emergency situation. In the event of a maintenance emergency, also contact an RA, RD, or desk assistant immediately. Requests for lock changes and anything regarding furniture movement must be made directly to the RD.

Medical Emergencies

In the event of a medical emergency that appears to be life threatening, call 911 immediately and then notify EC Police at 617-824-8888. For any other medical concerns, contact the Center for Health and Wellness at 617-824-8666 (Monday–Friday, 9:00 am–5:00 pm) during the academic year. After hours and on weekends and holidays, an RA, RD, or desk assistant can help connect you with assistance. If a staff member is unavailable, contact EC Police at 617-824-8888.

Psychological Emergencies

In the event of a psychological emergency that appears to be life threatening, call 911 immediately and then notify EC Police at 617-824-8888. For any other psychological concerns, contact Counseling and Psychological Services at 617-824-8595 (Monday–Friday, 9:00 am–5:00 pm) during the academic year. After hours and on weekends and holidays, an RA, RD, or desk assistant can help connect you with assistance. If a staff member is unavailable, contact EC Police at 617-824-8888.

Safety and Security Emergencies

In the event of a safety and/or security emergency, contact EC Police at 617-824-8888.

International Student Affairs

120 Boylston Street, 10th Floor
617-824-7858

emerson.edu/international-students

Students may visit the Office of International Student Affairs to have their immigration forms processed; receive advice regarding I-20's, practical training, work permits; and discuss issues related to academics, adjusting to the United States, and other personal concerns. Every new international student must schedule an appointment to meet with the director during the first two weeks of the semester to complete his or her file.

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.

Multicultural Student Affairs

150 Boylston Street, 2nd Floor
617-824-8637
emerson.edu/student-life

The director of multicultural student affairs is primarily responsible for cultivating involvement opportunities for historically underrepresented populations (including, but not limited to, African American, Asian American, Hispanic/Latin American, Native American and multiethnic) to maximize chances for their successful academic and social transition, integration, and retention at the College. The director is available to discuss academic, cultural, personal, and social concerns with students throughout their entire career at Emerson.

New Student Orientation

150 Boylston Street, 2nd Floor
617-824-8638
emerson.edu/student-life/orientation

Orientation is the time set aside before the start of each academic semester to acclimate new students to Emerson and the City of Boston. Activities and administrative functions are planned to assist students through advising, financial issues, registration, move-in, and many other transitional areas. Orientation also is a time for new students to meet each other. The purpose of the New Student Orientation program is to provide incoming students with a series of experiences designed to facilitate their successful social and academic transition to Emerson and the Boston community. Orientation seeks to connect them with their peers; familiarize them with campus facilities, resources, and support services; introduce them to the campus culture including community values and responsibilities; orient them to academic life including their faculty, curriculum and expectations; and expose them to co-curricular and extracurricular opportunities.

In summation, Orientation strives to help our new students begin to become more comfortable and better prepared to take on the various academic and social challenges associated with entering a new and unfamiliar environment.

The Orientation program also serves as a leadership development opportunity for our upperclass students that serve on Core Staff and as Orientation Leaders.

Off-Campus Student Services

150 Boylston Street, 2nd Floor
617-824-7863
emerson.edu/offcampus-housing

The Office of Off-Campus Student Services (OCSS) is committed to facilitating the successful civic growth of the College's off-campus student population. Through various programs and services, OCSS effectively connects and communicates with those Emerson students who reside with their families or in homes and apartments throughout the city of Boston. The work of OCSS is focused on providing off-campus students with non-College affiliated housing resources and co-curricular involvement opportunities that successfully support their academic lives. OCSS counsels and encourages off-campus students to serve as responsible roommates, tenants, and contributing members of the Greater Boston and Emerson College community. These and other services accessible to off-campus students are highlighted below.

Off-Campus Network: This group of students meets throughout the semester to discuss off-campus issues and to plan social and educational programs. OCN also publishes a newsletter, *The Traveler*, which contains information of interest and value to off-campus students.

Housing Workshops: OCSS sponsors housing workshops in the spring and summer to assist students with their housing and roommate search. These workshops will familiarize participants with the city of Boston and comprehensively guide them through the leasing process.

MBTA Discount Pass Program: OCSS offers this discounted transit program through the Massachusetts Bay Transportation Authority. Passes for subway, bus, boat, and commuter rail travel may be purchased twice annually (at an 11 percent discount; subject to change) through OCSS. Program purchase deadlines tend to fall in early August for fall transit and early January for spring transit.

Emerson Action Day: During the fall semester, the Emerson community comes together to give back to the city of Boston by participating in on-campus and off-campus service projects.

Property Insurance

Students living off campus are strongly encouraged to obtain insurance to cover their personal property. Whether they are on campus or off, their valuables should be insured against theft, fire, and water damage. Check with your personal property insurance to see if it will cover a student's belongings at college.

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. The center also supports the activities of Hillel, Newman Club, and Emerson Christian Fellowship. In addition to denominational activities, the center sponsors campus-wide projects each year including social action projects (e.g., Alternative Spring Break).

Student Activities

150 Boylston Street, 2nd Floor
617-824-8637
emerson.edu/student-life

The Office of Student Activities is committed to enriching the Emerson College experience through innovative programming, experiential learning, and community building. Students can expect a balance of support and challenge that aids in their social, emotional, and professional development. Our events seek to entertain and educate, providing Emerson students with a stress-free environment to relax, make new friends, and enjoy their time on campus.

With more than 80 student-run organizations, students have the opportunity to combine theory learned in the classroom with hands-on experience offered in the field. Students collaborate with fellow peers, staff, and faculty to help build a vibrant and inclusive Emerson community. Members of our faculty and professional staff serve as advisors to these clubs and organizations, providing students with guidance and mentorship.

The Office of Student Activities aims to give Emerson students the tools needed to be successful in and out of the classroom.

Emerson Mane Events

Emerson Mane Events (EME) is a team of students who develop and organize events and activities on campus that celebrate the diversity of our community, promote student

involvement, and foster collaboration among student organizations. EME members gain hands-on experience in all aspects of event planning, including booking, promoting, and management. Student organizations at Emerson College can request event planning assistance from EME. Past events include Tasty Tuesdays, Headphone Disco, the Laugh @ Comedy Series, Sassy Gay Friend, media analyst Jennifer Pozner, and more!

Family Weekend

The Emerson College campus is a unique home away from home for our students, and each year we invite family members to make it theirs as part of Family Weekend. This year's celebration of Emerson College will be held October 18–20. Family Weekend offers many specially planned events and activities including receptions, campus tours, interactive classroom presentations, the annual Talent Showcase, and the President's Breakfast. A student-led committee helps plan, coordinate, and organize the weekend's events. Discounted accommodations are available at select area hotels. A "Save the Date" card and information about online event registration will be emailed to all Emerson families in early summer. For additional information, please visit emerson.edu/familyweekend.

Emerson Recognition and Achievement (ERA) Awards

The Emerson Recognition and Achievement Awards celebrates the infinite accomplishments of student leaders and organizations within the Emerson College community. These students and organizations have contributed to the growth, development, and vitality of Emerson College in a variety of creative ways and this ceremony recognizes their achievements. The annual awards ceremony occurs annually in April and features a dinner, student entertainment, and the annual Crossing Over Ceremony.

Leadership Development

The Office of Student Activities is committed to helping students develop their leadership potential. From assisting with student organization retreat planning to individual one-on-one consultations, the office serves as a resource for both emerging and upper-class student leaders. Formal activities include the Emerson Leadership Academy, a day-long conference designed to give students the leadership skills they need to succeed on campus, as well as Strengths Seminar 101, a month-long class based on the StrengthsQuest typology.

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 director of student conduct to administer the College's conduct system in a fair and consistent manner. The office responds to misconduct on and off campus, including academic misconduct. The director is available to inform members of the Emerson College community of policies and procedures of the conduct system.

Student Life

150 Boylston Street, 2nd Floor
617-824-8637
emerson.edu/student-life

The Office of Student Life encompasses the areas of Student Activities, the Campus Center, Greek Life, Spiritual Life, GLBTQ (Gay, Lesbian, Bisexual, Transgendered, and Queer/Questioning) Student Life, Multicultural Student Affairs, Off-Campus Student Services, and New Student Orientation. The staff in each area are committed to the personal, social, cultural, and academic development of each student through programs, leadership opportunities, and services. The staff encourage students to think critically, actively participate, and apply what is being learned in and outside the classroom. It is the belief of the departments that engaging in co-curricular activities truly enriches a student's Emerson experience.

Student Clubs and Organizations

Student organizations that are recognized as official entities of the College may be supported financially through the Student Government Association or they may be recognized and supported by College departments.

Clubs and organizations, in cooperation with various College departments, are integrally involved in the majority of campus-planned activities and programs. Some of these major programs are New Student Orientation, Family Weekend, ERA Awards, the Spring Musical, the EVVY Awards, Senior Week, and more. For a full listing of student organizations on campus, please visit emerson.edu/student-life.

Student groups provide an excellent opportunity for members to gain life-long skills that they will find useful in their career and personal relationships. Through participation in clubs and organizations, students have an opportunity to develop communication, problem solving, decision making, organization, and leadership skills. Participation provides avenues to employ your academic learning and creative talents among your peers. Please note that students must be currently enrolled in a degree program at Emerson College and have paid the student activity fee in order to participate in student clubs or organizations. **To be eligible to apply and/or participate in**

student leadership positions in certain programs including Orientation, ERA Awards, and Family Weekend; and SGA-elected and -appointed positions, students must have a 2.7 GPA and be in good academic and social standing at the College.

Department-Supported Programs and Organizations

Department-supported programs and organizations have a membership and leadership of faculty, administrators, staff members, and/or students, and are governed by College policy. Examples of department programs and organizations include, but are not limited to, the following: Student Alumni Association, SAAC, WERS, EVVYs, Campus Activities Board, Freshman Class Council, Residence Hall Association and Hall Councils, Family Weekend Committee, Live SMART Committee, and Greek Council and Greek Letter Organizations. The sponsoring College department sets the direction for and supervises the progress of the program or organization.

Departments may, on behalf of their department programs and organizations:

- Allocate and provide access to storage or office space under their supervision.
- Assign an advisor to work with the program or organization.
- Book function and meeting rooms on campus.
- Include the program or organization on the department's website.
- Participate in the annual Organization Fairs as part of the sponsoring department's table display.
- Post fliers on campus noting the department as the primary sponsor.
- Post their events to the College's web portal.
- Promote the program or organization in the department's promotional material.
- Request a mailbox in the Campus Center.
- Request inclusion in the ERA Awards program.
- Request inclusion of the program or organization in this handbook at the time of editing each year.
- Sponsor a fundraiser for the program or organization; however, departmental programs or organizations typically are not assigned a separate account and must use the department as their "bank."

Departmental programs and organizations may submit an application to the Organization Recognition and Review Board for consideration to become an SGA-supported and -funded student organization. See SGA-Supported and -Funded Organizations in the following section.

SGA-Supported and -Funded Organizations

SGA-supported and -funded student organizations have **100 percent student membership**, and undergraduate students must hold all leadership positions. SGA-supported and -funded student organizations must be facilitated and directed by undergraduate students and must have a full-time faculty or staff advisor. In addition to College policies, SGA-supported and -funded organizations are also governed by SGA policies. Additionally, these organizations must also abide by the policies and procedures as outlined in the Student Organization and Advisor Resource Guide and Treasurer's Handbook.

All student clubs and organizations wishing to take advantage of campus services and facilities must be recognized by Emerson College. These services and facilities include:

- Use of meeting and activity space on campus, including, but not limited to, spaces in the Campus Center and Cabaret; Cultural Center; campus function rooms (e.g., Beard Room, Dining Hall, Bill Bordy Theater and Auditorium); and spaces managed by the Office of the Arts (Paramount, Tuft PPC, Majestic Theatre);
- Mailbox in the Campus Center;
- Inclusion in campus mailings;
- Use of leadership resource materials;
- Consultation with professional staff to assist in organization and program development;
- Listing in the Undergraduate Student Handbook, College Catalogue, College website, and other campus publications; and
- Eligibility to seek student activity fee funding through the Student Government Association. To apply for College recognition, your club or organization should submit the following materials to both the Office of Student Life and Student Government Association:
 - List of officers (names, local addresses, and phone numbers);
 - Name, address, and phone number of advisor (must be a current full-time Emerson faculty/staff member or administrator);
 - Organization's statement of purpose;
 - List of current members;
 - Statement on the contribution that the proposed group plans to make at Emerson; and
 - Constitution.

The materials will be reviewed by the "Organization Recognition Review Board" (ORRB). The ORRB is advised by the associate dean of students, chaired by the SGA vice president, and is composed of four student representatives and a faculty member. **Organizations may apply for recognition in the fall semester only.**

The president and advisor of the organization seeking College recognition may be asked to meet with the associate dean of students, Student Government Association vice president, and/or the ORRB to provide the organization with information regarding resources available and expectations. Contact the associate dean of students and/or SGA vice president for a schedule of ORRB meeting times.

The ORRB also serves as an investigative and advisory body to assist in the resolution of violations that may affect College recognition status.

To maintain status as a recognized student organization, organizations must reactivate each semester by submitting to the Office of Student Life an updated list of officers (names, local addresses, and phone numbers) and current advisor information. Any changes in officers, advisor, or organizational constitution during the academic year must be reported to the Office of Student Life as they occur. Organizations must also file an Anti-Hazing Form each semester. Failure to maintain active status for a period of two consecutive semesters will result in being placed on inactive status for one semester. If a group fails to return to active status during this time, it will lose College recognition.

Specific information regarding the recognition application process and policies may be obtained in the Office of Student Life. The recognition policy for Greek organizations is listed under "Fraternities and Sororities" in this section. Refer to the Student Organization and Advisor Resource Guide for additional information.

With recognition also comes responsibility of managing your organization's programs realistically within the limitations of existing resources and opportunities. The College seeks to support and encourage all student organizations in their creative process and will offer advice and assistance at every turn. We ask that you recognize that physical and financial resources are limited for both academic and co-curricular programs and seek your assistance in setting priorities and adjusting your plans as these limitations necessitate. We encourage you to seek the advice of both your faculty/staff advisor and the associate dean of students in setting your priorities and in managing your organization's plans.

Advisors

Each class council and organization must have a full-time Emerson faculty/staff member or administrator who serves as an advisor. This person acts as a liaison between the organization and the administration, a resource, source of advice, and co-signer of all financial forms. The selection/appointment of an advisor must be reported to the

associate dean of students and confirmed by the president of the College or his or her designee. The advisor must approve general plans, budgets, and specific expenditures. Requests directing disbursement of the organization's funds must be signed by the advisor, the treasurer, and president of the organization, the associate dean of students, the SGA treasurer, and, when amounts exceed \$1,000, by the dean of students.

Student Government Association (SGA)

Campus Center, Lower Level 1 (LL1)
617-824-8686

The Student Government Association was formed to "establish an effective student government, represent student interests, establish and facilitate all student organizations, act as a liaison between the student body, the administration, and the Board of Trustees, and promote and protect the rights of the students..." In coordination with the Office of the Dean of Students, the SGA allocates and monitors funds to student organizations and plans and executes student activities and programs for the campus. It also actively states the needs and protects the rights of the student body. Elections are held every spring to fill positions for the next academic year. Any full-time enrolled undergraduate student who meets the candidate criteria is encouraged to run.

SGA Executive Joint Session

The Executive Council is one of two student legislative bodies and is composed of the four executive officers of SGA, the four class presidents, all elected departmental senators, and appointed commissioner positions. The Council oversees the activities of all student organizations funded through the SGA and works closely with the administration on issues concerning campus/student life. In serving as a liaison between the students and College faculty and administration, it is responsible for decisions dealing with the allocation of student funds, formation of ad hoc committees, initiating and carrying out legislation, and dealing with student interests and concerns.

SGA Student Senate

The second branch of the SGA is composed of one senator from each class and one senator from each major department. The Student Senate works with the SGA Executive Council on all issues concerning campus student life. The Senate also works to promote issues that effect student involvement as citizens of the College community. The Senate meets regularly and all students are welcome to attend.

Class Governments

Each year, classes elect officers to represent them in student government matters and facilitate co-curricular and social

events. Elections for sophomore, junior, and senior class officers are held in the late spring for the following academic year, and freshman class elections are held toward the end of the fall term. The four class presidents serve on the SGA Executive Council.

Freshman Class (2017) to be elected in early December

Freshman Class Council meets weekly to develop a class constitution, plan programs, learn about getting involved at Emerson, and prepare for leadership positions. Students interested in running for a class office their first year will find that participation in and successful completion of the Freshman Class Council certification program beneficial as they foray into collegiate leadership positions. All first-year students are invited to get involved. The Freshman Class Council certification program is facilitated by the associate dean of students.

Sophomore Class (2016)

Responsibilities of the sophomore class officers include: class meetings, newsletters, and programs.

Junior Class (2015)

Responsibilities of the junior class officers include: assisting with the selection of Who's Who Among College and Universities representatives, marshalling at Commencement, newsletters, class meetings, and programs.

Senior Class (2014)

Responsibilities of the senior class officers include: assisting with Commencement planning and related activities, Senior Week activities, newsletters, class meetings, and programs.

All-College Assembly

The Assembly is an all-College meeting open to the entire Student Government Association, which consists of all full-time, matriculated undergraduate students. It is an initiating, legislating, and vetoing body. Each member has one vote. Active student participation is essential to meeting the changing needs of Emerson students. Meetings are called as deemed necessary by the SGA president.

Financial Advisory Board (FAB)

The Financial Advisory Board consists of the treasurer of SGA (chair), one student from each class, the SGA advisor and dean of students or his or her designee. The Board meets with and reviews all student organizations requesting student funds. Based on this review, the FAB makes recommendations for the annual budget which is presented to the Student Senate and Executive Council for approval. The SGA treasurer and associate dean of students must sign all student activity financial transactions.

Recognized Student Organizations

Organizations are categorized by Cultural, Greek, Performance, Political, Service and Social Advocacy, Print and Publishing, Professional Affiliated Chapters, Programming and Special Events, Spiritual and Religious, Student Governance and Councils, and Visual and Media Arts. For a full listing of currently active student organizations on campus, please visit *emerson.edu/student-life*, or contact the Office of Student Life. All recognized student clubs and organizations may be contacted through their organization's assigned mailbox located in the Campus Center at 150 Boylston Street.

Cultural

Amigos

Cultural Center
150 Boylston Street
617-824-8642

Amigos ("friends") is Emerson's cultural organization that is dedicated to bringing Latin culture to campus. Amigos is a multicultural group that welcomes anyone who has an interest in the variety of cultures that Amigos stands for. Through continuous programming throughout the school year, Amigos brings a variety of speakers, performers, food, and activities that embody the many Latin and Hispanic nations and cultures. Amigos also networks and collaborates with other Boston-based Latin organizations as well as other student-run organizations. One of the annual events that Amigos takes part in is a Latino conference that is sponsored by BILAN (Boston Intercollegiate Latin American Network). If you are interested in getting involved, Amigos has many leadership opportunities that members may get involved with throughout the year.

Asian Students for Intercultural Awareness (ASIA)

Cultural Center
150 Boylston Street
617-824-8642

Emerson's Asian Students for Intercultural Awareness (ASIA) was officially recognized as of Spring 1993. This organization was founded to provide awareness of the vast cultures present within the Asian community. ASIA is dedicated to becoming 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.

ASL Emerson

ASL Emerson is an organization that was created to learn about and promote the awareness of deafness and sign language as a form of communication. This is done through regular performances and workshops that incorporate

music, poetry, dance, and the performing arts with sign language. Membership is open to all students, regardless of major or related experience.

Emerson Alliance for Gays, Lesbians And Everyone (EAGLE)

Campus Center
150 Boylston Street

EAGLE was established to promote visibility and acceptance of queer culture throughout the campus and community. Membership is open to any student who is interested in aiding others with a personal acceptance of homosexuality. The group sponsors social, academic, and awareness functions for the community on issues relevant to queer culture.

Emerson's Black Organization with Natural Interests (EBONI)

Cultural Center
150 Boylston Street
617-824-8642

Named Organization of the Year for 2007–2008, 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 such programs 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 International (EI)

International Student Affairs Office
216 Tremont Street
617-824-7858

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 increase cultural awareness within the College community. Made up of students of diverse backgrounds and interests, EI provides social and educational programs while serving as a resource for projects identified by the International Student Affairs Office.

Speak Up!

Cultural Center
150 Boylston Street
617-824-8642

Recognized in Fall 2007, the purpose of Speak Up! is to promote racial awareness on campus through activities, projects, and dialogue.

Greek

Greek Organization Recognition Policy

The responsibility of reviewing and accepting new Greek organizations is one of the three main reasons that Greek Council exists. A new organization wishing to become a member must meet with Greek Council and state its intent. The statement must include a purpose, a constitution, affiliations, prospective members, identify founders, and provide advisor information. The group must also meet with the Student Life Greek advisor and at that point the group will be advised of the mandatory criteria. (See Student Organization and Advisor Resource Guide for more information.) The probation period will last one semester in length, and conclude with a vote of the general body of Greek Council and recommendation to the associate dean of students or her or his designee. The Greek Council will recognize the probationary period the semester immediately following acceptance of a group's application. The following organizations are currently active:

Alpha Epsilon Phi

Alpha Epsilon Phi is a national sorority founded in 1909 to promote esteem and sorority fidelity. AEPi Beta Alpha Chapter is composed of a diverse group of women brought together by their common values of honesty, philanthropy, scholarship, leadership, tradition, pride, fun, sisterhood, and growth. As a social sorority, AEPi organizes sister and Emerson events as well as devotes time to local and national philanthropies. The sisters of the Beta Alpha Chapter at Emerson are especially dedicated to the fight against breast cancer, raising thousands to help the cause. As a national sorority, AEPi works with other local chapters and participates in AEPi's annual National Convention. Alpha Epsilon Phi provides a lifetime bond of friendship and sisterhood.

Alpha Pi Theta

Alpha Pi Theta is a local social fraternity with goals of brotherhood, love, and trust. The brothers have carried on that tradition through their spirit, enthusiasm, and dedication to the College. The brotherhood is actively concerned with the welfare of the fraternity and of the College. Theta sponsors various social events on campus.

Kappa Gamma Chi

A professional sorority founded at Emerson in 1902, Kappa is committed to serving the College and local community. The sisterhood fosters the ideal of nurturing professional, strong, and independent women. The sisters expect and

demand the highest and best standards for every active member. Named Organization of the Year for 1999–2000, Kappa feels this responsibility has been potent in making the society count as a valuable asset to the school.

Phi Alpha Tau

Founded in 1902, Phi Alpha Tau is the nation's oldest professional communicative arts fraternity. Originally created to foster debate, Tau has evolved with Emerson over the past 100 years to include all areas of the communicative arts. The fraternity gives the Joseph E. Connor Award to outstanding leaders in the communicative arts and hosts the Public Conversation.

Sigma Alpha Epsilon

The Sigma Alpha Epsilon national fraternity was colonized as local chapter Phi Alpha on April 22, 1999, after a 13-year formation period. Sigma Alpha Epsilon brings a 143-year tradition of serving its member schools and communities through various social and charitable endeavors.

Sigma Pi Theta

Sigma Pi Theta has emerged as a support group for women. The sisters are dedicated to stimulating unity, growth, support, and awareness among the women of Emerson College. They encourage the growth of the individual, the sorority, and the Emerson College community via workshops and activities held throughout the year.

Zeta Phi Eta

Zeta Phi Eta, established at Emerson College in 1908, is a national professional coed fraternity in the communication arts and sciences. Founded at Northwestern University in 1893, Zeta Phi Eta is the oldest national group of its kind. Since that time, Zeta has bonded together individuals committed to high standards in the communication arts and sciences, while providing opportunities for sharing professional interests through worthwhile activities. The sisters and brothers of Zeta Phi Eta are strongly involved with the campus community, in addition to working with many outside organizations such as the AIDS Action Committee and the American Cancer Society. In 1995, Zeta received national recognition through the Campus Chapter Achievement Award.

Performance

Acappellics Anonymous

Recognized in Spring 2009, the purpose of this organization is to provide alternative performances for and foster

greater musical appreciation among the Emerson community and to provide its members with an outlet for artistic expression and growth. This organization combines elements of both music and scripted performance.

Chocolate Cake City

This group serves as a creative outlet for writers, actors, film, and production students as a means to unite all Emerson College majors to produce a comedy show. The aim is to explore the many forms of comedy and thus create a varied, original, and most importantly, funny show.

Emerson Comedy Workshop (ECW)

Founded by Denis Leary and Eddie Brill in 1976, ECW's purpose is to explore any and all types of comedy. ECW performs two shows of live/video sketch comedy per semester along with performing at special events and in the all-troupe shows. Membership is open to all full-time undergraduate students after completing the audition process and being selected to be an actor, writer, or videographer.

Emerson Dance Company (EDC)

Named Organization of the Year for 2008–2009, the Emerson Dance Company (EDC) is a student-run organization whose sole purpose is to foster dance as an art form. All Emerson College students, regardless of dance experience, are welcome to become involved with the organization. The company works with all forms of dance and movement. Styles include jazz, tap, ballet, contemporary, modern, lyrical, hip-hop, and more. Each semester, EDC produces a showcase featuring new works by student choreographers.

Emerson Poetry Project (EPP)

Named Organization of the Year for 2012–2013, the Emerson Poetry (EPP) is dedicated to building a community of writers who want to share their original work, receive helpful feedback, improve in craft, and develop through the medium of performance poetry. Every voice is important, and EPP provides an open environment in which anyone and everyone is welcome to contribute. The group holds weekly meetings consisting of open mics, slams, featured poets, and workshops.

Emerson Urban Dance Theater (EUDT)

Recognized in Spring 2012, the purpose of the EUDT is to use hip hop, tap, modern, and related dance styles as dynamic narrative tools.

Inside Joke

Recognized in Spring 2013, Inside Joke's mission is to provide an outlet for Emerson stand-up comedians to perform for their peers, engage with their community, and

hone their craft. The only prerequisites for membership is having a passion for stand-up comedy and a desire to perform.

Jimmy's Traveling All Stars

A technically oriented comedy group founded in Spring 1999, Jimmy's Traveling All Stars seeks to promote comedy through use of both live and taped sketch performances, with a preference toward video.

Kidding Around

Named Organization of the Year for 2009–2010, Kidding Around is Emerson's theatre group that performs and provides unique theatre experiences exclusively for children. It performs on campus and at local schools and after school programs where it creates an "interactive" theater environment with children of all ages. Emerson students are encouraged to become directors, designers, producers, actors, writers, and media persons.

Mercutio

This is Emerson's only dramatic theater troupe that explores all facets of producing, teaching, and performing theater. It opens its membership doors to anyone interested in stage managing, producing, directing, and teaching.

Musical Theatre Society (MTS)

Campus Center
150 Boylston Street

The Musical Theatre Society of Emerson College exists to provide and support the production of musical theater for entertainment, education, and cultural enrichment of the Emerson College community. The goal of the organization is to make available to all Emerson students the opportunity to realize and develop their talents through the performing arts. MTS currently puts on both a fall and spring musical as well as staged readings and concerts. In addition, MTS provides workshops and master classes and social events throughout the year.

Noteworthy

The purpose of this organization, created in Fall 2002, is to promote creativity, education of music and diversity with regards to the a cappella Scene at Emerson and in the Boston community. The group provides entertainment for a variety of on- and off-campus events.

Rareworks Theater

Named Organization of the Year for 2004–2005. The purpose of this organization is to support seven to eight theatrical productions per year. Productions are fully produced, directed, managed, and otherwise staged solely by students of Emerson College and include musical theater, straight plays, student-written pieces, and experimental theater. The mission is to provide professional theatrical

opportunities to the Emerson community by producing new, provocative, and “rare works.”

Shakespeare Society

It is the mission of the Emerson College Shakespeare Society to set the standard for classical theater at Emerson College through productions that are thought provoking, engaging, and of high caliber. The society desires to unearth the truths in Shakespeare’s canon and present them in a contemporary context with the aspirations of cultivating a greater awareness of classical texts.

Stroopwafel

Recognized in Spring 2011, Stroopwafel’s goals are to give actors, comedians, and performing artists an outlet for self-expression through an improvised medium; to bridge the gap between audience and performer by encouraging spectators to actively participate in creating comedic theater; and to hone the skills required for success in the fields of communication and the performing arts through live interaction, collaboration, and spontaneous forensics. In short, its ultimate goal is to provide a community that will motivate and inspire students to inform, influence, and affect a target audience through the sole use of imagination and intelligence.

Swolen Monkey Showcase

This tight-knit group performs written and improvised material throughout the year. A small group of comedians work together to perform multiple improv shows, as well as an epic play, sketch show, and/or extravaganza at the end of every semester. Auditions are held every year or so for students interested in all of it (performers, writers, and winners).

The Girlie Project

Recognized in Spring 2005, the purpose of The Girlie Project is to promote female performers, writers, and directors in the world of comedy. Membership is open to both women and men of all majors to create monologues, sketches, films, dances, and more in a noncompetitive environment.

“This Is Pathetic”

“This is Pathetic” theatrically explores the personal, uncomfortable, disturbed, and sometimes inappropriate aspects of life. By placing these events of life in an experimental comic atmosphere, it is easier to understand just what we never want to. Open auditions are held annually.

Political, Service, and Social Advocacy

Communication, Politics, and Law Association (CPLA)

Named Organization of the Year for 2011–2012, the mission of CPLA is to awaken students’ passion for communication,

politics, and law and to turn their political interest into political action.

Earth Emerson

Earth Emerson works to promote environmental awareness and stewardship and to better the campus, community, and global environments through student action. Annual activities include cause fundraisers, benefit concerts, recycling, hiking, community clean-ups, and campus greening projects.

Emerson College Democrats

The Emerson College Democrats is an organization dedicated to promoting Democratic Party politics, educating the Emerson College student body, and creating and maintaining a lively political atmosphere to promote Democratic awareness.

Emerson College Republicans

Recognized in Spring 2013, the Emerson College Republicans is dedicated to representing the Republican Party within the student body of Emerson College, to promote interest and active involvement in the Republican Party, to bring politically stimulating events, activities, and speakers to the student body that promote political dialogue, and to encourage civic engagement.

Emerson Feminists

Recognized in Spring 2012, Emerson Feminists has been organized to raise awareness of gender inequality at Emerson College and beyond by developing and promoting educational campaigns regarding issues relevant to campus activism and student life. Emerson Feminists also works to build coalitions with other progressive groups, as a means to promote and uphold our set of key values, including gender equality, eradication of rape culture, LGBTQQIAA advocacy, challenging patriarchal constructs, supporting multiculturalism, and promoting healthy attitudes and practices concerning sexuality.

Emerson Peace and Social Justice (EPSJ)

Emerson Peace and Social Justice (EPSJ) is a non-hierarchical group of dedicated students working toward social and economic justice in the Emerson community, Boston, and beyond. Emerson Peace and Social Justice advocates and educates in many areas, promoting a positive change in its environment, particularly in the areas of social justice and equal opportunity, community-based economics, ecological wisdom, tolerance, diversity, nonviolence, and feminism.

Imagine Students Reaching Out

Imagine Students Reaching Out focuses on involving Emerson students with local community service projects. The idea is that while helping others, members develop leadership skills, have fun, and enrich the lives of others.

Print and Publishing

Artful Comics

Artful Comics is a literary magazine promoting comics as a creative medium and art form. The student-run anthology exhibits contemporary short comics with a literary bent, and fosters an on-campus community of comic artists, writers, and enthusiasts.

Atlas Magazine

Recognized in Spring 2013, *Atlas Magazine* promotes the education of students in the areas and fields of journalism, magazine writing, blogging, editing, publishing, design, photography, marketing, and leadership. *Atlas* also provides Emerson students with support for reaching their career goals and strives to be an accurate representation of the Emerson community as a whole.

The Berkeley Beacon

Campus Center
150 Boylston Street

Created in 1947 and issued every week during the academic year, *The Berkeley Beacon* is a college newspaper that is student produced. All staff positions are open to students.

Developed Images

Named Organization of the Year for 2005–2006, *Developed Images* is Emerson's only creative black and white photography magazine that showcases the talents of students. *Developed Images* is published annually and will accept submissions from anyone in the Emerson community.

Emerson Review

Campus Center
150 Boylston Street

This award-winning literary magazine is edited by undergraduates and issued biannually. It includes short stories, poetry, articles, and reviews by students, as well as works solicited from graduate students, faculty, and guest authors.

em magazine

Recognized in Fall 2007, *em magazine* is Emerson's only lifestyle magazine dedicated to providing the student body with interesting and informative articles written by and for Emerson students. It covers everything from looks and relationships to features, fitness, entertainment, and Emerson news. Currently online and in print.

Gangsters in Concrete

Campus Center
150 Boylston Street

Gangsters in Concrete is a biannual student publication that encourages experimentation, exploration, and enthusiasm in the writing and reading of poetry and prose. *Gangsters* also sponsors workshops, seminars, and readings.

Gauge

Campus Center
150 Boylston Street

Gauge is a student-run, design-oriented magazine completely produced by and for Emerson College students. Its goal is not only to incorporate the various fields of study offered at Emerson into a singular publication, but to also push the boundaries of the magazine format.

Hyena

Emerson's humor magazine, *Hyena*, was founded in 1979. It is one of the outlets open to the Emerson community for humor, both written and visual. All types of positions are available; anyone interested in humor, publishing, and printing should contact *Hyena* via its mailbox in the Campus Center.

Stork Magazine

Recognized in Spring 2005, *Stork* is a biannual fiction journal dedicated to demystifying the publishing process and improving student writing. *Stork* is founded on the idea of communication between editor and writer and provides an outlet for budding writers to take their work to the next level.

The Emersonian

Campus Center
150 Boylston Street

The Emersonian, the College yearbook, is a permanent chronicle of the days, people, places, and events of the academic year. Students can gain experience in photography, advertising, layout, or copy editing in producing the book.

Thread

Recognized in Fall 2007, *Thread* exists to provide Emerson College students with the opportunity to publish their works of the script and screenplay format in a high quality, professional anthology. It also offers the unique element of having a work of visual art accompany each published script. With the idea that screenplay is an ultimately visual medium, *Thread* attempts to showcase a drawing, sketch, painting, etc. of the same feel and tone along side each script. *Thread* also provides scriptwriters and playwrights with the chance to move their script to the next stages in production with the annual staged Reading Night and ties with on-campus groups.

Undergraduate Students for Publishing

Recognized in Fall 2006, the purpose of Undergraduate Students for Publishing is to educate Emerson undergraduates about careers in publishing by inviting professionals to engage in discussion with students about their work. The club will host panels of professionals to speak about their specific job and give students advice on how to start their own career in publishing. In addition to this, the executive members will hold informational meetings to teach members the publishing vocabulary, give them resources on the publishing world, and generally keep them aware of the current events of the business.

Your Magazine

Recognized in Spring 2012, *Your Magazine's* goal is to promote education of the magazine and media industry by giving students the opportunity to create content for a monthly publication targeted at students at Emerson and around Boston that focuses on the lifestyle of an urban college student, and to create content that is relevant to the Emerson community. Staff are always conscious of bringing content to our readers that they want to read.

Professional Affiliated Chapters

American Marketing Association (AMA)

Emerson College's Collegiate Chapter of the American Marketing Association, known as American Marketing Association at Emerson College, is an international organization for undergraduate and graduate students who wish to be involved in the marketing field. The main objectives of our chapter are: to enhance student education through a variety of marketing workshops, speaker series, and seminars; to assist in the development of members' professional skills; to provide members with opportunities to interact with other collegiate chapters in the Boston area; and to provide networking opportunities to our members.

Audio Engineering Society (AES)

Recognized in Spring 2009, the purposes and objectives of the Audio Engineering Society, Inc., Emerson College Student Section shall be: The diffusion and increase of educational and scientific knowledge in audio engineering, and the promotion and advancement of this science and its allied arts in both theoretical and practical applications; the stimulation of interest in audio engineering, the encouragement of the interchange and intercourse of ideas among its members, and the promotion and maintenance of high professional standards among its members in this section; and to this end, it shall be the purpose of the section to hold meetings for the reading or discussion of papers, publications, communications, and for such other educational activities as shall properly fulfill the objectives and purposes of the Audio Engineering Society.

Communication Sciences and Disorders Journal Club (CSDJC)

Recognized in Spring 2009, the purpose of the CSDJC is to serve as a forum for students to engage in discussion about research related to the variety of majors that Emerson College offers; to provide opportunities for students to present research findings to others in a controlled and supportive environment; and essential to its organizational purpose, the CSDJC will strive to create a relaxed, collegial, social environment for scholarly discussion in such a way as to differentiate it from similar academic pursuits conducted in undergraduate and graduate courses at the College.

Emerson College Model United Nations (ECMUN)

Recognized in Fall 2009, Emerson College Model United Nations empowers students to take an active interest in learning about the world while teaching advocacy and diplomacy in the context of international affairs. Members participate in committee-session simulations modeled after the diplomatic process of the United Nations and cooperate with each other to develop resolutions for real world issues. ECMUN seeks to hone the skills of informational analysis, critical thinking, and communication, as well as emphasize the importance of respect and collaboration.

Emerson Communication (EmComm)

Campus Center
150 Boylston Street

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 Forensics

This program is designed to teach advocacy skills so that students are empowered to be the architects of their own futures. In debate, the preparation and delivery of argumentation provides students with the opportunity to think critically, develop their academic research skills, improve their communication abilities, solve problems creatively, and increase their self-confidence. The Public Address events of competitive forensics also reinforce the skills of information gathering and analysis, writing, and delivery. The interpretive events, Prose, Poetry, Drama, and Duo-acting, allow students to create artistic programs around current events, the cutting edge of theater and literature, and bring to their audience a new and unique understanding of the connection between literature, social consciousness, interpreter, and audience. All events allow for the members of the team to practice together, research

together, to travel and compete with each other and with students from other school. Forensics is one of the few activities that truly integrates academics, cultural diversity, social commentary, advocacy, and FUN!

National Broadcasting Society (NBS)

Campus Center
150 Boylston Street

Outstanding broadcasting students are eligible for this national honorary broadcasting society. The Emerson chapter produces its own TV and radio programs and serves the media needs of the Emerson community.

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.

Public Relations Student Society of America (PRSSA)

PRSSA is a professional organization dedicated to furthering students in the field of public relations through scholarships, networking with practitioners throughout the country, understanding of current theories and procedures, and hands-on programs with Emerson College clients, while furthering an understanding of current theories and practices to better prepare students for one of the fastest growing businesses.

Radio Television Digital News Association (RTDNA/WEBN)

Campus Center
150 Boylston Street

RTDNA is an international organization dedicated to improving communication between students and professionals. RTDNA has experts critique students' work, sponsors student-run workshops, and organizes professional networking opportunities for students. The Emerson chapter also runs WEBN, which has been named the AP Station of the Year six times. Its award-winning television newscasts, sport programs, and specials run on Winthrop Cable and Tyngsborough Community TV. The staff annually covers the Oscars, MLB Spring Training, the Emmys, and political events such as the Iowa Caucuses and Presidential Inauguration. The organization also gives students the opportunity to gain experience in

broadcasting across multiple media including its award-winning website, *webn.tv*.

Society of Professional Journalists (SPJ)

Named Organization of the Year for 2001–2002, Emerson's chapter of this prestigious national professional organization was created in 1983. Students who are committed to a career in journalism are encouraged to participate. SPJ activities include professional programs, service activities, and social events.

Programming and Special Events

Emerson Mane Events (EME)

Emerson Mane Events (EME) is a team of students who develop and organize events and activities on campus that celebrate the diversity of our community, promote student involvement, and foster collaboration among student organizations. EME members gain hands-on experience in all aspects of event planning, including booking, promoting, and management. Student organizations at Emerson College can request event planning assistance from EME.

Emerson Recognition and Achievement Awards

A long-standing Emerson tradition, the Emerson Recognition and Achievement (ERA) Awards celebrates student and campus leadership and recognize the infinite achievements of the Emerson College community. At the ceremony, the reins of leadership are passed from one leader to the next. Through a College-wide nomination process, additional "Specialized Awards" are given out to recognize those groups and individuals who have demonstrated particular excellence during the course of the academic year. All Emersonians—students, faculty, staff, and administrators—are welcome to participate in the ERA Awards, regardless of their affiliation with undergraduate student clubs and organizations. This event offers an excellent opportunity for networking and making connections among all community members. The ERA Awards offers all attendees a chance to learn more about what the collective community has accomplished over the course of the academic year.

Spiritual and Religious

Emerson Christian Fellowship (ECF)

Walker Building
120 Boylston Street
617-824-8036

Emerson Christian 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 in the community. It also offers occasional services, community service projects, and helps connect Emersonians to local churches.

Hillel

Walker Building
120 Boylston Street
617-824-8036

Emerson College Hillel is dedicated to creating a pluralistic, welcoming, and inclusive environment in which students are encouraged to grow intellectually, spiritually, and socially. In past years, our programming has reflected this mission with events including: celebrating Chanukah with a "Bar Mitzvah-style" bash, hosting a "Chocolate Seder," attending a local performance of *Joseph and the Amazing Technicolor Dreamcoat*, and creating and leading a Yom Hashoah service to commemorate those who perished in the Holocaust and other world genocides. Emerson Hillel also helps students foster a sense of Jewish identity through textual studies, cultural discussions, and participation in guest lecture events and off-campus activities. Our mission is to enhance the lives of Jewish students so that they may enrich the Jewish people and the world. There is a unique role for all students at Emerson College Hillel.

Newman Club

Walker Building
120 Boylston Street
617-824-8036

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

Student Governance and Councils

Class of 2014*

Class of 2015*

Class of 2016*

Class of 2017*

* See class governments on page 29 for more details.

Freshman Class Council (FCC)

Freshman Class Council meets weekly to develop a class constitution, plan programs, learn about getting involved at Emerson, and prepare for leadership positions. Students interested in running for a class office their first year will find participation in and successful completion of the Freshman Class Council certification program to be beneficial as they foray into collegiate leadership positions.

All first-year students are invited to get involved. The Freshman Class Council certification program is facilitated by the associate dean of students.

Greek Council

Campus Center
150 Boylston Street

Greek Council is the official governing body of Emerson College that recognizes all Greek Letter organizations. It is composed of delegates from all recognized fraternities and sororities. They collectively work to govern all Greek organizations, promote Greek life on campus, and work on projects to serve the College and the surrounding Boston community.

Hall Council

Hall Council is the student governing body of each of Emerson's residence halls. Hall councils are involved with providing social and educational activities for their respective residence communities. Activities have included talent shows, cultural events, field trips, faculty/staff hall visits and presentations, discussion groups, and movies.

Residence Hall Association (RHA)

The Residence Hall Association represents, and is composed of, members of the four Hall Councils. RHA works in conjunction with the individual hall councils to sponsor campus-wide programs and work toward the improvement of the residential environment. These activities have included day trips to New York City, weekend trips to Washington, D.C., outdoor adventure excursions, and educational speakers. RHA participates in NACURH, the National Association of College and University Residence Halls. All residential students are invited to attend and participate in RHA meetings. Voting members are selected from the elected representatives from the four Hall Councils.

EC4Life (Formerly known as the Student Alumni Association)

EC4Life is an Emerson organization dedicated to linking students with alumni. The group represents the student body at biannual Alumni Board meetings and creates networking, social, and volunteer opportunities to foster connections between students and the alumni association.

Student-Athlete Advisory Council (SAAC)

The Student-Athlete Advisory Council aims to increase athletic awareness and better the communication among the student-athletes, the Athletics Department, administration, faculty, and the student body. SAAC commits itself to service opportunities on campus and in the greater community. The SAAC is an NCAA-mandated representative body of the student-athlete population on

campus. This council is charged with representing the needs of its teams, and the student-athletes in general, to the administration. The SAAC should be a proactive group of student-athletes who are willing and eager to come up with, plan, and implement activities and materials that will benefit all student-athletes and the image of varsity sports at Emerson.

Student Government Association (SGA)

See description earlier in this section.

Visual and Media Arts

Captured Emotion

Recognized in Fall 2009, Captured Emotion is a student-run organization dedicated completely to the documentary and nonfiction work. Captured Emotion provides the experience of pre-production and research, production, and post production. Each semester, Captured Emotion commences with a pitch session driven by the students, in which each member prepares an idea for a production, relevant to the field of documentary and nonfiction work. The organization seeks to give out experience, while requiring quality as an end product.

Emerson Independent Video (EIV)

Campus Center
150 Boylston Street
617-824-8693

Named Organization of the Year for 2006–2007, Emerson Independent Video (EIV) is a student-run organization serving the Emerson community. The organization models its operations on that of a television station. Its goal is to provide an opportunity for students to apply or learn skills in all phases of television production in a professional atmosphere. Whether you are interested in marketing, directing, producing, or writing, the organization has a place for you. EIV has programs of all types in all stages of development. It also produces five live-to-tape 30-minute news broadcasts weekly, as well as international news broadcasts twice weekly. Over the years, EIV has won numerous national college broadcasting awards as well as having programming air on cable and national outlets. EIV also produces the EVVY Awards, Emerson's equivalent to the Emmy Awards, in which distinguished industry professionals give awards honoring Emerson's best student work. The EVVY Award ceremony is a major event in the Emerson community.

Emerson Channel

180 Tremont Street, Room 701
617-824-8879

The Emerson Channel is a leading college television network that functions as both a content distributor and producer. As the only major media outlet on campus, The Emerson Channel is Emerson College's premier outlet for students' film, video, and other creative works. The organization is completely student run and is maintained by a staff of more than 100 students involved in production, broadcast operation, promotion, and programming. In addition to being a crucial media outlet, The Emerson Channel is dedicated to training students in a professional environment in preparation for graduation into a dynamic television workforce. The Emerson Channel airs original productions and programming acquired from Emerson students, staff, and faculty as well as student production organizations such as Emerson Independent Video (EIV), National Broadcasting Society (NBS), and Frames Per Second (FPS). The Emerson Channel also produces live and taped event coverage, often as co-productions with Emerson Productions; EIV; or The EVVY Awards, which is one of the largest college television productions in the world shot annually each May in the Cutler Majestic Theater in downtown Boston.

EVVY Awards

Campus Center
150 Boylston Street

The EVVY Awards is like no other college production in the country. Modeled after professional shows such as the Emmys and Oscars, the EVVY Awards has become the largest multi-camera, live switch event any school has to offer. This award-winning show has become nationally recognized with a first-place award at the National Association of College Broadcasters Awards and has received two national Telly Awards. Throughout the year, student work can be submitted in a wide variety of categories, creating a very competitive environment right here on campus. These submissions are then sent to local and national professional judges in their respective fields to ensure a fair and experienced judging process. Notable past judges have included Rachel Dratch of *Saturday Night Live*; Wendy Stanzler, a director from *Grey's Anatomy*; and Matt Cheese, editor of *Finding Neverland*. Previous onstage appearances have included Sean Hayes of *Will and Grace*; Rich DiPirro, creator of *Deal or No Deal*; Denis Leary; Gregory Hines; Matt Lauer; and John Cusack. The EVVY Awards is not only an award show, but is also a student-run organization that provides an adequate learning experience for hundreds of Emerson students. Throughout the year, students can be reassured that they will be taught how to succeed in the professional world by using hands-on experience. No matter what age or major, the EVVY Awards will have something for you.

Fashion Society

Named Organization of the Year for 2010–2011, the Fashion Society seeks to represent the creative ideals of all aspects of the fashion industry. It aims to provide an outlet for students who are passionate about the fashion industry and the professional opportunities in this field. The group provides resources for the undergraduate community as members develop their personal and professional styles.

Films from the Margin

The purpose of Films from the Margin is to promote discussion and critique of the artistic and technical medium of film.

Frames Per Second (FPS)

Campus Center
150 Boylston Street

Named Student Organization of the Year for 2003–2004, FPS is a student-run organization dedicated entirely to teaching professional film production. It is the only organization on campus that involves many students in the pre-production, production, and post-production of films. It is an opportunity for students to learn every aspect of filmmaking, hands on, before they reach their first production class. FPS turns students into teachers.

spec

spec was founded to develop a forum for students interested in the art of screenwriting; to provide a means for students to explore artistic abilities; and to promote and nurture the interests of those who wish to pursue an education in the field of screenwriting. spec serves the video and filmmaking community by conducting workshops and by hosting annual performance-style readings.

SweetTooth Animation

Recognized in Spring 2011, the purpose of SweetTooth Animation is to spread knowledge and appreciation of the art of animation and its techniques, and encourage members to express their creativity through this medium. Students will be provided the opportunity to collaborate on an animated short film in a professional production team-based environment to create a quality piece of work.

Warlords

The youngest film group on campus, Warlords: Action Film Club is dedicated to producing and promoting action films/digital movies, as well as all sub-action genres. This includes, but is not limited to, sci-fi, thriller, horror, fantasy, comic book/graphic novels, and much more. Ideas are brainstormed among Warlords members at general meetings and weekend screenings.

Wax On Felt

Wax On Felt is a student-operated record company. Students record, promote, and release audio CDs in the commercial market. Students work in production, engineering, marketing, public relations, business management, new media, and graphic design.

WECB

180 Tremont Street
617-824-8850

This closed-circuit radio station (99.9 FM/640 AM) serves the Emerson residence halls and dining facility. The station is staffed by students and operates on revenue generated through advertising. Auditions are held at the beginning of each semester. Positions are available in sales, promotion, production, public relations, programming, music announcing, news reporting, and sports casting.

WERS (FM)

180 Tremont Street
617-824-8890

WERS (88.9 FM), New England's oldest noncommercial radio station, reaches out to a potential audience of three million people with its eclectic blend of music, news, and public affairs programming. The 4,000 watt station is student operated and has been recognized nationally for its excellence. WERS has continually won awards from the Associated Press and other prestigious broadcasting associations. WERS raises much of its own funding through its annual Live Music Week fundraiser, during which more than 90 live musical performances are presented from the WERS studios. Auditions are held at the beginning of each semester.

Women in Motion

Women in Motion is a student-run, production-oriented organization dedicated to providing an opportunity for students interested in filmmaking to further their education through workshops, guest speakers, and most importantly, the experience found in a collaborative and creative working environment. The organization is open to both men and women while the foundation of the organization is to support women in leadership roles at the student and professional level of filmmaking.

Student Resources

Alumni Relations

99 Summer Street, 9th Floor
617-824-8535
emerson.edu/alumni

The Office of Alumni Relations and the Emerson College Alumni Association work together to maintain contact with alumni through a variety of social, professional, and community service opportunities. The office enables students and young alumni to benefit from the experience of alumni and others with extensive professional skills and knowledge through ongoing and annual events such as the Bright Lights Screening Series, New York Connection, Alumni Weekend, as well as several regional events. Alumni Relations works closely with the Office of Career Services to connect students with appropriate alumni for mentoring and networking.

Emerson College Alumni Association

The mission of the Alumni Association is to actively involve alumni in promoting the reputation and influence of Emerson College as a leader in communication and the arts. The association encourages alumni to participate in planning and guiding the College's future, and to work to increase the resources available to make Emerson's programs a reality. The Office of Alumni Relations supports the Alumni Association in its work. Membership in the Emerson College Alumni Association is open to anyone who has attended the College for two or more years. The Alumni Association has established an endowed scholarship fund to support the education of future Emerson alumni. The scholarship, based on financial need and satisfactory grades, is awarded to six undergraduate or graduate students in alternate years. The 2013–14 Alumni Association Scholarships are dedicated to William H. White III '69, a long-time Board member who passed away on September 24, 2012.

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

150 Boylston Street, Lower Level 2
617-824-8690
emersonlions.com

The Athletics Department coordinates the campus varsity, club, and intramural 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 playing field that will stay with them throughout their lives. Lessons about teamwork, self-discipline, dependability, and dedication help shape a well-rounded individual.

Fitness Center

The Emerson College Fitness Center (ECFC) offers exercise and wellness programs designed to meet the fitness goals of the Emerson College community. The ECFC provides state-of-the-art strength training, cardiovascular, and free weight equipment as well as a studio where a daily schedule of group fitness classes are offered. Men's and women's locker rooms are also available, providing saunas, showers, and daily lockers. The ECFC is located in the lower level of the Little Building at 80 Boylston Street.

Intramural Program

The Emerson Intramural Program provides opportunities for a variety of fun and competitive activities that improve fitness. Students are encouraged to participate in as many events as time, interest, and knowledge allow.

Student-Athlete Advisory Committee

The Student-Athlete Advisory Committee (SAAC) aims to increase athletic awareness and better the communication among the student-athletes, Athletics Department, administration, faculty, and student body. The SAAC is an NCAA-mandated representative body of the student-athlete population on campus. The committee is composed of two or more varsity athletes from each varsity team.

Varsity Program

Athletics at Emerson offers a wide variety of sports for today's student-athlete's participation. Student-athletes can display their skills in 14 varsity sports. The Lions field competitive teams in:

Men

Baseball, Basketball, Cross Country, Lacrosse, Soccer, Tennis, Volleyball

Women

Basketball, Cross Country, Lacrosse, Soccer, Softball, Tennis, Volleyball

Emerson College is a Division III member of the National Collegiate Athletic Association (NCAA) and the New England Women's and Men's Athletic Conference (NEWMAC).

Bookstore

114 Boylston Street
617-824-8696

The Barnes & Noble @ Emerson College Bookstore carries course books, as well as an extensive inventory of general reading and reference books, Emerson insignia gifts and apparel, and school and office supplies. The bookstore accepts cash, EC Cash, check, Visa, MasterCard, American Express, Discover, and Barnes & Noble gift cards. The bookstore is open from 9:00 am to 6:00 pm Monday through Friday and 11:00 am to 4:00 pm on Saturdays and Sundays during the fall and spring semesters.

Copy Facilities

Emerson Print Copy Center

The Emerson Print Copy Center, located on the first floor of 98A Boylston Street, is available for all student printing and copying needs. Services such as high speed copying, digital color copying, large format printing, binding, course packs, and graphic design are offered at very competitive rates. Students may drop off projects to the staff of the Print Copy Center Monday through Friday, 8:00 am to 5:00 pm, or email the project to emersoncopy@gmail.com. There are also self-serve copiers available at the center for students who prefer to make their own copies. The Print Copy Center accepts cash, checks, EC Cash, and debit/credit cards. For questions regarding the services provided, please call 617-824-8593.

Iwasaki Library

Copy machines 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.

Emerson's Cafe

80 Boylston Street

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

Office of Service Learning and Community Action

120 Boylston Street, 10th Floor
617-824-8774
emerson.edu/service-learning

The Office of Service Learning and Community Action (SLCA) connects Emerson classrooms to community-based projects that capture students' interests, advance their learning, and develop their social awareness and consciousness. The SLCA also offers students opportunities to participate in Jumpstart, the Americorps Educational Award program, the student-led Alternative Spring Break, and our Proyecto Boston-Medellín. Community involvement helps students get to know the diverse Boston community, develop professional skills and relationships, make meaningful contributions of talents, and understand larger societal issues.

Office of the Arts

10 Boylston Place, 11th Floor
617-824-8030
Contact: Meg Taintor, Administrative Assistant, margaret_taintor@emerson.edu

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

Facility Requests

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

- by College and SGA-recognized and -funded student organizations: Apply via email at StudentLife@emerson.edu
- by Individual Student: Apply through academic department

Paramount Studios:

- by Individual student or College and SGA-recognized and -funded student organizations: Apply at the Studio Reservation desk located on the third floor of the Paramount Center during posted hours

ArtsEmerson: The World On Stage

artsemerson.org

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

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.

Emerson Police Department

211 Tremont Street
617-824-8555
emerson.edu/police

The Emerson College Police Department operates 24 hours a day, seven days a week. The officers are sworn in under Massachusetts General Laws, Chapter 22C, Section 63, as Special State Police Officers, and possess full police powers on property used, owned, or occupied by Emerson College. The police officers are here for your safety and assistance. Please respect the officers as individuals and cooperate with them in the performance of their duties. This will make Emerson College a more secure environment for all of us. Please feel free to stop by and visit the Emerson College Police Department for more information.

Campus Security Policies and Crime Statistics

The Emerson College Annual Report on Campus Security Policies and Crime Statistics (Jeanne Clery Disclosure Act) is available online at emerson.edu/clery-report. This report contains information and policies relative to campus law enforcement, alcohol and other drugs, rape and sexual

assault, facilities: security and access, wellness education, judicial process for sexual assault, crime prevention programs, sex offender registration information, timely warnings, campus emergency response and evacuation procedures, crime prevention proceedings, missing student notifications, hate crimes and weapon violations, and crime statistics for certain designated offenses that occurred on campus, in campus residence halls, in non-campus buildings, and public areas adjacent to the campus for the past three years.

A paper copy of this report is available upon request from the Emerson College Police Department, 80 Boylston Street, 617-824-8555 (on-campus phone ext. 8555).

Communicating Disaster and Crisis Information

Emerson utilizes a state-of-the-art Emergency Notification System (ENS) called Blackboard Connect to communicate with students, faculty, and staff in the event that an emergency occurs on the Boston campus. It is a robust system that simultaneously transmits messages by telephone, email, and SMS (text messaging) to those who have signed up. Emerson community members are strongly encouraged to sign up and update their information by logging into eCommon.emerson.edu and selecting "Blackboard Connect Emergency Notification System signup" under the Quick Links tab.

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

While the College will do its best to keep students and their families apprised of the situation, we strongly recommend that students and their families devise a personal emergency communication plan. For example, students should plan on calling and/or emailing a parent/family member directly assuming phone and/or Internet communication hasn't been compromised. Each student should have a secondary contact person in the event one's primary contact is unreachable.

Escort Service

The Emerson College Police Department provides walking escorts between Emerson buildings and from any Emerson facility to the Boylston MBTA subway stop and local parking garages such as the Boston Common Garage. Emerson Police can be contacted using any campus phone (ext. 8555) or by calling 1-617-824-8555 for assistance.

Photo ID Cards

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

Emerson ID cards enable students and staff to:

- Access all College buildings (residence halls can only be accessed by student residents)
- Check books out of the library
- Use campus resources such as course reserves, study rooms, and laptops in the library
- Pay for vending machines, laundry machines, and library fines with EC Cash
- Print at computer lab printers or print kiosks. Each semester, staff, faculty, and students are allotted \$5 of printing credit. If that credit is used up, EC Cash can be used to pay for printing.

Lost and Found

Students are encouraged to use the Emerson College Police Department at 211 Tremont Street for any items lost or found within the College. You should note that the College assumes no responsibility for loss of students' property in any of the College buildings through fire, theft, or other causes.

Safety Tips

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

- Carry your student ID at all times and cooperate with those College officials requesting that you adequately identify yourself.
- Report all suspicious-looking persons or activities on Emerson property or in our facilities to the Emerson College Police Department at 1-617-824-8888 (or ext. 8888 at on-campus phone).
- When entering or exiting any secured area (e.g., residence hall, College facility after hours), be sure to secure the door behind you and follow all check-in and check-out procedures.

- Immediately report all incidents of theft, intrusion, physical harm, and so on to the Emerson College Police Department.
- Do not walk after dark, if possible. Keep to commonly traveled routes and avoid short cuts and isolated areas.
- Be sure to stay on streets with good lighting that are more apt to have other pedestrian traffic.
- Do not invite individuals from off the street or with whom you are unfamiliar into campus facilities (e.g., residence halls, Campus Center, and other buildings).
- Trust your instincts and use common sense. If something feels wrong, more times than not, your instincts will be correct.
- Report all incidents of broken or unlockable doors and windows that might be a security risk to the Emerson College Police Department and Facilities Management at 617-824-8880.

Taxi Vouchers

Taxi vouchers are available from the Emerson College Police Department for students to use to and from off-campus locations. The cost of the ride is billed to the student's EC Cash account.

School Cancellations

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

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

Academic Standards and Resources

For additional academic information, please refer to the Undergraduate Course Catalogue.

Undergraduate Academic Standards

Emerson College confers the following undergraduate degrees:

- Bachelor of Arts
- Bachelor of Fine Arts
- Bachelor of Music (offered with Longy School of Music)
- Bachelor of Science

Baccalaureate Degree Requirements

Baccalaureate degree requirements are established by the faculty through the Academic Policy Committee and the Faculty Assembly. Upon completion of the requirements, students are recommended for graduation by the faculty to the Board of Trustees. Degrees are awarded on August 30, December 30, and at commencement in May.

The curriculum is flexible within certain requirements and guidelines. Students are advised to keep in close contact with their academic advisor and department chair regarding official program requirements. It should be noted that not all courses are offered each semester.

- Baccalaureate degree candidates must satisfactorily complete the General Education Curriculum, specific requirements for a major, and a minimum of 128 semester credit hours with a minimum grade point average of 2.0.
- Transfer students must complete a minimum of five full courses in their major at Emerson College, regardless of the number of credits transferred into their major. A “full course” is defined as a 4-credit course, or two 2-credit courses. Transfer courses must bear a minimum 2.67 credits or more to fulfill a course requirement. Only the number of credits transferred will count toward the 128 credits needed for graduation.
- Students must satisfactorily complete a minimum of 48 credits at Emerson College.
- Students must complete their final 16 credits at Emerson College.
- It is the student’s responsibility to ensure that all degree requirements are met as specified in the Undergraduate Catalogue. Failure to be aware of a provision does not excuse a student from adhering to policy. While each student has an academic advisor, that person only provides advice. It is up to the student to make decisions with respect to his or her program using that advice, the Academic Catalogue, the online degree audit (eCommon), and the advising materials distributed by the Academic Advising Center. All academic and financial requirements must be met before a degree candidate may participate in the College’s annual commencement exercises held each May.

- Prior to their final semester, students are required to complete an application to graduate, which can be found online. It should be printed out and turned in to the Student Service Center. Upon completion of all requirements for graduation, as outlined above, students will be graduated by the College. Students who wish to extend their program of study beyond their degree requirements must file a petition with the Office of Academic Affairs. An approved petition must be presented to the Registrar’s Office prior to registration. Financial aid recipients are strongly encouraged to consult with their financial assistance advisor prior to registration.

Students must fulfill the degree requirements in effect at the time they matriculate (enroll for their first course), or any complete set of requirements adopted by the institution and published in a subsequent catalogue (picking and choosing among elements of various catalogues is not permitted). However, students who take more than seven years to complete their degree requirements must fulfill the requirements in effect at the time they graduate rather than the requirements in effect when they matriculated.

Directed Study and Directed Projects

In a directed study or project, students work closely with a faculty supervisor in designing and carrying out an academic study or project for credit. Directed studies or projects may not duplicate existing courses. Proposals must be approved by the supervising faculty member and the department chair prior to the end of the examination period of the preceding semester. Directed studies and projects are only open to juniors and seniors with a minimum 3.0 grade point average. A student may not count more than 12 credits of any combination of directed study, directed project, and internship courses toward the total graduation requirements. See the appropriate departmental requirements for further specifications and the Academic Calendar for submission and registration deadlines. Students may obtain directed study and production project forms through the Registrar’s website (emerson.edu/registrar). You must submit the completed forms at the Enrollment Services Center by the end of the Add/Drop period.

General Education Curriculum

The core of Emerson College’s mission is to challenge students to think and communicate with clarity, substance, and insight. The General Education Curriculum is designed with three goals firmly in mind. More than this, the General Education Curriculum seeks to produce students who possess what Aristotle called “practical knowledge,” which implies intellectual breadth, but also the verbal skills and essential experience to put that breadth to effective use. Practical knowledge is first and foremost about solving

problems. It recognizes that whether for the successful professional or involved citizen, life's challenges are, to a great extent, unpredictable and unique. This is all the more true in the 21st century, in which professionals may change careers more often than their parents changed jobs, and in which increasing globalization confronts us with more exciting, but also daunting, challenges of rapid economic and political changes. Narrowly conceived recipes for facing these challenges will not work. What is needed is a practical instinct born of broad exposure to the liberal arts, grounded in communication skills, and tempered by an orientation toward applications of knowledge in the real world.

The courses an Emerson student takes in the General Education Curriculum are grouped into three categories. First, in the "Foundation" courses, students receive a solid grounding in writing and speaking skills and in quantitative reasoning. The emphasis is on speaking and writing critically about important contemporary topics. Students will also acquire the tools of symbolic reasoning that facilitate living and working in an increasingly technical and technological world.

Second, in the "Perspectives" courses, students investigate each of a number of ways of pursuing knowledge of their physical and social worlds. They emerge with an understanding of the different kinds of questions that each of these knowledge communities addresses and the distinctive methods they use to find answers.

Finally, the "Global and U.S. Diversity" courses emphasize global perspectives, multicultural understanding, and the values of social justice and responsibility as crucial preparation for life and work in the contemporary world.

Honors

Dean's Honor List

Students achieving a 3.70 or higher grade point average for the preceding semester will be placed on the Dean's Honor List. A grade below C- automatically disqualifies a student for the Dean's Honor List for that semester, regardless of grade point average.

Gold Key Honor Society

The Gold Key Honor Society is Emerson's official academic honor society. To qualify, a student must be either a junior or senior, with no fewer than 48 credits earned at Emerson College. Inductees into Gold Key are those juniors at the top 5 percent of their class and seniors in the top 10 percent of their class (including seniors inducted in their junior year).

Honors Graduation

Honors graduation at Emerson College is based on a student's entire undergraduate academic record. For a student to graduate with Latin honors, the student must have completed a minimum of 64 credits at Emerson College, and done at least 75 percent of his or her college-level work in letter-graded courses (not Pass/Fail courses).

Students who meet all the above criteria and are in the top 30 percent of their graduating class will receive Latin honors. Students in the top 5 percent will graduate *summa cum laude*; students in the next 10 percent will graduate *magna cum laude*; and students in the next 15 percent will graduate *cum laude*.

Lambda Pi Eta (Communication Studies Club)

Lambda Pi Eta is the official honor society of the National Communication Association (natcom.org). Emerson's chapter, Gamma, seeks to make a difference at the College and throughout the Boston community by supporting and engaging in philanthropic projects, events, and activities. Lambda Pi Eta are the first three letters describing what Aristotle identified as the primary modes of persuasion: Logos-Lambda (logic), Pathos-Pi (emotion), and Ethos-Eta (credibility and ethics).

Internship Credits

The College encourages qualified students to participate in internships to gain practical experience and develop professional contacts. Specific internship policies and guidelines for students and host organizations can be found on the Career Services website at emerson.edu/career-services.

Students must participate in a mandatory online Internship Workshop through Career Services and complete an Emerson College Internship Learning Agreement each semester prior to beginning a credit-bearing internship. Students who wish to intern in the Los Angeles area must be enrolled in the Los Angeles Program to earn internship credits. See the appropriate departmental requirements, such as prerequisites for the departmental internship class and internship criteria as designated by the departmental internship coordinator, in each academic department's internship course description.

Student Intern Responsibilities for Credit-Bearing Internships

1. An Emerson student is free to pursue an internship of his or her choosing. However, a credit-bearing internship must be approved by the departmental internship coordinator within the student's academic department (not Career Services).

2. An undergraduate student must meet basic eligibility requirements (64 credit hours and 2.7 GPA) to pursue an internship for either 4 or 8 credits.
 3. The student is responsible for knowing and ensuring the completion of all course prerequisites in order to register for a credit-bearing internship.
 4. Varying by department, graduate students can earn 2, 4, or 8 units of credit for an internship. However, students must petition to take more than 4 credits of internship in one semester. Petitions are available in the Office of Graduate Studies.
 5. A 4-credit internship requires an intern to complete 16–24 hours per week for a minimum of 192 clocked hours over a 12-week period within the semester.
 6. An 8-credit internship requires an intern to complete 32–38 hours per week for a minimum of 384 clocked hours over a 12-week period within the semester.
 7. A 2-credit internship (only available to graduate students) requires an intern to complete clocked hours as deemed appropriate by the departmental internship coordinator over a 12-week period within the semester.
 8. A spring or fall internship must begin within the first two weeks of the semester. A summer internship must begin within the first week of the semester.
 9. There is an academic course associated with taking a credit-bearing internship, and each student receives a letter grade for his or her work. Each academic department has a departmental internship coordinator who instructs the course.
 10. Each student who intends to complete an internship for credit must register for the internship course **no later than the internship registration deadline**. Please refer to the College's Academic Calendar for specific dates.
 11. The student is responsible for knowing of and ensuring the completion of all course prerequisites in order to register for a credit-bearing internship.
 12. The student must register for an internship within his or her academic department. Internships cannot be done within a student's minor.
 13. The student is not required to report his or her host organization choice when registering for the internship course.
 14. The student must complete an academic Learning Agreement with his or her host organization supervisor and departmental internship coordinator and return it to Career Services by **the internship registration deadline**. Please refer to the College's Academic Calendar for specific dates. *Note: A student cannot begin his or her internship until the Learning Agreement has been completed.*
 15. Undergraduate students can apply a maximum of 8 internship credits, with the exception of student teaching, and no more than 12 credits of any combination of internship, directed project, and directed study to the total graduation requirements. Internships completed through the Los Angeles and Washington semester programs count against the 8-credit limit.
 16. Student interns are expected to comply with the Emerson College Code of Conduct in all interactions with their host organization. These policies can be found online at emerson.edu/student-handbook.
 17. During Thanksgiving, Spring Break, and various holidays, Emerson College is closed. The student intern is not required to complete internship hours with his or her host organization during these times. However, if a student chooses to complete internship hours during a break or holiday, he or she should not exceed the weekly limits stated above.
 18. A student **may not** take an internship as a directed study or directed project.
 19. A graduate student cannot transfer credits from another school or program. An undergraduate student needs approval from the department chair in order to transfer internship credits from another school or program. If the credits are approved, then they count against the 8-credit limit.
 20. A student may not use Emerson College as a host organization for a credit-bearing internship.
 21. A student completing an internship in Los Angeles, CA, must be enrolled in the Emerson College LA Program.
 22. An international student who pursues a PAID internship must be earning credit and follow the Curricular Practical Training (CPT) guidelines. Note: The authorizing process can take up to three to four weeks and the student cannot begin an internship until the process has been completed. Please see the Office of International Student Affairs for CPT guidelines and authorization.
- Students should visit emerson.edu/career-services for updated host organization responsibilities for credit-bearing internships.
- Majors**
- A major allows students to gain in-depth knowledge of one of the fields of communication or the arts. The schools specify the major courses that constitute students' college work. A major that leads to a Bachelor of Arts or Bachelor of Science degree may consist of 36 to 44 credit hours. A major that results in a Bachelor of Fine Arts degree may consist of 56 to 72 credit hours. Students should consult the appropriate program section of this handbook for complete information on specific major requirements.
- For details on such programs as interdisciplinary majors, double majors, and the Honors Program, see the Special Academic Options and Special Study Programs sections of the academic catalogue.
- Double Majors**
- Students may elect to have a double major by fulfilling all the requirements for a major in two different departments. Students who have a major in the Visual and Media Arts

Department may not double major. Students may not use the same course to fulfill a requirement in both majors. Students who successfully complete two majors will earn one degree.

Minor Programs

Minors give students the opportunity to explore an area outside their major field of study. Students may not use the same course to fulfill a requirement in both a major and a minor. A minor consists of 16 credits of related coursework that have been approved by the department in which the minor is offered. With the approval of the appropriate department, students may count up to 8 credits from the General Education curriculum toward the minor.

Satisfactory Academic Progress (Academic Probation* and Suspension)

The College has set the following standards for satisfactory academic progress:

- Students are expected to maintain a cumulative and semester grade point average of 1.7 for freshmen and 2.0 for all other students. Students who fall below this standard are placed on academic probation.
- Students must complete successfully 75 percent of attempted credits per semester. Grades or recorded symbols of F, WF, WP, I are not considered as successfully completing a course.

Students who do not meet the College's standards for satisfactory academic progress for two consecutive semesters are subject to academic suspension for not less than one year. Students who have been academically suspended may appeal their suspension through the Office of the Vice President of Academic Affairs. After a year of suspension, the student may apply for readmission to the College.

- * Students on academic probation are not eligible to compete in varsity athletics and/or run for or hold Student Government Association office. They may be prohibited from participating in extra- and co-curricular activities (e.g., WERS, EIV, theater productions) by the chair of the academic department in which they are majoring, and from serving in Student Affairs leadership positions (e.g., resident assistants, orientation leaders) by the dean of students or his or her designee.

Academic Dismissal

If, after a thorough review of a student's academic record, the Academic Probation and Suspension Board determines that a student's academic success at Emerson College is not feasible, that student will be dismissed. A second suspension results in automatic dismissal.

Attendance

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

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

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

Absence for Religious Observance: Massachusetts state law (M.G.L. 151C, § 2B) provides that "any student who is unable, because of religious beliefs, to attend classes or participate in any examination, study, or work requirement on a particular day shall be excused from any such requirement. The student will receive an opportunity to make up the examination, study, or work requirement that 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.

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, students may 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.

Withdrawal/Leave of Absence from the College

Students who wish to study abroad through an approved accredited program that is not affiliated with Emerson College do not need to obtain a leave of absence (LOA). Interested students should seek guidance from the director of international study and external programs.

All students considering withdrawing or taking an LOA from Emerson must report to the Student Service Center to complete the appropriate paperwork. An LOA is effective for a period of two years from the date of the leave. Please note that students are considered to be on leave from the College based on the date of their last enrollment, regardless of whether or not they complete the appropriate paperwork. Students who apply to be readmitted more than two years from the date of their last enrollment are subject to the admission standards prevailing at the time the readmission application is submitted to the College. There is no guarantee of readmission.

Students who have either withdrawn or taken an LOA from the institution are not eligible to participate in varsity or intramural athletics, student clubs and organizations, or any other College-sponsored activity or program.

Resident students who withdraw or take a leave are required to vacate College housing immediately (see Housing and Residence Life section for additional information).

Students who withdraw or take an LOA prior to the last two weeks of a given semester will receive "W" (withdrawn) grades for each of the classes in which they are enrolled. A W does not affect one's grade point average.

The College refund policy, as detailed in the Student Finances and Insurance section of this handbook, is applicable to all withdrawals and LOAs regardless of the reason.

Tuition and fee 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 medical or psychological reasons. For further information, refer to the Medical/Psychological Tuition Refund Insurance Plan listed in the Student Finances and Insurance section.

Readmission

Students may take an LOA from the College for a period of up to two years. During this two-year period, students are eligible for readmission to the College through the Academic Advising Center. Students planning to return to the College must contact the Academic Advising Center (617-824-7876) by the established deadline for the semester under consideration and complete a Request for Readmission Form.

If granted readmission, students will fall under the same academic and social standings as when they left. If the students have taken courses at other institutions while on leave from Emerson, they must have an official transcript of their work submitted to the Registrar's Office for a transfer credit evaluation. The College reserves the right to deny readmission and formal approval for readmission is required. Once readmitted, students will be contacted by a staff member from the Academic Advising Center in order to register for classes.

Students who wish to return to the College more than two years after their last semester of enrollment must submit a new application to the Office of Undergraduate Admission and be subject to current admission standards. Credit for Emerson work previously completed is subject to course approval, and the student would follow the catalogue in effect for the term in which he or she is admitted.

Students returning from an LOA are subject to the residency requirements detailed in the Housing and Residence Life section of this handbook.

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 who are 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. Federal financial aid eligibility will be determined based on the Federal Return of Title IV Funds calculation. This federal calculation uses the date of withdrawal to determine the amount and type of aid the student will retain and/or return to the Department of Education. Students will be notified of their financial aid eligibility and return funds within 45 days of officially notifying the college of their military withdrawal. Students will also be advised of actions required to defer loan(s) repayments based on active military duty. Please note that any institutional aid received may also be reduced proportionate to adjusted charges.

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, he or she is eligible for “military reinstatement” to Emerson College, ensuring 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 is a result of 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.

Written Communication

Faculty members and administrators cannot be held responsible for oral communication from students. The student should write the message, date it, and keep a copy. Mail for faculty members and administrators may be left at the Mailroom located at 100 Boylston Street. Students are warned, however, never to send research papers, term papers, or other important course-related materials through the intra-campus mail system. All such documents should be hand-delivered to the professor, and students are advised to make a duplicate copy for their records.

Academic Support Services and Resources

Academic Advising Center

216 Tremont Street, 6th Floor
617-824-7876
emerson.edu/advising-center

Academic advising is integral to Emerson’s mission to educate students for life and prepare them for careers in communication and the arts. The advising programs at the College are designed to recognize the individual needs of students and provide for that diversity. Through partnerships with professional staff and faculty, students are afforded unique opportunities for defining and achieving academic and personal goals. Throughout the advising process, students are provided access to the rich resources at Emerson and guided to make informed and independent decisions. Advising serves as a primary means for integrating students into the larger College community and facilitating the completion of their academic programs.

The Academic Advising Center coordinates the various aspects of undergraduate academic advising and supports the academic advising conducted by the major departments. It shares with faculty advisors the responsibility for advising individual students. The center’s services are available to all undergraduate members of the Emerson community. Students with any questions or problems regarding their academics are welcome and encouraged to come to the Academic Advising Center for assistance.

Your academic advisor is your academic resource and will be able to:

- Determine how your interests match with the particular programs of the College.
- Assist with academic planning to help you make the most of your Emerson experience.
- Guide your selection of courses.

- How can a student get the most out of Academic Advising?
- Establish a relationship with your academic advisor.
 - Be prepared for your meetings with your academic advisor. Know what you want to talk about.
 - Think about your entire academic curriculum, not just the semester for which you are registering.
 - Get to know Emerson College and its academic programs. It is especially important to be familiar with the various policies and procedures that can affect you.
 - Consult with your academic advisor early each semester, especially if you are having difficulty with a course.
 - Meet with your academic advisor to discuss your course planning well before registration.
 - Accept responsibility for decisions that are made in discussion with your advisor.

Change of Major/Minor or Specialization

The Academic Advising Center maintains an official record of your declared major and minor. To file for an official change of major, or to declare or change a minor, ask for a Change of Major/Minor Form at the Academic Advising Center. Students may also request to change their faculty advisor with an Advisor Preference Form available at the Academic Advising Center.

NOTE: All major changes require the permission of the academic department chair; details and specific program requirements are available at the Academic Advising Center. There are no major changes allowed in any of the Performing Arts Department programs.

Disability Services Office

216 Tremont Street, 5th Floor
617-824-8592
emerson.edu/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 to students with documented physical, medical, visual, hearing, learning, and psychiatric disabilities through its Disability Services Office. If you are a student with a disability who is seeking accommodations or if you have specific questions about disability services at Emerson, contact the director for disability services at 617-824-8592 or at *dso@emerson.edu*.

Regular post inquiries should be sent to the Disability Services Office, Emerson College, 120 Boylston Street, Boston MA 02116.

International Study and External Programs

80 Boylston Street, Suite 121
617-824-8567
emerson.edu/external-programs

Information on Emerson College–sponsored external programs, both abroad and domestic, as well as alternate international study options, may be found online. You can also contact the International Study and External Programs Office by email at *abroad@emerson.edu*.

Iwasaki Library

120 Boylston Street, 3rd Floor
617-824-8668
emerson.edu/library

The Iwasaki Library promotes scholarship and creative work in communication and the arts by providing a diverse collection of resources and instruction in their use. Library staff connect you with information, ideas, and technologies to encourage creativity and life-long learning.

Collections

Books: Emerson's collection of more than 150,000 printed volumes and 50,000 ebooks reflects the curriculum's emphasis on communication and the arts. Emerson belongs to Fenway Libraries Online (FLO), which provides access to more than one million items from Boston-area libraries.

Media: The media collection includes more than 10,000 items including DVDs, videotapes, 16mm films, streaming video, sound recordings, and other multimedia.

Journals, Magazines, and Newspapers: The library subscribes to more than 300 periodicals and provides online access to more than 48,000 titles. Use the Full-Text Finder to locate journals, magazines, and newspapers.

Databases: The library subscribes to more than 100 databases covering diverse subject areas. These databases include full-text journal and newspaper articles as well as a wide variety of other research materials: market research, statistics, images, video, and more. Use your ECnet account to access most databases from anywhere.

Archives: The Archives provides historical information documenting the origin and development of the College. In addition to these resources, the Archives supports the curriculum by collecting and providing access to primary source materials relevant to student coursework.

Services

Research Assistance and Instruction: Librarians help you find and evaluate information, locate books or journal articles, and devise research strategies for projects or papers. Ask questions in person, by phone, or via email or IM.

Reserves: Books and articles assigned by faculty for class reading are kept at the Reserve Desk. DVDs and VHS tapes are kept at the Media Desk. Reserves may be used in the library.

InterLibrary Loan: Emerson belongs to the Fenway Library Consortium (FLC), a group of 16 libraries in the Boston area. You may visit these libraries to borrow materials using your Emerson ID. You may also request items be delivered to the Iwasaki Library through the library's website.

Study Areas: The library has a variety of study spaces, ranging from armchairs and carrels to tables and small-group study rooms. Study rooms and media viewing rooms may be reserved by Emerson students for up to two hours per day.

Computing: Available computers include 6 library-use laptops, 23 walk-up PC stations, a workstation with adaptive technology, a scanner, and a classroom with 20 PCs. Ten media viewing rooms are equipped with wall-mounted LCD panel displays that can be used for collaborative work.

Printing and Copying: Pages printed on the black and white laser printers cost \$0.07 per page (single or double-sided); color laser prints cost \$0.50 per page. Printing may be paid with EC Cash or print credits. Copies from the library's photocopier machines and microfilm reader/prints cost \$0.10 per page and may be paid with cash or EC Cash.

Policies

Circulation: An Emerson ID is required to borrow materials. Books, scores, and CDs are loaned for 28 days; circulating DVDs for 7 days. You may renew materials in person, by phone, or online. Late fees are 25¢ per day per item. Reserve books, laptops, study rooms, and materials from the teaching video collection may be borrowed for two-hour periods and are library-use only. Late fees are \$1 per hour per item. Media items and textbooks may carry higher replacement costs. A lost item charge of \$65 is assessed after six weeks. Late fees and replacement charges may be paid by cash, check, or EC Cash. Registration, grades, and diplomas are held until these charges are paid.

Acceptable Use: Neither the library nor its study rooms may be reserved or used for student meetings, auditions, rehearsals, or any meetings or activities that are disruptive to the library's learning environment.

Media Services

180 Tremont Street, 3rd Floor
617-824-8676
it.emerson.edu/mediaservices

Media Services is responsible for the audiovisual equipment in many of the College's classrooms and meeting spaces. Staff members are available to assist in the setup and operation of this equipment. Media Services provides technical assistance for special events. Services include setting up and operating data projection systems, facilitating teleconferencing, and providing amplification for speakers. Consult the website, it.emerson.edu/mediaservices, or call 617-824-8676 for more information about Media Services.

Professional Studies and Special Programs

The Department of Professional Studies and Special Programs offers two summer sessions, which provide the opportunity for full-time students to accelerate or make up work, or complete courses needed for graduation.

Registrar's Office

Student Service Center
80 Boylston Street
617-824-8655
registrar@emerson.edu

The Enrollment Services Center is the place to go when you need to:

- Cross-register at affiliated institutions
- Drop courses after the first week of classes
- Register for directed studies and production projects
- Withdraw from a course

or if you have questions concerning:

- Academic Class Standing
- Course Load
- Course Withdrawals
- Prerequisites
- Registration
- Transfer Credits and pre-approval
- Veterans Benefits

Registrar Services/Resources

The services and resources listed below can be accessed via eCommon:

- Official Transcript requests
- Enrollment Verifications
- Registration Instructions
- Course Listings
- Academic Calendar
- Final Exam Schedule
- Class Schedule

Students' Right to Privacy (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that states that (a) the College must have a written institutional policy governing education records and (b) that the College make available a statement of adopted procedures covering the privacy rights to students. FERPA provides that the College will maintain the confidentiality of student education records and permit student access to them in accordance with law.

FERPA Definition of Records

FERPA defines education records as any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche that contains information directly related to a student and that is maintained by Emerson College or a person acting for the College. A student is any individual who is or has been in attendance at the College. A student's attendance commences upon the individual's acceptance of admission and payment of the required deposit. The term "education record" does not include records of instructional, supervisory, and administrative personnel, and educational personnel ancillary thereto that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute; records on a student who is 18 years of age or older that are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional or paraprofessional capacity, or assisting in that capacity and in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice; records of students as employees unless the employment results from the employee's status as a student; and alumni records (records that are created or received by the College after an individual is no longer a student and that are not directly related to the individual's attendance as a student).

Access to Records

No one outside the College shall have access to nor will the College disclose students' education records without the written consent of students except as permitted by FERPA. FERPA-permitted disclosures include, but are not limited to, disclosures to College officials with legitimate educational interests, persons or organizations providing students financial aid, accrediting agencies carrying out their accrediting function, parents of a student who is their "dependent" for federal tax purposes, and persons in connection with a health or safety emergency. The College's

decision to release information that is covered by a FERPA exception is discretionary with the College. Emerson College will also release information in compliance with a judicial order or lawfully issued subpoena. In most cases, the College will make a reasonable attempt to notify the student of the order or subpoena in advance of compliance at the student's last known address.

A "school official" is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

As required by federal law, the College also responds to requests for information under the Solomon Amendment, the USA Patriot Act, and the Violent Crime Control and Law Enforcement Act of 1994.

Disclosure of Education Records with Student's Consent

The College will disclose a student's education records at a student's request when the College receives a signed and dated written consent from the student that specifies (i) the records that may be disclosed; (ii) the purpose for which they may be disclosed; and (iii) the persons or classes of persons to whom they may be disclosed. The College will comply with requests only after using reasonable methods to identify and authenticate the identity of the student and the designated recipients of the education records.

Directory Information

At its discretion, the College may provide Directory Information in accordance with the provisions of the Act to include: Name, Local Address, Permanent Address, Name of Parent(s)/Guardian(s), Local Phone Number, Dates of Attendance, Degrees Earned, Dates of Degrees, Awards/Honors/Scholarships, Majors, Minors, Sports and Activities, Height and Weight of Members of Athletic Teams, Advisor, and Computer Username. It should be known that it is the College's choice to release information, and careful consideration is given to all requests to ensure that the information is not released indiscriminately. A student may withhold all Directory Information by notifying the Registrar's Office in writing.

Requests for non-disclosure will be honored by the institution until the Registrar's Office is notified in writing by the student to remove the action.

Review Process

FERPA provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panel are unacceptable. The Registrar's Office has been designated by the institution to coordinate the inspection and review procedures for student education records. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest. Records covered by FERPA will be made available within 45 days of the request. All documents will be reviewed in the presence of a designated official. Any document a student may see, he or she may have copies of unless a financial hold exists, the document involves another person, or the student has waived his or her right to access. These copies will be made at the student's expense.

Restricted Information

As outlined by FERPA, a student may not inspect and review the following: financial information submitted by parent(s)/ guardian(s); letters of recommendation to which the student has waived the rights of inspection and review; records upon which admission decisions were made; or education records containing information about more than one student, in which case the institution will permit access only to the part of the record that pertains to the inquiring student. The institution is not required to permit a student to inspect and review confidential letters and recommendations placed in the files prior to January 1, 1975, provided the letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Challenge Procedures

A student who believes that the education records contain information that is inaccurate or misleading or otherwise in violation of his or her privacy or other rights may discuss the problem informally with the Registrar or dean of students. If the decisions are in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and the student will be informed by the Registrar or dean of students of the right to a formal hearing. A request for a formal hearing must be made in

writing to the Registrar who, within a reasonable period of time after receiving such a request, will inform the student of the date, place, and time of the hearing. The student may present evidence relevant to the issues raised and may be assisted or represented by a person of the student's choice. The hearing panel that will adjudicate such challenges will be the vice president for administration and finance, the Registrar if the challenge concerns a document maintained by the dean of students, the dean of students if the challenge concerns a document maintained by the Registrar, two faculty members selected by the Faculty Assembly, and two student members selected by Student Government. No member of the hearing panel may have a direct interest in the outcome of the hearing.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panel if the decisions are in favor of the student. If the decision is unsatisfactory to the student, the student may place with the education record statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education record, maintained as a part of the student record, and released whenever the record in question is disclosed.

A student has the right to submit a written complaint to the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4605, if the student believes that the College has violated his or her right under the Family Education Rights and Privacy Act. Revisions, clarifications, and changes may be made in this policy at any time and without prior notice. Additionally, the Family Policy Compliance Office (FPCO) may, on its own initiative, investigate a potential FERPA violation "when no complaint has been filed or a complaint has been withdrawn." Investigative and Enforcement Provisions (34 C.F.R. 99.62-99.67)

Annual Notification

Students will be notified of their FERPA rights annually by publication in the Student Handbook, Academic Catalogue, and the Registrar website: emerson.edu/registrar.

Name Changes

A student's "name of record" at Emerson College is defined as the legal name under which the student was admitted to Emerson College. Legal name is defined as that name verified by a birth certificate, marriage certificate, social security card, passport, or court order.

Students wishing to change their name in their official academic record from the name of record under which they were admitted to the College must provide the Registrar with legal documentation stating their new legal name. Upon receipt and verification of this documentation, the Registrar will change the student's name in the student's official academic record. "Official academic record" in this section is defined as Emerson College's computerized student information system (BANNER).

At the Registrar's discretion, minor changes in name (e.g., spelling corrections) may also be made. In such instances, the student may be expected to provide documentation such as a current driver's license with photo, social security card, or resident alien card.

Gender Changes

A student's official academic record reflects the gender the student identified him- or herself as to the College when he or she applied for admission to the College. Students who subsequently wish to change the gender designation in their official academic record must provide the Registrar with a certified copy of a court order showing their change of gender, or other legal identification, such as a revised driver's license reflecting their new gender. "Official academic record" in this section is defined as Emerson College's computerized student information system (BANNER). The original gender information will be preserved by Emerson College's computerized student information system. Note: Emerson College transcripts and diplomas do not specifically reference gender.

Reissuance of Diploma Upon Change of Name

Upon payment of the applicable administrative fee, currently \$15, the College will reissue a diploma for a graduate whose name has legally changed.

The reissued diploma will carry the date the degree was originally awarded and the date of reissue. For practical purposes, the reissued diploma will have the signatures of the then-current president and chair of the Board of Trustees.

Emerson College's issuance of a new diploma is conditioned upon an applicant's return of the original diploma. If the original diploma cannot be returned, at the Registrar's discretion, an applicant may be required to provide an affidavit certifying the loss or destruction of the original diploma.

Television, Radio, and Film Production (TRF)

120 Boylston Street, Suite 211

617-824-8978

emerson.edu/trf

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

In its efforts to expand Emerson's reach and reflect the talent and knowledge of its faculty, students, and staff, Emerson Productions seeks partnerships with outside

broadcasting, film, and other media organizations for both the production and distribution of new products. These products can range from original television and radio programs to web services. In addition, Emerson Productions is Emerson College's internal production facility.

The unit's equipment and facilities are primarily housed in the Little Building at 80 Boylston Street, Ansin Building at 180 Tremont Street, the Tufts Performance and Production Center at 10 Boylston Place, the Paramount Center at 555 Washington Street, and in the Walker Building at 120 Boylston Street. More than 150 Emerson students work for TRF in the various departments: Equipment Distribution Center, film and video digital editing facilities, Journalism television facilities, television studios, film soundstage, engineering department, The Emerson Channel, and Emerson Productions.

Lacerte Family Writing and Academic Resource Center

216 Tremont Street, 5th Floor
617-824-7874

The Lacerte Family Writing and Academic Resource Center (WARC) provides academic support services to all students and gives them the opportunity to develop skills and abilities necessary for academic success and independence at the college level. The WARC staff consists of four full-time assistant directors and a team of well-prepared graduate assistant writing tutors who support writing across the curriculum, providing individualized tutorials in all phases of the writing process. The center also offers private sessions on study strategies, including reading comprehension, test preparation, organization, and time management. Peer tutoring in content areas is available upon request. The WARC can provide academic counseling to students, especially those on academic probation and those transitioning to the College from other institutions. The staff monitors academic performance at mid-term and works, as needed, with students to design appropriate academic study plans. The staff also collaborates with College faculty and offices to address other student needs.

Student Finances and Insurance

Student Financial Services

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

A complete description of the financial aid and student billing program may be found in the Student Financial Services section of our website.

Health Insurance

All students enrolled in at least 75 percent of the full-time credit level (9 or more credits) are required to be covered by qualifying health insurance. The Emerson College–sponsored insurance is billed annually to students enrolling in the fall term. This premium will be prorated for students first entering in the spring term. It will not be prorated for part-time students. **Students covered through outside sources must provide proof of insurance coverage prior to the end of the first two weeks of classes each year to be exempted from the Emerson College insurance premium.** The Student Health Insurance Plan will be considered in force unless proper proof of alternate insurance is provided as indicated. Premiums received are fully earned upon receipt and not refundable.

Insurance Regulations for Students who Experience a Loss of Coverage Mid Year

Massachusetts state law requires all students participating in at least 75 percent of the full-time credit level (9 or more credits) to be continuously enrolled in a qualifying health insurance plan. Students who waive the College–sponsored insurance program at the beginning of the applicable policy period, and then subsequently lose their alternative coverage are obligated to seek immediate enrollment in either the College-sponsored plan or a qualifying alternate insurance plan. In either case, the student is responsible for notifying the Office of Student Accounts to enroll in the College–sponsored insurance plan or update their insurance waiver card with the pertinent information regarding their new qualifying alternative plan. There is a prorated premium available for the College–sponsored insurance plan when coverage begins after the start of the applicable policy period.

International Students

Massachusetts regulation does not consider coverage by insurance carriers outside of the United States, including coverage by foreign national health services programs, as comparable under a qualifying student health insurance program.

This regulation will require the vast majority of international students to be enrolled in the Emerson–College sponsored insurance.

Medical/Psychological Tuition Refund Insurance Plan

Elective insurance is available from the Dewar Tuition Refund Plan to enhance the existing refund policy of the College. This insurance provides coverage for medical withdrawals/leave of absences (LOAs) above and beyond the College refund schedule. The College policy provides for a declining percentage refund of tuition for withdrawals through the first five weeks of a given term, and a declining percentage refund of room and a proration of board through the first five weeks of a given term (see Refund Policy), but does not provide for refund of other fees. The Tuition Refund Plan will cover 100 percent of the insured term tuition and fees in the case of a medical withdrawal/LOA, and 60 percent of the insured term tuition and fees in the case of a psychological withdrawal/LOA, less any refund or credit due from the College.

Applications must be submitted prior to the first day of classes. For further information, contact A.W.G. Dewar Inc. at 617-774-1555 or collegerefund.com.

Emerson College Student Emergency Loan (eSEL)

Emerson College maintains a fund to assist current Emerson students who encounter family emergencies or unexpected life events. The fund was established by generous alumni and donors. Any matriculated student enrolled at least half time may apply for up to \$500.

The eSEL Program is administered with the following guidelines:

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

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8. Loans must be repaid within 45 days of the date borrowed.
 9. Students are ineligible for an additional eSEL if they have a current outstanding eSEL.
 10. Receipt of eSEL funds is at the sole discretion of the fund administrator.

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

Refund/Withdrawal Policy

Prorated tuition credit adjustments are made to students who file a written withdrawal or leave of absence form at the Student Service Center prior to the end of the fifth week of a given term. Tuition credit adjustments to students who have officially withdrawn from the College are made as follows:

When the withdrawal is filed, prorated room and board credit adjustments are made to students who file a written withdrawal or leave of absence form at the Student Service Center prior to the end of the fifth week of a given term.

Room and board credit adjustments to students who have officially withdrawn or taken a leave of absence are as follows:

- When the leave or withdrawal is filed and the student vacates his or her room: prior to the end of the first two weeks, of classes 80 percent refund of room; prior to the end of the third week, 60 percent refund of room; prior to the end of the fourth week, 40 percent refund of room; prior to the fifth week, 20 percent refund of room; after the fifth week, NO REFUND IS MADE.
- Up to the end of the fifth week of classes, prorate balance of meal plan, using the effective date of withdrawal. There are no meal plan prorations after the fifth week of classes.

Students who withdraw after having received Title IV financial assistance might have to repay a portion of that assistance. If a student's award package includes any federal funds and the withdrawal occurs in the first 60 percent of the payment period, federal regulations require that a portion of the student's federal aid be returned to

the aid programs. The portion of the aid to be returned is determined by a refund calculation that is based on the number of days remaining in the period.

Student tuition and/or room and board refunds will be processed by Student Financial Services upon receipt of a completed LOA or withdrawal form.

No tuition or room and board refunds or credits are made when withdrawal of a student is required by the College authorities from classes or on-campus housing or when a student withdraws from a course with a WP or WF grade. Mandatory student fees are assessed to students each term and are nonrefundable, regardless of whether the student completes the full academic year or a given term at the College.

Students seeking an exception to the College's refund schedule should petition the Office of the Dean of Students. The petition must be accompanied by substantive supporting evidence to be considered.

Rules, Regulations, and Policies

Student Code of Conduct

Preface

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 guide.

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.

Article I: Statement of Rights and Responsibilities

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

- A. The right to be free from improper and illegal discrimination on the basis of race, color, ethnicity, national origin, gender, gender identity, gender expression, genetic information, religion, political views, sexual orientation, age, sex, military or other uniformed service, disability or any other characteristic protected under applicable local, state, or federal law.
- B. The right to freedom of speech, freedom of press, freedom of political belief and affiliation, freedom from discrimination, freedom of peaceful assembly, and petition of redress or grievances.
- C. The rights of freedom from personal force, violence, threats of violence, personal abuse, and sexual harassment, either as individuals or groups within the College community.
- D. The right to organize one's personal life and behavior, to pursue lawful activities, including freedom of movement, except when these rights interfere with the rights of others.
- E. The right to be secure from unreasonable or unauthorized search or seizure.
- F. The right to reasonable privacy, including the privacy of personal information.
- G. The right to dissent; in other words, to carry on individual or organized activity that expresses grievances held against, or changes desired in society, the College, or both; and provided this activity is carried on within the limits of democratic process of freedom of speech, assembly, and petition.
- H. The right to a fair disciplinary process if accused of violating the Code of Conduct.
- I. The right to bring forward a complaint if one has a good faith reason to believe that it is more likely than not that the rights or responsibilities derived from this statement have been violated.

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

These include:

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

Nothing in this Statement of Rights and Responsibilities can affect in any way the jurisdiction of courts and other civil authorities over an Emerson College student. Membership in the Emerson College community does not mean a privileged or immune status from the laws and regulations that other state residents must obey. Alcohol and other drug laws, parking regulations, etc., apply equally to members and nonmembers of the academic community. Regardless of what state or country is listed as a permanent address, all students while in attendance at Emerson College are bound to obey the local, state, and national laws where the campus/program resides.

Emerson College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the College's discretion.

Article II: Student Code Authority

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

The right to proscribe conduct not otherwise covered by this code and to impose sanctions for violations of such proscriptions, shall be reserved for the president and his or her designees, and the academic deans and faculty of the various departments and their designees.

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

Article III: Proscribed Conduct

A. *Applicability*

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

B. *Conduct—Rules and Regulations*

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

The following list of behaviors is intended to represent the types of acts that constitute violations of the Student Code of Conduct. Rules and regulations of the College, residence halls, and departments not contained within the Student Code of Conduct may be communicated to students in publications and posted notices including, but not limited

to, the Student Handbook, College Catalogue, College website, housing contracts, and other official publications. These rules and regulations may be amended from time to time in writing. Although this list is extensive, it should not be regarded as all-inclusive.

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

11. Illegal and unauthorized use, possession, manufacture, or distribution of alcoholic beverages.
12. Smoking including use of electronic smoking devices in any College-owned or -leased facility or vehicle, or otherwise designated "no smoking" areas.
13. False reporting of an emergency: the false report of bomb, fire, or other emergency in any building, structure, or facility on College premises or at a College-sponsored activity by means of activating a fire alarm or in any other manner.
14. Unauthorized presence in/on or forcible entry into a College facility or College-related premises, including College building roofs or fire escapes.
15. Unauthorized use or misuse of College property including, but not limited to, equipment, thermostats, technology, or keys.
16. Unauthorized or reckless use of candles, incense, or open flames in College facilities.
17. Sale of tickets of chance or any other form of gambling.
18. Failure to comply with the directions of College officials, including campus ECPD officers and resident assistants acting in the performance of their duties.
19. Hazing.
20. Abuse of the College disciplinary process including, but not limited to:
 - a. Interference with the conduct of a disciplinary hearing.
 - b. Intentionally providing false or misleading information to a disciplinary body.
 - c. Influencing or attempting to influence another person to commit an abuse of the disciplinary process.
 - d. Failure to comply with the terms or conditions of a sanction imposed by a disciplinary body.
21. Aiding or abetting any violation of the Student Code of Conduct. Students are responsible for the actions of their guests.
22. Violation of published College policies, rules, or regulations including the Statement of Rights and Responsibilities.
23. Behavior or activities that are disruptive to or negatively affect the College's relationships with the city, its community, or other institutions.
24. Violations of local, state, and federal laws, regulations, and ordinances, whether occurring on or off campus.

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

Article IV: The Disciplinary Process

The agencies responsible for the disciplinary process are the dean of students or his or her designees, the director of student conduct, the associate dean/director of housing and residence life, residence directors, the College Conduct Board, and the Administrative/Faculty Conduct Board. Cases of major misconduct in or around the residence halls or Dining Halls typically will be referred to the associate dean/

director of housing and residence life, and minor infractions reported to the hall's residence director. All other cases of alleged misconduct will be submitted to the dean of students or his or her designees. In an effort to be as fair as possible to the Complainant and Respondent, the dean of students reserves the right to modify the disciplinary process as deemed necessary or appropriate.

A. Rights of Respondents

The Respondent who has been charged shall have the right to:

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

B. Initiating a Complaint

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

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

C. Review of the Complaint

When a complaint is reported to the dean of students or the associate dean/director of housing and residence life or his or her designee, the matter will be reviewed. Depending on the results of the review, the complaint may

proceed to a hearing at the discretion of the dean of students or the associate dean/director of housing and residence life or his or her designee.

D. Notification of the Charges and Disciplinary Process

1. The Respondent will be notified of a meeting to discuss an alleged violation(s) at which his or her presence is required. Failure to attend this meeting may result in the College proceeding in the resolution of the alleged violation(s) via an administrative hearing without the Respondent's input.
2. The Respondent involved shall be notified in writing of the charges.
3. A written notice for a Conduct Board hearing will be presented in advance of the Conduct hearing, normally five business days before the hearing. A student may request consideration for the five-day notice to be waived.
4. Students are expected to attend the hearing of which they are notified.
5. The College will make every effort to avoid scheduling a Conduct Board hearing that conflicts with the academic schedule of either the Complainant or Respondent. The College reserves the right to proceed with the Conduct Board hearing whether or not one or both of the parties fail to show. If a student believes she or he has a valid reason for a hearing to be rescheduled, a written request must be received by the director of student conduct or the dean of students a minimum of 72 hours in advance of the hearing for consideration. Job and extracurricular activity conflicts are not typically considered for rescheduling a hearing.

E. Hearing Bodies

The dean of students or the associate dean/director of housing and residence life or their designees may resolve charges against a student in an Administrative Hearing or refer it to a Conduct Board Hearing. As chief conduct officer, the dean of students reserves the right to channel any case considered to be of a very serious or sensitive nature to the Administrative/Faculty Conduct Board.

1. Administrative Hearings:

This type of hearing is adjudicated individually by the dean of students or his or her designee. When opting for the Administrative Hearing, the Respondent waives his or her right to a Conduct Board hearing, to question witnesses and to present witnesses. Sanctions imposed resulting from an administrative hearing may include, but are not limited to, censure, monetary fines, restitution, loss of privileges, educational assignments, community service, disciplinary probation, deferred suspension, or suspension/dismissal from the residence halls.

An Administrative Hearing shall be conducted in the following manner:

- a. The Hearing Officer will state the charges and present information regarding the alleged violations.
- b. The Respondent will have an opportunity to make a statement of "Not Responsible" or "Responsible" and to present evidence in his or her defense.
- c. The Hearing Officer and the Respondent will discuss the alleged violations and the evidence presented.

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

2. Conduct Board Hearings:

There are two types of board hearings, the College Conduct Board and Administrative/Faculty Conduct Board. College administrative/staff board members shall be appointed by the president of Emerson College. Faculty board members shall be appointed by the vice president for academic affairs. Student board members shall be appointed by the director of student conduct in consultation with the president of the Student Government Association, subject to the approval of the dean of students. The College president will designate faculty and/or administrative staff members eligible to serve as chairpersons. A chairperson shall oversee the hearing and report decisions to the Office of the Dean of Students. Sanctions imposed resulting from either board hearing may include, but are not limited to, censure, monetary fines, restitution, loss of privileges, educational assignments, disciplinary probation, deferred suspension, suspension/dismissal from the residence halls, or suspension/dismissal from the College.

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

F. General Information for Conduct Board Hearings

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

1. **Conduct Board Chair:** The chair shall exercise control over the proceedings to achieve orderly and timely completion of the hearing. Any person, including the Complainant or the Respondent, who disrupts a hearing may be excluded by the chair. The chair serves as the principal liaison between the Board and the office that is supervising the case. All procedural questions are subject to the final decision of the chair.
2. **Advisors:** The Complainant and the Respondent may be advised during the hearing by one person of their choosing from the College community or their immediate family. The role of the advisor will be limited to providing advice to the student he or she is advising. The Complainant and the Respondent must inform the director of student conduct or the dean of students of the name of their respective advisor a minimum of 72 hours prior to the hearing.
3. **Witnesses:** The Complainant and the Respondent may present witnesses who have first-person knowledge and/or relevant information about the charge(s) being heard. Witness names must be presented to the director of student conduct or the dean of students a minimum of 72 hours prior to the hearing. Witnesses shall be asked to affirm that their testimony is truthful, and may be subject to charges of violating this Code by intentionally providing false information to the College.
4. **Conduct Board Records:** For all Board hearings, there will be an evidence summary of the testimonial aspects of the hearing. The evidence summary shall be the property of the College and shall be maintained in confidential files in the office of the director of student conduct or the dean of students until seven (7) years after a student graduates or withdraws.
5. **Potential Violations Discovered during a Board Hearing:** Information presented by a student during a hearing that indicates a potential violation of the Student Code of Conduct may be adjudicated at a future time.
6. **Board Membership:** Board members are drawn from the appointed membership list at the discretion of the dean of students or his or her designee.
 - a. **Challenging:**

If the Complainant or the Respondent has substantive evidence as to why a specific person should not be a part of the group hearing the case, either of these parties must present information in writing to the director of student conduct or dean of students a minimum of 72 hours prior to the hearing. If the director of student conduct deems that there is

substantive evidence to excuse a board member, another board member will be substituted. The decision of the director of student conduct or the dean of students is final.

- b. **Disqualifying:**

Board members must disqualify themselves from hearing a case if they judge that there is a conflict of interest. They should notify the director of student conduct or the dean of students of their decision as early as possible.

G. Basis for Findings

Determinations of "responsible" or "not responsible" within the disciplinary system are based upon a "more likely than not" standard as presented to the hearing body. A simple majority vote is required to make a decision. Formal rules of evidence shall not be applicable in disciplinary hearings pursuant to this code.

H. Use of Sanctions

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

Sanctions that may be imposed by the director of student conduct or the associate dean/director of housing and residence life or their designees shall include censure, monetary fines, probationary periods, loss of privileges, and suspension/dismissal from the residence halls. Sanctions that may be imposed by the dean of students, the College Conduct Board, and the Administrative/Faculty Conduct Board shall include the foregoing, plus suspension or dismissal from the College.

When sanctions are imposed on a student, it is the responsibility of the student to comply with the sanctions and/or complete all the sanctions by the date assigned. Students that fail to comply with and/or complete their sanctions as prescribed by the hearing board or hearing officer are subject to additional disciplinary action that may include, but is not limited to, a \$50 fine and a hold placed on one's College record.

I. Sanctions

1. Definitions

- a. **CENSURE:** A written warning placed in a student's file noting the student has been found responsible for violating College policy and continuation or repetition of prohibited conduct shall be cause for additional disciplinary action and will likely result in a more severe sanction. Depending on the nature of the infraction, certain conditions and restrictions also may be imposed. In addition, College departments may determine that the nature of a given infraction causes a student to be ineligible to participate in certain College activities, events, and/or employment/ leadership positions.
- b. **FINE:** A mandatory payment of a specific sum of money imposed as penalty for an offense.
- c. **ACADEMIC DISCIPLINARY PROBATION:** A written notice placed in a student's file noting the student has been found in violation of College policy associated with academic misconduct. A student on academic disciplinary probation is subject to academic suspension or academic dismissal if found in violation for a subsequent act of academic misconduct.
- d. **DISCIPLINARY PROBATION:** A designated period during when a student is considered **not** in "good social standing" with the College. Additional behavior in violation of College regulations during the probationary period will constitute grounds for more serious disciplinary action including, but not limited to, suspension/dismissal from the residence halls and/ or suspension/dismissal from the College. The hearing officer or conduct board will determine the length of the probation and determine if there are particular conditions and/or restrictions attached to the probationary status. Conditions and restrictions of this probation that may be imposed include, but are not limited to, ineligibility to participate in College and student programs, activities, athletics, or events; and/ or hold student employment or leadership positions; and/or referral to applicable support services within or outside the College. *Please note:* Students on disciplinary probation are automatically ineligible to serve in certain campus employment/leadership positions including, but not limited to, resident assistant and Orientation leader positions. In addition, students on disciplinary probation are ineligible to participate in student organization-sponsored overnight trips/activities. Failure to comply with the terms or the conditions of the probation will constitute grounds for more serious disciplinary action.
- e. **DEFERRED SUSPENSION:** A period when a student may attend classes, but is suspended from any other College program or activity; a student may not represent the College as a member of any student

organization including inter-collegiate athletics, or be present at College-sponsored programs. Students on deferred suspension also may be restricted from using or accessing campus facilities including, but not limited to, dining areas, campus center, residence halls, fitness center, etc. The hearing officer or conduct board will determine the terms of such restrictions. Additional behavior in violation of College policy during this period will constitute grounds for an immediate suspension or dismissal from the College.

- f. **SUSPENSION FROM COLLEGE HOUSING:** Requires moving out of housing for a specified amount of time. Housing suspension is applicable to any campus-owned or -leased residences wherever located, including at all external programs. Violators of this sanction are considered trespassers and are subject to arrest.
- g. **DISMISSAL FROM COLLEGE HOUSING:** Dismissal requires permanent removal from College housing. The student may not reapply for residency.
- h. **SUSPENSION FROM THE COLLEGE:** Suspension means that the Respondent will no longer be present on any Emerson College-owned or -leased property or at an Emerson-sponsored event for the time specified by the hearing board. Violators of this sanction are considered trespassers and are subject to arrest.
- i. **DISMISSAL FROM THE COLLEGE:** Requires that the Respondent completely sever any connection with Emerson College. The student may not reapply for admission.
- j. **OTHER APPROPRIATE ALTERNATIVES:** These may include, but are not limited to, referral to other offices or agencies for guidance, counseling, specialized education, restriction of College privileges, housing notice, etc.; assignment of educational projects; and assignment for community work on campus.

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

2. Delay Awarding Degrees

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

3. Withhold Awarding Degrees

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

4. Typical Minimum Sanctions

The information that follows details the typical consequences for certain policy violations of the Student Code of Conduct.

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

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

i. First violation (**minimum sanction** shall include academic disciplinary probation, an educational assignment, and one or more of the following):

- Repeat the assignment/project/exam for a lower grade*
 - Receive a failing grade for the assignment/project/exam*
 - Receive a failing grade for the course
 - Suspended from the College
 - Dismissed from the College
- *Reserved for an act of academic misconduct that is determined to be unintentional, isolated, and minor in nature.

ii. Second violation (**minimum sanction** shall include academic disciplinary probation, an educational assignment, and one or more of the following):

- Receive a failing grade for the course*
 - Suspended from the College
 - Dismissed from the College
- *Reserved for a second act of academic misconduct that is determined to be unintentional, isolated, and minor in nature.

iii. Third violation (**minimum sanction** shall include a failing grade for the course and one of the following):

- Suspended from the College
- Dismissed from the College

Procedure for Faculty

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

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

3. If the chair concurs that the incident may be an act of academic dishonesty, the chair will immediately contact the Office of the Dean of Students for review, documentation, and adjudication.

4. The faculty member will notify the student of the allegation, informing her or him that the matter is being forwarded to the Office of the Dean of Students for review and adjudication.

5. The faculty member is to complete an Academic Misconduct Complainant Reporting Form prior to contacting the Office of the Dean of Students about an allegation of plagiarism or other forms of academic misconduct. The form can be found at emerson.edu/policy/plagiarism.

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

Hearing Options for Students

If the student has no previous record of academic misconduct, the matter will be forwarded to a designated Hearing Officer. The Hearing Officer will contact the student and arrange for a meeting to discuss the instructor's allegation. This meeting will provide the student an opportunity to learn about the procedures of adjudication. The student will be provided the option to have the matter heard by the Hearing Officer or a Conduct Board as defined by the Student Handbook. The Hearing Officer or the Conduct Board will follow protocols according to College policy, take into consideration all information presented, and recommend an appropriate sanction.

If the student was previously found responsible for an act of academic misconduct, the matter will be automatically referred to a Conduct Board for review and adjudication. The Conduct Board will follow protocols according to College policy, take into consideration all information presented, and recommend an appropriate sanction.

The dean of students and the appropriate school dean reserve the right to review sanctions to ensure their appropriateness prior to implementation.

- b. Alcohol Violations: A student found responsible for (1) underage possession or consumption of alcohol, (2) use or attempted use of a false identification card to obtain alcohol, (3) unauthorized consumption or possession of alcohol in any College facility or vehicle, or (4) unauthorized possession of kegs, beer balls, trash-can punches, alcohol by the case, or any other central source of alcoholic beverages in any College facility or vehicle, outdoor area, or at any College-sponsored event will be subject to the following set of progressive sanctions:

- i. First Violation (minimum sanction):
 - Censure
 - \$50 fine
 - AOD educational assignment
 - Notification letter to student's parents
- ii. Second Violation (minimum sanction):
 - Disciplinary Probation for one (1) year
 - \$75 fine
 - AOD educational assignment
 - Notification letter to student's parents
 - Put on notice that subsequent AOD violation will result in his or her immediate suspension of College housing
- iii. Third Violation (minimum sanction):
 - Disciplinary Probation for two (2) years
 - Suspension from College housing for the duration of current semester, plus the following semester
 - Notification letter to student's parents
 - Prohibited from attending external site programs during the probation period

- ii. Second Violation (minimum sanction):
 - Disciplinary Probation for two (2) years
 - Suspension from College housing for the duration of current semester, plus the following semester
 - Notification letter to student's parents
 - Prohibited from attending external site programs during the probation period
- iii. Third Violation (minimum sanction):
 - Immediate suspension from the College
 - Notification letter to student's parents

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

Students found responsible for off-campus marijuana or other drug violations are subject to comparable disciplinary measures.

A student (regardless of age) found responsible for: (1) driving under the influence of alcohol or other drugs; (2) unauthorized or illegal manufacture, distribution, or sale of alcoholic beverages; (3) problem drinking that includes, but is not limited to, public intoxication, disruptive behavior, and excessive noise; (4) service of alcohol to underage or intoxicated students or guests; or (5) manufacture, distribution, or sale of false identification cards will be subject to more stringent College sanctions up to and including immediate suspension and/or dismissal from on-campus housing and/or the College.

Students found responsible for off-campus alcohol violations are subject to comparable disciplinary measures.

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

- i. First Violation (minimum sanction):
 - Disciplinary Probation for one (1) year
 - \$75 fine
 - AOD educational assignment
 - Notification letter to student's parents
 - Put on notice that if she or he is subsequently found in a room or situation where marijuana is identified as being used, she or he will be subject to second violation sanctions.

5. The College is not limited to the sanctions listed above, and sanctions can be combined based on the nature and gravity of the violations for which a student is found responsible. A student's conduct record is maintained separately from any other academic or official file at the College. Generally, information from the record is not released without the written consent of the student. The sanctions of "Suspension" and "Dismissal" will be recorded on a student's official transcript. A student's discipline record, including related documents, are typically retained seven (7) years from the date of the time the student graduates or withdraws from the College.

6. When the Respondent has been found "Responsible" on any charge, the hearing body shall take the following circumstances into consideration to determine appropriate sanctions:
- a. Prior disciplinary history at the College
 - b. Manner in which the student conducted him or herself upon confrontation and throughout the disciplinary process
 - c. Whether the policy violation was deemed extreme, intentional, reckless, or malicious
 - d. Effect of the violation on the community

J. Notification of the Hearing Decisions

1. Generally, the Respondent will be sent written notification of decisions and, when applicable, sanctions reached as a result of a hearing within seven business days after a hearing.

2. In a case involving a crime of violence or a non-forcible sex offense, both the Complainant and the Respondent shall be informed of the final results of the hearing.
3. At the discretion of the dean of students or his or her designee, a parent, guardian, or family member may be notified of disciplinary matters under the following circumstances: alcohol and drug violations; when a student is placed on probation; and/or when a student's College enrollment or housing status is in jeopardy, suspended, or dismissed.

K. Appeals

If the Respondent can demonstrate to the dean of students or his or her designee (e.g., associate dean/director of housing and residence life or director of student conduct) that there has been a denial of a fair disciplinary process in the hearing of a case and/or if the student can introduce substantive new evidence not available at the time of the hearing, a new hearing will be held and a decision will be rendered. Deviation from hearing procedures will not be a basis for sustaining an appeal unless significant prejudice or unfairness results.

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

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

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

L. Emergency or Interim Administrative Action

When an individual is considered an imminent threat to either persons or property, the dean of students will automatically invoke an immediate suspension from the College, pending the outcome of the disciplinary process. Suspension of residence hall privileges may be similarly invoked by the associate dean/director of housing and residence life or the dean of students.

Article V: Definitions

The following selected terms are defined in an effort to facilitate a more thorough understanding of the Student Code of Conduct. This list is not intended to be a complete list of all the terms referenced in the Student Code of

Conduct that might require interpretation or clarification. The dean of students or his or her designee shall make the final determination on the definition of any term found in the Student Code of Conduct.

- A. "College" means Emerson College.
- B. "Student" includes any person admitted, registered, enrolled, or attending any course at the College, either full-time or part-time, pursuing undergraduate or graduate studies; or any person who is on a leave of absence from the College at the time of the incident.
- C. "College official" means any person employed by the College to perform administrative, instructional, or professional duties.
- D. "Member of the College community" means any person who is a student or a College official; any other person working for the College, either directly or indirectly (e.g., private enterprise on campus); or any person who resides on College premises.
- E. "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College, either solely or in conjunction with another entity.
- F. "Student organization" means an association or group of persons that has complied with the formal requirements for College recognition.
- G. "Hearing Body, Hearing Officer, or Conduct Board" means one or more members of the College assigned and authorized to determine whether a student has violated the Student Code of Conduct and to impose sanctions as warranted.
- H. "Business day" means any day, Monday through Friday, that the College is open.
- I. "Designee" refers to a staff or faculty member who has responsibility for implementing the disciplinary process or administering the disciplinary system, in part or in whole.
- J. "Dean of students" means the person assigned by the College president to be responsible for the administration of the Student Code of Conduct.
- K. "Complainant" means any person who submits a charge alleging that a student violated the Student Code of Conduct.
- L. "Respondent" means any student accused of violating the Student Code of Conduct.
- M. "Good Social Standing" means a status signifying that a student is **not** currently on disciplinary probation, deferred suspension, suspension, or dismissal from the College. Students **not** in "good social standing" are ineligible to participate in student organization-sponsored overnight trips/activities. In addition, College departments may use this standing to determine whether a student is eligible to hold certain campus employment/leadership positions.

Appendix A: Procedures of Conduct Boards

The procedure below is the process that is ordinarily followed for a Conduct Board. Procedural mistakes will not invalidate a student discipline decision that is otherwise fair under the circumstances.

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

- A. Prior to the hearing (ordinarily at least five business days before), the Respondent shall be given the following information:
 1. A written statement setting forth the procedural rights to which a Respondent is entitled shall include:
 - a. A description of the procedures that will be followed by the Conduct Board in its consideration of the charges of violation of the Student Code of Conduct;
 - b. A description of the Respondent's right to be accompanied to the Conduct Board by an advisor chosen from one of the following groups:
 - i. The faculty
 - ii. The administration
 - iii. The student body
 - iv. The Respondent's immediate family
 - c. A description of the Respondent's right to have witnesses testify in support of the Respondent's factual presentation or as character witnesses.
 2. A written statement that identifies the specific provisions of the Student Code of Conduct that the Respondent is alleged to have violated and describes the Respondent's acts that are alleged to have violated those provisions.
 3. A written notice of the date, time, and place of the hearing.
 4. A list of the members of the Conduct Board who will hear the case and a description of the procedures for challenging the participation of a particular member of the Conduct Board for reasons of conflicts of interest.
- B. Hearings of the Conduct Board shall be conducted as follows:
 1. Prior to commencement of the Hearing, all parties including the Complainant, Respondent, all witnesses, advisors, Conduct Board members, and any other person shall sign a statement of confidentiality and non-disclosure.
 2. The statement of charges will be read.
 3. The Respondent, the Complainant, and all other persons scheduled to offer testimony will be required to sign an honesty statement.
 4. The Respondent will be asked to state whether he or she is either "responsible" or "not responsible" for each specific violation alleged in the statement of charges.
 5. The Complainant will be called upon to present the facts that support her or his charge that the Respondent violated the Student Code of Conduct as alleged in the statement of charges.
 - a. Following the completion of the Complainant's individual testimony, and at the close of the presentations made by each witness presented by the Complainant, the chair of the Conduct Board will invite the Respondent to ask questions of that person, either directly or through the chair, in the chair's discretion. The chair will supervise the questioning to ensure that the questions asked by the Respondent aid in the process of determining the truth or falsity of the charges against the Respondent.
 - b. After the Respondent has been given an opportunity to ask questions of each person who appears before it to support the Complainant's charges, the chair and the members of the Conduct Board will have the opportunity to ask questions.
 - c. After the Respondent and the members of the Conduct Board have been given an opportunity to ask questions of a person, the Complainant will be given an opportunity to explain or rebut anything that came up in the questioning of that person.
 - d. When it appears that the Complainant has completed the presentation of her or his case, the chair of the Conduct Board will ask the Complainant to state for the record that his or her presentation is complete.
 6. After the Complainant has confirmed that her or his presentation is complete, the Respondent will be called upon to present the facts and/or extenuating circumstances that he or she believes the Conduct Board should rely on in finding her or him not responsible for the violations alleged in the statement of charges made by the Complainant.
 - a. Following the completion of the Respondent's individual testimony, and at the close of the presentations made by each witness presented by the Respondent, the chair of the Conduct Board will invite the Complainant to ask questions of that person, either directly or through the chair, in the chair's discretion. The chair will supervise the questioning to ensure that the questions asked by the Complainant aid in the process of determining the truth or falsity of the charges against the Respondent.
 - b. After the Complainant has been given an opportunity to ask questions of each person who appears before it to support the Respondent's testimony, the chair and the members of the Conduct Board will have the opportunity to ask questions.
 - c. After the Complainant and the members of the Conduct Board have been given an opportunity to ask questions of a person, the Respondent will be given an opportunity to explain or rebut anything that came up in the questioning of that person.

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- d. When it appears that the Respondent has completed the presentation of her or his case, the chair of the Conduct Board will ask the Respondent to state for the record that his or her presentation is complete.
 7. When the Respondent has indicated that her or his presentation is complete, the chair will give the Complainant and Respondent, in that order, the opportunity to make a closing presentation.
 8. Following the closing presentations, the members of the Conduct Board will meet in closed session to consider the case. The board will consider the factual presentations made and will endeavor to determine whether it is more likely than not the Respondent was responsible for each of the violations alleged in the statement of charges. With respect to any violations alleged in the statement of charges of which the board determines that the Respondent was responsible, the board will consider any claim of extenuating circumstances that the Respondent presented.
 - a. The board will ordinarily complete its deliberations within 48 hours after receiving the closing presentations.
 - b. The Conduct Board will set forth its findings with respect to each alleged violation of the Student Code of Conduct contained in the statement of charges in writing, indicating that it finds the Respondent responsible, not responsible, or that it was unable to make a determination of responsibility.
 9. If the board determines that the Respondent is responsible for any violation of the Student Code of Conduct alleged in the statement of charges, it will proceed to consider what sanctions should be imposed. During its consideration of sanctions, the Conduct Board will consider the Respondent's disciplinary record.
 10. A copy of the written findings of the Conduct Board and a description of the sanctions imposed will be delivered to the Respondent.
 - a. Together with the findings of the Conduct Board, a description of the right to appeal decisions of the Conduct Board will be given to the Respondent.
 - b. The dean of students or his or her designee will inform the Complainant of the Conduct Board's findings, including, when appropriate, the sanctions imposed.
 11. Attendance at hearings of a Conduct Board will be restricted to the members of the Conduct Board, the Complainant, the Respondent, and their respective advisors. Persons appearing as witnesses will only be asked into the room in which the hearing is being held when making their individual presentation to the board.
- C. The Conduct Board will ordinarily provide a separate hearing for each individual statement of charges presented to it.
 1. If more than one student is alleged to be responsible for common violations of the Student Code of Conduct during a common incident and/or that share common facts, the dean of students or the dean's designee will make a determination, on a case-by-case basis, whether to consolidate such cases for the purpose of ensuring fairness and efficiency.
 2. The Conduct Board may also consider charges stemming from separate incidents if violations are relatively closely related in time or in the nature of the conduct, or the Respondent agrees to have them heard simultaneously.
 - D. The Conduct Board will consider all materials that assist it in determining, in a fair and equitable manner, whether allegations contained in the statement of charges are supported by a preponderance of the evidence (more likely than not).
 1. Ordinarily, the Conduct Board will require that witnesses giving testimony concerning the events in question have first-hand knowledge of facts to which they are testifying. In other words, the Conduct Board requires that in order to give testimony concerning an event in question, a person must have been present during the event in question and have observed its occurrence (whether through seeing or hearing).
 - a. The Board may accept the testimony of a person who heard a description of an event from one of the persons who was physically present, provided that there are reasons to conclude that the second-hand testimony is reliable.
 - b. In the discretion of the Conduct Board, when it is shown that it is unreasonable to expect an important witness to attend the hearing in person, the board may accept a written description of an event provided: (1) the opposing party is given a copy of the written description sufficiently in advance of the hearing to permit that party to submit written questions to the missing witness (through the Conduct Board) and receive answers in time to offer them to the board; (2) written description will only be accepted and may only be considered if it is accompanied by a signed honesty statement; and (3) despite the absence of the person whose written statement is considered by the board, the Responding party may offer live testimony in the form of a rebuttal witness, provided that such testimony is consistent with the remainder of these procedures.

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

Conduct Board procedures for cases involving an allegation of sexual assault follow a special set of hearing procedures, which are set forth in Appendix B.

Appendix B: Special Conduct Board Procedures for Sexual Misconduct and Sexual Harassment Complaints

Following an impartial investigation of a complaint by the College's Title IX coordinator or his or her designee, the following procedures will apply in all cases in which a student is required to respond to a charge of sexual misconduct and/or sexual harassment. If there is a conflict between these special procedures and the general rules for hearings by the Conduct Board, these procedures have precedence.

I. Participation of Attorneys

Either or both the Respondent and Complainant may be advised by attorneys, but only under the following terms:

- A. The role of an attorney/advisor is solely to advise the Respondent or Complainant, individually.
 1. Because a disciplinary charge of sexual misconduct or sexual harassment must include allegations, which can also give rise to very serious charges of violations of criminal law, a Respondent may have the benefit of legal advice on how to respond. The College will, therefore, permit the Respondent and Complainant to be advised by an attorney during proceedings leading to the disposition of a charge of sexual misconduct or sexual harassment; provided, however, that the educational nature of the College's disciplinary proceedings will remain substantially unchanged.
 2. Attorneys may not address the members of the Conduct Board directly.
 3. An attorney may assist his or her client in composing a question to be recommended to the Conduct Board for presentation to an opposing witness. An attorney may assist her or his client in preparing a written closing presentation, with the understanding that the Conduct Board may, at its discretion, treat such a statement as being the work of the attorney, rather than the Respondent.
 4. During the course of a hearing before the Conduct Board, an attorney/advisor shall not converse or argue with the person opposing her or his client; any witness; or any advisor, including an attorney, for such person.
 5. The chair of the Conduct Board will permit either party a short break in the hearing in order to permit a conference with an attorney/advisor, provided that such requests are reasonably infrequent and do not unreasonably delay the proceeding.

B. Failure to Adhere to These Provisions—Suspension of Hearing/Exclusion of Attorney.

If an attorney/advisor fails to adhere to the limitations on attorney participation stated above, the chair of the Conduct Board may suspend the hearing and request the attorneys present to meet with counsel for Emerson to discuss the limitations on participation of attorneys. If such a suspension does not resolve the problem, or if a suspension would result in delay of the proceedings, which would be unfair to the opposing party, or which would serve the private interests of the party whose attorney is failing to comply with the limitations on attorney participation, the chair of the Conduct Board may exclude the non-compliant attorney from further participation and proceed with the hearing, in the absence of the party if necessary.

II. Limitation on Matters Presented During Hearing

The Conduct Board will not hear testimony or receive other evidence relating to a victim's reputation with regard to sexual conduct or testimony or evidence of specific instances of the victim's sexual conduct.

- A. Notwithstanding this adoption of the principles of the so-called Rape Shield law, the Conduct Board will permit the Respondent to testify as to facts, including recent prior relations between the parties, solely to show contradictions or inconsistencies in the Complainant's account or to account for physical facts or conditions alleged by the Complainant that are relevant to the matters set forth in the statement of charges.
- B. The chair of the Hearing Board shall have sole discretion to interpret this limitation during the course of a hearing.
- C. If the Respondent attempts to testify or present evidence that the chair determines is subject to this limitation, the chair will stop the proceeding immediately. The chair will inform the members of the Conduct Board that the subject matter being offered is covered by the limitation and must not be considered. The chair will also advise the Respondent that the testimony and/or evidence are not appropriate and that no further effort to introduce such material will be permitted.
- D. A continued attempt to offer material covered by this limitation after notice by the chair will be treated as an independent violation of the prohibitions against verbal abuse and sexual harassment set forth in the Student Conduct Code.

III. Standard of Proof in Sexual Misconduct Cases

The Conduct Board will not find a Respondent responsible for a violation of sexual misconduct unless it determines that there is a preponderance of the evidence (more likely

than not) that the Respondent, without the Complainant's consent, had physical contact of a sexual nature with the Complainant, including penetration, touching of a woman's breasts, and/or touching the buttocks or genital areas of either sex.

IV. Standard of Proof in Sexual Harassment Cases

The Conduct Board will not find a Respondent responsible for a violation of sexual harassment unless it determines that there is a preponderance of the evidence (more likely than not) that the Respondent, without the Complainant's consent, made unwelcome sexual advances; requests for sexual favors; physical contact of a sexual nature including touching, hugging, kissing, patting, or pinching; verbal comments including insults, jokes, comments, or innuendo of a sexual nature; or repeated unwelcome social invitations or sexual flirtations; or repeatedly introduced activities or introduced displays of a sexual nature into the living, learning, or working environment; and/or indecently exposed oneself to the Complainant.

V. Special Hearing Procedures for Sexual Misconduct and Sexual Harassment Cases

A. Presiding Officer

The chair of the Conduct Board will preside over the hearing. Prior to commencement of the hearing, all parties including the Complainant, Respondent, all witnesses, advisors, Conduct Board members, and any other person present shall sign a statement of confidentiality and non-disclosure.

1. A representative of the Office of the Dean of Students will read the statement of charges and describe how any challenges to the board's membership were resolved.
2. The chair will introduce the members of the Conduct Board.
3. The Complainant, Respondent, and all other persons scheduled to offer testimony will be required to sign an honesty statement.
4. The Respondent will be asked to state whether he or she is either "responsible" or "not responsible" for each specific violation alleged in the statement of charges.
5. The Complainant will be called upon to present the facts that support her or his charge that the Respondent violated the Student Code of Conduct as alleged in the statement of charges.
 - a. Following completion of the Complainant's individual testimony, and at the close of the presentations made by each witness on behalf of the Complainant, the chair of the Conduct Board will invite the Respondent to suggest questions that the Conduct Board should ask the witness. The chair will ask all questions proposed by the

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- Respondent to the extent that the proposed questions tend to aid in the process of determining the truth or falsity of the charges against the Respondent. The chair may decline to ask questions that are argumentative in nature or cumulative (i.e., they unnecessarily repeat evidence already provided to the board).
- b. After the Respondent has been given an opportunity to suggest questions to the Conduct Board for each person who appears before it to support the Complainant's charges, the chair and the members of the Conduct Board will have the opportunity to ask questions.
 - c. After the Respondent and the members of the Conduct Board have been given an opportunity to ask questions of a person, the Complainant will be given an opportunity to address (through explanation or rebuttal testimony) anything that came up in the questioning of that person by the board, on its own behalf or for the Respondent.
 - d. When it appears that the Complainant has completed the presentation of her or his case, the chair of the Conduct Board will ask the Complainant to state for the record that his or her presentation is complete.
6. After the Complainant has confirmed that her or his presentation is complete, the Respondent will be called upon to present the facts that she or he believes the Conduct Board should rely on in finding her or him not responsible for the violations alleged in the statement of charges made by the Complainant.
 - a. Following the completion of the Respondent's individual testimony, and at the close of the presentations made by each witness on behalf of the Respondent, the chair of the Conduct Board will invite the Complainant to suggest questions that the Conduct Board should ask the witness. The chair will ask all questions proposed by the Respondent to the extent that the questions proposed tend to aid in the process of determining the truth or falsity of the charges against the Respondent. The chair may decline to ask questions that are argumentative in nature or cumulative (i.e., they unnecessarily repeat evidence already provided to the Board).
 - b. After the Complainant has been given an opportunity to suggest questions to the Conduct Board for each person who appears before it to support the Respondent's testimony, the chair and the members of the Conduct Board will have the opportunity to ask questions.
 - c. After the Complainant and the members of the Conduct Board have been given an opportunity to ask questions of a person, the Respondent will be given an opportunity to address (through explanation or rebuttal testimony) anything that came up in the questioning of that person by the board, on its own behalf or for the Complainant.
 - d. When it appears that the Respondent has completed the presentation of his or her case, the chair of the Conduct Board will ask the Respondent to state for the record that his or her presentation is complete.
 7. When the Respondent has indicated that her or his presentation is complete, the chair will give the Complainant and Respondent, in that order, the opportunity to make a closing presentation. At the discretion of the Conduct Board, this presentation can either be made orally immediately following the closing of the Respondent's presentation or in writing not more than 36 hours after the close of the Respondent's presentation. Where the closing presentation is to be written, both parties will deliver their presentations at the same time.
- B. Consideration of Materials**
- The Conduct Board will consider all materials that assist it in determining, in a fair and equitable manner, whether allegations contained in the statement of charges are supported by a preponderance of the evidence.
1. Ordinarily, the Conduct Board will require that witnesses giving testimony concerning the events in question have first-hand knowledge of facts to which they are testifying. In other words, the Conduct Board requires that in order to give testimony concerning an event in question, a person must have been present during the event in question and have observed its occurrence (whether through seeing or hearing).
 - a. The board will accept the testimony of a person who heard a description of an event from one of the persons who was physically present, provided that the second-hand testimony is of the sort that is generally accepted as reliable evidence tending to show that the facts occurred, or did not occur, as alleged.
 - b. In the discretion of the Conduct Board, when it is shown that it is unreasonable to expect an important witness to attend the hearing in person, the board may accept a written description of an event provided: (1) the opposing party is given a copy of the written description sufficiently in advance of the hearing to permit that party to submit written questions to the missing witness (through the Conduct Board) and receive answers in time to offer them to the board; (2) written description will only be accepted and may only be considered if it is accompanied by a signed honesty

statement; and (3) despite the absence of the person whose written statement is considered by the board, the Responding party may offer live testimony in the form of a rebuttal witness, provided that such testimony is consistent with the remainder of these procedures.

2. Testimony as to the character of either the Complainant or the Respondent may be presented by a witness or through a written statement, provided that such a statement is accompanied by a signed honesty statement and is relevant to the matter before the board.
3. When they concern facts that relate to the charges being heard, documents prepared in the course of College business and official reports will be accepted into the record without the need for the author of the report or document being present to testify.

C. Decision of the Conduct Board

Following the closing presentations, the members of the Conduct Board will meet in closed session to consider the case. The board will consider the factual presentations made by the Complainant and the Respondent and the witnesses each has presented and will make a determination as to whether the evidence presented establish, by a preponderance (i.e., whether it is more likely than not), that the Respondent engaged in physical contact of a sexual nature with the Complaining party without that person's consent as alleged in the statement of charges.

1. The board will ordinarily complete its deliberations within 48 hours after receiving the closing presentations.
2. The Conduct Board will set forth its findings with respect to each alleged violation of the Student Code of Conduct contained in the statement of charges in writing, indicating that it finds the Respondent responsible or not responsible.
3. If the board determines that the Respondent is responsible for any violation of the Student Conduct Code alleged in the statement of charges, it will proceed to consider what sanctions should be recommended to the dean of students and Title IX coordinator. During its consideration of sanctions, the Conduct Board will consider the Respondent's disciplinary record.
4. The dean of students or his or her designee will deliver a copy of the written findings of the Conduct Board to the Respondent and, if the Respondent was found responsible, a description of the sanctions imposed.
 - a. Together with the findings of the Conduct Board, a description of the rights to appeal decisions of the Conduct Board will be given to the Respondent.

- b. The dean of students or his or her designee will deliver a copy of the written findings of the Conduct Board to the Complainant and, if the Respondent was found responsible, a description of the sanctions imposed.

D. Attendance

Attendance at hearings of a Conduct Board will be restricted to the members of the Conduct Board, the Complainant, the Respondent, and their respective advisors. Persons appearing as witnesses will only be asked into the room in which the hearing is being held when making their individual presentation to the board.

VI. Appeal Protocol for Sexual Misconduct and Sexual Harassment Cases

Either the Respondent or the Complainant may appeal a decision of the Hearing Board in a sexual misconduct or sexual harassment case. If the Respondent or the Complainant demonstrates to the dean of students or his or her designee that there has been a denial of a fair disciplinary process in the hearing of a case and/or if he or she introduces substantive new evidence not available at the time of the hearing, a new hearing will be held and a decision will be rendered. Deviation from hearing procedures will not be considered a sufficient basis for sustaining an appeal and granting a new hearing unless the deviation from procedures caused the appellant significant prejudice or unfairness.

An appeal must be in written form, received by the dean of students or his or her designee, and copied to the Title IX coordinator within seven (7) business days after receipt of the Hearing Board's or Hearing Officer's decision and contain the following information:

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

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

Appendix C: College Policies

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, or appropriating creative works of art in whole or part (images, sounds, lighting designs, audio tracks, scripts, etc.). See "Sanctions" under the Disciplinary Process section and the "Policy on Plagiarism" in this guide for further details pertinent to this matter.

Alcohol and Other Drug Policy

Introduction

The Emerson College Alcohol and Other Drug Policy contains information on the College's philosophy regarding alcohol and other drug (AOD) use and abuse by students, faculty, and staff ("the Emerson community"), as well as regulations and sanctions regarding the possession, use, manufacture, distribution, sale, and advertisement of AODs while on Emerson College-owned or -leased property or at off-campus, College-sponsored events. In addition, the Emerson College Statement on Alcohol and Other Drugs at emerson.edu/policy/alcohol-other-drugs provides AOD-related information about federal, commonwealth, and city laws, regulations, and sanctions; physical and psychological effects of AOD use and abuse; and resources for AOD information, education, and treatment.

Philosophy

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

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

Medical Amnesty

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

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

Seeking medical assistance for oneself or a fellow student demonstrates responsible student behavior (see "Seek Assistance" below). When evaluating an alcohol violation, the College will consider whether a student sought medical assistance for oneself or another person in need, and in most cases view the act of seeking medical assistance as good judgment and accordingly not deserving of typical disciplinary sanctions. The student requiring medical assistance, and possibly the referring student(s), will be required to meet with members of the Office of Housing and Residence Life and Office of Student Conduct for a formal review of the incident. If it is determined that the Medical Amnesty policy applies to a given situation, the concerned students will not be subject to a disciplinary fine or disciplinary action for possession or consumption of alcohol or any other drugs. However, parental notification and referral to meet with Counseling and Psychological Services and the wellness educator still apply. A record of the incident will remain on file in the Office of Student Conduct reflecting the outcome of the incident.

Please note that this policy does not excuse or protect those who repeatedly or flagrantly violate the Student Code of Conduct. If a student received Medical Amnesty for a prior incident, the availability of amnesty for a subsequent

incident is at the discretion of the dean of students or his or her designee. If other infractions are concurrent at the time of intoxication including, but not limited to, physical or sexual assault, distribution of illicit substances, or property damage, this policy does not apply.

Recognizing Signs of Intoxication/Overdose

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

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

Signs of an amphetamine overdose may include:

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

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

Seek Assistance

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

If the person is unconscious, breathing fewer than eight times a minute, or has repeated and uncontrolled vomiting, **call 911**. Remember that even when someone is unconscious or has stopped drinking, alcohol continues to be released into the bloodstream and the level of alcohol in the body continues to rise. Never assume that a person will "sleep off" alcohol poisoning.

Don't leave an unconscious person alone. While waiting for help, turn the person on his or her side; don't try to make the person vomit. People who have alcohol poisoning have an impaired gag reflex and may choke on their own vomit or accidentally inhale (aspirate) vomit into their lungs, which could cause a fatal lung injury. Your assistance and support in helping the College keep you and your fellow students safe is most appreciated.

Laws, Regulations, and Sanctions

Emerson College and the members of the Emerson community are responsible for observing and complying with federal, state, city, and College laws and regulations regarding the use of AODs whenever they are on its U.S. or external campuses or taking part in its activities. Where the legal drinking age at our external campuses may differ, Emerson College students will be held to the legal drinking age laws of the hosting countries. All other aspects of this policy remain in effect at our external campuses. In addition, all members of the Emerson community are responsible for ensuring that their guests adhere to the Emerson College AOD Policy, and, when determined appropriate, will be held accountable for violations committed by their guests.

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

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

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

- Questions or concerns regarding students' use or abuse of AODs in the residence halls and dining halls should be directed to the associate dean/director of housing and residence life.
- Questions or concerns regarding students' use or abuse of AODs on non-residential areas of the campus or at off-campus, College-sponsored events should be directed to the dean of students. Likewise, students who are unsure about how to address their AOD concerns should contact the dean of students.
- Questions or concerns regarding students' use or abuse of AODs at any of the College's external programs should be directed to the respective program director.

- Questions or concerns about staff or employees' use or abuse of AODs should be directed to the associate vice president for human resources.
- Questions or concerns about whether and where alcohol may be consumed or served on Emerson property should be directed to the director of business services.

A. Alcohol

1. College-Wide Regulations

- a. Age: A person must be of legal drinking age or older to possess or consume alcoholic beverages. All community members are prohibited from serving or providing alcohol to individuals who are under the legal drinking age.
- b. Authorization: **Faculty and staff** who wish to host an event where alcohol will be served on any property owned or leased by Emerson College must comply with the terms as established by Emerson College by submitting an approval form (available on the Business Services website, *emerson.ed/about-emerson/offices-departments/business-services/dining-catering-services/catering*) to the director of business services seven (7) business days prior to the event for review. The form will be forwarded to the vice president for administration.

Students and student organizations who want to hold an event where alcohol is served or present while on Emerson College–owned or –leased property or at off-campus College–sponsored events must submit a completed Application for Alcohol at Student Organization Events at least 21 days before the event for review. Applications are available at the Office of the Dean of Students. The College will typically only authorize requests to allow alcohol service at student events that are sponsored by either the Senior Class or the Graduate Student Association.

Student organizations should present their requests as follows:

- Residence Hall Association, Learning Communities, and Residence Life–related sponsors should present their proposals to the associate dean/director of housing and residence life;
- Recognized undergraduate student organizations should present their proposals to the associate dean of students; and
- Recognized graduate student organizations should present their proposals to the director of graduate studies.

Final authorization requires the signature of the dean of students.

- c. Common Source Alcohol Containers: Kegs, beer balls, alcohol by the case, trash-can punches, or any other central sources of alcoholic beverages are prohibited.
- d. Common Areas: Alcohol consumption or possession of an open container of alcohol is prohibited at any time in College–owned or –leased hallways, lobbies, lounges, stairwells, classrooms, studios, technical facilities, meeting spaces, bathrooms, outdoor areas, vehicles, or any other public areas without prior written authorization. Students must obtain such authorization from the dean of students and employees must obtain such authorization from the College's director of business services.
- e. Intoxication and AOD Impairment: All Emerson community members are prohibited from being intoxicated on Emerson College property or at Emerson-sponsored events, regardless of age. The College also reserves the right to hold students accountable, regardless of age, for being intoxicated at off-campus, non–Emerson related events or locations. Behavioral symptoms frequently associated with intoxication will be considered in determining intoxication. These symptoms may include, but are not limited to, the following: impaired motor skill coordination, difficulty communicating, vomiting, glazed/red eyes, the smell of alcohol on one's breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior that may endanger oneself or others. Emerson community members are further prohibited from performing employment duties or participating in classes and student activities while impaired due to the effects of AOD consumption, regardless of whether such impairment rises to the level of intoxication.

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

f. Advertising and Postings

- i. No postings or announcements may be made, placed, or distributed that promote a party or event in which individuals under the legal drinking age are likely to be served or consume alcohol.
- ii. No postings or announcements may be made, placed, or distributed that mention, make reference to, allude to, or depict alcohol; promote, invite, or encourage alcohol consumption; or

mention or allude to the amount of alcohol to be served or consumed at a particular party or event.

- iii. No postings, announcements, promotions, or ticket sales may be made, placed, or distributed for non-College-sponsored events at which alcohol will be served or consumed.

2. Student Alcohol Regulations

a. Parties, Activities, and Events

- i. Students and student organizations are prohibited from sponsoring an event, party, or program in which alcohol is served or consumed without written authorization from the dean of students.
- ii. The commercial distribution of alcohol is prohibited.
- iii. The manufacturing of alcohol is prohibited.
- iv. Funding, donations, giveaways, and other remuneration for Emerson College events and activities by the manufacturers, distributors, or sellers of alcohol are prohibited without written authorization.
- v. Alcohol is prohibited from all Emerson College student and student organization orientation and initiation activities.
- vi. No event may be held in which a primary focus is the service and consumption of alcohol.
- vii. All College-sponsored student organization events and activities at which alcohol will be served or consumed must have the event's advertising approved by the dean of students or his or her designee.
- viii. Student events in which alcohol is served or consumed must follow the guidelines below:
 - a) Admission charges and/or undergraduate student activities fees may not be used for the purchase of alcohol.
 - b) Open bars or the serving of alcohol without charge is prohibited unless food and non-alcoholic beverages are also available free of charge. In addition, at least 25 percent of an event's food and beverage budget must be used for the purchase of food, and at least 25 percent of an event's food and beverage budget must be used for the purchase of non-alcoholic beverages.
 - c) Unless otherwise authorized by the dean of students, hosts or hosting organizations are required to provide food and non-alcoholic beverages as a part of any activity or event at which alcohol will be available via a cash bar. Food and non-alcoholic beverages must be available in sufficient quantities (in general, they should be available throughout the entire event) for the expected attendance of the event.

d) No alcoholic beverages are permitted to be brought into the function area by attendees.

- ix. In addition, on-campus student events in which alcohol is served or consumed must follow the guidelines below:
 - a) Alcohol permitted at an event will be restricted to beer and/or wine.
 - b) No alcoholic beverages are to be taken out from the function room.
 - c) Alcoholic beverage service will last no longer than three hours in duration, and is to end no later than 11:30 pm.
- x. In addition, student organization-sponsored events in which alcohol is served or consumed must follow the guidelines below, unless otherwise authorized:
 - a) No alcohol other than what is served by the College's dining services (for on-campus events) or a licensed server (for off-campus events) is permitted.
 - b) At least two members of the hosting organization and its advisor or designated faculty/staff member need to be present and not drink alcoholic beverages throughout the entire event. For on-campus events, the organization is responsible for arranging to have a member of the Emerson College Police Department or a security officer, contracted through Emerson College, present throughout the entire program.
 - c) Admission to the program will be restricted to currently enrolled Emerson students and members of the College faculty/staff. Students will be permitted to host one guest and may not leave an event without their guest. At on-campus events, students will be required to sign in their guest at the registration desk.
 - d) When deemed appropriate, students and their guests must demonstrate proof of age with a government-issued photo ID such as a driver's license or passport.
 - e) No one under the legal drinking age will be admitted to an on-campus event. The members of the hosting organization, with the assistance of its advisor or designated faculty/staff member and a staff member from the College's dining services, will be responsible for monitoring entrance to the event throughout the duration of the program.
 - f) The College's dining services (for on-campus events) or the licensed server (for off-campus events) will be responsible for managing the beverage bar in keeping with federal, state, and local alcoholic beverage laws and regulations.

The hosting organization is responsible for ensuring that the Emerson College AOD Policy is observed at all times.

- xi. The College also reserves the right to discipline students, regardless of age, if the College determines that a student's service of alcohol to others, including at off-campus, private, non-Emerson related events, negatively affected the College's relationship with, or reputation in, the greater community or posed a danger to any individual's health or safety.

3. Residence Hall Regulations

- a. An individual of legal drinking age may possess and/or consume alcohol only in his or her own room or in the room of another resident who is of legal drinking age or older.
- b. An individual of legal drinking age is prohibited from consuming alcohol or possessing an open container of alcohol in any room where individuals under the legal drinking age are present.
- c. Personal possession of alcoholic beverages by any one individual of legal drinking age may not exceed one 12-pack of beer (144 ounces) or one bottle of wine (750 milliliters) or one pint (16 ounces) of liquor (80 proof maximum) or its equivalent.
- d. An individual of legal drinking age may possess and/or consume alcohol in the common area of a residential suite only if all suitemates and guests of the suite are of legal drinking age.
- e. Residence hall activities fees may not be used for the purchase of alcohol.
- f. Individuals under the legal drinking age are prohibited from being in the presence of an open container of alcohol without written authorization.
- g. Alcoholic beverage containers of any kind (e.g., bottles, cans), even if they are empty, are not permitted in any student room except where a student is the legal drinking age.
- h. Alcohol paraphernalia including, but not limited to, beer pong tables or funnels is prohibited.
- i. All students are prohibited from hosting a gathering in a residence hall room, suite, or common area where individuals under the legal drinking age are in the presence of an open container of alcohol.

B. Tobacco

1. College-Wide Regulations

- a. Smoking including use of electronic smoking devices is prohibited in all Emerson College-owned or -leased buildings.
- b. Smoking including use of electronic smoking devices is prohibited within the archway of the 80 Boylston Street entranceway during posted hours.
- c. Smoking including use of electronic smoking devices is prohibited within 25 feet of 150 Boylston Street.

- d. Smoking including use of electronic smoking devices is prohibited in all Emerson College-owned or -leased transportation vehicles including buses, vans, shuttles, ECPD patrol cars, and Facilities Management vehicles.
- e. The retail sale of tobacco, tobacco products, and electronic smoking products is prohibited.
- f. The commercial distribution of tobacco, tobacco products, and electronic smoking products is prohibited.
- g. Funding, donations, give-aways, and other remuneration for Emerson College events and activities by the manufacturers, distributors, or sellers of tobacco, tobacco products, and electronic smoking products are prohibited.

C. Drugs

1. College-Wide Regulations

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

Bicycles

There are two bicycle parking rooms on Emerson's campus. One is located at 19 Boylston Place, and the other is located at 180 Tremont Street. The Boylston Place Bike Room has been designated primarily to serve the daily and frequent bike riding members of the Emerson College community. The Boylston Place room employs an indoor rack system accommodating up to 50 bike parking spots. During the scheduled registration period, Emerson students, faculty, and staff who commute by bike may register to use the Boylston Bike Room. **Parking spot assignment is on a first-come, space-available basis.** Residence hall residents are permitted to keep their bike in their residence hall room. If there are available bike parking spots after the initial registration and assignment period, consideration may be given to students with extenuating circumstances who may be seeking bike storage outside of their residence hall room. The use of assigned parking spots will be monitored. If a parking spot is not being used, the assignment may be revoked in order to make the space available to an interested rider who has been wait-listed. All bikes parked in the facility must be registered and display an Emerson College Bike Registration number decal. Those registered users who are assigned specific rack spaces

are given individual card reader access privileges to enter and use the facility. Unregistered bikes may be impounded. **Assignments for the Boylston Place Bike Room expire at the end of the academic year.**

At 180 Tremont Street in the Ansin Building, there is a bicycle parking area for 12 bicycles. Registered users may use this facility for daily, unassigned bike rack parking on a space-available basis. Bikes parked in the facility must be registered, display an Emerson College Bike Registration decal, and must occupy one of the numbered rack spaces. Unregistered bikes and/or bikes not locked in a numbered rack space may be impounded.

Students are required to register their bicycles through the Department of Property Management. They can borrow an engraving instrument at ECPD to engrave their bikes for identification purposes.

Bicycles may not be brought into any other College facility, except residence halls. Bicycles should not be chained to fences, doors, trees, and other objects. The Fire Code dictates that all entrances, exits, corridors, stairwells, and other areas of egress must be free and clear at all times. Bicycles in violation of this code will be removed from the area at the owner's expense. There is no long-term bicycle storage on campus.

Building Access

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

Ordinarily, guests must be "signed in" one at a time by the Emerson College individual faculty, staff, or student who will be their "host" while they are visiting. The host must present his or her current Emerson ID or Access card when signing in the guest, and the guest must present a current photo ID and sign the log at the security desk. The host who signs in a guest is responsible for the whereabouts and actions of his or her guest in the Emerson building at all times while he or she is signed in. Students will be limited

to signing in five (5) guests at one time, unless otherwise authorized.

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

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

Campus Postings

A. All currently enrolled students, student organizations, college departments, faculty, and staff may have their fliers reviewed and approved for posting. All hard-copy postings must have an official Student Life posting registration stamp. Student organizations are strongly encouraged to show posters to their advisors prior to obtaining a registration stamp.

To obtain a registration stamp:

1. An original poster, table tent, or flyer must be dropped off at the Office of Student Life, 150 Boylston Street, second floor, at least 24 hours before the flyer/poster is to be posted or placed.
2. Individuals and groups may not post or place any flyer or notice without the original copy being stamped. Unregistered posters and table tents will be removed and violations issued.
3. All registered flyers/posters will be stamped with a designation that denotes the end posting date. Flyers/posters will be approved for up to three weeks of posting. Groups may copy that flyer for more general distribution. Poster registration does not imply College endorsement.
4. Student/student organizations are expected to remove their notices when their event has passed.
5. Alterations to an approved poster are considered unapproved. You must bring your flyer to Student Life for re-approval.
6. All flyers must have Emerson College contact information in order to be approved.
7. All flyers advertising a fundraiser or donations solicitation must have an approved Fundraising Form on file with the Office of Student Life before the poster may be stamped for approval. See page 84 for the College's fundraising policy.
8. All flyers advertising an event hosted by a recognized student organization in an off-campus location must have a signed contract on file before the posting may be approved.

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- B. Postings of signs, flyers, advertisements, and other materials are permitted on authorized bulletin boards only. All other postings will be removed and violations issued.

Questions about a specific building posting policy may be directed to Property Management or the following as appropriate:

1. Campus Center: Assistant Director of the Campus Center
 2. Cabaret: Assistant Director of the Campus Center
 3. Residence Halls: Residence Director
- C. No postings may be placed in elevators, on fire escapes, walls, doors, windows, bathroom stalls, mirrors, fences, lamp posts, or trees.
- D. Postings, flyers, advertisements, and other notices are not permitted to be slipped under or placed on residence hall room doors without approval of the associate dean/director of housing and residence life.
- E. Postings on the outside of any Emerson-owned or -rented property is prohibited.
- F. No postings may be placed or distributed that promote a party or event where students under the legal drinking age are likely to be served or obtain alcoholic beverages.
- G. No postings may be placed or distributed that allude to, depict, promote, invite, or encourage alcohol or other illegal drug consumption.
- H. No postings may be placed or distributed for non-College sponsored events at which alcohol will be served or consumed.
- I. No postings for non-Emerson related events and activities will be approved for posting. Non-Emerson related events and activities are encouraged to purchase advertising space in *The Berkeley Beacon* and/or other appropriate publications.
- J. If an Emerson-related event is to take place on property under the jurisdiction of a governmental entity, such as city, state or federal institution, a permit must be obtained through the Office of Government and Community Relations. Proof of a permit must be submitted before a poster will be approved in Student Life.
- K. If an Emerson organization wishes to reference or credit a non-Emerson entity, a formal contract outlining the relationship will be required before a flyer may be approved. The dean of students must review and approve all contracts.
- L. Only events sponsored and coordinated by recognized clubs and organizations may post an event on the eCommon calendar or via the Campus Center Axis TV Service.
- M. All students are encouraged to post their activities to the College's web portal. Any post can be edited or removed if it is found to violate the Electronic Information Policy. All of the policies related to obtaining an approval stamp pertain to electronic posting submissions to the College's web portal, *eCommon.emerson.edu*.

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

Classroom Behavior

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

Consensual Relationships Policy

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

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

On occasion, an employee will have a dating, romantic, or sexual relationship, or a marriage with an individual who then becomes a student, or an individual with a pre-existing relationship with a student will join the College. It is the obligation of the faculty member to disclose that relationship or marriage to the school dean (or executive director of the Institute of Liberal Arts and Interdisciplinary Studies) in which the school (or executive director of the Institute of Liberal Arts and Interdisciplinary Studies) in which the student is enrolled. It is the obligation of the dean or executive director to take steps that he or she deems necessary to ensure that the educational experience of that student, and other students in the school or program, is not materially affected by the dating, romantic, sexual, or marital relationship. Since individual cases may vary, the dean or executive director has discretion to

consider specific circumstances—the nature of the relationship, the specifics of the student’s academic program and the faculty member’s responsibilities, the staff member’s duties and constraints on the school and program—in fashioning these steps. The steps can range from no action, to the recusal of the faculty member from matters involving the student, to changes in the faculty member’s teaching, advising, service, or other duties.

Similarly, it is the obligation of staff members to disclose a relationship or marriage to the associate vice president for human resources. It is the obligation of the associate vice president, in consultation with appropriate academic or administrative personnel, to take the steps that he or she deems necessary to ensure that the educational experience of the student, and other students at the College, is not materially affected by the dating, romantic, sexual, or marital relationship. Since individual cases may vary, the associate vice president has discretion to consider specific circumstances—the nature of the relationship, the specifics of the student’s academic program, the staff member’s duties, and constraints of the College—in fashioning these steps. The steps can range from no action, to the recusal of the staff member from matters involving the student, to changes in the staff member’s duties.

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

Staff members who violate this policy are subject to disciplinary action up to and including termination of employment. Complaints of violations of this policy should be made to the associate vice president for human resources.

Copyright Policy

As an institution committed to leadership in communication and the arts, Emerson College requires that its faculty, staff, and students comply with all applicable laws concerning copyright and intellectual property. Further explanations are provided under the Electronic Information Policy and Intellectual Property Ownership Policy statements later in this guide and at emerson.edu/policy/copyright.

Demonstrations

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

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

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

Disability Services Statement

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, the Disability Services Office maintains 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.

Governing Law (Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990)

Two federal statutes govern the rights of individuals with disabilities and apply to students with disabilities attending Emerson College. Section 504 of the Rehabilitation Act of 1973 states that no “otherwise qualified person” with a disability can be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity within an institution that receives federal financial aid. The Americans With Disabilities Act (ADA) defines a person with a disability as any individual who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is perceived by others as having such an impairment. The ADA applies to Emerson College, both as a place of public accommodation and as an employer. Taken together, Section 504 and the ADA require institutions of higher education to provide equal access to educational opportunities to otherwise qualified persons with disabilities. California State Law may provide similar protections such as under the Equity in Higher Education Act.

Rights and Responsibilities of Students with Disabilities

Emerson students with disabilities (as defined under the ADA and/or California Government Code 12926) have the right to the following:

- Equal access to the College’s programs, activities, and services;

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

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

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

Rights and Responsibilities of the College

Emerson College has the right to do the following:

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

Emerson College has the responsibility to do the following:

- Provide information to students concerning the resources and services available for students with disabilities and provide that information in accessible formats upon request;

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

Process for Making Accommodation Requests

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

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

Students who request accommodations will be asked to provide the DSO with current and appropriate documentation prepared by a qualified professional. The documentation should support the claim of a disability and include a rationale for the requested accommodations. After the documentation is received, the DSO staff will interview students to gather information relevant to the request. The documentation and interview notes may also be evaluated by staff in ECAPS and/or the Center for Health and Wellness. Students must meet with the DSO to obtain the outcome of the review; at this time, students will be

informed in writing of the decision concerning their requests for accommodation and of their right to appeal the decision. At each step in the process, the DSO strives to ensure that policies, procedures, and responsibilities for all parties are understood by all involved.

Location and Contact

The Disability Services Office is located at 216 Tremont Street on the fifth floor. The director for disability services can be reached by email at dso@emerson.edu or by telephone at 617-824-8592. The mailing address is Disability Service Office, Emerson College, 120 Boylston Street, Boston, MA 02116. Additional information concerning the philosophy, policies, and procedures pertinent to disability services can be found at emerson.edu/disability-services. Students should contact the DSO with any and all questions or concerns.

Electronic Information Policy Statement*

Electronic Mail

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

Internet Use

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

Responsibility for Acknowledging Sources

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

Responsibility for Handling Potentially Offensive Material with Discretion

Material can be accessed on the Internet that some may consider to be objectionable or offensive. In no way does Emerson College encourage or endorse accessing such

material except for legitimate academic purposes. Users must exercise judgment when choosing the information they access. If there is the reasonable expectation that the accessed information would be considered objectionable by some, then public terminals (those in open offices, labs, the library, and other public places) may not be used and hard copy of such information may not be directed to public printers. Thus, in accessing such material, the user has the responsibility to do so in a private environment, such as a residence hall room or private office, and in such a way that the material does not negatively affect those who may deem it objectionable or offensive. For example, such material should not be forwarded to others without their consent.

Responsibility for Internet Use Consistent with One's Objectives as a Student, Faculty, or Staff Member

The College provides on-campus Internet capabilities to students, faculty, and staff members at the College's expense, for their use on College business and incidentally for personal purposes, so long as this use does not violate College policy or adversely affect others. The Internet is not to be used to cause harm, no matter how minor, to any individual or computer facility. Users are expected to familiarize themselves with the College's electronic policies found online at emerson.edu/policy. Users are expected to protect Emerson College's good name and reputation.

Sharing of Copyrighted Files

Most movies, sound recordings, and software applications are copyrighted. Any duplication of copyrighted materials without the express consent of the copyright holder is not only against Emerson College policy, it is against state and federal law. Those laws carry severe penalties, with significant fines and prison sentences for the most serious violations.

Violations of Guidelines

Violations of the above policies are considered unethical and may lead to College disciplinary action and/or criminal prosecution. Individuals are encouraged to report information concerning instances in which the above guidelines have been or are being violated. In accordance with the established College practices, policies, and procedures, confirmation of inappropriate use of Emerson College technology resources may result in termination of access, expulsion from the College, termination of employment, legal action, or other disciplinary action.

*A copy of the complete Electronic Information Policy Statement can be accessed through the Emerson College homepage (emerson.edu/policy).

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 usually in the form of *firstname_lastname@emerson.edu*. The College considers the transmission of information to students, via email, to this College–assigned email address as a form of official notification. **It is your responsibility to check your Emerson email account regularly.** You can access your Emerson email account via the web from any Internet-networked computer at the URL *ecmail.emerson.edu*.

You may adjust your email settings so that messages sent to your College–assigned email address are redirected to an alternate/preferred email address of your choosing. To do so, select the “Redirect my ECmail” option from the *pages.emerson.edu/myaccount* web page. Redirecting your email address will inform the College’s network to automatically forward any email messages sent to your ECnet account to your preferred email address.

If you have any questions regarding your ID number or PIN, contact the Registrar at 617-824-8655. If you have any technical questions or problems using Interactive Services or ECmail, contact the Help Desk at 617-824-8080.

False Reporting of Emergencies

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

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

File Sharing (Peer-to-Peer)

Intellectual property rights are what allow us all to benefit from creative and scholarly works produced by others. As an institution of higher education committed to leadership in communication and the arts, Emerson College endeavors to nurture respect for all intellectual property rights of others. The College also requires that its faculty, staff, and students comply with all applicable College intellectual property policies and the law, including federal copyright law.

In 2008, the U.S. Congress passed the Higher Education Opportunity Act, which among other things, requires that colleges and universities assist in the effort to effectively combat copyright infringement. This legal requirement applies to unauthorized distribution of copyrighted materials by users of the College’s computing network. In other words, the law now requires the College to take affirmative steps to stop all members of its community from using the College’s computing resources to engage in illegal peer-to-peer file sharing.

While Emerson does not routinely monitor the electronic activities of its students, it does have a procedure in place for responding to claims by copyright holders that members of the Emerson community have infringed a copyright. For example, when community members using the College’s network engage in illegal file sharing over the Internet through a peer-to-peer client (such as LimeWire, Gnutella, or KaZaA), copyright holders and their representatives (such as the Recording Industry Association of America [RIAA]) may discover that activity through a variety of methods. The copyright holder or its representative may notify the College of the unlawful activity, and the College is required to take action in response. Reports of copyright infringement by students are referred to Emerson’s Office of Student Conduct, and the alleged infringers may face disciplinary action under the College’s Code of Student Conduct up to and including loss of housing and suspension from the College. Reports of alleged infringement on the part of employees are referred to the employee’s department head. Illegal activity by any network user may result in suspension or termination of network privileges.

In addition, copyright holders and their representatives may take legal action against infringers, and the resulting penalties can be very steep. Courts may award the victim of infringement actual damages (for example the amount of lost profits resulting from the infringement), or statutory damages ranging from \$750 to \$30,000 per work infringed. In cases of willful infringement, courts may award as much as \$150,000 per work infringed. In fact, last year a federal court in Boston ordered a Boston–area graduate student accused of illegal file sharing to pay \$675,000 in damages to copyright holders. In some instances, courts may also award the copyright holder its reasonable attorneys fees incurred in enforcing its rights. And the law even permits a court to impose criminal penalties including fines and imprisonment.

There are legal alternatives to illegal file sharing, which permit sharing of songs, movies, shows, clips, and a variety of other electronic media while preserving the intellectual property rights of the artists or copyright holders. Links to those alternatives together with links to applicable copyright resources are provided below.

Please think twice. Is it worth the risk of incurring College sanctions, a lawsuit, and thousands of dollars in damages for a free song, video, or film?

Copyright Resources

- Emerson College Copyright Policy, emerson.edu/policy/copyright
- Emerson College Student Code of Conduct, emerson.edu/student-handbook
- Educause.edu, Higher Education Opportunity Act Resource Page, educe.edu/Resources/Browse/HEOA/34600
- The Recording Industry of America, riaa.com/physicalpiracy.php?content_selector=What-is-Online-Piracy
- The Motion Picture Association, mpaa.org/contentprotection/get-movies-tv-shows
- Digital Millennium Copyright Act (full text, copyright.gov/legislation/pl105-304.pdf)
- United State Copyright Office Online Service Providers Web Page, copyright.gov/online/sp
- United States Copyright Law, 17 Unites States Code, § 101 et seq., copyright.gov/title17/

Fundraising Activities

In an effort to both assist student organizations and College departments' planning and ensure appropriate use of the institution's name, all Emerson student organizations are required to register their intent to conduct any fundraising activities on or off the campus in the Office of Student Life.

On-campus fundraising includes conducting drawings, raffles (see Gambling section for information related to obtaining a permit for a raffle), and selling of goods and/or services. Off-campus fundraising activities include soliciting merchants, foundations, corporations, parents, or alumni for contributions in and of themselves, or in return for an advertisement or service. Lists of parents, alumni, or students will only be made available to those student organizations that have received authorization through registration. Fundraising activities benefiting an outside organization/company/foundation must have a letter of permission from said organization/company/foundation when registering the activity. Only recognized and funded student organizations or department-sponsored groups may fundraise. All collected funds must be deposited into an on-campus account.

Students enrolled in the Business Studies and Entrepreneurial Studies programs are exempted during specific program-related events upon notification of, and approval from, the dean of students. Notification and approval will be conducted between the program's director, and the Dean of Students Office directly. Further information is available from the Dean of Students Office and the director of business and entrepreneurial studies.

Gambling

Gambling or the sale of lottery tickets (i.e., tickets of chance) by individuals is forbidden on campus property. Recognized student organizations and College departments must submit an application to the City of Boston to obtain a one-day gambling permit in order to host a raffle. A drawing is not considered gambling. Contact the associate dean of students for more information.

Guests

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

Hazing

Emerson College recognizes that student clubs and organizations including fraternities and sororities function as integral parts of the campus community. The College also believes that the purposes and programs of student groups should be in consonance with its educational mission, and that the orientation, education, and activities of group members should support the institutional mission. Hazing is antithetical to the College's mission and is therefore strictly prohibited.

Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any student club/organization operating under the sanction of the College.

The term *hazing* includes, but is not limited to, any brutality of a physical nature, such as beating; forced calisthenics; exposure to the elements; forced consumption of any food, alcohol, or other drug or substance; or any forced physical activity that could adversely affect health or mental stress, such as sleep deprivation; forced exclusion from social contact, which could result in extreme embarrassment; or any other forced activity that could adversely affect the mental health or dignity of an individual. It is important to note that the willingness of an individual to participate in any activity as described above does not sanction such behavior.

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

For more information on hazing, see malegislature.gov/Laws/GeneralLaws/PartIV/TitleII/Chapter269 and view Section 17, 18, and 19.

Penalties for Hazing

Massachusetts Hazing Law of the COMMONWEALTH OF MASSACHUSETTS GENERAL LAWS 269:17, 18, 19 state:

Section 17: HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one, [sic] year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

Section 18: FAILURE TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19: COPY OF SECS. 17-19; ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS AND ORGANIZATIONS; REPORT

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization that is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student

organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations.

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

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

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

California Hazing Law: Penal Code Section 245.6
leginfo.ca.gov/cgi-bin/displaycode?section=pen&group=00001-01000&file=240-248

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- (a) It shall be unlawful to engage in hazing, as defined in this section.
 - (b) "Hazing" means any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events.
 - (c) A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.
 - (d) Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.
 - (e) The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.
 - (f) Prosecution under this section shall not prohibit prosecution under any other provision of law.

HIV/AIDS Campus Statement

Introduction

Emerson College is committed to a compassionate response to all members of the community who are infected with the Human Immunodeficiency Virus (HIV) as well as those who have Acquired Immune Deficiency Syndrome (AIDS). The College seeks to create a safe and open environment for communication while safeguarding and respecting the confidentiality of individuals. Students, faculty, and staff are guaranteed access to all areas of the institution such as residence halls, dining rooms, athletic facilities, classrooms, and offices without discrimination on the basis of HIV/AIDS status. Emerson community members are afforded the right to participate in all College activities without restriction. At the same time, Emerson College expects that its community members act responsibly in preventing the transmission of HIV/AIDS. The College provides ongoing prevention-based education, information, and resources.

Confidentiality

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

Education, Communication, and Prevention Programs

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

HIV Antibody Testing

Individuals seeking to be tested for the HIV antibody are encouraged to utilize anonymous testing (where a name or other identifying information is not given) rather than

confidential testing (where a name or social security number is given). Centers that provide pre- and post-testing counseling are highly recommended.

Treatment, Services, Referral

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

Intellectual Property Ownership Policy

A. Introduction

The purpose of this policy is to encourage research; publication; and artistic, creative, and pedagogical work of the highest possible caliber and to protect the intellectual property of the College and its faculty, staff, and students.

B. Copyright Law Generally

“Copyright” means that bundle of rights that protect original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. “Works of authorship” (including computer programs) include, but are not limited to, the following: course materials such as syllabi, lesson plans, and lecture notes; written works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works (photographs, prints, diagrams, models, and technical drawings); motion pictures and other audiovisual works; sound recordings; and architectural works. “Tangible media” include, but are not limited to, books, periodicals, manuscripts, phonorecords, films, tapes, and disks.

You can find a general description of copyright law at emerson.edu/policy/copyright. If you have specific questions about College copyrights, contact the Office of the General Counsel. The Office of the General Counsel can refer you to competent counsel for personal copyright matters.

C. Copyright Ownership Policy

1. For staff, administrators, student employees, and other non-faculty employees: Emerson College owns the copyright to any works created by staff, administrators, student employees, and other non-faculty employees in the course of their College duties. This includes, but is not limited to, copyright in works such as publications, software, web design, graphic and artistic work,

photographs and other visual images, audio recordings, music, dramatic, or theatrical work, and data compilations. If the employee asks, the College may, but is not required to, grant the employee a non-exclusive license to use the work for mutually agreed purposes.

2. For faculty: Text pertaining to faculty can be found in the Faculty Handbook.
3. For students:
 - a. Student Rights Generally
“Student Works” are those works produced by Emerson students in fulfillment of class assignments, as projects for academic credit, or as projects with co-curricular or extracurricular organizations. Student works’ primary purpose is educational. Student works are owned by the student(s), subject to a non-exclusive royalty-free license to use the student work for the College’s educational, promotional, and public relations purposes if the student work is not a confidential educational record.
 - b. Student Responsibilities
Each student who participates in the creation of a student work is responsible for his or her contribution to such student work including, without being limited to, ensuring that his or her contribution to such student work does not violate or infringe on any copyright, any right of privacy, or any other right of any person; and that such student work is not libelous, obscene, or otherwise contrary to law.

Each student is responsible for obtaining any necessary permissions for the use of any copyrighted materials the student contributes to in such student work.

Any advice or assistance given by any faculty member or other representative of Emerson College to any student in relation to the foregoing responsibilities, or otherwise in relation to the preparation or production of a student work, shall not be construed (a) as the assumption of such responsibility or of any liability by such person or by Emerson College; (b) to deem the College or such person a joint venturer with such student; or (c) to grant such student the power, right, or authority to create any obligation or responsibility on behalf of, or otherwise, to bind the College or such person.

Each student who creates or participates in the creation of a student work agrees to indemnify and hold harmless Emerson College against any loss, damage, liability, or expense that Emerson College incurs as a result of the preparation or production of such student work, including, without being limited to, any material in such work that infringes or violates any copyright; right of privacy or any other right of

any person; or is libelous, obscene, or contrary to law.

c. **Limitation on Transfer Rights in Student Works**
Student works may also have market value. However, if a student markets, commercially distributes, or transfers to a third party his or her rights in a student work, it may deprive other students of the opportunity to work with the student work and hinder faculty supervision of the work, thereby limiting the primary educational purpose of the student work. Students should also be sure that their marketing, commercial distribution, or transfer of rights does not infringe upon the rights of co-authors of the student work. Any student work that is produced by more than one student is subject to the following policy, and all students agree, as a condition of their attendance at the College, to abide by the provisions of this policy.

Students agree to wait until every student who contributed to the student work has either graduated from Emerson College or is no longer enrolled before distributing their own interest in joint student work. This temporary limitation on distribution of joint student work includes distribution in any manner, such as by sale or other transfer of the ownership or other rights, license, lease, loan, gift, or otherwise. Students may, however, enter joint student work in festivals or competitions. Students shall make joint student work available to other students and to faculty members of Emerson College who participated in creation of the student work for any use relating to their education or to the education of such other students. The dean of the appropriate school at Emerson College may, in his or her sole discretion, in consultation with the vice president for academic affairs and the president of the College, waive these restrictions for any reason satisfactory to the dean.

d. **Emerson Credit**

Emerson College will decide whether or not to put its name on a given student work. If so requested by the appropriate dean at Emerson College, the student(s) who owns each student work agrees to credit in such student work, in a manner satisfactory to the dean, any donor to Emerson College whose donation contributed directly to the production of such student work.

e. **Destruction of Student Work**

It is the obligation of the student to retrieve his or her work. The College has no obligation to preserve student work and reserves the right to destroy it after the end of the semester in which the work was created.

4. **Works Created by Outside Vendors and Contractors**

In general, the College expects to own the copyright in the work of outside vendors and contractors. The

College official engaging the outside vendor or contractor and signing the contract is responsible for ensuring that the contract protects the College's rights. The College expects that employees engaging outside vendors and contractors on behalf of the College will obtain legal advice from the Office of General Counsel prior to their engagement or the execution of a contract.

D. Disclosure

Faculty or students who create works in which the College may have an ownership interest should make an immediate disclosure, in writing, to the dean of their respective school.

E. Trade and Service Marks

The College owns certain trademarks and service marks. These include, but are not limited to:

1. Emerson College
2. Emerson
3. E 1880 (design plus date in black and white)
4. E 1880 (design plus date in color)
5. Bringing Innovation to Communication and the Arts
6. EVVY
7. *Ploughshares*
8. WERS
9. Music for the Independent Mind
10. American Comedy Archives

Faculty, staff, and students must obtain the written consent of the vice president for administration and finance before using Emerson trademarks or service marks (or any phrase or mark likely to cause confusion with Emerson trademarks or service marks) in connection with works in which they have a personal ownership interest.

Life-Threatening Behavior

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

Any student who demonstrates such behavior while enrolled at Emerson may be required to attend an administrative hearing and may be required to immediately undergo a psychological, medical, and/or substance abuse evaluation. The results of a psychological, medical, and/or

substance abuse evaluation will be considered in determining if or under what conditions the student may continue at Emerson College. The College may insist that the student actively engage in psychotherapy, an eating disorder program, and/or a substance abuse treatment program while enrolled at Emerson College or may be required to withdraw from the residence hall and/or the College. Students who refuse such an evaluation are subject to being automatically suspended from the College and/or residence halls.

Massachusetts Laws for Alcohol, Firearms, and Fireworks

A. Alcoholic Beverages

An individual must be 21 years of age or older to purchase, possess, be served, or consume alcohol in Massachusetts. It is illegal to misrepresent one's age with the intent of procuring alcohol, to provide alcohol to an individual under the age of 21, to sell alcohol without a license, or to possess an open container of or consume alcohol in public places.

B. Firearms

Any person carrying a firearm loaded or unloaded in any building or on the grounds of any college or university without the written authorization of the board or officer in charge of said college or university shall be punished by a fine of not more than \$1,000 or by imprisonment for not more than one year or both.

C. Fireworks

The possession, sale, and use of fireworks are prohibited under Massachusetts law.

California Laws for Alcohol, Firearms, and Fireworks

A. Alcoholic Beverages

An individual must be 21 years of age or older to purchase, possess, be served, or consume alcohol in California. It is illegal to misrepresent one's age with the intent of procuring alcohol, to provide alcohol to an individual under the age of 21, to sell alcohol without a license, or to possess an open container of or consume alcohol in public places.

B. Firearms

California Penal Code section 626.9 (the Gun-Free School Zone Act of 1995) provides that any person who brings or possesses a firearm upon the grounds of a private university or college campus, or any property owned or operated by a private university or college without written permission, is subject to felony arrest, prosecution, and imprisonment for one, two, or three years, and up to four years for a loaded firearm.

C. Fireworks

The possession, sale, and use of fireworks are prohibited in the City of Los Angeles.

Missing Student Policy

Emerson College takes the safety and well-being of its students very seriously. On-campus students may confidentially identify an individual to be notified within 24 hours following an official determination that the student is missing. The Office of Housing and Residence Life collects this information during the on-campus move-in process, and students may update or change emergency contact information at any time by contacting the Office of Housing and Residence Life. In addition, all students may provide the College with confidential contact information that may be used to reach them in the event of an emergency.

All Emerson community members are encouraged to notify ECPD (extension 8888 from a campus phone or 617-824-8888 from off-campus and cell phones) immediately when they believe a student is missing. The College, acting through its various departments, offices, and employees, shall notify ECPD immediately in all cases of missing persons reported to any College employee. In all cases, ECPD will notify the dean of students directly of any missing student report.

ECPD will investigate the circumstances of the student's absence. If ECPD officially determines that the student has been missing for more than 24 hours following its receipt of a missing persons report, it will notify appropriate external law enforcement agencies and the missing student's emergency contact within 24 hours following its determination. If the missing student is under the age of 18 and is not an emancipated minor, the College will notify the student's custodial parent or legal guardian immediately.

Motor Vehicles

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

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

Non-Resident Student Drivers

Massachusetts state law requires that all full-time Massachusetts college students who operate a motor vehicle that is registered in another state, but which remains in the Commonwealth of Massachusetts for a period exceeding 30 days between September 1 of any year

and August 31 of the following year, must file a RMV “Non-Resident Driver Statement” application with the Boston Police Department. This application, which must be signed under penalties of perjury, calls for the following information: the registration number and make of the motor vehicle and state or county of registration, the name and local and out-of-state address of the owner, the names and addresses of all insurers providing liability insurance covering the vehicle, the legal residence of the non-resident student and his or her residence while attending college, and the name and address of the college that he or she is attending.

Emerson students can obtain the “Non-Resident Driver Statement” application at the ECPD Office located at 80 Boylston Street, or it can be printed from mass.gov/rmv/forms/20098.pdf. Emerson students who are required to complete this application should submit their completed applications to the Boston Police Department at the following address:

District A-1 Auto Room
40 New Sudbury Street
Boston, MA 02114

After receiving a completed “Non-Resident Driver Statement” application from an Emerson student, the Boston Police Department will send a copy of the completed form to Emerson College’s Police Department. Emerson’s Police Department will then issue that student a special Commonwealth of Massachusetts non-resident student driver decal, which the student should promptly affix to the upper-center portion of the front windshield of his or her vehicle.

“It is unlawful for a non-resident student to fail to file a non-resident driver statement with the police department located in the same city or town as the school or college attended, in accordance with section 3 of chapter 90 of the massachusetts general laws. Failure to file such a statement is punishable by a fine not to exceed \$200.00.”

California Vehicle Code section 12502: In general, a nonresident over the age of 18 years having his or her immediate possession a valid driver’s license issued foreign jurisdiction of which he or she is a resident may operate a motor vehicle in California without obtaining a California driver’s license.

Name, Logo, or Motto Use Policy

Use of the Emerson College (EC) name, logo, or motto/tag line is prohibited without advanced approval by the dean of students or his or her designee. College-recognized student organizations and individual students should direct their inquiries to the associate dean of students in the

Office of Student Life. Permission to utilize the EC name, logo, or motto/tagline by recognized student organizations is typically granted as long as the EC name, logo, or motto/tagline isn’t altered and is being used for College-related business or activities. Use of the EC name, logo, or motto/tagline is **typically not** granted for individual student use.

Nondiscrimination, Anti-Harassment, and Anti-Retaliation Policy

Emerson’s Commitment to Nondiscrimination

Emerson College is committed to fostering an environment of mutual respect among its students, staff, and faculty, as well as others who participate in the College’s programs and activities. As part of this commitment, Emerson seeks to protect the rights of all members of the College community and any other persons having dealings with the College, and prohibits discrimination and harassment on the basis of gender/sex (including pregnancy), gender identity/expression, race, color, religion or religious creed, sexual orientation, national origin, ancestry, disability or handicap, age, genetics, marital status, veteran status, and any other category protected by law (“protected class status”). Emerson also prohibits discrimination and harassment based on an individual’s participation in a protected activity (such as reporting alleged discrimination or harassment). Retaliation against any individual who raises a good faith report under this policy is strictly prohibited.

Emerson expects that its students, faculty, staff, vendors, contractors, alumni, and guests will conduct themselves appropriately and refrain from behavior that violates this and other College policies. Accordingly, individuals who discriminate against or harass others in violation of this policy, regardless of whether such conduct rises to the level of unlawful discrimination or harassment, may be subject to disciplinary action, up to and including immediate termination of employment, association with Emerson, or dismissal from Emerson.

Individuals Covered under this Policy

This policy applies to all members of the Emerson College community including students; employees (including all part-time and full-time professors, assistant professors, associate professors, visiting professors, lecturers, instructors, administrators, and staff); as well as independent contractors; volunteers who perform work for the College; and vendors, alumni, and guests or visitors of the College.

Definitions

Unlawful discrimination is unfavorable, unfair, or inequitable treatment of a person or a “class” of people based on protected characteristic(s) such as gender/sex (including pregnancy), gender identity/expression, race,

color, religion or religious creed, sexual orientation, national origin, ancestry, disability or handicap, age, genetics, marital status, veteran status, or any other category protected by law.

Examples of unlawful discrimination include denying an individual a job or a promotion, or denying a student the opportunity to participate in an educational activity because of his or her protected characteristic(s).

Discriminatory harassment is harassment based on an individual's protected characteristic(s). Discriminatory harassment is defined, for purposes of this policy, as conduct that degrades or shows hostility toward an individual because of his or her protected characteristic(s) and which: (1) has the intent or effect of unreasonably interfering with the individual's employment or enrollment; or (2) has the purpose or effect of creating a hostile, intimidating, or offensive working, living, or learning environment ("hostile environment").

Sexual harassment is a form of unlawful sex discrimination. Both the federal courts and the Equal Employment Opportunity Commission have ruled that sexual harassment constitutes sex discrimination as defined by Title VII of the Civil Rights Act of 1964. Sexual harassment, including any form of sexual violence, has also been judged to be prohibited sex discrimination under Title IX of the Higher Education Amendments of 1972 as amended. The College is committed to providing a working, living, and learning environment that is free from all forms of sexually abusive, violent, harassing, or coercive conduct.

A person may be found to have engaged in unlawful sexual harassment if the person makes unwelcome sexual advances or requests for sexual favors, or engages in other verbal or physical conduct of a sexual nature where: (1) submission to such advances, requests, or conduct by an employee or student is made either explicitly or implicitly a term or condition of his or her employment or educational experience ("quid pro quo" harassment); or (2) such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an employee or student's professional or educational performance by creating an intimidating, hostile, humiliating, or sexually offensive work or educational environment ("hostile environment" harassment) or affects participation in College-related programs or activities.

All persons, regardless of gender, can be perpetrators and victims of sexual harassment. Sexual harassment can also involve conduct toward members of the same or opposite sex as the harasser. Whether unwelcome sexual conduct rises to the level of unlawful sexual harassment depends on the severity or pervasiveness of the conduct. Sexual

harassment may include the following: (1) unwelcome physical touching of a sexual nature; (2) unwelcome verbal comments of a sexual nature (lewd jokes; sexual inquiries or comments about individuals' bodies; repeated requests for dates; or comments about one's sexual activity, deficiencies, or prowess); (3) displaying or distributing sexually suggestive objects, pictures, cartoons, graffiti, drawings, media, or written materials; and/or (4) acts of sexual violence including rape, sexual assault, battery, and coercion.

Retaliation is taking materially adverse actions against someone because the individual has engaged in legally protected activities. For instance, terminating or expelling an individual because the individual has in good faith complained of conduct raised under this policy could be an example of retaliation. The College will not tolerate members of its community taking adverse actions toward anyone who, in good faith, alleges discrimination or harassment. Nor will the College tolerate retaliation against individuals for cooperating with an investigation related to the individual's complaint or another individual's discrimination complaint. Just as if an individual is determined to have violated this policy by engaging in discrimination or harassment, if the College determines that any individual has engaged in retaliation in violation of this policy, that individual may be subject to disciplinary action up to and including immediate termination of employment or association with Emerson.

Examples of Conduct That May Constitute Unlawful Discrimination or Harassment

Depending upon the circumstances and how they affect the workplace, educational programs, activities, or the academic environment, examples of unlawful discrimination could include the following types of conduct:

- Making decisions about a person's employment, compensation, or education based upon or motivated by the person's protected class status;
- Verbal or physical abuse, offensive innuendo or derogatory words, epithets, or comments concerning or based on or motivated by a person's protected class status;
- A display of objects, pictures, or other media that create a hostile working/learning environment based on or motivated by a person's protected class status.
- Failure to provide religious- or disability-related accommodation as may be required under applicable law.

In addition, sexual harassment can take its own unique form. Sexual harassment does not refer to words or actions that are welcome. It refers to behavior that is **not welcome** and can occur in a variety of situations, which share a common element: the inappropriate introduction of sexual

activities or comments into the work or academic environment on the basis of sex. Harassing conduct need not be motivated by sexual desire in order to constitute unlawful sexual harassment.

Sexual harassment often involves relationships of unequal power. Such situations may contain elements of coercion, such as when compliance with requests for sexual favors becomes a condition for granting privileges or favorable treatment on the job or in the classroom. However, sexual harassment may also involve relationships among persons of equal authority or power, such as when repeated unwelcome advances or demeaning verbal comments by staff, faculty, student, or affiliate toward another staff, faculty, student, or affiliate unreasonably interferes with a person's ability to perform his or her work or enjoy an academic environment free of harassment. Sexual harassment can also involve behavior directed to and/or by students of the College, as well as staff, faculty, and non-employees of the College.

Depending upon the circumstances and how they affect the workplace or academic environment, examples of sexual harassment include, but are not limited to, conduct such as the following:

- verbal abuse, insults, jokes, comments, or innuendo of a sexual nature that include lewd, obscene, or sexually suggestive displays or sex-based or gender-based remarks;
- physical contact, such as touching, hugging, kissing, patting, or pinching, that is uninvited and unwanted or unwelcome by the other person;
- the requests or demands for sexual favors accompanied by implicit or explicit promised rewards or threats concerning an individual's employment status or educational status;
- repeated unwelcome social invitations, sexual flirtations, advances, propositions, or unwanted requests for sexual favors.

Consensual Relationships

Under this policy, people involved in consenting romantic and sexual relationships where a power differential exists must realize that, if a charge of sexual harassment (including one alleging a hostile work or academic environment) is subsequently lodged, it will be exceedingly difficult to disprove the claim on the grounds of mutual consent. Because this is so, it should be understood that relationships of this kind pose serious professional risks to any who enter into them and include:

- romantic involvement (even if consensual) between supervisors and subordinates that affects the workplace and/or other individuals in areas such as assignments, advancements, and benefits;

- romantic involvement (even if consensual) between supervisors, staff, faculty, and students they supervise or teach that affects the academic environment, and/or other students in areas such as assignments, grades, and academic benefits; or threatened, attempted, or completed physical or sexual assault (rape, sexual battery or coercion) or any indecent exposure; and
- the dissolution of these relationships, which can create discord and significantly impair the normal operations of the College.

For these reasons, dating, romantic, or sexual relationships between students and College employees during the period of a teacher/student relationship or of any professional responsibility (even when college is not in session or the student is on leave), are prohibited. For purposes of this section, professional responsibility for a student means responsibility over academic matters, including teaching, counseling, grading, advising for a formal project such as a thesis or research, evaluating, hiring, supervising, coaching, making decisions or recommendations that confer benefits such as admission, registration, financial aid, other awards, remuneration, or fellowships, or performing any other function that might affect teaching, research, or other academic programs, activities, or opportunities. College policy also strongly discourages any sexual relations between faculty or staff and students. The deans, department chairs, and other administrators should respond to reports of prohibited sexual relationships by inquiring further and, if such reports appear to be accurate, initiating appropriate disciplinary action or remedial measures against the faculty and/or staff member involved.

Responsibilities of College Community Members

Each member of the College community covered by this policy is expected to be personally responsible for his or her own conduct and for taking steps to adhere to this policy such that each individual does not discriminate against or harass anyone in the campus community. All College community members are also responsible for cooperating in any investigation of alleged harassment or discrimination if requested to do so by the person conducting the investigation.

Any person who observes an incident that may constitute a violation of this policy or who otherwise becomes aware of such an incident must immediately notify one of the College personnel or investigators listed in the Complaint Procedure below.

In the educational setting within the College, there exists latitude for a faculty member's professional judgment in determining the appropriate content and presentation of academic material. Academic curriculum and pedagogical goals that serve legitimate and reasonable educational purposes may not, in and of themselves, constitute sexual harassment or other unlawful discrimination. However, those participating in the educational setting bear a responsibility to balance their professional academic responsibilities and academic freedoms with consideration of the reasonable sensitivities of other participants. Nothing contained in this policy shall be construed to limit the legitimate and reasonable academic responsibilities and academic freedoms of the College's professional educators.

Complaint Procedure

Reporting an Incident of Discrimination or Harassment/ Notification of Appropriate Staff

If any member of the Emerson College community has witnessed or been subjected to discrimination or harassment prohibited by this policy, whether by a supervisor, co-worker, faculty member, student, vendor, contractor, or any other person with whom the individual has come in contact at the College, the individual must report the incident promptly to the associate vice president for human resources/Title IX coordinator at ext. 8133 or any of the following persons:

- A supervisor or department head
- Dean of Students, ext. 8640
- Director of Multicultural Affairs/GLBTQ Resources, ext. 8438
- Associate Director of Employment, ext. 8452
- VP, Diversity and Inclusion, ext. 8528
- VP, General Counsel, ext. 8908
- Associate Dean/Director of Housing and Residence Life, ext. 8620
- Resident Director(s)
- Any persons listed in the "Title IX Coordination" section

NOTE: Emerson College Police should be immediately notified of harassment, stalking, threats, assault, and sexual assault complaints at 617-824-8555.

Any person who receives a complaint of harassment or discrimination from a student, faculty, staff, or other College community member, or who otherwise knows or has reason to believe that a student, faculty, staff, or other College community member has been subjected to harassment or discrimination, must report the incident promptly to the AVP/Title IX coordinator, ext. 8133.

Federal and state laws and regulations place certain requirements on Emerson College regarding the reporting of sexual harassment. No member of the community who receives a complaint of sexual harassment may ignore it. To

the contrary, he or she should provide the person making the complaint with as much assistance in bringing the complaint to the attention of the AVP of human resources or designee as is reasonably appropriate given his or her position at the College and relationship with the person making the complaint. Any employee who receives a complaint of sexual harassment from a student or other member of the community has an affirmative legal duty to report the complaint to the AVP for human resources or designee as soon as he or she becomes aware of it.

Similarly, all employees, and others having dealings with the College, must report to the AVP for human resources any conduct of which they have direct knowledge, and which they in good faith believe constitutes sexual harassment in violation of this policy.

Timeliness in Reporting

The College encourages the prompt reporting of complaints and concerns so that timely and effective action can be taken. The prompt reporting of incidents of any perceived discrimination or harassment allows the College to investigate while the memories of the individuals involved are fresh. Early reporting and intervention is the most effective method for resolving complaints of discrimination and harassment.

Investigatory Process

The College will strive to promptly, equitably, and thoroughly investigate all complaints of discrimination, harassment, or retaliation it receives. The College will not permit or otherwise charge a person who is the subject of a complaint to investigate that complaint. Whenever possible and as appropriate, investigations will include private interviews with the individual filing the complaint, the person alleged to have committed the discrimination or harassment, and third-party witnesses. It will also include consideration of other relevant evidence, which may include review of photographs, computer files, email accounts, voicemail records, and other records.

Interim steps may be taken whenever necessary and may include separating parties involved in a complaint, administrative leave for any party involved in an investigation, or other measures necessitated by the circumstances.

When Emerson has completed its investigation, the AVP for human resources or a designee will inform both the complainant and the subject of the complaint that the College has concluded its investigation and the College's determination as to whether sufficient evidence exists to

support the complaint. If it is determined that conduct in violation of this policy has occurred, the College will act promptly to eliminate the offending conduct and, where appropriate, may also impose disciplinary action up to and including separation from the College.

The following is an outline of the procedure generally followed once a complaint has been brought to the attention of the College:

- The AVP for human resources/Title IX coordinator must be notified immediately of all complaints brought forward under this policy.
- A prompt and impartial investigation of the complaint is conducted by a College investigator(s) and is overseen by the Title IX coordinator and/or deputy coordinator(s).
- The investigation will consist of (but will not necessarily be limited to) interviews of the individual who made the complaint, of the person or persons against whom the complaint was made, and of other individuals who may have witnessed the reported incident or incidents.
- Upon completion of the investigation, the person who conducted the investigation will prepare a written conclusion and meet individually with the individual who made the complaint and the individual or individuals against whom the complaint was made, to
 - report the results of the investigation and, where a remedy is determined to be appropriate,
 - to inform the parties of the steps that will be taken to remedy the situation. See the faculty and student handbooks for disciplinary proceedings applicable to violations of this policy.
- The AVP for human resources/Title IX coordinator is notified of the outcome and a file of the investigation and outcome are maintained in the Office of Human Resources.

Responsive Action

If the College's investigation reveals that a member of the Emerson community has engaged in misconduct constituting discrimination, harassment, or retaliation, the College will take prompt remedial action toward eliminating the conduct, putting measures in place to prevent recurrence and correcting its effects including, where appropriate, imposing discipline on the offender. Such disciplinary action, depending on the persons involved may include, among others, loss of College privileges, or:

Staff and Faculty

In the event that the investigation reveals that harassment, discrimination, or other inappropriate or unprofessional conduct (even if not unlawful) in violation of this policy has occurred, further action will be taken including disciplinary action such as, but not limited to, reprimand, change in work assignment, loss of privileges, mandatory training or suspension, and/or immediate termination.

Students

In the event that the investigation reveals that harassment, discrimination, or other inappropriate or unprofessional conduct (even if not unlawful) in violation of this policy has occurred, further action will be taken consistent with applicable student policies including disciplinary action such as, but not limited to, censure, disciplinary probation, loss of privileges, educational assignment, counseling, deferred suspension, suspension, and/or dismissal.

Confidentiality

All actions taken to investigate and resolve complaints through this procedure shall be conducted with as much privacy, discretion, and confidentiality as possible without compromising the thoroughness and fairness of the investigation. All persons involved are expected to treat the situation under investigation with respect. To conduct a thorough investigation, the investigator(s) may discuss the complaint with witnesses and those persons involved in or affected by the complaint, and those persons necessary to assist in the investigation or to implement appropriate disciplinary actions.

Protection against Retaliation

Retaliation against an individual for reporting discrimination or harassment or assisting in providing information relevant to a claim of discrimination or harassment is a serious violation of this policy. The College will treat retaliation with the same strict discipline as discrimination or harassment. As such, any acts determined retaliatory will be subject to appropriate disciplinary action, including, but not limited to, censure/reprimand, change in work assignment, loss of privileges, disciplinary probation, mandatory training, deferred suspension or suspension, and/or immediate dismissal/termination.

Any concern of retaliation should be reported immediately and the College will promptly investigate.

Title IX Coordination

The College has designated the AVP for human resources as the College's Title IX coordinator. Additionally, the following deputy coordinators and investigators are designated as those persons charged with coordinating the College's implementation of this policy and investigating complaints of harassment and discrimination in violation of this policy for the College. They may be contacted to initiate an investigation under the policy or to answer questions regarding this policy. The College also reserves the right to retain an outside investigator to investigate complaints regarding violations of this policy.

Title IX Coordinator

Alexa Jackson, AVP for Human Resources
State Transportation Building, 2nd Floor
8 Park Plaza
Boston, MA 02116
Telephone: 617-824-8133
Email: alexa_jackson@emerson.edu

Deputy Coordinators

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Turi Daoust
Residence Director
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State and Federal Agencies

In addition to or in lieu of filing a internal complaint with Emerson College an employee (staff/faculty), student, or volunteer who believes that he or she has been subjected to unlawful discrimination, harassment, or retaliation may file a formal complaint with the government agencies that are identified below. Using the College's complaint process does not prohibit an employee from filing a complaint with these agencies.

Massachusetts Commission Against Discrimination (MCAD)
One Ashburton Place, Room 601
Boston, MA 02108
Telephone: 617-994-6000
Web: mass.gov/mcad/

California Department of Fair Employment and Housing (DFEH)
Telephone: 800-884-1684; TTY: 800-700-2320; videophone for hearing impaired: 916-226-5285
Email: Contact.center@dfeh.ca.gov
Web: dfeh.ca.gov

Note: The statute of limitations for most claims is set at 300 days from last date of discrimination.

United States Equal Employment Opportunity Commission (EEOC)
John F. Kennedy Federal Building
Government Center, Room 475
Boston, MA 02203-0506
Telephone: 1-800-669-4000
Web: eeoc.gov

Note: The statute of limitations for most claims is set at 300 days from last date of discrimination.

Office for Civil Rights (OCR)
United States Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111
Email: OCR.Boston@ed.gov

Office for Civil Rights (OCR)
United States Department of Education
50 Beale Street, Suite 7200
San Francisco, CA 94105-1813
Telephone: 415-486-5555
Email: ocr.sanfrancisco@ed.gov
Web: ed.gov/ocr

Note: The statute of limitations for most claims filed with OCR is set at 180 days from last date of discrimination. Title IX, which prohibits sex discrimination and sexual

harassment (including sexual violence), is enforced by OCR and may apply to both student and employment matters. Depending on the claim filed, OCR may handle complaints filed by employees or refer them to the EEOC.

Conclusion

Emerson strives to provide a campus environment free from discrimination and harassment. The College will make efforts to familiarize employees with this policy and to address and investigate and/or resolve appropriately every complaint received under this policy. Any employee who has questions or concerns about this policy should speak with the associate vice president for human resources; the vice president, inclusive excellence; or the vice president, general counsel. This policy works cooperatively with other College policies prohibiting discrimination and harassment consistent with this policy. As such, members of the Emerson community are encouraged to also review the policies and procedures of the student and faculty handbooks for further information.

As part of its commitment to maintaining a campus that is free from unlawful discrimination or harassment, the College requires all employees to undergo mandatory nondiscrimination training at their time of hire, and every two years thereafter.

Off-Campus Conduct Policy

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

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

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

Off-Campus Events Policy

Events held off campus using or implying the Emerson College name, utilizing the Emerson College accounting system and SGA or College-allocated funds, or being publicized on campus are subject to the same College policies and procedures as events held on campus. In addition, to utilize an off-campus facility, students must arrange for a contract between the facility and the College. The dean of students is the College designee authorized to enter into contractual agreements with an off-campus facility on behalf of the recognized student organizations. Contracts signed by students or advisors will not be honored.

A contract is required for use of ANY off-campus facility, regardless of how the facility is being used or cost. The facility must also carry and show proof of general liability insurance with a minimum of \$3,000,000 coverage, naming Emerson College as an additional insured. A Certificate of Insurance must be obtained from the facility indicating the limits of insurance if it is not a pre-approved vendor of the College.

Off-campus events must be registered through the Office of Student Life by meeting with the associate dean of students at least four weeks in advance of the event. Although guests of Emerson College students are typically welcomed, attendance by non-Emerson students may be restricted at a given event. When permitted, students who present a valid Emerson College ID are permitted to bring up to two (2) non-Emerson guests with them to an event.

On-Campus Events Policy

Policies and procedures for holding events on the Emerson College campus for both recognized student organizations and individual student projects are outlined in the Student Organizational and Advisor Resource Collection.

Pets

Out of consideration for all members of the College community and for reasons of health and cleanliness, pets are not allowed in College buildings (e.g., office, residential, recreational, and academic buildings). Animals are not allowed on campus except in the case of service animals and Disability Services–approved therapy animals.

Plagiarism and Academic Dishonesty Policy

(Issued by the Academic Policy Committee and approved by the Faculty Assembly in May 1983, and updated and approved by the Faculty Assembly in October 2005.)

Introduction

Plagiarism is the use of the words and/or ideas of another as if they were one's own and without acknowledgment of their source. Plagiarism is stealing, and constitutes a serious

offense against any ethical code be it scholastic, artistic, or professional. Plagiarism can either be committed intentionally, or it can happen inadvertently, due to careless note-taking or to a lack of knowledge of the conventions by which sources are credited, or even because of a misunderstanding of what constitutes original thinking.

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

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

The Nature of the Problem

Any form of creative work, whether academic, professional, or artistic, is composed of three essential elements: research, analysis, and critical reintegration. These elements are interdependent and cyclical. Without research, no acquisition of knowledge is possible; without analysis, the useful application of that knowledge is not feasible; and without critical reintegration, no new knowledge can be developed. Colleges and universities exist as environments in which the pursuit, analysis, and development of knowledge, and the communication of that knowledge, are critical concerns. As such, institutions of higher learning have a responsibility to supervise the process that leads to those goals, and thus to ensure its furtherance. (The process is of course further protected, both within and outside education, by copyright laws.)

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

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

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

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

Types of Plagiarism

A. Print and Electronic Media

While plagiarism can occur in any area of endeavor, it is most commonly thought of in terms of expository writing (research papers, theses, essays, etc.), whether from print sources or from the Internet. Generally, the types of plagiarism occurring in this area can be sorted into two categories.*

The most obvious is plagiarism in which a writer simply copies from a text not his or her own. The work of another is presented, word-for-word or nearly so, under the name of one who has not written but only copied. This as noted is a matter of simple theft, and there is little question about the motive of anyone who commits this offense against the academic (or any) community. A defense often used by undergraduates accused of this kind of plagiarism is the claim that their high school teachers regularly accepted reports copied from encyclopedias or other books, without any crediting of sources. Whatever the truth of this, it should be understood that the practice is not acceptable at Emerson College.

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

B. Non-Print Media and the Arts

The issue of plagiarism is certainly not limited to text, whether print or electronic. Equally subject are non-print media, such as television, radio, and the visual and

performing arts. While the lines may be less easily drawn in these areas, the principles remain the same: the work of others must be credited as such.

Proper crediting format differs in these areas, certainly, from the footnote/bibliography forms accepted in expository writing, but they should be no less carefully observed. In radio broadcasting, for example, quotes or bodies of material taken from other sources must be identified verbally, either in the course of conversation or in spoken "footnotes" at the end of a programming segment. Film/video crediting may occur either in the soundtrack or by way of written on-screen credits, typically at the end of a tape or film. Program notes may cite credits for artistic exhibitions and performances.

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

C. Shadow Areas

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

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

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

The third common area of uncertainty is more or less specific to the creative arts and may be referred to as "artistic quoting." Often, creative material produced by others (e.g., a photograph or a piece of dialogue) may be used in one's own work for the purpose of commenting on its original style, attitude, technique, etc. The key to questions of crediting here is, again, familiarity. One would

probably not need to cite sources for the *Mona Lisa*, for example, or for "To be or not to be..." but the sources of more obscure references do need credit.

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

The attempt of any student to present as his or her own work the work of another, or any work which he or she has not honestly performed, or to pass an examination by improper means, renders the offender liable to immediate suspension/dismissal. The aiding and abetting of a student in any dishonesty is likewise held to be a grave breach of discipline. In addition, academic work previously submitted to meet a requirement in one class cannot be used to meet a requirement in a subsequent class without the explicit authorization of the subsequent class's instructor. A lack of awareness of the regulations governing plagiarism and cheating on the part of a student does not exempt him or her from the responsibility to abide by the College's regulations governing this matter.

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

See "Sanctions" under the Disciplinary Process section for details related to procedures and protocols pertinent to this matter.

Privacy of Student Records

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

- A. The right to inspect and review the student's education records.
- B. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other right.
- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

Directory Information

Emerson College has designated the following items as Directory Information: student name, address, electronic mail address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. The College may disclose any of those items without prior written consent unless notified in writing to the contrary. Students wishing to withhold the disclosure of any aspects of the "Directory Information" must file a Request to Prevent Disclosure of Directory Information Form with the Registrar's Office (216 Tremont Street, Boston MA 02116).

Rape, Sexual Assault, and Sexual Misconduct

Emerson College will not tolerate any form of sexual violence, coercion, or harassment whether perpetrated by a stranger or acquaintance. Prohibited conduct ranges from rape, attempted rape, and sexual assault to sexual misconduct including, but not limited to: stalking, voyeurism, exposure, sexually harassing communication, unwanted touching, and sexual activity in a context of emotional coercion. A student found responsible for a forcible or non-forcible sex offense following an on-campus disciplinary procedure is subject to suspension or dismissal from the College. In general, having sexual intercourse with a person against the will of that person by force or threat of bodily harm constitutes rape. Rape also includes intercourse with a person who is mentally incapacitated, unconscious, asleep, or physically incapable of consenting due to the consumption of alcohol and other drugs.

Types of Unlawful Sexual Contact include:

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

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

Sexual Assault: Sexual assault of any type is a felony under Massachusetts law. There are two types of sexual assault prohibited under Massachusetts law: rape and indecent assault and battery. Rape, as defined under Massachusetts General Laws Chapter 265, Section 22, is sexual intercourse with another person by penetration of any orifice, by any object, and compelling such person to submit by force and against their will, or compelling such person to submit to such penetration by threat of bodily injury. Indecent assault and battery is any non-penetration form of sexual contact with another person, including direct or indirect contact with a person's sexual organs, buttocks, and/or breasts, where such contact is made without a person's consent to be touched. Emerson College does not tolerate any type of sexual assault against any person.

Under California law, rape is a felony. Sexual battery or assault is the touching of an intimate part of another person against the will of the person touched for specific purpose of sexual arousal, sexual gratification, or sexual abuse. "Intimate part" means the sexual organ, anus, groin, or buttocks of any person, and the breasts of a female. Sexual battery/assault can be either a misdemeanor or felony. See California Penal Code Section 243.4.

Any student involved in a sexual assault should:

1. Get to a safe place and call the ECPD or the police.
Either agency will help a student who has been sexually assaulted whether or not the student chooses to prosecute the assailant. Reporting a sexual assault to the police does not commit the student to further legal action.
2. It is important to tell someone. A student who has been sexually assaulted should call a friend, family member, or someone whom the student trusts and can talk to (e.g., Residence Life staff member, Center for Health and Wellness nurse, ECAPS therapist, or other individual on the Emerson staff).
3. Get medical attention immediately. Beth Israel/Deaconess Hospital, Brigham and Women's Hospital, Boston Medical Center, and Cambridge Health Alliance are experienced and prepared to help sexual assault victims. A prompt medical examination will test for pregnancy and STDs, and can secure valuable evidence that can be used later, should a survivor of a sexual assault wish to have the assailant prosecuted. Upon request, an Emerson College staff member will accompany the student whenever possible.
4. Seek counseling. Regardless of whether a student reports the assault, it is often helpful to seek counseling for the traumatic experience the victim survived. The crisis intervention and counseling services provided by Emerson College are available to all Emerson students regardless of where the assault may have occurred.

Judicial/Disciplinary Options

If a sexually assaulted student wishes to have the assailant prosecuted, the police and the district attorney's office will handle the legal proceedings without expense to the student.

If the perpetrator is a member of the campus community, the sexually assaulted student has the option to file a complaint through the College's disciplinary systems (see the Rules, Regulations, and Policies section: Appendix B of this guide). In either instance, a College representative will be available to the student throughout the process.

Campus Accommodations

The College will work with a student who has been sexually assaulted to accommodate reasonable and appropriate changes in his or her living arrangements, upon the student's request.

Residential Policies and Guidelines

Residents of the residence hall community at Emerson College have the following rights and responsibilities.

Bill of Rights

The Basic Rights of a Resident include:

- A. The right to read, study, and live free from undue interference, unreasonable noise, and other distractions that inhibit the exercise of this right.
- B. The right to expect that others will respect one's personal belongings.
- C. The right to a reasonably clean environment in which to live.
- D. The right to free access to one's room and to the facilities provided in the residence hall.
- E. The right to a reasonable degree of personal privacy.
- F. The right to redress of grievances through the College disciplinary procedure.
- G. The right to be free from physical or psychological intimidation, harassment, and/or harm.

The Social Contract

The Basic Responsibilities of a Resident include:

- A. Treating other residents with respect and consideration and guaranteeing them their individual rights.
- B. Understanding all policies and regulations necessary for the hall community to function, and abiding by those rules (contained in the housing contract, Student Handbook, and other official College publications and postings).
- C. Being responsive to all reasonable requests from fellow residents.
- D. Being responsive and cooperative in all dealings with residence hall staff members and other College officials.

- E. Accepting responsibility for personal and community safety; e.g., refraining from misusing safety equipment; propping open security doors; and losing, forgetting, or duplicating front door/room keys.
- F. Recognizing that public areas and their furnishings belong to everyone, and abuse of those areas and furnishings violates the rights of the community.

Residence Hall Policies

In addition to the policies cited elsewhere in the Student Code of Conduct, all resident students and their guests are expected to adhere to the policies cited below. Please note that a minimum sanction level for a violation of that policy accompanies each policy.

Level III violations, while not considered to be as serious as level I or level II violations, are infractions considered problematic in the residence hall community and may result in sanctions or combinations of sanctions such as, but not limited to, a written warning, fines, restitution, loss of privileges up to one month, and/or community service.

Level II violations are considered serious and may result in sanctions or combinations of sanctions such as, but not limited to, mandated educational programs, removal from a particular floor/residence hall, loss of privileges, probation, fines, community service, and/or educational assignments.

Level I violations are considered extremely serious and may result in sanctions including suspension or dismissal from the residence halls and/or Emerson College.

A. Alcohol And Other Drug Policies

Refer to the **Alcohol and Other Drug Policy** listed under Appendix C: College Policies.

B. Fire Safety Policies

Fire safety equipment is installed on each floor for the protection of the residents. This equipment is for emergency use only and the misuse of such equipment may result in the lack of protection in the event of an actual emergency.

The College will take very strong action against students found in violation of any fire safety policy. Individual students found engaged in such behavior will be subject to severe disciplinary action up to and including expulsion from the residence hall, and/or monetary fines, and may be exposed to criminal prosecution.

If the particular individuals involved in damage to fire safety equipment cannot be identified, the residence hall or floor will be subject to the monetary charges on a prorated basis.

Students may not:

1. Use or possess unauthorized appliances including, but not limited to: sun lamps, heating coils, air conditioners, water beds, electric frying pans, hot pots, coffee makers (Keurig-type coffee makers are permitted), toaster ovens, popcorn poppers, and heating elements or cooking elements in any area of the residence hall. (Refrigerator/freezer combinations are permitted provided the total size of the unit is no larger than a three cubic foot capacity. Microwaves are allowed, but are limited to 700 watts of cooking power. Clothing irons with an automatic shut-off are permitted.)
Sanction Level: II
2. Possess halogen lamps. Sanction Level: II
3. Store or use highly combustible items (e.g., gasoline, refill containers of cigarette lighter fluid, propane gas).
Sanction Level: II
4. Hang tapestries or other large flammable items from ceilings or walls or near doors or other means of egress, or hang anything from ceilings or pipes. Sanction Level: II
5. Excessively cover walls or doors. Sanction Level: II
6. Intentionally, negligently, or recklessly misuse, disable, or damage fire safety-related equipment (e.g., fire extinguishers, alarmed doors, exit signs, sprinkler systems, smoke detectors). Sanction Level: I
7. Possess or use items capable of producing an open flame (e.g., all candles, torches, incense, sterno, refill containers of cigarette lighter fluid). Sanction level: I
8. Tamper with electrical wiring, circuit panels, or related equipment. Sanction Level: II
9. Build lofts/platforms in student rooms. Sanction Level: II
10. Obstruct any entrance, exit, corridor, or stairwell by placing any furnishings, property, or electrical wiring in these areas. This includes student rooms. Sanction Level: II
11. Possess holiday decorations, such as streamers, greens, and light strings, unless prior written approval is granted by the coordinator of safety services (located in the Office of ECPD). Sanction Level: II
12. Fail to evacuate the building and follow directions from College officials during the sounding of a fire alarm.
Sanction Level: II
13. Intentionally, recklessly, or negligently cause the sounding of the fire alarm without evidence of fire.
Sanction Level: I
14. Possess non-College-issued upholstered furniture or window treatments: In accordance with the City of Boston fire code regulations, upholstered furniture and window treatments (such as curtains) are not permitted

in College residence halls. Area rugs not exceeding 20 square feet are permitted on non-carpeted floors.

Sanction Level: II

15. Violate other fire safety policies as noted in the Student Handbook or other official College publications or postings.

C. *Guest/Visitor Policies*

Emerson College grants resident students the privilege of hosting guests in the residence halls. The right of a student to live in reasonable privacy takes precedence over the privilege of his or her roommate or suitemate to entertain a guest in their room or suite. A resident's ability to host guests is, in fact, a courtesy extended by roommates and/or suitemates.

A guest is any individual who is present in a campus residence hall room or suite at the invitation of a resident student of the room or suite. This definition includes Emerson students, family, and friends. For safety and security reasons, all guests must have photo identification upon entering any Emerson building. Residents are expected to only host individuals with whom they are familiar.

Residents may host overnight guests in Emerson's residence halls for no more than three (3) nights per seven-day period. Resident students who violate this privilege may have their overnight guest privileges terminated.

Guests may stay no longer than three (3) nights in a seven-day period. Guests who violate this privilege may have their overnight guest privileges terminated.

The intent of guest privileges is to allow limited and temporary lodging or visitation for a resident's personal friend or relative at no additional cost, not to provide a place of residence. Detailed arrangements for having guests must be worked out and mutually agreed upon by all roommates and/or suitemates. If an agreement cannot be reached, a staff member may be called upon to help mediate the conflict.

Guests that are disruptive or involved in a policy violation of any kind may be asked to leave the residence hall immediately and may be banned from returning.

All residents are requested to be aware of unescorted guests on the floor and to report their presence to the RA on duty or to the desk receptionist. You are responsible, along with the staff, for maintaining a safe living environment. Call ECPD at 617-824-8888 if you notice a person acting suspiciously.

Please Note:

1. The host is responsible for ensuring that the guest(s) follows College rules and regulations. The host assumes the consequences for the violations committed by the guest(s). Sanction Level: III
2. Any person entering the residence hall must report to the main reception area. If the person does not live in on-campus housing, he or she must wait for his or her host to be signed in and escorted in the building. Sanction Level: III
3. A guest must be signed in with the desk receptionist by the host before entering the residence hall and must be signed out by the host when leaving. Sanction Level: III
4. The guest must be escorted by the resident who signed him or her in at all times. Sanction Level: III
5. Residents may not check in more than five (5) guests at any given time. No more than five (5) non-residents of a given room may be present in that room at any time. No more than 15 non-suite residents may be present in a residential suite at any given time. Sanction Level: III
6. Failure to check guests in/out at the front desk by established procedures is prohibited. Sanction Level: III
7. Abuse of the hosting policy. Sanction Level: III
8. Abuse of guest privileges. Sanction Level: III

D. *General Safety Policies*

For the safety of individuals and all community members, a number of general safety policies are to be observed in the residence halls. Each community member is encouraged to hold others accountable to the community's general safety policies.

Students may not:

1. Throw or drop objects from windows or down stairwells or place objects on ledges or fire escapes. Sanction Level: I
2. Remove or tamper with window stop hardware and/or screens. Sanction Level: II
3. Throw or toss objects in hallways or play "hall sports," including in-line skating, skateboarding, bike riding, etc. Sanction Level: III
4. Access the roof, roof ledge, window ledge, or fire escape (without evidence of fire) of any residence hall. Sanction Level: I
5. Possess, store, manufacture, or use firearms, dangerous weapons, weapons used for sparring or fighting, or fireworks. This includes nunchucks or karate sticks, switchblades, knives, pistols, mace, pepper spray, guns, ammunition, firecrackers, tear gas, or other dangerous weapons or articles. Knife exception: Butter/table knives without a serrated edge or non-locking pocket knives with a single edge no larger than 2" in length. Sanction Level: I

6. Possess realistic replicas of dangerous weapons. Sanction Level: II
7. Students are to carry their keys at all times. Sanction Level: III
8. Keys issued to an individual are not to be given/lent to others at any time. Sanction Level: II
9. The unauthorized use or duplication of keys is prohibited. Sanction Level: II
10. Lost keys must be reported immediately to the residence director of the hall. Sanction Level: II
11. The unauthorized use of student property, residence hall property, or equipment is prohibited. Sanction Level: II
12. Failure to comply with the directions of residence hall staff members in performance of their duties is prohibited. Sanction Level: II
13. Failure to present ID upon request to staff members in performance of their duties is prohibited. Sanction Level: II
14. Resident students are required to present their IDs to the desk receptionist each time they enter a residence hall. Sanction Level: II
15. Dart boards utilizing metal or sharp object tips may not be used in the residence halls. Sanction Level: III
16. The propping of any stairwell door or security door/ grate is prohibited. Sanction Level: II
17. Students may not change the locks on their doors or add other locking devices including, but not limited to, deadbolts, chains, or padlocks. Sanction Level: II
18. Students may not violate other general safety policies as noted in the Student Handbook or other official College publications or postings.

E. Care and Treatment of Property Policies

Students may not:

1. Remove College furniture from the residence hall room to which it is assigned. Sanction Level: II
2. Dismantle residence hall furniture. Sanction Level: III
3. Tamper with thermostat boxes in residential facilities. Sanction Level: II
4. Paint any residence hall structure or furnishing. Sanction Level: II
5. Make any renovation/addition or attachment (e.g., building shelves, making holes in the wall, the use of nails) that may cause damage. NOTE: Students are reminded that cellophane tape and other strong adhesives will cause damage to walls and/or doors by removing paint. The Office of Facilities Management recommends reasonable use of removable mounting squares or stick pins as items less likely to damage walls and/or doors. Sanction Level: III
6. Place room furnishings in such a way that they are supported by College furniture or residence hall structure. All room furnishings must be free standing and self-supporting. Sanction Level: III

7. Prop bed legs on any objects other than commercially manufactured bed risers (6" maximum height). Concrete blocks are not approved for bed raising. Sanction Level: III
8. Place postings in residence hall common areas, except on authorized posting boards. Fliers or other postings may not be placed on hallway walls, lobbies, stairwells, doors, or other unauthorized areas in the hall. Postings may not be placed on any window. Postings must be stamped as registered through the Office of Student Life. Sanction Level: III
9. Students are required to maintain rooms and suite common areas in a sanitary, safe, and healthy condition at all times. Residence Life staff will make periodic inspections of student rooms and suites to ensure compliance with this policy. Sanction Level: II
10. Store personal belongings in public area (e.g., hallways, lounges, and lobbies). Sanction Level: III
11. Dispose of any products, other than toilet paper, in residence hall toilets. Products such as paper towels, condoms, and tampons do not dissolve and will cause plumbing problems if flushed. As you would in your own home, please discard these items properly in a trash receptacle. Sanction Level: II
12. Violate other care and treatment of property policies as noted in the Student Handbook or other official College publications or postings.

F. Community Living Policies

1. Residents assigned to a room and/or suite are responsible for taking reasonable actions to responsibly address acts of misconduct and/or prohibited items in these assigned spaces. Residents who knowingly allow acts of misconduct and/or prohibited items in their room and/or suite may be held responsible, in part, for the behavior and/or the item(s).
2. Courtesy hours are always in effect. All residents and guests are expected to be courteous of one another at all times. Residents should be able to sleep and study in their rooms. All students should honor reasonable requests by any resident or staff member when asked that stereos, amplifiers, musical instruments, etc., be discontinued or toned down. Sanction Level: II
3. Quiet hours exist on Sunday–Thursday evenings from 11:00 pm to 9:00 am the following mornings, and on Friday and Saturday evenings from 1:00 am to 10:00 am the following mornings. Additional quiet hour guidelines for each floor will be discussed at floor meetings and at hall council and/or Residence Hall Association meetings. The Office of Housing and Residence Life reserves the right to adjust quiet hours on the advisement of floor communities, hall council, or the

Residence Hall Association, as well as during finals. During quiet hours, noise should not be heard outside any room or between rooms. Any noise or sound that can be clearly heard outside one's room or any excessive noise heard in common areas (i.e., hallways, elevators, bathrooms, laundry rooms, lounges, and suite common areas) is prohibited. Sanction Level: II

4. Lounges and common areas on residential floors are available for the use of the building residents including floor meetings and programs, RHA and/or hall council meetings and programs, study, relaxing, etc. Lounges and common areas may not be reserved or used for student organization meetings, rehearsals, or programs, or any meetings or activities that are disruptive to the living environment of the residence hall. Sanction Level: II
5. For health reasons, no pets are allowed in College residence halls, with the exception of fish. Fish tanks are not to exceed 10 gallons. PLEASE NOTE: Fish tanks, as well as all other electrical appliances, must be unplugged during periods when the hall is closed. Sanction Level: III
6. The unauthorized change (switch) of residence hall room is prohibited. Sanction Level: III
7. The College does not permit the use of its residence or dining facilities for the solicitation of membership or contributions for religious, charitable, or political organizations or activities. This includes direct solicitations by members of the College community on behalf of such agencies. This prohibition includes the selling of goods or services, recruitment meetings and/or efforts, and tickets of chance on behalf of such agencies. Sanction Level: II
8. The violation of other community living policies as noted in the Student Handbook or other official College publications or postings is prohibited.

Sales on Campus

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

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

Smoking (See "Alcohol and Other Drug Policy")

Smoking is prohibited within the archway area outside the 80 Boylston Street entranceway during posted hours (7:00 am–11:00 pm). If you choose to smoke near the Little Building during posted hours, please use the side entrance at 211 Tremont Street. The Piano Row building at 150 Boylston Street is a LEED (Leadership in Energy and Environmental Design) certified facility. One prerequisite for LEED certification is Environmental Tobacco Smoke (ETS) Control. The intent of the requirement is to "minimize exposure of building occupants, indoor surfaces, and ventilation air distribution systems to ETS." To meet the prerequisite, in addition to prohibiting smoking in the building, any exterior smoking must be "at least 25 feet away from entries, outdoor air intakes, and operable windows." Thus smoking is prohibited anywhere on the sidewalks in front of the building facade.

In a similar spirit, the College asks smokers to refrain from congregating in front of other building entrances so that people do not have to pass through second-hand smoke.

Social Media Guidelines

The rapid growth of social media technologies combined with their ease of use and pervasiveness make them attractive channels of communication. However, these tools also hold the possibility of a host of unintended consequences. Below are some Safety and Privacy Tips for social media networking; the full text of the College's Social Media Guidelines can be found at emerson.edu/policy/social-media-guidelines. Remember that the Internet is open to a worldwide audience, so when using social media channels, ask yourself the following:

1. Did I set my privacy setting to help control who can look at my profile, personal information, and photos? You can limit access somewhat, but not completely; you have no control over what someone else may share.
2. How much information do I want strangers to know about me? If I give them my cell phone number, address, email, class schedule, a list of possessions (such as my CD collection), how might they use it? With whom will they share it? Not everyone will respect your personal or physical space.
3. What if I change my mind about what I post? For instance, what if I want to remove something I posted as a joke or to make a point? Have I read the social networking site's privacy and caching statements? Removing material from network caches can be difficult. Posted material can remain accessible on the Internet until you've completed the prescribed process for removing information from the caching technology of one or multiple (potentially unknown) search engines.

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4. Have I asked permission to post someone else's image or information? Am I infringing on his or her privacy? Could I be hurting someone? Could I be subject to libel suits? Am I violating network use policy or HIPAA privacy rules?
 5. Does my equipment have spyware and virus protections installed? Some sites collect profile information to spam you. Others contain links that can infect your equipment with viruses that can potentially destroy data and infect others with whom you communicate. Remember to back up your work on an external source in case of destructive attacks.

Solicitations

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

Student Organization–Sponsored Trip Policy

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

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

College funds spent on behalf of trip participants are typically nonrefundable and nontransferable. Trip participants are financially responsible for all funds expended on their behalf in the event of their cancellation or subsequent ineligibility per College policy. Participants must be registered for a conference, meeting, or competition before travel arrangements will be made.

Students not in good social standing are ineligible to participate in student organization–sponsored activities including, but not limited to, off-campus film shoots, conference attendance, political/news event coverage, and social or cultural trips.

Suspension or Dismissal

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

Television, Radio and Film (TRF) General Lending Policies

Only Emerson College students enrolled in approved production courses, having authorization from the course instructor, and showing valid Emerson ID may borrow equipment or use facilities for assigned class projects. Equipment and facilities may not be used for any other productions. Equipment may not be signed out for other people and may not be loaned to other people. Students may not use equipment or facilities for projects for co-curricular organizations unless given special permission by the EDC manager.

If students are traveling with Emerson College equipment outside of the United States, they will need to pay for property and liability insurance and provide the EDC manager with an insurance certificate showing that the value of that equipment is insured for the duration of that travel. Please see the EDC manager for additional information.

Please see TRF Policies and Procedures at: emerson.edu/about-emerson/offices-departments/trf/policies-forms.

Television, Radio and Film (TRF) Shooting Policy Statement

All Emerson College students must adhere to the policies and procedures outlined in this section and in the VMA Student Production Safety Manual associated with shooting film/video and/or recording audio and for securing permission to do so:

- On Emerson College property
- On public property
- On non-Emerson College private property (Request for Certificate of Insurance)
- In the Tuftes PPC Studios, Journalism TV Studio, or Paramount Soundstage

Any revisions to the Shooting Policy Statement, forms, or VMA Student Production Safety Manual may be found at: emerson.edu/about-emerson/offices-departments/trf/policies-forms.

You may pick up a copy of these materials at the:

- Equipment Distribution Center (EDC), 1st floor, Little Building
- TRF Studios Support Office, 8th floor, Tufte Performance and Production Center, Room 814
- Journalism Television Facilities (JTF) Support Office, 6th floor, Walker Building, Room 631
- Paramount Soundstage, 4th floor, Paramount Center, Room 405
- Office of Housing and Residence Life, 1st floor, Little Building

Two weeks prior to a location shoot, students **must** submit the appropriate permit request to the EDC manager for processing. These policies and procedures apply to student organizations, The Emerson Channel, Emerson Productions, faculty, students, and staff. The producer must make an appointment in advance to see the EDC manager.

Shoots may not take place in hazardous locations at any time that could cause injury to cast and crew or damage to Emerson College equipment. This includes shooting at a beach or ocean environment where equipment may be exposed to a salty or sandy environment.

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

Please Note:

- The College does **not** provide insurance for equipment on loan from the Equipment Distribution Center (EDC).
- The College does **not** provide insurance for equipment rented outside of the College.
- The College does **not** provide workman's compensation insurance for talent including members of SAG and AFTRA. Please see the Equipment Distribution Center manager for information on how to contact outside insurance agents. **This is your financial responsibility.**

Penalties

Violations by students of the following policies and procedures may result in one or all of the following actions:

1. Suspension of production activities.
2. Formal charges and disciplinary action by the College as outlined in the Student Handbook.

Shoots That Require Special Permission

1. Shoots that require the use of smoke or fog machines, live animals, or young children require special additional permission. **Use of actual weapons of any kind are prohibited**, including, but not limited to: any knife, sword, or any other kind of stabbing weapon; handcuffs or any other personal restraint tools; and handguns, rifles, shotguns, BB guns, or pellet guns are all prohibited from use on any Emerson College production. **PROP weapons may be used upon receipt of proper authorization from TRF and ECPD. PROP weapons are not permitted in any residence hall shoots.**
2. Shoots that require access to buildings or locations after hours may require special additional permission.
3. If you are traveling with Emerson College equipment outside of the United States, you will need to pay the premium for property insurance and provide the EDC manager with an insurance certificate showing that the value of that equipment is insured for the duration of that travel. Shoots outside the United States require our creation of a customs manifest. Please apply at least three weeks in advance.
4. The Equipment Distribution Center manager, TRF (617-824-8349), can provide procedures that outline requirements for these special requests.

Shooting on Emerson College Property

1. To ensure that the College and its students are in compliance with city and state special effects regulations, fires, candles, smoke, cookies, squibs, black powder charges, fireworks, explosive devices, or any other flame-producing items are **not permitted** on College property.
2. Students are prohibited from making permanent alterations or modifications to Emerson College structures. The use of any prop, set item, special effects apparatus, or any other device of any kind that may result in damage to Emerson College property is prohibited. Students are advised to consult with their instructor and the EDC manager for specific permissions and prohibitions.
3. Use of props and set pieces in Emerson College buildings may require you to adhere to the Emerson College Policies Relating to Use of Performance and Rehearsal Facilities. This document can be downloaded at emerson.edu/about-emerson/offices-departments/trf/policies-forms.
4. Shoots may **not** be conducted in the following areas:
 - Inside the lobbies of buildings
 - In front of or inside building elevators
 - On stairways
 - In any restrooms
 - In any corridors
 - Anywhere else where a building egress might be blocked in any way
 - Anywhere else where a building operation might be impaired in any way

5. Certain areas within specific College buildings are off limits:

- At the Walker Building, 120 Boylston Street:
 - a. In the Emerson College Iwasaki Library
- At the Little Building, 80 Boylston Street:
 - a. Basement, College Fitness Center
 - b. 1st Floor, Main Lobby
 - c. 2nd Floor, Mezzanine
 - d. 2nd Floor, Dining Hall and Function Rooms
- At 216 Tremont Street:
 - a. Inside the Bill Bordy Theater and Auditorium
- At the Tufte Performance and Production Center:
 - a. Semel Theater Lobby
 - b. Huret & Spector Gallery
- At 150 Boylston Street:
 - a. Floor L3
 - b. Floor L2
 - c. Floor 2, The Quiet Lounge
 - d. Floor 2, The Café
 - e. Floor 1, Loading Dock, Laundry Room, Lobby, Entry Lounge Area

All reservable rooms and common rooms in Student Activities–managed properties (Campus Center at 150 Boylston Street and the Cabaret at 80 Boylston Street) may be reserved with permission of the assistant director of the Campus Center at 150 Boylston Street (617-824-8680).

“Small Shoot”

A “small shoot” may be performed on the Emerson campus (excluding residence halls) without a permit if the following criteria are met and above restrictions listed under “Shooting on Emerson College Property” are not violated:

1. Single camera on tripod or hand-held or audio recording device is used.
2. Shoot or recording will not interfere with scheduled classes, the conduct of normal business, or other activities of the College.
3. Maximum number of cast: 1 and crew: 1.
4. No peripheral shooting equipment (audio recorders, cables, lights, reflectors, C-stands, etc.).
5. Cast and crew will exercise appropriate judgment, and will seek permission of the appropriate persons.

Please note that small shoots in the Journalism Television Studio, the Tufte PPC Television Studios, or the Paramount Center Film Soundstage require a separate permitting process explained in “Shooting in the Tufte PPC, Journalism Television Studios, or the Paramount Center Film Soundstage.”

Please note that small shoots in the residence halls require a separate permitting process explained in “Shooting in the Residence Halls.”

If your shoot does not meet the criteria of “small shoot,” the Equipment Distribution Center manager will direct the applicant to Property Management and/or the appropriate department head or manager of the location.

1. Complete request form A1 (Request for On-Campus Location Permit).
2. Submit the completed form and your script to your instructor for his or her signature.
3. Submit the signed form to the Equipment Distribution Center manager at least two weeks before the shoot.
4. The EDC manager will direct the applicant to Property Management or the appropriate building manager. You may be contacted with questions about your shoot. If approved, he or she will return the form to you. You may be required to speak with a representative of ECPD regarding fire and safety regulations. The EDC manager will contact you and make arrangements for you to pick up the Emerson College Location Permit.

Please note that shooting in the Journalism Television Studio, the Tufte PPC Television Studios, or the Paramount Center Film Soundstage requires a separate permitting process (see below).

Shooting in the Tufte PPC, Journalism Television Studios, or the Paramount Center Film Soundstage

Any use of the TV studios/control rooms or Paramount Center Film Soundstage except for classes requires a permit application. **For Tufte or Journalism Studios/Control Rooms, use A4 PPC/Journalism TV Studio Permit Form. For the Paramount Center Film Soundstage, use S4 Paramount Center Film Soundstage Permit Form.** After filling out the form, please turn it in to the appropriate manager:

- PPC TV Studios: PPC Room 814
- Journalism TV Studio: Walker Room 631
- Paramount Film Soundstage: Paramount Room 405

A copy of the complete updated TRF policy statement and forms can be obtained by visiting the TRF website: emerson.edu/about-emerson/offices-departments/trf/policies-forms.

Questions?

Please make an appointment to see the Equipment Distribution Center manager, Television Radio and Film Production (TRF), Emerson College, Little Building, 80 Boylston Street, 1st Floor, Phone: 617-824-8349, fax: 617-824-8817. You can also contact the production manager in TRF, phone: 617-824-8936, fax: 617-824-8856.

Shooting in the Residence Halls

As a general practice, filming and videoing is not permitted within the residence halls because of the potential for disruption to the community, fire safety and egress concerns presented by lights and other equipment, and building security concerns. Requests are only considered by the Office of Housing and Residence Life when they meet the following conditions:

- A single camera on tripod or hand-held or audio recording device is utilized.
- Shoot or recording will not interfere with residence hall activities or individual student privacy or activities.
- Maximum number of (combined) cast and crew is four people.
- No peripheral shooting equipment (e.g., Nagra, cables, lights, reflectors, C-stands) is permitted.
- The filming or videoing occurs within the room of the resident making the request and does not spill out into the hallway.
- The filming or videoing can only occur if the resident's roommate(s)/suitemates agree in writing to the filming schedule and activities.
- Furniture cannot be stacked or removed from the room or suite.
- The project must adhere to all College and residence hall rules and regulations (e.g., guest policy, no use of prohibited items **including prop weapons**, no hanging any items from sprinkler heads or pipes).
- Requests for filming or videoing from off-campus residents will only be considered if the filming is scheduled to occur in the room of a cast/crew member and that resident agrees to serve as the host responsible for the project and any non-residents involved in the shoot.
- The students must strictly adhere to these guidelines as well as those established by TRF.

Students who wish to shoot film or video within the residence halls should contact the Office of Housing and Residence Life to request permission.

Shooting on Public Property

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

Shooting on Public Property in the City of Boston

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

1. Single camera on tripod or hand held or audio recorder.
2. Shoot will not obstruct pedestrian access on sidewalk or obstruct streets.
3. Maximum number of cast: 2, and crew: 2.
4. No peripheral shooting equipment (audio recorders, cables, lights, reflectors, C-stands, etc.). In other words, the shoot would be similar to tourists shooting on vacation in Boston.

If the shoot does not meet these criteria, you must fill out a Boston Film Bureau Permitting Request Form and then contact the office to schedule an appointment. To schedule an appointment, call the City of Boston film director at 617-635-3911. The office's fax number is 617-635-4428. The Boston Film Bureau is located at Boston City Hall, Room 802. Information on the City of Boston Permitting Request Form can be found at: cityofboston.gov/arts/film/permitting.asp.

If a video or film shoot is for your required coursework:
The City requires you submit the **City of Boston Film Bureau Permitting Request Form and Emerson College Form A2** "Request for Public Location Permission" with the appropriate signatures. You are then eligible to utilize the certificate of insurance and the bond the City Film Office has on file.

If a video or film shoot is not part of your required coursework (co-curricular organizations such as EIV, FPS, WIM, and WEBN):

1. **Fill out form A3** (Request for Certificate of Insurance). Complete the form with the appropriate signatures. Please include names, address, and contact info of the property owner/landlord.
2. **Fill out a City of Boston Film Office Permitting Request Form.**
3. For protection against possible damage to city property, Emerson College provides a bond with a minimum security of \$5,000.00 issued to the City of Boston. To acquire a copy of this bond, please contact the Emerson Department of Purchasing and Risk Management, 617-824-8590. The request for this copy may take at least 48 hours to process.
4. Submit the forms to the TRF Equipment Distribution Center manager at least two weeks prior to your shoot. The Emerson Department of Purchasing and Risk Management will not process certificates that are presented too late. Once processed, the completed certificate will be emailed as a PDF file to the applicant. The PDF form can then be printed, faxed, or forwarded by the student as needed.
5. Call the Boston Film Office to schedule an appointment: 617-635-3911. Bring the Certificate of Insurance, the Bond, and the City of Boston Film Office Permitting Request Form to Film Director, City of Boston Film Bureau. The Boston Film Office is located at Boston City Hall, Room 802. Information and the City of Boston Permitting Request Form can be found at: cityofboston.gov/arts/film/permitting.asp.

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

Shooting in Boston Parks, MBTA Property, and Logan Airport Property

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

City of Boston Parks: including Boston Public Garden, Boston Common, Commonwealth Mall, and the Esplanade
Call Office of Government and Community Relations, Emerson College. Phone: 617-824-8984. Fax 617-824-8943; mail to: 120 Boylston Street, Boston, MA 02116 or hand deliver to 120 Boylston Street, 10th floor, Room 1002.

MBTA

MBTA Public Affairs Office, phone 617-222-1510, fax 617-222-4539, or mail: MBTA Public Affairs, 10 Park Plaza, Boston, MA 02116.

Logan Airport

Strategic Communications Department, 617-568-3100, fax: 617-568-3119. The secretary will assign each request to a communications manager.

The Massachusetts Film Bureau may assist you with information and contacts for shooting in other cities and towns outside Boston and give you additional information. Its website is: massfilmbureau.com and its phone number is 617-523-8388. The Massachusetts Film Bureau is located at 198 Tremont Street, PMB#135, Boston, MA 02116.

Questions?

Please make an appointment to see the Equipment Distribution Center manager, Television, Radio, and Film (TRF), Emerson College, Little Building, 80 Boylston Street, 1st Floor. Phone: 617-824-8349, fax: 617-824-8817. You can also contact the production manager, TRF, phone: 617-824-8936, fax: 617-824-8856.

Shooting on Non-Emerson College Private Property

You can shoot pictures of private property from public property without permission. If you want to go onto private property, you must ask the owner for written permission. If you do not receive written permission from the owner or his or her official representative, you may be trespassing. If you are going to use the final product for commercial purposes, you must also make that known to the owner.

If the property owner asks that you provide a Certificate of Insurance (proof of insurance) for Emerson College, please **fill out Form A3**, Request for Certificate of Insurance, and return it to the EDC manager; 617-824-8349. You must present this form to the EDC manager in person, by appointment. Forms dropped off will not be processed. Certificates of Insurance will be emailed to the applicant. After the form is signed by the EDC manager, the student will deliver the completed form to the Emerson Department of Purchasing and Risk Management on the ninth floor of 99 Summer Street.

Questions?

Please make an appointment to see the Equipment Distribution Center manager, Television, Radio, and Film (TRF), Emerson College, Little Building, 80 Boylston Street, 1st Floor. Phone: 617-824-8349, fax: 617-824-8817. You can also contact the production manager, TRF, phone: 617-824-8936, fax: 617-824-8856.

Weapons

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

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

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

Please note that California Penal Code section 626.9, states: “any person who brings or possesses a firearm upon the grounds of a private university or college campus, or any property owned or operated by a private university or college without written permission, is subject to felony arrest, prosecution, and imprisonment for one, two, or three years, and up to four years for a loaded firearm.

Please note that California Penal Code section 626.10(b) states:

“any person that brings or possesses any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches upon the ground of any private university is guilty of a public offense, punishable by imprisonment by a county jail not exceeding one year, or as a felony imprisonment of one or two years.

Please note that California Penal Code section 16590 prohibits:

“the possession of many weapons including: undetectable firearms, cane guns, wallet guns, zip guns, belt buckle knives, blackjacks, billys, nunchaku, shuriken, and metal knuckles. Violations are punishable by imprisonment in a county jail or in the state prison.” There are special exceptions when a firearm or other weapon may be authorized. For more information on California laws, visit leginfo.ca.gov/calaw.html.

Possession of realistic replicas of firearms or other dangerous weapons are also prohibited on Emerson property or at Emerson-sponsored events (e.g., film shoots, performances) other than when being employed during a College-sanctioned rehearsal or production. Recognized student organizations must receive prior approval for use of such props from the associate dean of students or his or her designee and the director of ECPD or his or her designee. Organizations should submit their proposal for replica weapon use at least two months before intended use.

Who, What, Where

Campus and Community Resources

Unless otherwise noted, all phone numbers are within the 617 area code.

Emergencies

Ambulance	911
Fire	911
Police	911
Poison Control	800-222-1222
State Police	523-1212
Rape (Rape Crisis Center)	492-RAPE (7273)

On-Campus Numbers

Emerson College Switchboard	824-8500
Emerson Police (24 hours) (if emergency, 824-8888 or 8911)	824-8555
Escort Service	824-8559
Counseling and Psychological Services	824-8595
Dean of Students	824-8640
Center for Health and Wellness	824-8666
Housing and Residence Life	824-8620
Resident Directors:	
80 Boylston Street (Little Building)	
Floors 3–7	824-8144
Floors 8–12	824-8155
100 Boylston Street (Colonial Building)	824-7107
150 Boylston Street (Piano Row)	
Floors 3–8	824-8624
Floors 9–14	824-8629
543-547 Washington Street (Paramount)	824-7126
Student Life Office	824-8637

Emerson Residence Hall Addresses

(See Residence Life section for specific examples)

80 Boylston Street	02117-9145
100 Boylston Street	02117-9155
150 Boylston Street	02117-9150
543-547 Washington Street	02117-9160

Local Social Services

We encourage you to take advantage of the resources available to you on campus.

If you are unsure who to get in touch with, call the Dean of Students Office.

Off-campus resources are also listed on the following pages (all area codes are 617 unless otherwise noted).

Abortion

Emerson Counseling and Psychological Services	824-8595
Emerson Center for Health and Wellness	824-8666
Planned Parenthood	800-258-4448

Alcohol and Other Drug Abuse

Emerson Counseling and Psychological Services	824-8595
Emerson Center for Health and Wellness	824-8666
Adcare Hospital Hotline	800-252-6465
Alcoholics Anonymous	426-9444
Alcohol/Drug Hotline (MA Dept. of Public Health)	800-327-5050
Alcohol Abuse 24-Hour Helpline	800-888-9383
National Cocaine/Drug Hotline	800-COCAINE (262-2463)
Narcotics Anonymous	866-624-3578

Ambulance

Emergency	911
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ArtsEmerson

824-8030

Business

Better Business Bureau of Eastern MA	508-652-4800
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Civil Rights

American Civil Liberties Union	482-3170
NAACP	427-9494

Deaf/Hearing Impairment Support

Emerson College Communication Sciences and Disorders Dept.	824-8730
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Disabilities

Disability Services	824-8415
Emerson Lacerte Family Writing and Academic Resource Center	824-7874
Emerson Center for Health and Wellness	824-8666

Domestic Violence

Mass. Coalition of Battered Women Service Groups	248-0922
Women's Center, Cambridge	354-8807

Employment

Emerson Student Service Center	824-8655
Emerson Career Services	824-8586

Gay and Lesbian

Emerson GLBTQ Student Life	824-8637
Gay and Lesbian Helpline	267-9001
Fenway Community Health Center	267-0900 ext. 302

Healthcare

Emerson Center for Health and Wellness	824-8666
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HIV/AIDS (also see Sexually Transmitted Infections)

AIDS Action Committee (general info)	437-6200
AIDS Action Committee Hotline	800-235-2331
Centers for Disease Control	
HIV/AIDS Hotline	800-232-4636

HIV Anonymous Testing (MA Dept. of Public Health) 624-5300
Fenway Community Health Center 267-0900

Housing

Emerson Housing and Residence
Life Office 824-8620
Emerson Off-Campus Student
Services Office 824-7863
Rental Housing Resource Center 635-4200
Boston Housing Authority 988-4000

International Students

Emerson Office of International Affairs 824-7858
World Affairs Council 482-1740
Immigration Service 800-375-5283

Jury Duty

800-THE JURY

Legal

Harvard Legal Aid Bureau 495-4408
Mass. Bar Association 338-0500
Civil Liberties Union of Massachusetts 482-3170

Mental Health

Emerson Counseling and Psychological
Services 824-8595
Mass. General Hospital 726-2000

Multicultural Affairs

Emerson Office of Multicultural
Student Affairs 824-8637
NAACP 427-9494
Villa Victoria Center (Latino resources) 927-1737
Boston Chinatown Neighborhood Center 635-5129

Police

Emerson Police Department 824-8555
Boston 343-4200
State 523-1212

Political

Voter Registration 635-2400
Common Cause 426-9600
Democratic State Committee 776-2676
Republican State Committee 523-5005
Libertarian Party of MA 508-754-1859
Socialist Party of MA 275-2525

Rape

Emerson Counseling and Psychological Services 824-8595
Emerson Center for Health and Wellness 824-8666
Rape Crisis Center 492-RAPE (7273)
Beth Israel Hospital Rape Crisis 667-8141

Sexually Transmitted Infections (Also see HIV/AIDS)

Emerson Center for Health and Wellness 824-8666
American Social Health Association
STI Resource Center 800-227-8922
Fenway Community Health Center 267-0900
MA Dept. of Public Health STD Hotline 983-6940

Suicide Prevention

Emerson Counseling and Psychological Services 824-8595
Samaritans Suicide Hotline 247-0220

Travel

Passport Agency 877-487-2778
AAA (Boston) 800-222-7448

Women

National Organization for Women 939-9035

Academic, Student Support, and Administrative Resources

Academic Advising Center

216 Tremont Street, 5th Floor 824-7876
Lynn Butkovsky Director of Academic Advising Center
Laurie Edelman Associate Director
Academic advising
Educational planning
Readmission

Academic Affairs

180 Tremont Street, 13th Floor 824-8570
Michael Whelan Vice President for Academic Affairs
Anne Doyle Executive Director of Academic Administration

Administration and Finance

99 Summer Street, 9th Floor 824-8575
Maureen Murphy Vice President for Administration and Finance

Admission

120 Boylston Street, 5th Floor 824-8600
MJ Knoll-Finn Vice President for Enrollment Management
Sean Ganas Director of Graduate Admission
Sara Cummings Sr. Associate Director, Undergraduate Admission
Christopher Wright Sr. Associate Director, Undergraduate Admission

Athletics and Recreation

150 Boylston Street, Lower Level 2 824-8690
Stan Nance Interim Director of Athletics and Recreation
Erin Brennen Assistant Director

Bookstore

114 Boylston Street 824-8696
Texts for classes
Emerson memorabilia, school supplies, etc.

Business Services

120 Boylston Street, 4th Floor
Karen Dickinson

824-8554
Director

Campus Center

150 Boylston Street, 1st Floor
Josh Hamlin

824-8680
Assistant Director

Career Services

216 Tremont Street, 6th Floor

Carol Spector

Mary Sullivan

Geraldine Garvin

Ken Mattsson

Anna Umbreit

Marissa Shallcross

Catharine Rodriguez

Career and job-related counseling

Résumé writing

Career Resources Library

Internship and job listings

824-8586

Director

Associate Director, Employer Relations

Assistant Director, School of Communication

Assistant Director, Graduate and Alumni

Assistant Director, School of the Arts

Assistant Director, Internship Coordinator

Staff Assistant

Communications and Marketing

99 Summer Street, 9th Floor

Andrew Tiedemann

824-8540

Vice President for Communications and Marketing

Counseling and Psychological Services

216 Tremont Street, 2nd Floor

Elise Harrison

Patty Challan

Jennifer Brandel

Emily Inglesi

Maureen Crowley

Confidential counseling related to personal
and emotional concerns

Referrals when necessary

824-8595

Director

Associate Director

Staff Social Worker

Staff Psychologist

Administrative Assistant

Dean of Students Office

150 Boylston Street, 2nd Floor

Ron Ludman

Aliya Ewing

Campus and student life concerns,
questions, advice, and suggestions

Student Code of Conduct

Student emergencies

Student Handbook

824-8640

Dean of Students

Senior Administrative Associate

Development and Alumni Relations

99 Summer Street, 9th Floor

Jeff Schoenherr

Barbara Rutberg

Mary Ann Cicala

Danielle Reddy

824-8542

Vice President for Development and Alumni Relations

Associate Vice President,

Development and Alumni Relations

Director, Alumni Relations

Director, Leadership Giving

Rachel Pearson
Amanda Darnell
Katie Gillespie
Alexandra Hough
Christopher Serwacki
Lindsey Athanasiou
Alumni programs and alumni networking
Student Alumni Association

Associate Director, Alumni Relations
Assistant Director, Parent Programs
Assistant Director, Annual Giving
Assistant Director, Alumni Relations
Coordinator, Events
Phonathon Coordinator

Disability Services

216 Tremont Street, 5th Floor
Diane Paxton
Matt Fisher
Supports students with disabilities
Works with students, faculty, and staff to
ensure ADA compliance

824-8592
Director
Assistant Director

Facilities Management

120 Boylston Street, 4th Floor
Jay Philips
Joe Knoll

824-8645
Associate Vice President for Facilities and Campus Services
Associate Director

Fitness Center

80 Boylston Street, Basement
Ron Smithers
Christine McComb
Joseph Marcotte
Weights, aerobic and conditioning classes
Cardiovascular machines
Sauna and locker rooms

824-8692
General Manager
Asst. General Manager
Fitness Specialist

Gay, Lesbian, Bisexual, Transgender, and Queer/Questioning (GLBTQ) Student Life

150 Boylston Street, 2nd Floor
Tikeshia Morgan
Education
Information
Advocacy services
Programming

824-8637
Advisor

General Counsel

180 Tremont Street, 14th Floor
Christine Hughes

824-8908
Vice President and General Counsel

Government and Community Relations

120 Boylston Street, 10th Floor
Margaret Ann Ings
Mary Higgins

824-8299
Associate Vice President
Associate Director

Graduate Studies

180 Tremont Street, 12th Floor
Richard Zauft

824-8612
Dean/Associate Vice President for Academic Affairs

Center for Health and Wellness

216 Tremont Street, 3rd Floor

Jane Powers

Erika Almquist

Beth Avery

Erin Tetler

TBD

Margaret Peterson

Laura Owen

General medical, gynecological, and health counseling

Routine lab work

Health education

Referrals when necessary

824-8666

Director

Nurse Practitioner

Nutritionist

Nurse Practitioner

Wellness Education Coordinator

Advanced Practice Clinician

Clinical Coordinator

Housing and Residence Life

80 Boylston Street

Dave Haden

Seth Grue

Amanda Turnley

Janel Burns

On-campus housing

Break and summer housing

Residence hall communities

Educational and social programming

Residence hall security

824-8620

Associate Dean/Director of Housing and Residence Life

Associate Director of Residence Life

Associate Director of Housing Operations

Administrative Assistant

Human Resources/Affirmative Action

8 Park Plaza, State Transportation Bldg

Alexa Jackson

824-8580

Associate Vice President for Human Resources and
Affirmative Action; Title IX Coordinator

Information Technology

180 Tremont Street, 4th Floor

William Gilligan

824-8080

Vice President for Information Technology

International Student Affairs

120 Boylston Street, 10th Floor

Virga Mohsini

Yelena Galperina

Academic, cultural, personal, and social assistance

Visas, I-20s

Work permits

Optional Practical Training

Curricular Practical Training

824-7858

Director

Program Coordinator

International Study and External Programs

120 Boylston Street, 10th Floor

David Griffin

James Lane

Dulcia Meijers

Linda Cook

824-8567

Director

Executive Director of Los Angeles Program

Executive Director of Kasteel Well Program

Administrative Assistant

Iwaski Library

120 Boylston Street, 3rd Floor

Robert Fleming

Beth Joress

824-8668

Executive Director

Associate Director of Information Services

Elena O'Malley

Assistant Director of Access Services and Archives

Books and journals
Reference and research assistance
Interlibrary loans

Lacerte Family Writing and Academic Resource Center

216 Tremont Street, 5th Floor 824-7874

Jodi Burrell

Assistant Director of Academic Support and Special Programs

Linda Miller

Assistant Director of International Support Services

Matthew Phelan

Assistant Director of Writing and Special Programs

Jacqueline Holland

Assistant Director of Academic Support

Academic assistance
Peer tutoring program
Reading strategy development
Services for students with disabilities and international students
Writing tutorials

Media Services Center

180 Tremont Street, 3rd Floor

824-8676

Cheryl Schaffer

Head of Media Services

Non-print collection
Viewing room
Audio tape recorders
Film and slide projectors and camcorders
Production facilities

Multicultural Student Affairs

150 Boylston Street, 2nd Floor

824-8637

Tikeshia Morgan

Director

Advocacy
Personal, social, and academic assistance
Cultural programming and advising

Off-Campus Student Services

150 Boylston Street, 2nd Floor

824-7863

Steven Martin

Assistant Director

Assistance in locating off-campus accommodations
Off-campus housing listings
Off-Campus Network
MBTA Pass Program

Office of the Arts

10 Boylston Place, 11th Floor

824-8030

Robert Orchard

Executive Director

Jonathan Miller

Director of Administration and Production

Bonnie Baggesen

Director of Production and Facilities

Office of Diversity and Inclusion

120 Boylston Street, 10th Floor
Sylvia Spears
Alayne Fiore

824-8528
Vice President for Diversity and Inclusion
Operations Manager and Special Assistant

Police

80 Boylston Street
Bob Smith
 Emergencies
 Theft
 Lost and Found
 Identification cards

824-8555
Chief

President's Office

180 Tremont Street, 14th Floor
Lee Pelton
Donna Heiland
Anne Shaughnessy

Margaret Melanson
Monique Thorne

824-8525
President of the College
Vice President and Special Assistant
Director, Office of the President and
Executive Assistant to the Board of Trustees
Executive Assistant
Special Assistant to the President

Print and Copy Center

98A Boylston Street
 Printing and copying services

824-8593

Professional Studies and Special Programs

148 Boylston Street
Hank Zappala

824-8280
Director

Property Management

120 Boylston Street
Joan Fiore
Norman Sosin
Michelle Ziomek

824-8646
Associate Property Manager
Associate Property Manager
Assistant Property Manager

Purchasing and Risk Management

99 Summer Street, 9th Floor
Margaret Rogan

824-8590
Director

Registrar

Student Service Center, 80 Boylston Street
William DeWolf
Joyce Andrews
 Add/Drop
 Address, Advisor, or Major change
 Registration
 Incompletes
 Independent study
 Transcripts
 Transferring credits
 Veterans
 Credit evaluation
 Graduation requirements

824-8655
Registrar
Associate Registrar

Service Learning and Community Action

120 Boylston Street, 10th Floor
Suzanne Hinton

824-8774
Associate Director

Spiritual Life

120 Boylston Street, 2nd Floor
Kristelle Angelli
Karen Nahary
TBD

824-8036
Catholic Chaplain
Hillel Advisor
Protestant Chaplain

Religious concerns and activities
Interdenominational programs

Student Activities

150 Boylston Street, 2nd Floor
Jason Meier

824-8637
Director

Student activities
Family Weekend
ERA Awards
Campus programming

Student Conduct

80 Boylston Street
Michael Arno

824-8620
Director

Student Financial Services

Student Service Center, 80 Boylston Street
Ruthanne Madsen

824-8655
Associate Vice President for Enrollment and
Financial Services
Senior Director, Loan Management
Director, Student Financial Services
Assistant Director, Financial Services
Associate Director, Financial Services
Office Manager

Thomas Boucher
Kerri Jacobs
Gregory Chick
Shannon Glaser
Christopher Gray

Financial assistance
Student accounts

Student Government

150 Boylston Street, Lower Level 1

824-8686

SGA Executive Council
Student Senate
Student organization resource

Student Life

150 Boylston Street, 2nd Floor
Sharon Duffy
Brittany Bailey

824-8637
Associate Dean of Students
Staff Assistant

New student orientation
Student club and organization advising
Student leadership training
Trip registration
Posting approval

Writing and Academic Resource Center

(Please see Lacerte Family Writing and Academic Resource Center)
216 Tremont Street, 5th Floor

824-7874

Emerson College Timeline

Alma Mater

O Alma Mater, dear, thy name we praise,
Our voices love inspired to thee we raise,
And we will cherish thee in days to come,
And think with loving hearts of Emerson.

Yours is the highest art, a shining goal,
You are the star of each and every soul,
And all your children's hearts they beat as one,
We love thee Alma Mater, Emerson.

Colors: Royal Purple and Gold

Mascot: Lion

Motto: Expression Necessary to Evolution

- 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 women's dormitory building 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 theatre constructed behind 128-130 Beacon Street.
- 1939 The institution's name is changed to Emerson College.
- 1947 \$7.50 Students' Activities Fee created, \$3.00 for class dues; \$2.00 to the *Emersonian* yearbook; \$1.50 to the new *Berkeley Beacon*, and \$1.00 for Student Government Association dues.
Inaugural year of WECB radio station.
- 1949 FCC approves the first educational broadcast license on the East Coast for WERS.
- 1951 Beanie Day begins, a tradition that continues until 1970. Freshmen were required to wear beanies as part of orientation. Intercollegiate Debate Program is organized.
- 1953 Robbins Speech and Hearing Clinic opens.
- 1961 Parents' Weekend, sponsored by Emerson College Parents' Association, begins with a tour of the campus, dinner, and tickets to the Spring musical.
- 1964 Emerson College acquired the Engineers Club at 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.
- 1992 180 Tremont Street is purchased and becomes the first building of the "Campus on the Common."

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- 1993 Dr. Jacqueline Weis Liebergott, Emerson's 11th President, is inaugurated as the College's first female president.
- 1995 The Little Building, the home to 750 resident students, opens.
- 1997 The College adopts a three-school model to house its academic programs. The men's varsity basketball team captures the College's first intercollegiate league championship.
- 1998 180 Tremont Street, formerly the Edison Building, is re-named the Ansin Building.
- 1998 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. The 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 Boylston Street and includes the Max Mutchnick Campus Center and the Bobbi Brown and Steven Plofker Gym.
- 2007 The Lions' softball team is the first team at Emerson College ever to play in a national championship.
- 2008 Emerson announces plan to build a permanent center in Hollywood for its 20-year-old Los Angeles Program. For the first time, Emerson 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. M. Lee Pelton assumes stewardship of the College.
- 2012 Dr. Pelton is inaugurated as Emerson's 12th president. Emerson College breaks ground for the new Los Angeles Center that will house approximately 200 students and provide a permanent academic center in LA.
- 2013 Emerson Athletics joins the New England Women's and Men's Athletic Conference

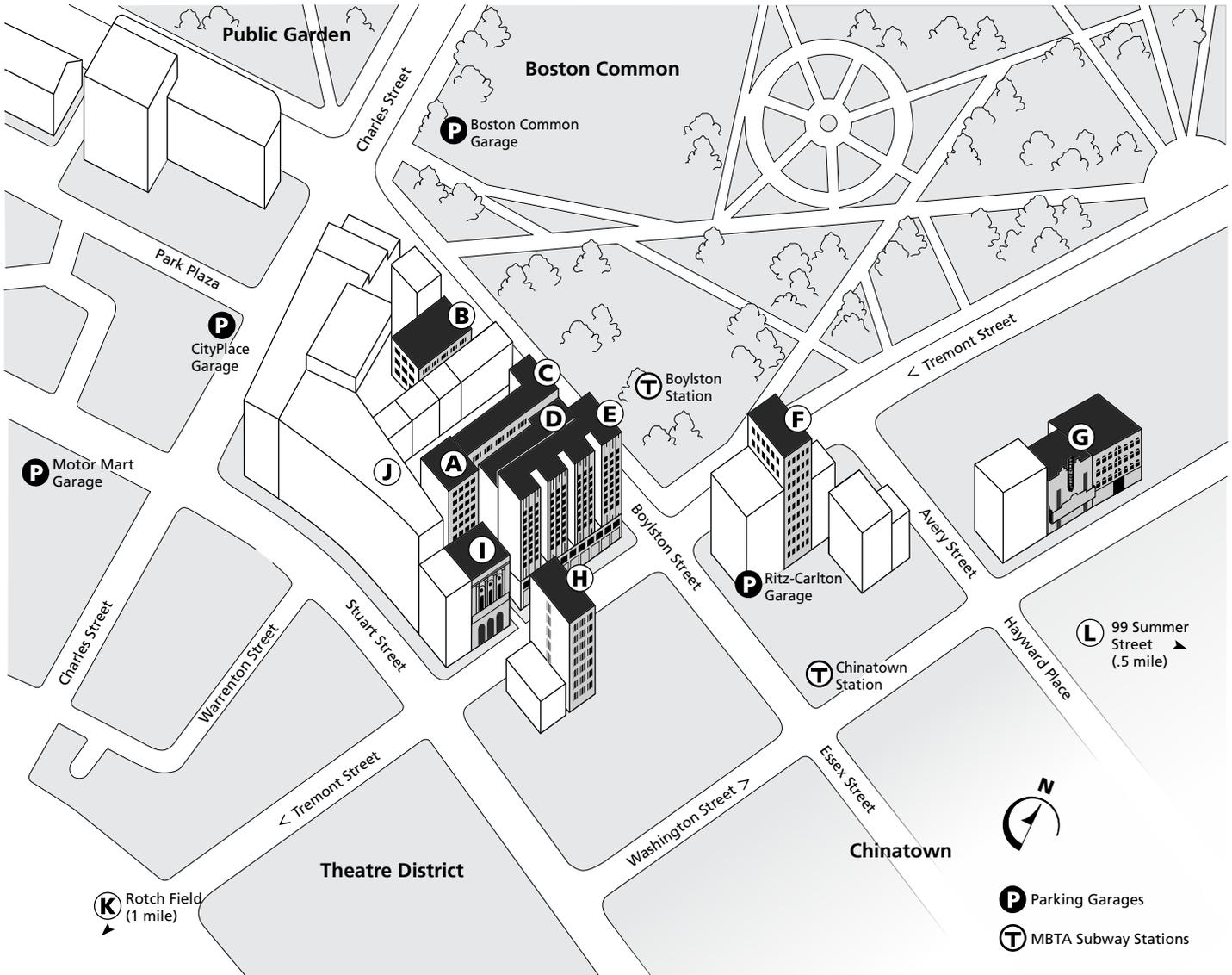
Campus on the Common



EMERSON COLLEGE

BOSTON MASSACHUSETTS

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



- A Tufts 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
- D Colonial Building**
 100 Boylston Street
 Mail Services
 Residence Hall
- E Little Building**
 80 Boylston Street
 Dining Services
 Film-Video Equipment Center
 Fitness Center
 Housing and Residence Life
 Police Department

- F 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
- H 216 Tremont Street**
 Advising Center
 Bill Bordy Theater
 Career Services

- I Cutler Majestic Theatre**
 219 Tremont Street
- J Transportation Building**
 8 Park Plaza
 Human Resources
 Ploughshares
- K Rotch Field**
 Albany and Randolph Streets
- L 99 Summer Street**
 Communications and Marketing
 Development and Alumni Relations
 Financial Affairs



- P** Parking Garages
- T** MBTA Subway Stations



EMERSON COLLEGE
BOSTON MASSACHUSETTS

Student Affairs

Mailing Address

120 Boylston Street
Boston, MA
02116-4624

Office Location

Max Mutchnick
Campus Center
150 Boylston Street
Boston, MA 02116

Telephone

617-824-8637

Fax

617-824-8937

Web

emerson.edu/student-life