

Graduate

Student Handbook 2015–2016



EMERSON COLLEGE
BOSTON MASSACHUSETTS



School of the Arts

Creative Writing
Media Art
Popular Fiction Writing and Publishing
Publishing and Writing
Theatre Education

School of Communication

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

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Credits

Editors

Jan Roberts-Breslin
Maria Figueroa
Eric Matthews
Zyanya Dickey

Production Coordinator

Liliana Ballesteros

Notice Regarding the Contents of This Handbook

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

For more information, contact:
Office of Graduate Studies
180 Tremont Street, 13th Floor
617-824-8612
gradstudies@emerson.edu

Your Graduate Student Handbook

The Graduate Student Handbook contains useful information about the Emerson graduate community, the resources available to students at Emerson, and the policies and procedures that govern student life at the College. The handbook is intended to provide students with information and guidance regarding their graduate experience at Emerson, and should be used as a supplement to the Graduate Catalogue.

The rules and regulations in this handbook can be superseded, suspended, or complemented by the Emerson administration in order to protect the school and its students, faculty, and staff. Reviews of academic, financial, and other considerations may lead to changes in regulations at any time. These changes may affect degrees, academic policies, and rules pertaining to student conduct and other rules and regulations that affect students. The College expects graduate students to be familiar with the College and program policies, procedures, and requirements in this handbook and the Graduate Catalogue. The Office of Graduate Studies works with faculty and students on interpreting these policies, procedures, and requirements, and resolving graduate student issues and concerns. Further information on the role of the Office of Graduate Studies and the many other resources are listed in this handbook as well as on the Emerson College website.

Stages of an Academic Career at Emerson

Matriculation and Catalogue of Entry

Once they have matriculated at Emerson, students are held to all requirements of the catalogue under which they first matriculated. If the content of a program is changed in subsequent catalogues, students may petition their graduate program director and the dean of graduate studies to adopt the new program requirements in their entirety.

Communication at Emerson

Email

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

eCommon

The central website for the Emerson community is eCommon.emerson.edu. This site provides information about upcoming events, workshops, and daily announcements and is also the hub for keeping track of your student account, student employment, and more.

Studying at Emerson

Registration and Course Selection

After the first semester, all graduate students register online for the next semester's courses. Students should meet with their graduate program director or advisor early in the preceding semester to discuss and plan their next semester's courses. The catalogue and department information sheets are also important sources of information. The Registrar's website provides information about the upcoming semester's course offerings and even sends out a newsletter to inform students of important deadlines for registration. Please consult the Academic Calendar for registration deadlines and other important dates.

Directed Studies

Directed studies offer students the opportunity to pursue special topics that are important to their field of study, but are not offered in a regular course. It is the decision of a faculty member whether or not to offer a directed study. The department chair and graduate program director must

approve all directed studies through the Directed Studies Contract Form, indicating the objectives of the study, the length and depth of the study, the frequency of meetings, the expectations for the end-product of the student, and the type of faculty feedback. The Directed Studies Contract Form can be found on the Forms and Instructions page of emerson.edu/registrar.

Course Evaluations

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

Continuous Registration

Students must be continuously registered, with the exception of summer terms or when they are on a leave of absence granted before the start of the semester by the dean of graduate studies. Students who wish to take time away from their studies must file a leave of absence petition. Students must be registered the semester they plan to graduate. To keep their registration status, students may register for courses or a Continuing Student Status Form, detailed more below.

Complementing the Classroom

Internships

Internships are another form of academic work. They offer students an opportunity to work in the field that they are studying combined with an academic component that require students' reflection of their fieldwork. Students interested in internships should meet with their department's internship advisor or seek information from the Career Services Office about the process for qualifying for an internship. There are limits to the number of internship credits a student may take: individual internships can be no more than 4 credits and no more than 12 credits of internship and directed study combined. Students are responsible for making sure they register for the correct number of credits for their internship. Students cannot petition to change the number of credits after the internship has begun.

Master's Project

The master's project is an applied academic work that integrates theory and practice. The master's project often takes the form of a creative piece such as an audio or video documentary, a multimedia production, or a book design. The written sections of a master's project must consistently follow one of the MLA, APA, or Chicago style manuals (latest editions), as well as the latest version of the master's thesis/project guidelines, which is available from the Office of Graduate Studies. It is the student's responsibility to acquire these materials.

In those programs that allow a master's project in lieu of a thesis, students must register for a total of 4 credits (8 credits in Media Art). A master's project is subject to the same procedural and approval requirements as a thesis.

Master's projects must be submitted and approved according to the deadlines established by the programs and the Registrar's Office. One copy of the approved project is due in the Office of Graduate Studies by the published deadline on the Academic Calendar. The Master's Thesis/Project Approval Page must be approved, signed, and dated by all committee members, including the project chair, the graduate program director, and the dean of graduate studies. Final approval of the project rests with the dean of graduate studies.

Master's Thesis

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

Theses must be submitted and approved according to the deadlines established by the programs and the Registrar's Office. One copy of the approved thesis is due in the Office of Graduate Studies by the published deadline on the Academic Calendar. The Master's Thesis/Project Approval Page must be approved, signed, and dated by all committee members, including the thesis chair, the graduate program director, and the dean of graduate studies. Final approval of the thesis rests with the dean of graduate studies.

Master's Thesis/Project Guidelines

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

Student Professional Opportunities and Research Support

Professional Development Grants (PDGs)

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

Mini-Grants

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

Preparing for Commencement

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

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

Students planning to complete their degree requirements by August 30 may participate in the College's May graduate commencement ceremony, provided that the following requirements are met:

1. Students must submit an application to graduate by the date stated in the Academic Calendar.
2. Students must indicate their intent to participate in commencement online at [eCommon.emerson.edu](https://ecommon.emerson.edu) by the dates stated in the Academic Calendar.
3. Students must register and pay for the final summer coursework by the last day of classes in the spring semester.

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

For additional commencement preparation information, go to emerson.edu/commencement/preparation.

After Emerson

Emersonians are known for supporting each other and building strong connections. After graduation, there are countless engagement and networking opportunities for alumni to participate in. One way is to connect with fellow alumni through the regional chapters and affinity groups around the country. The chapters hold regular networking, professional development, educational, and social events.

No matter your location, alumni can connect with each other online including the Emerson College Alumni Online Community, the Emerson College Alumni Association LinkedIn group, and the Emerson College Alumni Association Facebook group. Alumni are also invited to participate in educational webinars throughout the year featuring a wide variety of topics utilizing alumni, faculty, and staff as expert presenters.

After graduation, alumni still have access to the numerous resources available through Emerson's Career Services office including individual career advising, access to LionHire (job board), career-related events on campus, and student mentoring opportunities. Alumni also receive a discounted ArtsEmerson membership, access to on-site privileges at Emerson Iwasaki Library, and much more. A list of all alumni resources and benefits are available at emerson.edu/alumni/resources.

Important Offices at Emerson College

Office of Graduate Studies

The Office of Graduate Studies serves currently enrolled graduate students by: hosting new student orientation; publishing policies, requirements, rules, and procedures; approving individual program requirement exceptions; coordinating student activities and events with the Graduate Student Association (GSA); providing professional development activities; approving master's theses and projects; and assisting with graduate commencement. The Office of Graduate Studies also handles many of the most commonly used academic forms, as described below and on the Graduate Studies website.

Academic Forms

Any change in program requirements or student status requires approval from the Office of Graduate Studies. The following forms can be found on the Graduate Studies website. Students are responsible for filling out the forms, securing the appropriate approval signatures, and submitting them to the Office of Graduate Studies, unless otherwise noted. The forms include: General Petition, Request for Leave of Absence or Withdrawal, Request to Re-Register from Leave of Absence, Request for Extension of Candidacy, Petition to Transfer Credit, Course Credit Consolidation, Petition to Waive Continuing Student Status Fee, Directed Study Form, Master's Thesis/Project Chair Designation Form, and Master's Thesis/Project Guidelines (for student reference only). All of the forms may be downloaded and printed from the Office of Graduate Studies website, where further instructions on the use and process for each form is also further detailed.

Career Services

Serving undergraduates, graduate students, and alumni, Career Services wants students and alumni to learn about themselves, what kinds of opportunities exist for them, and how to take the next steps in their individual career planning process.

By providing a number of resources and services, including individual career counseling, internship guidance, opportunities to connect with employers, online career planning resources, and assistance with the development and implementation of job search strategies, students and alumni are able to work toward successfully achieving their career development goals.

IT Help Desk

The Help Desk is your first point of contact for information technology support, serving the Emerson College community with solutions and assistance for information technologies. Email the Help Desk at helpdesk@emerson.edu or refer to its Guides section for information about a specific issue. Staff solve everything from password problems to helping students connect to ECwireless with their Android or other devices.

International Student Affairs

The Office of International Student Affairs (OISA) serves currently enrolled international students and offers an array of services, including: consultations with students and scholars on immigration and visa matters, specialized programs and events to foster social and cultural adjustment, personal advising, and counseling on social issues.

Optional Practical Training (OPT)

Optional practical training (OPT) is a type of work authorization benefit available to most F-1 students for a total of 12 months during or after completion of studies. You are not required to participate in practical training. If you choose to participate, you may do so for some or all of the 12 months. Most students choose to take advantage of OPT after graduation.

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 ahead and apply early. Waiting until the end of the application period may delay or impede the application process. Go to emerson.edu/student-life/support-services/international-student-affairs/employment-financial-information/optional-practical-training for more information.

Student Employment

Students working through Emerson College's Student Employment programs gain marketable skills and valuable work experience while defraying the cost of their education. The Office of Student Employment assists students and supervisors with all aspects of on-campus employment and off-campus Service Work Study. On the website, students can find information regarding the types of employment available, how to apply and begin working, payment methods, and employee/supervisor responsibilities. For more information, visit the Student Employment Office, 216 Tremont Street, 4th floor.

Student Financial Services

Student Financial Services encompasses the Office of Financial Aid, Office of Student Accounts, and the Office of Student Success. Together, the staff helps parents and students understand the costs associated with an Emerson education and to find means to meet those costs. Through federal, state, and institutional financial aid programs, as well as a variety of educational loan options and a payment plan program, Student Financial Services helps students and families manage the cost of a quality education. Whether you make lump sum payments now or spread payments out over months or years, the office strives to provide the services needed to make Emerson a financial reality for students.

Financial Aid

Through federal, state, and institutional financial aid programs; payment plan options; and our financial education program, Money Matters, we strive to help families manage the cost of a quality education. It is our goal to provide the services needed to make Emerson College a financial reality for students. The Financial Aid staff, in conjunction with the Office of Student Accounts and the Office of Student Success, is committed to working together to find the best solution for a student's situation and needs.

Student Accounts

Students and anyone they allow to view their account can manage their bills, payments, balances, and more on the Student Accounts website.

Student Success

The Office of Student Success (OSS) is devoted to the support and service of both undergraduate and graduate students at Emerson. The OSS staff works directly with students in their pursuit of goals and aspirations by working across departments on behalf of student retention and support. The focus is on assessing needs and determining the best plan of action to take to meet the goals of the student. The OSS manages special programming initiatives and educational endeavors including Money Matters, the College's financial education program, as well as veteran programs and high school/ community outreach programs.

The Office of Student Success coordinates and supports programs and retention efforts that foster the academic and personal success of Emerson students; works directly with students who are facing obstacles or experiencing difficulties associated with college life; provides referrals to appropriate and timely campus resources and follows up to ensure students have accessed the supports they need; collects and analyzes information to identify areas of needed change that would increase student retention and satisfaction; understands that college life and learning take place both inside and outside the classroom, so an array of factors—including academic, personal, social, financial, health, and wellness—are involved in student success; and focuses on continual learning and feedback in our work to maximize the success of our students.

Student Groups

Graduate Student Association

The Graduate Student Association (GSA) is dedicated to advancing the goals, objectives, and interests of graduate students. The GSA serves as a liaison between graduate students and the College community, providing students with a base for social interaction, professional friendships, and contacts. All enrolled and matriculated graduate students are members of the GSA and are invited to attend events and meetings. Contact the GSA Council at GSAInfo@emerson.edu, or connect with Facebook and Twitter.

Graduate Student Organizations

The GSA also sponsors several graduate student organizations on campus. Many of these organizations have professional and social events within their individual programs, such as CSD Connections, Graduate Students for Publishing, and TEGA. Other organizations, such as the International Graduate Student Organization, provide events for students across disciplines. Only graduate student organizations that are recognized by the GSA and the Office of Graduate Studies can apply for funding, and these organizations are expected to be in attendance at the monthly GSA Council meetings. To find out more information on joining a GSO or how to start your own, consult the GSO Officer Handbook at emerson.edu/gsa. Currently recognized GSOs include:

- CommGrads;
- CSD Connections;
- Graduate Reading Series;
- Graduate Students for GMCA;
- Graduate Students for Integrated Marketing Communication;
- Graduate Students for Journalism;
- Graduate Students for Publishing;
- Health Communicators Graduate Student Organization;
- International Graduate Student Organization;
- MFA Production Collaborative;
- *Redivider*; and the
- Theatre Education Graduate Association.

Other Student Groups

Besides the Graduate Student Organizations that are tied to student programs, there are also interdisciplinary student groups that are open to all students of all cultures and interests at Emerson. More information can be found on the website, but a few of these groups include:

- AMIGOS;
- Anime@Emerson;
- ASIA;
- ASLEmerson;
- EAGLE;
- EBONI; and
- Emerson International.

Social and Study Spaces

There are several spaces on campus where students can go to relax before class, study, or get together. Some are designated for graduate students, and some are for the general student body. Below is a list of those most commonly utilized by graduate students at Emerson:

- The Graduate Student Lounge: 12th floor of the Ansin Building (There is also a refrigerator and coffeemaker on this floor.)
- The Quiet Room: 2nd floor of the Max Mutchnick Campus Center
- The Common Ground: 10th floor of the Walker Building
- Study Room: Various rooms in the Walker Building (See a librarian or Spacebook to reserve a study room for up to two hours at a time.)
- Transportation Building: Boylston Place (Hang out here before class and grab a coffee or some food and stretch your legs.)

Bonus tip: Graduate students have access to on-campus lockers that are reserved just for them. They can be reserved by semester or for a whole school year, for a minimal fee. These lockers are located on the basement level of the Max Mutchnick Campus Center. To reserve one, visit the L1 Service Desk in the Max Mutchnick Campus Center and fill out a Locker Rental Agreement.

Academic Grievance Procedure

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

Initial Process

A student can initiate an academic grievance when a dispute arises between the student and an instructor over a grade or some other academic requirement in a course. Before a student initiates an academic grievance, the student should follow the initial process to resolve the dispute, as follows.

1. The student should schedule an appointment with the faculty member concerned and discuss the problem as soon as possible after the occurrence of the alleged incident or dispute.
2. If this does not resolve the situation, the student should consult the graduate program director (GPD).
3. If this does not result in a satisfactory resolution, the student may appeal to the department chair.
4. If a student is not comfortable meeting with the faculty member, GPD, or chair, they can meet with the dean of graduate studies who will attempt to resolve the dispute.

Formal Process

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

1. The student must file a written statement explaining the alleged grievance with the Graduate Grievance Committee chair. Copies of this statement will be distributed to all involved in the hearing. The student must submit all documentation regarding the claim with the Graduate Grievance Committee chair within seven days of submitting a written statement.
2. The Graduate Grievance Committee will meet in a timely fashion and examine all relevant material. The committee reserves the right to contact or solicit information from any person whom it feels would be helpful to understanding or resolving the grievance. The committee's findings will be submitted to the student, faculty members, and other involved parties.

Graduate Grievance Committee

Grievance procedures are intended to support a fair hearing of any student with an unresolved academic grievance issue. When convened to hear a student academic grievance, the Graduate Grievance Committee will consist of four members: the dean of graduate studies, who chairs the committee; a department chair from a noninvolved academic department, who is appointed by the chief academic officer of the College; and a faculty member, who is also appointed by the chief academic officer; and the Registrar.

Students who believe they have been unfairly and/or improperly treated or have any other complaints regarding academic matters should report their issues to the Office of Graduate Studies, which will attempt to resolve the issue or begin the formal grievance process. Students must first follow the informal process for academic grievance.

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 dismissal 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, who in turn may delegate this authority to their staff and the College Disciplinary System. The dean reserves the right to review the sanctions imposed following any student conduct disciplinary proceeding 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, 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 a 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 College Policies). Students shall be responsible for their 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 a designee shall generally 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. However, notwithstanding the dean's authority to enforce the Student Code of Conduct, if a student is accused of behavior that violates both the Student Code of Conduct and the College's Sexual Misconduct Policy, the College will resolve any such complaints through the Process for Resolving Complaints of Sexual Misconduct Against Emerson Students, and not through the Student Disciplinary System set forth below. If a student is accused of engaging in misconduct that violates Emerson's Sexual Misconduct Policy as well as separate conduct that violates the Student Code of Conduct but does not relate to sexual misconduct, the College will ordinarily seek to resolve the allegations of sexual misconduct first. However, the College reserves the right to address any and all complaints against Emerson students that are not resolved pursuant to the College Process for Resolving Complaints of Sexual Misconduct through the College's regular student disciplinary process.

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 abuse or assault, domestic violence, dating violence, threats, intimidation, harassment, stalking, coercion, abusive communication (written or verbal), and/or any conduct that threatens or endangers the physical or psychological health or safety of another person.

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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. Retaliation against an individual cooperating with a College-related investigation.
 6. 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. This includes, but is not limited to, nunchakus or karate sticks, switchblades, pistols, mace, pepper spray, guns, ammunition, firecrackers, tear gas, or other dangerous weapons or articles.
 - 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.
 7. Conduct that threatens or endangers the health or safety of one's self.
 8. Intentionally or recklessly misusing or damaging fire or other safety equipment.
 9. Attempted or actual vandalism or fire setting or the damage, destruction, or defacement of College property or the property of others.
 10. Attempted or actual theft of property or services including, but not limited to, the unauthorized duplication of copyrighted materials and knowingly being in possession of stolen property.
 11. Possession, use, manufacture, or attempted or actual distribution of any controlled substance or illegal drug or drug paraphernalia.
 12. Illegal and unauthorized use, possession, manufacture, or distribution of alcoholic beverages.
 13. Smoking including use of electronic smoking devices in any College-owned or -leased facility or vehicle, or otherwise designated "no smoking" areas.
 14. 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.
 15. Unauthorized presence in/on or forcible entry into a College facility or College-related premises, including College building roofs or fire escapes.
 16. Unauthorized use or misuse of College property including, but not limited to, equipment, thermostats, technology, or keys.
 17. Unauthorized or reckless use of candles, incense, or open flames in College facilities.
 18. Sale of tickets of chance or any other form of gambling.
 19. Failure to comply with the directions of College officials, including campus ECPD officers and resident assistants acting in the performance of their duties.
 20. Hazing.
 21. 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.
 22. Aiding or abetting any violation of the Student Code of Conduct. Students are responsible for the actions of their guests.
 23. Violation of published College policies, rules, or regulations including the Statement of Rights and Responsibilities.
 24. Behavior or activities that are disruptive to or negatively affect the College's relationships with the city, its community, or other institutions.
 25. 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 College Policies.**
- Article IV: The Disciplinary Process**
- The agencies responsible for the College's regular student disciplinary process are the dean of students or designees, members of the Office of Student Conduct, the associate dean/director of housing and residence life, residence directors, the College Conduct Board, the Administrative/Faculty Conduct Board, and the Resolution Panel. As used in this Rules, Regulations, and Policies section, the phrase "Conduct Board" shall be read to encompass both a College Conduct Board and an Administrative/Faculty Conduct Board, unless the specific context suggests otherwise. All

cases of misconduct are reviewed by the Office of Student Conduct. Cases of misconduct occurring in or around the residence halls are typically referred to the associate dean/director of housing and residence life or designees for adjudication. Cases of academic misconduct or misconduct occurring off campus or in non-residential campus facilities are typically referred to the director or assistant director of student conduct for adjudication. At the discretion of the dean of students or a designee, any case can be referred to the College Conduct Board or Administrative/Faculty Conduct Board for adjudication. Except, however, as noted above, any alleged misconduct by a student that would constitute a violation of the College's Sexual Misconduct Policy will not be resolved under the Disciplinary Process set forth herein in Article IV. Rather, any alleged violations of the College's Sexual Misconduct Policy will be resolved by the Process for Resolving Complaints of Sexual Misconduct Against Emerson Students.

A. Rights of Respondents

A student respondent who has been charged under the College's student disciplinary process 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; and
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 an Emerson student has violated the Code of Conduct may initiate a complaint regarding any Emerson student by submitting to the Office of the Dean of Students, Office of Housing and Residence Life, Office of

Student Conduct, or the Emerson College Police Department, 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 the 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 a designee, the matter will be reviewed. If a complaint alleges that a student has engaged in behavior that, if true, would violate the College's Sexual Misconduct Policy, the complaint will be immediately forwarded to the College's Title IX coordinator, so that they can assess if the complaint falls within the purview of the College's Process for Resolving Complaints of Sexual Misconduct Against Emerson Students.

All other type of complaints concerning Emerson students will be assessed by the dean of students or a designee, and depending on the results of such 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 a designee.

D. Notification of the Charges and Disciplinary Process

1. The respondent will be notified in writing of the alleged violation(s) and of a meeting to discuss the alleged violation(s). The respondent's presence at this meeting is required. Failure to attend this meeting may result in the College adjudicating the matter and assigning sanctions, when appropriate, without the respondent's input.
2. Typically, the respondent will be given the opportunity to select an Administrative Hearing or Conduct Board Hearing to review the allegations. At the discretion of the dean of students, the associate dean/director of Housing and Residence Life, or the director of student conduct or their designee, may direct that a matter be referred to an Administrative Hearing or a Conduct Board Hearing.
3. Should the respondent select a Conduct Board Hearing, the respondent will be given the opportunity to take responsibility for the alleged violations. Should the respondent acknowledge responsibility for all of the alleged violations, the respondent will be given the opportunity to proceed with a Resolution Panel. Should the respondent contest any of the alleged violation(s), the College will proceed with a Conduct Board Hearing for all of the alleged violations.

4. 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.
5. A written notice for a Resolution Panel will be presented in advance of the commencement of the panel, normally five business days before the commencement of the panel. A student may request consideration for the five-day notice to be waived.
6. Students are expected to attend the Conduct Board Hearing/Resolution Panel of which they are notified.
7. The College will make every effort to avoid scheduling a Conduct Board Hearing or Resolution Panel that conflicts with the academic schedule of either the complainant (in the case of a Conduct Board Hearing) 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. The College reserves the right to proceed with the Resolution Panel Hearing whether or not the respondent fails to attend. If students believe they have a valid reason for a Conduct Board Hearing or Resolution Panel to be rescheduled, a written request must be received by the director of student conduct, assistant director of student conduct, or the dean of students a minimum of 72 hours in advance of the Conduct Board Hearing (24 hours in advance of a Resolution Panel) for consideration. Job and extracurricular activity conflicts are not typically considered for rescheduling a hearing or Resolution Panel.

E. Hearing Bodies and Resolution Panels

The dean of students, associate dean/director of housing and residence life, or director of student conduct 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 a designee. When opting for the Administrative Hearing, the respondent waives the right to a Conduct Board Hearing, and to the rights inherent in a Conduct Board Hearing, including, but not limited to, waiving the right to question witnesses and to present witnesses. Sanctions imposed resulting from an Administrative Hearing may include, but are not limited to, written warning, 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 their 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 in the determination of 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." If a decision of "Responsible" is reached, the hearing officer will impose sanctions. The hearing officer will deliver a written copy of the findings to the respondent and when applicable, a description of the sanctions imposed.

2. Conduct Board Hearings:

There are two types of conduct board hearings: the College Conduct Board and Administrative/Faculty Conduct Board. The compositions of the Boards are described below. College administrative/staff board members shall be appointed by the president of Emerson College. Faculty board members shall be appointed by the chief academic officer. 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 hearings.

At the conclusion of the board hearing, the conduct board will consider all materials that assist it 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 conduct board are "Responsible" or "Not Responsible." If a decision of "responsible" is reached, the conduct board will recommend sanctions to the dean of students

or designee. The dean of students and their designee shall have the discretion to accept, reject, or modify the sanctions recommended by the Conduct Board. The dean of students or designee will deliver a written copy of the conduct board's findings to the respondent and when applicable, a description of the sanctions imposed by the dean of students or a designee.

Sanctions imposed resulting from either board hearing may include, but are not limited to, written warning, 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.
- b. An Administrative/Faculty Conduct Board will be composed of three (3) faculty/administrative board members. 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.

Resolution Panel:

A Resolution Panel will be composed of three voting community members that have been appointed to the Conduct Board. Members typically include two (2) administrative/faculty members and one (1) student member. During summers, intersession periods, and the first two and last two weeks of each term, the Resolution Panel can be composed of three (3) administrative/faculty members.

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 a Resolution Panel composed only of administrative/faculty members.

A representative from the Office of Student Conduct shall oversee the Resolution Panel as a non-voting administrator.

A Resolution Panel will be convened when a student acknowledges in writing that they assume responsibility for all charged violations of the Student Code of Conduct.

During a Resolution Panel:

1. The panelists will not challenge or re-examine the facts documented in an incident/police report or the respondent's acknowledgment of responsibility. The panelists will focus their review and deliberations solely on the issue of what if any sanctions they believe are most appropriate to be imposed on the respondent.
2. The respondent will be able to provide an impact statement to the panelists. Impact statements can include information, circumstances, or thoughts that the respondent feels the panelists should take into consideration.
3. At their discretion, the director of student conduct or designee may provide the panelists impact statements from the complainant and/or any relevant witnesses. The complainant and witnesses are not required to submit impact statements.

When opting for a Resolution Panel, the respondent waives the right to:

1. Have their matter reviewed via an Administrative or Conduct Board Hearing.
2. Present witnesses, question witnesses, and question the complainant(s).
3. Review complainant or witness impact statements.
4. Receive a copy of the incident and/or police reports associated with the matter. At the discretion of the Student Conduct Office, a respondent may receive a redacted copy of the incident and/or police report associated with the matter.

At the conclusion of the Resolution Panel, the panelists will consider all materials provided to them to recommend sanctions to the dean of students or designee. The dean of students and a designee shall have the discretion to accept, reject, or modify the sanctions recommended by the Resolution Panel. Once the sanction has been accepted by the dean of students, the dean of students or designee will deliver a written copy of the Resolution Panel Outcome to the respondent.

Sanctions imposed resulting from a Resolution Panel may include, but are not limited to, written warning, monetary fines, restitution, loss of privileges, educational assignments, disciplinary probation, deferred suspension, suspension/dismissal from the residence halls, or suspension/dismissal from the College.

F. General Information for Conduct Board Hearings and Resolution Panels

A Conduct Board Hearing will ordinarily follow the procedures as listed under Procedures of Conduct Boards listed on [page 22](#). A Resolution Panel will ordinarily follow the procedures as listed under Procedures of Resolution Panels listed on [page 24](#). The dean of students and designees have discretion to modify the Conduct Board/Resolution Panel procedures as necessary or appropriate to ensure fairness. Other information pertaining to Conduct Boards and Resolution Panels are 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/Resolution Panel 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 they are advising. The complainant and the respondent must inform the director of student conduct, assistant 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 (24 hours prior to a Resolution panel).
3. **Witnesses:** During a Conduct Board, 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, assistant 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. During a Resolution Panel, at the discretion of the dean of students or designee, witness accounts may be provided in the form of written "impact statements" and, if provided, must be delivered to the director of student conduct or a designee 24 hours prior to a Resolution Panel.
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. **Resolution Panel Records:** For all Resolution Panels, there will be a written sanction recommendation from the Resolution Panel to the dean of students or designee detailing the reasoning for the recommended sanction. This recommendation 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. The dean of students and a designee shall have the discretion to accept, reject, or modify the sanctions recommended by the Resolution Panel.
6. **Potential Violations Discovered During a Board Hearing or Resolution Panel:** If information revealed or discovered during a hearing or resolution panel indicates a separate potential violation of the Student Code of Conduct beyond the charges or violations then being considered by the then-convened Board or Panel, then the dean of students or designee, at their discretion, may elect to suspend the Board or Panel and consider both the pending charges and the newly discovered ones at a future time. the dean of students or designee may also, at their discretion, elect to continue the Board or Panel and to consider the newly discovered charges at a future time.
7. **Board and Panel Membership:** Members are drawn from the appointed membership list at the discretion of the dean of students or a 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 or determining sanctions, 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 (24 hours prior to a Resolution panel). If the director of student conduct deems that there is substantive evidence to excuse a board or panel member, another board or panel member will be substituted. The decision of the director of student conduct or the dean of students is final.
 - b. **Disqualifying:**

Board or panel 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 preponderance of the evidence standard (“more likely than not”) 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 they are 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 associate dean/director of housing and residence life or their designees shall include written warnings, 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 will include a hold on one’s College record but is not limited to fines and fees.

I. Sanctions

1. Definitions

- a. **FORMAL WARNING:** A written warning noting the student has been found responsible for violating College policy and additional behavior in violation of College regulations will likely result in additional disciplinary action. Depending on the nature of the violation, certain conditions and restrictions also may be imposed.

- b. **FINE:** A mandatory payment of a specific sum of money.
- c. **ACADEMIC MISCONDUCT NOTICE:** 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 misconduct notice is subject to suspension or dismissal if found in violation for a subsequent act of academic misconduct.
- d. **DISCIPLINARY PROBATION:** Disciplinary probation is a designated period of time when a student is considered not in “good social standing” with the College. While on disciplinary probation: (1) students are ineligible to serve in certain campus employment/leadership positions including, but not limited to, Resident Assistant and Orientation Leader positions; (2) students are ineligible to participate in student organization–sponsored overnight trips/activities; (3) students are ineligible to arrive early or stay late in campus housing and/or use campus vacation housing. Failure to comply with these conditions or additional violations of College regulations during the probationary period will likely result in 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 additional conditions and/or restrictions attached to the probationary status. Additional 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.
- 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 intercollegiate 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**
There are typical minimum sanctions that correspond with certain violations of the Student Code of Conduct. Typical minimum sanctions for violations of the Academic Misconduct Policy are detailed in "Academic Misconduct," on [page 32](#) of this guide. Typical minimum sanctions for violations of the Alcohol and Other Drugs Policy are detailed in the Alcohol and Other Drug Policy on [page 35](#) of this guide.

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 themselves 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 that has been addressed under a student discipline hearing process (i.e., not a crime that would fall under the College's Sexual Misconduct Policy), 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 a 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 a 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 or Resolution Panel, a new Hearing or Resolution Panel will be

held and a decision will be rendered. Deviation from Hearing or Resolution Panel 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 a designee within seven (7) business days after receipt of the hearing board's, hearing officer's, or resolution panel'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, or when advisable to protect the physical, social, or emotional well-being of the College community, the dean of students may 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 dean of students or a designee. The College's Title IX coordinator also has authority by the College to issue emergency or interim administrative actions as they deem necessary to secure safety of any member or members of the College community.

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 a 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.

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 they have 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 they are 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 the 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 their case, the chair of the Conduct Board will ask the complainant to state for the record that the presentation is complete.
 6. After the complainant has confirmed that the presentation is complete, the respondent will be called upon to present the facts and/or extenuating circumstances that they believe the Conduct Board should rely on in finding them 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.

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- 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.
 - d. When it appears that the respondent has completed the presentation of their case, the chair of the Conduct Board will ask the respondent to state for the record that their presentation is complete.
7. When the respondent has indicated that the presentation is complete, the complainant and respondent, in that order, will be granted the opportunity to make an oral closing statement. Closing statements are optional. A closing statement is the opportunity for each party to highlight for the Conduct Board any documents or testimony that were presented to the board during the hearing which each party wishes to have the Conduct Board focus on. It is not an opportunity to refer to any information that was not introduced during the hearing in the documents or in oral testimony.
 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 or not responsible.
 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. Sanctions will be recommended to the dean of students for consideration. To ensure fairness, the dean of students, at their discretion, can alter the sanctions recommended by the board.
 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 a 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 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 dean of students or a designee) 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 Conduct 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 that is before the Conduct 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 a 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 a 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.

Allegations that any Emerson student has engaged in sexual assault, or any other behavior that would violate the College's Sexual Misconduct Policy, will be resolved pursuant to the Process for Resolving Complaints Against Sexual Misconduct Against Emerson Students, which is found below.

Procedures of Resolution Panels

The procedure below is the process that is ordinarily followed for matters referred to the Resolution Panel.

- A. Any student who has acknowledged in writing responsibility for all charged violations of the Student Code of Conduct, therefore, has elected to participate in a Resolution Panel and is entitled to receive the following in writing in the Resolution Panel Notification Letter:
 - a. The specific provisions of the Student Code of Conduct that the respondent has violated.
 - b. Notice of the date, time, and place of the Resolution Panel.
 - c. The procedural rights to which a respondent is entitled, which include:
 - i. The procedures that will be followed by the Resolution Panel in its consideration of the sanctions for the violation(s) of the Student Code of Conduct.
 - ii. The respondent's right to be accompanied to the Resolution Panel by an advisor chosen from one of the following groups:
 1. The faculty
 2. The administration
 3. The student body
 4. The respondent's immediate family
 - d. A list of the members of the Resolution Panel who will review the case and impose the sanction(s) and a description of the procedures for challenging the participation of a particular member of the Resolution Panel for reasons of conflicts of interest.
- B. Prior to the convening of the Resolution Panel, the Resolution Panel will be provided with:
 - a. The specific provisions of the Student Code of Conduct that the respondent has violated.
 - b. All incident reports and/or police reports associated with the incident.
 - c. If applicable, an Office of Student Conduct investigative summary.
 - d. At the discretion of the dean of students or designee, any relevant impact statement (i.e., witnesses, complainant)
 - i. The complainant/witnesses are not required to submit impact statements
 - ii. Impact statements are not shared with the Respondent
 - e. The respondent's disciplinary record

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- C. Resolution Panels shall be conducted as follows:
- a. All parties including the respondent, advisor, Resolution Panel members, all parties providing impact statements, and any other person shall sign a statement of confidentiality and nondisclosure.
 - b. The respondent and all parties providing statements shall sign an honesty statement.
 - c. The respondent will be called upon to present any extenuating circumstances and/or impact statement that they believe the Resolution Panel should take into consideration before recommending sanctions.
 - d. Following the completion of the respondent's individual testimony, the Resolution Panel will be permitted to ask the respondent questions. Questions must be relevant to the case. At the discretion of the Office of Student Conduct non-voting administrator, information from any additional impact statements can be shared with the respondent. The purpose of questioning is for the Resolution Panel to gain context of the incident in order to recommend the appropriate sanction.
 - e. At the conclusion of the Resolution Panel's questions, the respondent will be given an opportunity to explain or clarify anything that came up in the questioning of the respondent.
 - f. When the respondent has indicated that their presentation is complete, the respondent will be granted the opportunity to make an oral closing statement. Closing statements are optional. A closing statement is the opportunity for the respondent to highlight for the Resolution Panel any testimony that was presented to the Panel that the respondent wishes to have the Resolution Panel consider.
- D. After the closing presentation, the process will proceed as follows:
- a. Members of the Resolution Panel will meet in closed session to review all information presented.
 - b. During its consideration of sanctions, the Resolution Panel will consider the respondent's disciplinary record.
 - c. The panel, following deliberations, shall recommend in writing to the dean of students or a designee the sanctions to be imposed on the respondent, and the panel's basis for that recommendation.
 - d. Absent unusual circumstances, within two (2) business days of the date the panel completes its deliberations, the Office of Student Conduct non-voting administrator shall provide, in writing, the Resolution Panel's sanction recommendation to the dean of students or designee.
 - e. To ensure fairness, the dean of students or designee, at their discretion, can alter the sanctions recommended by the panel.
- E. The Resolution Panel Outcome Letter will be delivered to the respondent and will include the following:
- a. A description of the sanctions imposed by the Resolution Panel
 - b. A description of the appeals process
- F. When appropriate, the dean of students or designee will inform the complainant of the respondent's sanctions that directly affect the complainant.
- G. Attendance at a Resolution Panel will be restricted to the following:
- a. Member(s) of the Office of Student Conduct
 - b. The Resolution Panel
 - c. The respondent
 - d. The respondent's advisor
- H. The College will ordinarily provide a separate Resolution panel for each incident and corresponding respondent acknowledging responsibility.
- a. If more than one respondent acknowledges responsibility for common violations of the Student Code of Conduct during a common incident and/or that share common facts, the dean of students or a designee will make a determination, on a case-by-case basis, whether to consolidate such cases for the purpose of ensuring fairness and efficiency.
 - b. The Resolution Panel may also recommend sanctions for violations 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 reviewed simultaneously.
- I. Records of the Resolution Panel will be handled in the following manner:
- a. Records of the Resolution Panel include:
 - i. Written sanction recommendation
 - ii. Resolution Panel Notification Letter
 - iii. Written impact statements
 - iv. All incident reports and/or police reports
 - v. At the discretion of the dean of students or designee, other matters considered by the Resolution Panel that had a material impact on the sanction recommended by the Resolution Panel
 - b. Notes taken during the panel's deliberations will only be considered part of the record if the members of a particular Resolution Panel so designate them.
 - c. The director of student conduct or a designee shall be responsible for all of the records provided to the panelists and for delivering them to the dean of students or a designee.

d. The dean of students or a designee shall file and maintain the records of each Resolutions Panel in a manner that ensures that the records will be available for purposes of any appeals permitted by the College.

Process for Resolving Complaints of Sexual Misconduct Against Emerson Students¹

The College will determine whether a student is responsible for sexual misconduct as it is defined in the Emerson College Sexual Misconduct Policy, and what if any safety measures and/or disciplinary sanctions are appropriate, in accordance with the procedures described below:

I. Initiating a Title IX Investigation

A. Formal Report

Any individual may initiate a Title IX investigation by Emerson College against a student member of the community for violation of the Emerson College Sexual Misconduct Policy by submitting in writing to the Title IX coordinator or a deputy Title IX coordinator a report that includes the following information:

1. The name of the student respondent (“respondent”), or if their name is unknown, information sufficient to allow the College to identify the respondent, such as a photograph;
2. A statement explaining the nature and circumstances of the report including a list of possible witnesses; and
3. The names, addresses and telephone numbers of those making the report.

The report must be signed by the individual initiating the report (“complainant”).

Formal reports will result in a Title IX investigation to determine, pursuant to a preponderance of evidence standard of proof, whether the respondent violated any provisions of the Sexual Misconduct Policy.

If a complainant withdraws their report, the Title IX coordinator will assess whether sufficient evidence of sexual misconduct exists to support completing an investigation. Among the factors the Title IX coordinator will consider in making this determination is whether prior reports by the complainant or others have been made

against the respondent. The College’s decision to proceed in investigating a student member of the community when the complainant has withdrawn the report shall be made by the Title IX coordinator in their sole discretion, but will take the complainant’s wishes into consideration. If the Title IX coordinator determines that no action will be taken against the respondent because the complainant has withdrawn their report, a file concerning the withdrawn report will be maintained by the Title IX coordinator, so that the matter can be re-opened if, among other things, the complainant later decides to reinitiate the report, or if independent evidence of sexual misconduct by the respondent comes to the College’s attention, which the Title IX coordinator determines warrants re-opening the investigation. If a respondent admits to a violation, the Title IX coordinator in their discretion may forego an investigation and refer the matter directly to the sanction process, described below in Section III.

Timeframe for Submitting a Formal Report: The College does not limit the timeframe for submitting a report. However, complainants are encouraged to submit the report as soon as possible in order to maximize the College’s ability to investigate and come to an appropriate resolution. The College will not be able to pursue disciplinary action against a respondent who is no longer affiliated with the College.

B. Incomplete and Unofficial Reports

Any individual may also report that a student member of the community engaged in behavior prohibited by the Sexual Misconduct Policy by bringing the report to the attention of the Title IX coordinator, any member of the Title IX Team, or any employee who has been designated by the College as a campus security authority (“CSA”) including but not limited to, verbal, or informal reports.²

When the Title IX coordinator receives a report that an Emerson student has engaged in prohibited conduct, but the report does not meet the requirements of a formal report, the College’s Title IX coordinator or designee, alone, or in coordination with the Title IX Team, will determine what steps should be taken to gather additional information. Thereafter, the Title IX coordinator will direct the gathering of the additional information.

¹ The College reserves the right to amend or modify this Process depending on the circumstances. This includes, but is not limited to, the College’s right to modify this Process in unusual circumstances including, but not limited to, when a complainant withdraws a complaint or a respondent admits responsibility.

² In accordance with the Clery Act, the College defines a CSA to include any member of the Emerson College Police Department; any individual who has responsibility for campus security, but who is not a member of the Emerson College Police Department; any individual identified by the College as someone to whom a crime should be reported; and any College official who has significant responsibility for student and campus activities.

Once all available additional information has been obtained, it will be evaluated by the Title IX coordinator, who will decide whether an investigation in accordance with the process described in Part II below is warranted. In making this decision, the Title IX coordinator will consider the wishes of the person(s) reported to have been harmed by the respondent (the "reported survivor"), as well as the risk that declining to investigate might jeopardize the safety of the reported survivors or any member(s) of the Emerson community. If the Title IX coordinator decides that an investigation is warranted as a result of an incomplete or informal report, the respondent will be notified that the College has elected to proceed with the investigation of the report on its own initiative and the investigation will proceed without a complainant. If the College initiates an investigation against a respondent as a result of an incomplete or informal report, the reported survivor(s) may choose whether to participate in the investigation, for example by serving as a witness.

C. Interim Measures

Upon receipt of a formal or an incomplete or unofficial report, the Title IX coordinator, independently or in consultation with the Title IX Team or members of the Title IX Team, shall put reasonable interim measures in place, if warranted and appropriate. Interim measures may include, but are not limited to, no-contact orders, suspensions, and academic, residence, and work place accommodations. Any member of the community who is involved in a Title IX investigation (complainant, respondent and/or witnesses) may request interim measures, either by making a direct request to the Title IX coordinator, or through the College's director of violence prevention and response and/or survivor advocate. In addition, the Title IX coordinator may impose interim measures independently, absent any request, if the Title IX coordinator deems doing so in the best interest of the community.

II. Investigation and Findings Process³

1. When the Title IX coordinator concludes that a report of sexual misconduct should be investigated, the Title IX coordinator will appoint a Title IX investigator.
2. The Title IX investigator shall investigate the report and make (i) findings of fact and (ii) recommended findings as to whether the respondent violated any provision of the

Emerson College Sexual Misconduct Policy. The standard of proof shall be by a preponderance of the evidence.

3. The Title IX coordinator will meet with the complainant³ and respondent individually and:
 - a) Provide each with written notification of the allegations of misconduct under investigation, which shall include, to the extent then known, a reference to any specific provisions of the Emerson College Sexual Misconduct Policy allegedly violated;
 - b) Inform each that a Title IX investigator has been appointed who will be investigating the report;
 - c) Identify the Title IX investigator by name to each;
 - d) Advise each that any behavior that can be construed as retaliation against the complainant, respondent, or witnesses will be subject to immediate disciplinary action, up to, and including, suspension or dismissal from the College;
 - e) Provide each with a copy of the Emerson College Sexual Misconduct Policy and advise each to read it carefully;
 - f) Provide each with a copy of the Student Sexual Misconduct Complaint Process and advise each to read it carefully;
 - g) Advise each that they may speak to the Title IX coordinator at any time during the investigation if they have questions about the Emerson College Sexual Misconduct Policy or the Student Sexual Misconduct Report Process;
 - h) Advise each that they may have one advisor present whenever they meet with the Title IX investigator, and that this advisor may be an attorney. Emerson will not supply any individual involved in a College investigation with an attorney or pay for the retainment of an attorney. Any advisor or attorney who accompanies a complainant or respondent to a meeting with the Title IX investigator may attend that meeting solely for consultation purposes and may not pose or answer questions. If a respondent, or a complainant who is a member of the Emerson community does not have an advisor, Emerson will provide them with a list of Emerson faculty or staff who have volunteered to act as an advisor to parties involved in the Title IX investigative process;
 - i) Advise each that each will be permitted to submit a list of witnesses to the Title IX investigator;

³ Investigations following the Title IX coordinator's review of an incomplete or unofficial report may proceed without a complainant as discussed in Part I B above. In such circumstances, the respondent will be notified that the College has elected to proceed with the investigation of the report on its own initiative.

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- j) Advise each that each will be permitted to submit relevant documentary evidence to the Title IX investigator (e.g., texts, e-mails, photographs);
 - k) Advise each of confidential resources, including advocates, health care providers, and counseling services, on campus and in the local community;
 - l) Advise each of the importance of preservation of evidence (e.g., texts, e-mails, notes, photograph, etc.);
 - m) Advise each of their option to request that the College take steps to prevent unnecessary or unwelcome contact or communication with another member of the Emerson community;
 - n) Advise the complainant of the option to pursue a criminal report or complaint action against the respondent working with local police in addition to pursuing remedies and/or sanctions through College processes, or to seek a court order of protection/restraining order;
 - o) Advise the complainant that the Emerson Police Department and/or the director of violence prevention and/or survivor advocate are available to assist them in contacting and communicating with local police, or in seeking court orders of protection/restraining orders.
4. Thereafter, the Title IX investigator shall interview the complainant (if possible) and summarize the interview in a written statement that shall be provided to the complainant for their review and comment. The Title IX investigator shall review any comments that are submitted and incorporate relevant and clarifying comments into the complainant's statement. Comments that conflict significantly with information previously submitted by complainant should be noted.
 5. The Title IX investigator shall ask the complainant for names, addresses, and other contact information (e.g., phone numbers and/or e-mail addresses) of witnesses.
 6. The Title IX investigator shall interview the respondent (if possible) and summarize the interview in a written statement that is provided to the respondent for their review and comment. The investigator shall review any comments that are submitted and incorporate relevant and clarifying comments into the statement. Comments that conflict significantly with information previously submitted by the respondent should be noted. As a part of this process, the Title IX investigator shall assess if interim measures not already implemented are appropriate and, if so, work with the Title IX coordinator to ensure they are in place.
 7. The Title IX investigator shall ask the respondent for names, addresses, and other contact information (e.g., phone numbers and/or e-mail addresses) of witnesses.
 8. The Title IX investigator shall review College records to assess whether any other allegations have been made against the respondent that relate to violations of the Sexual Misconduct Policy. The respondent will be provided with a copy of any prior disciplinary record that relates to the subject of the complaint.
 9. The Title IX investigator shall make reasonable attempts to interview any relevant witnesses identified by the complainant or respondent, or identified by witnesses or any other source, and produce written summaries of such witnesses' statements. These summaries, as well as the summaries of the complainant's and the respondent's statements, shall form the basis of the written report.
 10. The Title IX investigator shall review any documentary evidence submitted by the complainant or the respondent (e.g., texts, emails, photographs, etc.). The Title IX investigator shall describe their determinations concerning the relevance of the documentary evidence in the written report, and append (and redact, if necessary) submitted evidence, as appropriate.
 11. The Title IX investigator shall gather and assess any other relevant evidence available to the College (e.g., additional witnesses not identified by the parties, security camera footage, respondent's disciplinary history, expert review of medical records). Relevant information reviewed by the Title IX investigator shall be described in the written report and appended (and redacted, if necessary), as appropriate.
 12. After reviewing any witness statements, documentary evidence and other relevant evidence as noted in 8, 9, 10, and 11 above, the Title IX investigator will, when possible, conduct follow-up interviews with the complainant and respondent and supplement the complainant and respondent interview reports as necessary.
 13. At the conclusion of the investigation, but before any findings are reached by the Title IX investigator, the Title IX investigator shall submit the draft report (with a summary of evidence and attachments, but without findings) to the Title IX coordinator for review. The Title IX coordinator may suggest additional clarification or the gathering of additional evidence, as appropriate.
 14. The Title IX investigator shall permit both the complainant and respondent and their respective advisors to review a copy of the draft report (still without findings, but as revised consistent with any suggestions from the Title IX coordinator) under the supervision of a College employee in the Title IX coordinator's or Title IX investigator's office and then provide any clarifications or comments they may wish to offer.

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15. Neither the complainant nor the respondent will be permitted to copy or remove the draft written report from the Title IX coordinator's or Title IX investigator's office. Relevant and clarifying comments provided by either party will be incorporated into the draft report by the Title IX investigator in their discretion in consultation with the Title IX coordinator, and the Title IX investigator will note any significant deviations from previous statements. If the complainant and/or respondent identify additional relevant evidence, that evidence shall be gathered by the Title IX investigator and included in the written report. Depending on the nature of the new evidence, it may be shared with the complainant and the respondent for comment.
 16. The Title IX investigator shall revise the draft report to summarize all relevant evidence obtained during the investigation, and reach written recommendations using a preponderance of the evidence standard, as to whether the respondent should be found to have violated any provision(s) of the Emerson College Sexual Misconduct Policy.
 17. The Title IX investigator will submit the revised draft report including recommended conclusions to the Title IX coordinator.
 18. The Title IX investigator's recommended conclusion(s) should be explained clearly and address each element necessary to establish whether the respondent violated the Sexual Misconduct Policy so that the reader understands how the Title IX investigator reached the recommended conclusion in light of the available evidence and the standard of proof.
 19. The Title IX coordinator may offer feedback, which should be incorporated into the final draft, if applicable. The Title IX investigator shall revise the draft report to reflect the Title IX coordinator's feedback, and the investigator shall resubmit their revised final draft to the Title IX coordinator.
 20. Upon receipt of the Title IX investigator's final draft report, the Title IX coordinator shall determine whether or not the respondent violated the Sexual Misconduct Policy based on the preponderance of the evidence and update the report to reflect the decision the Title IX coordinator determines is warranted.
 21. The Title IX coordinator shall then submit the final draft investigative report to the Office of the General Counsel ("OGC") for review and advice.
 22. After the OGC's comments, if any, are considered by the Title IX coordinator, the Title IX coordinator and/or the Title IX investigator should finalize the investigative report. Once the Title IX coordinator determines that the report is final, the Title IX coordinator should submit it to the director of student conduct.
 23. Within two (2) business days of receiving the Title IX report, the director of student conduct or the assistant director of student conduct (hereinafter collectively "director of student conduct") will issue letters to the complainant and respondent informing them of the Title IX investigator's findings concerning whether the respondent violated any provision of the Emerson College Sexual Misconduct Policy. This communication shall be delivered to the complainant and the respondent via campus mail, certified mail, return receipt requested, or hand delivery, and also by electronic mail.
 - a) If the respondent was found not responsible for any alleged misconduct, the director of student conduct's letter to both parties will inform them of the complainant's right to appeal that decision on the grounds of either: (1) a lack of fairness in the procedures or process used to investigate the complaint that may alter the outcome of the investigation; or (2) significant new information (previously unknown) that has been revealed or discovered which materially alter the facts of the matter and may alter the outcome of the investigation. The appeals process is set forth below in Section IV.
 - b) If the respondent was found to have violated any provision of the College's Sexual Misconduct Policy, the letter will notify both parties of those findings and provide them with information relating to the sanctions process described below in Section III.
 - c) Regardless of the findings, the director of student conduct shall present both parties with an individual opportunity to review the Title IX investigator's final report, with their advisor present, in the presence of the director of student conduct or designee.

III. Sanctions Process⁴

1. If the respondent was found to have violated any provision of the College's Sexual Misconduct Policy, the director of student conduct shall convene a prospective Sanctions Panel.
2. The prospective Sanctions Panel shall consist of three members of the faculty or administration, or any combination thereof. The Sanctions Panel shall be chaired by a senior College administrator ("the Chair"), who shall not vote regarding sanctions but who shall oversee the Panel's proceedings.
3. The names of the complainant and the respondent shall be disclosed to the prospective panel members before they receive the Title IX report and findings. Each prospective panel member shall be separately and privately asked by the director of student conduct whether they have any real or perceived conflict of interest that would disqualify them from serving on the panel. If the answer is affirmative for any prospective member, that member shall be replaced.
4. Once a panel is selected, the names of those panel members shall be disclosed in writing to the complainant and the respondent. Each party shall be given two business days to inform the director of student conduct if they believe there is a conflict of interest which would disqualify any proposed panel member from sitting on the panel. If the answer is affirmative, the director of student conduct shall evaluate the conflict of interest and decide, in their sole discretion, whether the conflict of interest disqualifies the panelist. If so, the panelist shall be replaced and the process will be repeated until a three-member panel has been selected.
5. The complainant and the respondent shall each have two business days from the date they review the Title IX investigator's report and findings to submit a written impact statement. The written impact statements are intended to be an opportunity for the impacted parties to inform the panel of relevant information that should be considered by the panel in determining the appropriate sanction, including, but not limited to, how this incident has affected them, and whether they believe any facts or mitigating circumstances warrant leniency or enhanced penalties. The written impact statement may not seek to introduce new evidence or to challenge the investigative findings. The written impact statement must be submitted directly to the director of student conduct. The director of student conduct will review the written impact statement for compliance with the requirements of this paragraph. If the director of student conduct determines that a party's written impact statement does not comply, in whole or in part, with this paragraph because it seeks to introduce new evidence or to challenge the investigative findings, the director of student conduct may, in the director's sole discretion, determine that the written impact statement, or portions of the written impact statement, will not be shared with the Sanctions Panel.
6. No later than three (3) business days after the date when the written impact statements were due, the director of student conduct shall convene the Sanctions Panel, chaired by a senior College administrator ("the Chair"). The Chair shall deliver to the panel members for their consideration the following documents: (i) copy of the final Title IX investigative report, (ii) a copy of the respondent's prior disciplinary record, if any, and (iii) a copy of any written impact statements the director of conduct approved for consideration by the panelists. The Chair will oversee the proceedings. Before the panelists begin their review of such documents, the Chair will instruct the panelists that they are not to challenge or re-examine the findings of fact or responsibility in the final Title IX investigative report, but should focus their review and deliberations solely on the issue of what if any corrective actions they believe are most appropriate to achieve the College's goals of punishing and deterring the respondent's misconduct and enhancing the safety of the community.
7. The panel, following deliberations, shall recommend in writing the corrective actions to be imposed on the respondent, and the panel's basis for that recommendation. The panel shall complete its written recommendation within two (2) business days of the date the panel completes its deliberations.
8. The Chair shall promptly provide to the director of student conduct a copy of all materials presented to the panel, as well as the panel's written sanction recommendation. Within two (2) business days of receipt of these materials, the director of student conduct shall either accept the panel's sanction recommendation as its final written decision, or ask the panel to reconsider its recommendation. The director of student conduct may ask

⁴ Time periods in the sanctions process are calculated pursuant to business days, which refers to those days that the College is open for business. All dates when the College is officially closed for business, including, but not limited to, holidays, are excluded

from the calculation of business days. In addition, all time periods in the sanctions process may be extended by the College in extenuating or unusual circumstances.

the panel to reconsider its recommendation if the director of student conduct believes that said recommendation is significantly inconsistent with sanctions imposed for similarly serious infractions or does not adequately take into account the respondent's prior disciplinary record. If the director of student conduct asks the panel to reconsider its recommendation, the panel shall issue an updated decision concerning sanctions to the director within two (2) business days.

9. The director of student conduct shall, within two (2) business days of the date the panel issues its final written decision, advise the Title IX coordinator, and respondent, in writing, of all sanctions imposed ("the sanction decision") and shall advise the complainant of the sanctions imposed in accordance with applicable law. This communication from the director of student conduct shall also inform the complainant and the respondent of their right of appeal. The director of student conduct shall send this communication to the complainant and the respondent via campus mail, certified mail return receipt requested, or hand delivery, and also by electronic mail (read receipt requested).

IV. Appeal

1. The complainant shall have seven (7) calendar days after receiving notice that the College found the respondent has not violated Emerson College's Sexual Misconduct Policy to submit a written appeal to the dean of students. Both the complainant and the respondent shall have seven (7) calendar days after receiving notice of the sanctions decision to submit a written appeal to the dean of students. The grounds for appeal are: (a) a lack of fairness in the procedures or process that may alter the outcome or (b) significant new information (previously unknown) that has been revealed or discovered that materially alter the facts of the matter and may alter the outcome. Absent extenuating or unusual circumstances, the dean of students shall notify the parties within ten (10) calendar days whether the appeal has been granted or rejected.
2. If the dean of students grants an appeal, the dean shall determine the next steps in their sole discretion. Next steps may include, but are not limited to, a remand to the Title IX investigator or Title IX coordinator for additional investigation or remand to a new sanctioning panel.

V. Reservation of Rights

Emerson College expressly reserves its right to bring charges against any student, under the Student Conduct Process, for misconduct that does not constitute a violation of the Emerson College Sexual Misconduct Policy. When a student is reported to have engaged in both sexual misconduct and other types of misconduct, the College will ordinarily review the reported sexual misconduct and other types of misconduct pursuant to the Process for Resolving Reports of Sexual Misconduct Against Emerson Students. The Title IX investigator will investigate the reported other types of misconduct and the final Title IX investigative report will reach conclusions concerning whether the respondent violated the Sexual Misconduct Policy and any other sections of the Student Code of Conduct using a preponderance of the evidence standard.

If the Title IX report concludes that the respondent violated the Sexual Misconduct Policy and any other sections of the Student Code of Conduct, the Sanctions Panel will determine the sanctions for all misconduct in accordance with the process described in Part III of the Process for Resolving Reports of Sexual Misconduct Against Emerson Students. If the Title IX report concludes that the respondent did not violate the Sexual Misconduct Policy, but that the respondent did violate other sections of the Student Code of Conduct, the Title IX report will be referred to the director of student conduct for resolution in accordance with the Administrative Hearing Process set forth in the Student Code of Conduct.

VI. Amnesty

Emerson College seeks to remove any barriers to reporting incidents of sexual misconduct by making the procedures for reporting such incidents transparent and straightforward. The College recognizes that a student who has been drinking or using drugs at the time he/she/they is harmed by sexual misconduct or witnesses another person engaging in sexual misconduct may be hesitant to make a report concerning such sexual misconduct because of potential disciplinary consequences for their own conduct. Any Emerson student who reports sexual misconduct, either as a complainant or a third party witness, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any

such violations did not and do not place the health or safety of any other person at risk. The College may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs. The amnesty policy applies to the College's student conduct process.

VII. Withdrawal of Respondent from Emerson College

If a respondent withdraws from the College while a Title IX investigation is pending, or after he/she/they have been found responsible for sexual misconduct, but before a final sanctioning decision was reached, the respondent's transcript will reflect that the student withdrew—and include the notation "pending disciplinary."

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.).

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 of 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 writers simply copy from a text not their 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 responsible for 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 students to present as their own work the work of another, or any work which they have 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 them 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 its brochure, "The Use of Sources for Papers in Expository Writing" (Richard Marius, 1988), in the preparation of this section of the report.

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 their department chair immediately regarding the 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 the student 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.

Typical Minimum Sanctions for 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 misconduct notice, 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 misconduct notice, 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

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 policy 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. See emerson.edu/student-life/support-services/resources-policies.

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 or other drugs, Emerson expects that they do so in moderation and thereby minimize the incidence of alcohol- and/or other drug poisoning and alcohol- and/or drug-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 or other drug 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 AOD education or to Emerson Counseling and Psychological Services 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 Medical Amnesty for a subsequent incident is at the discretion of the dean of students or a designee. Amnesty for alcohol or drug violations, however, will not be given to students whose conduct placed the health or safety of any other person at risk.

Amnesty for Students who Report Sexual Misconduct

Emerson College encourages reporting of sexual misconduct and seeks to remove any barriers to reporting by making the procedures for reporting an incident of sexual misconduct (“an incident”) transparent and straightforward. The College recognizes that a student who has been drinking or using drugs at the time of an incident also may be hesitant to make a report because of potential disciplinary consequences for their own conduct. Thus, a student who reports sexual misconduct, either as a complainant or a third-party witness, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The College may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

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

Laws, Regulations, and Sanctions

Emerson College and the members of the Emerson community are responsible for observing and complying with federal, 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.

Typical Minimum Sanctions for Students

- a. 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, punch bowls containing alcohol, 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, unless the student is entitled to amnesty from disciplinary action for the alcohol violation pursuant to the amnesty provision of the College's Sexual Misconduct Policy or the College's Medical Amnesty Policy, set forth on page 35 of this guide:
 - i. First Violation (minimum sanction):
 - Formal warning
 - \$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 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

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.

- b. 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, unless the student is entitled to amnesty from disciplinary action for the marijuana violation pursuant to the amnesty provision of the College's Sexual Misconduct Policy, or the College's Medical Amnesty Policy, set forth on [page 35](#) of this guide. 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):
 - Formal warning
 - \$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 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

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.

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 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.edu/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

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- 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, punch bowls containing alcohol, alcohol by the case, 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 transportation 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 a 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 nonalcoholic 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 nonalcoholic beverages.

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- c) Unless otherwise authorized by the dean of students, hosts or hosting organizations are required to provide food and nonalcoholic beverages as a part of any activity or event at which alcohol will be available via a cash bar. Food and nonalcoholic 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 their own room or in the room of another resident who is of legal drinking age.
 - 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.

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- 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, giveaways, 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, bongs, 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 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 60 bike parking spots. 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

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 Iwasaki 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.

For students, the guest sign-in process remains the same for the residence halls. However, staff and faculty can register guests in advance by logging in to iVisitor Guest Registration at tapandgoguest.emerson.edu and filling in the guest's name, the host's name, building, and date and time of the visit. The guest's name will appear on the computer located at the security desk in the lobby of the building. Once the guest checks in, security will provide a guest badge, and the host will receive an email notification that the visitor has arrived and is on route to the meeting location. Students will be limited to signing in five (5) guests, unless otherwise authorized.

Activity Notifications, such as notifications from Property Management or departments, will not serve as authorization for access to the building. They will serve as informational notifications to Emerson Police/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 flyers 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 49 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.
- 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 a 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

Consensual Relationship Policy for Faculty

Emerson College is committed to maintaining an environment where the education of students is of the greatest importance. Dating, romantic, or sexual relationships between College faculty 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. Even when the faculty member 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 faculty members, including relationships that occur when College is not in session or students are on leave, are prohibited.

On occasion, a faculty member 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 faculty. It is the obligation of the faculty member to disclose that relationship or marriage to the dean of the School (or executive director of the program) in which the student is enrolled. It is the obligation of that dean or executive director to take the steps deemed necessary to ensure that the educational experience of the 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, and constraints on the School or 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.

Faculty members who violate this policy are subject to disciplinary action up to and including termination of employment. Complaint of violations of this policy should be made to the dean of the School or executive director of the program in which the student is enrolled.

Consensual Relationship Policy for Staff

Emerson College is committed to maintaining an environment where the education of students is of the greatest importance. Dating, romantic, or sexual relationships between College employees 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. An employee's ability to provide College services without partiality is suspect when the employee 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 become an employee. It is the obligation of the employee to disclose that relationship or marriage to the associate vice president for human resources. It is the obligation of the associate vice president, in consultation with appropriate academic or administrative personnel, to take the steps deemed 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 employee's duties, and constraints on the College—in fashioning these steps. The steps can range from no action, to the recusal of the employee from matters involving the student, to changes in the employee's duties.

Employees who violate this policy are subject to disciplinary action up to and including termination of employment. Complaint 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.

Fair Use

The fair use provision of the Copyright Act (Title 17, Section 107 of the U.S. Code) provides guidelines to determine whether a copyrighted work may be distributed or otherwise used without obtaining permission from the copyright holder. Fair use provides the legal basis for many educational uses of copyrighted materials. These guidelines apply to the use of copyrighted materials both for teaching and for research at Emerson. Four factors must be considered in determining whether a particular use is a "fair use":

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
2. The nature of the copyrighted work. A use of a factual or scholarly work is more likely to be considered fair than is a use of a work that is predominantly expressive (such as a work of fiction or a dramatic film).
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole. The smaller the portion used, the more likely the use is to be considered fair.
4. The effect of the use upon the potential market for or value of the copyrighted work. A use is more likely to be fair if it does not have a substantial negative impact on the market for the work.

So, if you are using a work in a class at Emerson (Factor 1), the work is made up mostly of published facts (Factor 2), you are using only a small portion of the work (Factor 3), and the use would be unlikely to harm the market for that work (Factor 4), you may be able to rely on fair use to make copies of that portion of the work for classroom use. Fair use determinations, however, always depend on the specific facts of the use. In each instance, all of the fair use factors must be considered, and there is no simple formula for determining whether or not a particular use is "fair." If you have questions about whether a particular use is fair, please consult fairuse.emerson.edu.

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 in which 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 access to its academic programs and social activities for all qualified students with disabilities. While upholding this commitment, the College maintains the high standards of achievement that are essential to the integrity of its programs and services. In advancing these aims, the Disability Services Office ensures that College 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), As Amended, 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, the ADA, and applicable state laws require institutions of higher education to provide equal access to educational opportunities to otherwise qualified persons with disabilities.

Rights and Responsibilities of Students with Disabilities

Emerson students with disabilities (as defined under the Section 504 and/or the ADA) have the right to the following:

- 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 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 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; and
- 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 a 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; and
- 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; and
- 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 language 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, DSO staff will interview the student 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; and they 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 also 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 at emerson.edu/policy/electronic-information.

Email and College Communication

Every enrolled degree-seeking student is assigned an Emerson College email address as part of their 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 EMail, contact the Help Desk at 617-824-8080.

Emergency and Missing Person Contact Records

Emerson College takes the safety and well-being of its students very seriously. To ensure that we know who to contact in the event of a personal emergency, the College requires each student to provide us with two emergency contacts and one missing person contact. One of the emergency contacts also can serve as a student's missing person contact. Students may check their emergency contacts and make updates at any time by using the Update Emergency Contacts option on the Student Services tab in eCommon. The Registrar's Office will send reminders to students to confirm and update their emergency contact and missing person entries three times per year (August, January, and May); however, students are expected to update their record as changes occur.

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 BitTorrent), copyright holders and their representatives (such as the Recording Industry Association of American [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, in the recent past, 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, ncte.org/cccc/committees/ip/ipreports/combat
- The Recording Industry of America, riaa.com/toolsforparents.php?content_selector=resources-for-students
- The Motion Picture Association, mpaa.org/why-copyright-matters/
- Digital Millennium Copyright Act (full text, copyright.gov/legislation/pl105-304.pdf)
- United State Copyright Office Online Service Providers Web Page, copyright.gov/onlinesp/
- 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. See malegislature.gov/Laws/GeneralLaws/PartIV/Title/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 themselves 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

- (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 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. 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.
- C. The College provides education for 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.
- D. 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.

HIV Antibody Testing

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

Treatment, Services, Referral

When an individual with HIV or AIDS self-identifies at the Center for Health and Wellness or Emerson Counseling and Psychological Services, 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 their contribution to such student work including, without being limited to, ensuring that their 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.

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 their 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 their 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 students to retrieve their 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. Trademarks 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

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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.

Student Behavior That Raises Safety, Health, and Well-Being Concerns

When Emerson College learns that a student has recently exhibited behavior that raises concerns in the community (e.g., suicidal comments or gestures, attempts to engage in risky activities, demonstrated signs of eating disorders or substance abuse), the dean of students or a designee will promptly evaluate the situation on an individualized basis. The College will reach out to the student and any medical professionals, as appropriate, and will review relevant information and possible options with the assistance of Counseling and Psychological Services and/or the Center for Health and Wellness. At the discretion of the dean of students or a designee, a parent, guardian, or family member of the student may be notified of the concerns.

If the student's behavior, in the judgment of the College, does not warrant removal, the College may require the student to attend a psychological, medical, or substance abuse assessment at Counseling and Psychological Services and/or the Center for Health and Wellness to determine best steps and recommendations for assistance and treatment. Following the assessment, the College may require that the student actively engage in an off-campus psychotherapy program, eating disorder program, substance abuse treatment program, or other appropriate program while enrolled at the College. Students who refuse to cooperate and engage in an assessment are subject to suspension from the College's residence halls and/or the College.

If the student's behavior is, in the judgment of the College and/or the student's medical professionals, at or near an acute or dangerous level, the student may be required to withdraw immediately from the College's residence halls and/or the College in order to pursue treatment. In that event, the student will be permitted to appeal the College's decision to the vice president for diversity and inclusion within ten (10) days of removal.

Massachusetts Laws for Alcohol, Firearms, and Fireworks

A. Alcoholic Beverages

An individual must be 21 years of age or older to purchase, possess, be served, or consume alcohol in Massachusetts. It is illegal to misrepresent one's age with the intent of procuring alcohol, to provide alcohol to an individual under the age of 21, to sell alcohol without a license, or to possess an open container of or consume alcohol in public places.

B. Firearms

Any person carrying a firearm loaded or unloaded in any building or on the ground of any college or university without the written authorization of the board or officer in charge of said college or university shall be punished by a fine of not more than \$1,000 or by imprisonment for not more than one year or both.

C. Fireworks

Their possession, sale, and use are prohibited under Massachusetts law.

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 loaded firearm upon the grounds of a campus of, or buildings owned or operated for student housing, teaching, research, or administration by, a public or private university or college, that are contiguous or are clearly marked university property, unless it is with the written permission of the university or college president, designee, or equivalent college authority, shall be punished by imprisonment in the state prison for two, three, or four years.

C. Fireworks

It is unlawful for any person to sell, offer for sale, use, discharge, possess without a valid permit, store, transport, give, or deliver any type of fireworks including fireworks kits in the state of California. It is also unlawful for any person to advertise that they are in any business or venture involving fireworks or pyrotechnic devices without proper licensing.

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 MA 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 their residence while attending college, and the name and address of the college that they are 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](https://www.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 their 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 in their immediate possession a valid driver's license issued by a foreign jurisdiction of which they are 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 a 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.

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 emotional support animals.

Policy Against Discrimination, Harassment, and Retaliation

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 their 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 their 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 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 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 impact 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 in which 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 impacts 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

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- 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 College community member covered by this policy is expected to be personally responsible for their 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, coworker, 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 Title IX coordinator at ext. 8999 or any of the following persons:

- A supervisor or department head
- Dean of Students, ext. 8640
- Director of Multicultural Affairs and 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
- Residence Director(s)
- Any persons listed in the Title IX Coordination section

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 Title IX coordinator, ext. 8999.

Federal and state laws and regulations place certain requirements on Emerson College regarding the reporting of sexual harassment. No community members who receive a complaint of sexual harassment may ignore it. To the contrary, they should provide the person making the complaint with as much assistance in bringing the complaint to the attention of the Title IX coordinator or designee as is reasonably appropriate given their 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 community member has an affirmative legal duty to report the complaint to the Title IX coordinator or designee as soon as they become aware of it.

Similarly, all employees, and others having dealings with the College, must report to the Title IX coordinator 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 Title IX coordinator 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 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,
 - 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 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.

Privacy

All actions taken to investigate and resolve complaints through this procedure shall be conducted with as much privacy and discretion 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 a full-time 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 Team

Pamela White, Title IX Coordinator
Diversity and Inclusion
titleix@emerson.edu
617-824-8999

Deputy Title IX Coordinators

Kimberly Marcella, Deputy Title IX Coordinator
Director, Employment Relations
kimberly_marcella@emerson.edu
617-824-8452

Tikeshia Morgan, Deputy Title IX Coordinator
Director of Multicultural Student Affairs and GLBTQ Resources, Student Life
tikeshia_morgan@emerson.edu
617-824-8438

Erin Brennen, Deputy Title IX Coordinator
Senior Associate Director, Athletics
erin_brennen@emerson.edu
617-824-8690

Chris H. Brunelle, Deputy Title IX Coordinator
Assistant Dean of Students, ELA
christopher_brunelle@emerson.edu
323-952-6410

Dr. Chester Lee, Interim Deputy Title IX Coordinator
Assistant Director, Kasteel Well
chester_lee@emerson.edu
011-31-47850-7112

Other Members of the Title IX Team

Sharon Duffy, Interim Dean of Students
sharon_duffy@emerson.edu
617-824-8640

Dr. Melanie Matson, Director of Violence Prevention and Response/Survivor Advocate
melanie_matson@emerson.edu
617-824-8857

Chief Robert Smith, Emerson College Police Department
robert_smith@emerson.edu
617-824-8555

Michael Arno
Director of Student Conduct
michael_arno@emerson.edu
Telephone: 617-824-8620

The Title IX Team may include investigator(s) employed or retained by the College, and others as deemed necessary by the Title IX coordinator or the director of violence prevention and response.

State and Federal Agencies

In addition to or in lieu of filing a internal complaint with Emerson College, employees (staff/faculty), students, or volunteers who believe that they have 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 Title IX coordinator, the vice president for diversity and inclusion, or the vice president and 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.

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.

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- 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 as Directory Information: name, address, telephone number, current enrollment, full-time/part-time status, dates of attendance, degrees earned, dates of degrees, awards/honors/scholarships, major(s), minor(s), sports and activities, height and weight of members of athletic teams, photographs or recorded images, advisor, concentrations, and computer username.

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 above-mentioned Directory Information must file a Request to Opt-Out of Directory Information Form, available at the Office of the Registrar, located on the second floor of 216 Tremont Street.

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 there are minimum sanction levels that accompany each violation of that 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 Drugs Policy** listed under the College Policies section.

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 pro-rated 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. Minimum Sanction Level: II
2. Possess halogen lamps. Minimum Sanction Level: II
3. Store or use highly combustible items (e.g., gasoline, refill containers of cigarette lighter fluid, propane gas). Minimum 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. Minimum Sanction Level: II
5. Covering walls or doors more than 50 percent. Minimum 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). Minimum 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). Minimum Sanction Level: I
8. Tamper with electrical wiring, circuit panels, or related equipment. Minimum Sanction Level: II
9. Build lofts/platforms in student rooms. Minimum 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. Minimum 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). Minimum Sanction Level: II
12. Fail to evacuate the building and follow directions from College officials during the sounding of a fire alarm. Minimum Sanction Level: II
13. Intentionally, recklessly, or negligently cause the sounding of the fire alarm without evidence of fire. Minimum 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. Minimum 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 students to live in reasonable privacy takes precedence over the privilege of their roommates or suitemates 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 and 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 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 who 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). Minimum 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, they must wait to be signed in and escorted in the building by their host. Minimum 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. Minimum Sanction Level: III
4. The guest must be escorted by the resident who signed them in at all times. Minimum 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. Minimum Sanction Level: III
6. Failure to check guests in/out at the front desk by established procedures is prohibited. Minimum Sanction Level: III
7. Abuse of the hosting policy. Minimum Sanction Level: III
8. Abuse of guest privileges. Minimum 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. Minimum Sanction Level: I
2. Remove or tamper with window stop hardware and/or screens. Minimum Sanction Level: II
3. Throw or toss objects in hallways or play "hall sports," including in-line skating, skateboarding, bike riding, etc. Minimum Sanction Level: III
4. Access the roof, roof ledge, window ledge, or fire escape (without evidence of fire) of any residence hall. Minimum Sanction Level: I
5. Possess, store, manufacture, or use firearms, dangerous weapons, weapons used for sparring or fighting, or fireworks. This includes nunchakus 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. Minimum Sanction Level: I
6. Possess realistic replicas of dangerous weapons. Minimum Sanction Level: II
7. Students are to carry their keys at all times. Minimum Sanction Level: III
8. Keys issued to an individual are not to be given/lent to others at any time. Minimum Sanction Level: II
9. The unauthorized use or duplication of keys is prohibited. Sanction Minimum Level: II
10. Lost keys must be reported immediately to the residence director of the hall. Minimum Sanction Level: II
11. The unauthorized use of student property, residence hall property, or equipment is prohibited. Minimum Sanction Level: II
12. Failure to comply with the directions of residence hall staff members in performance of their duties is prohibited. Minimum Sanction Level: II
13. Failure to present ID upon request to staff members in performance of their duties is prohibited. Minimum Sanction Level: II
14. Resident students are required to present their IDs to the desk receptionist each time they enter a residence hall. Minimum Sanction Level: II
15. Dart boards utilizing metal or sharp object tips may not be used in the residence halls. Minimum Sanction Level: III

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16. The propping of any stairwell door or security door/ grate is prohibited. Minimum 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. Minimum Sanction Level: II
 18. 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. Minimum Sanction Level: II
2. Dismantle residence hall furniture. Sanction Level: III
3. Tamper with thermostat boxes in residential facilities. Minimum Sanction Level: II
4. Paint any residence hall structure or furnishing. Minimum 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. Minimum 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. Minimum 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. Minimum Sanction Level: III
8. Place postings in residence hall common areas, except on authorized posting boards. Flyers 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. Minimum 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. Minimum Sanction Level: II

10. Store personal belongings in public area (e.g., hallways, lounges, and lobbies). Minimum 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. Minimum 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. Minimum 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. Minimum 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. Minimum Sanction Level: II

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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. Minimum Sanction Level: III
 6. The unauthorized change (switch) of residence hall room is prohibited. Minimum 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. Minimum 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.

Sexual Misconduct Policy: Prohibiting Sexual Assault, Sexual Harassment, Dating Violence, Domestic Violence, Stalking, and All Forms of Gender-Based Discrimination

Sexual assault, sexual harassment, dating violence, domestic violence, stalking, and all forms of discrimination relating to one's sex or gender identity (collectively referred to as "sexual misconduct") violate the rights and dignity of those

subjected to the prohibited conduct. When any member of our community engages in any form of sexual misconduct, that person exhibits a fundamental failure to act with integrity and to recognize and respect the intrinsic worth of another. Acts of sexual misconduct, as defined in Section IV of this Policy, are contrary to the College's educational mission and values, are harmful to others, and will not be tolerated at Emerson College ("Emerson" or the "College").

All members of the Emerson community should be free from sexual misconduct in the classroom; the social, recreational, and residential environment; and the workplace. The College seeks to foster a climate free from sexual misconduct through a coordinated education and prevention program and the promulgation of clear and effective policies, as well as investigative and grievance procedures that are prompt, equitable, and accessible to all. In response to any report that a member of the Emerson community has engaged in sexual misconduct, Emerson will take all appropriate steps to eliminate the misconduct, prevent its recurrence, and address its effects.

To promote a culture in which members of the College community respect themselves and one another, and to provide for the safety and security of our community, the College expects all community members to avoid engaging in any sexual misconduct and to act to prevent others from engaging in such misconduct. Creating a safe campus environment is the responsibility of all members of the College community, both individually and collectively.

To encourage reporting of sexual misconduct and to support individuals impacted by sexual misconduct, the College will actively educate the College community about available resources, respond to all reports promptly, provide interim measures to address safety and emotional well-being, and act in a manner that recognizes the dignity of the individuals involved.

To achieve equitable results, the College will carefully review and/or investigate all reports and complaints of sexual misconduct with an earnest intent to understand the perspective and experiences of each individual involved, and provide for fair and impartial evaluation and resolution.

Emerson's complete Sexual Misconduct Policy can be found at emerson.edu/policy/sexual-misconduct. The policy:

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1. Defines sexual harassment and the forms of sexual misconduct that violate standards of our community;
 2. Identifies resources and support for all College community members;
 3. Identifies Emerson's Title IX coordinator, deputy coordinators, the Title IX Team, and their roles;
 4. Provides information about where College community members can obtain support or access resources in a confidential manner;
 5. Provides information about how a College community member can make a report or complaint on campus or off campus; and,
 6. Provides information about how a report of sexual misconduct concerning a College community member will be investigated, evaluated, and resolved. The specific process for resolving reports of sexual misconduct against Emerson students and the specific process for resolving reports of sexual misconduct against Emerson faculty, staff and Emerson-affiliated third parties can both be found on this website.

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, and 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.
4. Have I asked permission to post someone else's image or information? Am I infringing on their 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 potentially can 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 a 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/television-radio-film-production/policies-forms.

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, (i), (h) and (j) state:

(i) Notwithstanding Section 25605, any person who brings or possesses a firearm upon the grounds of a campus of, or buildings owned or operated for student housing, teaching, research, or administration by, a public or private university or college, that are contiguous or are clearly marked university property, unless it is with the written permission of the university or college president or designee, or equivalent university or college authority, shall be punished by imprisonment pursuant to subdivision.

(h) of Section 1170 for one, two, or three years. Notwithstanding subdivision (k), a university or college shall post a prominent notice at primary entrances on noncontiguous property stating that firearms are prohibited on that property pursuant to this subdivision.

(j) For purposes of this section, a firearm shall be deemed to be loaded when there is an unexpended cartridge or shell, consisting of a case that holds a charge of powder and a bullet or shot, in, or attached in any manner to, the firearm, including, but not limited to, in the firing chamber, magazine, or clip thereof attached to the firearm. A muzzle-loader firearm shall be deemed to be loaded when it is capped or primed and has a powder charge and ball or shot in the barrel or cylinder.

Please note that California Penal Code section 16590 prohibits:
An air gauge knife, ammunition that contains or consists of a flechette dart, ballistic knife, belt buckle knife, bullet containing or carrying an explosive agent, camouflaging firearm container, cane gun, cane sword, concealed dirk or dagger, concealed explosive substance, other than fixed ammunition, firearm that is not immediately recognizable as a firearm, a large-capacity magazine, leaded cane or an instrument or weapon of the kind commonly known as a billy, blackjack, sandbag, sandclub, sap, or slingshot, lipstick case knife, metal knuckles, metal military practice handgrenade or a metal replica handgrenade, multiburst trigger activator, nunchaku, shobi-zue, short-barreled rifle

or short-barreled shotgun, shuriken, an undetectable firearm, wallet gun, writing pen knife, and zip gun. 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 a designee. All theater-based student groups seeking approval for prop weapons must read and sign a prop weapon manual issued by the Performing Arts Department to be considered for prop weapon approval. Organizations should submit their proposal for replica weapon use at least two months before intended use.

Any Emerson College member requesting approval of a prop weapon(s) must receive approval from the Emerson College Police Department (ECPD) and adhere to the following procedure:

All approvals of prop weapons must be done by appointment with the deputy chief or a designee. Prior to the meeting, the person requesting approval of a prop weapon(s) must have written approval from the authorized faculty or staff person overseeing the production.

If the prop weapon is being used outside of an Emerson College property, the proper authorities will need to be notified, such as the police department of jurisdiction if on public property, as well as the management company, landlord, or person in control if inside a non-Emerson College property.

Note: At no time can a real weapon be used in any capacity during an Emerson production.

All people carrying prop weapon(s) to and from Emerson College must transport the prop weapon(s) in a backpack or other type of carrying device and not concealed on their person.

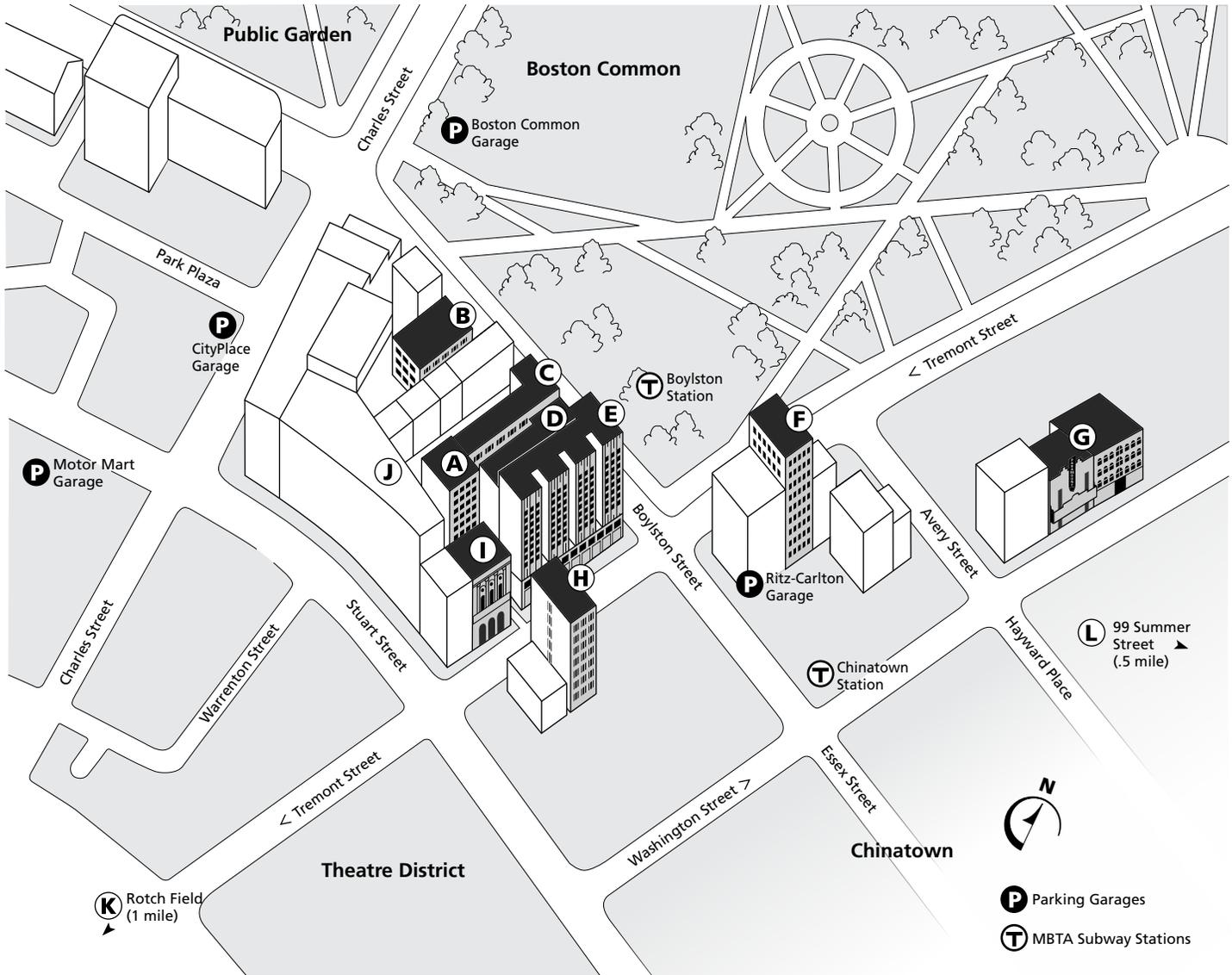
Campus on the Common



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
 Bobbi Brown and Steven Plofker
 Design Technology and Makeup Suite
 Costume Shop
 Design and Technology Studio
 Di Bona Family Television Studio
 Greene Theater
 Huret & Spector Gallery
 Performing Arts Department
 Semel Theater
 Vin and Cara Di Bona Control Room

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

C Walker Building
120 Boylston Street
 Communication Studies Department
 Diversity and Inclusion
 Institute for Liberal Arts and Interdisciplinary Studies
 International Student Affairs
 IT Help Desk
 Iwasaki Library
 Journalism Department
 Justin Lee and Bunny Lee Altshuler Lab
 Levy Marketing Suite
 Marketing Communication Department

D Colonial Building
100 Boylston Street
 Mail Services
 Residence Hall

E Little Building
80 Boylston Street
 Dining Services
 Equipment Distribution Center
 Fitness Center
 Housing and Residence Life
 Police Department
 Residence Hall
 Student Success

F Ansin Building
180 Tremont Street
 Academic Affairs
 Emerson Channel
 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 Borden Theater and Auditorium
 Career Services
 Center for Health and Wellness

Communication Sciences and Disorders Department
 Counseling and Psychological Services
 Disability Services
 Financial Aid and Student Accounts
 Lacerte Family Writing and Academic Resource Center
 Registrar
 Robbins Speech, Language, and Hearing Center

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