

**Undergraduate
Student
Handbook**

2015–2016

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Mission Statement

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

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

Policy Against Discrimination, Harassment, and Retaliation

Emerson College is committed to fostering an environment of mutual respect among its students, staff, and faculty, as well as others who participate in the College's programs and activities. As part of this commitment, Emerson prohibits discrimination and harassment on the basis of gender/sex (including pregnancy), gender identity/expression, race, color, religion or religious creed, sexual orientation, national origin, ancestry, disability or handicap, age, genetics, marital status, veteran status, and any other category protected by law

("protected class status"). Emerson also prohibits discrimination and harassment based on an individual's participation in a protected activity (such as reporting alleged discrimination or harassment). Retaliation against any individual who raises a good faith report under this policy is strictly prohibited.

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

Individuals with questions or concerns about the College's nondiscrimination policy may contact the chief human resource officer at Emerson College, 8-10 Park Plaza, State Transportation Building, 2nd Floor, Boston, MA 02116, telephone 617-824-8133. The Emerson College Policy Against Discrimination, Harassment, and Retaliation can be found at [emerson.edu/policy/discrimination-harassment-](https://emerson.edu/policy/discrimination-harassment-retaliation)

[retaliation](https://emerson.edu/policy/sexual-misconduct). The College Sexual Misconduct Policy can be found at emerson.edu/policy/sexual-misconduct.

Campus Facility Statement

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

Disclaimer

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

2015–2016 Academic Calendar

Find the academic calendar at emerson.edu/academic-calendar.

Policy Pertaining to Religious Observance

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

Dear Emersonians:

Welcome to the 2015–2016 academic year!

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

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

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

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

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

Sincerely,



Sharon Duffy
Interim Dean of Students

Dean of Students

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

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

The offices include:

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

Trained professionals staff these offices and are available as a resource to students. The Student Affairs staff works collaboratively in the development and implementation of

programs, procedures, and protocols designed to foster student growth, build community, and respond to student concerns.

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

Emergencies

In the event that a personal emergency arises that requires your absence from classes, please inform your instructors and the Office of the Dean of Students. Instructors can be contacted by email, voicemail, or through their respective academic department office. The Dean's Office will attempt to contact your instructors if you are unable to do so. Resident students also should attempt to notify their residence director.

Student Code of Conduct

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

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

Student Grievance Procedure

Situations sometimes arise in which students feel that they have been dealt with unfairly, that particular circumstances surrounding a policy decision requires special consideration, or that they have a complaint about the behavior/performance of a faculty or staff member. As a general rule, students should address their concern about a policy decision directly with the office responsible for administering the policy. If students believe that any member of the Emerson community has violated the College's Policy Against Discrimination, Harassment, or Retaliation, or the College's Sexual Misconduct Policy, they should report their concerns to the Title IX coordinator. Students are encouraged to attempt to resolve other types of complaints directly with the person about whom they have a complaint. However, if they are not comfortable addressing a concern directly with the person about whom they have a complaint, or in the event that students believe that a satisfactory resolution has not been reached after communicating directly with the person about whom they have a complaint, they may bring their concern to the next immediate level of authority.

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

Academic advisors and the Office of the Dean of Students will assist students who have complaints or grievances against any member of the College community and need help in determining the procedures to be followed.

Purple Key Leadership Society

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

Athletics and Recreation

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

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

Fitness Center

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

Intramural Program

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

Student-Athlete Advisory Committee

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

Varsity Program

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

Men

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

Women

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

Student Resources

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

Career Services

216 Tremont Street, 6th Floor
617-824-8586
emerson.edu/career-services

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

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

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

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

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

Counseling and Psychological Services

216 Tremont Street, 2nd Floor

617-824-8595

emerson.edu/counseling-center

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

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

Students are seen by appointment, 9:00 am to 5:00 pm, Monday through Friday. Appointments may be made either by calling 617-824-8595 or by coming to ECAPS during office hours.

After-Hours Telephone Crisis Service: Emerson students who have an urgent concern when ECAPS is closed can call 617-824-8595 after hours and talk to a licensed therapist on the phone via our ECAPS Crisis Service line. The therapist will talk with students, provide emotional support, call for emergency services if needed, and provide information about resources on campus for further help.

External Program Telephone Crisis Service: Students who are attending external programs, such as Kasteel Well, Emerson Los Angeles, Berklee Valencia, and Washington, DC, can call 617-824-8755 to talk to a licensed therapist.

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

Center for Health and Wellness

216 Tremont Street, 3rd Floor
617-824-8666
Fax: 617-824-7897
healthservices@emerson.edu
emerson.edu/health-center

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

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

Entrance Health Requirements

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

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

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

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

Students may be considered immune to varicella if:

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

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

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

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

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

- Meningococcal Vaccine: One dose of the polysaccharide vaccine (MPSV4) within the last five years, or one dose of the conjugate vaccine (MCV4) at any time in the past, or completion of the MDPH waiver indicating you have received information on the risk of meningococcal infection and have chosen not to be immunized.
Failure to demonstrate compliance with the pre-entrance health requirements by the July 1/January 24 due dates will jeopardize a student's enrollment and on-campus residency.

CHW Clinical Services: During the academic year, the CHW offers appointment hours Monday–Friday. Day and early evening hours are available (on select days/posted on the CHW [website](#)). Students are seen by appointment. Those wishing to schedule an appointment should call the center. Email can be used for non-urgent inquiries. Services include evaluation and treatment of acute illness, gynecological exams, STD screening, nutrition and health counseling, laboratory testing, health education outreach programs, and referrals to other health professionals when necessary. Pregnancy testing and counseling as well as emergency contraception for students under age 18 are also available. Immunization clinics are held several times during the fall and spring semesters; clinic dates, times, and immunization fees are posted on eCommon and the CHW website.

The center is directed by a nurse practitioner. The staff includes nurse practitioners, a physician's assistant, registered dietitian, and a wellness education coordinator. Emerson College contracts with a local collaborating physician/medical group. The practice provides medical supervision and backup telephone/appointment access to

students when the center is closed during winter, spring, and summer breaks, as well as availability to the RD staff for medical issues after hours. Emerson College is situated in an area within a half mile of the collaborating medical group practice and within two miles of five major hospital emergency rooms.

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

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

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

Medical Response Plan

Emerson College recognizes that students may have a medical condition for which they wish to establish a medical response plan and have it on record should a

medical emergency arise. Establishing a medical response plan is voluntary and is not a requirement of the College. Students wishing to create a medical response plan may contact a staff member and obtain a request form from the following campus locations:

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

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

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

plan at the end of the semester for which it is applicable. The plan will be considered part of the student's medical record and maintained under the regulations governing medical record retention by the Commonwealth of Massachusetts.

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

Insurance Requirements

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

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

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

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

Wellness Education

216 Tremont Street, 3rd Floor
617-824-8597

The wellness education coordinator (WEC) collaborates with other Student Affairs professionals and utilizes resources from a variety of campus departments and community organizations to coordinate student health and wellness programming. Topics include alcohol and other drug use and abuse, sexual assault, HIV and AIDS, sexually transmitted diseases, body image and eating

disorders, and various other topics. The wellness education coordinator seeks to increase education and awareness concerning these issues with the goals of reducing problems associated with them and promoting activities that contribute to a healthy community. Programming focuses on responsible decision making and empowerment through knowledge. The wellness education coordinator provides training for resident assistants and supervises the CHOICES peer alcohol educators.

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

150 Boylston Street, 2nd Floor
617-824-8637

emerson.edu/glbtc-student-life

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

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

Housing and Residence Life

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

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

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

Residence Hall Staff

Residence directors (RDs) are full-time, professional staff members who are responsible for the overall supervision of the Housing and Residence Life program in their area. The RDs supervise the resident assistants (RAs) and front desk operation, act as advisors, respond to emergency

situations, administer discipline cases, mediate conflicts, and advise Hall Council and Learning Communities. The RD maintains scheduled office hours and is available to talk with students about problems or concerns they may be experiencing. The RD is also available when an RA is unable to assist students in a matter. Resident assistants are upper-class or graduate students who report to an RD and have direct responsibility for the residents on a floor(s) or area of the residence hall. RAs are able to explain College policy and regulations, refer students to College services and offices, react to emergency situations, provide advice, sponsor programs, and act as a general source of support. The RA is the first contact for concerns; students should not hesitate to contact the RA when they are in need of any kind of assistance. If students are more comfortable reporting a concern to someone other than an RA, they should be free to do so. If RAs do not have the answer, they will refer students to an appropriate source. Desk assistants are responsible for monitoring and enforcing hall security. They screen and log in visitors and verify the identification of guests signing in and out of the hall.

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

Description of the Residence Halls

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

common areas, student rooms, and the archway outside of the Boylston Street entrance to the Little Building and the entrance area in front of Piano Row.

Little Building (LB), 80 Boylston Street

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

Colonial Building, 100 Boylston Street

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

Piano Row, 150 Boylston Street

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

Paramount Center, 555 Washington Street

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

Learning Communities

Emerson's Learning Communities are an optional residential hall experience that offers students and staff the opportunity to participate in residential learning groups organized around common intellectual/creative interests related to the College's mission, or specific areas of growth and development. All Learning Communities are coed and welcome first-year and upper-class students to participate, except for the STAR Floor, which is only open to incoming first-year students. More information is available at emerson.edu/student-life/housing-dining/learning-communities.

Active Living

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

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

Community Outreach (formerly Local Action)

For students excited to engage within the community, the Community Outreach Learning Community offers an open and welcoming space in which to build friendships,

develop leadership skills, and deepen awareness of local and global issues. Through a variety of service activities and experiences, as well as floor programs, Community Outreach students will explore the city of Boston; make positive changes in their community; and connect these experiences to their academic learning, leadership development, and professional career.

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

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

Digital Culture

The Digital Culture (DC) Learning Community offers residents a new perspective on digital media. Living in this Learning Community provides you with an exciting opportunity to discuss and explore new technologies shaping our world. Beginners, experts, and those in between can come together to share their ideas and insights on our increasingly digital world. The DC

Community will have the opportunity to utilize its skills to develop a creative project of its choice. Past projects have included: a student-run television show, digital media blog, and a digital media showcase. The DC Learning Community is located on the seventh floor of the Little Building Residence Hall on a space-available basis.

Film Immersion

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

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

Living Green

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

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

Performing Cultures

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

Through workshops and field trips, students will be actively engaged in and exposed to both the Emerson and Boston arts scene. They will take their newfound skills and knowledge to execute their final capstone performance. Students in this Learning Community work together as a production team in order to produce a completely student-driven show. This exciting opportunity typically provides the Performing Cultures participants with the rare opportunity to gain hands-on experience in areas of directing, producing, stage management, house management, company management, box office

management, marketing, choreography, music and vocal direction, props, hair and makeup, costumes, set design, sound design, and lighting design.

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

STAR (Students Taking Active Roles)

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

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

Wellness/Substance Free

Students living on the Wellness/Substance Free floor commit to leading a holistic, healthy lifestyle free of alcohol, nicotine, and other drugs. Open to all students, this Learning Community comes together to share ideas, techniques, and programs surrounding being holistically well in mind, body, and soul.

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

Writers’ Block

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

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

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

General Residence Hall Information

Absences

Students should notify their RA if they intend to be away from the residence hall for an extended period of time. People will miss and worry about students who don't return to their hall. Also, in the event of an emergency, knowing students' whereabouts will enable us to get in touch with them.

Appliances

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

Bicycles

See College Policies on [page 133](#).

Check-In/Out Procedures

Room inventory forms will be filled out by the RA and student upon moving into and out of any room. When checking in, students should make sure that any and all room damages/concerns are recorded on the inventory form before signing it. Students are required to make an appointment with their RA to sign the inventory form and note changes in the condition of the room upon leaving. When moving out of a residence hall, a student must notify the RD of the building, schedule a checkout appointment with an RA, and return all keys. Residents must move out 24 hours after their last final examination or by noon the day after final exams (whichever comes first), except graduating residents who must leave by noon the day after commencement. Rooms must be "broom clean." Residents are responsible for obtaining cleaning supplies for their individual rooms. A cleaning fee and improper checkout fee will be assessed if specified procedures are not followed.

Damage

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

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

Dining Services

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

Please note the following Dining Hall policies:

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

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

Emergency Situations

See page 31.

Film and Video Shoot Guidelines

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

- A single camera on a tripod or hand-held or audio recording device is utilized.
- Shoot or recording will not interfere with residence hall activities or individual student privacy or activities.
- Maximum number of (combined) cast and crew is four people.
- No peripheral shooting equipment (Nagra, cables, lights, reflectors, C-stands, etc.) is permitted.
- The filming or videotaping occurs within the room of the resident making the request and does not spill out into the hallway.
- Filming or videotaping can only occur if the resident's roommate(s)/suitemates agree in writing to the filming schedule and activities.
- Furniture cannot be stacked or removed from the room or suite.
- The project must adhere to all College and residence hall rules and regulations (e.g., guest policy, prohibited items, hanging any items from sprinkler heads or pipes).
- Requests for filming or videotaping from off-campus residents will only be considered if the filming is scheduled to occur in the room of a cast/crew member and that resident agrees to serve as the host responsible for the project and any non-residents involved in the shoot.

- The students must strictly adhere to these guidelines as well as those established by TRF.

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

Kitchens

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

Laundry Machines

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

Lockouts

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

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

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

Lost and Found

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

Lounges

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

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

Mail Services Information

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

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

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

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

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

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

Incoming mail is sorted by student staff members. Mail may be picked up at designated mail boxes. Students can go to <http://tinyurl.com/ECmailforwarding> in order to complete an online mail forwarding request form. Please note: You must sign in using your Emerson login information and this link is only live for a few weeks at the close of each semester.

Packing Shipping Address

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

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

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

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

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

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

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

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

Mail Delivery

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

Mailroom

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

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

Back Bay Annex	Charles Street
133 Clarendon Street	136 Charles Street
Boston, MA 02116	Boston, MA 02114
617-236-1330	617-723-1951

Lafayette Station	Fort Point Station
7 Avenue De Lafayette	25 Dorchester Avenue
Boston, MA 02111	Boston, MA 02205
(Open 24 Hours)	

Package Delivery

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

Change of Address/Forwarding Information

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

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

Maintenance

Routine maintenance requests should be made online at facilities.emerson.edu. If you have an emergency, please call Emerson Police at 617-824-8888. Be sure to state the urgency of your request when calling in an emergency situation. Should you need to speak with a Facilities representative, the contact number is 617-824-8880.

Parking

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

Personal Property

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

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

Propping of Doors

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

Quiet Hours

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

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

Residence Hall Suites

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

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

Room Assignments

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

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

which is typically due in early to mid February. Specific housing selection information and procedures will be distributed by the Office of Housing and Residence Life prior to the room selection process.

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

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

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

Room Changes/Switches

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

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

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

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

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

Room Entry

The College reserves the right for its designees to enter and inspect a residence accommodation in the interest of the health, safety, and proper conduct of the residents, or the orderly and efficient administration and operation

of the residential system, or to maintain or repair the premises. Entry may be made at any time, whether or not the resident is present, and without prior notice to the resident. Entry may be made if emergency circumstances warrant.

Entry may also be made for the purpose of conducting non-emergency inspections and repairs. Residence Life staff members will conduct periodic health/safety inspections of all residence hall rooms, suites, and common areas.

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

Items or substances prohibited by law will be confiscated by ECPD. Such items will be secured and/or destroyed in accordance with the law and/or ECPD policy. Items prohibited by law will not be returned to the resident. Confiscated items or substances that do not violate any laws but are prohibited under College policy will be secured in ECPD or the residence hall's office. A resident can request that the confiscated property be returned when the residence hall closes (i.e., Thanksgiving, Winter or Spring Breaks; conclusion of academic terms). Unclaimed property will be discarded at the conclusion of the academic year in which it was confiscated. Items confiscated during the summer housing period will be discarded at the conclusion of the summer housing term and prior to the start of the fall semester.

Room Furnishings

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

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

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

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

Allowed:

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

Not Allowed:

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

Please Note:

1. The residence halls have posted times of closing for each particular vacation. Early arrivals or late stays will not be allowed in any building under any circumstance.
2. During all vacation periods, residents are restricted from entering the residence halls.
3. As an extra measure of caution, it is advised that you take all valuables with you during vacation periods. Students will not have access to their building and/or room at any time during the break period.
4. An inspection of all rooms and furnishings may be conducted by the Office of Housing and Residence Life and/ or the Facilities Management Department over vacation periods.
5. All students must follow the following closing procedures:

- Sign out upon your departure.
- Close and secure all windows in your room.
- Unplug all electrical devices in your room.
- Do not turn off your radiators.
- Turn off all lights.
- Empty all trash and perishable items before you leave.
- Lock your door, and take your keys and ID card.
- Clean and defrost refrigerators and throw away any perishable food items.

Storage

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

Telephones

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

Vacations

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

Video/Film Showings

Federal video copyright law "restricts the use of videos to private showings and prohibits their public performance." The Office of Housing and Residence Life offers guidelines for showing commercial copyrighted video and films in the residence halls. Failure to follow the guidelines puts the user at risk of violating federal law. Emerson College

assumes no responsibility for students who do not comply with the guidelines. Abusers face possible fines, imprisonment, or disciplinary action. Video and film player devices are permitted for use in the residence halls provided the user follows the procedures prescribed below:

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

Withdrawal from Residence Halls

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

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

Conditions of Residency

Housing Contract

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

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

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

The Housing Contract obligates students to the residence hall commitment for the entire school year (this includes fall and spring semesters). If a student withdraws from the College after the fifth week of the term, they are ordinarily held liable for the housing and board charges for the entire term. See "[Refund/Withdrawal Policy](#)" in the Student Finances and Insurance section of this handbook.

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

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

Residency Requirement Policy

Freshmen entering college for the first time in a fall semester are required to live on campus for their first four semesters at Emerson College, and may apply to live on campus for subsequent semesters depending on availability of housing. Freshmen entering College for the first time in a spring semester are required to live on campus for their first three semesters at Emerson College, and may apply to live on campus for subsequent semesters depending on availability of housing.

Transfer students entering Emerson College will be offered on-campus housing depending on availability. If transfer students want to be considered for on-campus housing, they should secure space on the housing wait list. When considering transfer students for housing, their year of graduation from high school is taken into consideration. Transfer students who graduated from high school fewer than two years from their enrollment date at Emerson will be given priority depending on availability of housing.

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

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

Domestic Programs or Approved Study Abroad Programs

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

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

Students who entered Emerson as transfer students are not covered by the Residency Requirement. As such, they are not guaranteed housing on the Boston campus during the semester when not attending a domestic program as a sophomore or junior. Students in this situation who wish to live in on-campus housing during the semester they are attending classes on the Boston campus may place their name on the housing wait list. A \$300 housing deposit is required and on-campus housing will be offered depending on availability.

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

Exemptions

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

Exemptions are typically granted when:

- The student lives at home with a parent or legal guardian. If the student changes residence, the student is responsible for promptly notifying the Office of Housing and Residence Life.
- The student is able to demonstrate a financial hardship that would otherwise prevent them from attending Emerson.

- The student has a disability that precludes living in a residence hall. Documentation of the student's disability is required from a qualified professional (e.g., physician, psychiatrist, psychologist) who has direct knowledge of the student and their condition. This documentation must meet the guidelines described under the [Disability Services Statement](#) found in the Rules, Regulations, and Policies section of this handbook.
- The student is married, in a registered domestic partnership that is recognized by the state of Massachusetts, and/or is a parent with whom one or more dependent children reside.
- The student is 21 years of age or older prior to September 1 of the academic year in question.
- The student has served in the military as verified by a discharge certificate.

Housing Selection and Residency Requirement

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

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

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

Petitioning Release: Housing Contract

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

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

1. **To Be Released from the Housing Contract:**
To break the Housing Contract, the student must demonstrate an inability to remain in campus housing and the necessity of release from the contract. Supporting evidence must accompany the petition in the form of medical/psychological documents, Student Financial Services statement, etc.
2. **To Be Released from the Meal Plan:**
To be relieved from participating in the meal plan component of the Housing Contract, the student must demonstrate an inability to eat in the Dining Hall due to medical and/or dietary reasons and that release is a matter of necessity. Supporting evidence must accompany the petition in the form of dietary/medical documentation, Dining Services statement, etc.
 - a. Please note that in most dietary situations, the food service department will be able to accommodate special needs. Therefore, you should speak with the director of dining services before you petition or while you await your hearing.

- b. Students whose diets are restricted by religious conviction may appeal to be released from the Board plan. A letter and supporting evidence from a member of the clergy must accompany the petition.
- c. Conflict in schedule (e.g., work hours, extracurricular activities) will not be considered a valid excuse. The same is true for distance from the Dining Hall and time spent away from the residence hall due to other commitments. Special arrangements (e.g., boxed meals and special menus) are sometimes made to accommodate student needs.

3. Response to Petition for Release:

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

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

Emergency Situations

Bomb Threat

In the event of a bomb threat, the residents are notified. The authority in charge may require that the building be cleared immediately. Should this not be the case, any resident electing to remain in the building does so at their own risk. If a suspected explosive device is discovered, the

building will be evacuated immediately. Follow fire evacuation instructions unless otherwise instructed by a College official.

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

Communicating Disaster or Crisis Information

See details in the [Emerson College Police](#) section.

Fire

If students discovers a fire, they should:

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

Fire Evacuation Procedures

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

1. At the sound of a general alarm or a voice alarm indicating that your section of a building needs to be evacuated, all students should move quickly and quietly to the exit indicated for their area. Proceed through the exit in an orderly fashion to the exterior assembly area and await further instructions.
2. Elevators should not be used.

3. Students should wear coats and shoes for all fire alarms. Students should carry a towel to be used to cover their mouths and noses in case they encounter smoke. It is advisable to keep these items in an easily accessible spot near the door.
4. Students should lock their doors and carry their IDs and keys during a fire alarm.
5. Students who are away from their rooms when the alarm sounds should proceed to the nearest exit without returning to their room.
6. If an evacuation is not called for all floors of a building, students may not go to a floor that is not included in the evacuation notice.
7. When exiting the building, students should only cross city streets at designated crosswalks and when the traffic has to come to a complete stop.
8. Students who fail to follow evacuation procedures will be subject to disciplinary action.

Maintenance Emergencies

Routine maintenance requests normally should be made online at the following School Dude link: [facilities.emerson.edu](#). Emergency maintenance requests can be called in directly to the Office of Facilities Management through its answering and routing service at 617-824-8880. Be sure to state the urgency of your request when calling in an emergency situation. In the event of a maintenance emergency, also contact an RA, RD, or desk assistant immediately. Requests for lock changes and anything regarding furniture movement must be made directly to the RD.

Medical Emergencies

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

Psychological Emergencies

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

Safety and Security Emergencies

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

Max Mutchnick Campus Center

150 Boylston Street, 1st Floor
617-824-8680
[emerson.edu/campus-center](#)

All Emerson community members are invited to gather at the Max Mutchnick Campus Center and utilize its services.

The center's spaces and amenities are appropriate for small- to mid-sized meetings, auditions, callbacks, rehearsals, and small campus performances.

Max Mutchnick Campus Center Features and Services

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

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

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

Student Lounge: Situated on the second floor, the Student Lounge is a relaxed, informal space for students to casually gather in between classes or campus events. The lounge offers a mix of soft and café style seating. Also offered in the space are game tables, Internet connectivity, and a digital announcement and events monitor. The Lounge also features a gallery for Emerson community members to

submit their artwork or photography for consideration for display. The Student Lounge is open and accessible during the Max Mutchnick Campus Center's operational hours.

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

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

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

Graduate Student Lockers: Lockers are available to graduate students for a \$10 fee per semester. Graduate students wishing to rent a locker on the second floor of the Max Mutchnick Campus Center should contact the Office of Off-Campus Student Services (#240).

Max Mutchnick Campus Center Function and Meeting Spaces

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

First Floor

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

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

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

Second Floor

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

Lower Level One (L1)

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

Meeting Room #L151 (Capacity 30): Priority bookings for this room are granted to the College-recognized student organization groups with the largest memberships and greatest need for meeting space. Other groups may book this mediated space after priority bookings are completed. It is appropriate for larger meetings, lectures, and simple rehearsals.

Meeting Room #L153 (Capacity 12): This mid-sized meeting room is set up boardroom style and may be used for meetings, auditions, readthroughs, interviews, rehearsals, and film shoots.

Piano Practice Room #L141 (Capacity 8): This space is designed for rehearsals and musical practice requiring solely a piano and non-amplified vocals.

Piano Practice Rooms #L142A, #L142B (Capacity 4): These small rooms are limited to use for rehearsals and musical practice requiring solely a piano and non-amplified vocals.

Print Production Room #L106 (Capacity 6): This small collaborative space is available to be reserved for meetings or working groups, with priority given to the SGA-recognized print production groups who also share this space.

Cultural Center

150 Boylston Street (Room #156)

617-824-8642

emerson.edu/student-life/support-services/multicultural-student-affairs/cultural-center

The Cultural Center was established to enhance the educational, cultural, and social needs of the campus community. It is the site of a variety of formal and informal

events for students, faculty, and staff. The student organizations EBONI (Emerson's Black Organization with Natural Interests), Amigos (the Latino student organization), ASIA (Emerson's Asian Students for Intercultural Awareness), and EAGLE (Emerson's Alliance for Gays, Lesbians, and Everyone) are housed here. The Cultural Center is available for use by student organizations recognized by Emerson College and academic and administrative departments. The facility can be reserved for special cultural/diverse events, meetings, and educational purposes. The reservation of this space is arranged through the Office of Multicultural Student Affairs.

Student Activities Common

Located on Lower Level One (L1) of the Max Mutchnick Campus Center, the Student Activities Common is home to a number of student organization offices, including: the Student Government Association (SGA); the *Berkeley Beacon*; Emerson's cultural organizations (ASIA, EBONI, and AMIGOS); EAGLE; EmComm; Emerson Independent Video (EIV); *Emersonian*; EVVY Awards; Frames Per Second (FPS); *Gauge Magazine*; the Graduate Student Association (GSA); Greek Council; Musical Theatre Society (MTS); National Broadcasting Society (NBS); Radio and Television News Director's Association (RTNDA); and a shared print production space for *Artful Comics*, *Atlas Magazine*, *Developed Images*, *Emerson Review*, *Em Magazine*, *Gangsters in Concrete*, *Hyena*, *Stork*, and *Your Magazine*.

The Student Activities Common offers Emerson community members the opportunity to utilize three piano practice rooms, the Cultural Center, off-campus student lockers, organization storage cubbies, organization mailboxes, and two meeting rooms (L151 and L153).

Cabaret

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

Multicultural Student Affairs

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

The director of multicultural student affairs is primarily responsible for cultivating involvement opportunities for historically underrepresented populations (including, but not limited to, African American, Asian American, Hispanic/Latin American, Native American, and multiethnic) to maximize chances for their successful academic and social transition, integration, and retention

at the College. The director is available to discuss academic, cultural, personal, and social concerns with students throughout their entire career at Emerson.

New Student Orientation

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

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

In summation, Orientation strives to help our new students begin to become more comfortable and better prepared to take on the various academic and social challenges associated with entering a new and unfamiliar environment. The Undergraduate New Student Orientation program is committed to: Diversity and Inclusion; General Health, Wellness, and Safety; Sustainability; and Creating a Culture of Respect and Responsibility. These four pillars guide our work and goals.

The Orientation program also serves as a leadership development opportunity for our upper-class students who serve on Core Staff and as Orientation Leaders.

Off-Campus Student Services

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

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

OCSS counsels and encourages off-campus students to serve as responsible roommates, tenants, and contributing members of the Greater Boston and Emerson College communities. These and other services accessible to off-campus students are highlighted below.

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

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

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

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

Property Insurance

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

Spiritual Life

150 Boylston Street, Lower Level 1
617-824-8036
emerson.edu/spiritual-life

The Office of Spiritual Life offers students, faculty, and staff resources for personal development, spirituality, and religious life. It seeks to promote an environment in which

persons of different faiths, as well as secularists, humanists, and atheists who are searchers can find a welcoming community. A Hillel advisor, a Catholic campus minister, and a Protestant chaplain are on hand to offer counseling for students with spiritual, religious, or moral concerns. The office also offers information on worship services for students of all faiths and facilitates any other referral a student might request. The office also supports the activities of Hillel, Newman Club, and Emerson Christian Fellowship. In addition to denominational activities, the office sponsors campus-wide projects each year including social action projects (e.g., Alternative Spring Break).

Student Activities

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

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

With more than 90 student-run organizations, students have the opportunity to combine theory learned in the classroom with hands-on experience offered in the field. Students collaborate with fellow peers, staff, and faculty to help build a vibrant and inclusive Emerson community. Members of our faculty and staff serve as advisors to these

clubs and organizations, providing students with guidance and mentorship. The Office of Student Activities aims to give Emerson students the tools needed to be successful in and out of the classroom.

Emerson Mane Events

Emerson Mane Events (EME) is a team of students that develops and organizes events and activities on campus that celebrate the diversity of our community, promote student involvement, and foster collaboration among student organizations. EME members gain hands-on experience in all aspects of event planning, including booking, promoting, and management. Student organizations at Emerson College can request event planning assistance from EME. Past events include Tasty Tuesdays, Headphone Disco, the Laugh @ Comedy Series, Sassy Gay Friend, media analyst Jennifer Pozner, and more!

Family Weekend

The Emerson College campus is a unique home away from home for our students, and each year we invite family members to make it theirs as part of Family Weekend. This year's celebration of Emerson College will be held October 16–18. Family Weekend offers many specially planned events and activities including receptions, campus tours, interactive classroom presentations, the annual production presented by the Department of Performing Arts and Emerson Stage, and the President's Breakfast. A student-led committee helps plan, coordinate, and organize the weekend's events. Discounted accommodations are available at select area hotels. Information about online event registration will be emailed to all Emerson families in early summer. For additional information, please visit emerson.edu/familyweekend.

Emerson Recognition and Achievement (ERA) Awards

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

Leadership Development

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

Student Conduct

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

The Office of Student Conduct facilitates the Student Code of Conduct to ensure that Emerson is a safe and comfortable community to learn, live, and work. The office is committed to balancing the needs of the student and

greater campus community by promoting community standards and responding to student misconduct in a fair, consistent, and educational manner. The office provides students with individualized opportunities for growth so that they may develop into engaged and ethical citizens. In order to accomplish this mission, the office is guided by the core values of respect, educational opportunity, accountability, civility, honesty, and integrity.

Student Life

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

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

Student Clubs and Organizations

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

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

Student groups provide an excellent opportunity for members to gain life-long skills that they will find useful in their career and personal relationships. Through participation in clubs and organizations, students have an opportunity to develop communication, problem solving, decision making, organization, and leadership skills. Participation provides avenues to employ your academic learning and creative talents among your peers. Please note that students must be currently enrolled in a degree program at Emerson College and have paid the student activity fee in order to participate in student clubs or organizations. To be eligible to apply and/or participate in student leadership positions in certain programs including Orientation, ERA Awards, and Family Weekend, and SGA-elected and -appointed positions, students must have a 2.7 GPA and be in good academic and disciplinary standing at the College.

Department-Supported Programs and Organizations

Department-supported programs and organizations have a membership and leadership of faculty, administrators, staff members, and/or students, and are governed by College policy. Examples of department programs and organizations include, but are not limited to, the following: EC4Life, SAAC, WERS, EVVYs, Emerson Mane Events, Freshman Class Council, Residence Hall Association and Hall Councils, Family Weekend Committee, and Greek

Council and Greek Letter Organizations, to name a few. The sponsoring College department sets the direction for and supervises the progress of the program or organization.

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

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

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

SGA-Supported and -Funded Organizations

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

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

- Use of meeting and activity space on campus, including, but not limited to, spaces in the Max Mutchnick Campus Center and Cabaret; Cultural Center; campus function rooms (e.g., Beard Room, Dining Hall, Bill Bordy Theater and Auditorium); and spaces managed by the Office of the Arts (Paramount, Tufte PPC, Cutler Majestic Theatre);
- Mailbox in the Campus Center;
- Inclusion in campus mailings;
- Use of leadership resource materials;
- Consultation with professional staff to assist in organization and program development;
- Listing in the Undergraduate Student Handbook, College Catalogue, College website, and other campus publications; and

- Eligibility to seek student activity fee funding through the Student Government Association. To apply for College recognition, your club or organization should submit the following materials to both the Office of Student Life and Student Government Association:

- List of officers (names, local addresses, and phone numbers);
- Name, address, and phone number of advisor (must be a current full-time Emerson faculty/staff member or administrator);
- Organization’s statement of purpose;
- List of current members;
- Statement on the contribution that the proposed group plans to make at Emerson; and
- Constitution.

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

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

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

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

Specific information regarding the recognition application process and policies may be obtained in the Office of Student Life. The recognition policy for Greek organizations is listed under “Fraternities and Sororities” in this section. Please contact the director of student activities for additional information.

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

the advice of both your faculty/staff advisor and the associate dean of students in setting your priorities and in managing your organization's plans.

Advisors

Each class council and organization must have a full-time Emerson faculty/staff member or administrator who serves as an advisor. This person acts as a liaison between the organization and the administration, a resource, source of advice, and co-signer of all financial forms. The selection/ appointment of an advisor must be reported to the associate dean of students and confirmed by the president of the College or a designee. The advisor must approve general plans, budgets, and specific expenditures. Requests directing disbursement of the organization's funds must be signed by the advisor, the treasurer, and president of the organization, the associate dean of students, the SGA treasurer, and, when amounts exceed \$1,000, by the dean of students.

According to federal law, specifically, The Student Right to Know and Campus Security Act of 1990 (renamed the Clery Act in 1998), the definition of "Campus Security Authority (CSA)" is as follows: An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. Advisors to class councils, organizations, and clubs serve as Campus Security Authorities. See emerson.edu/about-emerson/offices-departments/police/reporting-crime/campus-security-authority for more information.

Student Government Association (SGA)

Max Mutchnick Campus Center, Lower Level 1 (LL1)

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

SGA Executive Joint Session

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

SGA Student Senate

The second branch of the SGA is composed of one senator from each class and one senator from each major department. The Student Senate works with the SGA

Executive Council on all issues concerning campus student life. The Senate also works to promote issues that affect student involvement as citizens of the College community. The Senate meets regularly and all students are welcome to attend.

Class Governments

Each year, classes elect officers to represent them in student government matters and facilitate co-curricular and social events. Elections for sophomore, junior, and senior class officers are held in the late spring for the following academic year, and freshman class elections are held toward the end of the fall term. The four class presidents serve on the SGA Executive Council.

Freshman Class (2019) to be elected in early December

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

Sophomore Class (2018)

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

Junior Class (2017)

Responsibilities of the junior class officers include: assisting with the selection of the Purple Key Leadership Society representatives, marshalling at Commencement, newsletters, class meetings, and programs.

Senior Class (2016)

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

All-College Assembly

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

Financial Advisory Board (FAB)

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

Recognized Student Organizations

Organizations are categorized by Cultural, Greek, Performance, Political, Service and Social Advocacy, Print and Publishing, Professional Affiliated Chapters, Programming and Special Events, Spiritual and Religious, Student Governance and Councils, and Visual and Media

Arts. For a full listing of currently active student organizations on campus, please visit [emerson.edu student-life](http://emerson.edu/student-life) or contact the Office of Student Life.

Cultural

Amigos

Cultural Center
150 Boylston Street
617-824-8642

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

Anime @ Emerson

Recognized in Spring 2015, Anime @ Emerson’s mission is to explore the themes and cultural commentary presented within the medium of Eastern Animation as a whole: the production, narrative, and art style. Encouraging members to share their own individual perspectives, the group actively seeks to promote a dialogue that is culturally and socially aware—all in a safe and accepting environment in

which people are welcome to express their opinions and explore their interests without fear of persecution.

Asian Students for Intercultural Awareness (ASIA)

Cultural Center
150 Boylston Street
617-824-8642

Emerson’s Asian Students for Intercultural Awareness (ASIA) was officially recognized as of Spring 1993. This organization was founded to provide awareness of the vast cultures present within the Asian community. ASIA is dedicated to being an active member in the varied social events of the Emerson community. ASIA also sponsors social and educational events and the end-of-the-year Leadership Banquet.

ASL Emerson

ASL Emerson is an organization that was created to learn about and promote the awareness of deafness and sign language as a form of communication. This is done through regular performances and workshops that incorporate music, poetry, dance, and the performing arts with sign language. Membership is open to all students, regardless of major or related experience.

Emerson Alliance for Gays, Lesbians, and Everyone (EAGLE)

Max Mutchnick Campus Center
150 Boylston Street

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

Emerson's Black Organization with Natural Interests (EBONI)

Cultural Center
150 Boylston Street
617-824-8642

Named Organization of the Year for 2007–2008 and 2014–2015, Emerson's Black Organization with Natural Interests (EBONI) is an organization dedicated to the political and cultural reawakening of students of African descent within the Emerson community. Students organize and sponsor such programs as Harambee, Kwanzaa, networking events, cultural retreats, Black History Month, and the end-of-the-year Leadership Banquet. They also maintain a resource library and hold seminars and conferences designed to further the involvement and increase the influence of students of African descent at Emerson.

Emerson International (EI)

International Student Affairs Office
120 Boylston Street, 10th Floor
617-824-7858

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

Greek

Greek Organization Recognition Policy

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

The following organizations are currently active:

Alpha Epsilon Phi

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

Alpha Phi Omega

Founded in 2013, Alpha Phi Omega (APO) is a national service fraternity composed of college students gathered together in an organization based on fraternalism and founded on the principles of leadership, friendship, and service and its aim is to further the freedom that is its national, educational, and intellectual heritage. Its purpose is to develop leadership, promote friendship, and provide service to humanity.

Alpha Pi Theta

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

Kappa Gamma Chi

A professional sorority founded at Emerson in 1902, Kappa is committed to serving the College and local community. The sisterhood fosters the ideal of nurturing professional, strong, and independent women. The sisters expect and demand the highest and best standards for every active member. Named Organization of the Year for 1999–2000, Kappa feels this responsibility has been potent in making the society count as a valuable asset to the school.

Phi Alpha Tau

Founded in 1902, Phi Alpha Tau is the nation's oldest professional communicative arts fraternity. Originally created to foster debate, Tau has evolved with Emerson over the past 100 years to include all areas of the

communicative arts. The fraternity gives the Joseph E. Connor Award to outstanding leaders in the communicative arts and hosts the Public Conversation.

Sigma Pi Theta

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

Zeta Phi Eta

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

Performance

Acappellics Anonymous

Recognized in Spring 2009 and named Organization of the Year for 2013–2014, the purpose of this organization is to provide alternative performances for and foster greater musical appreciation among the Emerson community and

to provide its members with an outlet for artistic expression and growth. This organization combines elements of both music and scripted performance.

Achoired Taste

Recognized in Spring 2015, the purpose of Achoired Taste is to provide individuals within the student body at Emerson College with an additional opportunity to share their passion for music and singing with their peers; to perform popular music with energy and passion to contribute to Emerson College's creative culture and spread awareness of the College's thriving a cappella community; and to represent Emerson College by participating in outreach events with a cappella groups in the Greater Boston area, throughout New England, and beyond to establish professional connections and share music as an important form of personal expression.

Chocolate Cake City

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

Emerson College Treble Makers

Recognized in Spring 2014, the purpose and goal of the Emerson College Treble Makers shall be to create the largest a cappella group on campus by expanding beyond the 20-person capacity of other groups, to focus on fundraising attempts for Emerson College and the Greater Boston community, and to provide a theatrical approach to a cappella music on campus.

Emerson Comedy Workshop (ECW)

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

Emerson Dance Company (EDC)

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

Emerson Poetry Project (EPP)

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

Emerson Urban Dance Theater (EUDT)

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

The Girlie Project

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

Inside Joke

Recognized in Spring 2013, Inside Joke's mission is to provide an outlet for Emerson stand-up comedians to perform for their peers, engage with their community, and hone their craft. The only prerequisites for membership is having a passion for stand-up comedy and a desire to perform.

Jimmy's Traveling All Stars

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

Kidding Around

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

Mercutio

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

Musical Theatre Society (MTS)

Max Mutchnick Campus Center
150 Boylston Street

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

Noteworthy

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

Police Geese

Recognized in Spring 2015, the goals of Police Geese are to promote individuals within Emerson College to explore their comedic writing and acting styles in a judgment-free setting and to perform sketch and video comedy shows that invite both Emerson and the public to experience Emerson College's comedy community.

Rareworks Theater

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

experimental theater. The mission is to provide professional theatrical opportunities to the Emerson community by producing new, provocative, and “rare works.”

Shakespeare Society

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

Stroopwafel

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

Swolen Monkey Showcase

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

“This Is Pathetic”

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

Political, Service, and Social Advocacy

Active Minds at Emerson College

Recognized in Spring 2015, Active Minds at Emerson College speaks out against stigma and discrimination toward mental health disorders and concerns, creating a safe space for students to discuss mental health. Its primary goals include: creating a better life for those who experience mental illness on campus, educating students and faculty about mental health disorders and resources, exposing the campus community to individuals living with mental health challenges in order to increase acceptance and understanding, and planning campus events that promote positive mental health habits.

Communication, Politics, and Law Association (CPLA)

Named Organization of the Year for 2011–2012, the mission of CPLA is to awaken students’ passion for communication, politics, and law and to turn their political interest into political action.

Earth Emerson

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

Emerson College Polling Society

Recognized in Spring 2014, the purpose of the Emerson College Polling Society is to conduct public opinion polls on relevant issues and current political races, to encourage data analysis using computer software and critical thinking, to assist students in applying classroom skills in a real-world setting, and to establish Emerson College as a reputable source of political analysis and research.

Emerson College Republicans

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

Emerson Peace and Social Justice (EPSJ)

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

Emerson Reform

Recognized in Spring 2014, Emerson Reform's goals are to generate change by bringing young people together and to create a safe space for students of all ideological upbringings to have an honest conversation about drugs and drug policy.

Emerson's Understanding National Immigration Through Education (UNITE)

Recognized in Spring 2015, Emerson UNITE is Emerson's only immigrant rights group that promotes education and advocacy, seeking to inform the campus about immigration and the issues surrounding the civil rights issue of our time. This group helped encourage a Dream School Working Group. As a college that specializes in communication and the arts, Emerson College is training the world's future leaders, communicators, and entertainers who will shape the nature of the nation's (and the world's) cultural makeup. The goal is to see these future leaders trained with sensitivity to human rights issues that will continue into their craft and careers.

Generation Citizen

Recognized in Spring 2015, Generation Citizen aims to strengthen the nation's democratic future by empowering youth to become engaged and effective citizens now. To fulfill this mission, college volunteers, known as "GC Democracy Coaches," enter local middle- and high-school classrooms to guide a semester-long, action-oriented course on effective citizenship. This course, which takes place during the school day, is aligned with district and state social studies standards. Democracy coaches and students explore how to bring substantive change through lessons centered on the political system, and the course culminates with the class taking collective action on a student-selected local issue. This organization will serve as the Emerson chapter of Generation Citizen, providing critical support to democracy coaches, putting on education and civic-minded events, and recruiting more students to the program.

Imagine Students Reaching Out

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

Print and Publishing

Artful Comics

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

Atlas Magazine

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

The Berkeley Beacon

Max Mutchnick Campus Center
150 Boylston Street

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

Concrete Literary Magazine

Formerly known as *Gangsters in Concrete*, *Concrete Literary Magazine* is a biannual student publication that

encourages experimentation, exploration, and enthusiasm in the writing and reading of poetry and prose. It also sponsors workshops, seminars, and readings.

Developed Images

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

Emerson Review

Max Mutchnick Campus Center
150 Boylston Street

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

Emertainment Monthly

Recognized in Spring 2014, *Emertainment Monthly* is an online magazine designed to produce a constant stream of content of reviews, interviews, previews, and other nonfiction articles related to the entertainment industry on its website. Students serve as members of the press during media events, interviewing entertainment professionals and creating contacts in the entertainment industry.

em magazine

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

and relationships to features, fitness, entertainment, and Emerson news. Currently online and in print.

Five Cent Sound Magazine

Five Cent Sound aims to give its readers a comprehensive guide on all things music. Its mission is to give Emerson students a place to read and discuss today's music industry and all its facets. It also aims to give students a chance to get experience in a field many hope to pursue in the future.

Gauge

Max Mutchnick Campus Center
150 Boylston Street

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

Hyena

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

Lash Magazine

Recognized in Spring 2015, *Lash* Magazine is an intersectional feminist magazine that seeks to challenge discriminatory behaviors and beliefs born out of ignorance, patriarchal society, white supremacy, heterosexism, cissexism, classism, ableism, and other

oppressive systems. Through the primary lens of intersectional feminism, *Lash* is concerned with spreading a message of equality and achieving the collective liberation that is only possible through solidarity.

Stork Magazine

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

The Emersonian Yearbook

Max Mutchnick Campus Center
150 Boylston Street

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

Thread

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

Undergraduate Students for Publishing

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

Your Magazine

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

Professional Affiliated Chapters

American Marketing Association (AMA)

Emerson College's Collegiate Chapter of the American Marketing Association, known as American Marketing Association at Emerson College, is an international organization for undergraduate and graduate students who wish to be involved in the marketing field. The main objectives of the chapter are: to enhance student education through a variety of marketing workshops, speaker series, and seminars; to assist in the development

of members' professional skills; to provide members with opportunities to interact with other collegiate chapters in the Boston area; and to provide networking opportunities to its members.

Communication Sciences and Disorders Journal Club (CSDJC)

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

Emerson Communication (EmComm)

Max Mutchnick Campus Center
150 Boylston Street

EmComm is a student-operated and faculty-advised marketing communication agency dedicated to providing students with hands-on experience in the areas of advertising, public relations, promotion, graphic design, and computer graphics. EmComm services are available to on- and off-campus organizations.

Emerson Forensics

This program is designed to teach advocacy skills so that students are empowered to be the architects of their own futures. In debate, the preparation and delivery of argumentation provides students with the opportunity to think critically, develop their academic research skills, improve their communication abilities, solve problems

creatively, and increase their self-confidence. The Public Address events of competitive forensics also reinforce the skills of information gathering and analysis, writing, and delivery. The interpretive events, Prose, Poetry, Drama, and Duo-acting, allow students to create artistic programs around current events, the cutting edge of theater and literature, and bring to their audience a new and unique understanding of the connection between literature, social consciousness, interpreter, and audience. All events allow for team members to practice together, research together, and travel and compete with each other and with students from other schools. Forensics is one of the few activities that truly integrates academics, cultural diversity, social commentary, advocacy, and FUN!

National Association of Hispanic Journalists

Recognized in Spring 2015, the National Association of Hispanic Journalists is dedicated to the recognition and professional advancement of Hispanics in the news industry. Its goal is to provide Emerson journalists with opportunities to network, sharpen their skills, enhance conversation and understanding of issues impacting the Latino community, and promote the hiring and retention of Latino journalists at all levels of news reporting and management.

National Broadcasting Society (NBS)

Max Mutchnick Campus Center
150 Boylston Street

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

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

All Emerson students have the opportunity to become members of this national organization. The Emerson chapter provides the opportunity for students to take part in professional activities on a local, regional, and national level. Named Organization of the Year for 2000–2001, NSSLHA encourages professional interests among Emerson students in the study of normal and disordered human communication behavior. NSSLHA provides aid and assistance within the College as well as to local organizations in the areas of speech, hearing, language, and behavior disorders.

Public Relations Student Society of America (PRSSA)

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

Radio Television Digital News Association (RTDNA/WEBN)

Max Mutchnick Campus Center
150 Boylston Street

RTDNA is an international organization dedicated to improving communication between students and professionals. RTDNA has experts critique students' work, sponsors student-run workshops, and organizes professional networking opportunities for students. The Emerson chapter also runs WEBN, which has been named the AP Station of the Year six times. Its award-winning television newscasts, sport programs, and specials run on

Winthrop Cable and Tyngsborough Community TV. The staff annually covers the Oscars, MLB Spring Training, the Emmys, and political events such as the Iowa Caucuses and Presidential Inauguration. The organization also gives students the opportunity to gain experience in broadcasting across multiple media including its award-winning website, webn.tv.

Society of Professional Journalists (SPJ)

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

Programming and Special Events

Emerson Mane Events (EME)

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

Emerson Recognition and Achievement Awards

A long-standing Emerson tradition, the Emerson Recognition and Achievement (ERA) Awards celebrates student and campus leadership and recognize the infinite achievements of the Emerson College community. At the ceremony, the reins of leadership are passed from one leader to the next. Through a College-wide nomination

process, additional “Specialized Awards” are given out to recognize those groups and individuals who have demonstrated particular excellence during the course of the academic year. All Emersonians—students, faculty, staff, and administrators—are welcome to participate in the ERA Awards, regardless of their affiliation with undergraduate student clubs and organizations. This event offers an excellent opportunity for networking and making connections among all community members. The ERA Awards offers all attendees a chance to learn more about what the collective community has accomplished over the course of the academic year.

Spiritual and Religious

Emerson Christian Fellowship (ECF)

Max Mutchnick Campus Center
150 Boylston Street
617-824-8036

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

Hillel

Max Mutchnick Campus Center
150 Boylston Street
617-824-8036

Emerson College Hillel is dedicated to creating a pluralistic, welcoming, and inclusive environment in which students are encouraged to grow intellectually, spiritually, and

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

Newman Club

Max Mutchnick Campus Center
150 Boylston Street
617-824-8036

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

Student Governance and Councils

Class of 2016*

Class of 2017*

Class of 2018*

Class of 2019*

* See class governments on [page 43](#) for more details.

Freshman Class Council (FCC)

Freshman Class Council meets weekly to develop a class constitution, plan programs, learn about getting involved at Emerson, and prepare for leadership positions. Students

interested in running for a class office their first year will find participation in and successful completion of the Freshman Class Council certification program to be beneficial as they foray into collegiate leadership positions. All first-year students are invited to get involved. The Freshman Class Council certification program is facilitated by the associate dean of students.

Greek Council

Max Mutchnick Campus Center
150 Boylston Street

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

Hall Council

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

Residence Hall Association (RHA)

The Residence Hall Association represents, and is composed of, members of the four Hall Councils. RHA works in conjunction with the individual hall councils to sponsor campus-wide programs and work toward the improvement of the residential environment. These activities have included day trips to New York City, weekend trips to Washington, DC, outdoor adventure

excursions, and educational speakers. RHA participates in NACURH, the National Association of College and University Residence Halls. All residential students are invited to attend and participate in RHA meetings. Voting members are selected from the elected representatives from the four Hall Councils.

EC4Life

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

Student-Athlete Advisory Council (SAAC)

The Student-Athlete Advisory Council aims to increase athletic awareness and better the communication among the student-athletes, the Athletics Department, administration, faculty, and the student body. It commits itself to service opportunities on campus and in the greater community. The SAAC is an NCAA-mandated representative body of the student-athlete population on campus. This council is charged with representing the needs of its teams, and the student-athletes in general, to the administration. The SAAC should be a proactive group of student-athletes who are willing and eager to come up with, plan, and implement activities and materials that will benefit all student-athletes and the image of varsity sports at Emerson.

Student Government Association (SGA)

See description [earlier in this section](#).

Visual and Media Arts

Captured Emotion

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

Emerson Independent Video (EIV)

Max Mutchnick Campus Center
150 Boylston Street
617-824-8693

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

Emerson Channel

180 Tremont Street
617-824-8879

The Emerson Channel is a leading college television network that functions as both a content distributor and producer. As the only major media outlet on campus, The Emerson Channel is Emerson College's premier outlet for students' film, video, and other creative works. The organization is completely student run and is maintained by a staff of more than 100 students involved in production, broadcast operation, promotion, and programming. In addition to being a crucial media outlet, The Emerson Channel is dedicated to training students in a professional environment in preparation for graduation into a dynamic television workforce.

The Emerson Channel airs original productions and programming acquired from Emerson students, staff, and faculty as well as student production organizations such as Emerson Independent Video (EIV), National Broadcasting Society (NBS), and Frames Per Second (FPS). The Emerson Channel also produces live and taped event coverage, often as co-productions with Emerson Productions; EIV; or The EVVY Awards, which is one of the largest college television productions in the world shot annually each May in the Cutler Majestic Theatre in downtown Boston.

Emerson College eSports

Recognized in Spring 2015, the Emerson College eSports organization is dedicated to providing the undergraduate video game community at Emerson with organized events that promote competition, community building, and professional development. It aims to provide passionate players the necessary resources for them to mix their interests in gaming with their skills in communication.

Emerson Professional Shots, Stunts, and Safety (EPSSS)

Recognized in Spring 2015, the purpose of EPSSS includes, but is not limited to, the following: to produce large scale filming scenarios and execute them in a professional Hollywood manner with all safety precautions taken, learn how to create and produce multiple difficult tasks as if they were producing a large-budget movie with little to no budget, and practice practical effects, as well as special effects, in an effort to teach themselves how to produce award-winning content.

EVVY Awards

Max Mutchnick Campus Center
150 Boylston Street

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

student-run organization that provides an adequate learning experience for hundreds of Emerson students. Throughout the year, students can be reassured that they will be taught how to succeed in the professional world by using hands-on experience. No matter what age or major, the EVVY Awards will have something for you.

Fashion Society

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

Films from the Margin

Films from the Margin is a club dedicated to probing the non-mainstream cinematic landscape that exists beyond the local AMC theater. It wants to introduce unique, provocative films that are not well known to the Emerson public and to foster intelligent discussion about film culture and the possibilities of the cinematic art form.

Frames Per Second (FPS)

Max Mutchnick Campus Center
150 Boylston Street

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

spec

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

SweetTooth Animation

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

Warlords

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

Wax On Felt

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

WECB

180 Tremont Street
617-824-8850

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

WERS (FM)

180 Tremont Street
617-824-8890

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

Women in Motion

Women in Motion is a student-run, production-oriented organization dedicated to providing an opportunity for students interested in filmmaking to further their education through workshops, guest speakers, and most importantly, the experience found in a collaborative and

creative working environment. The organization is open to both men and women while the foundation of the organization is to support women in leadership roles at the student and professional levels of filmmaking.

Student Resources

Alumni Relations

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

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

Emerson College Alumni Association

The mission of the Alumni Association is to actively involve alumni in promoting the reputation and influence of Emerson College as a leader in communication and the arts. The association encourages alumni to participate in planning and guiding the College's future, and to work to increase the resources available to make Emerson's programs a reality. The Office of Alumni Relations supports the Alumni Association in its work. The Emerson College Alumni Association is open to anyone who has attended the College for two or more years. The Alumni Association has established an endowed scholarship fund to support

the education of future Emerson alumni. The scholarship, based on financial need and satisfactory grades, is awarded to six undergraduate or graduate students in alternate years.

EC4Life

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

Bookstore

114 Boylston Street
617-824-8696

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

Copy Facilities

Emerson Print Copy Center

98A Boylston Street, First Floor
617-824-8593

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

Emerson's Café

80 Boylston Street

Emerson's Cafe featuring Einstein Bagels serves a wide variety of coffees, beverages, pastries, bagels, soups, and sandwiches. Emerson's Cafe accepts cash, EC Cash, Board Bucks, and credit cards.

Emerson College Police Department

211 Tremont Street
617-824-8555 (business)
617-824-8888 (emergency)
emerson.edu/police

The Emerson College Police Department (ECPD) operates 24 hours a day, seven days a week. ECPD officers are sworn both as Massachusetts Special State Police Officers, Massachusetts General Laws, Chapter 22C, Section 63 and Suffolk County Deputy Sheriffs. These police powers give ECPD officers full police authority on property used, owned, or occupied by Emerson College and also expands their jurisdiction to maintain the security of College property and advance the safety and well-being of members of the Emerson College community. ECPD officers are here for your safety and assistance. Please respect the officers as individuals and cooperate with them in the performance of their duties. This will make Emerson College a more secure environment for all of us. Please feel free to stop by and visit the Emerson College Police Department for more information.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

The Clery Act, originally known as the Campus Security Act, requires colleges and universities across the United States to disclose information about crime on and around their campuses including security policies and procedures. In accordance with the Clery Act, Emerson College publishes Annual Security Reports (ASRs) for three campuses: the Boston campus, Los Angeles campus, and Kasteel Well in the Netherlands. All three annual security reports are available online at emerson.edu/clery-report.

Emerson's ASRs contain important safety and security information, including policies concerning: Campus Law Enforcement, Alcohol and Other Drugs, Notice of Nondiscrimination, Crime Prevention and Wellness Education, Campus Security Authorities, Timely Warning and Emergency Notifications, Sexual Misconduct, Health and Safety, Facilities (Security and Access), Emergency Response and Evacuation Procedures, Missing Students Notification, Confidentiality and Privacy, Fire Safety Information, and Sex Offender Registry Information as well as crime statistics for the past three years concerning certain categories of criminal offenses that occurred on campus, in campus residence halls, or in non-campus buildings or public property immediately adjacent to and accessible from the campus.

Emerson's ASRs also include a Campus Fire Annual Report. The Campus Fire Annual Report contains information on Emerson student housing facilities, emergency evacuations and emergency evacuation plans, fire drills, specific fire-related policies, and a copy of the Student Handbook's Fire Safety Policy and Fire Safety Tips, along with a statistical report of all fire-related incidents for the past three years.

Communicating Disaster and Crisis Information

Emerson utilizes a state-of-the-art Emergency Notification System (ENS) called Blackboard Connect. Blackboard Connect is a secure emergency notification service that allows the College to send information and instructions simultaneously to individuals through land-line phones, cellular phones, text messaging, and email in the event of an emergency or dangerous situation posing a serious and continuing threat to the health or safety of the Emerson College community. Blackboard Connect has

the capability to send the same information to the Los Angeles campus as well as text messaging and email to the Netherlands campus.

Emerson community members are strongly encouraged to sign up and update their information by visiting emerson.edu/ens.

Timely Warnings

Emerson College will issue timely warnings to the Emerson community, usually by blast email, when a criminal incident(s) is reported to campus security authorities or local law enforcement and the offense occurred within the College's Clery geography and poses a continuing and serious threat to the Emerson community. The chief of the Emerson College Police Department or a designee will determine whether to issue a timely warning on a case-by-case basis, considering all available facts, including, but not limited to, the nature of the crime, whether the incident is considered to present a serious or continuing threat to the Emerson community, and whether issuance of a warning would compromise law enforcement efforts.

Crime Bulletins

The Emerson College Police Department periodically distributes crime bulletins or alerts to inform members of the Emerson community about incidents of crime in the areas surrounding the College. These bulletins and alerts are also circulated at times, not in response to a specific incident, but as general reminders to community members about ongoing dangers or risks to personal and property security.

Safety Escorts

The Emerson College Police Department also provides safety escorts, which are available 24 hours a day, 7 days a week. This service provides students, faculty, and staff with walking or motor vehicle escorts between locations on campus. Although the parking garage at the Boston Common and the Boylston Green Line subway station are not located on campus, the department will provide safety escorts to those locations upon request. Emerson Police can be contacted using any campus phone (ext. 8555) or by calling 1-617-824-8555 for assistance.

Rape Aggression Defense Program (R.A.D.)

Sexual misconduct and assault are issues that many college and university communities are facing. Everyone has the right to be safe on and off campus. No one deserves to be harmed and only the person who commits the harmful act is responsible for that behavior. R.A.D. training is an opportunity to learn more about how to reduce your risks of harm for yourself and the community.

Participants will be trained to be alert for aggressive behavior, to recognize how this behavior negatively impacts lives, to take steps to avoid aggressive behavior, and to look at how everyone can be part of reducing aggression and violence.

R.A.D. is a nationally recognized program that advocates realistic self-defense tactics. R.A.D. teaches that once a decision is made to resist a violent encounter, the resistance should come in the form of quick, deliberate, and precise defensive movements. Certified R.A.D. instructors teach students how to increase personal safety by increasing risk awareness, risk recognition, risk reduction, and risk avoidance. The Emerson College R.A.D. program for men and women is taught by certified instructors who are members of the Emerson College

Police Department. The duration of each program is between 9 and 12 hours. The R.A.D. program is offered by the Emerson College Police Department twice each semester and is open to all female and male Emerson College students, staff, and faculty. Emerson College is not able to offer R.A.D. classes on a gender-neutral basis because the program and its curriculum is set by a national board, and instructors may only teach courses that are approved by that board.

Operation ID

Operation Identification is a nationally recognized theft prevention program. The program consists of identifying a student's property by engraving the property with traceable ownership information as well as marking the property by affixing it with an identification sticker. This sticker will warn potential thieves that the valuables are marked for identification. This will make the student's property difficult to pawn or convert to personal use.

Community Liaison Program

The Community Liaison Program partners with students, student groups, and student organizations in the effort to build community and create a positive environment in which students and the Police assist each other to help Emerson College promote the well-being of the College community. If you would like to get involved with the Emerson Police Community Liaison Program, please contact the Emerson College Police Department for more information.

Photo ID Cards

Emerson College photo ID cards are issued at regular intervals; all new students should have their IDs issued during Orientation. Students are expected to carry their Emerson College ID cards at all times and to produce the

ID card when requested. If you lose your ID, you must report this loss to Emerson College Police and obtain a replacement ID. A \$25 fee for replacement must be paid prior to obtaining a new ID card. The ID office will issue a replacement card upon presentation of sufficient verification of identity.

Emerson ID cards enable students to:

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

Lost and Found

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

Taxi Vouchers

Taxi vouchers are available at the Emerson College Police Department for students to use to and from off-campus locations. Student photo ID cards are also accepted by

many taxi companies as a means of payment in lieu of a taxi voucher or cash. The cost of the ride is billed to the student's EC Cash account.

Safety Tips

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

- Carry your student ID at all times and cooperate with those College officials requesting that you adequately identify yourself.
- Report all suspicious persons or activities on Emerson property or in our facilities to the Emerson College Police Department at 617-824-8888 (or ext. 8888 at on-campus phone). Off campus, please call 911.
- Be aware of your surroundings: know who is sitting or standing next to you or behind you and whether they appear to be eyeing your phone.
- When entering or exiting any secured area (e.g., residence hall, College facility after hours), be sure to secure the door behind you and follow all check-in and check-out procedures.
- Immediately report all incidents of theft, intrusion, or physical harm to the Emerson College Police Department.
- Do not walk after dark, if possible. Keep to commonly traveled routes and avoid shortcuts and isolated areas.
- Be sure to stay on streets with good lighting that have pedestrian traffic.
- Do not invite strangers into campus facilities (e.g., residence halls, Max Mutchnick Campus Center, and other buildings).
- Trust your instincts and use common sense. If something feels wrong, more times than not, your instincts will be correct.

- Report all incidents of faulty security mechanisms (broken/unlockable doors or windows) that might pose a security risk to the Emerson College Police Department and Facilities Management at 617-824-8555.

School Cancellations

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

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

International Student Affairs

120 Boylston Street, 10th Floor
617-824-7858
emerson.edu/international-students

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

Optional Practical Training

Optional practical training (OPT) is a type of work authorization benefit available to most F-1 students. OPT is available for a total of 12 months during or after completion of studies. You may choose to do some, all, or none of the optional training before graduation. Most students choose their 12 months of practical training after graduation. Students are required to attend an OPT workshop prior to the application period. **Students are eligible to apply for post-completion practical training no earlier than 90 days before the last day of their graduating semester and no later than two weeks before the last day of their graduating semester.** Students are strongly encouraged to plan and apply early. Waiting until the end of the application period may delay or impede the application process.

Office of the Arts

10 Boylston Place, 11th Floor
617-824-8030
emerson.edu/office-arts

The Office of the Arts exists to serve Emerson College students, faculty and staff, the Greater Boston community and the field of performance practice through:

- ArtsEmerson: Our professional presenting and producing program, showcasing the world on stage and screen.
- HowlRound: A communication platform that connects the Office of the Arts to the national (and international) efforts to develop a commons-based approach to performance practice.

- Stewardship of Our Spaces: Supporting activities that connect the facilities of the Office of the Arts to both College and community events not produced or presented by other components of our office.

We see our work in service of the College, the public, and the art form, prioritizing community engagement with our Boston neighbors, creating a national dialogue, sharing field-wide learning, and developing curricular engagement that connect students with our work.

ArtsEmerson artsemerson.org

Founded in 2010 by Rob Orchard (current ArtsEmerson creative consultant), ArtsEmerson seeks to redefine the relationship between artist and audience, and the impact of theater on community. Through performance programs, ongoing artist residencies, and repeated engagements with ensembles, audiences see how the work evolves over time and, as a result, connects to artists' deeper ambitions and processes. This investment not only strengthens the bond between artists and audiences, but also allows for a highly interactive exchange that helps realize the full potential of the arts in the life and character of the City of Boston.

HowlRound howlround.com

HowlRound is a commons by and for people who make performance—a movement of performance practitioners committed to advancing the health and impact of nonprofit arts. HowlRound promotes conversation, collaboration, and field-wide research to illuminate the

breadth and diversity of community-powered performance practice. Through HowlRound's online forums and in-person gatherings, performance-makers connect, share, and learn from one another.

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

- Student Groups: College and SGA -recognized and -funded student groups should submit their requests through Student Life. Apply via email at StudentLife@emerson.edu.
- Individual Students: Individual students must have their request sponsored and submitted by an academic department. Office of the Arts does not accept individual student requests directly.

Filming in Office of the Arts Venues

Per the TRF Handbook, filming is **prohibited in the following locations:**

- 219 Tremont Street: Cutler Majestic Theatre, Backstage, or Lobbies
- 10 Boylston Place: Tufte Performance and Production Center: Semel Theater, Backstage or Lobby; Greene Theater, Backstage or Lobby; Fifth Floor Dressing Rooms
- 555 Washington Street: Floor L1: Theater Support Areas, Dressing Rooms, Offices; Floor 1: Scene Shop, Loading Dock, and Backstage Areas; Floor 2: Scene Shop and Backstage Areas; Floor 3: Paramount Studios; Floor 4: Paramount Studios
- 559 Washington Street: Paramount Mainstage, Backstage Areas and Lobbies; Jackie Liebergott Black Box Theatre, Backstage Areas and Lobbies; Bright Family Screening Room, Lobby and Booth

Paramount Studios

Student groups and individual students may reserve Paramount studio space for rehearsal use only. All reservations must follow the Paramount Studio policies outlined at events.emerson.edu. Performances are not allowed in the Paramount Studios. See Facilities Requests for information on reserving performance spaces.

- Individual requests can be made online at events.emerson.edu no earlier than seven days prior to the requested date. This applies to Paramount Studios 1, 2, 3, 4, 5, 6, 8, and 9 and the Practice Rooms.
- Individual requests can be made at events.emerson.edu for Paramount Studio 7 no earlier than three days prior to the requested date.
- All reservations are based on availability. Academic classes and collegiate events have priority in these locations. While every effort is made to prevent a scheduling conflict, the Office of the Arts reserves the right to cancel or alter space reservations in the event of a collegiate or academic conflict.

Office of Service Learning and Community Action

120 Boylston Street, Room 1008
617-824-8774

emerson.edu/service-learning

The Office of Service Learning and Community Action (SLCA) connects Emerson courses to community-based projects that capture students' interests, advance their learning, and develop their social consciousness. The SLCA also offers students opportunities to participate in Jumpstart; the Americorps Educational Award program; our Alternative Spring Break student leadership program;

and Action for Community Transformation, a non-tuition co-curricular service and leadership class. Community engagement helps students get to know the diverse Boston community, develop professional skills and relationships, and make meaningful contributions that help them understand larger societal issues. Through service, students gain perspective on their academic, social, and career choices that allows them to take their lives in new and exciting directions. SLCA is based in the Elma Lewis Center for Civic Engagement, Learning, and Research, which is housed in the Division of Diversity and Inclusion.

Violence Prevention and Response

180 Tremont Street, Rooms 303–304
617-824-8857

emerson.edu/vpr

facebook.com/ec.violencepreventionresponse

twitter.com/ECVPR

Violence Prevention and Response (VPR) works with Emerson undergraduate, graduate, and international students; faculty; and staff; as well as community partners to offer education, outreach, and awareness about power-based interpersonal violence.

VPR also offers free and confidential advocacy, support, and counseling for anyone who has been impacted by power-based interpersonal violence:

- sexual assault and harassment
- stalking and threats
- abusive relationship and bullying no matter when/where it occurred or who was involved

VPR recognizes that people of all races, ethnicities, genders, sexual orientations, faith, socioeconomic status, ages, and abilities are impacted by power-based interpersonal violence.

Students can call, stop by, or schedule a time to talk, ask questions, get information about their rights and options, and consult about concerns for themselves, friends, or family members. All of our services are confidential and free. To learn more, visit emerson.edu/vpr.

Get Involved!

Each and every one of us can play a role in shaping the campus culture that we all want to be a part of, so there are a number of ways for students to get involved with Violence Prevention and Response.

Students receive information during Orientation and throughout the year via residence hall programs, student organization sessions, and academic connections.

Students can also join the VPR listserv and social media sites, participate in violence prevention workshops, become peer educators, and volunteer with VPR and community-based programs.

Invite Us In!

VPR is always excited to work with:

- students on a class paper, project, or capstone; and
- student organizations (e.g., meetings, events).

Join us to shape a safe, healthy, and inclusive community in which all Emersonians thrive academically, professionally, and socially!

Academic Standards and Resources

For more detailed information, please refer to the Undergraduate Catalogue.

Undergraduate Academic Standards

Emerson College confers the following undergraduate degrees:

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

Directed Study and Directed Projects

In a directed study or project, students work closely with a faculty supervisor in designing and carrying out an academic study or project for credit. Directed studies or projects may not duplicate existing courses. Proposals must be approved by the supervising faculty member and the department chair prior to the end of the examination period of the preceding semester. Directed studies and projects are only open to juniors and seniors with a minimum 3.0 grade point average. See the appropriate departmental requirements for further specifications and the academic calendar for submission and registration deadlines.

General Education Curriculum

The core of Emerson College's mission is to challenge students to think and communicate with clarity, substance, and insight. The General Education Curriculum is designed with three goals firmly in mind. More than

this, the General Education Curriculum seeks to produce students who possess what Aristotle called "practical knowledge," which implies intellectual breadth, but also the verbal skills and essential experience to put that breadth to effective use. Practical knowledge is first and foremost about solving problems. It recognizes that whether for the successful professional or involved citizen, life's challenges are, to a great extent, unpredictable and unique. This is all the more true in a world of the 21st century where professionals may change careers more often than their parents changed jobs, and where increasing globalization confronts us with more exciting, but also daunting, challenges of rapid economic and political changes. Narrowly conceived recipes for facing these challenges will not work. What is needed is a practical instinct born of broad exposure to the liberal arts, grounded in communication skills, and tempered by an orientation toward applications of knowledge in the real world.

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

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

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

Honors

Dean’s Honor List

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

Gold Key Honor Society

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

Honors Graduation

Honors graduation at Emerson College is based on a student’s entire undergraduate academic record. For a student to graduate with Latin honors, the student must have: completed a minimum of 64 credits at Emerson College and at least 75 percent of the college-level work done in letter-graded courses (not pass/fail courses). Students who meet all the above criteria and are in the

top 30 percent of their graduating class will receive Latin honors. Students in the top 5 percent will graduate summa cum laude; students in the next 10 percent will graduate magna cum laude; and students in the next 15 percent will graduate cum laude.

Internships and Professional Development Experiences

The College encourages qualified students to participate in internships/professional development experiences to transfer knowledge and skills learned in the classroom to a professional setting. Students who take advantage of internships gain first-hand experience in their field of study, acquire marketable skills, and begin to establish professional networks. Students will not be placed into an internship. It is a student’s responsibility to find and secure their own opportunity. However, Career Services has many resources available to assist students such as an online internship database at emerson.edu/student-life/careers-internships/students/internships/internship-fairs, internship fair (read more at emerson.edu/student-life/careers-internships/students/internships, information sessions, and events. Contact us for one-one appointments emerson.edu/student-life/careers-internships/contact-us.

Please note that the majority of Emerson’s academic programs do not require that students receive credit for their internship experiences. However, if a student chooses to receive credit or an employer requires internship credit the Career Services Office offers “for credit” programs, to meet these needs. Please visit emerson.edu/student-life/careers-internships/internships/academic-credit. Career Services website for additional information about these programs including the application process and associated policies.

Majors

A major allows the student to gain in-depth knowledge of one of the fields of communication or the arts. The Schools specify the major courses that constitute the student's college work. A major that leads to a Bachelor of Arts or Bachelor of Science may consist of 36 to 44 credit hours. A major that results in a Bachelor of Fine Arts may consist of 56 to 72 credit hours. Students should consult the appropriate program section of the Undergraduate Catalogue for complete information on specific major requirements. For details on such programs as interdisciplinary majors, double majors, and the Honors Program, see the Special Academic Options and Special Study programs sections of the Undergraduate Catalogue.

Double Majors

Students may elect to have a double major by fulfilling all the requirements for a major in two different departments. Students who have a major in the Visual and Media Arts Department may not double major. Students may not use the same course to fulfill a requirement in both majors. Students who successfully complete two majors will earn one degree.

Minor Programs

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

Satisfactory Academic Progress (Academic Probation* and Suspension)

To be eligible for financial aid, all students must satisfy Satisfactory Academic Progress (SAP), which is required by federal law. SAP measures a student's completion of coursework toward a degree. Emerson College evaluates SAP at the end of each semester, including summer, for each student. Students who do not meet all SAP criteria may lose their eligibility to receive all types of financial aid (e.g., federal, state, private, institutional, and other aid). Students will be notified of the decision by email.

Maximum Time Frame Criteria

Completion of undergraduate or graduate programs cannot exceed 150 percent of the published length of the program measured in credit hours attempted as determined by the student's program requirements.

Pace Measure of Academic Progress Criteria

- Students must complete a specified cumulative percentage of all credit hours attempted; see below.
- This percentage includes all credit hours attempted regardless of whether or not financial aid was received.
- This pace measurement is calculated by dividing the cumulative number of hours that the student has successfully completed by the cumulative number of hours that the student has attempted.
- Credits attempted are defined as all classes for which a student receives a grade. Grades or recorded symbols of F, WF, WP, and I are not considered as successfully completing a course. Depending on the program, additional grades are considered as not successful.

- All transfer credit hours accepted from another institution toward the student’s educational program at Emerson College will be counted as both attempted and completed hours.
- The student’s GPA and pace of completion are negatively impacted by course incompletes, withdrawals, failures, or repetitions (incompletes, failures, and withdrawals count in attempted credits, but not completed).

Grade Point Average Criteria

- All undergraduate and graduate students must maintain a minimum grade point average (GPA).
- The student’s cumulative GPA for financial aid eligibility must be calculated on all grades received.
- All students, regardless of their enrollment status (e.g., full or part time), must meet the following minimum academic standards to remain eligible for financial aid.

Program	Total Credit Hours Attempted	Minimum Cumulative Pace	Minimum Semester and Cumulative GPA
Undergraduate	0–31	75%	1.70
Undergraduate	32 or higher	75%	2.00
Graduate*	0 or higher	75%	3.00

* Some graduate programs will cause SAP failure if one to two individual course grades fall below a B–.

Warning Period

A student who fails to meet SAP criteria will be placed on financial aid warning for one academic semester. The student remains eligible for financial aid during the

warning term. If SAP criteria are not satisfied at the end of the warning semester, the student will be ineligible for financial aid. Students on warning should meet with an academic counselor to create an academic plan if they choose to pursue an appeal.

Ineligible for Financial Aid Period

A student who fails to meet SAP criteria after the warning period is ineligible for financial aid. If the student does not have an approved appeal, the student is no longer eligible for financial aid. Students may continue to take courses without financial aid to re-establish SAP standards; however, a payment plan must be established for the tuition and applicable fees associated with the course(s). The student may regain financial aid eligibility once Emerson’s minimum SAP standards are met. Students who are interested in re-establishing aid eligibility should meet with an academic counselor to determine what they would need to do to meet Emerson’s minimum SAP standards.

Appeal Process/Probationary Period

If extenuating circumstances impacted successful adherence to SAP criteria, the student may pursue an appeal, indicating why SAP was not made and what has changed in the student’s situation that will allow the student to demonstrate SAP by the next semester. Circumstances and required documentation are illustrated below. The appeal process begins with the student meeting with the Office of Student Success. Appeals must include complete documentation and are reviewed during the warning period; incomplete appeals will be denied. Appeal decisions are final. Students will be notified of the decision both verbally and in writing. This notification will take place after final grades are reviewed for the warning period.

If an appeal is approved, the student will be placed on a Financial Aid Probation, which is a status assigned by Emerson College to a student who fails to make SAP and who has successfully appealed and has had eligibility for financial aid reinstated. To continue receiving financial aid, the student will need to satisfy both the academic plan as outlined in their appeal and the SAP criteria.

The following is a list of appealable circumstances and associated documentation to support the appeal process. If the particular circumstance is not listed and the student would like to apply, it is up to the appeal committee's professional judgment to consider the appeal.

Circumstance	Required Documentation
The student's own mental or physical illness or injury or condition	Provide documentation (e.g., a physician's statement, police report, or documentation from a third-party professional such as a hospital bill)
Death of a family member or significant person in the student's life	Provide a copy of a death certificate
Illness, accident, or injury of a significant person in the student's life	Provide documentation (e.g., a physician's statement, police report, or documentation from a third-party professional such as a hospital bill) related to the individual for whom the student provided care or support
The student's own divorce or separation or the divorce or separation of the student's parent(s)	Provide an attorney's letter on a law firm's letterhead, petition for dissolution, or copy of divorce decree

Natural disaster	Provide a written statement and/or supporting documentation
Military deployment	Provide active duty service orders
Personal problems other than the student's own mental or physical illness or injury or condition with the student's spouse, family, roommate, or other significant person in the student's life	Provide a written statement from an attorney, professional advisor, or other individual describing the circumstances

Academic Dismissal

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

Attendance

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

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

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

Absence for Religious Observance: Emerson College instructors will attempt to accommodate students' requests for religious accommodations, but will only grant reasonable requests that do not unduly interrupt or interfere with the College's policies or a course's requirements or curriculum. Students' absences for religious observance are counted toward the total number of absences that a professor permits under their uniform attendance policy.

Jury Duty: Any U.S. citizen 18 years or older who resides in Massachusetts for 50 percent or more of the calendar year is eligible to be called for jury duty. However, you should keep in mind that the laws have been modified both to shorten the length of jury duty and to allow you to

schedule your duty at a convenient time. For more information, students may visit [mass.gov/courts/jury](https://www.mass.gov/courts/jury).

Faculty will provide a reasonable substitute or compensatory opportunities for any required work missed on account of documented jury duty service so long as doing so doesn't create an unreasonable burden upon the College.

Withdrawal/Leave of Absence from the College

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

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

Students who have either withdrawn or taken an LOA from the institution are not eligible to participate in varsity or intramural athletics, student clubs and organizations, or any other College-sponsored activity or program. Resident students who withdraw or take a leave are required to vacate College housing immediately (see

Housing and Residence Life section for additional information).

Students who withdraw or take an LOA prior to the last two weeks of a given semester will receive W (withdrawn) grades for each of the classes in which they are enrolled. A W does not affect one's grade point average. The College refund policy, as detailed in the Student Finances and Insurance section of this handbook, is applicable to all withdrawals and LOAs regardless of the reason.

Tuition and fee refund insurance is available to students who wish to protect themselves in the event they are required to withdraw from a given term because of medical or psychological reasons. For further information, refer to the Medical/Psychological Tuition Refund Insurance Plan listed in the Student Finances and Insurance section.

Readmission

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

If granted readmission, students will fall under the same academic and social standings as when they left. If the students have taken courses at other institutions while on leave from Emerson, they must have an official transcript of their work submitted to the Registrar's Office for a transfer credit evaluation. The College reserves the right to deny readmission and formal approval for readmission is

required. Once readmitted, students will be contacted by a staff member from the Academic Advising Center in order to register for classes.

Students who wish to return to the College more than two years after their last semester of enrollment must submit a new application to the Office of Undergraduate Admission and be subject to current admission standards. Credit for Emerson work previously completed is subject to course approval; students would follow the catalogue in effect for the term in which they are admitted. Students returning from an LOA are subject to the residency requirements detailed in the Housing and Residence Life section of this handbook.

Call to Active Duty and Military Withdrawal

Students called to active duty in the armed forces of the United States should initiate a military withdrawal from Emerson College by presenting an official copy of their military orders to the Registrar. This must be done at the time that the student is required to stop attending classes. Students who are called to active duty during a semester or session and process a military withdrawal will not be charged tuition for the semester of withdrawal and will be eligible for "military reinstatement" to Emerson College and access to the same major at the time of withdrawal.

The Office of Financial Aid will review eligibility for aid funds already received by the student. Students will be evaluated and advised on the status of their financial aid based on the date of their withdrawal. Federal financial aid eligibility will be determined based on the Federal Return of Title IV Funds calculation. This federal calculation uses the date of withdrawal to determine the amount and

type of aid the student will retain and/or return to the Department of Education. Students will be notified of their financial aid eligibility and return funds within 45 days of officially notifying the College of their military withdrawal. Students will also be advised of actions required to defer loan(s) repayments based on active military duty. Please note that any institutional aid received may also be reduced proportionate to adjusted charges.

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

At the time that students are discharged from military service or are placed on inactive duty, they are eligible for “military reinstatement” to Emerson College, ensuring direct access to the same major in place at the time of withdrawal.

Reinstatement after Serving on Active Duty

Students whose absence from the College is a result of being called to active duty for more than 30 days will be reinstated to the College with the same academic status if: (1) they provide notice of such service, and other documentation required by law, to either the Registrar or associate vice president for enrollment; (2) within three years of their completion of service (or within two years after any period necessary to recover from an injury incurred or aggravated during such service), they notify the appropriate administrator in writing of their intent to return; (3) the cumulative length of all absences from the College for service in the armed forces of the United States

does not exceed five years; and (4) the student has not attended another college/university during the period of “military withdrawal” and return to Emerson College.

Written Communication

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

Academic Support Services and Resources

Academic Advising Center

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

Academic advising is integral to Emerson’s mission to educate students for life and prepare them for careers in communication and the arts. The advising programs at the College are designed to recognize the individual needs of students and provide for that diversity. Through partnerships with professional staff and faculty, students are afforded unique opportunities for defining and achieving academic and personal goals. Throughout the advising process, students are provided access to the rich

resources at Emerson and guided to make informed and independent decisions. Advising serves as a primary means for integrating students into the larger college community and facilitating the completion of their academic programs.

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

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

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

How can a student get the most out of academic advising?

- Establish a relationship with your academic advisor.
- Be prepared for your meetings with your academic advisor. Know what you want to talk about.
- Think about your entire academic curriculum, not just the semester for which you are registering.
- Get to know Emerson College and its academic programs. It is especially important to be familiar with the various policies and procedures that can affect you.
- Consult with your academic advisor early each semester,

especially if you are having difficulty with a course.

- Meet with your academic advisor to discuss your course planning well before registration.
- Accept responsibility for decisions that are made in discussion with your advisor.

Change of Major/Minor or Specialization

The Academic Advising Center maintains an official record of your declared major and minor. To file for an official change of major, or to declare or change a minor, ask for a Change of Major/Minor Form at the Academic Advising Center. Students may also request to change their faculty advisor with an Advisor Preference Form available at the Academic Advising Center. NOTE: All major changes require the permission of the academic department chair; details and specific program requirements are available at the Academic Advising Center. The Performing Arts Department prohibits the internal transfer of students into any of its programs.

Disability Services Office

216 Tremont Street, 5th Floor
617-824-8592

emerson.edu/disability-services

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.

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

Education Abroad and Domestic Programs

120 Boylston Street, 10th Floor
617-824-8567
emerson.edu/education-abroad

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

Iwasaki Library

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

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

Collections

Books: Emerson's collection of more than 125,000 printed volumes and 100,000 ebooks reflects the curriculum's emphasis on communication and the arts. Emerson belongs to Fenway Libraries Online (FLO), which provides access to more than one million items from Boston-area libraries.

Media: The media collection includes more than 15,000 items including DVDs, videotapes, 16mm films, streaming video, sound recordings, and other multimedia.

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

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

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

Services

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

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

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

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

Computing: Available computers include 6 library-use laptops, 3 iPads, 23 walk-up PC stations, a workstation with adaptive technology, 2 scanners, and a classroom with 20 dual-boot computers. Ten media viewing rooms are equipped with wallmounted LCD panel displays that can be used for collaborative work.

Printing and Copying: Pages printed on the black and white laser printers cost \$0.05 per page (single- or double-sided); color laser prints cost \$0.50 per page. Printing may be paid with EC Cash or print credits. Copies from the library's photocopy machines and microfilm reader/prints cost \$0.10 per page and may be paid with cash or EC Cash.

Policies

Circulation: An Emerson ID is required to borrow materials. Books, scores, and CDs are loaned for 28 days; circulating DVDs are loaned for 7 days. You may renew materials in person, by phone, or online. Late fees are \$0.25 per day per item. Reserve books, laptops, study rooms, and materials from the teaching video collection may be borrowed for two-hour periods and are library-use only. Late fees are \$1.00 per hour per item. Media items and textbooks may carry higher replacement costs. A lost item charge of \$65.00 is assessed after six weeks. Late fees and replacement charges may be paid by cash, check, or EC Cash. Registration, grades, and diplomas are held until these charges are paid.

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

Office of Student Success

80 Boylston Street, First Floor
617-824-8650
emerson.edu/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 work 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.

Professional Studies and Special Programs

The Department of Professional Studies and Special Programs offers two summer sessions and intensive winter and summer intersession courses. These regular and special course offerings provide the opportunity for full-time students to explore new areas of study, have unique educational experiences, accelerate their path to graduation, make up work, or complete courses needed for graduation.

Office of the Registrar

216 Tremont Street, 2nd Floor

617-824-8660

registrar@emerson.edu

The Office of the Registrar is the place to go when you need to:

- Cross-register at affiliated institutions
- Add courses, with instructor permission, during the second week of classes
- Register for directed studies and production projects
- Withdraw from a course after the second week of classes

Or if you have questions concerning:

- Academic class standing
- Course load
- Course withdrawals
- Prerequisites
- Registration
- Transfer credits and pre-approval
- Veterans' benefits

Registrar Services/Resources

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

- Official transcript requests
- Enrollment verifications
- Transfer credits and pre-approval forms
- Registration instructions
- Course listings
- Academic calendar
- Final exam schedule
- Class schedule

Students' Right to Privacy (FERPA)

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

FERPA Definition of Records

FERPA defines education records as any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche that contains information directly related to a student and that is maintained by Emerson College or a person acting for the College. A student is any individual who is or has been in attendance at the College. A student's attendance commences upon the individual's acceptance of admission and payment of the required deposit. The term "education record" does not include records of instructional, supervisory, and administrative personnel, and educational personnel ancillary thereto that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute; records on a student who is 18 years of age or older that are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional or paraprofessional capacity, or assisting in that capacity and in connection with the provision of

treatment to the student, and are not available to anyone other than persons providing such treatment, provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice; records of students as employees unless the employment results from the employee's status as a student; and alumni records (records that are created or received by the College after an individual is no longer a student and that are not directly related to the individual's attendance as a student).

Access to Records

No one outside the College shall have access to nor will the College disclose students' education records without the written consent of students except as permitted by FERPA. FERPA-permitted disclosures include, but are not limited to, disclosures to College officials with legitimate educational interests, persons or organizations providing students financial aid, accrediting agencies carrying out their accrediting function, parents of a student who is their "dependent" for federal tax purposes, and persons in connection with a health or safety emergency. The College's decision to release information that is covered by a FERPA exception is discretionary with the College. Emerson College will also release information in compliance with a judicial order or lawfully issued subpoena. In most cases, the College will make a reasonable attempt to notify the student of the order or subpoena in advance of compliance at the student's last known address.

A "school official" is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with

whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing tasks. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill professional responsibilities for the College.

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

Disclosure of Education Records with Student's Consent

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

Directory Information

At its discretion, the College may provide Directory Information in accordance with the provisions of the Act to include: name, local address, permanent address, local phone number, dates of attendance, degrees earned, dates of degrees, awards/honors/scholarships, majors, minors, sports and activities, height and weight of members of athletic teams, advisor, photographs or recorded images

and computer username. It should be known that it is the College's choice to release information, and careful consideration is given to all requests to ensure that the information is not released indiscriminately. A student may withhold all Directory Information by notifying the Registrar's Office in writing.

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

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which student education records and personally identifiable information (PII) contained in such records—including the student's Social Security Number, grades, or other private information—may be accessed without the student's consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to a student's records and PII without the student's consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to a student's education records and PII without the student's consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain-use restriction and data security promises from the entities that they authorize to receive a student's PII, but the Authorities need not maintain direct control over such entities.

In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without the student's consent PII from the student's education records, and they may track the student's participation in education and other programs by linking such PII to other personal information about the student that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Review Process

FERPA provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panel are unacceptable. The Registrar's Office has been designated by the institution to coordinate the inspection and review procedures for student education records. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest. Records covered by FERPA

will be made available within 45 days of the request. All documents will be reviewed in the presence of a designated official. Students may have copies of any document unless a financial hold exists, the document involves another person, or they have waived their right to access. These copies will be made at students' expense.

Restricted Information

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

Challenge Procedures

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

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

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

A student has the right to submit a written complaint to the Family Policy Compliance Office, U.S. Department of Education, Washington, DC, 20202-4605, if the student believes that the College has violated their right under the Family Education Rights and Privacy Act. Revisions,

clarifications, and changes may be made in this policy at any time and without prior notice. Additionally, the Family Policy Compliance Office (FPCO) may, on its own initiative, investigate a potential FERPA violation “when no complaint has been filed or a complaint has been withdrawn.” Investigative and Enforcement Provisions (34 C.F.R. 99.62-99.67)

Annual Notification

Students will be notified of their FERPA rights annually by publication in the Student Handbook, Academic Catalogue, and the [Registrar website](#).

Name Changes

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

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

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

Gender Changes

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

Reissuance of Diploma upon Change of Name

Upon payment of the applicable administrative fee, currently \$15, the College will reissue a diploma for a graduate whose name has legally changed. The reissued diploma will carry the date the degree was originally awarded and the date of reissue. For practical purposes, the reissued diploma will have the signatures of the-then current president and chair of the Board of Trustees.

Technology Resources

120 Boylston Street, Suite 404
617-824-8080
it.emerson.edu

Emerson IT strives to be a trusted and collaborative partner in the development of innovative and sustainable technology solutions. Its mission is to foster creativity and learning across the College’s global campus.

Its Boston campus features lab and classroom spaces with more than 500 computer workstations, providing a variety of software to support students' academic needs and creative pursuits. Industry-standard applications are available including Autodesk Maya, Adobe Creative Cloud, Avid Media Composer, Final Cut Pro X, and Unity Pro. Students are provided with network storage space for real-time and collaborative video editing. Specialty labs offer large-format photo printing, 3D printing, color-calibrated monitors, graphics tablets, and film and photo scanners.

Each student's Emerson account includes access to an email account, online storage, lab workstations, and wireless and wired Internet. Academic resources include Google Apps for Education; Canvas for online course management; and Median, Emerson's multimedia uploading and delivery service used to share videos, images, and audio files. Emerson students also receive free access to lynda.com, an online training library with thousands of video tutorials and practice files.

The Help Desk, located on the fourth floor of the Walker Building, offers assistance to all students, faculty, and staff with any technology-related questions. During the academic year, the Help Desk is open seven days a week and most nights until 12:00 am. Students can also utilize the [IT website](#) to access step-by-step guides, alerts, or submit a help request online. Emerson IT offers free workshops throughout the year on illustration, animation, social media marketing, web design, and more.

Media Services, located on the fourth floor of the Ansin Building, is responsible for the audiovisual equipment in many of the College's classrooms and meeting spaces. Staff

members are available to assist with setup and operation of this equipment. Media Services provides technical assistance for special events. Services include setting up and operating projectors, facilitating teleconferencing, and providing amplification for speakers.

More information about IT services including locations and hours can be found at it.emerson.edu.

Television, Radio, and Film Production (TRF)

120 Boylston Street, Suite 211

617-824-8936

emerson.edu/trf

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

In its efforts to expand Emerson's reach and reflect the talent and knowledge of its faculty, students, and staff, Emerson Productions seeks partnerships with outside broadcasting, film, and other media organizations for both the production and distribution of new products. These products can range from original television and radio programs to web services. In addition, Emerson Productions is Emerson College's internal video production group.

TRF's equipment and facilities are primarily housed in the Little Building at 80 Boylston Street, the Ansin Building at 180 Tremont Street, the Tuft Performance and Production Center at 10 Boylston Place, the Paramount Center at 555 Washington Street, and in the Walker Building at 120 Boylston Street. More than 200 Emerson students are employed by TRF in its various operating areas.

Lacerte Family Writing and Academic Resource Center

216 Tremont Street, 5th Floor
617-824-7874
emerson.edu/writing-center

The Lacerte Family Writing and Academic Resource Center (WARC) provides academic support services to all students and gives them the opportunity to develop the skills and abilities necessary for academic success and independence at the college level. The WARC staff consists of four full-time assistant directors and a team of well-prepared graduate-assistant writing tutors who support writing across the curriculum, providing individualized tutorials in all phases of the writing process. The center also offers

private sessions on study strategies, including reading comprehension, test preparation, organization, and time management. Peer tutoring in content areas is available upon request. The WARC can provide academic counseling to students, especially those on academic probation and those transitioning to the College from other institutions. The staff monitors academic performance at mid-term and works, as needed, with students to design appropriate academic study plans. The staff also collaborates with College faculty and offices to address other student needs.

Student Finances and Insurance

Student Financial Services

216 Tremont Street, 4th Floor
617-824-8655
emerson.edu/financial-services

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

Health Insurance

All students enrolled in at least 75 percent of the full-time credit level (9 or more credits) are required to be covered by qualifying health insurance. The Emerson College-sponsored insurance is billed annually to students enrolling in the fall term. This premium will be prorated for students first entering in the spring term. It will not be prorated for part-time students. Students may waive the health insurance fee by submitting proof of comparable coverage prior to the end of the first two weeks of classes each year to be exempted from the Emerson College insurance premium. The option to waive the health insurance fee will not be permitted after the first two weeks of classes of the semester the student is currently charged for. After this date, the premium is nonrefundable.

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

Massachusetts state law requires all students participating in at least 75 percent of the full-time credit level (9 or more credits) to be continuously enrolled in a qualifying health insurance plan. Students who waive the College-sponsored insurance program at the beginning of the

applicable policy period and then subsequently lose their alternative coverage are obligated to seek immediate enrollment in either the College-sponsored plan or a qualifying alternate insurance plan. In either case, the student is responsible for notifying the Office of Student Accounts within 30 days of loss of coverage to enroll in the College-sponsored insurance plan or update their insurance waiver card with the pertinent information regarding their new qualifying alternative plan. Students must submit a loss of coverage letter in order to enroll in the insurance plan. The start of coverage will begin based on the termination date of the previous insurance to ensure the student is continuously enrolled in a qualifying insurance plan. There is a prorated premium available for the College-sponsored insurance plan when coverage begins after the start of the applicable policy period.

International Students

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

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

Medical/Psychological Tuition Refund Insurance Plan

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

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

Emerson College Student Emergency Loan (eSEL)

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

The eSEL Program is administered with the following guidelines:

1. The individual applying for the loan must be a matriculated student enrolled at least half time.

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

To apply for this short-term loan program, go online through eCommon and download the application and promissory note. The application needs to be submitted at the Office of Student Success for the eSEL administrator to review. The eSEL administrator will contact the student directly with a decision. If you have questions, please visit the Office of Student Success on the first floor of the Little Building at 80 Boylston Street and ask to speak to the eSEL fund administrator.

Refund/Withdrawal Policy

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

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

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

- When the leave or withdrawal is filed and the student vacates the room: prior to the end of the first two weeks of classes: 80 percent refund of room/board; prior to the end of the third week: 60 percent refund of room/board; prior to the end of the fourth week: 40 percent refund of room/board; prior to the fifth week: 20 percent refund of room/board; after the fifth week, NO REFUND IS MADE.

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

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

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

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

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

Rules, Regulations, and Policies

Student Code of Conduct

Preface

The College expects all of its students, whether or not they are on campus or are currently enrolled as degree candidates, to behave in a mature and responsible manner. If the College determines that a student has violated the College's standards of conduct, the College may discipline the student; such discipline may include suspension or 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 on [page 154](#)). 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.
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.
26. Unauthorized storage, possession, or use of hoverboards, self-propelled scooters, or similar devices in any College-owned or -leased facility, vehicle (including transportation buses), or at any College-sponsored event.

Further explanations and definitions of these Rules and Regulations can be found in the College Policies section on [page 120](#).

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 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, via their Emerson College email account, of any alleged College policy violation(s) and instructions about an Informational Meeting that the respondent is expected to attend with a hearing officer. During this Informational Meeting, the respondent and hearing officer will discuss the alleged violation(s) and the student conduct process. If a respondent fails to comply with the instructions in this notice or fails to attend their Informational Meeting, the College may adjudicate the matter and assign sanctions, when appropriate, without the respondent's input.
2. 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, they may refer a matter directly to an Administrative Hearing or to a Conduct Board Hearing and the hearing officer will

notify the respondent of that fact. If the College makes no such election, then at the Informational Meeting the respondent will be given the opportunity to select an Administrative Hearing or a Conduct Board Hearing.

3. Should the respondent select or be given an Administrative Hearing, the student will have their Administrative Hearing with the hearing officer assigned to their Informational Meeting. The respondent will have the option to convene the Administrative Hearing immediately or at a time that is convenient for the respondent and hearing officer.
4. Should the respondent select or be given 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.
5. Respondents referred to a Conduct Board Hearing will receive a written notice for their Conduct Board Hearing normally five business days before the hearing. A student may request consideration for the five-day notice to be waived.
6. A written notice for a Resolution Panel will be presented in advance of the commencement of the Resolution Panel, normally five business days before the commencement of the Resolution Panel. A student may request consideration for the five-day notice to be waived.
7. Students are expected to attend their Administrative Hearing, Conduct Board Hearing, or Resolution Panel.
8. The College will make every effort to avoid scheduling an Informational Meeting, Administrative Hearing, 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 Informational Meeting, Administrative Hearing, or Resolution Panel whether or not the respondent fails to attend. If students believe they have a valid reason for an Informational Meeting, Administrative Hearing, Conduct Board Hearing, or Resolution Panel to be rescheduled, a written request must be sent by the student to the director of student conduct, assistant director of student conduct, or designee a minimum of 24 hours in advance of an Informational Meeting, Administrative Hearing, or Resolution Panel (72 hours in advance of the Conduct Board Hearing) for consideration. Job and extracurricular activity conflicts are not typically considered for rescheduling an Informational Meeting, Administrative Hearing, Conduct Board Hearing, or Resolution Panel.

E. Hearing Boards and Resolution Panel

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 comprise 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 106](#). A Resolution Panel will ordinarily follow the procedures as listed under Procedures of Resolution Panels listed on [page 109](#). 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 Conduct Board Hearing/Resolution Panel by one person of their choosing from the College community or their immediate family. The advisor cannot be an attorney. The role of the advisor will be limited to providing advice to the student they are advising. The advisor cannot give testimony; ask or

answer questions of panel members, witnesses, or the complainant; or submit documents or evidence. Advisors who do not respect these rules may, at the discretion of the chair, be removed from the Conduct Board Hearing/Resolution Panel. 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 120](#) of the Student Handbook. Typical minimum sanctions for violations of the Alcohol and Other Drugs Policy are detailed in Alcohol and Other Drug Policy on [page 124](#) of the Disciplinary Process section of the Student Handbook.
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 by the respondent. Appeals submitted by a third party or anyone else on behalf of the respondent will not be accepted and will not be considered. The appeal must be received by the dean of students or a designee within seven (7) business days after receipt of the Conduct 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.

M. Transcript Notations

The College reserves the right permanently to note a sanction of suspension or dismissal resulting from a College policy violation on a student's transcript. This notation will not describe the violation or incident that resulted in the sanction.

If a student leaves (defined below) or withdraws from the College with (1) a Title IX complaint pending against them or (2) a student conduct code violation pending for conduct that reportedly harmed another individual(s) or the community, the College will note the following on the student's transcript: "Voluntarily withdrew dd/mm/yy, with College disciplinary charges pending. This notation does not constitute a finding or admission of responsibility." This notation will remain on the student's transcript until the charge or complaint is resolved under the College's Sexual Misconduct Policy or through the College's Student Conduct Process.

Student Leave: A student is considered to have left or be on leave from the College for the duration of an approved "Leave of Absence" or pursuant to an "administrative withdrawal" declared by the Registrar. The College has the discretion to place a student in "administrative withdrawal" status when the enrolled student has multiple consecutive unexcused absences from all registered classes.

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.
- N. "Informational Meeting" refers to a meeting between the respondent and hearing officer in which the alleged violation(s) and the student conduct process are discussed. During the informational meeting, a hearing type will be identified or selected to resolve the matter.

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 students 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.
 - 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 it in determining, in a fair and equitable manner, whether allegations contained in the statement of charges are supported by a preponderance of the evidence (more likely than not).
 1. Ordinarily, the Conduct Board will require that witnesses giving testimony concerning the events in question have first-hand knowledge of facts to which they are testifying. In other words, the Conduct Board requires that in order to give testimony concerning an event in question, a person must have been present during the event in question and have observed its occurrence (whether through seeing or hearing).
 - a. The board may accept the testimony of a person who

heard a description of an event from one of the persons who was physically present, provided that there are reasons to conclude that the second-hand testimony is reliable.

- b. In the discretion of the Conduct Board, when it is shown that it is unreasonable to expect an important witness to attend the hearing in person, the board may accept a written description of an event provided: (1) the opposing party and the Conduct Board are 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
- 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”).

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.

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.

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/

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.

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 Process

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;
 - 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;

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.

- 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.
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

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.

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 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 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 125](#) of this Student Handbook:
 - 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 125](#) of this Student Handbook. 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.

- First Violation (minimum sanction):
 - Formal warning
 - \$50 fine
 - AOD educational assignment
 - Notification letter to student's parents

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

Bicycles

There are two bicycle parking rooms on Emerson’s campus. One is located at 19 Boylston Place, and the other is located at 180 Tremont Street. The Boylston Place Bike Room has been designated 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 fliers reviewed and approved for posting. All hard-copy postings must have an official Student Life posting registration stamp. Student organizations are strongly encouraged to show posters to their advisors prior to obtaining a registration stamp.

To obtain a registration stamp:

1. An original poster, table tent, or flyer must be dropped off at the Office of Student Life, 150 Boylston Street, second floor, at least 24 hours before the flyer/poster is to be posted or placed.
 2. Individuals and groups may not post or place any flyer or notice without the original copy being stamped. Unregistered posters and table tents will be removed and violations issued.
 3. All registered flyers/posters will be stamped with a designation that denotes the end posting date. Flyers/posters will be approved for up to three weeks of posting. Groups may copy that flyer for more general distribution. Poster registration does not imply College endorsement.
 4. Student/student organizations are expected to remove their notices when their event has passed.
 5. Alterations to an approved poster are considered unapproved. You must bring your flyer to Student Life for re-approval.
 6. All flyers must have Emerson College contact information in order to be approved.
 7. All flyers advertising a fundraiser or donations solicitation must have an approved Fundraising Form on file with the Office of Student Life before the poster may be stamped for approval. See [page 144](#) 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: Director of the Campus Center
 2. Cabaret: Director of the Campus Center
 3. Residence Halls: Residence Director
- C. No postings may be placed in elevators, on fire escapes, walls, doors, windows, bathroom stalls, mirrors, fences, lamp posts, or trees.
- D. Postings, flyers, advertisements, and other notices are not permitted to be slipped under or placed on residence hall room doors without approval of the associate dean/director of housing and residence life.
- E. Postings on the outside of any Emerson-owned or -rented property is prohibited.
- F. No postings may be placed or distributed that promote a party or event where students under the legal drinking age are likely to be served or obtain alcoholic beverages.
- G. No postings may be placed or distributed that allude to, depict, promote, invite, or encourage alcohol or other illegal drug consumption.
- H. No postings may be placed or distributed for non-College sponsored events at which alcohol will be served or consumed.
- I. No postings for non-Emerson related events and activities will be approved for posting. Non-Emerson related events and activities are encouraged to purchase advertising space in *The Berkeley Beacon* and/or other appropriate publications.
- J. If an Emerson-related event is to take place on property under the jurisdiction of a governmental entity, such as city, state or federal institution, a permit must be obtained through the Office of Government and Community Relations. Proof of a permit must be submitted before a poster will be approved by 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 Iwasaki 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), As Amended

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:

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

- Reasonable accommodations, academic adjustments, and/or auxiliary aids and services that they may need to have equal access to the College’s programs, activities, and services;
- Appropriate confidentiality of information concerning their disability as required by federal and state law; and
- 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 Iwasaki 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 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 EMail" option from the pages.emerson.edu/myaccount webpage. 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 America [RIAA]) may discover that activity through a variety of methods. The copyright holder or its representative may notify the College of the unlawful activity, and the College is required to take action in response. Reports of copyright infringement by students are referred to Emerson's Office of Student Conduct, and the alleged infringers may face disciplinary action under the College's Code of Student Conduct up to and including loss of housing and suspension from the College. Reports of alleged infringement on the part of employees are referred to the employee's department head. Illegal activity by any network user may result in suspension or termination of network privileges.

In addition, copyright holders and their representatives may take legal action against infringers, and the resulting

penalties can be very steep. Courts may award the victim of infringement actual damages (for example the amount of lost profits resulting from the infringement), or statutory damages ranging from \$750 to \$30,000 per work infringed. In cases of willful infringement, courts may award as much as \$150,000 per work infringed. In fact, 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 handbook 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.

Each student who creates or participates in the creation of a student work agrees to indemnify and hold harmless Emerson College against any loss, damage, liability, or expense that Emerson College incurs as a result of the preparation or production of such student work, including, without being limited to, any material in such work that infringes or violates any copyright; right of privacy or any other right of any person; or is libelous, obscene, or contrary to law.

c. Limitation on Transfer Rights in Student Works

Student works may also have market value. However, if a student markets, commercially distributes, or transfers to a third party 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
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 (ext. 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
- 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 associate vice president for human resources/Title IX coordinator at ext. 8133 or any of the following persons:

- A supervisor or department head
- Dean of Students, ext. 8640
- Director of Multicultural Affairs 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 AVP/Title IX coordinator, ext. 8133.

Federal and state laws and regulations place certain requirements on Emerson College regarding the reporting of sexual harassment. No 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 AVP for human resources 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 AVP for human resources or designee as soon as they become aware of it.

Similarly, all employees, and others having dealings with the College, must report to the AVP for human resources any conduct of which they have direct knowledge, and which they in good faith believe constitutes sexual harassment in violation of this policy.

Timeliness in Reporting

The College encourages the prompt reporting of complaints and concerns so that timely and effective action can be taken. The prompt reporting of incidents of any perceived discrimination or harassment allows the College to investigate while the memories of the individuals involved are fresh. Early reporting and intervention is the most effective method for resolving complaints of discrimination and harassment.

Investigatory Process

The College will strive to promptly, equitably, and thoroughly investigate all complaints of discrimination, harassment, or retaliation it receives. The College will not permit or otherwise charge a person who is the subject of a complaint to investigate that complaint. Whenever possible and as appropriate, investigations will include private interviews with the individual filing the complaint, the person alleged to have committed the discrimination or harassment, and third-party witnesses. It will also include consideration of other relevant evidence, which may include review of photographs, computer files, email accounts, voicemail records, and other records.

Interim steps may be taken whenever necessary and may include separating parties involved in a complaint, administrative leave for any party involved in an investigation, or other measures necessitated by the circumstances.

When Emerson has completed its investigation, the AVP for human resources or a designee will inform both the complainant and the subject of the complaint that the College has concluded its investigation and the College's determination as to whether sufficient evidence exists to support the complaint. If it is determined that conduct in violation of this policy has occurred, the College will act promptly to eliminate the offending conduct and, where appropriate, may also impose disciplinary action up to and including separation from the College.

The following is an outline of the procedure generally followed once a complaint has been brought to the attention of the College:

- The AVP for human resources/Title IX coordinator must be notified immediately of all complaints brought forward under this policy.
- A prompt and impartial investigation of the complaint is conducted by a College investigator(s) and is overseen by the Title IX coordinator and/or deputy coordinator(s).
- The investigation will consist of (but will not necessarily be limited to) interviews of the individual who made the complaint, of the person or persons against whom the complaint was made, and of other individuals who may have witnessed the reported incident or incidents.
- Upon completion of the investigation, the person who conducted the investigation will prepare a written conclusion and meet individually with the individual who made the complaint and the individual or individuals against whom the complaint was made, to
 - report the results of the investigation and, where a remedy is determined to be appropriate,
 - inform the parties of the steps that will be taken to remedy the situation. See the faculty and student handbooks for disciplinary proceedings applicable to violations of this policy.

- The AVP for human resources/Title IX coordinator is notified of the outcome and a file of the investigation and outcome are maintained in the Office of Human Resources.

Responsive Action

If the College's investigation reveals that a member of the Emerson community has engaged in misconduct constituting discrimination, harassment, or retaliation, the College will take prompt remedial action toward eliminating the conduct, putting measures in place to prevent recurrence and correcting its effects including, where appropriate, imposing discipline on the offender. Such disciplinary action, depending on the persons involved, may include, among others, loss of College privileges, or:

Staff and Faculty

In the event that the investigation reveals that harassment, discrimination, or other inappropriate or unprofessional conduct (even if not unlawful) in violation of this policy has occurred, further action will be taken including disciplinary action such as, but not limited to, reprimand, change in work assignment, loss of privileges, mandatory training or suspension, and/or immediate termination.

Students

In the event that the investigation reveals that harassment, discrimination, or other inappropriate or unprofessional conduct (even if not unlawful) in violation of this policy has occurred, further action will be taken consistent with applicable student policies including disciplinary action such as, but not limited to, censure, disciplinary probation, loss of privileges, educational assignment, counseling, deferred suspension, suspension, and/or dismissal.

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 the AVP for human resources as the College's Title IX coordinator. Additionally, the following deputy coordinators and investigators are designated as those persons charged with coordinating the College's implementation of this policy and investigating complaints of harassment and discrimination in violation of this policy for the College. They may be contacted to

initiate an investigation under the policy or to answer questions regarding this policy. The College also reserves the right to retain an outside investigator to investigate complaints regarding violations of this policy.

Title IX Team

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

Deputy Title IX Coordinators

Kimberly Marcella, Deputy Title IX Coordinator
Director, Employment Relations
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323-952-6410

Dr. Chester Lee, Interim Deputy Title IX Coordinator
Assistant Director, Kasteel Well
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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 human resources, 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.
- 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 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 College Policies on [page 124](#).

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 that are disruptive or involved in a policy violation of any kind may be asked to leave the residence hall immediately and may be banned from returning.

All residents are requested to be aware of unescorted guests on the floor and to report their presence to the RA on duty or to the desk assistant. 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 assistant 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. Minimum Sanction 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. Students are required to carry College ID at all times. Minimum Sanction Level: II
14. Resident students are required to present their IDs to the desk assistant 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
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. Fliers or other postings may not be placed on hallway walls, lobbies, stairwells,

doors, or other unauthorized areas in the hall. Postings may not be placed on any window. Postings must be stamped as registered through the Office of Student Life. 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
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:

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 secondhand 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.

Who, What, Where

Campus and Community Resources

Unless otherwise noted, all phone numbers are within the 617 area code.

Emergencies

Ambulance	911	
Fire	911	
Police	911	
Poison Control	800-222-1222	poison.org/actFast/1800.asp
State Police	523-1212	mass.gov/eopss/agencies/msp
Rape (Rape Crisis Center)	492-RAPE (7273)	barcc.org

On-Campus Numbers

Emerson College Switchboard	824-8500
Emerson Police	
24-hour business line	824-8555
Emergency line	824-8888 or 8911
Escort Service	824-8559
Counseling and Psychological Services	
M-F, 9:00 am–5:00 pm	824-8595
After-Hours Crisis Service	824-8595
External Programs 24/7	824-8755
Crisis Service	
Dean of Students	824-8640
Center for Health and Wellness	824-8666
Housing and Residence Life	824-8620
Residence Directors:	
80 Boylston Street	
(Little Building)	
Floors 3–7	824-8144
Floors 8–12	824-8155
100 Boylston Street	
(Colonial Building)	824-7107
150 Boylston Street	

(Paramount)	824-8901
543-547 Washington Street (Piano Row)	
Floors 3–8	824-8624
Floors 9–14	824-8629
Student Life Office	824-8637
Violence Prevention and Response Director	824-8857

Emerson Residence Hall Addresses

(See Residence Life section for specific examples)

- 80 Boylston Street: 02117-9145
- 100 Boylston Street: 02117-9155
- 150 Boylston Street: 02117-9150
- 543-547 Washington Street: 02117-9160

Local Social Services

We encourage you to take advantage of the resources available to you on campus. If you are unsure who to get in touch with, call the Dean of Students Office. Off-campus resources are also listed on the following pages (all area codes are 617 unless otherwise noted).

Abortion/Family Planning

Emerson Counseling and Psychological Services	824-8595	
Emerson Center for Health and Wellness	824-8666	
Planned Parenthood	800-258-4448	plannedparenthood.org

Abusive Relationships

Violence Prevention and Response	824-8557
The Network/La Red	742-4911
Safelink	877-785-2020
National (24/7) Helpline	1-800-785-2020

Alcohol and Other Drug Abuse

Emerson Counseling and Psychological Services	824-8595
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Emerson Center for Health and Wellness	824-8666	
Adcare Hospital Hotline	800-252-6465	adcare.com
Alcoholics Anonymous	426-9444	aaboston.org
Alcohol/Drug Hotline (MA Dept. of Public Health)	800-327-5050	helpline-online.com
Alcohol Abuse 24-Hour Helpline	800-888-9383	samhsa.gov
Ambulance		
Emergency	911	
ArtsEmerson	824-8030	
Business		
Better Business Bureau of Eastern MA	508-652-4800	bbb.org/boston/
Civil Rights		
American Civil Liberties Union	482-3170	aclum.org
NAACP	427-9494	bostonnaacp.org
Deaf/Hearing Impairment Support		
Emerson College Communication Sciences and Disorders Dept.	824-8730	
Disabilities		
Disability Services	824-8592	
Emerson Lacerte Family Writing and Academic Resource Center	824-7874	
Emerson Center for Health and Wellness	824-8666	
Employment		
Emerson Student Success	824-8655	
Emerson Career Services	824-8586	

Gay, Lesbian, Bisexual, Transgender, Queer/Questioning

Emerson GLBTQ Student Life	824-8637	
Gay and Lesbian Helpline	267-9001	glnh.org
Fenway Community Health Center	267-0900 ext. 302	fenwayhealth.org lgbthealtheducation.org

Healthcare

Emerson Center for Health and Wellness	824-8666	
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HIV/AIDS (also see Sexually Transmitted Infections)

AIDS Action Committee (general info)	437-6200	aac.org
AIDS Action Committee Hotline	800-235-2331	aac.org/contact
Centers for Disease Control HIV/AIDS Hotline	800-232-4636	cdc.gov/hiv/
HIV Anonymous Testing (MA Dept. of Public Health)	624-5300	massresources.org/hiv-testing.html
Fenway Community Health Center	267-0900	fenwayhealth.org

Housing

Emerson Housing and Residence Life Office	824-8620	
Emerson Off-Campus Student Services Office	824-7863	
Rental Housing Resource Center	635-4200	cityofboston.gov/contact/?id=5
Boston Housing Authority	988-4000	bostonhousing.org

International Students

Emerson Office of International Affairs	824-7858	
World Affairs Council	482-1740	worldboston.org
Immigration Service	800-375-5283	uscis.gov/

Jury Duty

Office of the Jury Commissioner	800-THE JURY	mass.gov/courts/jury-info/
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Legal

Harvard Legal Aid Bureau	495-4408	harvardlegalaid.org
Mass. Bar Association	338-0500	massbar.org
Civil Liberties Union of Massachusetts	482-3170	aclu.org/affiliate/massachusetts

Mental Health

Emerson Counseling and Psychological Services	824-8595	
Mass. General Hospital	726-2000	massgeneral.org

Multicultural Affairs

Emerson Office of Multicultural Student Affairs	824-8637	
NAACP	427-9494	bostonnaacp.org
Villa Victoria Center (Latino resources)	927-1737	iba-etc.org
Boston Chinatown Neighborhood Center	635-5129	bcnc.net
The Division of Diversity and Inclusion	824-8528	

Police

Emerson Police Department	824-8555	
Boston	343-4200	bpdnews.com
State	523-1212	mass.gov/eopss/agencies/msp

Political

Voter Registration	635-2400	sec.state.ma.us/ele/eleifv/howreg.htm
Common Cause	426-9600	commoncause.org/states/ massachusetts/
Democratic State Committee	776-2676	massdems.org/state-committee/
Republican State Committee	523-5005	massgop.com/about/state- committee/
Libertarian Party of MA	508-754-1859	lpmass.org
Socialist Party of MA	275-2525	sp-usa.org/mass/

Sexual Assault/Sexual Violence

Violence Prevention and Response	824-8857	emerson.edu/vpr
National (24/7) Helpline	800-656-4673	
Boston Area Rape Crisis Center	800-841-8371	barcc.org
Beth Israel Hospital Rape Crisis	667-8141	bidmc.org/violenceprevention

Sexually Transmitted Infections (Also see HIV/AIDS)

Emerson Center for Health and Wellness	824-8666	
American Social Health Association STI Resource Center	800-227-8922	ashasexualhealth.org
Fenway Community Health Center	267-0900	fenwayhealth.org/site/PageServer?pagename=FCHC_srv_services_vrp_SexualAssault
MA Dept. of Public Health STD Hotline	983-6940	massresources.org/hiv-agencies.html

Suicide Prevention

Emerson Counseling and Psychological Services	824-8595	
Samaritans Suicide Hotline	247-0220	samaritanshope.org

Travel

Passport Agency	877-487-2778	travel.state.gov/content/passports/english/passports/information/where-to-apply/agencies/boston.html
AAA (Boston)	800-222-7448	aaa.com

Women

National Organization for Women	939-9035	bostonnow.org
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Academic, Student Support, and Administrative Resources

See the entire Emerson College Faculty and Staff Directory
at emerson.edu/directory.

Emerson College Timeline

Alma Mater

O Alma Mater, dear, thy name we praise,
Our voices love inspired to thee we raise,
And we will cherish thee in days to come,
And think with loving hearts of Emerson.

Yours is the highest art, a shining goal,
You are the star of each and every soul,
And all your children's hearts they beat as one,
We love thee Alma Mater, Emerson.

Colors: Royal Purple and Gold

Mascot: Lion

Motto: Expression Necessary to Evolution

- 1880** Charles Wesley Emerson opens the Boston Conservatory of Elocution, Oratory, and Dramatic Art. Ten students enroll in the first class. Tuition is set at \$100 per year or \$45 per term.
- 1881** The Boston Conservatory of Elocution, Oratory, and Dramatic Art is renamed Monroe Conservatory of Oratory.
- 1890** After repeated requests from students and alumni, Charles Emerson changes the name of the institution to Emerson College of Oratory.
- 1908** Emersonian yearbook first published. Student Association meets for the first time.
- 1928** Emerson purchases its first piece of real estate, a women's dormitory building at 373 Commonwealth Avenue.
- 1931** Emerson's athletic program begins with intramural volleyball.

- 1932** First Radio course offered.
- 1933** The building at 130 Beacon is purchased. The purchase of 130 established Emerson's campus in the Back Bay.
- 1936** Emerson College's first theater is constructed behind 128-130 Beacon Street.
- 1939** The institution's name is changed to Emerson College.
- 1947** \$7.50 Students' Activities Fee created, \$3.00 for class dues; \$2.00 to the *Emersonian* yearbook; \$1.50 to the new *Berkeley Beacon*, and \$1.00 for Student Government Association dues. Inaugural year of WECB radio station.
- 1949** FCC approves the first educational broadcast license on the East Coast for WERS.
- 1951** Beanie Day begins, a tradition that continues until 1970. Freshmen were required to wear beanies as part of orientation. Intercollegiate Debate Program is organized.
- 1953** Robbins Speech and Hearing Clinic opens.
- 1961** Parents' Weekend, sponsored by Emerson College Parents' Association, begins with a tour of the campus, dinner, and tickets to the Spring musical.
- 1964** Emerson College acquired the Engineers Club at 96 Beacon Street to be used for the first Student Union.
- 1966** Beginning of Emerson College's first summer study abroad program. Students study in England and Greece. This was a renewal of an original school abroad program that began in 1924.
- 1972** First faculty and student representatives elected to the Board of Trustees.
- 1986** The Los Angeles Program is established.

- 1988** Kasteel Well in Holland is purchased, becoming the home of Emerson's overseas program.
- 1989** *GEORGE M!* is the first Emerson College musical to be presented in Emerson Majestic Theatre.
- 1992** 180 Tremont Street is purchased and becomes the first building of the "Campus on the Common."
- 1993** Dr. Jacqueline Weis Liebergott, Emerson's 11th President, is inaugurated as the College's first female president.
- 1995** The Little Building, the home to 750 resident students, opens.
- 1997** The College adopts a three-school model to house its academic programs. The men's varsity basketball team captures the College's first intercollegiate league championship.
- 1998** 180 Tremont Street, formerly the Edison Building, is re-named the Ansin Building and 120 Boylston Street (The Walker Building) is purchased.
- 1999** The Library relocates to 120 Boylston Street. The Emerson Channel begins broadcasting over the College video distribution system.
- 2001** The College adopts a two-school model for its academic programs.
- 2003** Cutler Majestic Theatre renovations are complete. The Tufte Performance and Production Center opens.
- 2005** Rotch Field re-opens after Emerson College works with City of Boston to clean up and refurbish the grounds. College announces plans for the Paramount Center on Washington Street.
- 2006** Piano Row Residence Hall, the College's first LEED-certified building, opens at 150 Boylston Street and includes the Max Mutchnick Campus Center and the Bobbi Brown and Steven Plofker Gym.

- 2007** The Lions' softball team is the first team at Emerson College ever to play in a national championship.
- 2008** Emerson announces plan to build a permanent center in Hollywood for its 20-year-old Los Angeles Program. For the first time, Emerson College competes in an international world championship event, Quidditch.
- 2009** The Colonial Building Residence Hall opens and becomes the "greenest" building on campus. Men's volleyball is added as the College's 15th intercollegiate varsity sport.
- 2010** The Paramount Center opens at 555 Washington Street, which includes a renovated art deco 596-seat main theater, the 125-seat Jackie Liebergott Black Box Theatre, a soundstage, the 170-seat Bright Family Screening Room, a scene shop, rehearsal studios, classrooms, practice rooms, and a residence hall.
- 2011** Dr. M. Lee Pelton assumes stewardship of the College.
- 2012** Dr. Pelton is inaugurated as Emerson's 12th president. Emerson College breaks ground for the new Los Angeles Center that will house approximately 200 students and provide a permanent academic center in LA.
- 2013** Emerson Athletics joins the New England Women's and Men's Athletic Conference.
- 2014** Emerson's new award-winning academic and residential facility opens in Los Angeles.

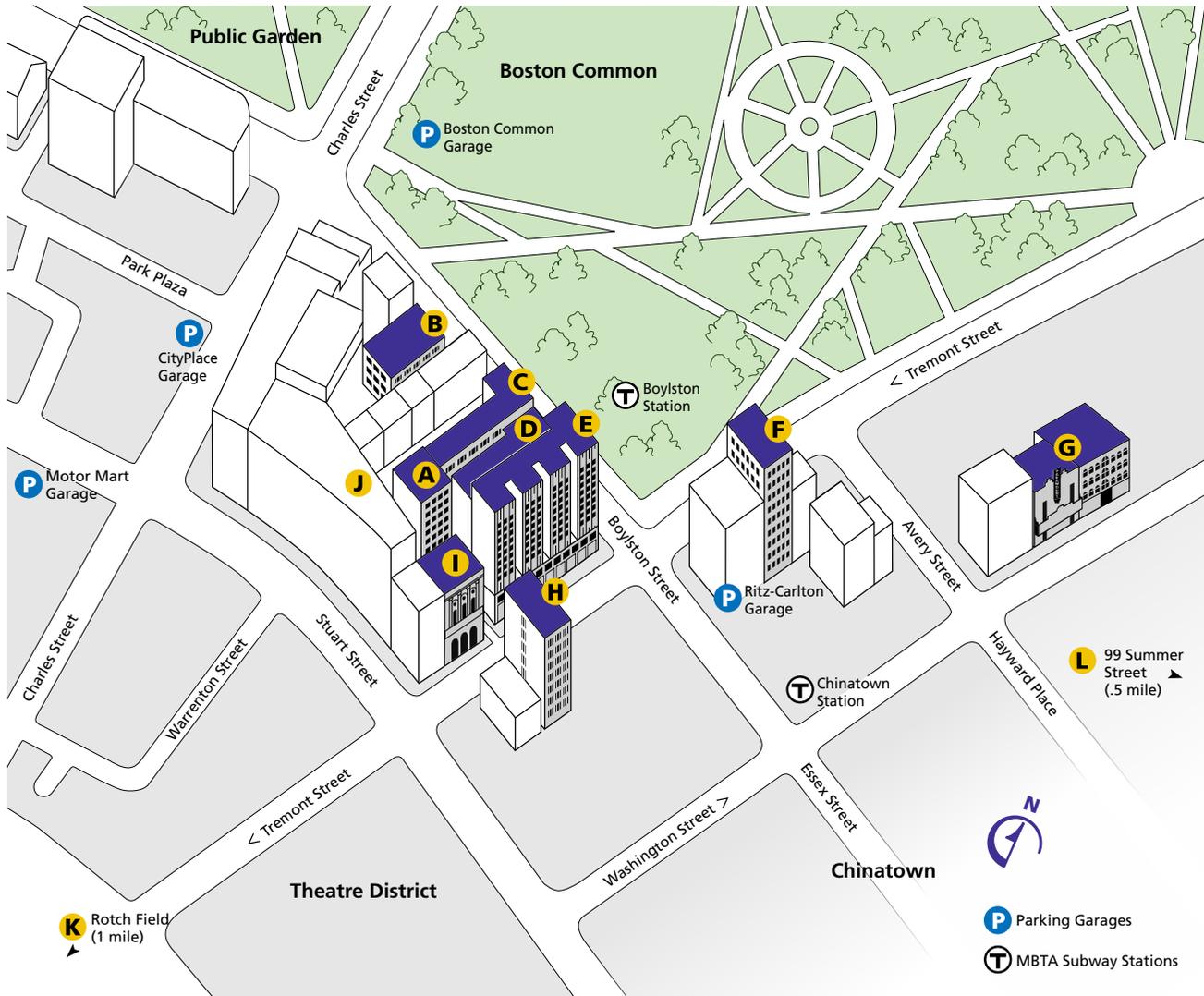


EMERSON COLLEGE

BOSTON MASSACHUSETTS

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

Campus on the Common



- A** **Tufte 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 Bordy 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