

Graduate

Student Handbook
2017–2018

Emerson
COLLEGE



School
of the Arts

Creative Writing
Film and Media Art
Popular Fiction Writing and Publishing
Publishing and Writing
Theatre Education
Writing for Film and Television

School of
Communication

Civic Media: Art and Practice
Communication Disorders
Communication Management
Integrated Marketing Communication
Journalism

Table of Contents

Credits	2
Your Graduate Student Handbook	2
Stages of an Academic Career at Emerson	3
Important Offices at Emerson College	6
Student Groups	8
Social, Study Spaces, and Dining Halls and Cafes	9
Academic Grievance Procedure	10
Office of Community Standards and Student Conduct	11

Credits

Your Graduate Student Handbook

Editors

Jan Roberts-Breslin
Maria Figueroa
Eric Matthews

Production Coordinator

Liliana Ballesteros

Notice Regarding the Contents of This Handbook

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

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

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

The rules and regulations in this handbook can be superseded, suspended, or complemented by the Emerson administration in order to protect the school and its students, faculty, and staff.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

Stages of an Academic Career at Emerson

Matriculation and Catalogue of Entry

Once students have matriculated at Emerson, they are held to all requirements of the catalogue under which they first matriculated. If the content of a program is changed in subsequent catalogues, students may petition their graduate program director and the dean of graduate and professional studies to adopt the new program content in its entirety. This does not apply to the number of required credits.

Communication at Emerson

Email

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

eCommon

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

Studying at Emerson

Registration and Course Selection

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

Directed Studies

Directed studies offer students the opportunity to pursue special topics that are important to their field of study, but are not offered in a regular course. It is the decision of a

faculty member whether or not to offer a directed study. The department chair and graduate program director must approve all directed studies through the Directed Studies Contract Form, indicating the objectives of the study, the length and depth of the study, the frequency of meetings, the expectations for the end-product of the student, and the type of faculty feedback. The Directed Studies Contract Form can be found on the Forms and Instructions page of emerson.edu/registrar.

Course Evaluations

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

Continuous Registration

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

Complementing the Classroom

Internships

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

Master's Project

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

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

Master's projects must be submitted and approved according to the deadlines established by their program and the Academic Calendar. One electronic copy of the approved written component project must be submitted to Canvas no later than the date specified in the Academic Calendar. The Master's Thesis/Project Approval Page must be signed and dated by all committee members, including the project chair, the graduate program director, and the dean of graduate and professional studies. Final approval of the project rests with the dean of graduate and professional studies.

Master's Thesis

The master's thesis is a scholarly treatment of a subject or an investigative treatment of a problem that is sufficiently limited in scope to ensure thoroughness. Work on the thesis is supervised by a thesis chair and thesis committee.

Theses must follow one of the MLA, APA, or Chicago style manuals (latest editions), as well as the latest version of the master's thesis/project guidelines, which is available from the Office of Graduate Studies. Students must follow program guidelines for thesis work. Theses must be submitted and approved according to the deadlines established by their program and the Academic Calendar. One electronic copy of the approved thesis must be submitted to Canvas no later than the date specified in the Academic Calendar. The Master's Thesis/Project Approval Page must be signed and dated by all committee members, including the thesis chair, the graduate program director, and the dean of graduate and professional studies. Final approval of the thesis rests with the dean of graduate and professional studies.

Master's Thesis/Project Guidelines

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

Student Professional Opportunities and Research Support

Professional Development Grants (PDGs)

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

Mini-Grants

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

Preparing for Commencement

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

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

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

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

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

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

After Emerson

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

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

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

Important Offices at Emerson College

Office of Graduate Studies

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

Academic Forms

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

Career Services

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

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

IT Help Desk

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

International Student Affairs

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

Optional Practical Training (OPT)

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

Students are eligible to apply for post-completion practical training no earlier than 90 days before the last day of their graduating semester and no later than two weeks before the last day of their graduating semester. Students are strongly encouraged to plan ahead and apply early. Waiting until the end of the application period may delay or impede the application process. Go to emerson.edu/international-student-affairs/employment-financial-information/optional-practical-training for more information.

Student Employment

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

Student Financial Services

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

Financial Aid

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

Student Accounts

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

Student Success

The Office of Student Success is focused on student retention, satisfaction, and success, making sure that students have the support they need to realize their fullest potential at Emerson. Students may encounter obstacles or difficulties associated with college life—academic, financial, personal, interpersonal, or wellness—or simply seek greater connection and support. Emerson has fantastic resources designed to address the holistic needs of students. The Office of Student Success helps students explore their options; navigate campus systems; and connect to services, supports, and each other. And sometimes, they just listen.

To see how the OSS can help you stay on track—or get back on track—toward your goals, visit emerson.edu/student-success.

Student Accessibility 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 Student Accessibility Services office maintains the high standards of achievement that are essential to the College's programs and services. In advancing these dual aims, Student Accessibility Services ensures that the College's policies, practices, and procedures conform to federal and state statutes and regulations. Its philosophy is that students are independent and self-determined and that students with disabilities—just like all students—have control over their lives here at Emerson and are ultimately responsible for making their own decisions.

Emerson offers services through its Student Accessibility Services to students with documented physical, medical, visual, hearing, learning, and psychiatric disabilities. Any student with a disability who is seeking accommodations or who has specific questions about disability services at Emerson should contact Student Accessibility Services by email at sas@emerson.edu or telephone at 617-824-8592, or see emerson.edu/student-accessibility-services. Student Accessibility Services is located at 216 Tremont Street on the fifth floor.

Student Groups

Graduate Student Association

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

Graduate Student Organizations

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

- Civic Media: Art and Practice Consortium
- CommGrads;
- CSD Connections;
- Graduate Reading Series;
- Graduate Students for Integrated Marketing Communication;
- Graduate Students for Journalism;
- Graduate Students for Publishing;
- International Graduate Student Organization;
- MFA Production Collaborative;
- New England Graduate Media Symposium Committee
- *Redivider*; and the
- Theatre Education Graduate Association.

Other Student Groups

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

- AMIGOS;
- Anime@Emerson;
- Asian Students for Intercultural Awareness (ASIA);
- ASLEmerson;
- EAGLE;
- Emerson's Black Organization with Natural Interests (EBONI); and
- Emerson Communication (EmComm);
- Emerson Christian Fellowship;
- Emerson International;
- Hillel;
- National Student Speech, Language, and Hearing Association (NSSLHA);
- Newman Club; and
- Student Health Advisory Board (SHAB)

Social, Study Spaces, and Dining Halls and Cafes

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

- Graduate Student Lounge: 12th floor of the Ansin Building (There is also a refrigerator and coffeemaker on this floor.)
- Quiet Room: 2nd floor of the Max Mutchnick Campus Center
- Common Ground: 10th floor of the Walker Building
- Study Room: Various rooms in the Walker Building (See a librarian or Spacebook to reserve a study room for up to two hours at a time.)

For information on dining halls and cafes, visit emerson.edu/about-emerson/offices-departments/business-services/dining-catering-services/dining-halls-cafes.

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

Academic Grievance Procedure

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

Initial Process

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

Note: Students should begin at Step 1 for grade disputes. All other grievances should begin at Step 2.

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

Formal Process

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

1. The student must file a written statement explaining the alleged grievance with the Graduate Grievance Committee chair. Copies of this statement will be distributed to all involved in the hearing. The student must submit all documentation regarding the claim with the Graduate Grievance Committee chair within seven days of submitting a written statement.

2. The Graduate Grievance Committee will meet in a timely fashion and examine all relevant material. The committee reserves the right to contact or solicit information from any person whom it feels would be helpful to understanding or resolving the grievance. The committee's findings will be submitted to the student, faculty members, and other involved parties.

Graduate Grievance Committee

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

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

Office of Community Standards and Student Conduct

Mission Statement

The Office of Community Standards and Student Conduct facilitates the Student Code of Community Standards 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. It 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 of Community Standards Student Conduct is guided by the core values of respect, educational opportunity, accountability, civility, honesty and integrity (REACH). For a description of each of the Core Values (REACH), visit emerson.edu/community-standards.

Code of Community Standards

The Emerson College community is vibrant, creative, and caring. Emerson College students are challenged to think critically and show good judgment within the educational community environment where principles of freedom of expression, education, diversity, and fairness are valued and affirmed. Emerson College's Code of Community Standards is in place to ensure that the Emerson community is aware and respectful of these values and to promote a safe and comfortable community to learn, live, and work.

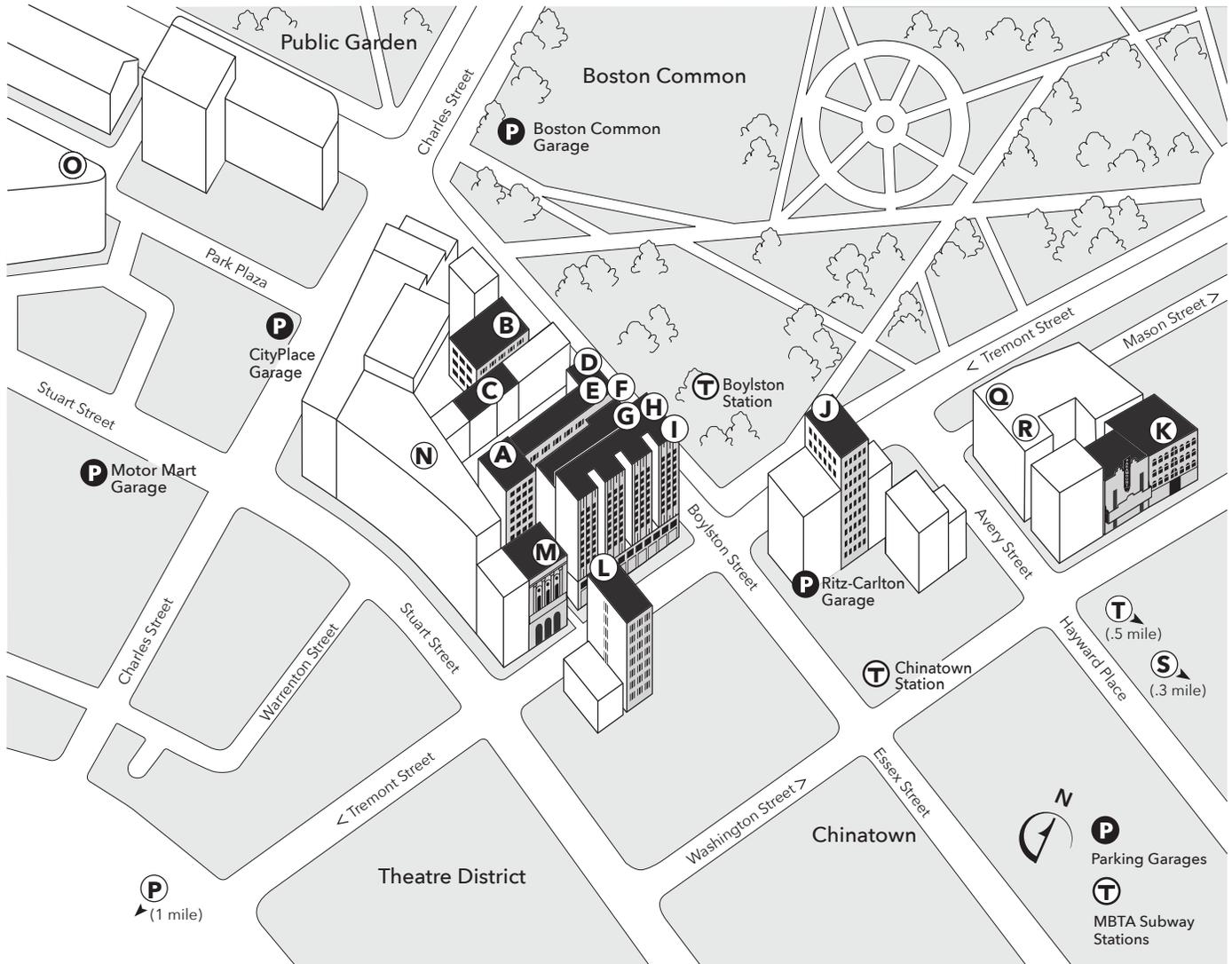
The Code of Community Standards is facilitated by the Office of Community Standards and Student Conduct. The Code of Community Standards serves to protect the rights of Emerson College community members as well as the rights of students reported to have violated the College's Community Standards. Students are expected to uphold the College's Community Standards and responsibly address behavior that may question or violate these standards.

For details of the Code, visit emerson.edu/code-community-standards.

Campus on the Common

Emerson COLLEGE

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



A
Tufts Performance and Production Center
10 Boylston Place
Bobbi Brown and Steven Plofker
Design Technology and Makeup Suite
Costume Shop
Design and Technology Studio
Di Bona Family Television Studio
Greene Theater
Huret & Spector Gallery
Performing Arts Department
Semel Theater
Vin and Cara Di Bona Control Room

B
Piano Row Residence Hall and Max Mutchnick Campus Center
150 Boylston Street
Athletics Department
Bobbi Brown and Steven Plofker Gym
Professional Studies and Special Programs (Continuing Ed.)
Spiritual Life
Student Success

C
2 Boylston Place
Residence Hall

D
Dining Center
122-124 Boylston Street

E
Walker Building
120 Boylston Street
Communication Studies Department
Community Standards and Student Conduct
Diversity and Inclusion
Housing and Residence Life
Institute for Liberal Arts and Interdisciplinary Studies
Intercultural Student Affairs
International Student Affairs
IT Help Desk
Iwasaki Library
Journalism Department
Justin Lee and Bunny Lee Altshuler Lab
Levy Marketing Suite
Marketing Communication Department
Off-Campus Student Services
Parent and Family Programs
Student Engagement
VP and Dean for Campus Life

F
114 Boylston Street
Bookstore
Police Department

G
Visitor Center
104 Boylston Street

H
Colonial Building
100 Boylston Street
Mail Services
Residence Hall

I
Little Building
80 Boylston Street
(Closed for renovation until 2019)

J
Ansin Building
180 Tremont Street
Academic Affairs
Emerson Channel
Graduate Studies
Media Services Center
President's Office
Violence Prevention and Response
Visual and Media Arts Department
WECB and WERS radio
Writing, Literature and Publishing Department

K
Paramount Center
555 Washington Street
Bright Family Screening Room
Jackie Liebergott Black Box Theatre
Residence Hall
Robert J. Orchard Stage
Scene Shop/Soundstage

L
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
Financial Aid and Student Accounts
Lacerte Family Writing and Academic Resource Center
Registrar
Robbins Speech, Language, and Hearing Center
Student Accessibility Services

M
Cutler Majestic Theatre
219 Tremont Street

N
Transportation Building
8 Park Plaza
Ploughshares
Title IX Equity and Access

O
20 Park Plaza
Financial Affairs
Human Resources
Information Technology

P
Rotch Field
Albany and Randolph Streets

Q
25 Avery Street
Emerson Urban Arts:
Media Art Gallery

R
19 Avery Street
Equipment Distribution Center

S
52 Summer Street
Cabaret
Fitness Center

T
99 Summer Street
Communications
Institutional Advancement
Marketing