

EMERSON COLLEGE

1-3 BOYLSTON PLACE

Project Notification Form

Submitted to the
Boston Redevelopment Authority
August 26, 2013



August 26, 2013

Peter Meade, Director
Boston Redevelopment Authority
One City Hall Square
Boston, MA 02201

RE: Submission of Institutional Master Plan Project Notification Form (IMPINF)
1-3 Boylston Place Project

Dear Director Meade:

Emerson College is pleased to submit this Institutional Master Plan Project Notification Form ("IMPINF") to the Boston Redevelopment Authority in accordance with Article 80 of the Boston Zoning Code for 1-3 Boylston Place located in the Midtown Cultural District. Currently, 1-3 Boylston Place is comprised of the following structures: The Estate nightclub at 1 & 2 Boylston Place, and Sweetwater Tavern at 3 Boylston Place.

The new residence hall will provide replacement housing for 407 students currently living in the 750-bed Little Building dormitory while repairs are being done on this building. The 1-3 Boylston Place Project consists of approximately 89,900 square feet with a height of 171 feet.

The College looks forward to working with the Boston Redevelopment Authority and other City agencies to implement this project. In conjunction with the approval of this project, the College will also seek approval from the BRA an amendment to the College's Institutional Master Plan, approved by the BRA in November 2012. The College also seeks a waiver pursuant to Section 80B-5(3)(d) of the Boston Zoning Code, of the requirements of subsection 4 and subsection 5 of said Section 80B-5 for the filing with and review by the BRA of a Draft Project Impact Report ("DPIR") and a Final Project Impact Report ("FPIR").

Sincerely,

Margaret A. Ings
Associate Vice President

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SECTION 1
PROJECT SUMMARY

1.0 PROJECT SUMMARY

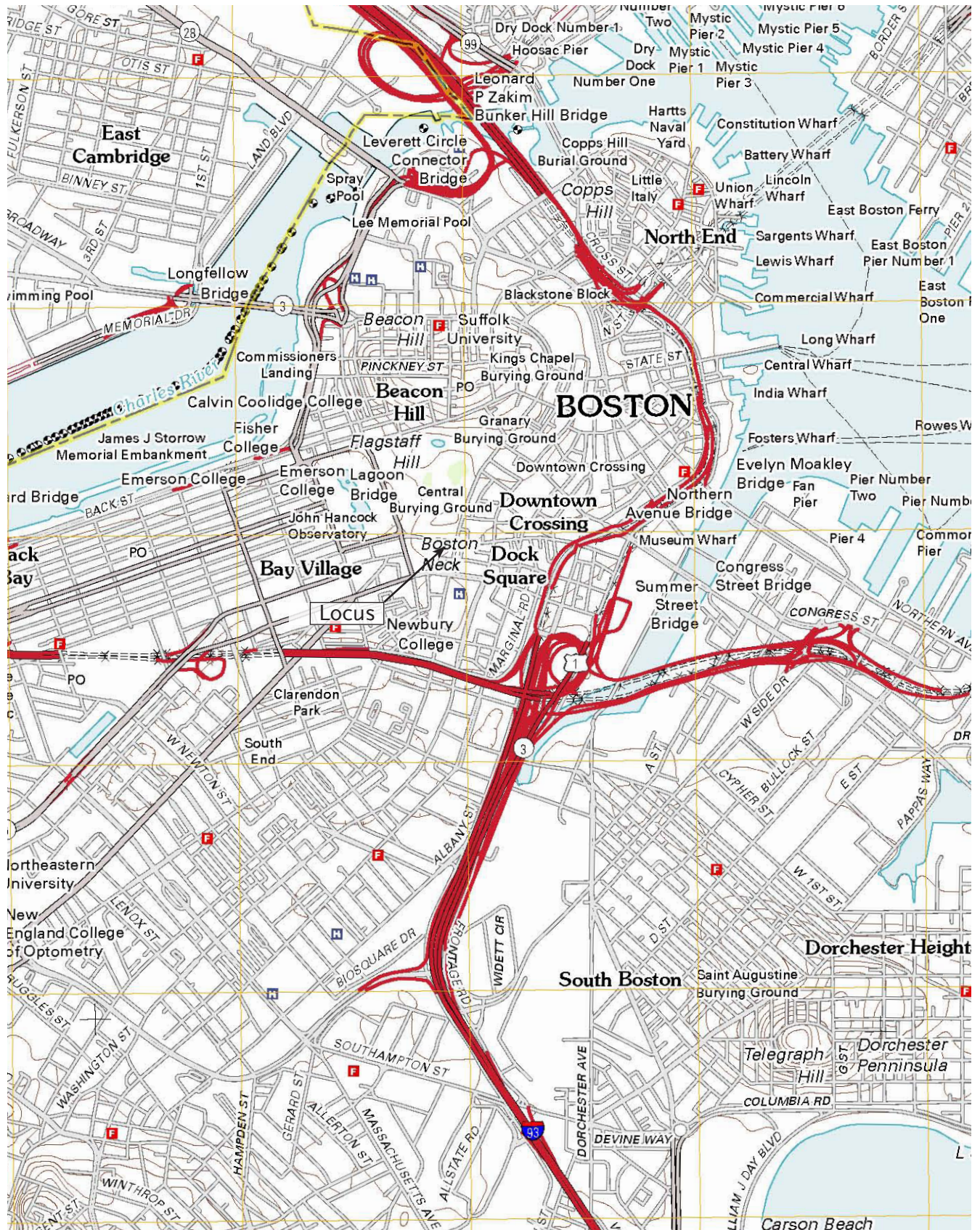
1.1 Introduction

Emerson College (the “Emerson College” the “College” or “Emerson”) is submitting an Institutional Master Plan Project Notification Form (“IMP NF”) to the Boston Redevelopment Authority (“BRA”) in accordance with Article 80 of the Boston Zoning Code.

With these filings, Emerson College is initiating Large Project Review to construct a new 407 bed residence hall located at 1-3 Boylston Place in the Midtown Cultural District. Currently, 1-3 Boylston Place is comprised of The Estate nightclub at 1 & 2 Boylston Place and Sweetwater Tavern at 3 Boylston Place. The project will contain approximately 89,900 square feet with a height of 171 feet. Emerson College is also proposing an Institutional Master Plan Amendment for the Proposed Project pursuant to Article 80D of the Code. **(See Figure I)**

Emerson College is a unique institution that offers educational programs that prepare undergraduate and graduate men and women to assume positions of leadership in communication and the arts and to pursue scholarship and work that brings innovation to these disciplines. Established in 1880 as the Boston Conservatory of Elocution, Oratory, and Dramatic Art, the institution, in its early years, catered primarily to young women who lived in the region. Over the years, it has evolved into a diverse, co-educational and multi-faceted degree-granting institution with a communication and performing arts orientation.

Today, Emerson College attracts students from 50 states and 41 countries. The institution’s mission and the focus of the work of its faculty and students remain the same: to explore and push the boundaries of communication, art, and culture, thereby contributing to the advancement of society.



To initiate Large Project review under Article 80 of the Boston Zoning Code, a Letter of Intent to file an Institutional Master Plan Project Notification Form (IMPINF) was submitted to the BRA on June 5, 2013 (**See Appendix A**). This PNF is now being submitted to present the Proposed Project and its potential impacts. Following the close of the public comment period and issuance by the BRA of the Scoping Determination for the Proposed Project and the IMP amendment, Emerson will proceed with the preparation of the amendment to its existing Master Plan to allow this newly Proposed Project. The College has asked that the BRA, in the Scoping Determination for the PNF, pursuant to Section 80B-5.3(d), waive the requirement to file and review a Draft Project Impact Report and Final Project Impact Report, if, after reviewing public comments, the BRA finds that such PNF adequately describes the Proposed Project's impacts.

1.2 Relationship to the College's Mission

1.2.1 Renewal of the Institutional Master Plan

Emerson College submitted an Institutional Master Plan Notification Form ("IMPINF") to the Boston Redevelopment Authority, ("BRA") on October 12, 2012, an application for renewal and extension of the approved IMP, as amended, pursuant to Section 80D (Renewal of Institutional Master Plan) of the Boston Zoning Code ("Code"). This IMPINF was approved by the BRA in November 2012 for a renewal and extension of the term of the Amended IMP until December 11, 2014. The Proposed Project falls within the College's boundary area for future expansion.

1.2.2 Benefits of 1-3 Boylston Place

This project will help minimize pedestrian traffic on Boylston Street due to the close proximity of other Emerson buildings which would enable students to traverse across Boylston Place Alley to enter the Walker Building or the Tufte Performance and Production Center. The completion of an elevator project in the Walker Building in 2005 allows for a larger number of students to utilize these elevators at the same time.

1.3 Project Description

1.3.1 Project Site and Surroundings

The Emerson College Boylston Place residence hall site is comprised of parcels 1, 2 and 3 on Boylston Place along with an egress easement south of properties 130 through 140 Boylston Street and east of the Emerson Piano Row Residence Hall (**See Figure II**). The combined parcels and easement area occupies approximately 6,791 SF in the Piano Row District of Boston's Midtown Cultural District. Adjacent properties include private residences and ground floor retail to the north, Emerson College's Walker Building to the east, the Tavern Club to the south and the College's Piano Row residence hall to the west.

The project site comprises approximately 82 linear feet of frontage on Boylston Place, commonly referred to as 'the alley' by students and local Bostonians alike. In addition to Emerson College, other uses and properties with frontage on the alley include the Tavern Club, a private members club, founded in 1884, the Liquor Store and Estate nightclubs, Sweetwater Tavern Café and entrance to the State Transportation Building and City Place food court.

In the wider geographic context, the project site sits at the heart of the city block bounded by Boylston Street to the north, Tremont Street to the east, Stuart Street to the south and Charles Street to the west. Boylston Place bisects the block with its main entrance facing the southern portion of Boston Common.

1.3.2 Project Design and Relation to Site Context

Emerson College's proposed project will provide student housing in a suite style residence hall for approximately 407 students. Suites are comprised of double and single occupancy rooms with shared bathroom facilities. Resident assistant rooms and a resident director's apartment make up the complement of housing. Ground floor uses include an entrance lobby, laundry facilities, mail room, security and other support spaces. The project will be connected to the existing Piano row residence hall loading dock which



will be demolished and reconfigured to improve serviceability for both structures. An exterior amenity terrace with views over Boston Common is proposed for the fourteenth floor.

There are two existing buildings currently occupying the site of the proposed residence hall. Number 1/2 Boylston Place is an early 20th century commercial building constructed as a rear addition to number 130/132 Boylston Street. The building is characterized by irregular fenestration in a red brick masonry façade dictated by utilitarian needs rather than aesthetic composition. The building contributes to the 19th century feeling of Boylston Place in a minimal way and lacks individual architectural distinction. The proposed project requires this building be demolished.

Number 3 Boylston Place, also known as the Ancient Landmark building, was constructed in 1888 as a lodge for the Independent Order of Oddfellows. The red brick masonry, stone and copper exhibits an eclectic combination of Queen Anne and Romanesque revival architecture unique in the Midtown Cultural District. It currently houses the ‘Sweetwater Tavern/restaurant tenant at grade with some ancillary office space on the upper floors. The building interior has unfortunately undergone several major changes over the years that have left little of the original architectural significance. The proposed design aims to preserve the façade of the ‘Ancient Landmark’ building and incorporate it into the new project.

Ground floor student activity at the new lobby in addition to the residence hall entrance on Boylston Place will bring new life to the alley over a longer duration as students come and go from class.

1.3.3 Approximate Project Dimensions

Total Gross Square Feet	89,900
Building Footprint	5,615
Number of Stories / Building Height	18 / 171’*
Lot Area (1 through 3)	6,791
Floor Area Ratio	13.2

*Measured from average grade to the top of the highest occupied floor (excluding mechanicals).

1.3.4 Design Drawings and Photographs

Appendix B contains elevations, building floor plans and building section along with a perspective view from Boston Common.

Appendix C contains site photographs with views looking North and South on Boylston Place as well as views of the loading dock area from the rear of the Emerson College Piano Row Residence Hall.

1.4 Project Team

Table 1-1

Construction Manager	Suffolk Construction 65 Allerton Street Boston, MA 02119	617.517.5249 Scott Menard smenard@suffolkconstruction.com
Architect	Elkus-Manfredi Architects 300 A Street Boston, MA 02210	617.426.1300 Ross Cameron rcameron@elkus-manfredi.com
Acoustical Consultant	Acentech 33 Moulton Street Cambridge, MA 02138	617.499.8000 Robert Berens rberens@acentech.com
Code Consultant	Norton S. Remmer, PE Consulting Engineer 18 John Street Place Worcester, MA 01609	508.756.2777 Norton Remmer Remmer.consulting@verizon.net
Civil Engineer	Nitsch Engineering 186 Lincoln Street, Suite 200 Boston, MA 02111	617.338.0063 Gary Pease gpease@nitscheng.com
Elevator Consultant	Van Duesen & Associates 470 Atlantic Avenue, 4 th Floor Boston, MA	617.273.8016 Noel Herchell nherchell@vdassoc.com
Mechanical, Electrical, Plumbing Engineer	R. G. Vanderweil Engineers 274 Summer Street Boston, MA 02210	617.423.7423 Shelley Vanderweil svanderweil@vanderweil.com
Structural Engineer	McNamara Salvia, Inc. 160 Federal Street, 5 th Floor. Boston, MA 02210	617.737.0040 Adam McCarthy McCarthy@mcsal.com
Geotechnical Engineer	Haley & Aldrich 465 Medford Street, Suite 2200 Boston, MA 02129	617.886.7400 Joel Mooney jmooney@HaleyAldrich.com
Lighting Consultant	Cline Bettridge Bernstein Lighting Design Inc. 116 E. 27 th Street, 4 th Floor New York, NY 10016	212.741.3280 Michael Hennes mhennes@cbld.com
Transportation Planner/Engineer	Howard/Stein Hudson Associates 38 Chauncy Street Boston, MA 02111	617.348.3334 Joe SanClemente jsanclemente@hshassoc.com
Legal Counsel	Goodwin Procter LLP Exchange Place Boston, MA 02109	617.570.1423 Lawrence E. Kaplan, P.C. lkaplan@goodwinprocter.com

Project Consultant	Silverman Associates 106 Farlow Road Newton, MA 02458	617.388.7024 Robert A. Silverman rob@silvermanassociates.us
Project Consultant	Feldman Land Surveyors 112 Shawmut Avenue Boston, MA 02118	617.357.9740 Karl McCarthy kam@harryrfeldman.com
Sustainable Consultant	The Green Engineer 54 Junction Square Drive Concord, MA 01742	978.369.8978 Erik Ruoff erik@greenengineer.com

1.5 Public Benefits

Emerson is a diverse community of students, faculty, and staff dedicated to leadership in communication and the arts. Many in Emerson’s community of nearly 5,000 are committed to contributing their time and talent to support worthwhile institutions and programs in the neighborhood surrounding the College and throughout the Boston area. These include the nearby Urban College of Boston, Kwong Kow Chinese School, Bridge Over Troubled Waters, Asian American Civic Association, Boston Private Industry Council and partnerships with various Boston Public schools.

Appendix J is the current Community Service Report, published every two years, which presents an overview of the college’s community service activities during 2010 and 2011. In the months and years ahead, we look forward to continuing these efforts and initiating new ones.

1.6 Compliance with Boston Zoning Code

Approval of the College’s IMP amendment by the BRA and Boston Zoning Commission will ensure the Proposed Project is in compliance with the Boston Zoning Code.

**1.7 List of Permits or Other Approvals Which May Be Required
Federal, State, and Local Agencies Requiring Approvals**

Table 1-2

Agency Name	Permit or Action
Federal	
U.S. Environmental Protection Agency	NPDES General Permit for Construction Stormwater Discharges
State	
Massachusetts Department of Environmental Protection, Division of Air Quality Control	Notice of Commencement of Demolition and Construction
Massachusetts Water Resources Authority	Temporary Construction De-Watering Permit
Massachusetts Historical Commission	Determination of No Adverse Impact on Historical Resources
Local	
Boston Redevelopment Authority	Institutional Master Plan Amendment Article 80 Large Project Review/Modification of Park Plaza Urban Renewal Plan
Boston Zoning Commission	Institutional Master Plan Amendment
Boston Landmarks Commission	Review/Article 85 Demolition Delay Review
Boston Civic Design Commission	Review
Boston Transportation Department	Transportation Access Plan Agreement (TAPA) Construction Management Plan
Boston Department of Public Works	Street/Sidewalk Occupancy Permit
Public Improvement Commission	
Boston Water and Sewer Commission	Site Plan/Sewer Connection Approval
Boston Department of Inspectional Services	Building Permit; Certificate of Inspection; Certificate of Occupancy
Parks Commission	Approval 100 feet
Boston Environmental Department	

* This is considered a preliminary list based on project information currently available. It is possible that not all of these permits or actions will be required, or that additional permits may be needed.

SECTION 2
MISSION AND OBJECTIVES

2.0 MISSION AND OBJECTIVES

2.1 College Overview

Founded in 1880, Emerson College is committed to excellence in education for communication and the arts. Based originally on the study of oratory and the performing arts, Emerson continues to challenge students to think and express themselves with clarity, substance and insight, instilling the highest professional standards through rigorous academic inquiry and experiential learning. Its specialized major and external programs are integrated with the liberal arts and interdisciplinary study, and are informed by a set of core 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. Today, Emerson attracts students from 50 states and 41 countries. The institution's mission and focus of the work of its faculty and students, remain largely the same: to explore and push the boundaries of communication, art, and culture thereby contributing to the advancement of society.

2.2 Educational Units and Programs

2.2.1 The School of Arts

The School of Arts is home to three departments: Performing Arts, Visual and Media Arts, and Writing, Literature and Publishing. Each department offers programs at the undergraduate and graduate levels. Students in all degree programs are encouraged to pursue interdisciplinary study and minors when possible.

The undergraduate program leading to the Bachelor of Arts degree offers programs in theatre studies, theatre education, media studies and media production. The School offers the Bachelor of Fine Arts degree in Acting, Musical Theatre, Dance/Theatre, Design/Technology, Media Production and Creative Writing.

Graduate programs leading to the Master of Arts degree are available in Theatre Education, and Writing and Publishing. The School also offers the Master of Fine Arts degree in Creative Writing and Media Art.

A Certification Program for students preparing for careers as elementary, middle and/or high school teachers is available through the Theatre Education program.

2.2.2 The School of Communication

The School of Communication is organized into four academic departments: Marketing Communication, Communication Studies, Journalism and Communication Sciences and Disorders. The school is also the home of course offerings in history, math, philosophy, psychology, religion, science and social and political sciences. Students in all degree programs are encouraged to pursue interdisciplinary study and minors when possible.

The undergraduate program leading to the Bachelor of Science degree offers programs in Communication Disorders, Journalism, Communication Studies, Political Communication: Leadership, Politics and Social Advocacy and Marketing Communications. The school is also the home of course offerings in history, math, philosophy, psychology, religion, science and social and political sciences.

Graduate Programs leading up to the Master of Arts degree are available in Global Marketing and Advertising, Integrated Marketing Communications, Health Communication, Journalism, Communication Management and a Master of Science program in Communication Sciences and Disorders. Graduates of the Communication Sciences and Disorders program are also eligible for certification and licensure to practice clinical speech language pathology.

2.2.3 Other Programs

2.2.3.1 The Institute for Liberal Arts and Interdisciplinary Studies

The Institute for Liberal Arts and Interdisciplinary Studies has as its mission the promotion of the interdisciplinary study of the liberal arts among students and to support faculty development and collaboration within the college. Institute courses and programs include First Year and Upper Level courses in Interdisciplinary Studies and the Honors Program.

The Institute draws upon the diversity of Emerson's faculty and students, and the different disciplinary, intellectual and creative interests they represent.

2.2.3.2 External Programs

The College offers a unique study abroad program in Kasteel Well, the Netherlands, where students live and study in a restored fourteenth-century castle. From there they may travel to Paris, Amsterdam, London, and Florence to study art, architecture, culture, and history from a first-hand perspective. Emerson also sponsors a study and internship program in Los Angeles. The Los Angeles program offers qualified juniors, seniors and graduate students a semester of internships and courses for college credit. Students gain hands-on experience and are in contact with communication and entertainment industry professionals, including the many Emerson alumni who live in the Los Angeles area.

2.2.4 Accreditation

Emerson College is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post graduate instruction. Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future.

2.2.5 Memberships and Affiliations

1. ProArts Consortium
2. American Council on Education (ACE)
3. New England Association of Schools and Colleges (NEASC)
4. National Association of Independent Colleges and Univ. (NAICU)
5. Association of Governing Board and Colleges (AGB)

6. Association of Independent Colleges and Universities in MA (AICUM)
7. Greater Boston Chamber of Commerce
8. Boston Municipal Research Bureau
9. New England Council
10. Council for Higher Education Accreditation (CHEA)
11. Massachusetts Campus Compact (MACC)
12. Boston Higher Education Partnership (BHEP)
13. Council of Independent Colleges (CIC)
15. Association of American Colleges and Universities (AAC&U)
16. Museum of African American History
17. Museum of Fine Arts
18. AASHE Association for the Advancement of Sustainability in Higher Education
19. Beacon Hill Civic Association
20. American College & University President's Climate Commitment
21. The Caucus for Writers & Producers

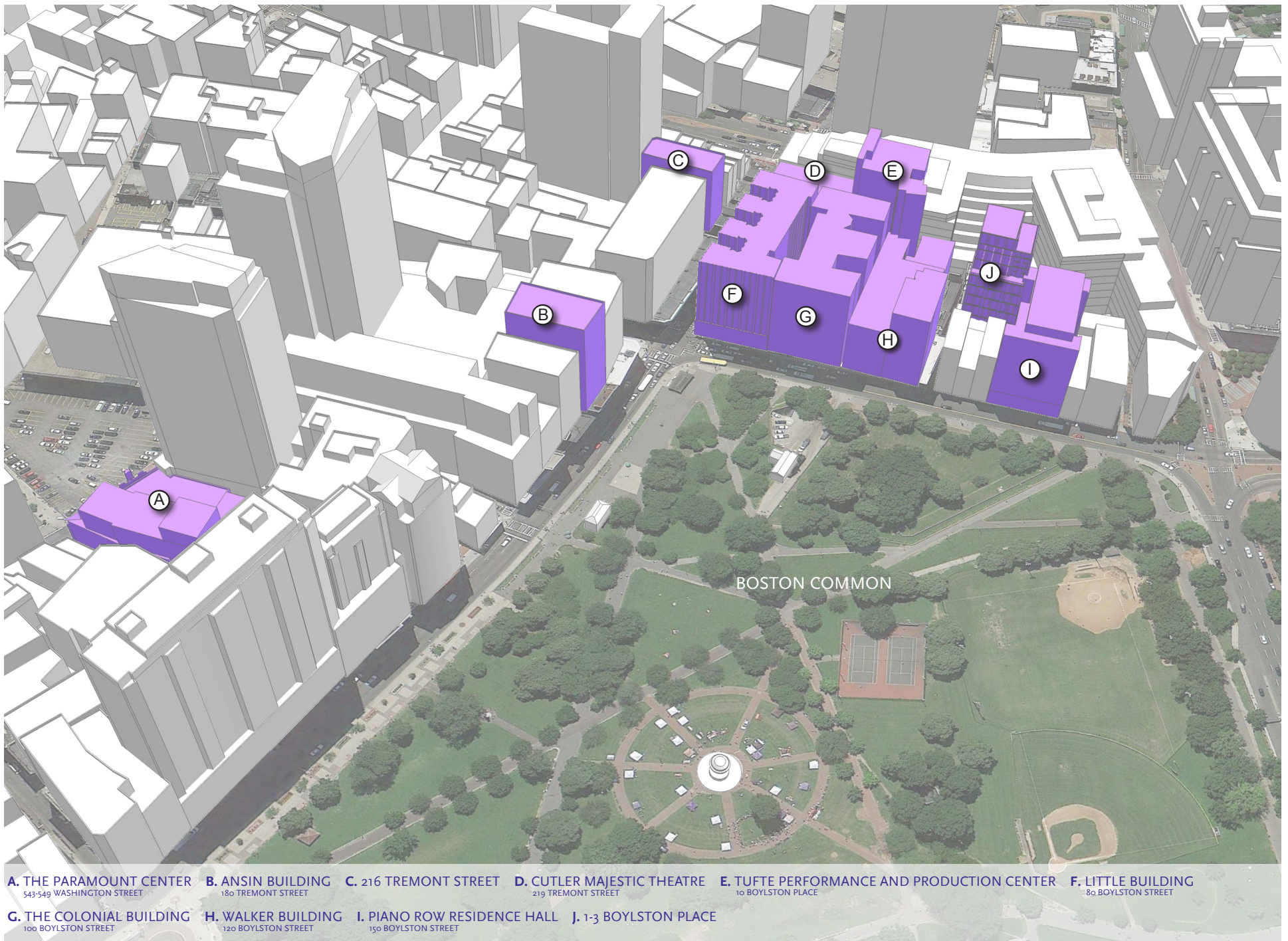
2.3 Existing College Facilities

Emerson College's campus is located in the Midtown Cultural District, also known as the Theatre District. The Midtown Campus now includes nine buildings. The College also maintains two satellite offices, one in Los Angeles and one in the Netherlands. The newly constructed Emerson College Los Angeles Center is due to open in January 2014, which will expand our internship program and provide on-site housing as well as enhanced academic facilities, community space, and offices for Alumni Relations and Admission staff. The following is a more detailed description of Emerson's properties.

(See Figure III)

2.3.1 Campus Buildings

The Ansin Building, a 14-story office building at 180 Tremont Street serves as Emerson's administrative hub, center for technology and media arts, and home of Emerson's radio station, WERS. (Purchased 1992)



The Little Building, at 80 Boylston Street houses a residence hall for 750 students, a dining hall, a campus store, and student services facility. (Purchased 1994, reopened in 1995)

Note: Current retail tenants in the Little Building are Dunkin Donuts whose lease runs through June 2016 and Bank of America ATM lease which is automatically renewed every two years.

The former Union Warren Savings Bank, at 216 Tremont Street houses the Department of Communication Sciences and Disorders, the Registrar, and Financial Assistance. (Purchased 1996)

The Walker Building, at 120 Boylston Street, houses the Library, classrooms, the School of Communications, as well as the College's facilities and administrative offices. (Purchased 1998)

Note: The Walker Building currently houses three tenants. Two are restaurant/bars, The Liquor Store and Gypsy Bar whose leases run through January 2022. Barnes and Noble Booksellers serves as the College's bookstore with a contract running through April 2016.

The Tufts Performance and Production Center, opened in fall 2003, houses Emerson's Performing Arts Department, including two theaters, two television studios, laboratories, post-production facilities, media centers and departmental offices.

The Cutler Majestic Theatre, a Historic Landmark building, was purchased in 1983. The theatre underwent a major renovation/restoration and reopened in 2003.

The Piano Row Residence Hall opened in September 2006. The 14-story, 564 bed residence hall includes a gymnasium with an NCAA-sized basketball court, a student

campus center, the Department of Professional Studies and Special Programs and offices for the Dean of Students and Student Life staff.

The Paramount Center opened in March 2010. The mixed-use facility includes the renovated 596-seat Paramount Theatre, the 125-seat Jackie Liebergott Black Box Theatre, the 170-seat Bright Family Screening Room, 9 studios, a soundstage and office space, housing for 262 students, and a restaurant at street level.

Note: Current retail tenant is Salvatore's Restaurant whose lease runs through November 2021.

The Colonial Residence Hall opened in September 2009. Emerson College purchased the Colonial Building for a 364 student bed residence hall. The historic Colonial Theatre is located on the street level of the Colonial Building and continues to operate as a commercial theatre. (Purchased 2006)

Note: Current commercial tenants include M2L, whose lease runs through September 2020, and Wang Colonial Theatre, LLC, operator of the Colonial Theatre, whose lease runs through June, 2015. Collegiate Press, a print and copy store has a contract with the College through July, 2015.

2.3.2 Leased Properties

647A Summer Street: The College leases 10,000 square feet used for set design and construction as well as for storage of theatrical backdrops, props, and other materials. The College's lease runs through November 2015.

10 Park Plaza: The College leases 1,515 square feet of space at the State Transportation Building for offices of the literary magazine Ploughshares and for the AVP for Research & Creative Scholarship. This lease runs through February 2017. The College also leases 8,747 square feet of space for the Human Resource Department, six Faculty offices, and two computer training rooms. This lease runs through February 2023.

2 Boylston Street: The College leases 2,190 square feet of space at the China Trade Building for the Emerson Engagement Game Lab and administrative space for the Office of the Arts. This lease runs through July 2014.

99 Summer Street: The College leases 15,000 square feet of space for administrative offices including Communications and Marketing, Web Services, Creative Services, Finance, and Development & Alumni Relations. This lease expires in August, 2020.

2.3.3 Partnerships

Rotch Playground: After Emerson reconstructed Rotch Playground in the South End, the College entered into a multi-year agreement with the Boston Parks and Recreation Department to utilize the field for Emerson's men's and women's soccer and lacrosse programs, and a practice venue for softball.

Table 2-1 through 2-5 summarizes the College's buildings, leased property, external programs and partnerships.

**Table 2-1
Campus on the Common**

NAME	ADDRESS	DATE PURCHASED	HEIGHT	GROSS SQUARE FOOTAGE	DESCRIPTION
1. Cutler Majestic Theatre	219 Tremont Street	1983	NA	30,000	Built as an opera house in 1903, the historic Cutler Majestic Theatre provides a venue for student productions and performances and lectures by visiting artists. The 1200 seat theatre also hosts performances by regional and national performing arts groups. The landmark facility reopened to the public in the fall of 2003 after undergoing an extensive restoration program.
2. Ansin Building	180 Tremont Street	1992	156 ft.	100,000	Renovated in phases from 1992 to 1999, this is a 14-story academic and administrative hub that also houses state-of-the-art new studios for WERS-FM, Emerson's award winning student radio station.
3. Little Building	80 Boylston Street	1994	125 ft.	200,000	Renovated mostly in 1995 with some additional renovations in 1997 and 1998, this is an early-20th century office building that was transformed into a 750-bed residence hall, dining hall, campus store and student services facility.
4. Union Warren Savings Bank Building	216 Tremont Street	1996	115 ft.	50,000	Renovated in phases from 1996 to 1998, this is a multi-purpose building housing the Department of Communication Sciences & Disorders and its clinics, classrooms, and a variety of student services offices.
5. Walker Building	120 Boylston Street	1998	125 ft.	200,000	Phased renovations to create academic and administrative spaces began in 1999 and were completed in 2004. The College has built a new Library and renovated space for classrooms, and offices for faculty and staff.
6. Tufte Performance and Production Center	10 Boylston Place	Opened Fall 2003	151 ft.	80,000	The Tufte Performance and Production Center houses the Department of Performing Arts and includes two theaters, two television studios, make-up and costume labs, faculty offices and an exhibition area. Located adjacent to the Majestic Theatre, the entrance to the 11-story, steel and glass building is at 10 Boylston Place.
7. Piano Row Residence Hall	150 Boylston Street	2001	130 ft.	208,169	Opened in fall 2006, the 14-story residence hall includes a gymnasium with an intercollegiate basketball court, the Department of Professional Studies and Special Programs and offices for the Dean of Students and Student Life staff in addition to housing for 564 students.

**Table 2-2
Campus on the Common**

NAME	ADDRESS	DATE PURCHASED	HEIGHT	GROSS SQUARE FOOTAGE	DESCRIPTION
8. Colonial Building	100 Boylston Street	2006	125 ft.	187, 253	Opened in fall 2009, the Colonial Building was renovated for use as a 364-student residence hall. The historic Colonial Theater is located on the street level of the Colonial Building and continues to operate as a commercial theater.
9. President's Residence	2 Spruce Street	June 2011		7,749	The space provides living quarters for the President and their family in addition to meeting space with faculty, staff, trustees, public officials, and business/civic leaders in the community.
10. Boylston Place	1-3 Boylston Place	March 2010		24, 631	Purchased in March 2010, the majority of the 24,000 square feet of property is leased to three commercial tenants, (a restaurant, nightclub, and entertainment mgmt. company) until March 2015.
11. Paramount Center	555 Washington Street	2005	108 ft.	180,000	Opened in March 2010, the Paramount Center was renovated as a mixed-use facility. The space includes the 596-seat renovated Paramount Theatre, the 125-seat Jackie Liebergott Black Box Theatre, the 170-seat Bright Family Screening Room, 9 studios, a soundstage and office space, in addition to housing for 262 students. The space also includes a restaurant at street level.

**Table 2-3
Emerson College
Leased Properties**

NAME	ADDRESS	DATE PURCHASED	HEIGHT	GROSS SQUARE FOOTAGE	DESCRIPTION
12. Storage	647A Summer Street	Leased until November 2015		10,000	The College leases 10,000 sq. ft. used for storage of theatrical backdrops, props and other materials.
13. State Transportation Building/Office Suite	10 Park Plaza 1 st Floor	Leased until February 2017		1,515	The College leases space for the offices of the literary magazine Ploughshares, and the AVP for Research & Creative Scholarship.
14. State Transportation Building/Office Suite	10 Park Plaza 2 nd Floor	Leased until February 2023		8,747	The College leases space for Human Resources, six Faculty offices, and two computer training rooms.
15. 99 Summer Street	99 Summer Street 9 th Floor	Leased until August 2020		15,000	The College leases office space for Communications and Marketing, Web Services, Creative Services, Finance, Development and Alumni Relations.
16. China Trade Building	2 Boylston Street	Leased until July 2014		2,190	The College leases space for the Emerson Engagement Game Lab and administrative space for the Office of The Arts.

**Table 2-4
Emerson College
External Programs**

NAME	ADDRESS	DATE PURCHASED	HEIGHT	GROSS SQUARE FOOTAGE	Description
17. Los Angeles Center	4001 West Alameda, Burbank, CA	Leased	NA	4,000 (rentable)	The College leases 4,000 square feet of space in an office building near Universal Studios, Warner Brothers, and NBC, which is outfitted for classrooms as well as offices for faculty and staff. Approximately 125 seniors study there each semester. Completely furnished student housing is offered a short distance from the center at the Oakwood Apartments complex. The apt. lease will expire in December 2013, and the office space lease will expire June, 2014.
18. Castle Well	Kasteel Well, The Netherlands	1986	NA	75,000	A restored historic castle near the Dutch-German border is home to Emerson's Semester Abroad Program in Well, the Netherlands. Moats and lush gardens contribute to the magic of this setting in which approximately 80 undergraduates live and learn in each of the fall and spring terms.
19. Emerson College Los Angeles	5960 Sunset Blvd, Hollywood, CA	2008	10 Story	102,000	The College purchased a vacant lot in March 2008 to build a permanent center for its Los Angeles internship program. Opening in January 2014, the new facility will include classrooms, faculty offices, an auditorium, a residence hall for 220 students, and underground parking.

**Table 2-5
Emerson College
Partnerships**

NAME	ADDRESS	DATE PURCHASED	HEIGHT	GROSS SQUARE FOOTAGE	Description
19. Rotch Playground	Corner of Albany/Randolph Street	25 Year Agreement April 2003	Single Story Fieldhouse	3,820	In partnership with the Boston Parks and Recreation Department, Emerson operates Rotch Field, a multi-purpose outdoor athletic facility. The field is used for men's and women's soccer and lacrosse team competition. A clubhouse on the edge of the field houses locker rooms, a trainer's room, a meeting room, in addition to office and storage space. The playing area has a FieldTurf synthetic surface.

2.4 Mission Statement

Emerson College is committed to excellence in education for communication and the arts. Founded on the study of oratory and the performing arts, Emerson's distinctive undergraduate and graduate curricula have expanded. We continue to challenge students to think and express themselves with clarity, substance, and insight, instilling the highest professional standards through rigorous academic inquiry and experiential learning. Its specialized major and external programs are based in and integrated with the liberal arts and interdisciplinary study, and are informed by a core set of values: freedom of expression, diversity of perspective, cultural awareness, integrity, civility and the responsibility of ethical choice. Our mission is to inspire students to create and communicate with depth, honesty, courage, and passion both as professionals in their fields and as informed and articulate participants in society.

2.5 Student Population Served

Since the fields of study offered by the College, Communication and Performing Arts, are more specialized than those offered by a general university or liberal arts college, the College draws from what is and will be a fairly fixed pool of potential enrollees.

Current Undergraduate Enrollment: Full-time: 3586. Part-time: 74. FTE: 3611. The College projects minimal growth over the next ten years.

Graduate Student Enrollment: Full-time: 733. Part-time: 96. FTE: 765. The College anticipates that this number will remain constant over the next ten years, fluctuating slightly up or down depending on economic conditions. Emerson's graduate students to a large degree are working professionals who commute to the College via public transportation.

The Department of Professional Studies and Special Programs Enrollment: Full-time: None Part-time: 135. FTE: 45. These students are those seeking certification in Publishing,

Screenwriting, Public Relations, Media Production, and Writing for Young Audiences, or taking individual courses.

2.6 Student Housing

Since the IMP Amendment in 2007, the College has added two dormitories to its campus, the Colonial Residence Hall and the Paramount Center which house a combined total of 634 students.

2.6.1 Existing Housing

80 Boylston Street (Little Building)

80 Boylston Street is a residence hall for 750 students. Renovated in 1995, with some additional renovations in 1997 and 1998, the 12-story early-twentieth century office building was transformed into a 750-bed residence hall, dining hall, and student services facility.

150 Boylston Street (Piano Row Residence Hall/Student Center)

The Piano Row Residence Hall houses 564 students and includes the Bobbi Brown and Steven Plofker Gymnasium which houses a NCAA-sized basketball court located on the lowest level along with athletic offices, and locker facilities on the mezzanine. The Max Mutchnick Campus Center is located on the first level below grade with portions on the ground and second floors. Residential suites occupy the third through the 14th floors and a portion of the second floor.

100 Boylston Street (Colonial Residence Hall)

Opened in September 2009, the residence hall houses 372 students on floors 2 through 10 and includes rooms for Resident Assistant's and one Resident Director's apartment. The Colonial Theatre remains as the retail tenant on the ground floor.

555 Washington Street (Paramount Center Residence Hall)

The Paramount Center, a mixed-use facility opened in March 2010 includes student housing on floors 6 through 10 for 262 students.

2.6.2 Support Provided to Off-Campus Students

The office of Off-Campus Student Services (OCSS) provides programs and services designed for students who commute to campus. In addition to providing assistance with off-campus housing, the office publishes *The Traveler*, a newsletter for Emerson commuters and administers the student MBTA pass program. All commuting students, as well as staff, can utilize Ridematching, a commuter matching service administered for the College by Transaction Associates.

2.6.3 Rules and Regulations

The rules and regulations include the statement of campus rights and responsibilities in addition to the student code of conduct. Please refer to the end of this section for this information.

2.6.4 Impact on the Surrounding Neighborhoods

The number of full-time undergraduates who live off campus fluctuates and numbers approximately 1,500 students, depending on factors such as leaves and transfers in any given semester. While there is no specific data on their impact on the rental market, the widespread geographical distribution of off-campus students in Brookline, Allston, Back Bay, Beacon Hill, Midtown, the Fenway, Somerville, Cambridge, the North End and the South End would suggest that their impact on any specific neighborhood is negligible. All of the Back Bay properties sold by the College since 1995 have been returned to market rate housing.

2.6.5 Long-Term Housing Plans

The College recognizes that living on campus enhances students' educational and social development, facilitates student and faculty interaction, and provides a cost-effective alternative to increasingly limited and expensive off-campus housing. **Table 2-6** refers to Emerson College's current housing.

Table 2-6
Current Housing

Building	Number of Beds
The Little Building	750
Piano Row Residence Hall	564
The Paramount Center	262
The Colonial Residence Hall	364
Total Number of Beds	1940

2.7 Employment

The College is planning for minimal growth over the next ten years. Our current work force will be sufficient to meet the physical needs of the campus.

Current Employment

Full-time Faculty: 173
Part-time Faculty: 292
Part-time FTE: 97.3
Total Faculty FTE: 270.3

Staff

Full-Time: 461
Part-Time: 12
FTE: 467

Rules, Regulations, and Policies

Student Code of Conduct

Preface

The College expects all of its students, whether or not they are on campus or are currently enrolled as degree candidates, to behave in a mature and responsible manner. If the College determines that a student has violated the College's standards of conduct, the College may discipline the student; such discipline may include suspension or expulsion from Emerson and any of its programs. Since the College expects students to show good judgment and use common sense at all times, not all kinds of misconduct or behavioral standards are specifically identified in this handbook.

It is the goal of the College and its disciplinary system to help provide an environment that is most supportive of and conducive to the maximum intellectual, psychological, social, physical, and spiritual growth of all its students.

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 identity, religion, political views, sexual orientation, age, sex, military or other uniformed service, or disability.
- 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 Public Safety 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 residents of the Commonwealth of Massachusetts 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 Student Code; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the College's discretion.

Article II: Student Code Authority

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

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

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

Article III: Proscribed Conduct

A. *Applicability*

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

B. *Conduct—Rules and Regulations*

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

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

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

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

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

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

Article IV: The Disciplinary Process

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

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

A. Rights of Respondents

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

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

B. Initiating a Complaint

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

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

C. Review of the Complaint

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

Depending on the results of the review, the complaint may proceed to a hearing at the discretion of the dean of students or the associate dean/director of housing and residence life or his or her designee.

D. Notification of the Charges and Disciplinary Process

1. The Respondent will be notified of a meeting to discuss an alleged violation(s) at which his or her presence is required.
2. The Respondent involved shall be notified in writing of the charges.
3. A written notice for a Conduct Board hearing will be presented in advance of the Conduct hearing, normally five business days before the hearing. A student may request consideration for the five-day notice to be waived.
4. Students are expected to be at the hearing for which they are so notified.
5. The College will make every effort to avoid scheduling a Conduct Board hearing that conflicts with the academic schedule of either the Complainant or Respondent. The College reserves the right to proceed with the Conduct Board hearing whether or not one or both of the parties fail to show. If a student believes she or he has a valid reason for a hearing to be rescheduled, a written request must be received by the College conduct coordinator or the dean of students a minimum of 72 hours in advance of the hearing for consideration. Job and extracurricular activity conflicts are not typically considered for rescheduling a hearing.

E. Hearing Bodies

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

1. Administrative Hearings:

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

An Administrative Hearing shall be conducted in the following manner:

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

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

2. Conduct Board Hearings:

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

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

F. General Information for Conduct Board Hearings

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

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

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

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

- b. **Disqualifying:**

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

G. Basis for Findings

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

H. Use of Sanctions

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

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

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

I. Sanctions

1. Definitions

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

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

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

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

2. Delay Awarding Degrees

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

3. Withhold Awarding Degrees

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

4. Typical Minimum Sanctions

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

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

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

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

- Repeat the assignment/project/exam for a lower grade*
- Receive a failing grade for the assignment/project/exam*
- Receive a failing grade for the course
- Suspended from the College
- Dismissed from the College

*Reserved for an act of academic misconduct that is determined to be unintentional, isolated, and minor in nature.

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

- Receive a failing grade for the course*
- Suspended from the College
- Dismissed from the College

*Reserved for a second act of academic misconduct that is determined to be unintentional, isolated, and minor in nature.

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

- Suspended from the College
- Dismissed from the College

Procedure for Faculty

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

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

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

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

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

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

Hearing Options for Students

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

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

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

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

sponsored event will be subject to the following set of progressive sanctions:

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

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

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

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

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

ii. Second Violation (minimum sanction):

- Disciplinary Probation for two (2) years
- Suspension from College housing for the duration of current semester, plus the following semester
- Notification letter to student's parents
- Prohibited from attending external site programs during the probation period

iii. Third Violation (minimum sanction):

- Immediate suspension from the College
- Notification letter to student's parents

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

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

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

6. When the Respondent has been found "Responsible" on any charge, the hearing body shall take the following circumstances into consideration to determine appropriate sanctions:

- a. Prior disciplinary history at the College
- b. Manner in which the student conducted him or herself upon confrontation and throughout the disciplinary process
- c. Whether the policy violation was deemed extreme, intentional, reckless, or malicious
- d. Effect of the violation on the community

J. Notification of the Hearing Decisions

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

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

K. Appeals

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

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

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

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

L. Emergency or Interim Administrative Action

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

Article V: Definitions

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

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

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

Appendix A: Procedures of Conduct Boards

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

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

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

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

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

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

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

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

I. Participation of Attorneys

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

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

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

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

II. Limitation on Matters Presented During Hearing

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

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

III. Standard of Proof in Sexual Misconduct Cases

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

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

IV. Standard of Proof in Sexual Harassment Cases

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

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

A. Presiding Officer

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

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

Respondent to the extent that the proposed questions tend to aid in the process of determining the truth or falsity of the charges against the Respondent. The chair may decline to ask questions that are argumentative in nature or cumulative (i.e., they unnecessarily repeat evidence already provided to the board).

- b. After the Respondent has been given an opportunity to suggest questions to the Conduct Board for each person who appears before it to support the Complainant's charges, the chair and the members of the Conduct Board will have the opportunity to ask questions.
 - c. After the Respondent and the members of the Conduct Board have been given an opportunity to ask questions of a person, the Complainant will be given an opportunity to address (through explanation or rebuttal testimony) anything that came up in the questioning of that person by the board, on its own behalf or for the Respondent.
 - d. When it appears that the Complainant has completed the presentation of her or his case, the chair of the Conduct Board will ask the Complainant to state for the record that his or her presentation is complete.
6. After the Complainant has confirmed that her or his presentation is complete, the Respondent will be called upon to present the facts that she or he believes the Conduct Board should rely on in finding her or him not responsible for the violations alleged in the statement of charges made by the Complainant.
- a. Following the completion of the Respondent's individual testimony, and at the close of the presentations made by each witness on behalf of the Respondent, the chair of the Conduct Board will invite the Complainant to suggest questions that the Conduct Board should ask the witness. The chair will ask all questions proposed by the Respondent to the extent that the questions proposed tend to aid in the process of determining the truth or falsity of the charges against the Respondent. The chair may decline to ask questions that are argumentative in nature or cumulative (i.e., they unnecessarily repeat evidence already provided to the Board).
 - b. After the Complainant has been given an opportunity to suggest questions to the Conduct Board for each person who appears before it to support the Respondent's testimony, the chair and the members of the Conduct Board will have the opportunity to ask questions.
 - c. After the Complainant and the members of the Conduct Board have been given an opportunity to ask questions of a person, the Respondent will be

given an opportunity to address (through explanation or rebuttal testimony) anything that came up in the questioning of that person by the board, on its own behalf or for the Complainant.

- d. When it appears that the Respondent has completed the presentation of his or her case, the chair of the Conduct Board will ask the Respondent to state for the record that his or her presentation is complete.

7. When the Respondent has indicated that her or his presentation is complete, the chair will give the Complainant and Respondent, in that order, the opportunity to make a closing presentation. At the discretion of the Conduct Board, this presentation can either be made orally immediately following the closing of the Respondent's presentation or in writing not more than 36 hours after the close of the Respondent's presentation. Where the closing presentation is to be written, both parties will deliver their presentations at the same time.

B. Consideration of Materials

The Conduct Board will consider all materials that assist it in determining, in a fair and equitable manner, whether allegations contained in the statement of charges are supported by a preponderance of the evidence.

1. Ordinarily, the Conduct Board will require that witnesses giving testimony concerning the events in question have first-hand knowledge of facts to which they are testifying. In other words, the Conduct Board requires that in order to give testimony concerning an event in question, a person must have been present during the event in question and have observed its occurrence (whether through seeing or hearing).
 - a. The board will accept the testimony of a person who heard a description of an event from one of the persons who was physically present, provided that the second-hand testimony is of the sort that is generally accepted as reliable evidence tending to show that the facts occurred, or did not occur, as alleged.
 - b. In the discretion of the Conduct Board, when it is shown that it is unreasonable to expect an important witness to attend the hearing in person, the board may accept a written description of an event provided: (1) the opposing party is given a copy of the written description sufficiently in advance of the hearing to permit that party to submit written questions to the missing witness (through the Conduct Board) and receive answers in time to offer them to the board; (2) written description will only be accepted and may only be considered if it is accompanied by a signed honesty

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

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

C. Decision of the Conduct Board

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

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

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

D. Attendance

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

VI. Appeal Protocol for Sexual Misconduct and Sexual Harassment Cases

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

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

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

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

Appendix C: College Policies

Academic Misconduct

Academic misconduct includes traditional textual plagiarism and its manifestations, including self-plagiarism (submitting work to meet a requirement in one class that was submitted to meet a requirement in another class without the explicit authorization of the class's instructor), falsifying work or academic records, cheating, substitution of work or the work of another, actively participating in or condoning these activities with others, or appropriating creative works of art in whole or part (images, sounds, lighting designs, audio tracks, scripts, etc.). See "Sanctions" under the Disciplinary Process section and the "Policy on Plagiarism" in this section for further details pertinent to this matter.

Alcohol and Other Drug Policy

Introduction

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

Philosophy

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

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

Medical Amnesty

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

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

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

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

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

Recognizing Signs of Intoxication/Overdose

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

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

Signs of an amphetamine overdose may include:

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

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

Seek Assistance

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

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

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

Laws, Regulations, and Sanctions

Emerson College and the members of the Emerson community are responsible for observing and complying with federal, commonwealth, city, and College laws and regulations regarding the use of AODs whenever they are on its U.S. or European campuses or taking part in its activities. Where the legal drinking age at our European campus 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 European campus. In addition, all members of the Emerson community are responsible for ensuring that their guests adhere to the Emerson College AOD Policy, and, when determined appropriate, will be held accountable for violations committed by their guests.

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

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

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

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

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

A. Alcohol

1. College-Wide Regulations

- a. Age: A person must be 21 years of age or older to possess or consume alcoholic beverages. All community members are prohibited from serving or providing alcohol to individuals who are under 21 years of 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 and finance for approval.

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

Student organizations should present their requests as follows:

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

Final authorization requires the signature of the dean of students.

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

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

f. Advertising and Postings

- i. No postings or announcements may be made, placed, or distributed that promote a party or event in which individuals under 21 years of 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, give-aways, and other remuneration for Emerson College events and activities by the manufacturers, distributors, or sellers of alcohol are prohibited without written authorization.
- v. Alcohol is prohibited from all Emerson College student and student organization orientation and initiation activities.
- vi. No event may be held in which a primary focus is the service and consumption of alcohol.
- vii. All College-sponsored student organization events and activities at which alcohol will be served or consumed must have the event's advertising approved by the dean of students or his or her designee.
- viii. Student events in which alcohol is served or consumed must follow the guidelines below:
 - a) Admission charges and/or undergraduate student activities fees may not be used for the purchase of alcohol.
 - b) Open bars or the serving of alcohol without charge is prohibited unless food and non-alcoholic beverages are also available free of charge. In addition, at least 25 percent of an event's food and beverage budget must be used for the purchase of food, and at least 25 percent of an event's food and beverage budget must be used for the purchase of non-alcoholic beverages.
 - c) Unless otherwise authorized by the dean of students, hosts or hosting organizations are required to provide food and non-alcoholic beverages as a part of any activity or event at which alcohol will be available via a cash bar. Food and non-alcoholic beverages must be available in sufficient quantities (in general, they should be available throughout the entire event) for the expected attendance of the event.

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

- ix. In addition, on-campus student events in which alcohol is served or consumed must follow the guidelines below:
 - a) Alcohol permitted at an event will be restricted to beer and/or wine.
 - b) No alcoholic beverages are to be taken out from the function room.
 - c) Alcoholic beverage service will last no longer than three hours in duration, and is to end no later than 11:30 pm.
- x. In addition, student organization-sponsored events in which alcohol is served or consumed must follow the guidelines below, unless otherwise authorized:
 - a) No alcohol other than what is served by the College's dining services (for on-campus events) or a licensed server (for off-campus events) is permitted.
 - b) At least two members of the hosting organization and its advisor or designated faculty/staff member need to be present and not drink alcoholic beverages throughout the entire event. For on-campus events, the organization is responsible for arranging to have a member of the College's Public Safety Department 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 21 years of 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, commonwealth, and city 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 21 years of age or older may possess and/or consume alcohol only in his or her own room or in the room of another resident who is 21 years of age or older.
- b. An individual 21 years of age or older is prohibited from consuming alcohol or possessing an open container of alcohol in any room where individuals under the age of 21 are present.
- c. Personal possession of alcoholic beverages by any one resident 21 years of age or older combined with any guests in quantities exceeding one 12-pack of beer (144 ounces) or one half gallon (64 ounces) of wine or one pint (16 ounces) of liquor (80 proof maximum) or its equivalent is prohibited.
- d. An individual 21 years of age or older may possess and/or consume alcohol in the common area of a residential suite only if all suitemates and guests of the suite are 21 years of age or older.
- e. Residence hall activities fees may not be used for the purchase of alcohol.
- f. Individuals under the age of 21 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 21 years of age or older.
- h. Alcohol paraphernalia including, but not limited to, beer pong tables or funnels is prohibited.

B. Tobacco

1. College-Wide Regulations

- a. Smoking is prohibited in all Emerson College-owned or -leased buildings.
- b. Smoking is prohibited within the archway of the 80 Boylston Street entranceway during posted hours.
- c. Smoking is prohibited within 25 feet of 150 Boylston Street.
- d. Smoking is prohibited in all Emerson College-owned or -leased transportation vehicles including buses, vans, shuttles, Public Safety patrol cars, and Facility Management vehicles.
- e. The retail sale of tobacco and tobacco products is prohibited.
- f. The commercial distribution of tobacco and tobacco products is prohibited.

g. Funding, donations, give-aways, and other remuneration for Emerson College events and activities by the manufacturers, distributors, or sellers of tobacco and tobacco products are prohibited.

C. Drugs

1. College-Wide Regulations

- a. Possession, use, manufacture, distribution, or sale of illegal drugs is prohibited.
- b. Possession, use, manufacture, distribution or sale of drug paraphernalia (e.g., pipes, bongs) 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 drugs is prohibited.
- f. Use of prescription drugs without a prescription is prohibited.

Bicycles

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

At 180 Tremont Street in the Ansin Building, there is a bicycle parking area for 12 bicycles. Registered users may use this facility for daily, unassigned bike rack parking on a

space-available basis. Bikes parked in the facility must be registered, display an Emerson College Bike Registration decal, and must occupy one of the numbered rack spaces. Unregistered bikes and/or bikes not locked in a numbered rack space may be impounded.

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

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

Building Access

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

Ordinarily, guests must be "signed in" by the Emerson College individual faculty, staff, or student who will be their "host" while they are visiting. The host must present his or her current Emerson ID or Access card when signing in the guest, and the guest must present a current photo ID and sign the log at the security desk. The host who signs in a guest is responsible for the whereabouts and actions of his or her guest in the Emerson building at all times while he or she is signed in. Students will be limited to signing in five (5) guests, 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 Public Safety/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 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.
 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 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 must have an approved Fundraising Form on file with the Office of Student Life before the poster may be stamped for approval.
 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.

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

1. Campus Center: Assistant Director of the Campus Center
2. Cabaret: Assistant Director of the Campus Center
3. Residence Halls: Residence Director

- C. No postings may be placed in elevators, on fire escapes, walls, doors, windows, 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*.
- J. If an Emerson-related event is to take place on property under the jurisdiction of the City of Boston or Commonwealth of Massachusetts (e.g., the Boston Common, the Public Garden, the Hatch Shell), a permit must be obtained through the Office of Government and Community Relations. Proof of a permit must be submitted before a poster will be approved in Student Life.
- K. If an Emerson organization wishes to reference or credit a non-Emerson entity, a formal contract outlining the relationship will be required before a flyer may be approved. The dean of students must review and approve all contracts.
- L. Only events sponsored and coordinated by recognized clubs and organizations may post an event on the eCommon calendar or via the Campus Center Axis TV Service.
- M. All students are encouraged to post their activities to the College's web portal. Any post can be edited or removed if it is found to violate the Electronic Information Policy. All of the policies related to obtaining an approval stamp pertain to electronic posting submissions to the College's web portal, *eCommon.emerson.edu*.

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

Classroom Behavior

The primary responsibility for managing the classroom rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the

remainder of the class period. A disciplinary hearing will determine whether a longer suspension or dismissal from a class is warranted.

Consensual Relationships Policy

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

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

On occasion, an employee will have a dating, romantic, or sexual relationship, or a marriage with an individual who then becomes a student, or an individual with a pre-existing relationship with a student will join the College. It is the obligation of the faculty member to disclose that relationship or marriage to the school dean (or executive director of the Institute of Liberal Arts and Interdisciplinary Studies) in which the school (or executive director of the Institute of Liberal Arts and Interdisciplinary Studies) in which the student is enrolled. It is the obligation of the dean or executive director to take steps that he or she deems necessary to ensure that the educational experience of that student, and other students in the school or program, is not materially affected by the dating, romantic, sexual, or marital relationship. Since individual cases may vary, the dean or executive director has discretion to consider specific circumstances—the nature of the relationship, the specifics of the student's academic program and the faculty member's responsibilities, the staff member's duties and constraints on the school and program—in fashioning these steps. The steps can range from no action, to the recusal of the faculty member from matters involving the student, to changes in the faculty member's teaching, advising, service, or other duties.

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

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

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

Copyright Policy

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

Demonstrations

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

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

- A. The blocking of corridors or entrances to any area or the use of loud noise to disrupt a conference, meeting, or classroom session is prohibited.
- B. Demonstrations may not be conducted in faculty or administrative offices, classrooms, the library, or other academic/performance areas.

- C. Picket lines in College corridors are prohibited. Students, faculty, or other members of the College community who violate these regulations will be subject to disciplinary action.

Disability Services Statement

Emerson College is committed to providing equal access to its academic programs and social activities for all qualified students with disabilities. While upholding this commitment, the Disability Services Office maintains the high standards of achievement that are essential to the College’s programs and services. In advancing these dual aims, we ensure that the College’s policies, practices, and procedures conform to federal and state statutes and regulations. Our philosophy is that students are independent and self determined and that students with disabilities—just like all students—have control over their lives here at Emerson and are ultimately responsible for making their own decisions.

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

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

Rights and Responsibilities of Students with Disabilities

Emerson students with disabilities (as defined under 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;
- Reasonably accessible and available information concerning the College’s disability services.

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

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

Rights and Responsibilities of the College

Emerson College has the right to do the following:

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

Emerson College has the responsibility to do the following:

- Provide information to students concerning the resources and services available for students with disabilities and provide that information in accessible formats upon request;
- Ensure that the College's programs, activities, and services, when viewed in their entirety, are accessible to qualified students with disabilities in an integrated and appropriate setting;
- Work with students who request accommodations to identify reasonable and effective accommodations for each student's needs within the context of a particular course or program's essential elements;
- Respond to all requests for accommodation in a timely manner;

- Provide reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids for students with disabilities;
- Maintain appropriate confidentiality of students' documentation, records, and communication in accordance with federal and state law.

Process for Making Accommodation Requests

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

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

Students who request accommodations will be asked to provide the DSO with recent and appropriate documentation prepared by a qualified professional. The documentation must support the claim of a disability and include a rationale for the requested accommodations. After the documentation is received, the DSO staff will review the student's request and documentation in order to make decisions about accommodations and services. The documentation may also be evaluated by staff in the Counseling Center and/or the Center for Health and Wellness. Students must meet with the DSO to obtain the outcome of the review; at this time, students will be informed in writing of the decision concerning their requests for accommodation and of their right to appeal the decision. At each step in the process, the DSO strives to ensure that policies, procedures, and responsibilities for all parties are understood by all involved.

Location and Contact

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

Electronic Information Policy Statement*

Electronic Mail

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

Internet Use

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

Responsibility for Acknowledging Sources

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

Responsibility for Handling Potentially Offensive Material with Discretion

Material can be accessed on the Internet that some may consider to be objectionable or offensive. In no way does Emerson College encourage or endorse accessing such material except for legitimate academic purposes. Users must exercise judgment when choosing the information they access. If there is the reasonable expectation that the accessed information would be considered objectionable by some, then public terminals (those in open offices, labs, the library, and other public places) may not be used and hard

copy of such information may not be directed to public printers. Thus, in accessing such material, the user has the responsibility to do so in a private environment, such as a residence hall room or private office, and in such a way that the material does not negatively affect those who may deem it objectionable or offensive. For example, such material should not be forwarded to others without their consent.

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

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

Sharing of Copyrighted Files

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

Violations of Guidelines

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

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

Email and College Communication

Every enrolled degree-seeking student is assigned an Emerson College email address as part of their ECnet account. This email address is usually in the form of firstname_lastname@emerson.edu. The College considers the transmission of information to students, via email, to this College-assigned email address as a form of official

notification. **It is your responsibility to check your Emerson email account regularly.** You can access your Emerson email account via the web from any Internet-networked computer at the URL *ecmail.emerson.edu*.

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

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

False Reporting of Emergencies

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

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

File Sharing (Peer-to-Peer)

Intellectual property rights are what allow us all to benefit from creative and scholarly works produced by others. As an institution of higher education committed to leadership in communication and the arts, Emerson College endeavors to nurture respect for all intellectual property rights of others. The College also requires that its faculty, staff, and students comply with all applicable College intellectual property policies and the law, including federal copyright law.

In 2008, the U.S. Congress passed the Higher Education Opportunity Act, which among other things, requires that colleges and universities assist in the effort to effectively combat copyright infringement. This legal requirement applies to unauthorized distribution of copyrighted materials by users of the College’s computing network. In other words, the law now requires the College to take

affirmative steps to stop all members of its community from using the College’s computing resources to engage in illegal peer-to-peer file sharing.

While Emerson does not routinely monitor the electronic activities of its students, it does have a procedure in place for responding to claims by copyright holders that members of the Emerson community have infringed a copyright. For example, when community members using the College’s network engage in illegal file sharing over the Internet through a peer-to-peer client (such as LimeWire, Gnutella, or KaZaA), copyright holders and their representatives (such as the Recording Industry Association of American [RIAA]) may discover that activity through a variety of methods. The copyright holder or its representative may notify the College of the unlawful activity, and the College is required to take action in response. Reports of copyright infringement by students are referred to Emerson’s Office of Student Conduct, and the alleged infringers may face disciplinary action under the College’s Code of Student Conduct up to and including loss of housing and suspension from the College. Reports of alleged infringement on the part of employees are referred to the employee’s department head. Illegal activity by any network user may result in suspension or termination of network privileges.

In addition, copyright holders and their representatives may take legal action against infringers, and the resulting penalties can be very steep. Courts may award the victim of infringement actual damages (for example the amount of lost profits resulting from the infringement), or statutory damages ranging from \$750 to \$30,000 per work infringed. In cases of willful infringement, courts may award as much as \$150,000 per work infringed. In fact, last year a federal court in Boston ordered a Boston–area graduate student accused of illegal file sharing to pay \$675,000 in damages to copyright holders. In some instances, courts may also award the copyright holder its reasonable attorneys fees incurred in enforcing its rights. And the law even permits a court to impose criminal penalties including fines and imprisonment.

There are legal alternatives to illegal file sharing, which permit sharing of songs, movies, shows, clips, and a variety of other electronic media while preserving the intellectual property rights of the artists or copyright holders. Links to those alternatives together with links to applicable copyright resources are provided below.

Please think twice. Is it worth the risk of incurring College sanctions, a lawsuit, and thousands of dollars in damages for a free song, video, or film?

Copyright Resources

- Emerson College Copyright Policy, emerson.edu/policy/copyright
- Emerson College Student Code of Conduct, emerson.edu/student-handbook
- Educause.edu Higher Education Opportunity Act Resource Page, educe.edu/Resources/Browse/HEOA/34600
- The Recording Industry of America, riaa.com/physicalpiracy.php?content_selector=What-is-Online-Piracy
- The Motion Picture Association, mpaa.org/contentprotection/get-movies-tv-shows
- Digital Millennium Copyright Act (full text, copyright.gov/legislation/pl105-304.pdf)
- United State Copyright Office Online Service Providers Web Page, copyright.gov/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.

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.

Penalties for Hazing

Massachusetts Hazing Law of the COMMONWEALTH OF MASSACHUSETTS GENERAL LAWS 269:17, 18, 19 state:

Section 17: HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one, [sic] year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18: FAILURE TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19: COPY OF SECS. 17-19; ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS AND ORGANIZATIONS; REPORT

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization that is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested

acknowledgement stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communication the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution that fails to make such report.

HIV/AIDS Campus Statement

Introduction

Emerson College is committed to a compassionate response to all members of the community who are infected with the Human Immunodeficiency Virus (HIV) as well as those who have Acquired Immune Deficiency Syndrome (AIDS). The College seeks to create a safe and open environment for communication while safeguarding and respecting the confidentiality of individuals. Students, faculty, and staff are guaranteed access to all areas of the institution such as residence halls, dining rooms, athletic facilities, classrooms, and offices without discrimination on the basis of HIV/AIDS status. Emerson community members are afforded the right to participate in all College activities without restriction. At the same time, Emerson College expects that its community members act responsibly in preventing the transmission of HIV/AIDS. The College provides ongoing prevention-based education, information, and resources.

Confidentiality

No member of the Emerson College community may publicize or otherwise provide any person, group, agency, insurer, employer, or institution with any medical or other information regarding the HIV/AIDS status of an Emerson College faculty, staff member, or student without written consent from the individual involved or, if the case permits, from an immediate family member or the domestic partner. College employees responsible for maintaining student and employee records will carefully weigh the importance of including any specific information about the existence of known HIV infection in Emerson College medical records, counseling records, personnel files, housing records, or any other College file, except when circumstances of medical necessity mandate it. At minimum, the inclusion of any information regarding HIV infection in a College record will be discussed with the individual prior to any entry.

Education, Communication, and Prevention Programs

- A. The Center for Health and Wellness, in collaboration with the Division of Student Affairs, provides HIV/AIDS education and prevention for the student body. The wellness educator, within the center, coordinates programming and utilizes resources available both within the College and in the Boston community. Current information regarding HIV/AIDS is available to any Emerson community member through the Center for Health and Wellness.
- B. Where relevant, the faculty integrates HIV/AIDS-related projects, research, and lectures into the general curriculum.
- C. The College sponsors periodic outreach efforts for students addressing issues of HIV/AIDS prevention, safer sex, and responsible decision-making with respect to alcohol and other drug use.
- D. The College identifies employees who have specific needs relating to HIV/AIDS prevention. Groups include staff that may come in contact with blood products, such as those in the Center for Health and Wellness, Facilities Management, Public Safety, and Athletics. Focused education and information is made available through Human Resources.
- E. If the Center for Health and Wellness determines that a communicable disease situation exists on the campus, such that individuals who have compromised immune systems are placed at significant risk, the College will make efforts to notify the community.
- F. Only when authorized and as directed by the individual or, if the case permits, by an immediate family member or a domestic partner (as defined by the College's Human Resources policy statement on benefits), the College will inform the Emerson community about a member who is affected by HIV or AIDS.

HIV Antibody Testing

Individuals seeking to be tested for the HIV antibody are encouraged to utilize anonymous testing (where a name or other identifying information is not given) rather than confidential testing (where a name or social security number is given). Centers that provide pre- and post-testing counseling are highly recommended. 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 the Counseling Center, treatment is provided within the limitations of services available in each department. In most cases, referral off campus for comprehensive medical and psychological services is the most appropriate and most effective treatment response. Students, faculty, and staff are reassured of their confidentiality as outlined above.

Intellectual Property Ownership Policy

A. Introduction

The purpose of this policy is to encourage research; publication; and artistic, creative, and pedagogical work of the highest possible caliber and to protect the intellectual property of the College and its faculty, staff, and students.

B. Copyright Law Generally

"Copyright" means that bundle of rights that protect original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. "Works of authorship" (including computer programs) include, but are not limited to, the following: course materials such as syllabi, lesson plans, and lecture notes; written works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works (photographs, prints, diagrams, models, and technical drawings); motion pictures and other audiovisual works; sound recordings; and architectural works. "Tangible media" include, but are not limited to, books, periodicals, manuscripts, phonorecords, films, tapes, and disks.

You can find a general description of copyright law at emerson.edu/policy/copyright. If you have specific questions about College copyrights, contact the Office of the General Counsel. The Office of the General Counsel can refer you to competent counsel for personal copyright matters.

C. Copyright Ownership Policy

1. For staff, administrators, student employees, and other non-faculty employees: Emerson College owns the copyright to any works created by staff, administrators, student employees, and other non-faculty employees in the course of their College duties. This includes, but is not limited to, copyright in works such as publications, software, web design, graphic and artistic work, photographs and other visual images, audio recordings, music, dramatic, or theatrical work, and data compilations. If the employee asks, the College may, but is not required to, grant the employee a non-exclusive license to use the work for mutually agreed purposes.
2. For faculty: Text pertaining to faculty can be found in the Faculty Handbook.
3. For students:

a. Student Rights Generally

"Student Works" are those works produced by Emerson students in fulfillment of class assignments, as projects for academic credit, or as projects with co-curricular or extracurricular organizations. Student works' primary purpose is educational. Student works are owned by the student(s), subject to a non-exclusive royalty-free license to use the student work for the College's educational, promotional, and public relations purposes if the student work is not a confidential educational record.

b. Student Responsibilities

Each student who participates in the creation of a student work is responsible for his or her contribution to such student work including, without being limited to, ensuring that his or her contribution to such student work does not violate or infringe on any copyright, any right of privacy, or any other right of any person; and that such student work is not libelous, obscene, or otherwise contrary to law.

Each student is responsible for obtaining any necessary permissions for the use of any copyrighted materials the student contributes to in such student work.

Any advice or assistance given by any faculty member or other representative of Emerson College to any student in relation to the foregoing responsibilities, or otherwise in relation to the preparation or production of a student work, shall not be construed (a) as the assumption of such responsibility or of any liability by such person or by Emerson College; (b) to deem the College or such person a joint venturer with such student; or (c) to grant such student the power, right, or authority to create any obligation or responsibility on behalf of, or otherwise, to bind the College or such person.

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

c. Limitation on Transfer Rights in Student Works

Student works may also have market value. However, if a student markets, commercially distributes, or transfers to a third party his or her rights in a student work, it may deprive other students of the opportunity to work with the student work and hinder faculty supervision of the work, thereby limiting the primary educational purpose of the student work. Students should also be sure that their marketing, commercial distribution, or transfer of rights does not infringe upon the rights of co-authors of the student work. Any student work that is produced by more than one student is subject to the following policy, and all students agree, as a condition of their attendance at the College, to abide by the provisions of this policy.

Students agree to wait until every student who contributed to the student work has either graduated from Emerson College or is no longer enrolled before distributing their own interest in joint student work. This temporary limitation on distribution of joint student work includes distribution in any manner, such as by sale or other transfer of the ownership or other rights, license, lease, loan, gift, or otherwise. Students may, however, enter joint student work in festivals or competitions. Students shall make joint student work available to other students and to faculty members of Emerson College who participated in creation of the student work for any use relating to his or her education or to the education of such other students. The dean of the appropriate school at Emerson College may, in his or her sole discretion, in consultation with the vice president for academic affairs and the president of the College, waive these restrictions for any reason satisfactory to the dean.

d. Emerson Credit

Emerson College will decide whether or not to put its name on a given student work. If so requested by the appropriate dean at Emerson College, the student(s) who owns each student work agrees to credit in such student work, in a manner satisfactory to the dean, any donor to Emerson College whose donation contributed directly to the production of such student work.

e. Destruction of Student Work

It is the obligation of the student to retrieve his or her work. The College has no obligation to preserve student work and reserves the right to destroy it after the end of the semester in which the work was created.

4. Works Created by Outside Vendors and Contractors

In general, the College expects to own the copyright in the work of outside vendors and contractors. The College official engaging the outside vendor or contractor and signing the contract is responsible for ensuring that the contract protects the College's rights. The College expects that employees engaging outside vendors and contractors on behalf of the College will obtain legal advice from the Office of General Counsel prior to their engagement or the execution of a contract.

D. Disclosure

Faculty or students who create works in which the College may have an ownership interest should make an immediate disclosure, in writing, to the dean of their respective school.

E. Trade and Service Marks

The College owns certain trademarks and service marks. These include, but are not limited to:

1. Emerson College
2. Emerson
3. E 1880 (design plus date in black and white)
4. E 1880 (design plus date in color)
5. Bringing Innovation to Communication and the Arts
6. EVVY
7. *Ploughshares*
8. WERS
9. Music for the Independent Mind
10. American Comedy Archives

Faculty, staff, and students must obtain the written consent of the vice president for administration and finance before using Emerson trademarks or service marks (or any phrase or mark likely to cause confusion with Emerson trademarks or service marks) in connection with works in which they have a personal ownership interest.

Life-Threatening Behavior

Emerson College recognizes that certain life-threatening behaviors (e.g., suicide threats, gestures, or attempts to harm oneself [e.g., burning, cutting]; eating disorders; substance abuse; threats, gestures, or attempts to harm others) are signs of personal distress. While the College is committed to helping students alleviate whatever stress factors are precipitating life-threatening behavior, such behavior is considered disruptive to and unacceptable in

the academic and social/living environments of the College community. At the discretion of the dean of students or his or her designee, a parent, guardian, or family member may be notified.

Any student who demonstrates such behavior while enrolled at Emerson may be required to attend an administrative hearing and may be required to immediately undergo a psychological, medical, and/or substance abuse evaluation. The results of a psychological, medical, and/or substance abuse evaluation will be considered in determining if or under what conditions the student may continue at Emerson College. The College may insist that the student actively engage in psychotherapy, an eating disorder program, and/or a substance abuse treatment program while enrolled at Emerson College or may be required to withdraw from the residence hall and/or the College. Students who refuse such an evaluation are subject to being automatically suspended from the College and/or residence halls.

Massachusetts Laws for Alcohol, Firearms, and Fireworks

A. Alcoholic Beverages

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

B. Firearms

Any person carrying a firearm loaded or unloaded in any building or on the 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.

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 the Department of Public Safety (extension 8888 from a campus phone or 617-824-8888 from off-campus and cell phones) immediately when they believe a student is missing. The College, acting through its various departments, offices, and employees, shall notify Public Safety immediately in all cases of missing persons reported to any College employee. In all cases, Public Safety will notify the dean of students directly of any missing student report.

Public Safety will investigate the circumstances of the student's absence. If Public Safety 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 his or her residence while attending college, and the name and address of the college that he or she is attending.

Emerson students can obtain the "Non-Resident Driver Statement" application at the Emerson College Public Safety Office located at 80 Boylston Street, or it can be printed from mass.gov/rmv/forms/20098.pdf. Emerson students who are required to complete this application should submit their completed applications to the Boston Police Department at the following address:
District A-1 Auto Room
40 New Sudbury Street
Boston, MA 02114

After receiving a completed "Non-Resident Driver Statement" application from an Emerson student, the Boston Police Department will send a copy of the completed form to Emerson College's Department of Public Safety. Emerson's Department of Public Safety will then issue that student a special Commonwealth of Massachusetts non-resident student driver decal, which the student should promptly affix to the upper-center portion of the front windshield of his or her vehicle.

"It is unlawful for a non-resident student to fail to file a non-resident driver statement with the police department located in the same city or town as the school or college attended, in accordance with section 3 of chapter 90 of the Massachusetts general laws. Failure to file such a statement is punishable by a fine not to exceed \$200.00."

Name, Logo, or Motto Use Policy

Use of the Emerson College (EC) name, logo, or motto/tagline is prohibited without advanced approval by the dean of students or his or her designee. College-recognized student organizations and individual students should direct their inquiries to the associate dean of students in the Office of Student Life. Permission to utilize the EC name, logo, or motto/tagline by recognized student organizations is typically granted as long as the EC name, logo, or motto/tagline isn't altered and is being used for College-related business or activities. Use of the EC name, logo, or motto/tagline is **typically not** granted for individual student use.

Nondiscrimination Policy

Emerson College is committed to fostering a climate of respect for students, staff, and faculty as well as others who participate in the College's programs and activities. As a part of that commitment, Emerson prohibits discrimination or harassment based on an individual's gender, race, color, religion, national origin, ethnicity, age, disability, sexual orientation, gender identity, or any other characteristic protected under applicable local, state, or federal law ("protected characteristics"). Emerson also prohibits discrimination or harassment based on an individual's participation in a protected activity (such as reporting alleged discrimination or harassment). This policy complies with federal, state, and local laws.

In addition, Emerson expects that its students, faculty, staff, vendors, contractors, alumni, and guests (collectively, "members of the Emerson community") will conduct themselves appropriately and refrain from behavior that infringes on the rights of others. Accordingly, individuals who discriminate against or harass others, 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, or association with Emerson, or expulsion from Emerson.

A. Definitions

1. Unlawful discrimination is unfavorable or unfair treatment of a person or a "class" of people based on their protected characteristic(s).

Examples of unlawful discrimination would include denying an individual a job or promotion or denying a student the opportunity to participate in an educational activity because of his or her protected characteristic(s).

2. Discriminatory harassment is harassment based on an individual's protected characteristic(s).

Discriminatory harassment is defined, for purposes of this policy, as conduct that degrades or shows hostility toward an individual because of his or her protected characteristic(s) and which:

- a. has the intent or effect of unreasonably interfering with the individual's employment or educational endeavors; or
- b. has the purpose or effect of creating a hostile, intimidating, or offensive working or educational environment ("hostile environment").

3. Sexual harassment is a form of unlawful sex discrimination.

A person may be found to have engaged in unlawful sexual harassment if he or she makes unwelcome sexual advances or requests for sexual favors, or engages in other verbal or physical conduct of a sexual nature in which:

- a. submission to such advances, requests, or conduct by an employee or student is made either explicitly or implicitly a term or condition of his or her employment or educational experience ("quid pro quo" harassment).
- b. such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an employee's or student's professional or educational performance by creating an intimidating, hostile, humiliating, or sexually offensive work or educational environment ("hostile environment" harassment).

4. Both men and women 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 how severe or pervasive the conduct is. Sexual harassment may include the following:

- a. Unwelcome physical touching of a sexual nature;
- b. Unwelcome verbal communication 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); or
- c. Displaying or distributing sexually suggestive objects, pictures, cartoons, graffiti, or written materials.

5. Unlawful retaliation is taking negative or adverse actions against someone because he or she has engaged in legally protected activities.

The College will not tolerate members of its community taking adverse action toward anyone who, in good faith, alleges illegal discrimination or harassment. Nor will the College tolerate retaliation against individuals who cooperate with an investigation related to any investigation or another individual's discrimination complaint. The College may discipline individuals who retaliate. Such discipline may rise to the level of immediate termination of employment or association with Emerson, or in the case of students, expulsion from the College.

B. Complaint Procedure

Employees and students are encouraged to bring complaints of discrimination or harassment immediately to the attention of the following individuals, or to the attention of the College's General Counsel. The individuals identified below are available to discuss any concerns employees or students may have, as well as to provide information about Emerson's complaint procedure. The College has designated the associate vice president for human resources and the dean of students to investigate complaints of unlawful discrimination. The College will ensure that no person who is the subject of a complaint will be assigned to investigate that complaint. The College's General Counsel and Associate General Counsel are available to provide advice or assistance to the investigating officer.

1. Employee Complaints

Complaints under this policy by an employee of the College, including faculty members (defined as all part-time and full-time professors, assistant professors, associate professors, lecturers, instructors, and visiting

professors), administrators, or staff, should be brought to the associate vice president for human resources, 8 Park Plaza, State Transportation Building, 617-824-8580.

2. Student Complaints

Students who believe they have been subjected to unlawful discrimination or harassment may initiate a complaint under this policy by speaking to the director of multicultural student affairs at 617-824-8637 or the dean of students at 617-824-8640, both of whom are located on the second floor of 150 Boylston Street (Max Mutchnick Campus Center).

3. Investigation and Resolution of Student Complaints

The individuals available to receive complaints, identified above, were selected to give students the opportunity to initiate a complaint in a place where they will feel most comfortable doing so. These individuals have the responsibility, after speaking with the Complainant and/or reviewing a written complaint, to ensure that the complaint is promptly directed for investigation to: (1) the dean of students, when the Respondent is a student, or (2) the associate vice president for human resources for all other complaints.

C. Investigation Procedure

Emerson will promptly, equitably, and thoroughly investigate all complaints of discrimination, harassment, or retaliation it receives. All 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, and will include consideration of other relevant evidence.

When Emerson has completed its investigation, it 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 a claim of discrimination, harassment, or retaliation.

Emerson shall conduct the investigation and resolution of complaints with as much confidentiality as possible, without compromising the thoroughness of the investigation or the rights of the alleged offender.

D. College's Response to Harassment or Retaliation

If the investigation reveals that an Emerson community member has engaged in inappropriate discrimination, harassment, or retaliation, Emerson will take prompt remedial action to eliminate the conduct, prevent recurrence and correct its effects, including, when appropriate, imposing discipline on the offender. Such disciplinary action may include, but may not be limited to, a written warning, temporary suspension, and/or immediate termination of employment, or expulsion from the College or its residence halls.

Emerson recognizes that false accusations of discrimination, harassment, or retaliation may have a serious effect upon innocent persons and the community as a whole. Therefore, if the College becomes aware that an individual has knowingly made a false accusation of discrimination, harassment, or retaliation against another, it will take disciplinary action against the individual who made the false accusation.

E. State and Federal Resources for Victims of Unlawful Discrimination, Harassment, or Retaliation

In addition to filing a complaint with Emerson College, as described above, an Emerson student or employee who believes that he or she has been subjected to unlawful discrimination, harassment, or retaliation may file a formal complaint with the government agencies that are identified below. Please note that state and federal agencies only permit individuals to file complaints within a limited time frame from when the discrimination occurred.

Both employees and students may bring complaints of discrimination and harassment to the following state or federal agencies:

Massachusetts Commission Against Discrimination
One Ashburton Place, Room 601
Boston, MA 02108
617-994-6000
mass.gov/mcad/

United States Equal Employment Opportunity Commission (EEOC)
John F. Kennedy Federal Building
Government Center Room 475
Boston, MA 02203-0506
1-800-669-4000
eeoc.gov

Students may also bring complaints to:

Office for Civil Rights/ED
United States Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
617-289-0111
Email: OCR.Boston@ed.gov
Web: ed.gov/ocr

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-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 Guide.

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). Exceptions will be made, of course, in the case of guide dogs.

Plagiarism and Academic Dishonesty Policy

(Issued by the Academic Policy Committee and approved by the Faculty Assembly in May 1983, and updated and approved by the Faculty Assembly in October 2005.)

Introduction

Plagiarism is the use of the words and/or ideas of another as if they were one's own and without acknowledgment of their source. Plagiarism is stealing, and constitutes a serious offense against any ethical code be it scholastic, artistic, or professional. Plagiarism can either be committed intentionally, or it can happen inadvertently, due to careless note-taking or to a lack of knowledge of the conventions by which sources are credited, or even because of a misunderstanding of what constitutes original thinking.

Plagiarism is unethical in any context, and especially so in college, where the development of personal integrity and original thinking are the primary goals. Emerson College is no exception. Indeed, Emerson's specialized nature as a preparer of professional communicators makes the issue of plagiarism more critical, and more complex, than it might be elsewhere. In all Emerson's areas of specialization, the accurate and honest communication of ideas is fundamental.

What follows is an attempt (a) to clarify the nature of the risks involved in plagiarism; (b) to identify some of the various types of plagiarism at risk at Emerson College; and (c) to reaffirm and expand upon the mechanism by which plagiarism may be obviated.

The Nature of the Problem

Any form of creative work, whether academic, professional, or artistic, is composed of three essential elements: research, analysis, and critical reintegration. These elements are interdependent and cyclical. Without research, no acquisition of knowledge is possible; without analysis, the useful application of that knowledge is not feasible; and without critical reintegration, no new knowledge can be developed. Colleges and universities exist as environments in which the pursuit, analysis, and development of knowledge, and the communication of that knowledge, are critical concerns. As such, institutions of higher learning have a responsibility to supervise the process that leads to

those goals, and thus to ensure its furtherance. (The process is of course further protected, both within and outside education, by copyright laws.)

Plagiarism, intentional or otherwise, is a major threat to this process. If the products of research of any kind are displayed in any form without being duly credited, the advancement of understanding becomes mired in the rehashing of old information; fresh analytical and/or critical thinking is lost in the confusion, at both individual and societal levels; and individuals are neither given credit or blame for their labors.

In addition, the accurate crediting of sources serves as something of an educational shorthand, in which footnotes and bibliographies function as guideposts for those concerned with pursuing specific aspects of the information presented.

In addition to the other harms caused by plagiarism, it almost certainly is causing misunderstanding and committing a fraud upon the readers and viewers of the material.

Thus the scrupulous and accurate crediting of sources, via the accepted forms, is critical to the effective sorting and communication of information. Only in the presence of such crediting can the three elements of the intellectual/creative process be recognized for what they are, either by the individual communicator or by those receiving the information.

Types of Plagiarism

A. Print and Electronic Media

While plagiarism can occur in any area of endeavor, it is most commonly thought of in terms of expository writing (research papers, theses, essays, etc.), whether from print sources or from the Internet. Generally, the types of plagiarism occurring in this area can be sorted into two categories.*

The most obvious is plagiarism in which a writer simply copies from a text not his or her own. The work of another is presented, word-for-word or nearly so, under the name of one who has not written but only copied. This as noted is a matter of simple theft, and there is little question about the motive of anyone who commits this offense against the academic (or any) community. A defense often used by undergraduates accused of this kind of plagiarism is the claim that their high school teachers regularly accepted reports copied from encyclopedias or other books, without any crediting of sources. Whatever the truth of this, it should be understood that the practice is not acceptable at Emerson College.

The other, more common type of plagiarism is often referred to as "mosaic plagiarism," or paraphrasing. It can be committed by the astutely dishonest thief, in a deliberate attempt to deceive; or by the well-meaning, but uninformed or careless writer, who takes research notes poorly or misunderstands the forms required for accurate crediting. In mosaic plagiarism, words are not copied directly, but are changed or rearranged; original sentences or even whole paragraphs are often interspersed with the plagiarized material. Unless properly credited, however, that plagiarized material is no less theft in this type than in the first, nor can it be any more tolerated at Emerson College.

B. Non-Print Media and the Arts

The issue of plagiarism is certainly not limited to text, whether print or electronic. Equally subject are non-print media, such as television, radio, and the visual and performing arts. While the lines may be less easily drawn in these areas, the principles remain the same: the work of others must be credited as such.

Proper crediting format differs in these areas, certainly, from the footnote/bibliography forms accepted in expository writing, but they should be no less carefully observed. In radio broadcasting, for example, quotes or bodies of material taken from other sources must be identified verbally, either in the course of conversation or in spoken "footnotes" at the end of a programming segment. Film/video crediting may occur either in the soundtrack or by way of written on-screen credits, typically at the end of a tape or film. Program notes may cite credits for artistic exhibitions and performances.

Emerson students producing work in any of these areas are expected to be familiar with the appropriate forms and to use them scrupulously.

C. Shadow Areas

Three areas of confusion are frequently encountered in the process of crediting sources.

The first, essentially formal, centers on the use of paraphrasing of 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 found guilty of plagiarism or cheating will be subject to receiving the grade of "F" for the course, and an official record of such action becomes part of a student's permanent file. One offense of this nature makes the student liable to immediate academic suspension/dismissal. The submission of materials that are purchased from various "term paper" companies or from another student is considered by the faculty to be a blatant disregard of the regulations involving plagiarism.

The attempt of any student to present as his or her own work the work of another, or any work which he or she has not honestly performed, or to pass an examination by improper means, renders the offender liable to immediate suspension/dismissal. The aiding and abetting of a student in any dishonesty is likewise held to be a grave breach of discipline. In addition, academic work previously submitted to meet a requirement in one class cannot be used to meet a requirement in a subsequent class without the explicit authorization of the subsequent class's instructor. A lack of awareness of the regulations governing plagiarism and cheating on the part of a student does not exempt him or her from the responsibility to abide by the College's regulations governing this matter.

*The committee is indebted to the president and fellows of Harvard University for permission to draw heavily from their brochure, "The Use of Sources for Papers in Expository Writing" (Richard Marius, 1988) in the preparation of this section of the report.

See "Sanctions" under the Disciplinary Process section for details related to procedures and protocols pertinent to this matter.

Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- A. The right to inspect and review the student's education records.
- B. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other right.
- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- D. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Emerson College to comply with the requirements of FERPA.
- E. The right to obtain a copy of Emerson College's student records policy. Students can obtain a copy of the policy from the Registrar's Office.

Directory Information

Emerson College has designated the following items as Directory Information: student name, address, electronic mail address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. The College may disclose any of those items without prior written consent unless notified in writing to the contrary. Students wishing to withhold the disclosure of any aspects of the "Directory Information" must file a Request to Prevent Disclosure of Directory Information Form with the Registrar's Office (216 Tremont Street).

Rape, Sexual Assault, and Sexual Misconduct

Emerson College will not tolerate any form of sexual violence, coercion, or harassment whether perpetrated by a stranger or acquaintance. Prohibited conduct ranges from rape, attempted rape, and sexual assault to sexual misconduct including, but not limited to: stalking, voyeurism, exposure, sexually harassing communication, unwanted touching, and sexual activity in a context of emotional coercion. A student found responsible for a forcible or non-forcible sex offense following an on-campus disciplinary procedure is subject to suspension or dismissal from the College. In the Commonwealth of Massachusetts, having sexual intercourse or unnatural sexual intercourse with a person against the will of that person by force or threat of bodily harm constitutes rape. Rape is also defined

as the intercourse with a person who is mentally incapacitated, unconscious, asleep, or physically incapable of consenting due to the consumption of alcohol and other drugs.

Types of Unlawful Sexual Contact include:

Rape: forced sexual intercourse without the consent by the other person.

Acquaintance Rape: Rape by a casual acquaintance, friend, professor, girlfriend/boyfriend, or date. Acquaintance rape is no less serious a crime than a rape that occurs between strangers.

Sexual Assault: Sexual assault of any type is a felony under Massachusetts law. There are two types of sexual assault prohibited under Massachusetts law: rape and indecent assault and battery. Rape, as defined under Massachusetts General Laws Chapter 265, Section 22, is sexual intercourse with another person by penetration of any orifice, by any object, and compelling such person to submit by force and against their will, or compelling such person to submit to such penetration by threat of bodily injury. Indecent assault and battery is any non-penetration form of sexual contact with another person, including direct or indirect contact with a person's sexual organs, buttocks, and/or breasts, where such contact is made without a person's consent to be touched. Emerson College does not tolerate any type of sexual assault against any person.

Any student involved in a sexual assault should:

1. Get to a safe place and call the Emerson College Public Safety Department or the police. Either agency will help a student who has been sexually assaulted whether or not the student chooses to prosecute the assailant. Reporting a sexual assault to the police does not commit the student to further legal action.
2. It is important to tell someone. A student who has been sexually assaulted should call a friend, family member, or someone whom the student trusts and can talk with (e.g., Residence Life staff member, Center for Health and Wellness nurse, Counseling Center therapist, or other individual on the Emerson staff).
3. Get medical attention immediately. Beth Israel/Deaconess Hospital, Brigham and Women's Hospital, Boston Medical Center, and Cambridge Health Alliance are experienced and prepared to help sexual assault victims. A prompt medical examination will test for pregnancy and STDs, and can secure valuable evidence that can be used later, should a survivor of a sexual assault wish to have the assailant prosecuted. Upon request, an Emerson College staff member will accompany the student whenever possible.
4. Seek counseling. Regardless of whether a student reports the assault, it is often helpful to seek counseling

for the traumatic experience the victim survived. The crisis intervention and counseling services provided by Emerson College are available to all Emerson students regardless of where the assault may have occurred.

Judicial/Disciplinary Options

If a sexually assaulted student wishes to have the assailant prosecuted, the police and the district attorney's office will handle the legal proceedings without expense to the student.

If the perpetrator is a member of the campus community, the sexually assaulted student has the option to file a complaint through the College's disciplinary systems (see Rules and Regulations section of this handbook). In either instance, a College representative will be available to the student throughout the process.

Campus Accommodations

The College will work with a student who has been sexually assaulted to accommodate reasonable and appropriate changes in his or her living arrangements, upon the student's request.

Residential Policies and Guidelines

Residents of the residence hall community at Emerson College have the following rights and responsibilities.

Bill of Rights

The Basic Rights of a Resident include:

- A. The right to read, study, and live free from undue interference, unreasonable noise, and other distractions that inhibit the exercise of this right.
- B. The right to expect that others will respect one's personal belongings.
- C. The right to a reasonably clean environment in which to live.
- D. The right to free access to one's room and to the facilities provided in the residence hall.
- E. The right to a reasonable degree of personal privacy.
- F. The right to redress of grievances through the College disciplinary procedure.
- G. The right to be free from physical or psychological intimidation, harassment, and/or harm.

The Social Contract

The Basic Responsibilities of a Resident include:

- A. Treating other residents with respect and consideration and guaranteeing them their individual rights.
- B. Understanding all policies and regulations necessary for the hall community to function, and abiding by those rules (contained in the housing contract, Student Handbook, and other official College publications and postings).
- C. Being responsive to all reasonable requests from fellow residents.

- D. Being responsive and cooperative in all dealings with residence hall staff members and other College officials.
- E. Accepting responsibility for personal and community safety; e.g., refraining from misusing safety equipment; propping open security doors; and losing, forgetting, or duplicating front door/room keys.
- F. Recognizing that public areas and their furnishings belong to everyone, and abuse of those areas and furnishings violates the rights of the community.

Residence Hall Policies

In addition to the policies cited elsewhere in the Student Code of Conduct, all resident students and their guests are expected to adhere to the policies cited below. Please note that a minimum sanction level for a violation of that policy accompanies each policy.

Level III violations, while not considered to be as serious as level I or level II violations, are infractions considered problematic in the residence hall community and may result in sanctions or combinations of sanctions such as, but not limited to, a written warning, fines, restitution, loss of privileges up to one month, and/or community service.

Level II violations are considered serious and may result in sanctions or combinations of sanctions such as, but not limited to, mandated educational programs, removal from a particular floor/residence hall, loss of privileges, probation, fines, community service, and/or educational assignments.

Level I violations are considered extremely serious and may result in sanctions including suspension or dismissal from the residence halls and/or Emerson College.

A. Alcohol And Other Drug Policies

Refer to the **Alcohol and Other Drugs Policy** listed under Appendix B: College Policies.

B. Fire Safety Policies

Fire safety equipment is installed on each floor for the protection of the residents. This equipment is for emergency use only and the misuse of such equipment may result in the lack of protection in the event of an actual emergency.

The College will take very strong action against students found in violation of any Fire Safety Policy. Individual students found engaged in such behavior will be subject to severe disciplinary action up to and including expulsion from the residence hall, and/or monetary fines, and may be exposed to criminal prosecution.

If the particular individuals involved in damage to fire safety equipment cannot be identified, the residence hall or floor will be subject to the monetary charges on a 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, 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. Sanction Level: II
2. Possess halogen lamps. Sanction Level: II
3. Store or use highly combustible items (e.g., gasoline, refill containers of cigarette lighter fluid, propane gas). Sanction Level: II
4. Hang tapestries or other large flammable items from ceilings or walls or near doors or other means of egress, or hang anything from ceilings or pipes. Sanction Level: II
5. Excessively cover walls or doors. Sanction Level: II
6. Intentionally, negligently, or recklessly misuse, disable, or damage fire safety-related equipment (e.g., fire extinguishers, alarmed doors, exit signs, sprinkler systems, smoke detectors). Sanction Level: I
7. Possess or use items capable of producing an open flame (e.g., all candles, torches, incense, sterno, refill containers of cigarette lighter fluid). Sanction level: I
8. Tamper with electrical wiring, circuit panels, or related equipment. Sanction Level: II
9. Build lofts/platforms in student rooms. Sanction Level: II
10. Obstruct any entrance, exit, corridor, or stairwell by placing any furnishings or property in these areas. This includes student rooms. Sanction Level: II
11. Possess holiday decorations, such as streamers, greens, and light strings, unless prior written approval is granted by the coordinator of safety services (located in the Office of Public Safety). Sanction Level: II
12. Fail to evacuate the building and follow directions from College officials during the sounding of a fire alarm. Sanction Level: II
13. Intentionally, recklessly, or negligently cause the sounding of the fire alarm without evidence of fire. Sanction Level: I
14. Possess non-College-issued upholstered furniture or window treatments: In accordance with the City of Boston fire code regulations, upholstered furniture and window treatments (such as curtains) are not permitted in College residence halls. Sanction Level: II

15. Violate other fire safety policies as noted in the Student Handbook or other official College publications or postings.

C. Guest/Visitor Policies

Emerson College grants resident students the privilege of hosting guests in the residence halls. The right of a student to live in reasonable privacy takes precedence over the privilege of his or her roommate or suitemate to entertain a guest in their room or suite. A resident's ability to host guests is, in fact, a courtesy extended by roommates and/or suitemates.

A guest is any individual who is present in a campus residence hall room or suite at the invitation of a resident student of the room or suite. This definition includes Emerson students, family, and friends. For safety and security reasons, 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 receptionist. You are responsible, along with the staff, for maintaining a safe living environment. Call Public Safety at 617-824-8888 if you notice a person acting suspiciously.

Please Note:

1. The host is responsible for ensuring that the guest(s) follows College rules and regulations. The host assumes the consequences for the violations committed by the guest(s). Sanction Level: III

2. Any person entering the residence hall must report to the main reception area. If the person does not live in on-campus housing, he or she must wait for his or her host to be signed in and escorted in the building. Sanction Level: III
3. A guest must be signed in with the desk receptionist by the host before entering the residence hall and must be signed out by the host when leaving. Sanction Level: III
4. The guest must be escorted by the resident who signed him or her in at all times. Sanction Level: III
5. Residents may not check in more than five (5) guests at any given time. No more than five (5) non-residents of a given room may be present in that room at any time. No more than 15 non-suite residents may be present in a residential suite at any given time. Sanction Level: III
6. Failure to check guests in/out at the front desk by established procedures is prohibited. Sanction Level: III
7. Abuse of the hosting policy. Sanction Level: III
8. Abuse of guest privileges. Sanction Level: III

D. General Safety Policies

For the safety of individuals and all community members, a number of general safety policies are to be observed in the residence halls. Each community member is encouraged to hold others accountable to the community's general safety policies.

Students may not:

1. Throw or drop objects from windows or down stairwells or place objects on ledges or fire escapes. Sanction Level: I
2. Remove or tamper with window stop hardware and/or screens. Sanction Level: II
3. Throw or toss objects in hallways or play "hall sports," including in-line skating, skateboarding, bike riding, etc. Sanction Level: III
4. Access the roof, roof ledge, window ledge, or fire escape (without evidence of fire) of any residence hall. Sanction Level: I
5. Possess, store, manufacture, or use firearms, dangerous weapons, weapons used for sparring or fighting, or fireworks. This includes 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. Sanction Level: I
6. Possess realistic replicas of dangerous weapons. Sanction Level: II
7. Students are to carry their keys at all times. Sanction Level: III
8. Keys issued to an individual are not to be given/lent to others at any time. Sanction Level: II
9. The unauthorized use or duplication of keys is prohibited. Sanction Level: II

10. Lost keys must be reported immediately to the Residence Director of the hall. Sanction Level: II
11. The unauthorized use of student property, residence hall property, or equipment is prohibited. Sanction Level: II
12. Failure to comply with the directions of residence hall staff members in performance of their duties is prohibited. Sanction Level: II
13. Failure to present ID upon request to staff members in performance of their duties is prohibited. Sanction Level: II
14. Resident students are required to present their IDs to the desk receptionist each time they enter a residence hall. Sanction Level: II
15. Dart boards utilizing metal or sharp object tips may not be used in the residence halls. Sanction Level: III
16. The propping of any stairwell door or security door/grate is prohibited. Sanction Level: II
17. Students may not change the locks on their doors or add other locking devices including, but not limited to, deadbolts, chains, or padlocks. Sanction Level: II
18. Violate other general safety policies as noted in the Student Handbook or other official College publications or postings.

E. Care and Treatment of Property Policies

Students may not:

1. Remove College furniture from the residence hall room to which it is assigned. Sanction Level: II
2. Dismantle residence hall furniture. Sanction Level: III
3. Tamper with thermostat boxes in residential facilities. Sanction Level: II
4. Paint any residence hall structure or furnishing. Sanction Level: II
5. Make any renovation/addition or attachment (e.g., building shelves, making holes in the wall, the use of nails) that may cause damage. NOTE: Students are reminded that cellophane tape and other strong adhesives will cause damage to walls and/or doors by removing paint. The Office of Facility Management recommends reasonable use of removable mounting squares or stick pins as items less likely to damage walls and/or doors. Sanction Level: III
6. Place room furnishings in such a way that they are supported by College furniture or residence hall structure. All room furnishings must be free standing and self-supporting. Sanction Level: III
7. Prop bed legs on any objects other than commercially manufactured bed risers (6" maximum height). Concrete blocks are not approved for bed raising. Sanction Level: III
8. Place postings in residence hall common areas, except on authorized posting boards. Fliers or other postings may not be placed on hallway walls, lobbies, stairwells, doors, or other unauthorized areas in the hall. Postings

may not be placed on any window. Postings must be stamped as registered through the Office of Student Life. Sanction Level: III

9. Students are required to maintain rooms and suite common areas in a sanitary, safe, and healthy condition at all times. Residence Life staff will make periodic inspections of student rooms and suites to ensure compliance with this policy. Sanction Level: II
10. Store personal belongings in public area (e.g., hallways, lounges, and lobbies). Sanction Level: III
11. Dispose of any products, other than toilet paper, in residence hall toilets. Products such as paper towels, condoms, and tampons do not dissolve and will cause plumbing problems if flushed. As you would in your own home, please discard these items properly in a trash receptacle. Sanction Level: II
12. Students may not violate other care and treatment of property policies as noted in the Student Handbook or other official College publications or postings.

F. Community Living Policies

1. Residents assigned to a room and/or suite are responsible for taking reasonable actions to responsibly address acts of misconduct and/or prohibited items in these assigned spaces. Residents who knowingly allow acts of misconduct and/or prohibited items in their room and/or suite may be held responsible, in part, for the behavior and/or the item(s).
2. Courtesy hours are always in effect. All residents and guests are expected to be courteous of one another at all times. Residents should be able to sleep and study in their rooms. All students should honor reasonable requests by any resident or staff member when asked that stereos, amplifiers, musical instruments, etc., be discontinued or toned down. Sanction Level: II
3. Quiet hours exist on Sunday–Thursday evenings from 11:00 pm to 9:00 am the following mornings, and on Friday and Saturday evenings from 1:00 am to 10:00 am the following mornings. Additional quiet hour guidelines for each floor will be discussed at floor meetings and at hall council and/or Residence Hall Association meetings. The Office of Housing and Residence Life reserves the right to adjust quiet hours on the advisement of floor communities, hall council, or the Residence Hall Association, as well as during finals. During quiet hours, noise should not be heard outside any room or between rooms. Any noise or sound that can be clearly heard outside one's room or any excessive noise heard in common areas (i.e., hallways, elevators, bathrooms, laundry rooms, lounges, and suite common areas) is prohibited. Sanction Level: II
4. Lounges and common areas on residential floors are available for the use of the building residents including floor meetings and programs, RHA and/or hall council

meetings and programs, study, relaxing, etc. Lounges and common areas may not be reserved or used for student organization meetings, rehearsals, or programs, or any meetings or activities that are disruptive to the living environment of the residence hall. Sanction Level: II

5. For health reasons, no pets are allowed in College residence halls, with the exception of fish. Fish tanks are not to exceed 10 gallons. PLEASE NOTE: Fish tanks, as well as all other electrical appliances, must be unplugged during periods when the hall is closed. Sanction Level: III
6. The unauthorized change (switch) of residence hall room is prohibited. Sanction Level: III
7. The College does not permit the use of its residence or dining facilities for the solicitation of membership or contributions for religious, charitable, or political organizations or activities. This includes direct solicitations by members of the College community on behalf of such agencies. This prohibition includes the selling of goods or services, recruitment meetings and/or efforts, and tickets of chance on behalf of such agencies. Sanction Level: II
8. The violation of other community living policies as noted in the Student Handbook or other official College publications or postings is prohibited.

Sales on Campus

No student may solicit for money, sell or offer for sale, or promote the sale of goods or services by any person, student organization, or company on College property or using College resources including, but not limited to, residence hall rooms or addresses, Emerson College telephone numbers, ECnet accounts, or computer networks or equipment. This policy does not preclude an individual student from selling a personal item (e.g., used textbook, used musical instrument) from time to time as long as the sale does not violate any institutional policy.

The College may make limited exceptions to this policy for recognized student organizations raising money for the organizations or for a registered charity in accordance with the College's fundraising policy so long as all the funds raised go to an organization or charity and none are retained for personal benefit. The written permission of the associate dean of students is required for all solicitations and sales.

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.edulpolicy/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 his or her privacy? Could I be hurting someone? Could I be subject to libel suits? Am I violating network use policy or HIPAA privacy rules?
5. Does my equipment have spyware and virus protections installed? Some sites collect profile information to SPAM you. Others contain links that can infect your equipment with viruses that 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.

Smoking (See "Alcohol and Other Drug Policy")

Smoking is prohibited within the archway area outside the 80 Boylston Street entranceway during posted hours (7:00 am–11:00 pm). If you choose to smoke near the Little Building during posted hours, please use the side entrance at 211 Tremont Street. The Piano Row building at 150 Boylston Street is a LEED (Leadership in Energy and Environmental Design) certified facility. One prerequisite for LEED certification is Environmental Tobacco Smoke (ETS)

Control. The intent of the requirement is to “minimize exposure of building occupants, indoor surfaces, and ventilation air distribution systems to ETS.” To meet the prerequisite, in addition to prohibiting smoking in the building, any exterior smoking must be “at least 25 feet away from entries, outdoor air intakes, and operable windows.” Thus smoking is prohibited anywhere on the sidewalks in front of the building facade.

In a similar spirit, the College asks smokers to refrain from congregating in front of other building entrances so that people do not have to pass through second-hand smoke.

Student Organization–Sponsored Trip Policy

All trips sponsored by recognized student organizations and departments must be registered with the Office of Student Life. College protocol mandates that Trip Registration Forms be completed and submitted to the office no fewer than 10 business days before the trip. The Trip Registration Form, a Trip Participant List, and a Risk and Release Form will stay on file with the College. Failure to complete and return forms may result in a denial to use equipment and/or College activities money.

A student organization–sponsored trip may include, but is not limited to, an event in which the College (including the SGA) is named as a sponsor and/or a trip in which College equipment is used and/or monies are used to fund part of or the entire trip. Trip organizers are required to schedule a pre-trip meeting with the associate dean of students at least three weeks in advance of the trip. Please note: unless determined otherwise by the dean of students and/or his or her designee, an advisor or advisor designee must accompany the trip. Any questions regarding this policy should be directed to the associate dean of students.

College funds spent on behalf of trip participants are typically nonrefundable and nontransferable. Trip participants are financially responsible for all funds expended on their behalf in the event of their cancellation or subsequent ineligibility per College policy. Participants must be registered for a conference, meeting, or competition before travel arrangements will be made.

Students not in good social standing are ineligible to participate in student organization–sponsored activities including, but not limited to, off-campus film shoots, conference attendance, political/news event coverage, and social or cultural trips.

Suspension or Dismissal

Emerson College, through its various faculties or appropriate committees, reserves the discretionary right to suspend or dismiss any student from the College for failure

to maintain a satisfactory academic record or for demonstrating behaviors that are deemed excessively disruptive to the academic process and/or social/living climate of the campus.

Television, Radio and Film (TRF) General Lending Policies

Only Emerson College students enrolled in approved production courses, having authorization from the course instructor, and showing valid Emerson I.D. 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 Timothy McKenna, EDC Manager, for additional information.

Please see TRF Policies and Procedures at: emerson.edu/about-emerson/offices-departments/television-radio-film-production/policies-forms.

Television, Radio and Film (TRF) Shooting Policy Statement

All Emerson College students must adhere to the policies and procedures outlined in this section and in the VMA Student Production Safety Manual associated with shooting film/video and/or recording audio and for securing permission to do so:

- On Emerson College property
- On public property
- On public property in the City of Boston
- On non-Emerson College private property (Request for Certificate of Insurance)
- In the Tufte PPC Studios, Journalism TV Studio, or Paramount Soundstage

Any revisions to the Shooting Policy Statement, forms, or VMA Student Production Safety Manual may be found at: emerson.edu/about-emerson/offices-departments/television-radio-film-production/policies-forms.

You may pick up a copy of these materials at the:

- Equipment Distribution Center (EDC), 1st floor, Little Building
- TRF Studios Support Office, 8th floor, Tufte Performance & Production Center, Room 814

- Journalism Television Facilities (JTF) Support Office, 6th floor, Walker Building, Room 631
- Paramount Soundstage, 4th floor, Paramount Center, Room 405
- Office of Housing and Residence Life, 1st floor, Little Building

Two weeks prior to a location shoot, students **must** submit the appropriate permit request to Timothy McKenna, Equipment Distribution Center Manager, for processing. These policies and procedures apply to student organizations, The Emerson Channel, Emerson Productions, faculty, students, and staff. The producer must make an appointment in advance to see Timothy McKenna.

Shoots may not take place in hazardous locations at any time that could cause injury to cast and crew or damage to Emerson College equipment. This includes shooting at a beach or ocean environment where equipment may be exposed to a salty or sandy environment.

Location film and video production carries risk. While you may make every attempt to exercise safety precautions on a location shoot, you may be held legally and financially liable in the event of an accident that happens as a result of that shoot.

Please Note:

- The College does **not** provide insurance for equipment on loan from the Equipment Distribution Center (EDC).
- The College does **not** provide insurance on equipment rented outside the College.
- The College does **not** provide workman's compensation insurance for talent including members of SAG and AFTRA. Please see Timothy McKenna for information on how to contact outside insurance agents. **This is your financial responsibility.**

Penalties

Violations by students of the following policies and procedures may result in one or all of the following actions:

1. Suspension of production activities.
2. Formal charges and disciplinary action by the College as outlined in the Student Handbook.

Shoots That Require Special Permission

1. Shoots that require the use of smoke or fog machines, live animals, or young children require special additional permission. **Use of actual weapons of any kind are prohibited**, including, but not limited to: any knife, sword, or any other kind of stabbing weapon; handcuffs or any other personal restraint tools; and handguns, rifles, shotguns, BB guns, or pellet guns are all prohibited from use on any Emerson College production. **PROP weapons may be used upon receipt of proper authorization from TRF**

and the Department of Public Safety. PROP weapons are not permitted in any residence hall shoots.

2. Shoots that require access to buildings or locations after hours may require special additional permission.
3. If you are traveling with Emerson College equipment outside of the United States, you will need to pay the premium for property insurance and provide the EDC manager with an insurance certificate showing that the value of that equipment is insured for the duration of that travel. Shoots outside the United States require our creation of a customs manifest. Please apply at least three weeks in advance.
4. Timothy McKenna, Equipment Distribution Center Manager, TRF (617-824-8349), can provide procedures that outline requirements for these special requests.

Shooting on Emerson College Property

1. To ensure that the College and its students are in compliance with City of Boston fire regulations and Massachusetts special effects regulations, fires, candles, smoke, cookies, squibs, black powder charges, fireworks, explosive devices, or any other flame-producing items are **not permitted** on College property.
2. Students are prohibited from making permanent alterations or modifications to Emerson College structures. The use of any prop, set item, special effects apparatus, or any other device of any kind that may result in damage to Emerson College property is prohibited. Students are advised to consult with their instructor and Timothy McKenna for specific permissions and prohibitions.
3. Use of props and set pieces in Emerson College buildings may require you to adhere to the Emerson College Policies Relating to Use of Performance and Rehearsal Facilities. This document can be downloaded at emerson.edu/about-emerson/offices-departments/television-radio-film-production/policies-forms.
4. Shoots may **not** be conducted in the following areas:
 - Inside the lobbies of buildings
 - In front of or inside building elevators
 - On stairways
 - In any restrooms
 - In any corridors
 - Anywhere else where a building egress might be blocked in any way
 - Anywhere else where a building operation might be impaired in any way
5. Certain areas within specific College buildings are off limits:
 - At the Walker Building, 120 Boylston Street:
 - a. In the Emerson College Iwasaki Library
 - At the Little Building, 80 Boylston Street:
 - a. Basement, College Fitness Center
 - b. 1st Floor, Main Lobby
 - c. 2nd Floor, Mezzanine
 - d. 2nd Floor, Dining Hall and Function Rooms

- At 216 Tremont Street:
 - a. Inside the Bill Bordy Theater and Auditorium
- At the Tufte Performance and Production Center:
 - a. Semel Theater Lobby
 - b. Huret & Spector Gallery
- At 150 Boylston Street:
 - a. Floor L3
 - b. Floor L2
 - c. Floor 2 - The Quiet Lounge
 - d. Floor 2 - The Café
 - e. Floor 1 - Loading Dock, Laundry Room, Lobby, Entry Lounge Area

All reservable rooms and common rooms in Student Activities–managed properties (Campus Center at 150 Boylston Street and the Cabaret at 80 Boylston Street) may be reserved with permission of Josh Hamlin, Assistant Director, Campus Center, at 150 Boylston Street (617-824-8680).

“Small Shoot”

A “small shoot” may be performed on the Emerson campus (excluding residence halls) without a permit if the following criteria are met and above restrictions listed under “Shooting on Emerson College Property” are not violated:

1. Single camera on tripod or hand-held or audio recording device.
2. Shoot or recording will not interfere with scheduled classes, the conduct of normal business, or other activities of the College.
3. Maximum number of cast: 1 and crew: 1.
4. No peripheral shooting equipment (audio recorders, cables, lights, reflectors, C-stands, etc.).
5. Cast and crew will exercise appropriate judgment, and will seek permission of the appropriate persons.

Please note that small shoots in the Journalism Television Studio, the Tufte PPC Television Studios, or the Paramount Center Film Soundstage require a separate permitting process explained in “Shooting in the Tufte PPC, Journalism Television Studios, or the Paramount Center Film Soundstage.”

Please note that small shoots in the residence halls require a separate permitting process explained in “Shooting in the Residence Halls.”

If your shoot does not meet the criteria of “small shoot,” Timothy McKenna will direct the applicant to Property Management and/or the appropriate department head or manager of the location.

1. Complete request form A1 (Request for On-Campus Location Permit).
2. Submit the completed form and your script to your instructor for his or her signature.

3. Submit the signed form to Timothy McKenna, Equipment Distribution Center (EDC) Manager, at least two weeks before the shoot.
4. Timothy McKenna will direct the applicant to Property Management or the appropriate building manager. You may be contacted with questions about your shoot. If approved, he or she will return the form to you. You may be required to speak with a representative of Emerson College Public Safety regarding fire and safety regulations. Timothy McKenna will contact you and make arrangements for you to pick up the Emerson College Location Permit.

Please note that shooting in the Journalism Television Studio, the Tufte PPC Television Studios, or the Paramount Center Film Soundstage requires a separate permitting process (see below).

Shooting in the Tufte PPC, Journalism Television Studios, or the Paramount Center Film Soundstage

Any use of the TV studios/control rooms or Paramount Center Film Soundstage except for classes requires a permit application. **For Tufte or Journalism Studios/Control Rooms, use A4 PPC/Journalism TV Studio Permit Form.** For the **Paramount Center Film Soundstage, use S4 Paramount Center Film Soundstage Permit Form.** After filling out the form, please turn it in to the appropriate manager:

- PPC TV Studios: Antonio (Tony) Ascenso, PPC Room 814
- Journalism TV Studio: Timothy MacArthur, Walker Room 631
- Paramount Film Soundstage: Roy Wilson, Paramount Room 405

A copy of the complete updated TRF policy statement and forms can be obtained by visiting the TRF website: emerson.edu/about-emerson/offices-departments/television-radio-film-production/policies-forms.

Questions?

Please make an appointment to see Timothy McKenna, Equipment Distribution Center Manager, Television Radio and Film Production (TRF), Emerson College, Little Building, 80 Boylston Street, 1st Floor, Phone: 617-824-8349, fax: 617-824-8817, or email: timothy_mckenna@emerson.edu You can also contact Jane Pikor, Production Manager, TRF, phone: 617-824-8936, fax: 617-824-8856, or email: jane_pikor@emerson.edu.

Shooting in the Residence Halls

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

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

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

Shooting on Public Property

There is a specific process required to film or tape on public property in the City of Boston and other cities in the Commonwealth of Massachusetts. License fees and other permits may be required by the police departments, fire departments, departments of public works; parks and recreation departments; and/or neighborhood associations. It is the responsibility of the producing student to obtain these permits and authorizations.

Shooting on Public Property in the City of Boston

A "small shoot" may be performed in the City of Boston, the Esplanade, Boston parks, and the waterfront without a permit if the following criteria are met:

1. Single camera on tripod or hand held or audio recorder.
2. Shoot will not obstruct pedestrian access on sidewalk or obstruct streets.
3. Maximum number of cast: 2, and crew: 2.
4. No peripheral shooting equipment (audio recorders, cables, lights, reflectors, C-stands, etc.). In other words, the shoot would be similar to tourists shooting on vacation in Boston.

If the shoot does not meet these criteria, you must fill out a Boston Film Bureau Permitting Request Form and then contact the office to schedule an appointment. To schedule an appointment, call Patte Papa, City of Boston Film Director, Phone: 617-635-3911, Fax: 617-635-4428. The Boston Film Bureau is located at Boston City Hall, Room 802. Information on the City of Boston Permitting Request Form can be found at: cityofboston.gov/arts/film/permitting.asp.

If this video or film shoot is for your required coursework:
The City requires you submit the **City of Boston Film Bureau Permitting Request Form and Emerson College Form A2 "Request for Public Location Permission"** with the appropriate signatures. You are then eligible to utilize the certificate of insurance and the bond the City Film Office has on file.

If this video or film shoot is not part of your required coursework (co-curricular organizations such as EIV, FPS, WIM, and WEBN):

1. **Fill out form A3** (Request for Certificate of Insurance). Complete the form with the appropriate signatures. Please include names, address, and contact info of the property owner/landlord.
2. **Fill out a City of Boston Film Office Permitting Request Form.**
3. For protection against possible damage to city property, Emerson College provides a bond with a minimum security of \$5,000.00 issued to the City of Boston. To acquire a copy of this bond, please contact the Emerson Department of Purchasing and Risk Management, 617-824-8590. The request for this copy may take at least 48 hours to process.
4. Submit the forms to Timothy McKenna at the TRF Equipment Distribution Center at least two weeks prior to your shoot. The Emerson Department of Purchasing and Risk Management will not process certificates that are presented too late. Once processed, the completed certificate will be emailed as a PDF file to the applicant. The PDF form can then be printed, faxed, or forwarded by the student as needed.
5. Call the Boston Film Office to schedule an appointment: 617-635-3911. Bring the Certificate of Insurance, the Bond, and the City of Boston Film Office Permitting Request Form to Patte Papa, Film Director, City of Boston Film Bureau. The Boston Film Office is located at Boston City Hall, Room 802. Information and the City of Boston Permitting Request Form can be found at: cityofboston.gov/arts/film/permitting.asp.

The procedure above is to be followed for all City of Boston locations except those listed below:

Shooting in Boston Parks, MBTA Property, and Logan Airport Property

Call one of the appropriate people to apply for a permit. Fill out form A2, obtain the appropriate signatures, and provide the A2 form to the appropriate person below. They may require a letter of request (re: who, what, where, when, why, equipment, etc.) and a fee.

City of Boston Parks: including Boston Public Garden, Boston Common, Commonwealth Mall, and the Esplanade
Call Mary Higgins, Office of Government and Community Relations, Emerson College. Phone: 617-824-8984. Fax 617-824-8943; mail to: 120 Boylston Street, Boston, MA 02116 or hand deliver to 120 Boylston Street, 10th floor, Room 1002.

MBTA

MBTA Public Affairs Office, Lydia Rivera, phone 617-222-1510, fax 617-222-4539, or mail: MBTA Public Affairs, 10 Park Plaza, Boston, MA 02116.

Logan Airport

Strategic Communications Department, 617-568-3100, fax: 617-568-3119. The secretary will assign each request to a communications manager.

The Massachusetts Film Bureau may assist you with information and contacts for shooting in other cities and towns outside Boston and give you additional information. Its website is: massfilmbureau.com and its phone number is 617-523-8388. The Massachusetts Film Bureau is located at 198 Tremont Street, PMB#135, Boston, MA 02116.

Questions?

Please make an appointment to see Timothy McKenna, 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, or email: timothy_mckenna@emerson.edu. You can also contact Jane Pikor, Production Manager, TRF, phone: 617-824-8936, fax: 617-824-8856, or email: jane_pikor@emerson.edu.

Shooting on Non-Emerson College Private Property

You can shoot pictures of private property from public property without permission. If you want to go onto private property you must ask the owner for written permission. If you do not receive written permission from the owner or his or her official representative, you may be trespassing. If you are going to use the final product for commercial purposes, you must also make that known to the owner.

If the property owner asks that you provide a Certificate of Insurance (proof of insurance) for Emerson College, please fill out Form A3, Request for Certificate of Insurance, and

return it to Timothy McKenna at the EDC; 617-824-8349. You must present this form to Timothy McKenna in person, by appointment. Forms dropped off will not be processed. Certificates of Insurance will be emailed to the applicant. After the form is signed by Timothy McKenna, the student will deliver the completed form to the Emerson Department of Purchasing and Risk management on the 13th floor of the Ansin Building at 180 Tremont Street.

Questions?

Please make an appointment to see Timothy McKenna, 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, or email: timothy_mckenna@emerson.edu. You can also contact Jane Pikor, Production Manager, TRF, phone: 617-824-8936, fax: 617-824-8856, or email: jane_pikor@emerson.edu.

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.

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 dean of students or his or her designee and the director of public safety or his or her designee. Organizations should present their proposal for replica weapon use at least 14 days before intended use.

Recognizing and Helping Students in Distress: A Guide for Faculty and Staff

The Assessment and Care Team (ACT)

The purpose of Emerson's Assessment and Care Team (ACT) is to assist the College in identifying students who may be at risk to oneself or to others and respond accordingly. Team members meet monthly, but come together whenever necessary to discuss situations that require more immediate attention.

- Ron Ludman, Dean of Students (Chair)
- Lynn Butkovsky, Director of Academic Advising
- Dave Haden, Associate Dean/Director of Housing and Residence Life
- Elise Harrison, Director of Counseling and Psychological Services
- Diane Paxton, Director of Disability Services
- Marge Peterson, Advanced Practice Clinician
- Bob Smith, Chief of Campus Police (ECPD)
- Richard Zauft, Dean of Graduate Studies

Other members of the community may be consulted as deemed appropriate.

The team is committed to sharing pertinent information to identify students at risk of doing personal harm and/or harm to others, analyze the risk and develop an appropriate intervention plan. Student confidentiality will be maintained within the guidelines of professional ethics and legal principles, and information will be shared on a need to know basis.

Reporting and Helping Distressed Students

Members of the College community concerned about a student being at risk to self or others are encouraged to involve the ACT by contacting:

For **Undergraduate** students contact Dean of Students @ 824-8640 or ronald_ludman@emerson.edu

For **Graduate** students contact Dean of Graduate Studies @ 824-8612 or richard_zauft@emerson.edu

In an emergency call 911 and Emerson College Police Department @ 617-824-8888

When reporting a concern please be prepared to provide the following information:

- Name of the student
- What concerning behaviors were observed and/or heard
- When and where the concerning behaviors occurred
- Supporting documentation or materials (e.g. student writing, web site)
- Names of other individuals that witnessed or observed the concerning behavior

Recognizing and Helping Students in Distress

Are you concerned about a student's well being or whether a student may pose a threat to other members of the community? You may have the opportunity to help that student and/or protect campus safety.

If a situation, observation or instinct tells you to be concerned about a student we recommend and encourage you to take action. Use the tips within this guide, talk to your department chair or supervisor call the ACT.

Warning signs that a student may be in distress and applicable resources:

Absenteeism

Signs: repeatedly missing class, internship or job, or failing to meet course or work obligations.

Consultation or Referral:

- Academic Advising
- Counseling and Psychological Services
- Dean of Students

Abusing Substances

Signs: coming to class high and/or smelling of alcohol or marijuana, excessive absences, marked change in physical appearance, inappropriate behavior, or neglecting work.

Consultation or Referral:

- Center for Health and Wellness Center
- Counseling and Psychological Services
- Dean of Students

Aggressive or Potentially Violent

Signs: paranoia, distrust, hostility, fascination with weapons, evidence of violence in communication or writing, direct or indirect threats.

Consultation or Referral:

- **Immediate safety concern:** call 911 and Campus Police x8888
- Assessment: Counseling and Psychological Services or Dean of Students

Anxious (excessively)

Signs: panicky, avoidance, excessive worry, sleeping or eating problems, excessively stressed, irritable or impulsive.

Consultation and Referral:

- Counseling and Psychological Services
- Dean of Students

Assault or Abuse Victim

Signs: self-report, observable bruises or other injuries.

Consultation or Referral:

- Center for Health and Wellness
- Counseling and Psychological Services

Delusional

Signs: fractured thinking or writing, inability to focus or concentrate, or false sense of reality.

Consultation and Referral:

- Counseling and Psychological Services
- Dean of Students

Depressed or Suicidal

Signs: self-report, deep sense of sadness, excessive fatigue, social withdrawal, difficulty with concentration and decision making, feelings of helplessness, hopelessness or worthlessness, excessively irritable or impulsive, poor hygiene.

Consultation and Referral:

- **Immediate safety concern:** call 911 and Campus Police x8888
- Counseling and Psychological Services
- Dean of Students

Disruptive

Signs: interfering with classroom instruction or administrative functions, or difficulty with accepting structure and limits.

Consultation and Referral:

- Department Chair or Supervisor
- Student Code of Conduct: "Classroom Behavior" (*Student Handbook*)
- Dean of Students
- Counseling and Psychological Services

Eating Disorder

Signs: witness or self-report of excessive exercise, not eating or vomiting, very fatigued, very pale, excessive change in body weight, or wearing excessively loose clothing.

Consultation or Referral:

- Center for Health and Wellness
- Counseling and Psychological Services

Self-Injurious Behavior

Signs: self-report, scars or burns on body.

Consultation or Referral:

- Center for Health and Wellness
- Counseling and Psychological Services

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 the student in the event of an emergency.

All members of the Emerson community are encouraged to notify the Emerson College Police Department (extension 8888 from a campus phone or (617) 824-8888 from off-campus and cell phones) immediately when they believe a student is missing. The College, acting through its various departments, offices, and employees, shall notify Campus Police immediately in all cases of missing persons reported to any employee of the College. In all cases, ECPD will notify the Dean of Students directly of any missing student report.

Campus Police 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.

Questions about this policy should be addressed to Dean of Students Ron Ludman, by calling (617) 824-8640 or via email to Ronald_Ludman@Emerson.edu.

Campus Resources

Campus Police (emergency line)	824-8888
Academic Advising	824-7876
Center for Health and Wellness	824-8666
Disability Services	824-8415
Counseling and Psychological Services	824-8595
Dean of Students	824-8640
Graduate Studies	824-8612

SECTION 3
DEVELOPMENT REVIEW COMPONENTS

3.0 DEVELOPMENT REVIEW COMPONENTS

3.1 Environmental Protection

Environmental protection is part of the review components described in Article 80 of the Boston Zoning Code and the text that follows provides a discussion of the anticipated impacts, if applicable for each.

3.1.1 Wind

Rowen Williams Davies & Irwin, Inc. (RWDI) conducted a pedestrian wind assessment for the proposed development. The proposed project at 1-3 Boylston Place is located at the middle of a street block and separated by surrounding buildings from the adjacent streets. The existing wind conditions on these streets and Boston Common are not expected to be affected by the proposed development. Boylston Place and an alleyway on the west side of the development are open to Boylston Street to the north and will be affected by winds that may be deflected down by the proposed development. Slightly higher wind activity is predicted on the passageway underneath an existing building to the south, and in the west alleyway, but the resultant wind conditions are still expected to be comfortable for pedestrian walking in general. Boylston Place is located on the east side of the development. It will be sheltered by the proposed building from the prevailing northwest winds and by the existing tall buildings in the Boston downtown from the northeasterly winds. Therefore, low wind speeds comfortable for standing are predicted along Boylston Place and are also appropriate for walkways and entrances to the existing and proposed buildings.

3.1.2 Shadow

Two shadow study analyses were undertaken. The first shadow study looked at three times of day for the four seasons as stipulated by the BRA review process. The results are contained in **Appendix D**. The second study looked at the impact of any new shadow specifically on the Boston Common to verify the proposed projects compliance with the Public Common Shadow Act (1990).

The shadow impact analysis in **Appendix D** was conducted in accordance with the BRA protocol to investigate shadow impacts from the project at (9:00 am, 12:00 noon, and 3:00 pm) during the summer solstice (June 21), autumnal equinox (September 21), vernal equinox (March 21), and the winter solstice (December 21). Shadow studies were also conducted for 6pm during the summer solstice and autumnal equinox. Shadow impacts from the Boylston Place project are minor. During 9 of the 14 time periods studied, new shadows from the Project are limited to the roof tops of buildings in the surrounding area without increasing shadow on open spaces, sidewalks or streets. Minor new shadows are evident on streets and sidewalks on March 21st at 3pm, September 21st at 3pm. New shadow is cast on the Boston Common during the month of December however this does not fall within the time period described by the Public Common Shadow Act (1990). As regulated, the project casts no new shadow for more than two hours between the hours of 8:00 am and 2:30 pm on any day from March 21st to October 21st inclusive. The proposed project is therefore in compliance with the Public Common Shadow Act (1990) and will not require any use of shadow from the existing “shadow bank”.

During the vernal equinox (March 21) new shadows for all three time periods are limited to the rooftops of adjacent structures with a small portion falling on the northern sidewalk of Boylston Street in late afternoon.

During the summer solstice (June 21) new shadows for all four time periods are limited to the rooftops of adjacent structures.

During the autumnal equinox (September 21) new shadows for 9am and 6pm are limited to the rooftops of adjacent structures with minor new shadow evident on the northern sidewalk of Boylston Street at 12pm and 3pm.

During the winter solstice (December 21) and due to the low angle of the sun at this time of year in New England, new shadow is evident on Charles Street and Boston Common at 9am and 12pm respectively and Tremont Street in late afternoon.

3.1.3 Daylight

RWDI performed a daylight study to assess the potential for indoor and outdoor daylight levels for the proposed building at 1-3 Boylston Place. The building is expected to receive ample levels of daylight. The building's height above abutting buildings will give most floors access to relatively unmitigated levels of sunlight. The building's floor plan allows for a majority of spaces to have access to views and daylight. Regularly occupied spaces have been positioned on the perimeter of the building to enhance usable light. In the case of the residences, desks are positioned next to the façade, then living spaces, with less frequently occupied spaces such as corridors and lavatories placed in the core of the buildings. Interior treatments and lighting controls ensure that daylight savings are taken advantage of once the light has entered the building. Over lighting is controlled with solar control glazing and manual window treatments, or potentially fritted, light-diffusing glazing.

3.1.4 Solar Glare

RWDI performed an analysis of the potential for solar reflection emanating from the proposed project at 1-3 Boylston Place. The study found that the building is not expected to provide any reflection of high impact to the urban surroundings. A number of factors have limited the impact of the building reflections, including the use of low-reflectivity glazing. Creating a dynamic façade with a mix of glazed and opaque sections has eliminated the possibility of long, continuous reflections at any time of the year.

Some glancing reflections are expected in mid-morning and midafternoon emanating from the east and west facades towards the north. To the north of the site is the Boston Common, a predominantly pedestrian area, limiting the impact of any reflections. The only roadways that may receive occasional, scattered reflections are Boylston Street to the west and Charles Street to the north, both of which are one way streets in directions away from the proposed building.

3.1.5 Air Quality

Since the proposed project at 1-3 Boylston Place does not include any parking, there will be no change to the current traffic conditions in the area and therefore air quality effects related to traffic patterns are non-existent. In addition, construction activities will be conducted so as to minimize any short term air quality impacts from fugitive dust.

3.1.6 Noise

The project site is located in the Midtown Cultural District and much of this area experiences fairly high noise levels typical of an urban environment. Most of the activity associated with the operation of the proposed project will occur indoors. The only operational noise from this type of project may be expected from the mechanical equipment located on the roof, which falls into two categories, the air handling units and the cooling towers. Both items have been strategically placed on the roof to maximize distance from neighboring residential properties. The cooling towers are forced draft type with variable frequency drives on the fans. The fan speed will only generate its maximum noise when at 100 % capacity, which is anticipated to occur around 1% of the time when the fans are in operation per annum. The forced draft tower has a side-mounted fan, which will be oriented away from the most noise sensitive area; these characteristics will result in relatively low noise generation and efficient energy usage. The rooftop air handling unit will have internal sound attenuator banks to minimize both items will also be reviewed by our Acoustical Consultant to ensure compliance with the City of Boston noise ordinance and Massachusetts Department of Environmental Protection (DEP) noise regulations.

3.1.7 FEMA Flood Zones and ACEC's

Floodplain information was obtained from the Flood Insurance Rate Map (FIRM) community map number 25025C0077G. The Proposed Project is located within Zone X, which is identified as the area outside the 100-year flood plain. The Proposed Project is not located within an Area of Critical Environmental Concern (ACEC).

3.1.8 Stormwater Management and Water Quality

The existing site is completely covered by impervious surfaces. These surfaces include existing buildings and a brick walkway. The proposed condition will remain impervious. A subsurface recharge system will be provided onsite which will infiltrate the first inch of stormwater runoff from all impervious areas onsite. This infiltration will reduce the volume directed to the existing combined sewer in Boylston Street.

3.1.9 Geotechnical and Groundwater

This section summarizes the following: subsurface soil, rock, and groundwater conditions at the subject site; excavation, foundation, and below-grade construction methods; and the potential impact on adjacent buildings and utilities. Although subsurface explorations were not performed as part of this study, subsurface data is available for the project area from the design and construction of adjacent buildings' including the Transportation Building and the Piano Row Residence Hall building.

3.1.9.1 Subsurface Soil and Rock Conditions

Site subsurface conditions consist of surficial fill underlain by marine deposits and glacial till, with bedrock at depth. The following subsurface conditions, listed below in order of increasing depth below ground surface, exist at the project site:

Miscellaneous Fill - The composition of this stratum is varied, but typically consists of loose to medium dense sand and gravel intermixed with silt, bricks, cobbles, old foundations, wood, cinders, concrete, and other miscellaneous materials. The thickness of this stratum is expected to be about 5-10 ft. at the site.

Marine Deposits - The marine deposits typically consist of alternating and interbedded layers of medium dense to very dense sand with silt, coarse to fine gravel, to stiff to very stiff clay with fine to medium sand. The thickness of the marine deposits is expected to be about 60 to 100 ft. at the site.

Glacial Till - The glacial till is an unsorted mixture of soil types, typically consisting of dense to very dense silty sand with varying amounts of gravel to a very dense gravel with silt and sand. The thickness of the glacial till is anticipated to be about 30 to 50 ft. across the site.

Bedrock - The bedrock below the site is locally known as Cambridge Argillite. The bedrock is typically weathered at the top, and increasing in quality with depth. Bedrock is expected to exist at a depth of approximately 135 ft. below ground surface.

3.1.9.2 Groundwater Conditions

Based on experience in the area, the normal groundwater level at the site is expected to range from 15 to 25 feet below grade (between approximately El. 10 to El. 0 Boston City Base). Groundwater levels near the site could also be influenced by leakage into and out of sewers, storm drains, other below-grade structures, and by environmental factors such as precipitation, season, and temperature. Many of the adjacent buildings have a portion of their below-grade structure lower than the proposed level of the project.

3.1.9.3 Adjacent Structures

The project team has reviewed historical records to confirm that the foundation systems of the buildings in the vicinity of the proposed site are not supported on timber piles. Below is a summary of the immediately adjacent buildings: **(See Appendix H)**

- **Piano Row Residence Hall:**

The new construction will be adjacent to and connect with the existing Piano Row residence hall building to the west of the proposed site. The building includes 3 levels of below grade space and is supported on a combination of a deep slurry wall (exterior loads) and load bearing elements (interior loads) that derive their support within the glacial till soil layer underlying the site.

- **140 Boylston Street:**

The 140 Boylston Street property abuts the project site to the north. Available information indicates that this building is supported on granite block foundations bearing

on the top of the natural marine deposits at approximately El. 12.5. The building also has a one level below grade basement, with the top of slab at approximately El. 16.

- **4 Boylston Place:**

The 4 Boylston Place property abuts the project site to the south. Available information indicates that this building is supported on either granite block or rubble foundations bearing on the top of the natural marine deposits at approximately El. 12.5. The building also has a one level below grade basement, with the top of slab at approximately El. 16.

- **120 Boylston Street:**

The 120 Boylston Street building is located to the east of the site but does not directly abut it. The 120 Boylston Street Building is separated from the site by Boylston Place. Available information indicates that the building has a one level below grade basement and a subbasement located at approximately El. 18± and El. 10±, respectively. The building is believed to be supported on footing foundations bearing on top of the natural marine deposits at approximately El. 12.5.

3.1.9.4 Proposed Foundation System

Given the proposed below-grade space, which has a planned top of floor slab elevation located approximately 12 ft. below existing grade, and the configuration and the loading conditions of the structure, we anticipate the foundation system be comprised of deep drilled-in elements (either caissons or small diameter drilled piles) socketed into the deep glacial till and/or bedrock.

The existing façade of 3 Boylston Place is planned to be retained and will require permanent underpinning or supplemental foundation support utilizing either small diameter drilled-in piles or other methods of underpinning.

The lowest level floor slab for the project will be designed as a structural mat supported by the deep foundation system.

The below-grade portion of the new structure will be waterproofed/damproofed to protect against infiltration of groundwater and moisture into the structure. Since the lowest slab

level (at El. 13+) is at or above the groundwater table, will be waterproofed, and will be designed to resist hydrostatic pressure, long term dewatering and pumping are not anticipated.

3.1.9.5 Excavation

3.1.9.5.1 Methodology

Excavation for the below-grade space and foundations will be completed in-the-dry. A temporary perimeter earth support wall system will be installed from near ground surface prior to below-grade excavation to provide temporary support of earth and adjacent structures during construction. The area within this wall system will be excavated to a depth of approximately 16 ft. below existing grade and laterally braced, and building foundations, below-grade slabs, walls and columns will be constructed within the retained envelope. Excavation within the earth support system will remove all miscellaneous fill, abandoned utilities, previous building foundations, walls, slabs, other below-grade structures, and marine deposits. **(See Appendix E)**

Sides of the excavation are anticipated to be designed and constructed in response to various conditions to resist loads resulting from horizontal earth pressure, adjacent structures, groundwater, and anticipated construction equipment surcharge loading.

Excavation support during construction will likely consist of pit concrete underpinning below the 140 Boylston Street building to the north and the number 4 Boylston Place building to the south; and soldier piles and lagging or another type of non-displacement lateral earth support (e.g.; soil mix, jet grouting) along the east side and portions of the south and west side where lateral earth support is required. Excavation support is not anticipated to be required along portions of the west side, since the existing Piano Row Residence Hall building foundations derive their support below the planned excavation level. Below-grade construction will not use vibratory or pile driving techniques to install any portion of the temporary earth retention system, foundation system, or permanent structure. Soldier pile locations will be pre-augured such that piles are concreted in a drill hole, rather than being driven into the ground.

Underpinning and stabilization of the existing structures to remain (4 Boylston Place, façade of 3 Boylston Place, and southern wall of 140 Boylston Street) will be undertaken prior to mass excavation of the site.

Given the small footprint of the below-grade space, we anticipate bracing of the earth retention system will be accomplished with cantilevered and/or internal bracing (struts, corner bracing) systems. Tiebacks will not be used.

Construction of the below grade will require only minor dewatering for a minor temporary, periods of time within the limits of the excavation, to facilitate excavation in the dry. Primarily, the dewatering will remove water draining from soils to be excavated, and from precipitation.

3.1.9.5.2 Excavation Disposal

The approximately 2,000 cubic yards of soil material excavated will be excess, cannot be reused onsite, and will be disposed of offsite. Approximately half of this material may be classified as urban fill (i.e.; containing some concentrations of chemical constituents) and may require regulatory interaction, management, and a premium cost for disposal.

3.1.10 Solid and Hazardous Materials

Arrangements will be made for the segregation, reprocessing, reuse and recycling of materials. For those materials that cannot be recycled, solid waste will be transported in covered trucks to an approved solid waste facility, per DEP's Regulations for Solid Waste Facilities, 310 CMR 16.00.

3.1.10.1 Solid Waste and Recycling

As typical of construction on previously developed properties, solid waste generated by construction is anticipated to consist of relic debris buried within the excavation limits.

Excavated material will be composed of below-grade remains of former structures, miscellaneous fill placed during earlier development activities, and underlying naturally-deposited soils. Solid waste will be segregated during excavation and disposed of off-site. Emerson College has a campus wide recycling program which includes mixed paper, lighting, ballasts, batteries, computers, hard drives, electronics, mattresses, furniture, glass and plastic bottles and ink cartridges. Over the last two years, the College has recycled about 30 tons of material. The College is also pursuing additional conservation on campus through the installation of more efficient paper dispensers in rest-rooms, more efficient lighting and water saving devices. The College's recycling program space needs will be incorporated into the design for the Boylston Place Residence Hall.

The College has a hazardous waste disposal plan that has been developed specifically for Emerson by Environmental Health and Engineering (EHE). The College contracted with EHE to develop a comprehensive hazardous waste program that complies with Massachusetts Department of Environmental Protection hazardous waste regulations found in 310 CMR 30.000 and Occupational Health and Safety Administration's 29 CFR 1910.1200 and 29 CFR 910.1450. All appropriate staff, faculty and students are trained on site by Environmental Compliance Advisors in hazardous materials management as it pertains to their specific job, activity or course of study, and monthly inspections are conducted by EHE to assure compliance. Areas of training include: identification of waste by College individuals, state specific and universal waste, storage and labeling of hazardous waste, recordkeeping, chemical labeling, and the guidelines for designating and maintaining a Main Accumulation Area (MAA) and a Satellite Accumulation area (SAA). Triumvirate schedules and transports the accumulated materials from all the College's designated MAA and SAA sites to their off-site facility.

3.1.10.2 Soil and Groundwater

Prior to excavation, subsurface explorations and testing will be completed to characterize site conditions relative to concentrations of contaminants in soil and groundwater. Based on the results of this testing, appropriate soil and groundwater management will be

conducted during construction. As necessary, Licensed Site Professional (LSP) services will be provided.

3.1.10.3 Soil Management

It is expected that the majority of excavated soils will be transported offsite to appropriate receiving facilities. If during the course of construction, visual or olfactory evidence of contamination is observed that is inconsistent with previous assessments of the property, these materials will be stockpiled and characterized for the presence of contamination prior to their off-site management.

3.1.10.4 Hazardous Waste During Construction

Hazardous waste is not anticipated to be encountered at the site. However, if hazardous waste is identified, it will be managed in accordance with applicable DEP and EPA regulations by licensed contractors.

3.1.10.5 Abatement and Demolition

Building surveys and inspections will be conducted to assess the existing building slated for demolition. Prior to demolition, existing structures will be properly abated and monitored in accordance with applicable regulations.

3.1.11 Construction Impact

The following section describes impacts that may result from the Project's construction and steps that will be taken to avoid or minimize environmental and transportation-related construction impacts.

Suffolk Construction as The Construction Manager will be responsible for developing a construction phasing and staging plan and for coordinating construction activities with the appropriate regulatory agencies and abutting properties. The Project's geotechnical consultant will provide consulting services associated with foundation design recommendations, prepare geotechnical specifications, and review the Construction Contractor's proposed procedures.

A Construction Management Plan (CMP) will be submitted to the Boston Transportation Department (BTD) for approval prior to the start of construction. It will include specific mitigation measures and staging/logistics plans to minimize impacts to the City of Boston and the abutters to the project site. The Construction Manager will be bound by the approved CMP. Sensitivity to abutters and pedestrians is a critical element of the project that will be paramount to the development of the CMP. **(See Appendix G)**

3.1.11.1 Impacts on Adjacent Buildings and Utilities

In general, the proposed construction is not anticipated to adversely impact nearby structures or utilities. The adjacent Piano Row Residence Hall is supported on a deep slurry wall which bears below the bearing level of the proposed project. Structures supported on deep foundations typically do not undergo movements as a result of adjacent below grade construction. Construction of the below-grade space along the remaining sides may result in only small ground movements very close to the excavation. Foundations of these structures will be protected with an excavation support system during construction. In summary, the following proposed construction procedures will control movements to within acceptable limits:

- Below-grade construction will not use vibratory or pile driving techniques to install any portion of the temporary earth retention system, foundations, or permanent structure. Soldier pile locations will be pre-augured such that piles are concreted in a drill hole, rather than being driven into the ground.
- Soldier piles and lagging, and other types of temporary excavation support will be used to support the sides of the excavation. These walls will be laterally supported by cantilevers or internal bracing members, which will provide stable support for the soil and structures outside the wall.
- The excavation will be performed in a controlled sequence of excavation and brace installation. By using this construction sequence, the unsupported vertical height of the retention system is controlled and the system is constantly supported, either by loaded braces or by the unexcavated soil.

3.1.11.2 Impact on Groundwater Levels

The proposed construction is not anticipated to have adverse effects (lowering) of short-term or long-term groundwater levels:

- Construction of the below grade will require only minor dewatering for a temporary, minor periods of time within the limits of the excavation, to facilitate excavation in the dry. Primarily, the dewatering will remove water draining from soils to be excavated, and from precipitation.
- Engineering controls will be installed along the foundation walls to mitigate infiltration of moisture into the structure as well as maintain current groundwater levels.
- The natural soils beneath the excavation have relatively low permeability, which will inhibit water seepage into the excavation, thereby avoiding groundwater drawdown outside the site.

3.1.11.3 Mitigation Measures and Monitoring

In summary, the following provisions will be incorporated into the design and construction procedures to limit potential adverse impacts to adjacent structures and utilities. The impact to adjacent facilities is anticipated to be minimal.

- The design team will conduct studies, prepare designs and specifications, and review contractor's submittals for conformance to the project contract documents with specific attention to protection of nearby structures and facilities.
- All contractor designs and procedures will be reviewed and accepted by the project design team prior to implementation.
- Performance criteria will be established for the lateral earth support system with respect to movements, and the construction sequence of the below grade portion will be controlled by specific requirements in the project specifications. The contractor will be required to modify his methods and take all necessary steps during the work to protect nearby buildings and other facilities.

- Geotechnical instrumentation will be installed and monitored to observe the performance of the excavation, adjacent buildings and structures, and area groundwater levels.
- The project will provide full time on site monitoring of the contractor's excavation and foundation construction activities and monitoring of geotechnical instrumentation during the below grade portion of the work. This will enable observation of the contractor's compliance with the construction specifications and to facilitate adjustments to procedures if appropriate based on observed performance.

3.1.12 Rodent Control

Consistent with the Massachusetts State Sanitary Code, Chapter 11, 105 CMR 410.550 and the State Building Code, Section 108.6 - Policy Number 87-4 (City of Boston), the 1-3 Boylston Place Project will develop a rodent control program prior to the start of construction. The program will include the performance of extermination and control procedures on a bi-weekly basis and the placement of tamper resistant bait boxes around the perimeter of the site.

3.2 Urban Design and Architectural Elements

Review of the preliminary architectural designs for the proposed project has begun with members of the BRA urban design staff.

Height and Massing

The project is proposed to be 18 stories in height and shall not exceed 171 feet excluding rooftop mechanical equipment. The lower residence hall portion has a building footprint of approximately 5400 square feet. The upper residence hall portion of the building steps back at level 14 from zone 3 at a height of 126' resulting in a footprint of approximately 4500 square feet for stories 14 through 18. The project proposes a roof terrace at level 14, designed to take full advantage of views towards Boston Common and the State House beyond. The building massing is further broken down to express multiple volumes that reduce the visual impact of the new building when viewed in the context of Boylston Street. The positioning of the mechanical penthouse, the tallest element in the

project, is such that all portions of the new building when viewed from Tremont Street and Charles Street are entirely framed by taller structures: The W Hotel to the south, One Charles and the Revere Hotel. The arrangement of the building massing at the lower registers in Boylston Place reduces scale to complement the smaller structures that exist in the alley. The ‘Ancient Landmark’ building at number 3 Boylston Place will retain the façade and will be incorporated into the new structure.

Building Materials and Architectural Elements

The exterior materials palette for the facades of the project will be drawn from a contemporary combination of glass and masonry with lesser elements of metal reminiscent of the richly patinated copper spandrels and cornice work of the adjacent historic structures. Masonry elements being considered are also drawn from the rich palette of stone, brick and terracotta found in many adjacent buildings including the College’s Little Building, Walker Building and Piano Row Residence Hall.

Glass elements will contribute to the massing composition with varying transparent, translucent and opaque qualities designed to maximize views of the Boston Common from student residence hall rooms where applicable. The project subtly enhances the character of the Emerson College’s Boylston Street facades with a building that is both recessive in nature while also creating a visually grounded vertical element in Boylston Place.

3.3 Sustainable Design/Energy Conservation

The Boylston Place project is registered with the U.S. Green Building Council and plans to achieve LEED Gold certification status. The design will make efficient use of resources including energy, water and building materials. A healthy indoor environment will be provided for students and faculty alike with particular attention paid to minimizing contaminants and optimizing the use of daylight and fresh air.

(See Appendix F and I)

3.4 Historic Resources

Situated in the historic Midtown Cultural District, Emerson College has a rich architectural heritage. The College will continue this stewardship with the 1-3 Boylston Place Project.

The College has preserved, restored and maintained several historic properties and in recognition, Preservation Massachusetts awarded its 'Paul E Tsongas' Award in 2011 for its role in the restoration and renovation of the Paramount Center. The award recognizes commitment to versatility, viability, and the importance of preservation at higher education institutions.

See **Table 3-1** and **Figure IV** lists properties and districts in the State and National Registers of Historic Places. A description of these historic properties and districts follows:

The Boylston Building (China Trade Center)

The Boylston Building located at 2 Boylston Street is a six-story sandstone office and warehouse block constructed in 1887 for the Boylston Market Association. It was designed by architect Carl Fehmer in the Romanesque and Renaissance Revival styles. It replaced an earlier market building on the site designed by Charles Bulfinch. The building is a Boston Landmark.

The Boston Young Men's Christian Union

The Boston Young Men's Christian Union located at 48 Boylston Street was designed by noted Boston architect Nathaniel J. Bradley in 1875 and is significant as an example of one of Boston's few surviving High Victorian Gothic buildings. The BYMCU was founded by Harvard students in 1851 as a religious discussion group, and the building originally contained retail ground floor space, an auditorium, library, gymnasium, social and game rooms, and the BYMCU office. The building is a Boston Landmark.

The Hayden Building

The Hayden Building located at 681 Washington Street is significant as the only remaining commercial building in Boston designed by H.H. Richardson. Constructed in 1876, the five-story building exhibits Richardson's characteristic Romanesque Revival style and the use of rusticated masonry. A Boston Landmark, the Hayden Building was renovated for upscale apartments and re-opened in the spring of 2013.

The Liberty Tree Historic District

The Liberty Tree Historic District consists of six buildings clustered at the corner of Washington and Essex Streets. The area is significant historically as the location of the Liberty Tree of Revolutionary War fame and, architecturally, as a small-scale ensemble of mid to late-nineteenth century commercial buildings, several of individual distinction. The centerpiece of the historic district is the circa 1850 Liberty Tree Building (628-636 Washington Street and 1-9 Essex Street), a rare pre-fire downtown commercial building which is individually listed on the State and National Registers, and is also a Boston Landmark.

The Beach-Knapp Historic District

The Beach-Knapp Historic District is comprised of six buildings at the intersection of Beach and Knapp Streets that reflect the historical development of the area from residential in the mid-1800s to mixed commercial and light industrial/warehouse uses. The earliest buildings at 5 and 7 Knapp Street are circa 1835 Greek Revival style dwellings. The three loft buildings, constructed in the period between 1885 and 1906, are architecturally significant as examples of the Victorian Commercial.

The Dill Building

The Dill Building located at 11-25 Stuart Street constructed between 1886-1888 is significant as a fine example of the simple, well-proportioned brick loft buildings constructed in the Beach/Kneeland/Knapp Streets area during the later portion of the nineteenth century. In the late nineteenth and early twentieth centuries, the building housed clothing manufacturers and a furniture dealer.

The Jacob Wirth Building

The Jacob Wirth Building located at 31 Stuart Street constructed circa 1844-45, is a rare survivor of the brick bow-fronted residences that once existed in this area of the City. Since 1868 it has housed a restaurant and bar that has become a Boston institution. A Boston Landmark building, the parking lot along the side and behind the Jacob Wirth Building is now under construction for a 29-story apartment building.

The Piano Row Historic District

The Piano Row Historic District located along Boylston and Tremont Streets from Park Square to Avery Street and is comprised of 28 buildings that are significant for their association with the City's musical life and music related industries. In the nineteenth and early twentieth centuries Boston was a national center for piano building and music publishing. Significant properties within the historic district include Steinert Hall (162 Boylston Street), the Vose and Sons Piano Company Building (158-160 Boylston Street), the Colonial Theater (106 Boylston Street), and the Wurlitzer Company (100 Boylston Street).

The Piano Row Historic District also includes Clarence Blackall's Little Building (74-94 Boylston Street) of 1917, the 1897-98 Hotel Touraine (62 Boylston Street) by Winslow & Wetherell, and the Union Warren Savings Bank (216-218 Tremont Street) constructed in 1925 in the Renaissance Revival Style.

The Boston Edison Electric Illuminating Company

The Boston Edison Electric Illuminating Company located at 25-39 Boylston Street is a 10-story limestone clad steel frame building constructed in the Beaux Arts style. Erected in two phases in 1906 and 1922, it was the first major office building occupied by Boston's leading utility company. The main (east) 1906 portion was designed by the architectural firm of Winslow & Bigelow and the 1922 addition by their successor firm, Bigelow & Wadsworth.

The Boston Common and the Boston Public Garden Historic District

The Boston Common and the Boston Public Garden Historic District occupies 74 acres of open space bounded by Tremont, Boylston, Arlington, Beacon, and Park streets.

Established in 1634, the Boston Common is considered the oldest public park in the United States, and is a Boston Landmark and a National Historic Landmark. The Public Garden was created out of marshlands to the west of the Boston Common and assumed its present boundaries by 1856.

The Washington Street Theater District

The Washington Street Theater District includes seven buildings dating from the 1870s to the early 1930s which have significant associations with the 200-year history of performing arts in Boston. The district includes Boston's earliest theater buildings and is where several theatrical innovations such as vaudeville and motion pictures were introduced.

Of the three existing theaters in the district, the Paramount and the Modern were designed as the regions first movie theaters. The third theater, the Savoy/Keith Memorial/Opera House, is on the site of the Boston Theater, which was constructed in 1794. The following buildings comprise the historic district:

- Paramount Theater (549 Washington Street) Boston Landmark
- Savoy Theater/Keith Memorial Theater/Opera House (539 Washington Street)
- New Adams House Restaurant (533 Washington Street)
- Modern Theater (523-527 Washington Street)
- White Building (515-521 Washington Street)
- Bigelow-Kennard Building (511-513 Washington Street)

Today, the Paramount Theater is part of a larger mixed-use facility called the Paramount Center that was restored by Emerson College and reopened in March 2010. The Modern Theater was also renovated and restored by Suffolk University for a jewel box theater which opened in November 2010.

The West Street Historic District

The West Street Historic District is comprised of four early twentieth century commercial buildings on West and Tremont Streets that are significant for their associations with the "fashionable ladies trade" at the turn of the twentieth century. The Oliver O. Ditson Building (150 Tremont Street) and the adjacent Lawrence Building (constructed in 1912) were once part of Chandler & Company, a large department store. The 1926 Fabyan Building at West and Mason Streets was a small custom clothing store. Schrafft's candy store and restaurant was located at 16-24 West Street. The Ditson Building was designed by the Boston firm of Winslow & Bigelow and is significant as one of Boston's few examples of a Chicago-style frame skyscraper.

The Temple Place Historic District

The Temple Place Historic District is a one-block stretch of Temple Street between Tremont and Washington Streets and includes 15 small-scale commercial buildings of masonry construction and ranging in height from three to six stories. The historic district is significant as a well-preserved mid-nineteenth century commercial streetscape and includes examples of the Greek Revival, Second Empire, and Renaissance Revival architectural styles.

The Commercial Palace Historic District

The Commercial Palace Historic District extends from Hawley Street to Devonshire Street on either side of Summer Street, and from Bedford to Franklin Streets. The area is significant as the largest surviving portion of Boston's late nineteenth century commercial district.

Devastated during the Great Fire of 1872, the area was rebuilt quickly to serve the dry goods and clothing industries which dominated Boston's economy during the late nineteenth and early twentieth centuries. Reflecting Boston's wealth and confidence in this period, the area is characterized by masonry buildings with consistent cornice height and richly articulated facades.

The Textile District

The Textile District located at the intersection of Essex and Kingston Streets consists of seven late-nineteenth century brick manufacturing and wholesale houses that are associated with Boston's textile trade. The Classical Revival style building at 80-86 Kingston Street features a detailed cast iron storefront. Other buildings at 104-122 and 129-131 Kingston Street are architecturally significant as examples of the influence in Boston of architect H.H. Richardson. Today, the Dainty Dot Building located at 120 Kingston Street is currently a construction site for a 26-story, 240 unit apartment building.

Citi Performing Arts Center

The Citi Performing Arts Center located at 268 Tremont Street formerly known as the Wang Theatre, was constructed as a movie palace in 1923-25 according to designs by Blackall, Clapp, & Whittemore. The lavishly ornamented interior of the theater is a Boston Landmark.

The Wilbur Theater

The Wilbur Theater located at 246 Tremont Street was constructed in 1914 to designs by noted theater architect Clarence H. Blackall. Constructed in brick with stone detailing, the Colonial Revival-style theater is a Boston Landmark.

The Shubert Theater

The Shubert Theater located at 265 Tremont Street was originally constructed in 1908-10 according to designs by Hill, James, and Whitaker and was remodeled in 1925. Its classically-inspired Limestone façade features a Palladian window and an iron and glass marquee.

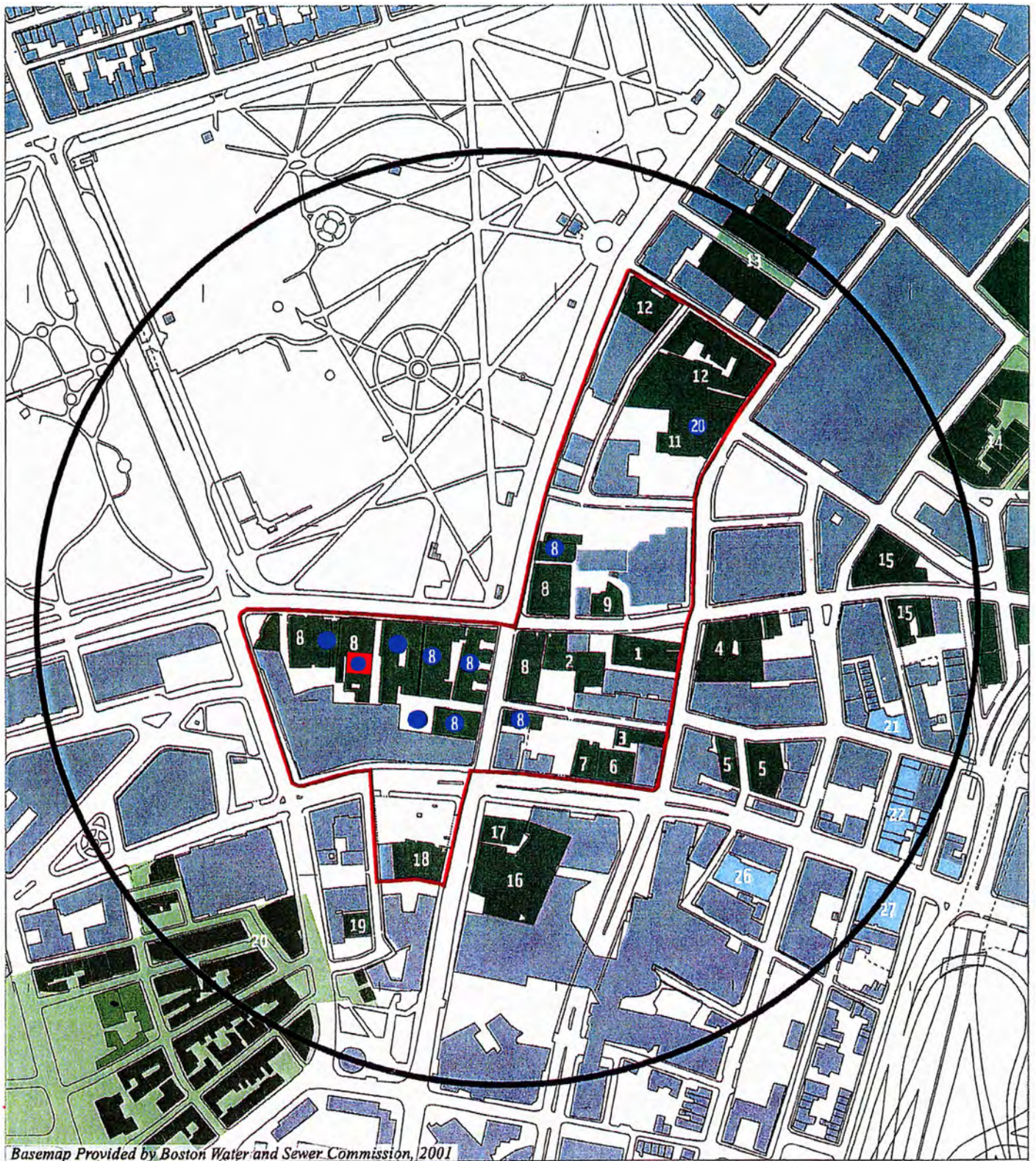
The Charles Playhouse

The Charles Playhouse located at 76 Warrenton Street was originally constructed in 1839 as the Fifth Universalist Church (by architect Asher Benjamin) and later housed a

synagogue, a Scotch Presbyterian congregation, speakeasies, and a jazz club. Since the 1950s the brick and granite building has been used as a theater.

Table 3-1 State and National Register-Listed Properties

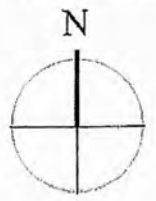
Historic Resource	Address
1. Boylston Building (China Trade)	2 Boylston Street and 651-657 Washington Street
2. Boston Young Men's Christian Union	48 Boylston Street
3. Hayden Building	681-683 Washington Street
4. Liberty Tree Historic District	Essex and Washington Streets
5. Beach-Knapp Historic District	7-15, 17-23, 25-29 Beach Street and 5,7, 9-23 Knapp Street
6. Dill Building	11-25 Stuart Street
7. Jacob Wirth Building	31-39 Stuart Street
8. Piano Row Historic District	Boylston and Tremont Street
9. Boston Edison Electric Company	25-39 Boylston Street
10. Boston Common & Public Garden	Beacon, Park, Tremont, Boylston, and Charles Streets
11. Washington Street Theatre District	511-559 Washington Street
12. West Street Historic District	16-24, 26-30, 148-49 West Street and 150 Tremont Street
13. Temple Place Historic District	11-55, 26-58 Temple Place
14. Commercial Palace Historic District	Bedford, Summer, Devonshire, Franklin, Hawley, and Chauncy Streets
15. Textile District	62-107 Essex Street, 80-122 Kingston Street, 89-117 Chauncy Street, and 11-23 Edinboro Street
16. Citi Performing Arts Center (formerly the Wang Theatre)	252-272 Tremont Street
17. Wilbur Theatre	244-250 Tremont Street
18. Shubert Theatre	263-265 Tremont Street
19. Charles Playhouse	76-78 Warrenton Street
20. The Paramount Center	543 – 549 Washington Street



Basemap Provided by Boston Water and Sewer Commission, 2001

- Project Site
- Properties Listed in the State and National Registers
- Properties Recommended for National Register Listing
- Emerson Owned Properties
- Delineation of Campus Boundary

Figure IV
HISTORIC RESOURCES IN PROJECT AREA
EMERSON COLLEGE



3.5 Infrastructure Systems Components

3.5.1 Introduction

The following utility systems are discussed herein:

- Sewer
- Domestic water
- Drainage

3.5.2 Sewer Infrastructure

There is an existing Boston Water and Sewer Commission sanitary sewer main located in the alley adjacent to the project site. There is an existing 12-inch private sanitary sewer main located in the alley adjacent to the project site (Boylston Place). It runs directly under the 15-inch drain in Boylston Place. BWSC combined sewer main located in Boylston Street near the project site. The existing sewer system is illustrated in **Figure SS-1 and Appendix E.**

Wastewater Generation

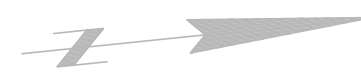
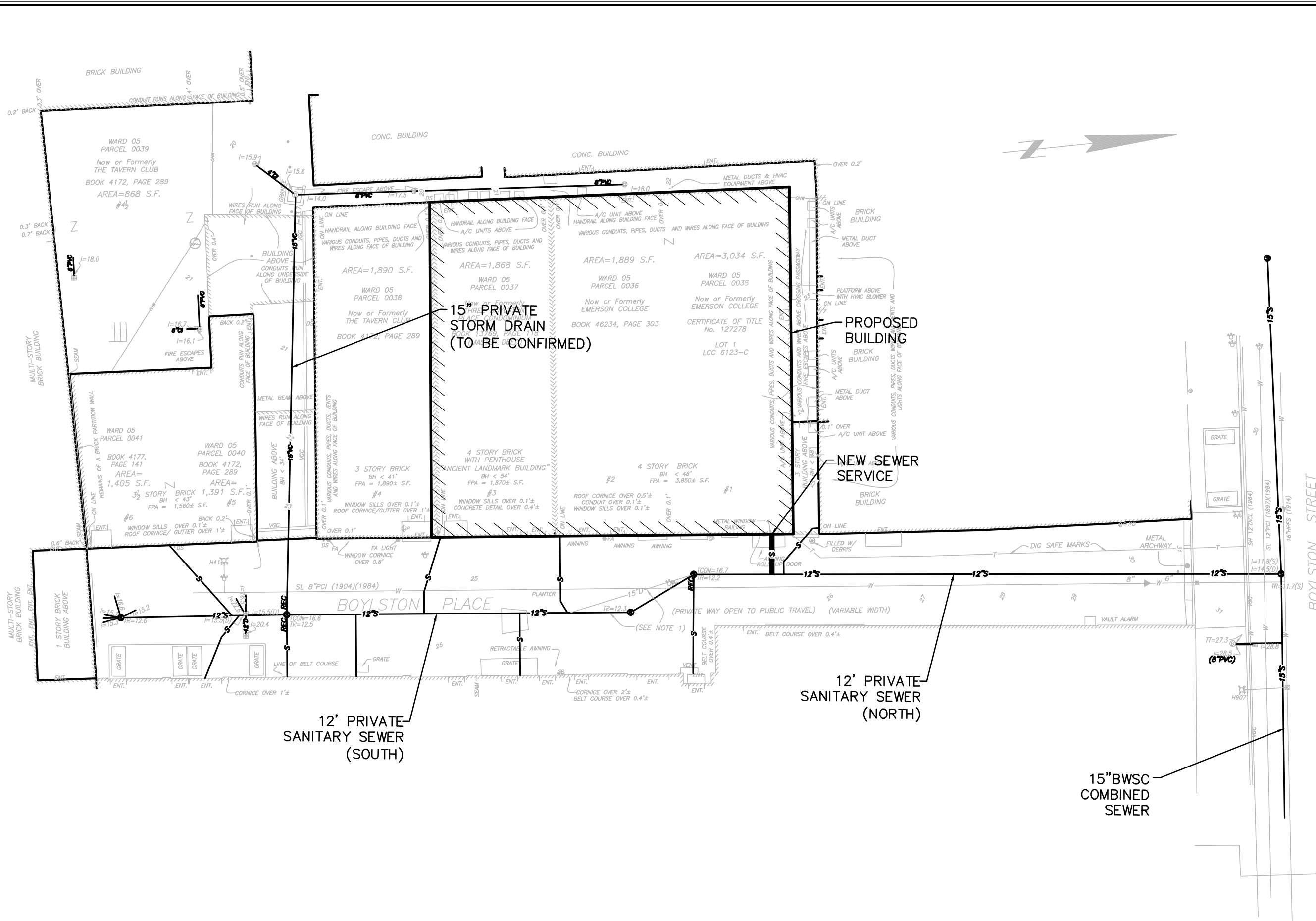
The Proposed Project's sewage generation rates were estimated using the Massachusetts Division of Water Pollution Control Sewer System Extension and Connection Permit Program at 314 CMR 07.00. 314 CMR 07.00 lists typical generation values for the sources listed in Table 3-1 for Proposed Project. Typical generation values are generally conservative values for estimating the sewage flows from new construction. 314 CMR 07.00 sewage generation values are used to evaluate new sewage flows or the increase in flows to existing connections. **Table 3-1** describes the proposed sewage generation due to the Proposed Project.

Table 3-1 Proposed Project Wastewater Generation

Room Use	Size	314 CMR Value (gpd/unit)	Total Flow (gpd)
Residential	410 beds	65 /person	26,650
Dormitory Rooms	410 beds		
Proposed Sewer Flows (gpd):			26,650

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SANITARY SEWER MAIN FIGURE
 1-3 BOYLSTON PLACE
 BOSTON, MASSACHUSETTS

PREPARED FOR:
EMERSON COLLEGE
 120 BOYLSTON STREET, BOSTON, MA 02116-4624

PROJECT #	9730
FILE:	9730-W&S.DWG
SCALE:	NTS
DATE:	08/22/13
PROJECT MGR:	
SURVEYOR:	
DRAFTED BY:	
CHECKED BY:	

SHEET:

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Sewage Capacity & Impacts

The Proposed Project's impact to the existing systems in Boylston Place and Boylston Street was analyzed. The existing sewer system capacity calculations are presented in **Table 3-2**.

Table 3-2 Sewer Hydraulic Capacity Analysis

Manhole (BWSC Number)	Distance (feet)	Invert Elevation (up)	Invert Elevation (down)	Slope (%)	Diameter (inches)	Manning's Number	Flow Capacity (cfs)	Flow Capacity (MGD)
8 to 7	260	14.58	11.7	1.1%	15	0.013	6.8	4.39
7 to 72	230	11.70	7.60	1.8%	15	0.013	8.62	5.57
Boylston Place South	91	12.50	12.20	0.3%	12	0.013	2.05	1.32
Boylston Place North	128	12.2	11.7	0.4%	12	0.013	2.23	1.44

Note: 1. Manhole numbers taken from BWSC Sewer System Map
 2. Flow Calculations based on Manning Equation
 3. All pipes assumed to be vitrified clay, to be conservative

Proposed Conditions

The Proponent will coordinate with the BWSC on the design and capacity of the proposed connections to the sewer system. The Proposed Project is expected to generate wastewater flows of approximately 26,650 gallons per day.

The sewer services for the building are proposed to tie into the 12-inch sanitary sewer in Boylston Place. There will be two 8-inch sanitary connections from the building.

All improvements and connections to BWSC infrastructure will be reviewed as part of the BWSC's site plan review process for the Proposed Project. This process includes a comprehensive design review of the proposed service connections, an assessment of project demands and system capacity, and the establishment of service accounts.

Proposed Impacts

The adjacent roadway sewer system in Boylston Street and potential building service connection to the sewer system was analyzed.

Results shown in **Table 3-2** indicate the hydraulic capacity of the 15-inch combined sewer system within Boylston Street and the 12-inch sanitary sewer main in Boylston Place. The minimum hydraulic capacity is 4.39 million gallons per day (MGD) or 6.8 cfs for the combined sewer in Boylston Street. The minimum hydraulic capacity is 1.32 MGD or 2.05 cfs for the sanitary sewer in Boylston Place. Based on the average daily flow estimate for the Proposed Project of 26,650 or 0.027 MGD; and with a factor of safety of 10 (total estimate=0.027MGD x 10 = 0.27 MGD), no capacity problems are expected within the Boylston Place or Boylston Street sewer systems.

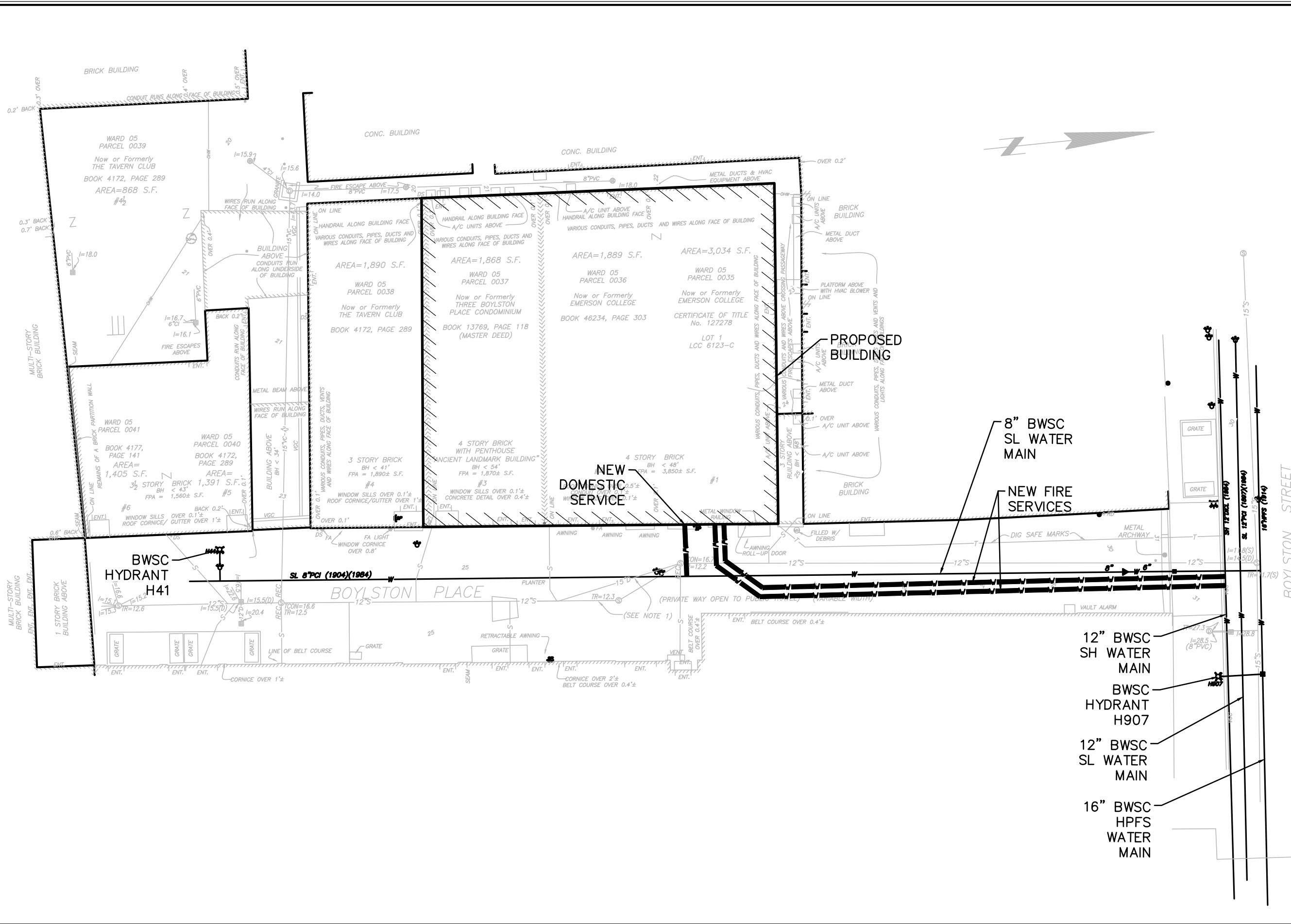
3.5.3 Water Infrastructure

Water for the Proposed Project site will be provided by the BWSC. There are five different water systems within the city, and these provide service to portions of the city based on ground surface elevation. The five systems are southern low (commonly known as low service), southern high (commonly known as high service), southern extra high, northern low, and northern high. There is a 12-inch BWSC Southern Low main and a 16-inch BWSC High Pressure Fire Service main in Boylston Street. There is an 8-inch BWSC Southern Low main beneath Boylston Place. There is also a 12-inch BWSC Southern High main underneath Boylston Street. The existing water system is illustrated in **Figure W-1**. The existing building's domestic water service connects to the 8-inch Southern Low BWSC water main in Boylston Place.

Water Consumption

The Proposed Project's water demand estimate for domestic services is based on the Proposed Project's estimated sewage generation, described above. A conservative factor of 1.1 (10%) is applied to the estimated average daily wastewater flows calculated with 314 CMR 07.00 values to account for consumption, system losses and other usages to estimate an average daily water demand. The Proposed Project, which includes the demolition of the existing building and construction of a new building, will require approximately 29,315 gpd of domestic water. The water for the Proposed Project will be supplied by the BWSC system.

All efforts to reduce water consumption will be made. Aeration fixtures and appliances will be chosen for water conservation qualities.



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WATER MAIN FIGURE
 1-3 BOYLSTON PLACE
 BOSTON, MASSACHUSETTS

PREPARED FOR:
EMERSON COLLEGE
 120 BOYLSTON STREET, BOSTON, MA 02116-4624

PROJECT # 9730
 FILE: 9730-W&S.DWG
 SCALE: NTS
 DATE: 08/22/13
 PROJECT MGR:
 SURVEYOR:
 DRAFTED BY:
 CHECKED BY:

SHEET:
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All new water services will be installed in accordance with the latest Local, State, and Federal codes and standards. Backflow preventers will be installed at both domestic and fire protection service connections. New meters will be installed with Meter Transmitter Units (MTU's) as part of the Boston Water and Sewer Commission's Automatic Meter Reading (AMR) system.

Existing Water Capacity & Impacts

BWSC record flow test data containing actual flow and pressure for a hydrant within the vicinity of the Proposed Project site was available. Additional testing has been requested, as hydrant flow data should be less than a year old to be used as a design tool. The results of the BWSC testing near the Proposed Project site are indicated in **Table 3-3**.

Table 3-3 Existing Hydrant Flow Data

Flow Hydrant Number	Date of Test	Static Pressure (psi)	Residual Pressure (psi)	Total Flow (gpm)	Flow (gpm) at 20 psi	Flow (gpm) at 10 psi
H44	02/25/2012	74	65	2126	5595	6132

Proposed Impacts

No water capacity problems are anticipated within this system as a result of the Proposed Project's construction.

3.5.4 Stormwater

There is a private storm drain located in an alley behind the site. There is also a combined sewer located beneath Boylston Street as described in the Sewer Infrastructure section above.

There is a 15-inch storm drain beneath the Boylston Place which flows in the northerly direction into a 15-inch BWSC combined sewer located in Boylston Street. There are also catch basins located in the small alley adjacent to the Project Site on the west. These catch basins connect to the sewer beneath Boylston Place via a 15-inch pipe located beneath the passageway. It will be necessary to confirm whether this is a storm drain or combined sewer line servicing the adjacent buildings prior to the design of site utilities.

Stormwater runoff from the existing building appears to flow into the storm drain in Boylston Place through downspouts. The existing BWSC storm drain system is illustrated in **Figure SD-1**

Proposed Project

The proposed project is located within the City of Boston's Groundwater Conservation Overlay District (GCOD). As a result, the city requires that one-inch runoff over the impervious area of the site is recharged back into the groundwater. The proposed project will be required to recharge one-inch over approximately 6,800 square feet of impervious area. Due to the small size of the site and the fact that the proposed building encompasses the entire area, the only location available for recharge is between the bottom of the building slab and the seasonal high groundwater table elevation.

Rainfall from the building roof will be piped internally a recharge system consisting of perforated pipe and crushed stone beneath the building slab. When the system becomes full, it will overflow through internal plumbing to the 15-inch drain in Boylston Place. The overflow system will be designed by the MEP to meet plumbing code requirements. There will be two storm drain connections from the proposed building.

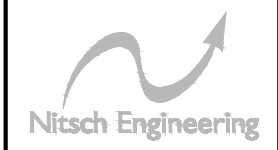
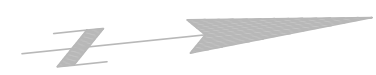
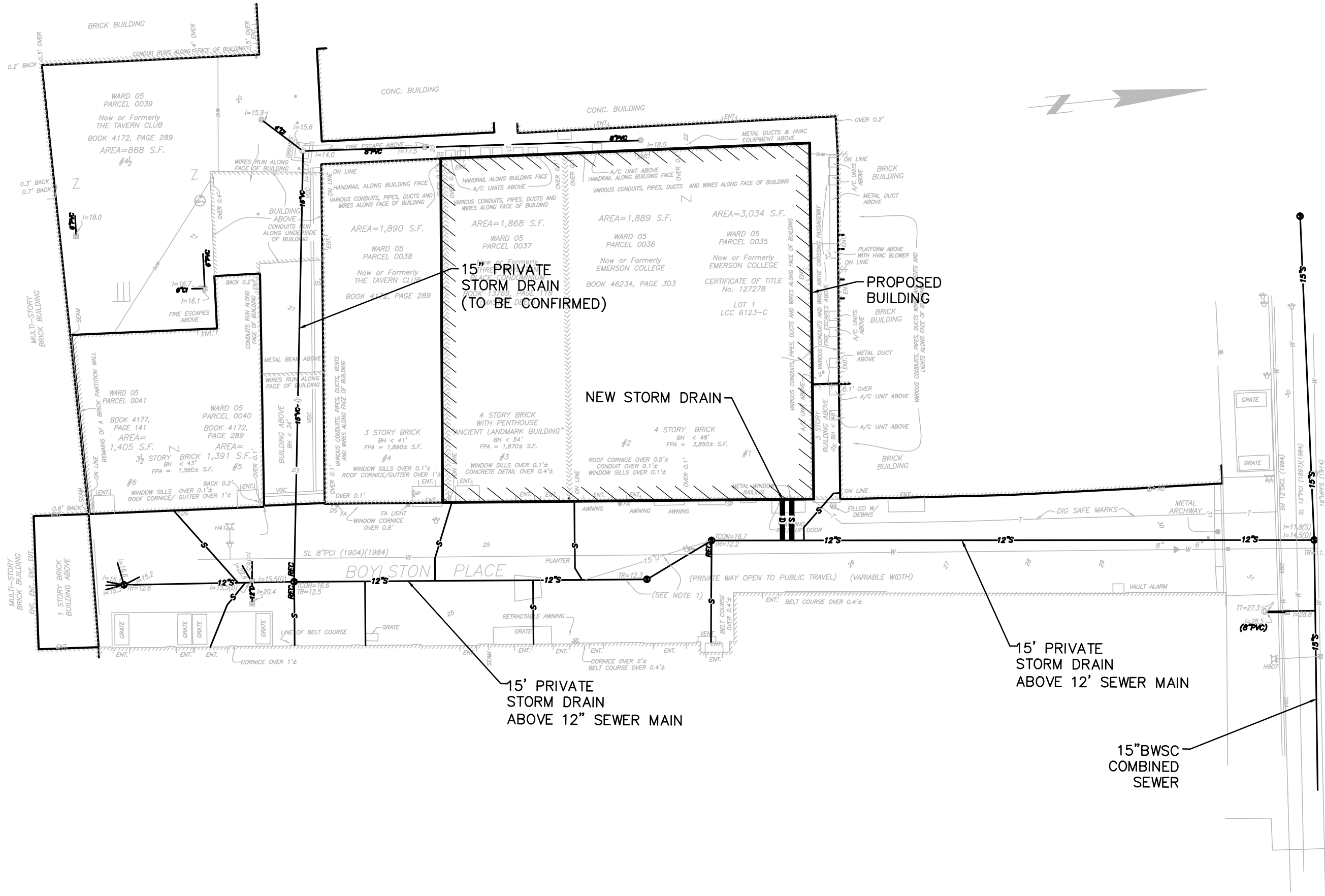
All improvements and connections to BWSC infrastructure will be reviewed as part of the Commission's site plan review process. This process includes a comprehensive design review of the proposed service connections, assessment of project demands and system capacity, and establishment of service accounts.

Water Quality Impact

The Proposed Project will not affect the water quality of nearby water bodies. Erosion and sediment control measures will be implemented during construction to minimize the transport of site soils to off-site areas and BWSC storm drain systems. During construction, existing catch basins will be protected with filter fabric, hay bales and/or crushed stone, to provide for sediment removal from runoff. These controls will be inspected and maintained throughout the construction phase until all areas of disturbance have been stabilized through the placement of pavement, structure, or vegetative cover.

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DRAINAGE MAIN FIGURE
 1-3 BOYLSTON PLACE
 BOSTON, MASSACHUSETTS

PREPARED FOR:
EMERSON COLLEGE
 120 BOYLSTON STREET, BOSTON, MA 02116-4624

PROJECT #	9730
FILE:	9730-W&S.DWG
SCALE:	NTS
DATE:	08/22/13
PROJECT MGR:	
SURVEYOR:	
DRAFTED BY:	
CHECKED BY:	

SHEET:

SD-1

OF REV.

All necessary dewatering will be conducted in accordance with applicable MWRA and BWSC discharge permits. Once construction is complete, the Proposed Project will each be in compliance with all local and state stormwater management policies. See below for additional information.

DEP Stormwater Management Policy Standards

In March 1997, the Department of Environmental Protection DEP adopted a new Stormwater Management Policy to address non-point source pollution. In 1997, the Massachusetts DEP published the Massachusetts Stormwater Handbook as guidance on the Stormwater Policy, which was revised in February 2008. The Policy prescribes specific stormwater management standards for development projects, including urban pollutant removal criteria for projects that may impact environmental resource areas. Compliance is achieved through the implementation of Best Management Practices (BMPs) in the stormwater management design. The Policy is administered locally pursuant to MGL Ch. 131, s. 40. A brief explanation of each Policy Standard and the system compliance is provided below:

Standard #1: No new stormwater conveyances (e.g., outfalls) may discharge untreated stormwater directly to or cause erosion in wetlands or waters of the Commonwealth.

Compliance: The proposed design will comply with this Standard. No new untreated stormwater will be directly discharged to, nor will erosion be caused to wetlands or waters of the Commonwealth as a result of stormwater discharges related to the Proposed Project.

Standard #2: Stormwater management systems must be designed so that post-development peak discharge rates do not exceed pre-development peak discharge rates.

Compliance: The proposed design will comply with this Standard. The existing discharge rate will be met or decreased as a result of the improvements associated with the Proposed Project.

Standard #3: Loss of annual recharge to groundwater should be minimized through the use of infiltration measures to the maximum extent practicable. The annual recharge from the post

development site should approximate the annual recharge from the pre-development or existing site conditions, based on soil types.

Compliance: The Proposed Project will comply with this standard to the maximum extent practicable.

Standard #4: For new development, stormwater management systems must be designed to remove 80% of the average annual load (post-development conditions) of Total Suspended Solids (TSS). It is presumed that this standard is met when: Suitable nonstructural practices for source control and pollution prevention are implemented; Stormwater management best management practices (BMPs) are sized to capture the prescribed runoff volume; and Stormwater management BMPs are maintained as designed.

Compliance: The proposed design will comply with this standard. Within the Proposed Project's limit of work, there will be mostly roof, landscaping, parking and pedestrian areas. Any paved areas that would contribute unwanted sediments or pollutants to the existing storm drain system will be collected by deep sump, hooded catch basins and conveyed through water quality units before discharging into the BWSC system.

Standard #5: For land uses with higher potential pollutant loads, source control and pollution prevention shall be implemented in accordance with the Massachusetts Stormwater Handbook to eliminate or reduce the discharge of stormwater runoff from such land uses to the maximum extent practicable. If, through source control and/or pollution prevention, all land uses with higher potential pollutant loads cannot be completely protected from exposure to rain, snow, snow melt, and stormwater runoff, the proponent shall use the specific structural stormwater BMPs determined by the Department to be suitable for such uses as provided in the Massachusetts Stormwater Handbook. Stormwater discharges from land uses with higher potential pollutant loads shall also comply with the requirements of the Massachusetts Clean Waters Act, M.G.L.c. 21, §§ 26-53 and the regulations promulgated there under at 314 CMR 3.00, 314 CMR 4.00 and 314 CMR 5.00.

Compliance: The proposed design will comply with this standard. The Proposed Project is not associated with Higher Potential Pollutant Loads (per the Policy, Volume I, page 1-6). The project complies with this standard.

Standard #6: Stormwater discharge to critical areas must utilize certain stormwater management BMPs approved for critical areas. Critical areas are Outstanding Resource Waters (ORWs), shellfish beds, swimming beaches, cold-water fisheries and recharge areas for public water supplies.

Compliance: The proposed design will comply with this Standard. The Proposed Project will not discharge untreated stormwater to a sensitive area or any other area.

Standard #7: A redevelopment project is required to meet the following Stormwater Management Standards only to the maximum extent practicable: Standard 2, Standard 3, and the pretreatment and structural stormwater best management practice requirements of Standards 4, 5, and 6. Existing stormwater discharges shall comply with Standard 1 only to the maximum extent practicable. A redevelopment project shall also comply with all other requirements of the Stormwater Management Standards and improve existing conditions.

Compliance: The proposed design will comply with this Standard. The Proposed Project complies with the Stormwater Management Standards as applicable to the development.

Standard #8: Erosion and sediment controls must be implemented to prevent impacts during construction or land disturbance activities.

Compliance: The Proposed Project will comply with this standard. Sedimentation and erosion controls will be incorporated as part of the design of these projects and employed during construction.

Standard 9: A Long-Term Operation and Maintenance (O&M) Plan shall be developed and implemented to ensure that stormwater management systems function as designed.

Compliance: The Proposed Project will comply with this standard. An O&M Plan including long-term BMP operation requirements will be prepared for the Proposed Project and will assure proper maintenance and functioning of the stormwater management system.

Standard 10: All illicit discharges to the stormwater management system are prohibited.

Compliance: The Proposed Project will comply with this standard. There will be no illicit connections associated with the Proposed Project.

3.5.5 Protection Proposed During Construction

Existing public and private infrastructure located within nearby public rights-of-way will be protected during construction of each component of the Proposed Project. The installation of proposed utility connections within public ways will be undertaken in accordance with BWSC, Boston Public Works Department, the Dig-Safe Program, and applicable utility company requirements. Specific methods for constructing proposed utilities where they are near to, or connect with, existing water, sewer, and drain facilities will be reviewed by the BWSC as part of its Site Plan Review process. All necessary permits will be obtained before the commencement of work.

The Proponent will continue to work and coordinate with the BWSC and the utility companies to ensure safe and coordinated utility operations in connection with the Proposed Project.

3.5.6 Energy Systems and Other Utility Providers

Electrical Services

Electrical service has been preliminarily reviewed with NStar. The estimated peak load to be delivered to the project is 1000 KVA, based on a load estimate for a Boston area project with a chiller plant of 10 watts/sq ft. The service will originate in the 13.8 KV NStar network in the area, and will be routed from the network to a

new two-transformer network vault, built as part of the project. Vault location in the building has been discussed with NStar, and space has been set aside.

Steam Services

The heat source for the building will be district steam, obtained from the Veolia Co.'s local 125 psi network. The estimated peak steam demand for heating and domestic hot water is 1000 lbs./hr. The steam will be reduced in pressure at the service entrance to the building, and then converted to heating hot water and domestic hot water for use in the building systems. Heat from the steam condensate will be recovered for use in preheating domestic hot water before the condensate is disposed of in the sanitary sewer.

Natural Gas Services

Gas service for the building is not proposed.

SECTION 4
TRANSPORTATION

4.0 TRANSPORTATION

4.1 Introduction

To accommodate students who will need to be relocated during repairs of the Little Building dormitory, Emerson College will construct a residence hall at 1-3 Boylston Place. (See Figure 4-1) The new residence hall will accommodate 407 existing students currently living in the 750-bed Little Building while the remaining 343 students would continue to live in the Little Building.

The Emerson College 1-3 Boylston Place Project (the “Project”) site is bounded by Boylston Street to the north, the Tavern Club at 4 Boylston Place to the south, and a service courtyard accessed via Edgar Allen Poe Way (aka Carver Street) to the west. The Project site is currently occupied by the Estate nightclub at 1-2 Boylston Place and Sweetwater Tavern at 3 Boylston Place.

4.1.1 Purpose of This Report

As part of this Institutional Master Plan Project Notification Form (IMPNF) filing under the Boston Redevelopment Authority (BRA) Article 80 review procedures, the study team conducted a transportation analysis for the proposed Project that includes the following:

- Definition and presentation of existing pedestrian traffic, including roadway and sidewalk capacities, parking, transit, pedestrian circulation, loading, and site conditions;
- Evaluation of the Project’s long-term impacts on pedestrian traffic;
- Identification of appropriate measures to mitigate project impacts; and
- Summary of short-term impacts during construction.

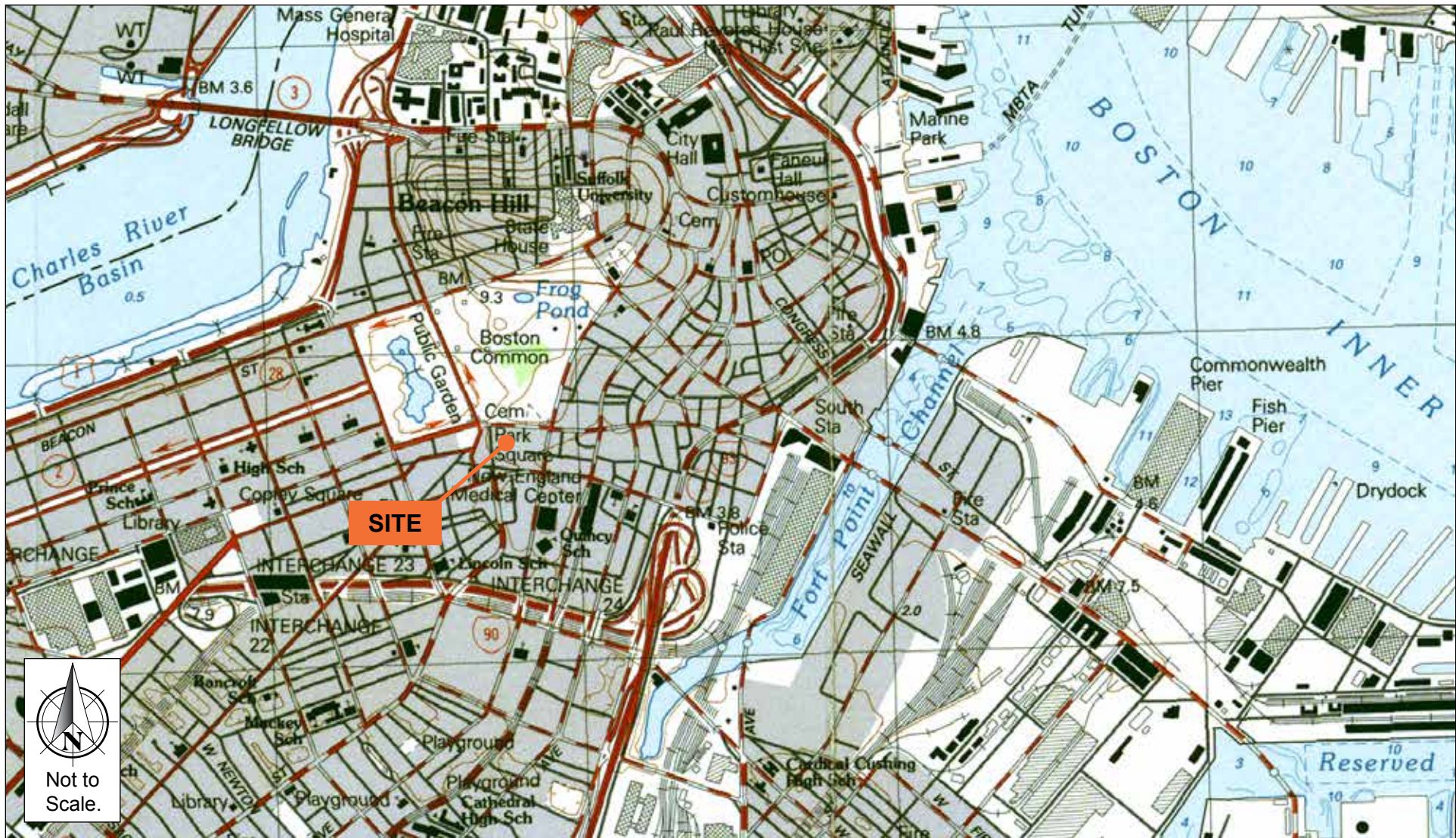


Figure 4-1
Locus Map

4.1.2 Project Description

The Emerson College 1-3 Boylston Place project is located in the Midtown Cultural District of Boston, Massachusetts. The Project will include a residence hall for approximately 407 existing students that will be relocated from the Little Building to accommodate for repairs at that existing facility. No increases in staff or student populations are associated with the project. In addition no new parking will be provided for the Project.

4.1.3 Study Area

Because the Project has no associated parking, there are no increases in students or staff, and the dormitory will not generate auto trips, no vehicular traffic analysis has been conducted. The purpose of the analysis is to see how pedestrian trips relocated from the Little Building will be accommodated at 1-3 Boylston Place. The study area for the pedestrian analysis is defined as the Little Building entrance on Boylston Street, and Boylston Place in front of the proposed building entrance, as shown in **Figure 4-2**.

4.1.4 Methodology

This transportation analysis was conducted in accordance with Boston Transportation Department (BTD) *Transportation Access Plan Guidelines* (2001). The analysis is summarized in three sections:

- The first comprises an inventory of existing transportation conditions, including parking, transit, pedestrian circulation, loading, and site conditions.
- The second evaluates future transportation conditions and assesses potential pedestrian traffic impacts associated with the development and other neighboring projects. Long-term impacts are evaluated for the year 2018, based on a five-year horizon from the existing year (2013). Expected walkway impacts and potential deficiencies are identified with the proposed Project in place.
- The third section identifies appropriate measures to mitigate Project-related impacts identified in the previous phase and generally discusses how Emerson will manage the short-term impacts of construction.

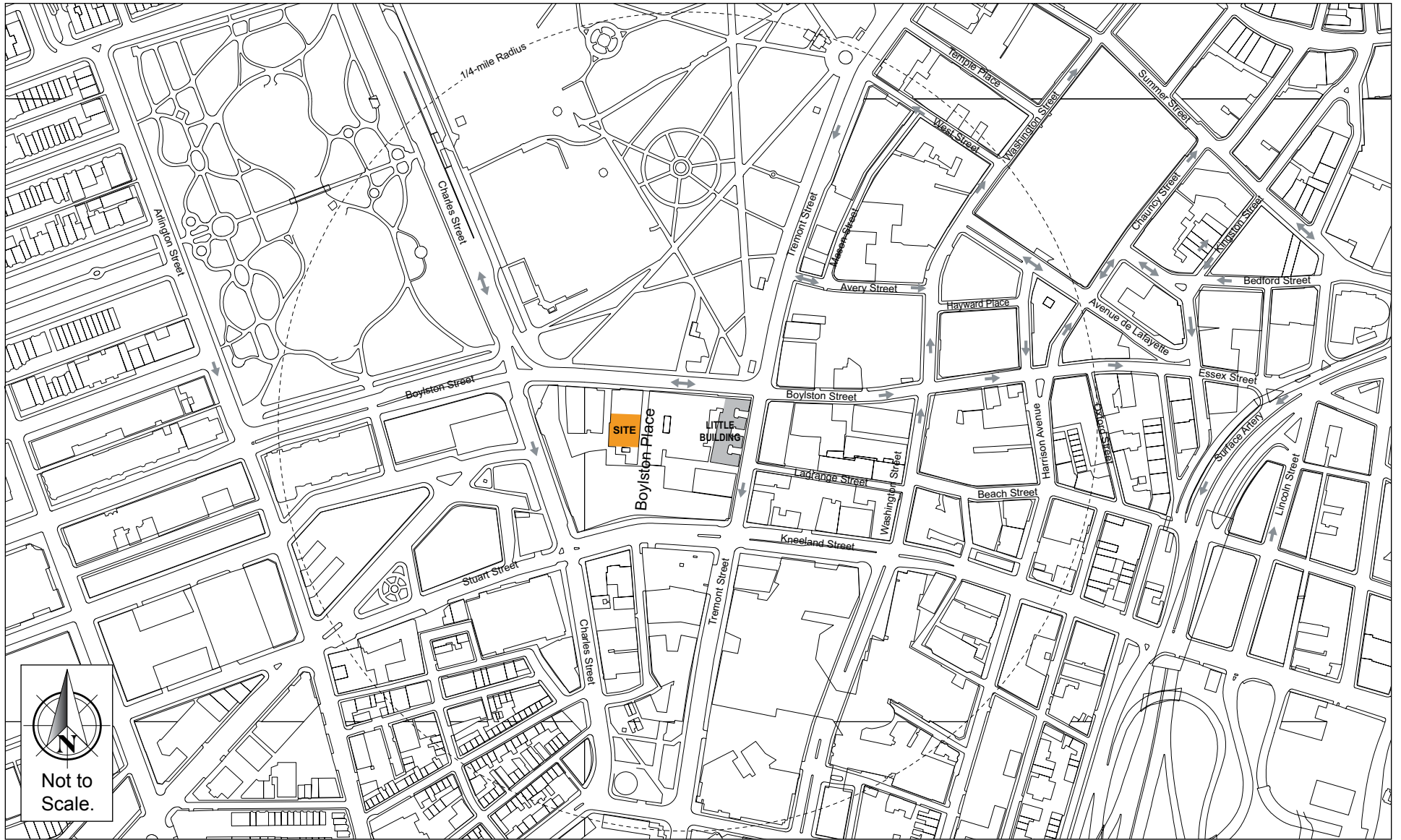


Figure 4-2
Study Area

4.2 Existing Transportation Operations and Conditions

This section includes a description of existing study area roadway/sidewalk geometry, peak-hour pedestrian volumes, average daily traffic levels, transit availability, parking supply, and loading conditions.

4.2.1 Roadway and Sidewalk Conditions

The following roadway descriptions include classifications by the Massachusetts Department of Transportation (MassDOT) Office of Transportation Planning:

Boylston/Essex Street is an east–west arterial that runs from Brookline Avenue in the Fenway area to Atlantic Avenue (Surface Artery), carrying approximately 20,000 vehicles per day in the vicinity of the site. Boylston Street is one-way eastbound in the Back Bay neighborhood and becomes Essex Street after crossing Washington Street. Between Charles Street and Tremont Street, in the vicinity of the Project, Boylston Street operates as a two-way street. It returns to one-way eastbound between Tremont Street and Atlantic Avenue (Surface Artery). Boylston/Essex Street has sidewalks on both sides of the roadway. Parking is provided on the south side of the street within the study area. The majority of spaces are used for commercial loading zones or handicapped spaces during the day, with valet-only or unrestricted parking in the evening. Ten foot wide sidewalks are provided along the length of the roadway.

Boylston Place is a private pedestrian way, open for public use that runs north-south, extending from 124 Boylston Street to the State Transportation Building. Pedestrians can access Emerson College Admission Visitor Center and classrooms, the Walker Building, the Tufts Performance Center, restaurants, shops and the State Transportation Building. At the gated entrance, the sidewalk is approximately 21 feet wide, widening to 30 feet to accommodate outdoor seating areas and planters. Brick sidewalks are in fair condition and motorcycle and bicycle parking were observed near the entrance of Boylston Place throughout the day.

Edgar Allen Poe Way (also known as Carver Street) is a 19 foot wide public way that runs from 100 Boylston Street south about 100 feet to a small service courtyard. The street is about 19 feet wide, with 4 foot sidewalks along each side. Bollards have been

placed along the west side to discourage parking; however, parking was observed on the west side in spite of this measure.

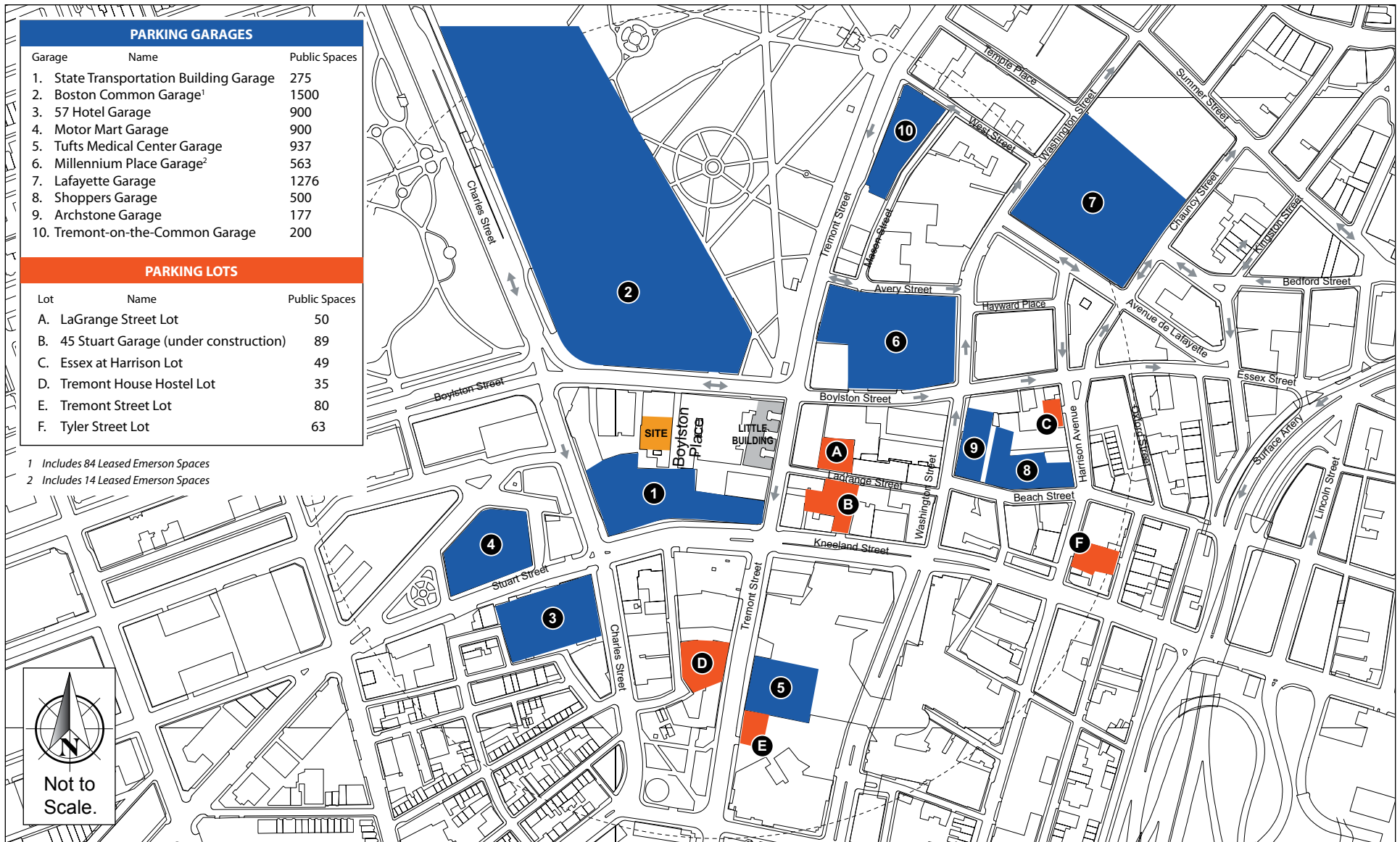
4.2.2 Existing Parking

4.2.2.1 Public Off-street Parking

Currently, more than 7,000 public parking spaces are found within one-quarter mile, or a five-minute walk, from the Project site; however, off-street parking availability in the area during daytime hours is fairly limited. The off-street parking garages and surface lots located within the quarter-mile radius have capacities ranging from 35 to 1,500 spaces. Of the parking garages within a quarter-mile radius of the site, over 80% of the parking spaces are occupied at mid-day. Public surface lots and garages within a quarter-mile of the 1-3 Boylston Place Residence Hall site are shown in **Figure 4-3**.

4.2.2.3 Emerson College Parking

Emerson College Parking is highlighted in **Figure 4-3**. The College provides leased parking for some faculty and staff at the Boston Common Garage and the Ritz Carlton Garage (also known as the Millennium Place Garage). At the Boston Common Garage an average of 84 parking spaces are occupied by Emerson College vehicles, including 51 faculty, 27 staff, and 6 Emerson College owned vehicles. At the Ritz Carlton Garage an average of 14 parking spaces are occupied by Emerson College vehicles, including 13 staff, and 1 Emerson College owned vehicle. The subsidized faculty and staff parking spaces are provided based on seniority and need; only senior staff, full-time tenured faculty, or tenure-track faculty are eligible. Subsidized parking spaces are available to fewer than 15% of faculty/staff. The College does not provide a subsidy to any employee who does not park in one of the leased spaces described above. No student parking subsidies are provided.



**Figure 4-3
Off-Street Parking**

4.2.2.3 Existing On-street Parking

Figure 4-4 illustrates the on-street parking regulations and curbside use in front of the site. Between Charles Street and Tremont Street are 36 potential parking spaces, of which fifteen (15) are commercial spaces, six (6) no parking, six (6) fire hydrants, two (2) pick-up/drop-off spaces, three (3) pick-up/drop-off and handicapped, one (1) handicapped, and three for the Emerson Police. Three of the commercial spaces allow valet parking during evening and weekend hours.

4.2.2.4 Boylston Street Parking Survey

Howard/Stein-Hudson Associates, Inc., (HSH) conducted a parking turnover survey along Boylston Street from Tremont Street to Charles Street on Tuesday, June 18, 2013, in order to document the use of the on-street spaces and the frequency of double parking. The survey was conducted between the hours of 7:30 a.m.–9:30 a.m., 11:30 a.m.–1:30 p.m., and 4:30 p.m.–6:30 p.m. The survey differentiated spaces used for commercial vehicle parking, valet parking, pick-up/drop-off parking, and no parking. Some observations include:

- In the a.m. two-hour peak period, 28 cars used the curbside spaces, including 2 illegally-parked cars. Average parking duration was 38 minutes, but 68% of vehicles stayed less than 15 minutes, 71% stayed less than 30 minutes and 82% stayed less than 60 minutes. Three cars parked in a handicapped space and one Emerson police car stayed the entire two-hour a.m. peak hour period.
- In the mid-day two-hour peak period, 39 cars used the 36 curbside spaces, including 4 illegally parked cars. Average parking duration was 41 minutes, but 46% of vehicles stayed 15 minutes or less and 77% stayed 30 minutes or less.
- In the p.m. two-hour peak period, 20 cars used the curbside spaces; of these, 3 were illegally parked. Average duration was 36 minutes, with 45% of vehicles staying 15 minutes or less and 70% staying 30 minutes or less.
- No double-parking was observed during any of the peak periods.
- Multiple motorcycles and bicycles were parked along Boylston Place for the entire duration of the mid-day peak-hour.

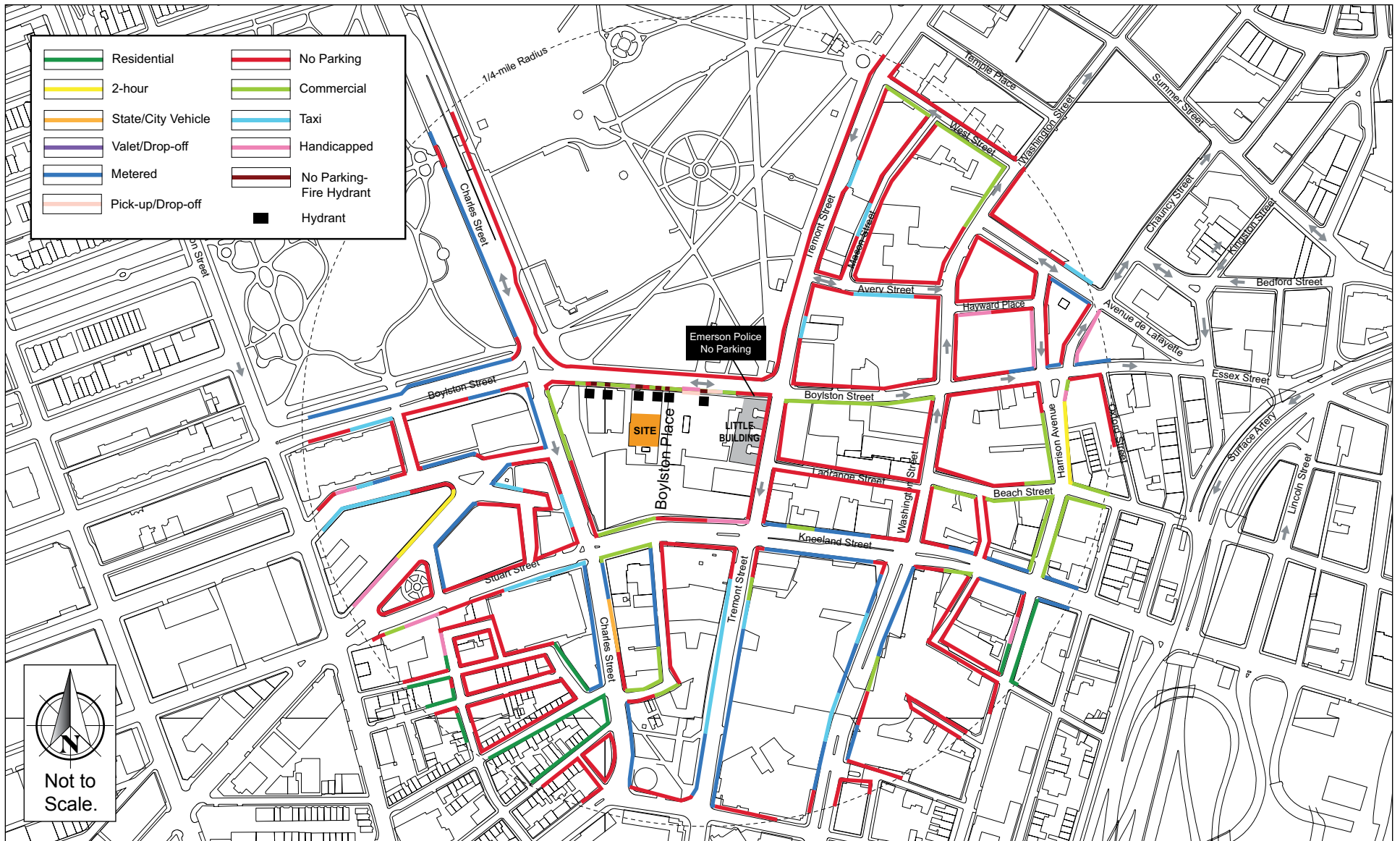


Figure 4-4
On-Street and Curbside Inventory

Additionally, there was construction alongside the Little Building and Colonial Theater and sidewalk maintenance from Tremont Street to Charles Street, which might account for extended durations in the commercial spaces.

4.2.3 Public Transportation

The following sections highlight public transportation alternatives within close proximity of the site.

4.2.3.1 MBTA Rapid Transit in the Study Area

The site location is very convenient to the MBTA Green, Red, Orange, and Silver lines, as illustrated in **Figure 4-5**. The Orange Line Chinatown Station on Washington Street is one block east of the site. The Green Line Boylston Station is a half block away from the site across the street at Boston Common. The closest Silver Line stop is on Tremont Street at Boylston Station. Park Street Station, which services the Green and Red lines, is approximately three blocks north of the Project site. Weekday subway service is provided between approximately 5:00 a.m. and 1:00 a.m. Actual train service times vary by line. Train headways vary by line, as shown in **Table 4-1**.

Table 4-1. MBTA Rapid Transit Service in the Study Area

Subway/ Bus Route	Origin–Destination	Peak-hour Headways (minutes) ¹
Silver Line	Dudley Square–Boylston Station	7-10
Green Line	Lechmere–Boston College, Cleveland Circle, Riverside, Heath Street	6-7
Red Line	Alewife–Braintree/Ashmont	9
Orange Line	Forest Hills–Oak Grove	5

¹ Headway is the scheduled time between trains or buses, as applicable. Source: www.mbta.com, June 2013.

According to MBTA 2010 *Ridership and Service Statistics*, weekday average daily boardings are as follows: Orange Line Chinatown Station, 5,822; Green Line Boylston Station 7,618; Red Line/Orange Line Downtown Crossing Station 22,880; and Red Line/Green Line Park Street Station 19,836.

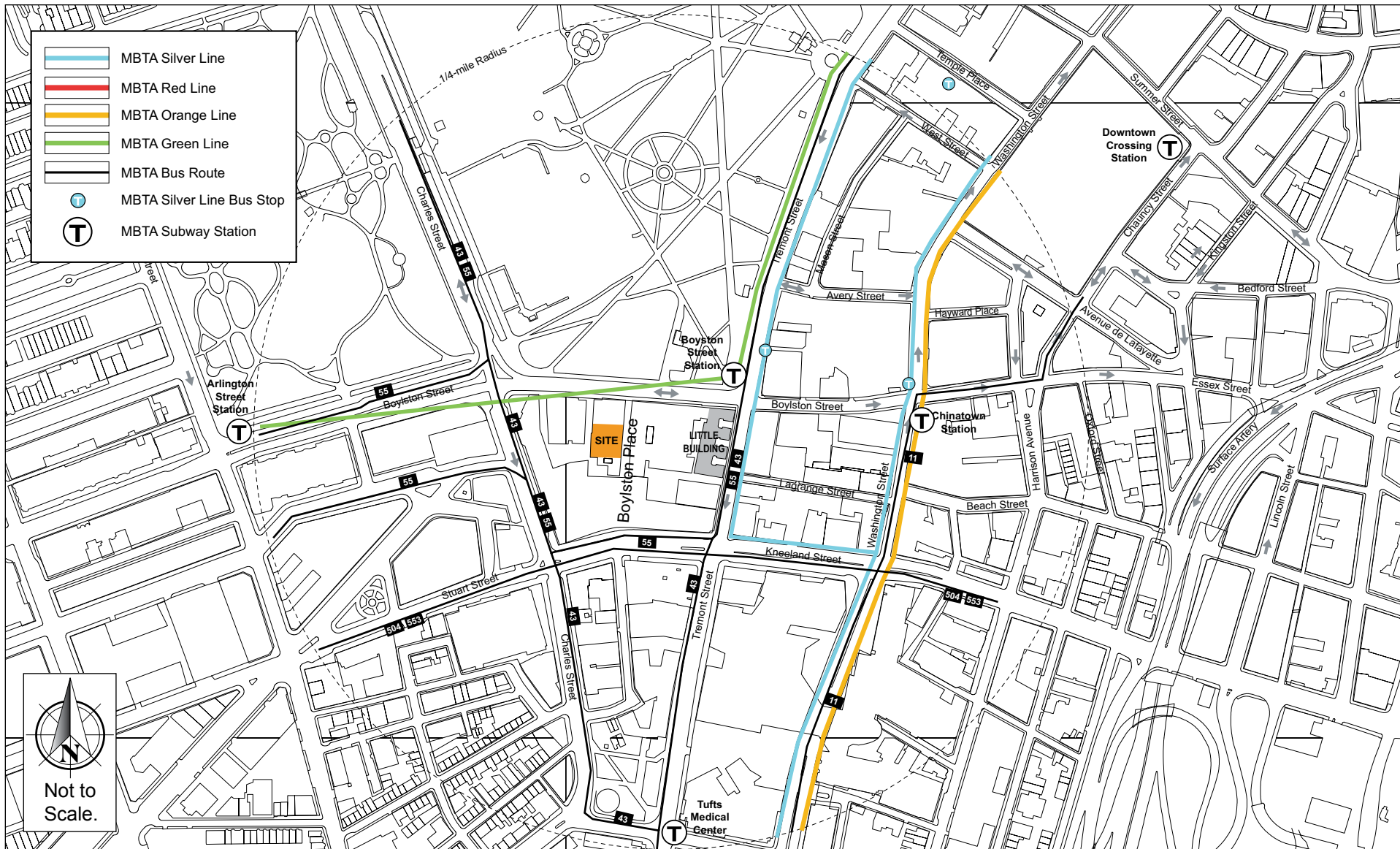


Figure 4-5
Public Transportation

4.2.3.2 Commuter Rail Service

Red Line service at South Station and Orange Line service to Back Bay Station provide access to the following commuter rail lines: Greenbush, Plymouth, Kingston, Middleborough/Lakeville, Stoughton, Providence/Wickford Junction, Forge Park-495, Needham Heights, and Worcester. Orange and Green Line service to North Station provides access to commuter rail trains serving Rockport, Newburyport, Haverhill, Lowell, and Fitchburg.

4.2.3.3 MBTA Bus Service

MBTA bus service downtown (Routes 11, 43, 55, 504, and 553) provides access throughout the City and express service to the suburbs. Additional intercity bus service is located at South Station. Bus routes and rush-hour headways are shown in **Table 4-2**.

Table 4-2 Local MBTA Bus Service in the Study Area

Bus Route	Origin–Destination	Peak-hour Headways (minutes)¹
11	City Point–Downtown BayView Route	7
43	Ruggles Station–Park and Tremont Streets via Tremont Street	12
55	Jersey & Queensbury–Copley Square or Park & Tremont Streets via Copley Station	17
504	Express Bus Watertown/Newton Corner Downtown via Mass Turnpike	10
553	Roberts–Downtown Boston via Newton Corner Mass Turnpike	60

¹ Headway is the schedule time between trains or buses, as applicable. Source: www.mbta.com, June, 2013

4.2.4 Pedestrian Operations

Like most of downtown Boston, the level of pedestrian activity on and around the Emerson College campus is quite high. Boston Common, the State Transportation Building, office buildings, institutions, residential buildings, shops, restaurants, theaters, and the Boylston and Chinatown transit stations generate high levels of pedestrian activity. Major pedestrian routes to and from the site include Boylston Place, Boylston Street and Tremont Street, with high volumes crossing at the Boylston Street/Tremont Street intersection. These volumes include Emerson students crossing between college buildings located on Boylston Place, Boylston Street, Tremont Street, and Washington Street. The effective sidewalk width along Boylston Street between Tremont Street and

Charles Street ranges from 8 feet adjacent to the Emerson Café to 13 feet adjacent to the Piano Row Residence Hall.

Extensive field observations and counts were conducted on Boylston Place in front of the site as well as at the Little Building Entrance on Tuesday, June 18, and Wednesday, June 19, 2013.

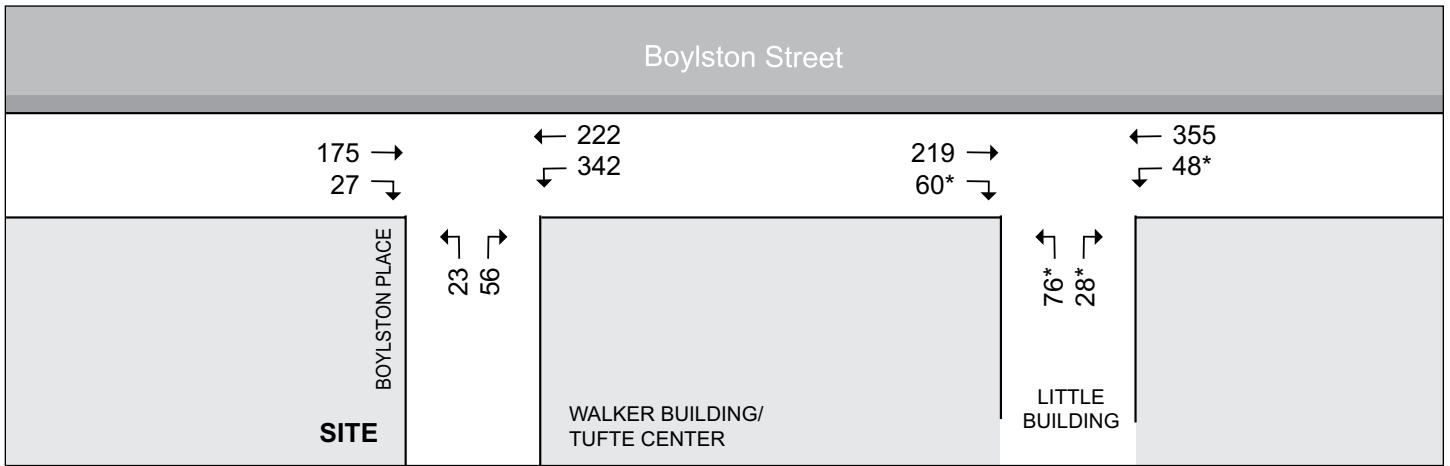
Pedestrian volumes for the morning, mid-day, and evening peak hours are presented in **Figure 4-6**. The peak periods were based on the college class schedule to catch students as they changed classes. According to the class schedule provided by Emerson College, these hours were 7:30–9:30 a.m., 11:30 a.m.–1:30 p.m., and 4:30–6:30 p.m. for the a.m., mid-day, and p.m. periods, respectively.

Emerson College is currently conducting a summer semester in which student enrollment is about one-quarter of fall or spring enrollment. To represent pedestrian volumes at full enrollment, HSH factored up the June volumes for the Little Building based on the ratio of April to June pedestrian counts from 2006 surveys conducted for the Colonial Residence Hall project at the Boylston Street/Tremont Street intersection. According to this data, the June student counts represented only 25% of April counts; thus, the data were multiplied by 4 to represent the April data.

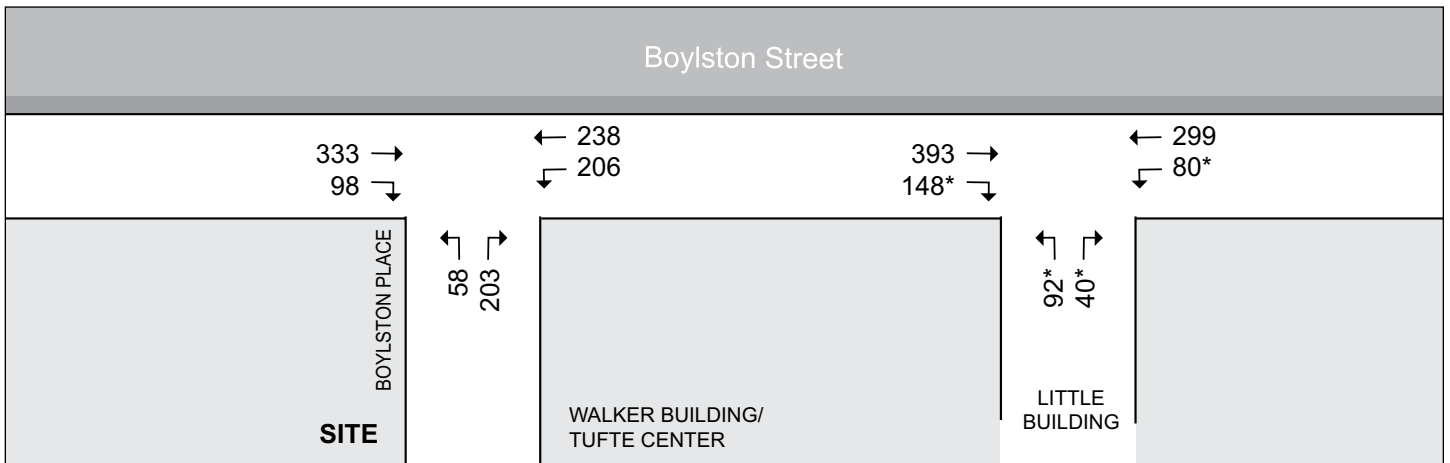
The Boylston Street sidewalk between the Little Building and Boylston Place is 10-feet wide from building face to curb but about an 8-foot effective width. On this sidewalk there is sufficient space to select normal walking speeds and bypass other pedestrians. Reverse crossing movements exist where pedestrians enter and exit buildings; minor conflicts will occur and speeds and volumes will vary depending on the time of day.

Boylston Place is a pedestrian only area with a 21-foot cross section at the Boylston Street entrance and a 30-foot cross section at the Transportation Building entrance. Although much of this space at the widest point is taken up by outdoor seating, there is more than enough space for pedestrians to freely select walking speeds, bypass other pedestrians, and avoid crossing conflicts with others.

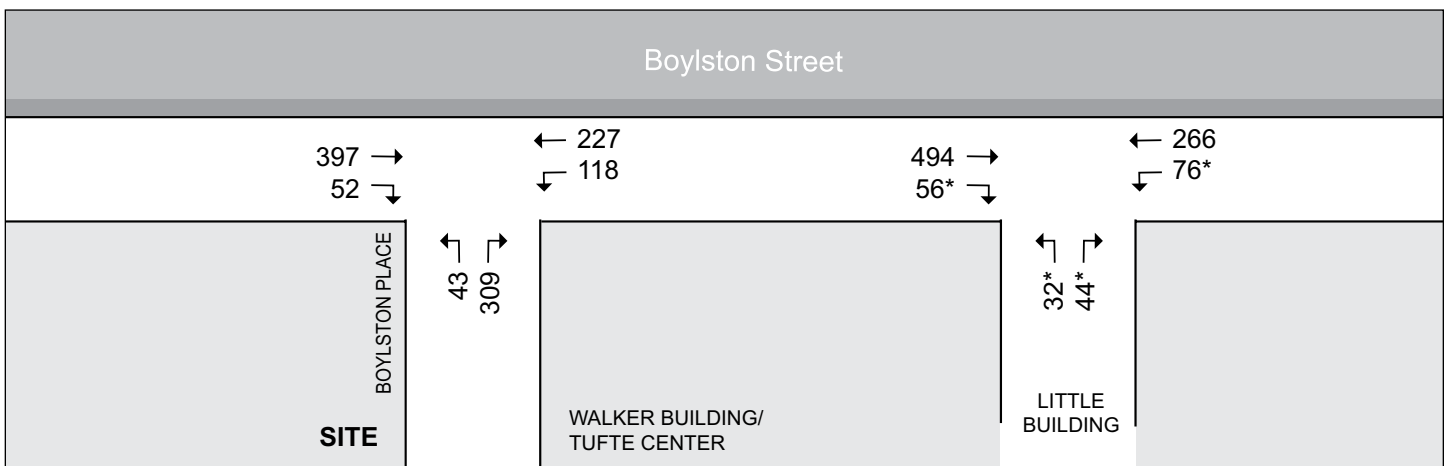
a.m. Peak Hour



Midday Peak Hour



p.m. Peak Hour



* Emerson related volumes adjusted to reflect spring semester enrollment.

**Figure 4-6
2013 Existing Pedestrian Volumes**

Although pedestrians move freely, they are also aware of other pedestrians and respond to their presence in the selection of a walking path.

4.2.5 Bicycles

Bedford, Summer, Washington, Tremont, Essex, Boylston, and Kingston streets serve as on-street bicycle routes, according to Boston's *Bikemap*, published by Rubel Bike Maps of Cambridge, Massachusetts. As a policy, Emerson College allows students to store their bikes in their dormitory rooms. In addition, Emerson College offers storage for 50 bikes in the Walker Building located at 19 Boylston Place and for 12 bikes at the Ansin Building located at 180 Tremont Street.

4.2.6 Loading and Service

Loading for the Little Building takes place from Allen's Alley, a private way accessed from Tremont Street south of Boylston Street. Also served by Allen's Alley are the Emerson Tuft Performance & Production Center, the Cutler Majestic Theater, the Emerson Walker Building, and the Emerson Colonial Building, as well as several restaurants in the State Transportation Building. As part of the Tuft Performance & Production Center construction, Emerson improved and consolidated the loading facilities. Today, since Emerson acquired the Colonial Theater building, the College has total control over loading in this area. Two loading dock managers are employed to make sure all service and loading activity is conducted efficiently.

Emerson College provided Allen's Alley loading dock logs for a fourteen-day period from Thursday, May 2, 2013 to Thursday, May 16, 2013, between the hours of 6:00 a.m. and 6:00 p.m. Thirty eight deliveries occurred in the Allen's Alley loading area over the fourteen-day period, fifteen of which were for the Little Building. Observations on loading activity follow:

- Monday the 13th was the busiest day, with 4 deliveries for the Little Building.
- Trucks delivering to the Little Building range in size from vans to WB-40 tractor trailers.
- Delivery vehicles for the Little Building had an average dwell time of 24 minutes.

Loading for the 1-3 Boylston Place buildings is provided from a service courtyard accessed via Edgar Allen Poe Way (Carver Street). The courtyard also accommodates loading for the Steinert Piano showroom, and the State Transportation Building. The Steinert facility accommodates one piano delivery per month, made by semi-trailer. Field observations of a piano delivery noted that the truck was served entirely within the courtyard with no disruption to any public streets. Fewer than ten private cars were also viewed parking along the Boylston Street side of the courtyard and along the west side of Edgar Allen Poe Way itself.

4.3 Evaluation of Long-term Impacts

This section presents a description and evaluation of the 2018 pedestrian No-Build and Build Conditions.

4.3.1 No-Build Scenario

4.3.1.1 Overview

No-Build pedestrian traffic conditions are independent of the proposed Project and include all existing pedestrian trips and any new pedestrian trips resulting from both general background growth and any identified development projects in the area. A 1% per year annual growth rate was applied to all pedestrian volumes to account for background growth. **Figure 4-7** shows No-Build 2018 pedestrian volumes at study area locations.

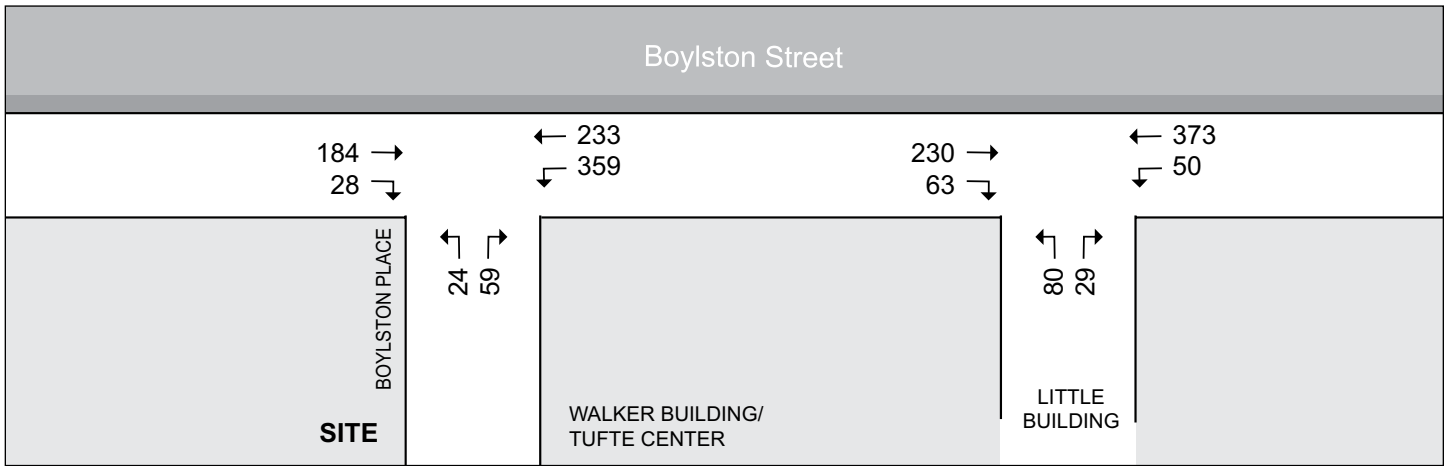
4.3.2 Build Scenario

4.3.2.1 Overview

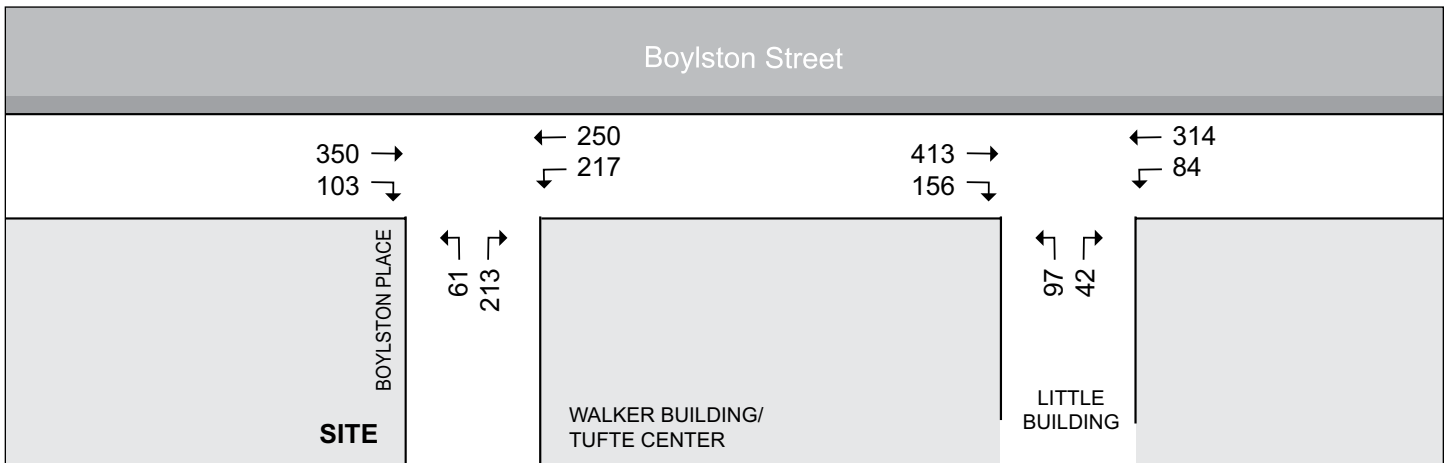
The Build Scenario (2018) assesses pedestrian traffic impacts associated with the Project. The following factors have been considered:

- The new 407-bed residence hall will accommodate existing students relocated from the Little Building.
- There will be no change in the overall number of students living in on-campus housing as part of this project.
- The building will have one entrance on Boylston Place.

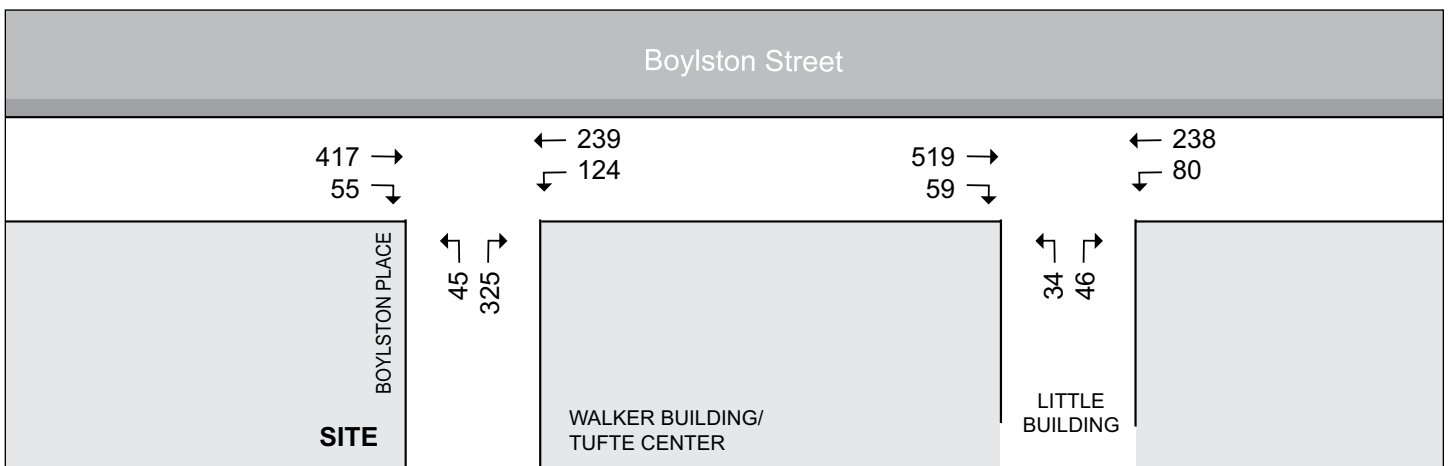
a.m. Peak Hour



Midday Peak Hour



p.m. Peak Hour



**Figure 4-7
2018 No-Build Pedestrian Volumes**

4.3.2.2 Trip Generation and Distribution

As the new building will accommodate a portion of the existing students living in the Little Building, the study team developed trip generation estimates for the Project using the factored pedestrian count data from The Little Building directly to represent the student trips to the new building.

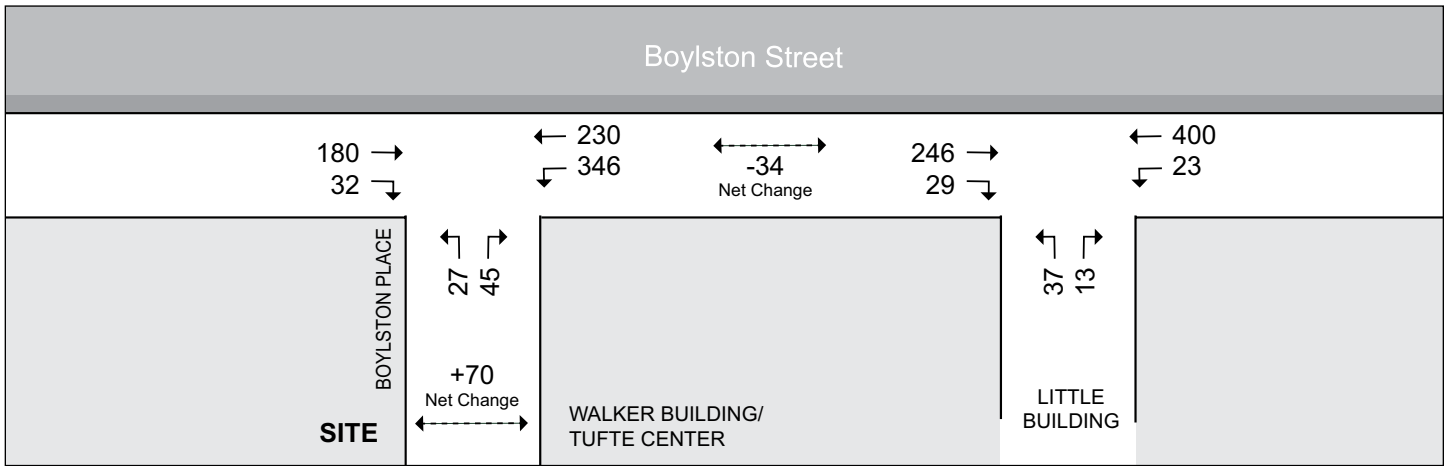
Because entrances to classrooms and studios at the Walker Building and the Tufts Performance & Production Center are located at Boylston Place already, the main impact of the relocated dormitory will be reduced pedestrian trips on the Boylston Street sidewalk between the Little Building and Boylston Place. However, pedestrian trips destined for facilities at the Paramount or those using the dining facility at the Little Building will be added in that same block. The directional counts of pedestrians entering and leaving the Little Building in the peak hours were used as the basis for determining the trip distribution.

4.3.2.3 Build Conditions Pedestrian Operations

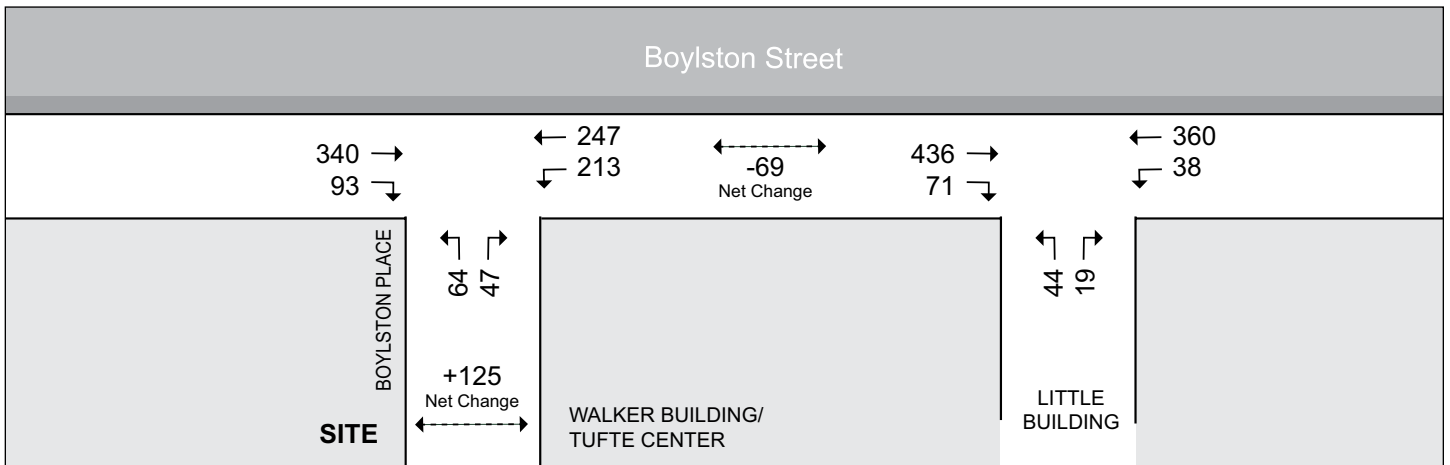
Build conditions pedestrian volumes for the proposed Project are shown in **Figure 4-8**. The change in pedestrian trips due to relocation of the Little Building activities during each of the peak hours is shown in **Table 4-3**.

Time	Boylston Street	Boylston Place
a.m. Peak Hour	-34	+70
Midday Peak Hour	-69	+125
p.m. Peak Hour	+18	+46

a.m. Peak Hour



Midday Peak Hour



p.m. Peak Hour

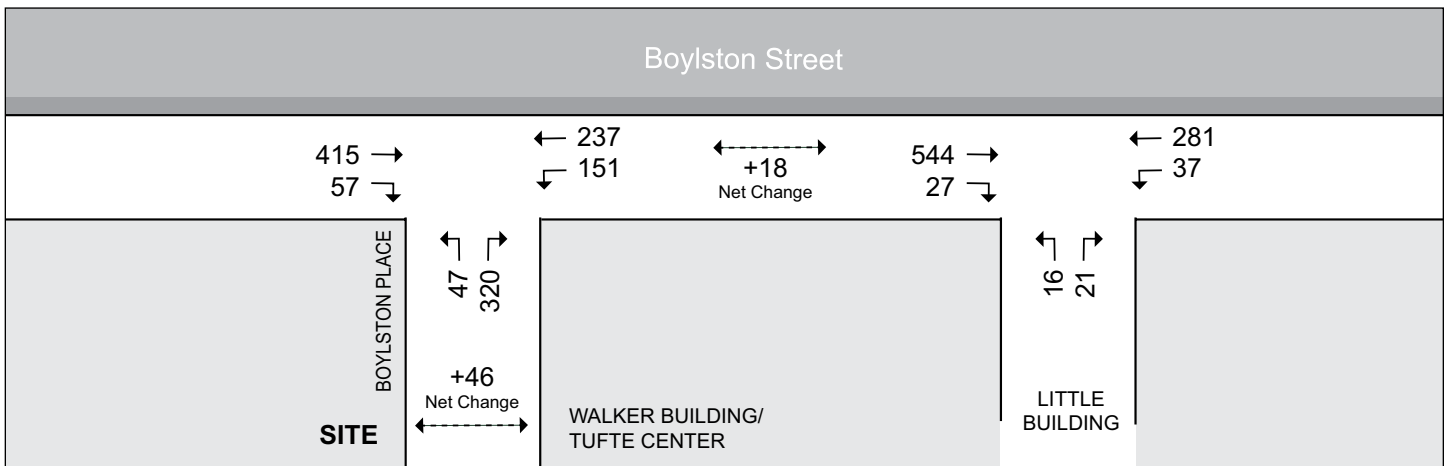


Figure 4-8
2018 Build Pedestrian Volumes

As shown, the Proposed Project will result in a net increase of approximately 46 to 125 pedestrian trips crossing Boylston Place between the Project site and the Walker Building/Tufts Performance and Production Center during the a.m., mid-day, and p.m. peak hours. This net increase corresponds to only approximately one to two pedestrian trips per minute – a small increase. Meanwhile, on the Boylston Street sidewalk, Project-related trips will range from a net loss of 34 to 69 pedestrian trips in the a.m. and midday peak hours and about 18 net new pedestrian trips in the p.m. peak hour. These estimates of pedestrian activity do not take into account the potential reduction in pedestrian trips to the area as a result of the redevelopment of the Sweetwater Café and the Estate nightclub.

To accommodate the new trips on Boylston Place, the Project proposes to remove the seating area that is currently located in front of Sweetwater Tavern that will provide up to as much as 13 feet in additional width for pedestrians to maneuver. Overall, the net impact of the Proposed Project will be a positive one, in that more trips between the dorm and classrooms will be absorbed within Boylston Place than will need to use the sidewalk. In general, the added trips at class change times will not conflict with the major additional flows in Boylston Place generated by the State Transportation Building.

4.3.2.4 Parking Supply and Demand

No parking will be provided on-site. Emerson does not provide student parking and advises its students strongly not to have cars in downtown Boston. As for those few that own a car, public parking is available at the Boston Common Garage, Lafayette Place Garage, and Millennium Place.

4.3.2.5 Build Conditions Curbside Regulations

As described above, the existing curbside in front of Boylston Place is designated for No Parking, hydrants, commercial vehicles, valets, some general parking, and handicapped parking. Under Build Conditions, Emerson will seek to maintain these restrictions.

4.3.2.6 Build Conditions Public Transportation

As there will be no changes in student, faculty or staff population, there will be no changes in transit ridership as a result of the project.

4.3.2.7 Build Conditions Bicycle Accommodations

No additional bike storage will be provided, since Emerson College allows students to keep their bikes in their rooms or utilize the bike storage room in Boylston Place.

4.3.2.8 Build Conditions Loading and Service Operations

The loading and service area for the 1-3 Boylston Place project will remain in the same place accessed off Edgar Allen Poe Way. The loading survey described above showed that the existing Little Building generated a maximum of 4 deliveries per day during the survey period, including food deliveries. Delivery activity for the new dorm is expected to be fairly negligible as there will be no food services within the building and mail is routed through a central campus mail room. For building layout, see the site plan, **Figure 4-9**. The Project would also displace deliveries currently occurring for the Sweetwater Café and The Estate nightclub.

Move-in/move-out activity will be managed from Boylston Street, for which Emerson will apply to BTM for street occupancy permits. No student access will be afforded from Edgar Allen Poe Way. As they do today, Emerson staff will manage this activity closely in cooperation with BTM. Emerson has developed a very effective plan for staggered move-in and move-out activity to minimize disruption to downtown streets and sidewalks.

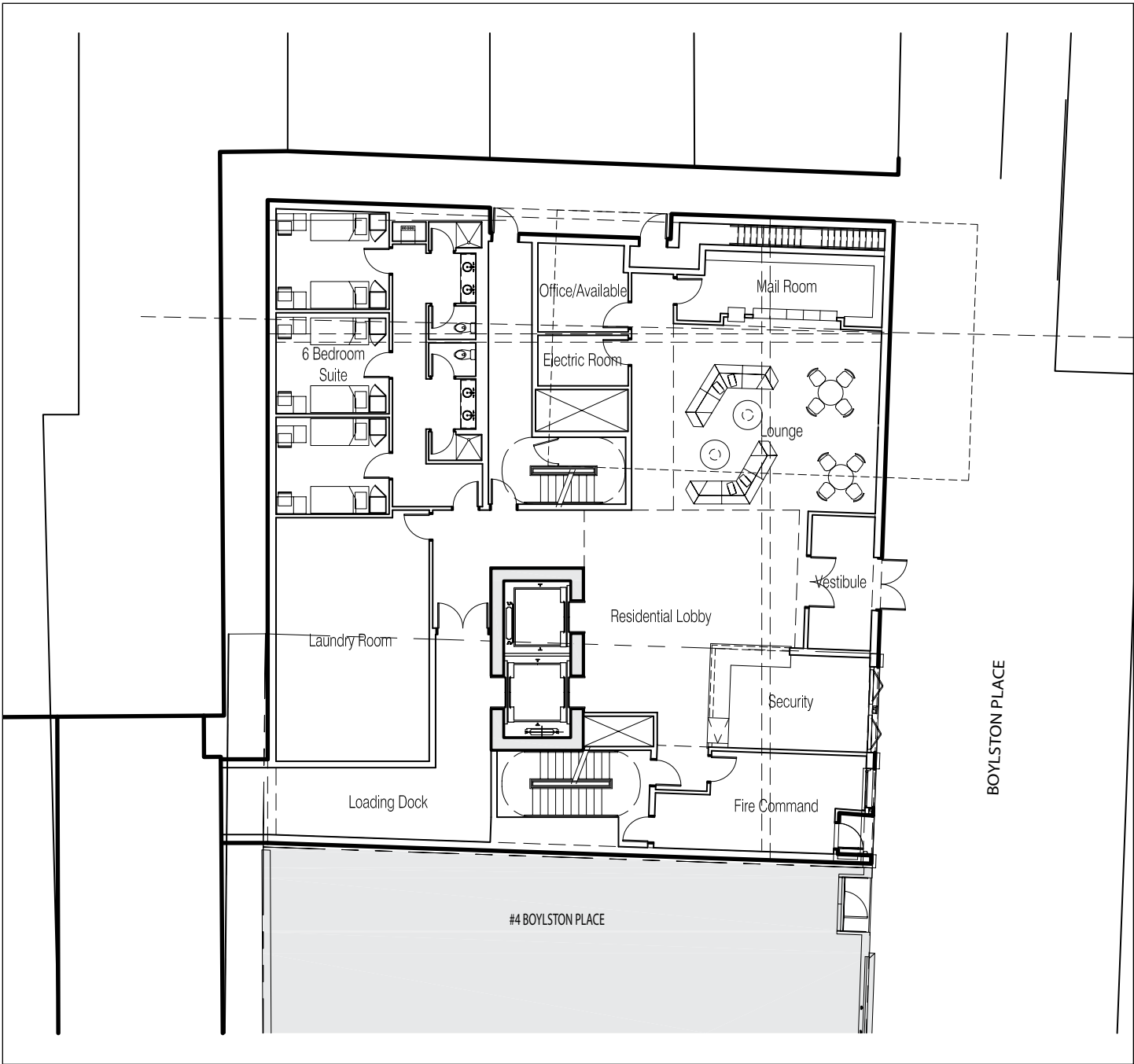


Figure 4-9
Site Plan

4.4 Mitigation Measures

4.4.1 Progress Since the 2002 IMP

A detailed transportation study was provided as part of the Institutional Master Plan for Emerson College dated October 4, 2002. Since the filing of that Master Plan, Emerson has completed construction of the Colonial Residence Hall and Paramount Center projects.

In a 2004 *Transportation Access Plan Agreement* signed in conjunction with the Piano Row dormitory construction, Emerson committed to several transportation measures, the implementation of which is discussed below.

- ***Traffic Signal System Improvements.*** The College purchased and installed eight countdown pedestrian audible signal heads at the corners of Boylston and Tremont streets.
- ***Transportation Monitoring and Annual Reporting.*** The College continues to be in compliance with the Massachusetts Rideshare Regulation and reports yearly as required. As of 2012, the College had a 7.4% “drive-alone” rate, one of the lowest of all institutions in Massachusetts. The staff and eligible commuting students were surveyed in March 2012 as is required every other year by the Massachusetts Department of Environmental Protection (DEP).
- ***Ridesharing Services.*** The College continues to offer ridematching services to its students, faculty, and staff. Emerson has worked to lower its “drive-alone rate” over the past two years. It is currently 7.4%, compared to an already low 7.8% in 2010.
- ***Bicycle Storage.*** A secure bicycle storage room for 60 bicycles is located in the basement of the Walker Building, accessed at 16–19 Boylston Place and ready for use in fall 2006. It was originally to be located in the Piano Row Residence Hall, but its location in the building was deemed by the College to be problematic for students. Consequently, a new, more accessible location was found. In addition, students are allowed to store their bikes in their dorm rooms.

This change from the TAPA did not require an amendment to the TAPA, and was approved verbally on June 8, 2005, by BTB.

- ***MBTA Passes.*** The College offers on-line MBTA pass sales through Crosby Benefit Systems. Full-time staff and faculty are eligible for the program. Pre-tax deductions are available for both faculty/staff transit passes and student semester (4-month) pass programs.
- ***Promotion of Travel Alternatives.*** The College provides information on travel alternatives to students, employees, and visitors. The College also offers “Ridematching,” a Web-based program from TransAction Associates that is similar to the state’s MassRIDES program. This service, free of charge to students and employees, facilitates carpooling and vanpooling for students and employees, and offers appropriate incentives to increase participation.
- ***Parking Management.*** No new parking has been created for Emerson projects, and there is no net increase in the overall number of leased and owned parking spaces since the sale of the College’s West Campus properties. Parking subsidies are provided to no more than 15% of faculty and staff. No parking spaces or subsidies are provided for students.
- ***Demand Management.*** The College offers Web-based services to help reduce trips.
- ***Move-in/Move-out Management.*** The College employs a staggered move-in/move-out procedure on the Sunday and Monday of Labor Day weekend. Each student’s move is scheduled in advance. Maps of nearby off-street parking are sent to each student’s family. Student volunteers are on hand to help unload vehicles. Move-outs are scheduled over a 10-day period. A TAPA was signed for the Colonial Residence Hall in 2007. The mitigation for this project, consisting of repairing and rebuilding the sidewalk in front of the Colonial Building, has been completed.

In a 2007 update to the 2004 TAPA signed in conjunction with the Paramount Center project, Emerson agreed to additional mitigation measures, including:

- Repair and replace Washington Street sidewalk in front of the site as necessary;
- Upgrade crosswalks and stop lines at the intersection of Washington Street/Avenue de Lafayette if needed at Project completion;
- Install countdown pedestrian signals at Washington Street/Avenue de Lafayette intersection;
- Assess the operations of intersections in the immediate area including 11-hour traffic and pedestrian counts and the re-phasing and re-timing of traffic signals at the following locations:
 - Washington Street at Avenue de Lafayette;
 - West Street at Tremont Street;
 - Avery Street at Tremont Street; and
 - Boylston Street at Tremont Street.

In summer 2013, all the Paramount Center mitigation was completed, with the exception of new pavement markings, (upgrades to crosswalks and stop lines) at the intersection of Washington Street and Avenue DeLafayette. These improvements have been delayed due to Hayward Place construction.

4.5 Evaluation of Short-term Construction Impacts

Construction impacts are discussed in **Section 3** of this document. Details of the overall construction schedule, working hours, number of construction workers, worker transportation and parking, number of construction vehicles, and routes will be addressed in detail in a Construction Management Plan to be filed with BTM in accordance with the City's transportation maintenance plan requirements.

To minimize transportation impacts during the construction period, the following measures will be incorporated into the Construction Management Plan:

- No construction worker parking will be permitted on-site; worker carpooling will be encouraged;
- A subsidy for MBTA passes will be considered for full-time employees.

- Secure spaces will be provided on-site for workers' supplies and tools so they do not have to be brought to the Project site each day.

SECTION 5
GOVERNMENTAL AGENCIES

5.0 COORDINATION WITH GOVERNMENTAL AGENCIES

5.1 Architectural Access Board Requirements

The project will comply with the requirements of the Massachusetts Architectural Access Board. The Project will also be designed to comply with the Standards of the Americans with Disabilities Act.

5.2 EOE/Massachusetts Environmental Policy Act (MEPA)

The project does not meet or exceed MEPA thresholds by the estimated annual discharges and emissions from the project. Therefore, the project will not be required to file an ENF under the Executive Office of Environmental Affairs/Massachusetts Environmental Policy Act (“MEPA”).

5.3 Massachusetts Historical Commission (MHC)

The project may be subject to MHC review as it is located in the Piano Row Historic District within the Midtown Cultural District.

5.4 Boston Civic Design Commission (BCDC)

The project design will be subject to review by the Boston Civic Design Commission (BCDC).

5.5 Boston Landmarks Commission (BLC)

The project will be subject to BLC review as it is located in the Piano Row Historic District within the Midtown Cultural District.

SECTION 6
PUBLIC REVIEW PROCESS

6.0 PUBLIC REVIEW PROCESS

6.1 Introduction

Emerson College has established a close working relationship with its surrounding neighbors and nearby communities. As a result, the College has met with some of the public agencies and its project team will continue to meet with other City officials and interested parties. Meetings are currently scheduled with the following neighborhood organizations in early September.

Neighborhood Associations

Park Plaza Civic Advisory Committee

Midtown Park Plaza Neighborhood Association (see attached membership list)

Public Agencies

Boston Redevelopment Authority

Commissioner/Boston Parks and Recreation Department

Boston Civic Design Commission

Boston Zoning Commission

Boston Transportation Department

Executive Director/Boston Environmental Department/Boston Landmarks Commission

Massachusetts Historical Commission

Appendix A
Letter of Intent



EMERSON COLLEGE

Government & Community Relations

120 BOYLSTON STREET
BOSTON, MA 02116-4624
(617) 824-8299 phone
(617) 824-8943 fax
www.emerson.edu

June 5, 2013

Peter Meade, Director
Boston Redevelopment Authority
One City Hall Square
Boston, MA 02201

Emerson College: 1 – 6 Boylston Place Project

Re: Letter of Intent to file a Project Notification Form (PNF)
Institutional Master Plan Project Notification Form (IMP/PNF)

Dear Director Meade:

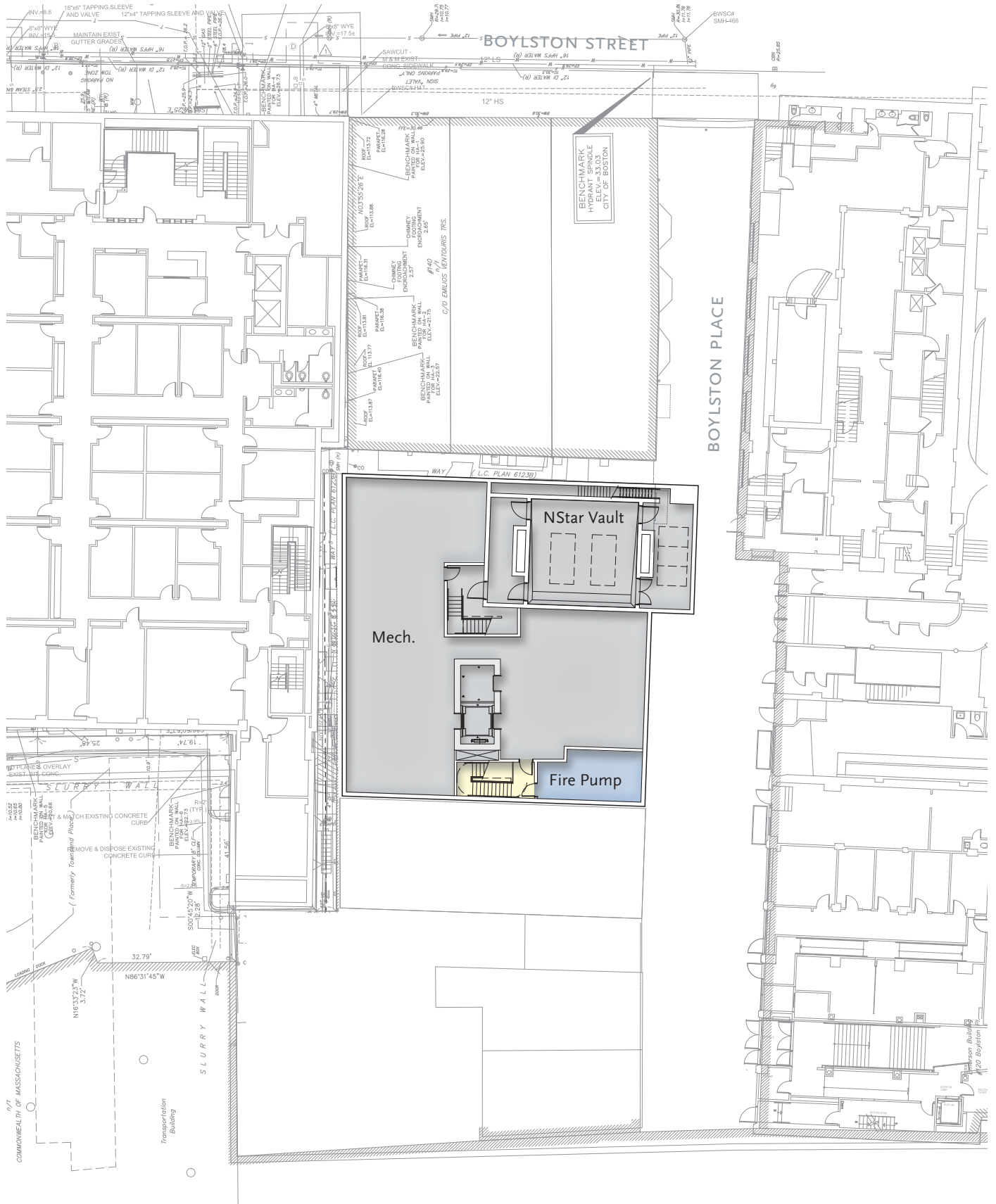
I am pleased to present this Letter of Intent on behalf of Emerson College in connection with the proposed project located at 1-6 Boylston Place in the Midtown Cultural District. Currently, 1-6 Boylston Place is comprised of the following structures: the Estate nightclub at 1 & 2 Boylston Place, Sweetwater Café at 3 Boylston Place, the Tavern Club at 4 Boylston Place and two other structures owned by the Tavern Club at 5 & 6 Boylston Place. The College proposes to construct a new mixed use facility consisting of a residence hall for approximately 750 students, a dining facility, fitness center, academic offices, an equipment distribution center and the Emerson College Police Department. The proposed project will contain approximately 260,000 square feet of new construction, and have a building height of approximately 280 feet. Approximately 7,500 square feet of the new construction will include an expansion of the Tavern Club for its club use.

Representatives from Emerson College met with Katelyn Sullivan, Project Manager, and other senior staff at the Boston Redevelopment Authority on May 28, 2013, to discuss the project at a pre-filing meeting in preparation for submission of the PNF/IMP/PNF in accordance with Article 80 of the Boston Zoning Code. In conjunction with the approval of this project, the College will also seek approval from the BRA for an amendment to the College's Institutional Master Plan, approved by the BRA in November, 2012.

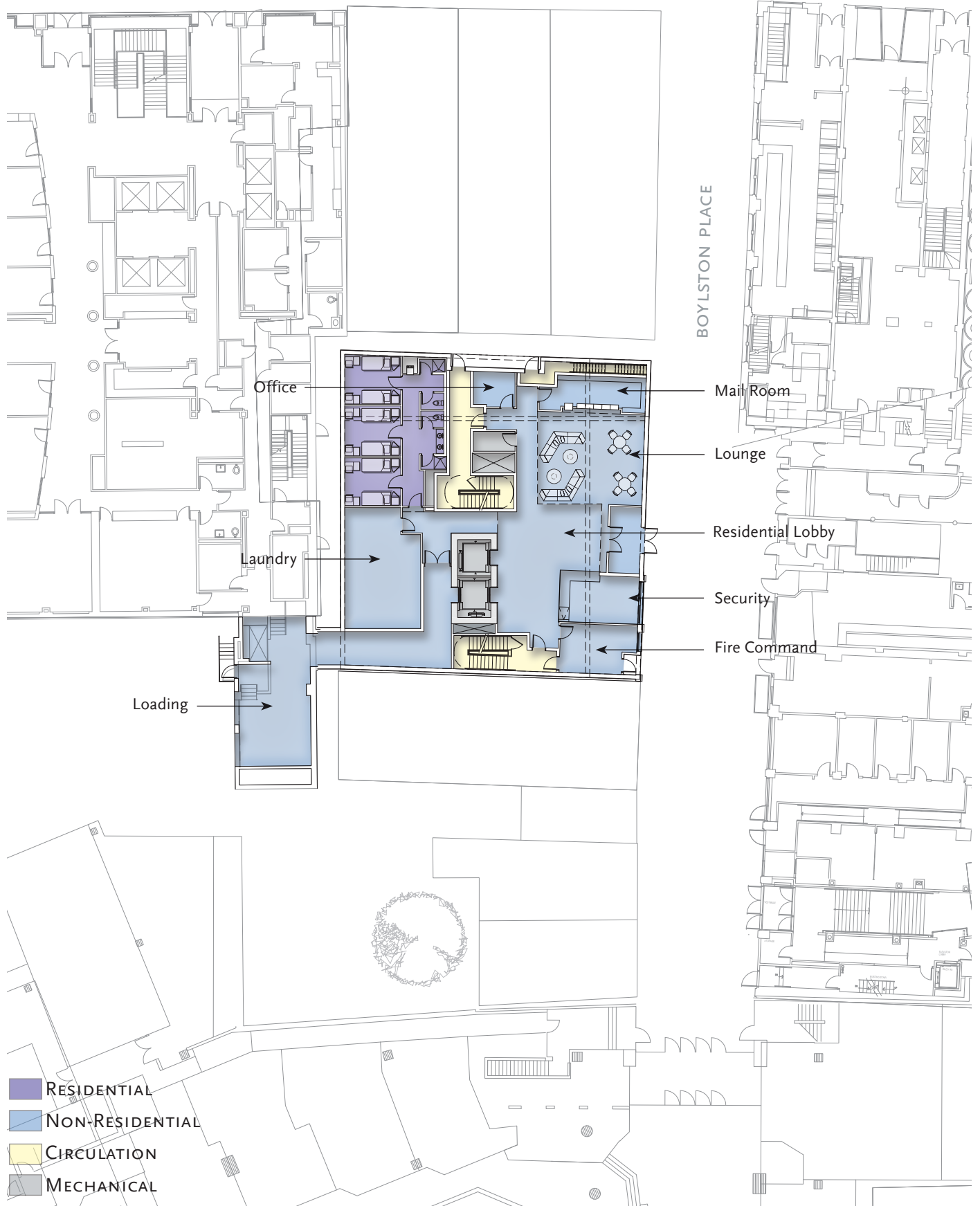
Sincerely,

Margaret A. Ings
Associate Vice President

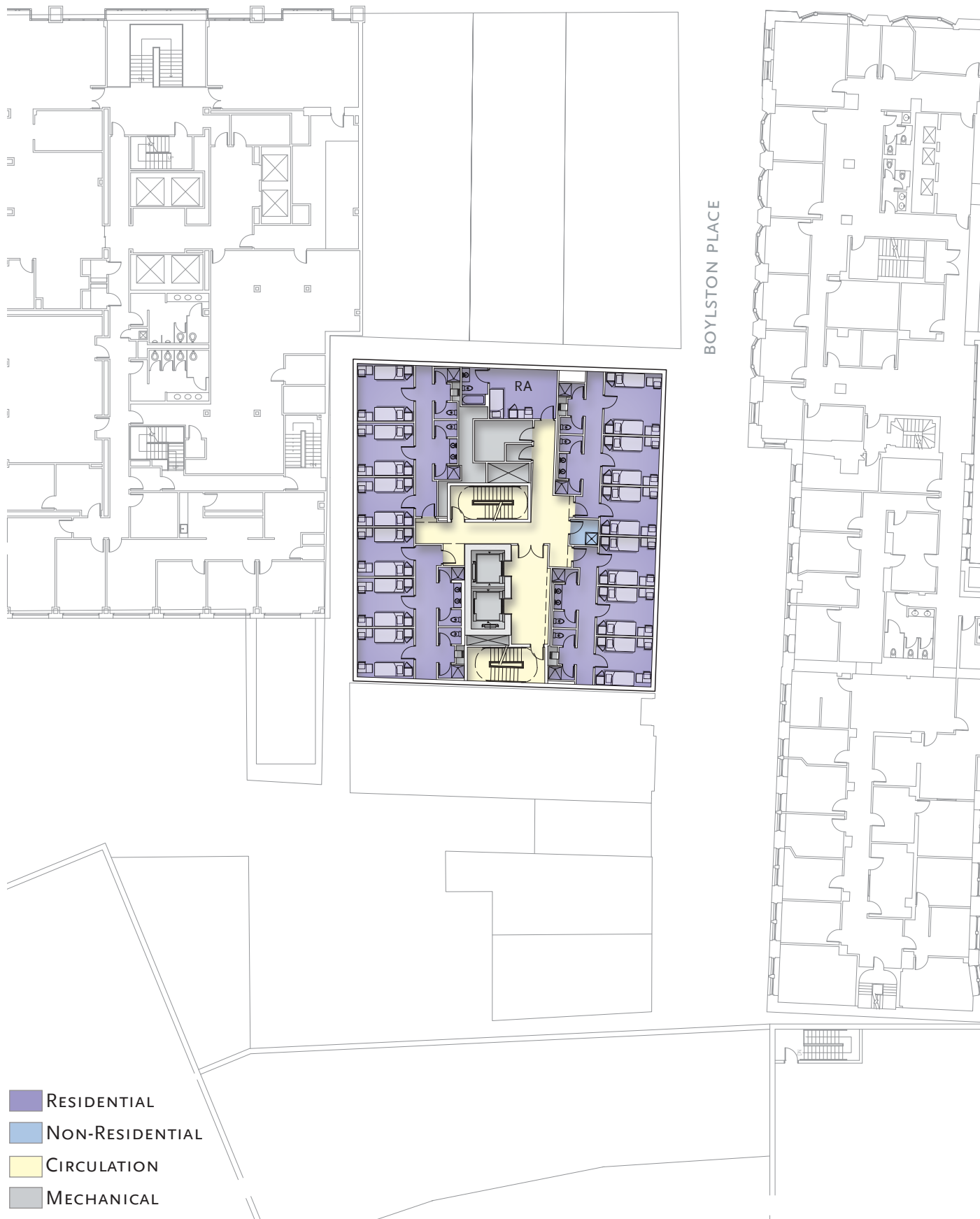
Appendix B
Building Section and Plans
Elevation and Perspective Views



- RESIDENTIAL
- NON-RESIDENTIAL
- CIRCULATION
- MECHANICAL





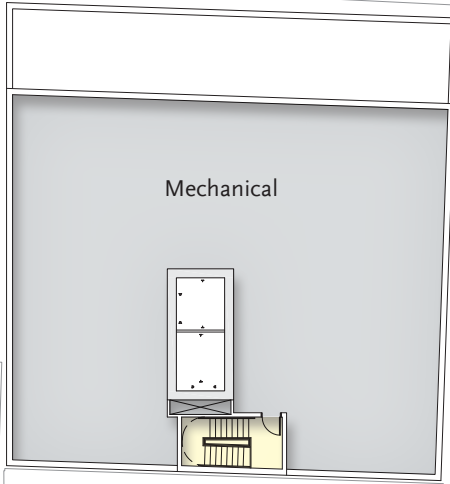






BOYLSTON STREET

BOYLSTON PLACE



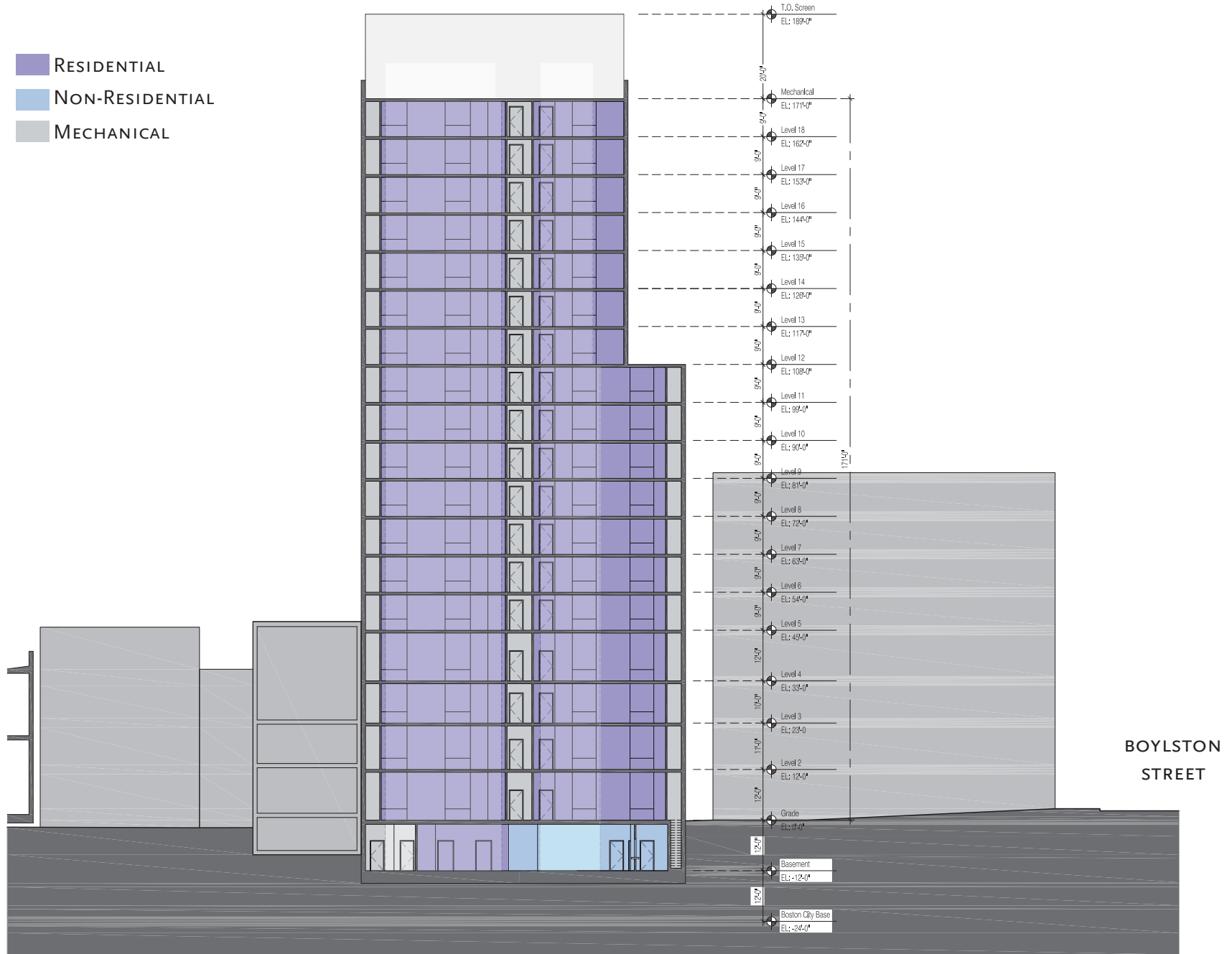
- RESIDENTIAL
- NON-RESIDENTIAL
- CIRCULATION
- MECHANICAL

BOYLSTON STREET

BOYLSTON PLACE

- RESIDENTIAL
- NON-RESIDENTIAL
- CIRCULATION
- MECHANICAL

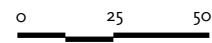
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EMERSON COLLEGE : BOYLSTON PLACE 1-3

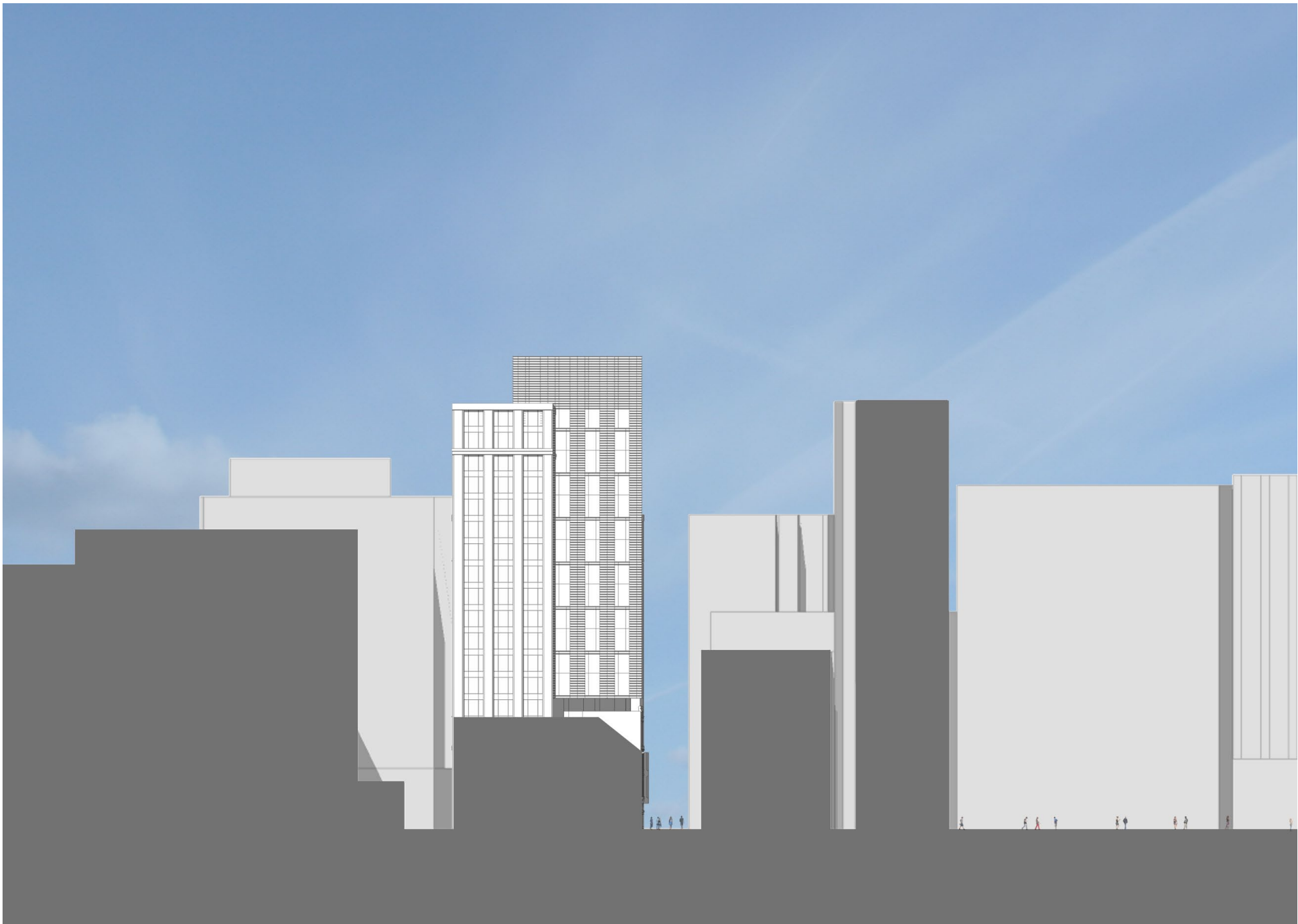
North Elevation



ELKUS | MANFREDI
ARCHITECTS

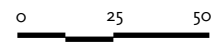
FIGURE
X





EMERSON COLLEGE : BOYLSTON PLACE 1-3

South Elevation



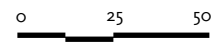
ELKUS | MANFREDI
ARCHITECTS

FIGURE
XII



EMERSON COLLEGE : BOYLSTON PLACE 1-3

West Elevation



ELKUS | MANFREDI
ARCHITECTS

FIGURE
XIII



Appendix C
Existing Site Photographs



View South from across Boylston Street





View South, Boylston Place





View South, Boylston Place





View North, Boylston Place

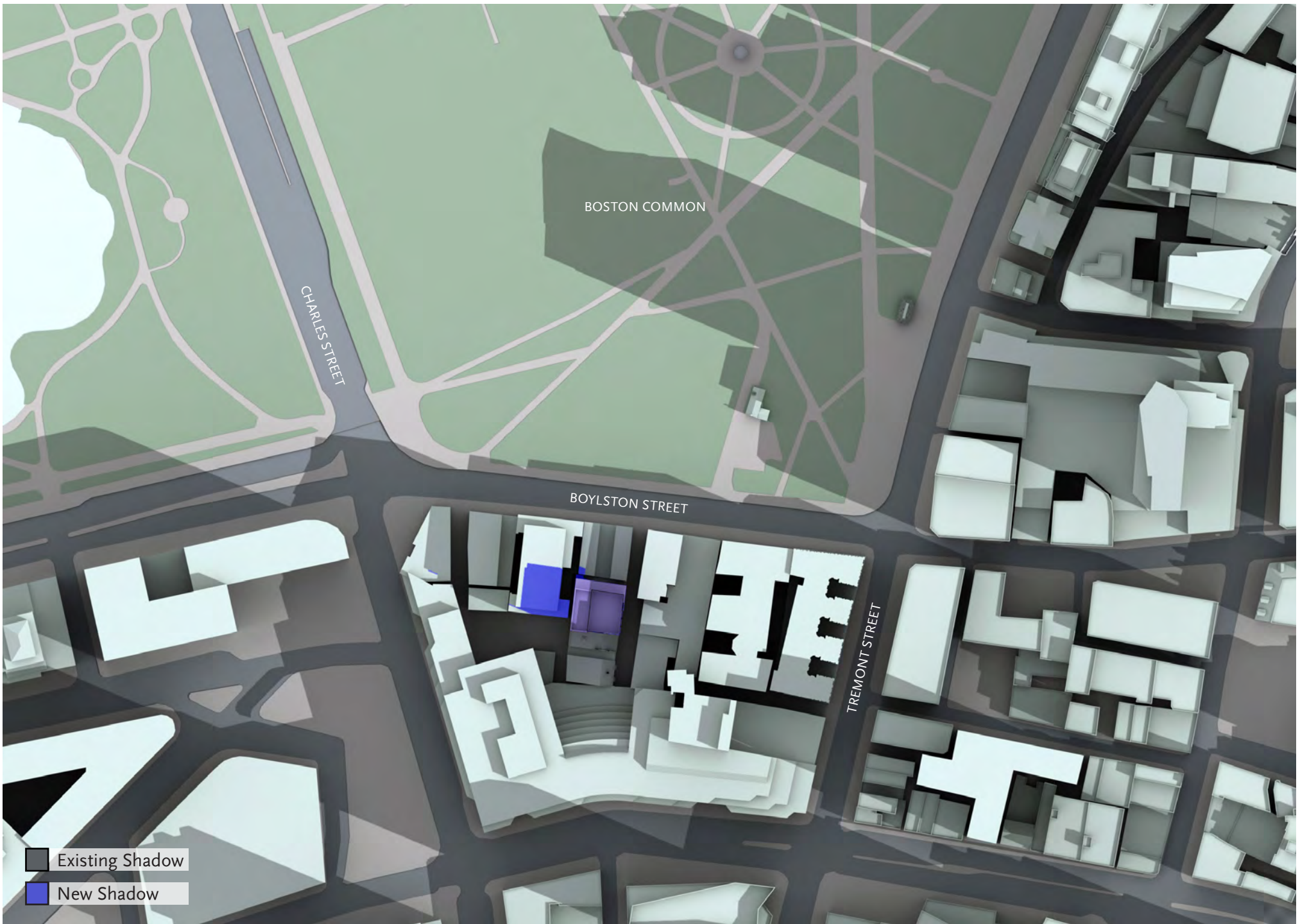




View East, Piano Row Residence Hall loading dock



Appendix D
Shadow Impact Study



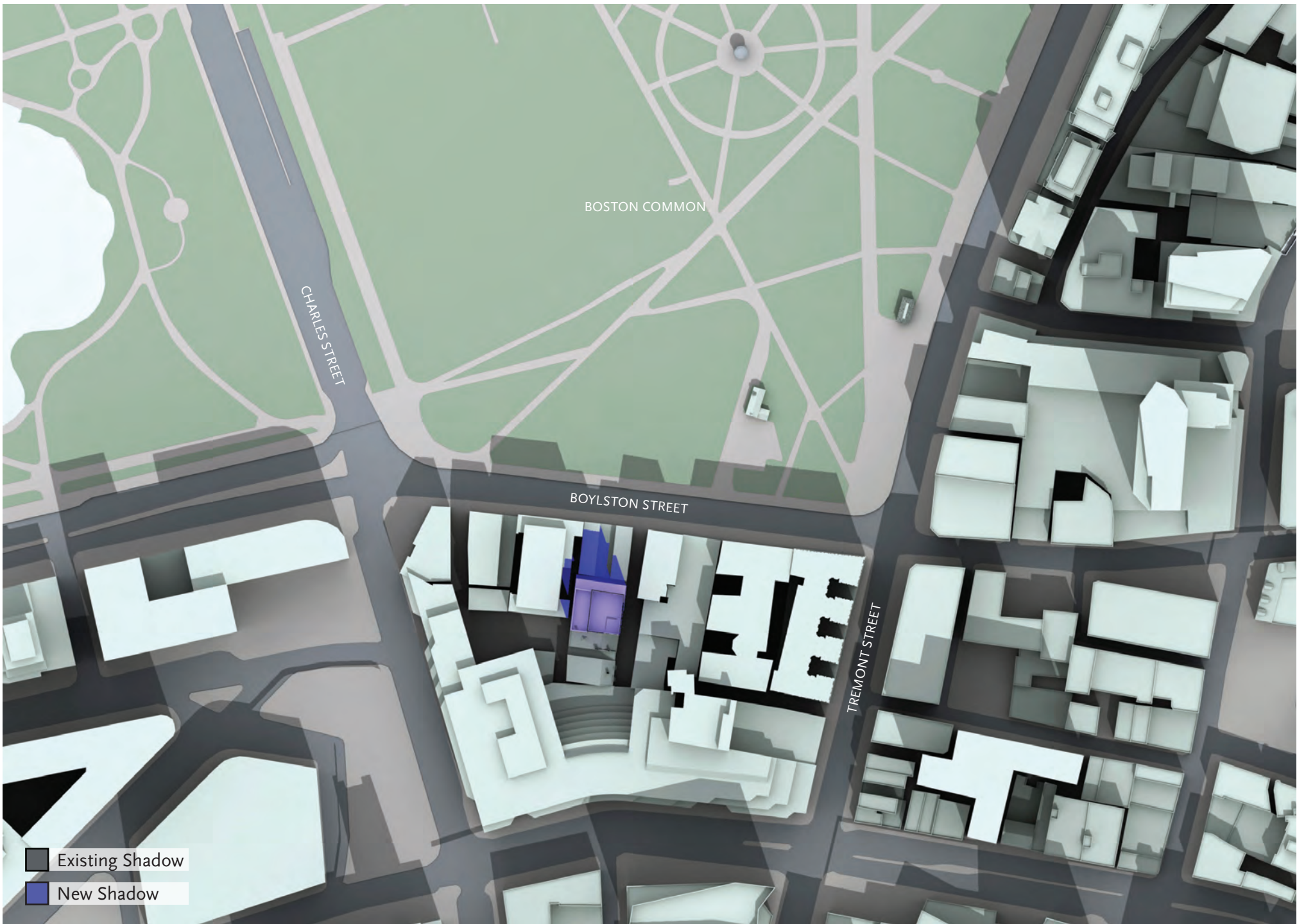
BOSTON COMMON

CHARLES STREET

BOYLSTON STREET

TREMONT STREET

- Existing Shadow
- New Shadow



BOSTON COMMON

CHARLES STREET

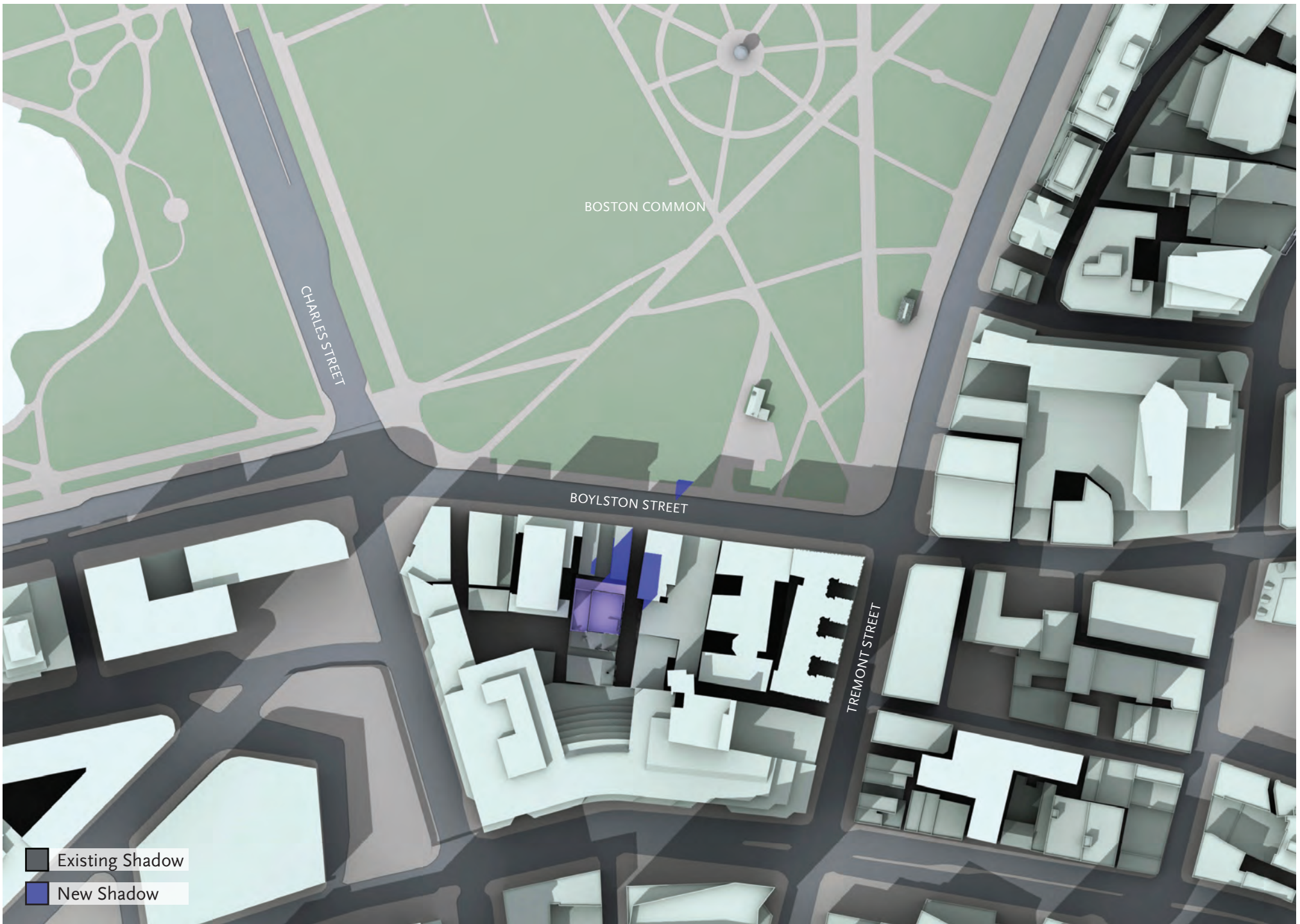
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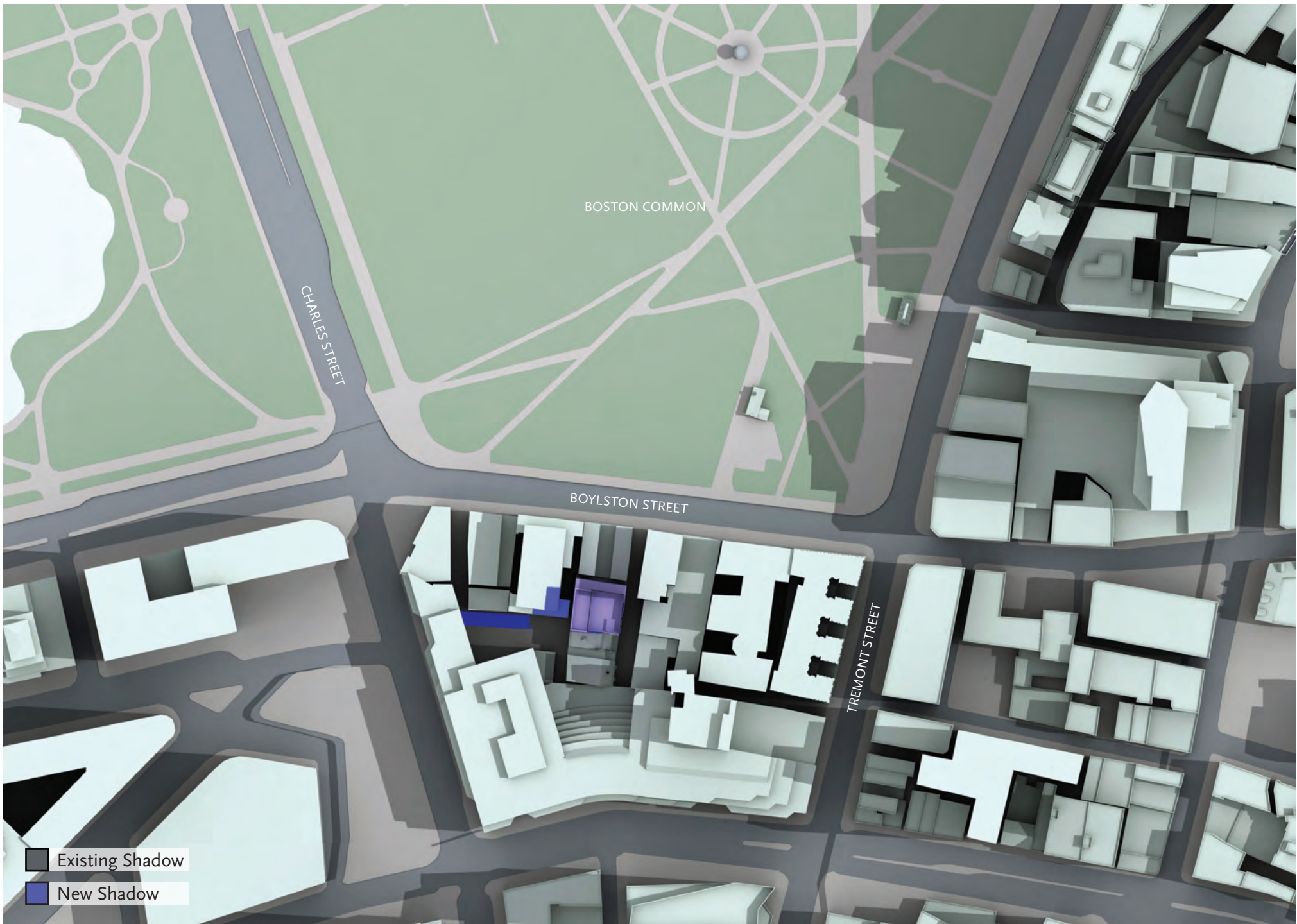
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BOYLSTON STREET

TREMONT STREET

- Existing Shadow
- New Shadow



BOSTON COMMON

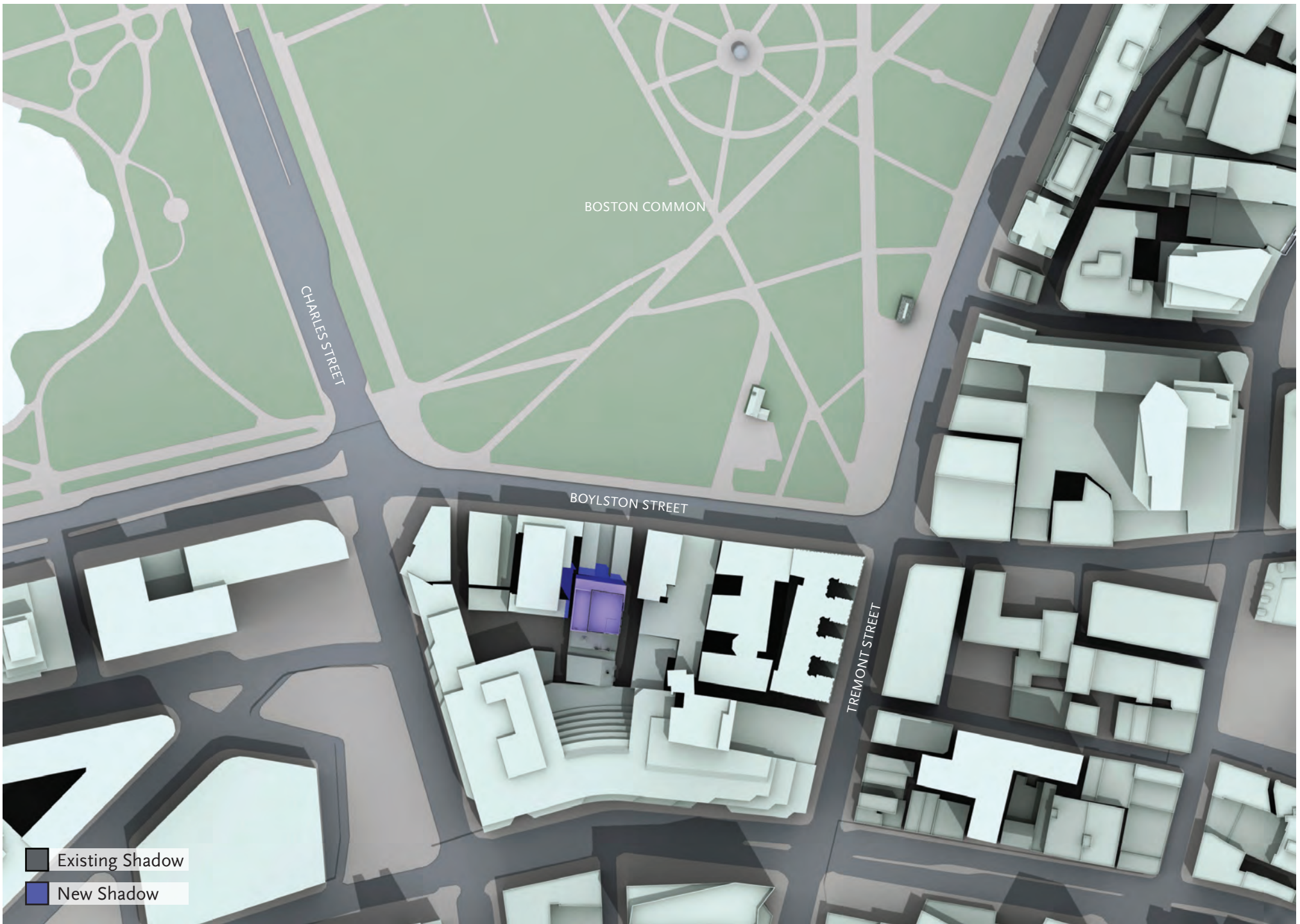
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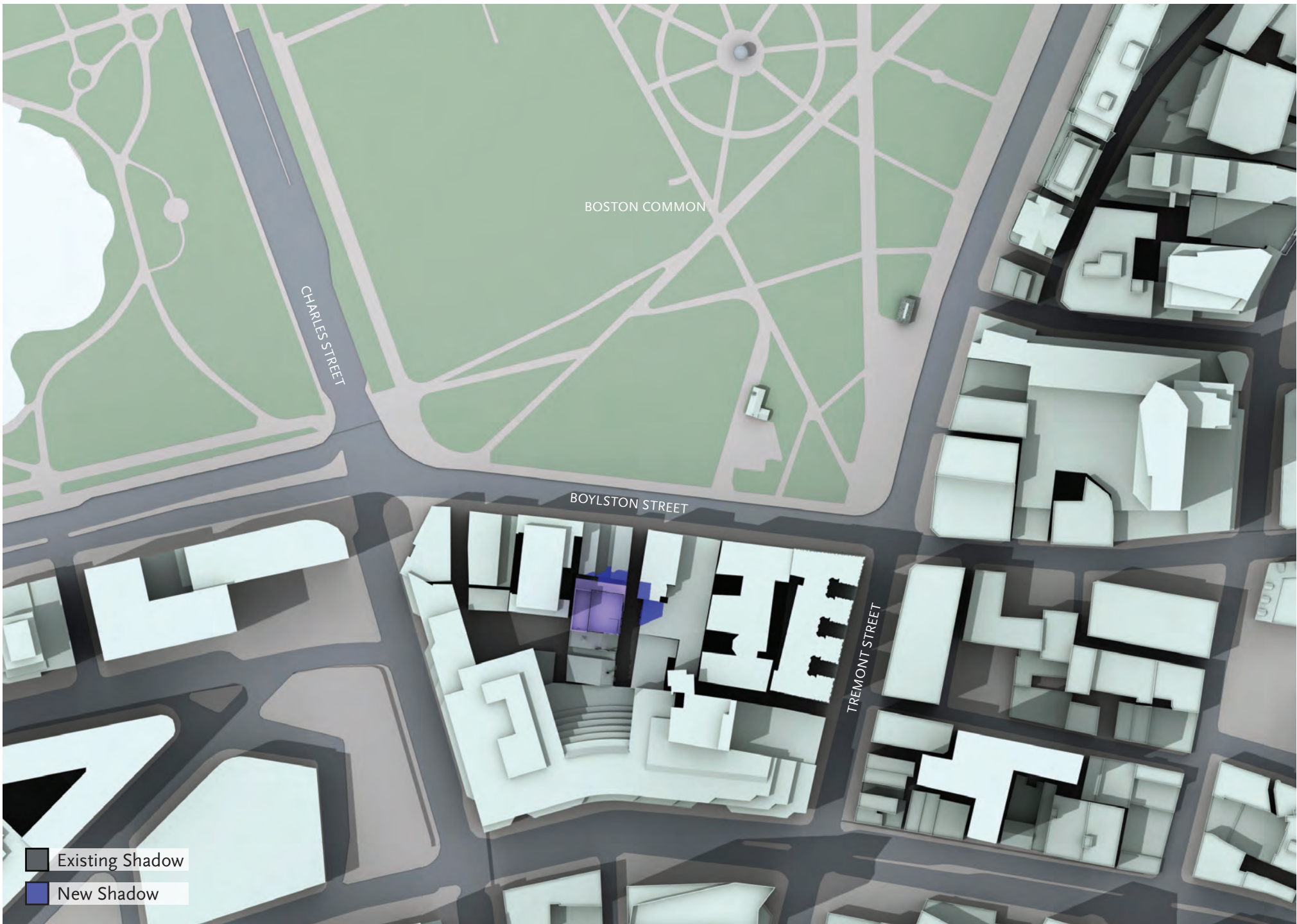
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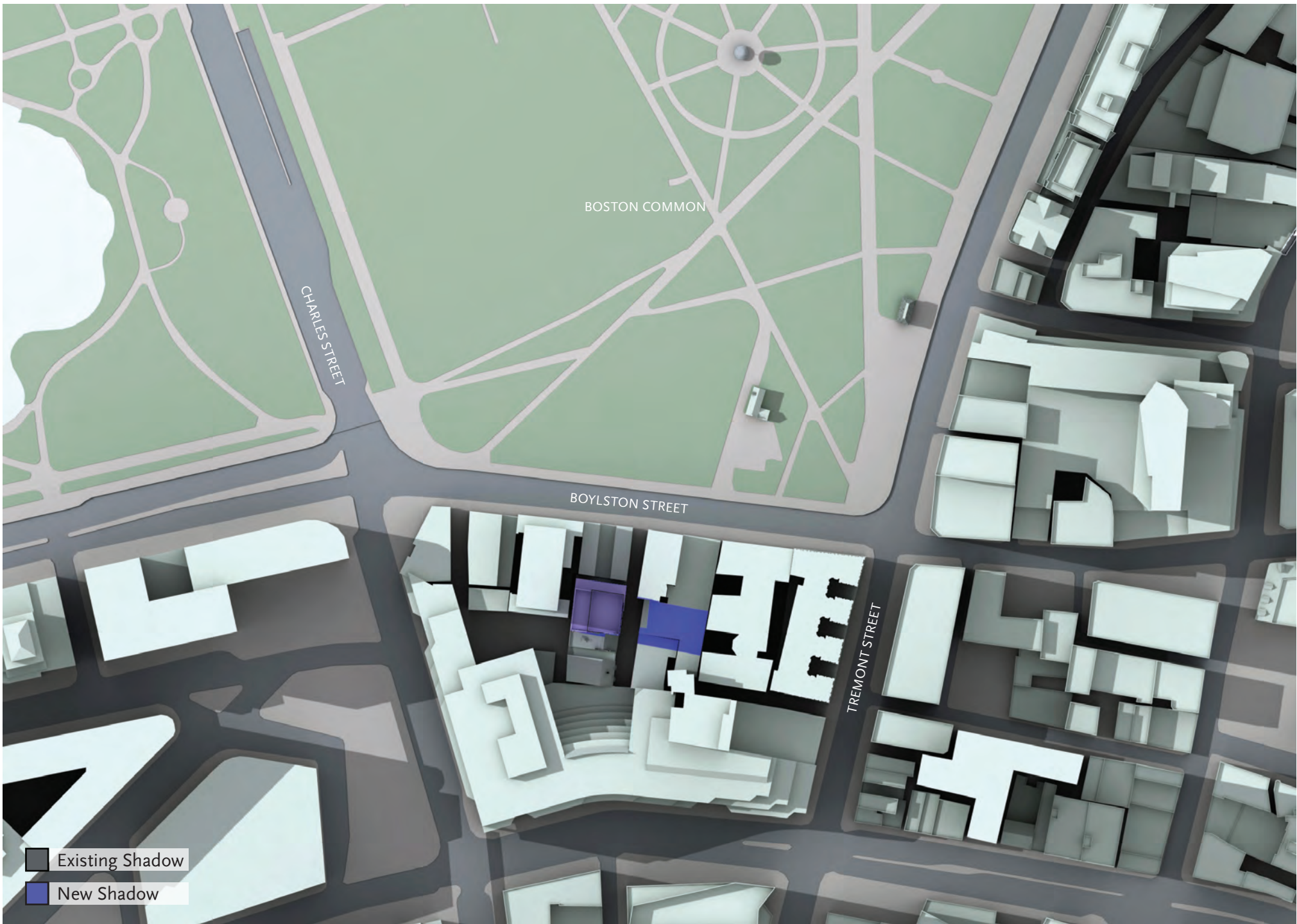
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BOSTON COMMON

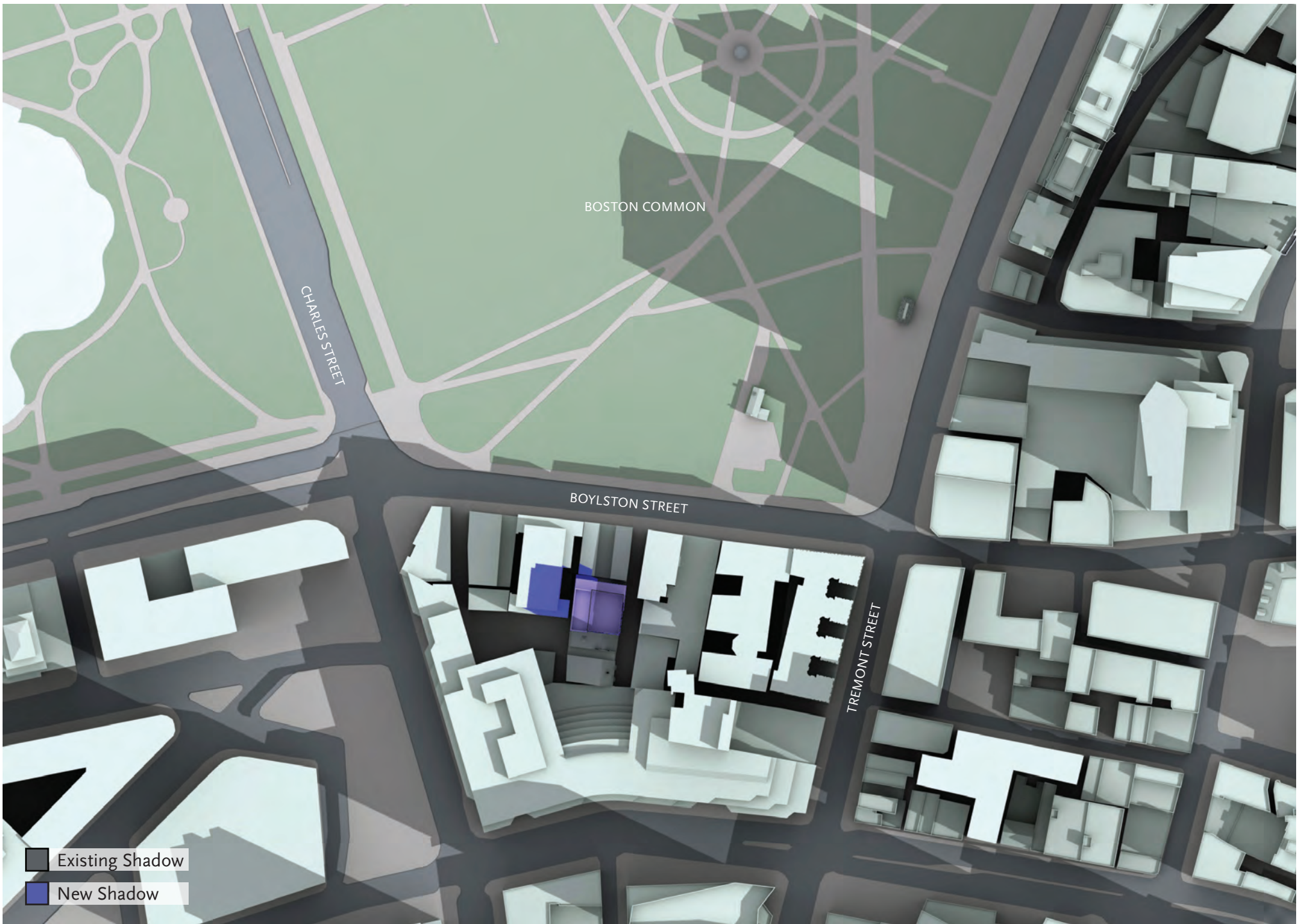
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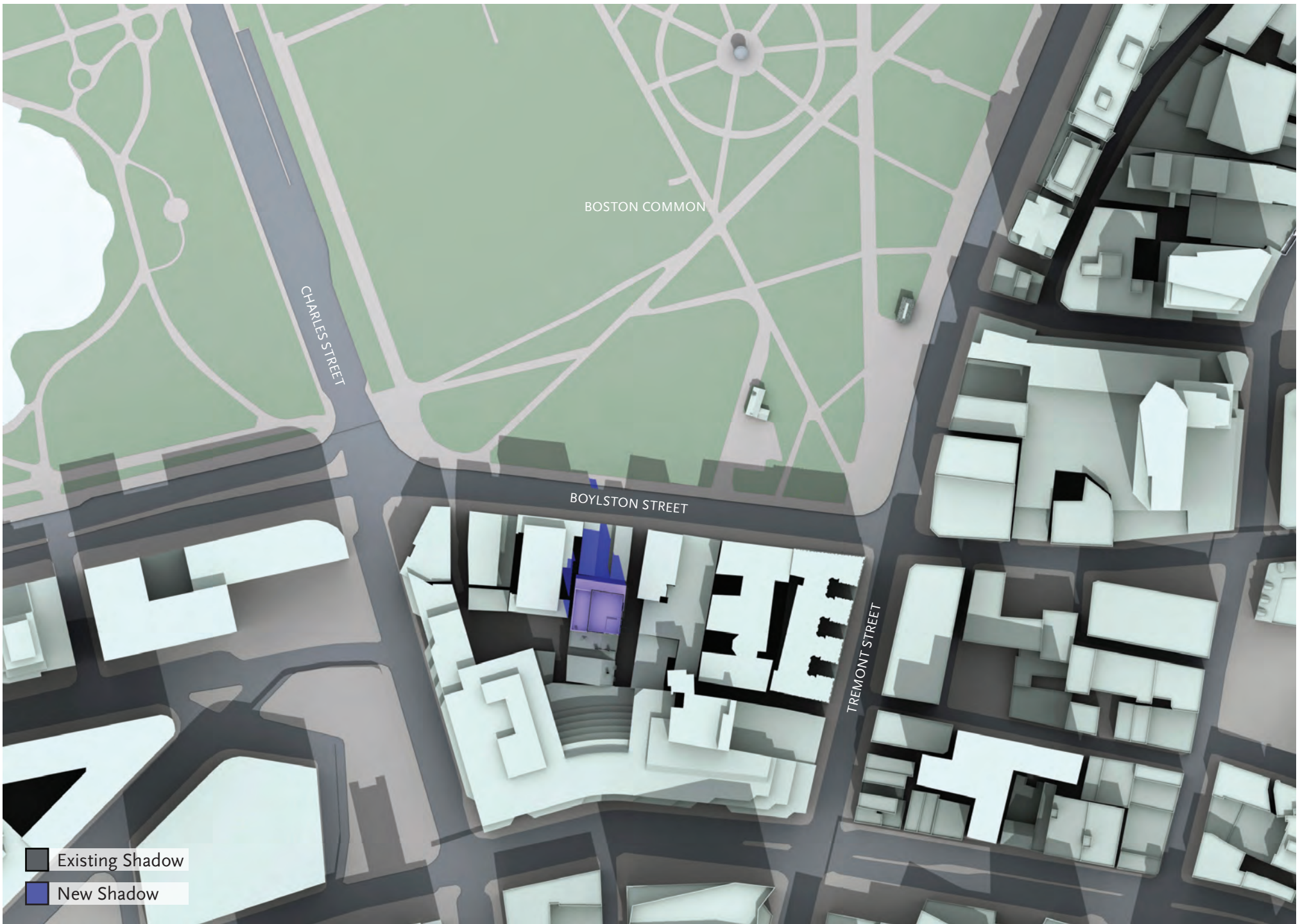
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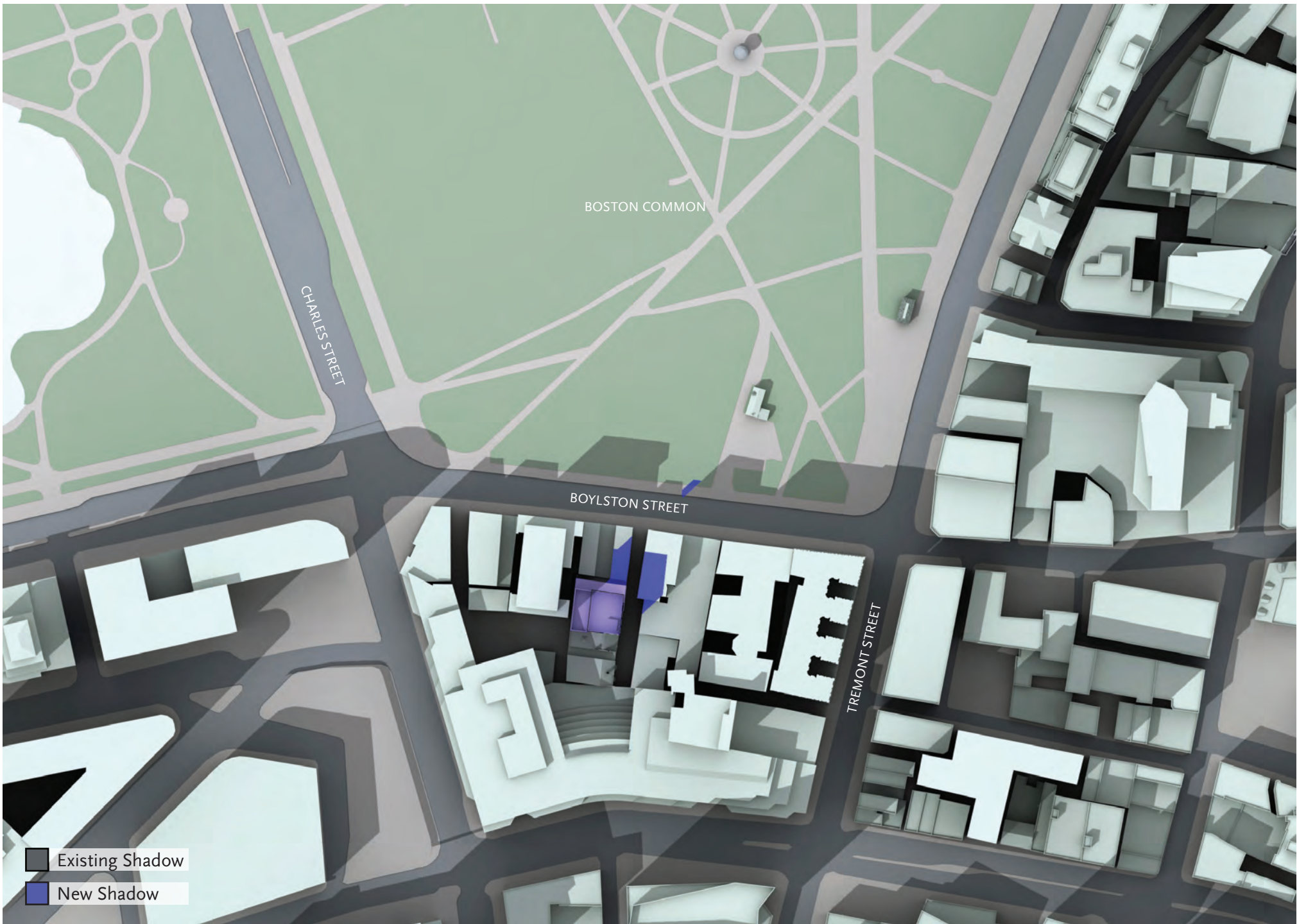
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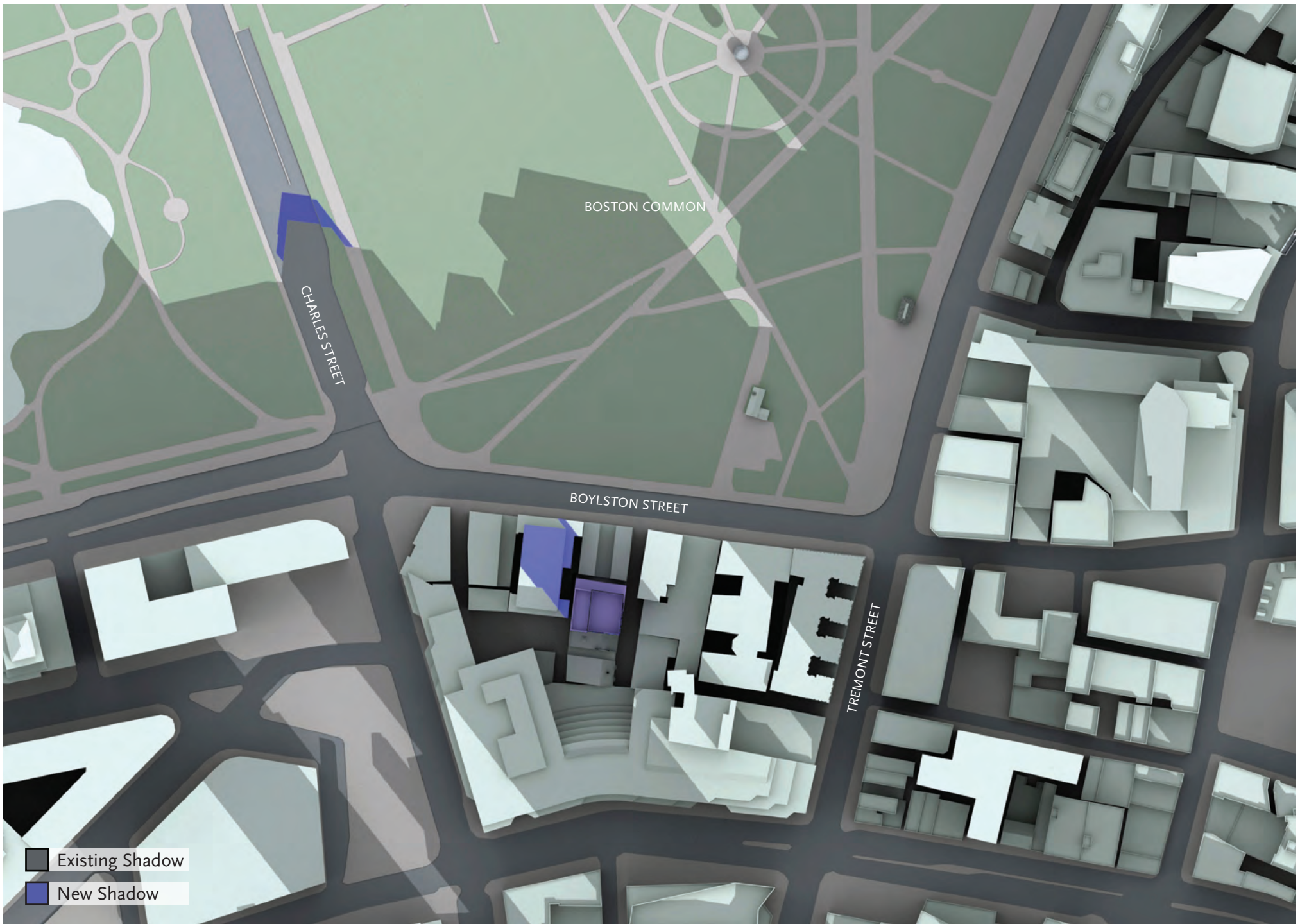
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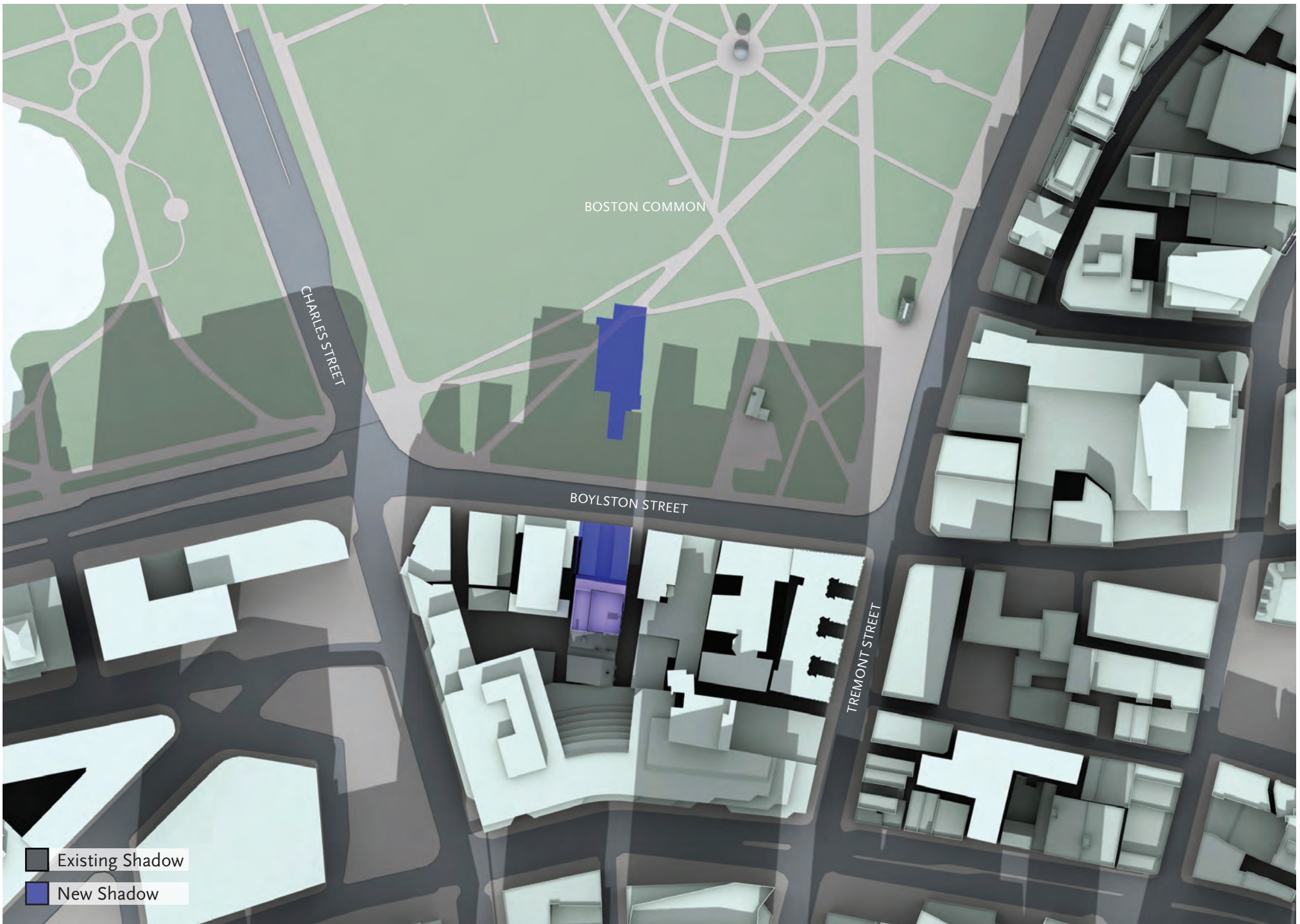
BOSTON COMMON

CHARLES STREET

BOYLSTON STREET

TREMONT STREET

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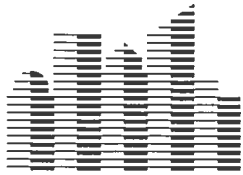


Appendix E

Reports

Structural-McNamara/Salvia, Inc. Engineers

MEP-Vanderweil Engineers



McNamara/Salvia, Inc.
Consulting Engineers

FOUNDING PRINCIPALS

Robert J. McNamara, P.E., S.E.
Joseph A. Salvia, P.E.

MANAGING PRINCIPALS

Mark F. Aho, P.E.
Neil A. Atkinson
John S. Matuszewski, P.E.
Adam C. McCarthy, P.E.
Andrew P. Sullivan, P.E., S.E.
Benjamin B. Wild, P.E.

BOSTON

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617-737-0040
617-737-0042 (Fax)

MIAMI

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Suite 3795
2 South Biscayne Boulevard
Miami, FL 33131
305-579-5765
FL CA #26616

August 20, 2013

Via E-Mail: rcameron@elkus-manfredi.com

Mr. Ross Cameron
Elkus Manfredi Architects
300 A Street, #4
Boston, MA 02210

**RE: Emerson College – Boston, MA
Boylston Place Project – Structural Narrative
Mc/Sal Project N^o 10008.25**

The proposed building at Boylston Place 1-3 will be an 18-story structure that will be constructed in the location of the existing four-story buildings that currently occupy the site. The new building will have one story below-grade and 17 residential floors along with a mechanical penthouse above-grade. The height of the new structure will be approximately 171 feet above-grade.

The building's construction and the choice of construction materials is greatly influenced by the constrained nature of the site and the limited construction access. The building will be supported by high capacity drilled mini piles which will receive their vertical resistance in the bed rock below the site. The building loads will be distributed to the piles by means of a 48" thick reinforced concrete mat foundation which will also support the perimeter concrete foundation walls. The excavation for the site will require a shallow support of excavation system such as soldier pile and lagging or steel sheeting. The lateral force resisting system will consist of a reinforced concrete shearwall that is located around the elevator bank. The building will have concrete columns and thin flat plate concrete slabs. The building will be seismically separated from the existing Boylston Place 4 building and there is an existing 5' separation from the surrounding buildings on the north and west side which will be maintained.

The existing façade at Three Boylston Place will be retained during the demolition of the existing buildings and during the construction of the new building and then will be permanently attached to the new construction. The temporary bracing for this portion of the façade will be accomplished by means of a temporary structural steel scaffolding that will be erected in Boylston Place.

Very truly yours,
McNamara/Salvia, Inc.

Adam C. McCarthy, P.E.
Adam C. McCarthy, P.E.
Principal

Emerson Boylston Place
 Description of Proposed MEP Systems
 August 20, 2013

Plumbing

Water, sanitary sewer, and storm drainage are all available in the area. Recent water pressure and fire pump testing at 150 Boylston Street has provided preliminary data for domestic water capacity. These services will be extended into the basement from the city infrastructure. With the exception of the basement level, sanitary sewer from the building will exit the building by gravity. The basement will be provided with a sewage ejector.

The building is in the City's storm water recharge district, so roof drainage from the primary collection system will be routed to an underground recharge system below the basement slab. The storm drainage system will be designed to allow the recharge system to back up if recharge capacity is exceeded and flow by gravity to the city storm sewer system.

The bathrooms in the residential tower are vertically stacked, so vertical sanitary drain, waste and vent lines will be located in each toilet core. These will drop to the basement, be combined, and exit the building by gravity. A single stack (combined waste and vent) Sovent system is recommended for this application. This system was used successfully for Emerson's Colonial Building, and it is generally less expensive than a conventional waste and vent system.

A six inch water service will enter the mechanical room in the North end of the basement, with an interior isolation gate valve, strainer and utility-approved water meter. The system will then split into two sub-systems, based on pressure, as follows:

Zone	Lowest Fl	Highest Floor Served	Size
Street Pressure Zone	Basement	Level 7	3"
Pumped Pressure Zone	Level 8	Level 18 & Penthouse	4"

The street pressure zone will be provided with a pressure reducing valve assembly to reduce the street pressure zone to a static pressure of 80 psig maximum for code compliance (existing street pressure exceeds 80 psig). The high pressure zone will be fed by street pressure directly, to a domestic booster pump skid. The pumping system will be variable speed to minimize energy consumption and comply with ASHRAE 90.1 (Energy Code) requirements for domestic pumps. It will have dedicated control panels and contain three pumps to provide a 50/50/50 capacity split for N+1 redundancy.

A separate domestic water heater system is proposed for each of the pressure zones. The heaters are proposed as vertical semi-instantaneous style. District steam is proposed as the energy source for the heaters.

Cold water, hot water, and re-circulating hot water for each pressure zone will extend from the basement up through the building. For the high zone, the three services will run express in single pipes up to Level 8, where horizontal headers will distribute the water to the individual toilet shafts. The high pressure zone cold water riser will continue to the roof to provide makeup water for the cooling towers.

Toilet room water closets, showers, and lavatories will be of types and qualities consistent with other Emerson residential buildings, as will hose bibs and mop sinks in janitor's closets.

Fire Suppression

The building will be protected throughout by an automatic fire sprinkler system. System will be automatic wet-pipe type throughout, except for areas subject to freezing temperatures (such as loading docks), which will be automatic dry-pipe type. Boston requires the main electrical switchgear room to be sprinklered, and a preaction type is proposed. This will alert Emerson security at the first detection of smoke, but sprinkling will not occur until enough heat builds up to melt the link on a sprinkler head. Sprinklers on residential floors will be residential spray pattern type, and standard spray pattern type in other uses. Sprinkler systems will be zoned by-floor via zone control assemblies supplied by the combination sprinkler / standpipe distribution mains and risers. A foam-water sprinkler system will protect the generator fuel oil vault.

An automatic-wet standpipe fire hose valve system, for use by fire department personnel, will be provided throughout. Hose valves (2 1/2-in) will be located at each egress stair landing, on either side of horizontal exits, at the entry to exit passageways, and on the roof level above each egress stair.

To satisfy high rise building design criteria, a fire pump will be required to boost the municipal water pressure. An electric-drive, horizontal split-case pump, with primary utility power and standby generator power is proposed. The fire pump will be located in a dedicated pump room. As required by code, the room will be 2-hr fire resistance rated construction and accessible directly from the exterior or via a 2-hr fire resistance rated passageway. System working pressures will exceed 175-psi at lower floors and therefore will utilize pressure regulating devices to lower the downstream pressure.

Two fire water services are required by code for each high rise building fire pump. The services must enter the building from separate streets except that the service may enter on the same street if the municipal valve arrangement permits isolation of the services from each other (loop or grid with divisional valves). Given the existing site boundaries, there appears to be little opportunity to bring services to the building from different streets. A solution may be to bring two new water mains along Boylston Place, supplied by new wet-tap connections to the main in Boylston Street, with a "looped" connection and valving between the two such that one side could be isolated from the other. The source of supply in Boylston Street - High Pressure service or Low Pressure service - will be coordinated with Boston Water & Sewer (BWSC).

A secondary on site water supply tank is required by code for high rise buildings that fall under Seismic Design Category C, D, E or F (as determined per ASCE-7). The building is classified as a Seismic Design Category B and therefore secondary on-site water storage is not required.

Fire Alarm

The building will be protected throughout by a protected premises fire alarm system. The system head-end and backbone will utilize addressable control units connected via a peer-to-peer communications network. Manual pull stations will be located within 5-ft of each exit from each floor level. Smoke detectors will be located in corridors, common areas and mechanical / electric rooms. Smoke detectors in dwelling units will include sounder bases. The system sequence of operations will be programmed to operate these dwelling unit detectors as single / multiple station alarms. The fire alarm system will operate code required fire safety functions such as stairwell pressurization, elevator recall, door release, and fire / smoke damper closure.

Building-wide occupant notification will be via an intelligible emergency voice evacuation system (audible) and ADA compliant strobes (visual). An emergency responder radio signal amplifier system will be provided to ensure signal coverage throughout the building.

Primary command and control of the fire alarm system and related safety systems will be from the Fire Command Center (FCC). The FCC construction will be 1-hr fire resistance (code required) and in a location approved by the local fire department, typically adjacent to the primary entrance lobby. FCC control and display equipment will include fire alarm, fire fighter's smoke control panel, voice evacuation, emergency responder communication, generator status and control, elevator status and control, and door release.

HVAC

The all-residential building is designed to incorporate a basement for mechanical services plus up to 18 stories of residential suites and a mechanical penthouse above.

The penthouse and adjacent roof area will contain the chillers, cooling towers, and chilled and condenser water pumps, as well as the residential exhaust systems, plus a 100% outdoor air unit (with heat recovery) for building ventilation, and a smaller 100% outdoor air unit for stairwell pressurization. All the residential toilet exhaust risers will be headered together in the penthouse and be routed to the outdoor air unit, where a heat wheel will transfer thermal energy from the exhaust stream to the intake stream.

Preliminary estimates require two 150 ton screw type chillers and matching cooling towers. The residential air handling unit is 25,000 cfm and the stairwell pressurization system 3,000 cfm.

Natural ventilation using operable windows is proposed for ventilation of the residences. The windows will have the code-required open area of 4% of the floor space being served. Emerson's policy is to limit window openings to 4 inches for security reasons, so double hung windows are proposed, with a four inch lower opening and an 8 inch upper opening. The internal corridors and toilet rooms in the residential suites will obtain fresh air from the outdoor air unit.

The recommended HVAC system for the residences is two pipe fan coil units, since other similar projects at Emerson use this approach. With two pipe fan coils, Emerson's overall operation and maintenance function is simplified, as compared to having a multiplicity of approaches in various buildings. The two pipe fan coil system would be zoned by exposure, so during intermediate seasons each side of the building can be either in a heating or cooling mode, independently of the other sides. Two pipe fan coil units on an independent zone will also be provided for the corridors and elevator lobbies, with ventilation from the 100% outdoor air system.

The energy source proposed for heating and domestic hot water is Veolia district steam, which is available in Boylston Street, and which Emerson uses in other buildings. The steam will be reduced in pressure and be converted to heating hot water in a heat exchanger. Heating hot water will be pumped throughout the building to air handling units and fan coils.

The HVAC contractor will provide a 255 gallon diesel oil tank in the basement, with containment piping to a 100 gallon day tank on the roof level, for the emergency generator oil supply. The basement will also contain the Veolia steam service entrance and pressure reducing station, steam to hot water converters, condensate receiver, and heating hot water circulating pumps.

Electrical

The preliminarily electrical load is estimated at 1000 kVA; the project will require a two transformer NSTAR Vault. The design team is examining two alternate vault locations, one would be integrated with Emerson's Piano Row loading dock, and the other would be in the building basement. Either location provides the necessary truck access through the parking area behind the building. An areaway into the basement location

will be provided to enable hoisting the transformers in and out. The transformer vault requires 24 hour access for NSTAR personnel.

The utility company transformers will provide 480V three phase power to Emerson's main switchboard, located in an electrical room adjacent to the transformer vault. The main switchboard will consist of a 1,600A main breaker, utility meter section, distribution sections, a surge protection device and owner metering. The room will also contain distribution equipment and a step down transformer for 120/208V power needs and to serve a 208/120V volt bus duct riser for power to the dorm floors. This electrical room requires two means of egress.

The 480V power will be distributed from the switchboard up through the building to serve the mechanical penthouse and the elevators. Lighting in the building will be at 120 volt fed from the dorm electrical room panel.

Vertical distribution for the penthouse and for the residential levels will be via respective 480V and 208V bus duct risers within stacked electrical rooms. Horizontal distribution for branch circuits will consist of metal clad cable with copper conductors.

Each floor will require a centrally located normal electrical room that is stacked with the room below. These will contain 208/120V bus duct and panels.

A diesel generator is required for the life safety systems. This is to be located on the roof, supplied with oil from a tank in the basement mechanical spaces. The generator will be located in a sound attenuated walk in enclosure. The generator size is estimated at 350kW, sufficient to supply the fire alarm, emergency lighting, an elevator, the fire pumps, the HVAC control system, stairwell and elevator lobby pressurization, the sewage ejector, and the diesel oil pump. A 255 gallon diesel oil tank located in the basement and a 100 gallon day tank at the generator will carry the generator for 12 hours at full load, but with the actual intermittent loads this capacity will allow operation significantly longer.

A main emergency distribution room will be needed on the upper level adjacent to the generator. The room will contain a generator distribution switchboard with four sections to serve each branch of the standby power system (emergency, fire pump, legally required emergency power and optional standby). The room will also contain transfer switches for emergency and legally required systems as well as the associated distribution. An adjacent room will contain the optional standby transfer switch and distribution. Estimated room size for both rooms is 12' x 23' with a connecting door between the two rooms. Room construction is required to be two hours.

A stacked emergency riser will be needed with distribution closets every three floors. The closets will contain the 120/208 volt emergency panels as well as fire alarm panels. Estimated room size is 2' x 4'. Two hour room construction is recommended.

The project includes a complete tel-data system beginning at the connection to the incoming tel-data service, the latter provided by Emerson's carrier. The carrier's service will connect to the interior cabling distribution in the main frame room in the basement. The vertical and horizontal backbone will originate here and extend throughout the building via three intermediate frame rooms. These will be located approximately every five floors in the building. Branch cabling will extend from the intermediate frame rooms to the local communications/data ports in all dorm rooms and common areas.

Empty conduit will be provided for Emerson's use in door control and TV monitoring for security purposes.

Fire alarm, emergency lighting, and illuminated exit signs will be provided throughout the building.



A lightning protection system will be provided, with down conductors extending from the roof to ground rods below the basement.

Lighting will generally be fluorescent.

Appendix F
LEED Registered Project Checklist
LEED Project Registration Letter

LEED for New Construction & Major Renovations v2009 Project Scorecard



Project: Emerson - Boylston Place
 Address: Boston, MA 02116
 Date: August 22, 2013

TOTALS

50 11 14 35 Certified: 40-49 points Silver: 50-59 points Gold: 60-79 points Platinum: 80+ points

GENERAL PROJECT DOCUMENTATION

Phase	Yes	Maybe	No	Responsibility	Notes & Status
PI form 1	Y			Required	REQUIRED - Project must meet MPRs & commit to share energy & water use data with USGBC
PI form 2	Y			Required	REQUIRED - Must provide general info on size, site, energy & water sources
PI form 3	Y			Required	REQUIRED - Must provide general information on occupancy and space usage
PI form 4	Y			Required	REQUIRED - Must provide general info on schedule & overview documents & narratives

SUSTAINABLE SITES

Phase	Yes	Maybe	No	Required	Responsibility	Notes & Status
Prereq 1	16	2	5	26	CM/Civil	REQUIRED - A compliant ESC plan will be required & developed. CM will photo-document compliance.
Credit 1	5			1	TGE	Carried as 'Yes' - Project Completes: urban previously developed site.
Credit 2	5			5	TGE	Carried as 'Yes' - Project Completes: Site meets Development Density independent of design decisions. Will qualify for EP ID point.
Credit 3	1			1	H&A/EMA	Carried as 'Likely' - Team to confirm: Pending investigation into site contamination 7.22 - TGE to send criteria information for review
Credit 4.1	6			6	TGE	Carried as 'Maybe' - Project Completes: Multiple bus & subway lines within 1/4, 1/2 mile of site. Will qualify for EP ID point.
Credit 4.2	1			1	Emerson/EMA	7.22 - Enclosed bike storage located across alleyway from project; need to confirm capacity to meet 15% requirement.
Credit 4.3	3			3		Carried as 'No' - No parking associated with project, nor is there off-site designated parking specifically for this project. Unless designating a discounted rate for HEVs, project will not comply.
Credit 4.4	2			2	EMA/Nilsch	Carried as 'Yes' - No parking on site, and none allotted to the project off-site within the campus. Project should comply.
Credit 5.1	1			1		Carried as 'No' - Not likely that the project will comply
Credit 5.2	1			1		Carried as 'No' - Not likely per the current design of the project; landscape must account for at least 25% of the open space, not currently met.
Credit 6.1	1			1	Nilsch	Carried as 'Yes' - Team to determine the most feasible LEED Project Boundary
Credit 6.2	1			1	Nilsch	Carried as 'Likely' - Team to determine the most feasible LEED Project Boundary.
Credit 7.1	1			1	EMA/Nilsch	Carried as 'Maybe' pending the amount of shading that will be provided for site hardscape areas. Existing brick hardscape to remain for majority of site.
Credit 7.2	1			1	EMA	Carried as 'Yes' - Roof material to be light colored roofing/membrane. Should comply.
Credit 8	1			1		Explore further with revised project footprint and program

WATER EFFICIENCY

Phase	Yes	Maybe	No	Required	Responsibility	Notes & Status
Prereq 1	3	0	3	10	RGV/TGE	REQUIRED - Project will exceed minimum 20% water use reduction
Credit 1.1	2			2	EMA/Nilsch	Carrying 2 points as 'Likely' - Team believes the project can meet the minimum requirement for on-site vegetation. Landscaped areas must be equal to a minimum of 5% of the total site area to attempt WEC1.1 and 1.2.
Credit 1.2	2			2	EMA/Nilsch	Carrying 2 points as 'Maybe' - Pending amount of landscaping & irrigation strategy
Credit 2	2			2		Carried as 'No' - No innovative wastewater technology in design
Credit 3	3			2 to 4	RGV/TGE	Carrying 3 points as 'Yes' - assuming a 35% target. Preliminary calculations based on ultra low flow and high efficiency fixtures. TGE to provide typical low-flow fixtures to achieve goals for the design.

		ENERGY & ATMOSPHERE				35		Responsibility		
Yes	Likely	Maybe	No							
C	Y		4	17	Prereq 1	Fundamental Commissioning of Building Energy Systems	Required	CxA	REQUIRED - A CxA will be engaged to satisfy the minimum CxA scope	
D	Y				Prereq 2	Minimum Energy Performance	Required	RGV	REQUIRED - Project will exceed minimum requirement - project requirement to exceed ASHRAE 90.1-2007 by >20%. RGV to develop SD phase energy model for preliminary calculations of SD phase.	
D	Y				Prereq 3	Fundamental Refrigerant Management	Required	RGV	REQUIRED - Compliant refrigerants will be selected and used	
D	5	2	2	10	Credit 1	Optimize Energy Performance	1 to 19	RGV	Carrying a minimum of 5 points as 'Yes' for 20% reduction & 2 as 'Maybe'. Project min. requirement is 20% better than ASHRAE 90.1-2007.	
D	5	7			Credit 2	On-Site Renewable Energy 1%, 3%, 5%, 7%, 9%, 11%, 13%	1 to 7		Carried as 'No' - Assuming no significant renewable installation	
C	2				Credit 3	Enhanced Commissioning	2	CxA	Carried as 'Yes' - Emerson would like to see Enhanced scope for Cx during project; CxA to be brought on during DD, at latest	
D		2			Credit 4	Enhanced Refrigerant Management	2	RGV	Carried as 'Maybe' - Wait and run refrigerant calculations once the final equipment selections have been made.	
C	1	2			Credit 5	Measurement and Verification	3	RGV/Emerson	Carrying 1 point as 'Yes' for ENERGYSTAR Portfolio Manager sharing to satisfy MPR 6 Carrying 2 points as 'Maybe' pending full M&V effort;	
C	2				Credit 6	Green Power	2	Emerson	7.22 - Team unsure of extent of M&V effort, compliance depends on the scope decided upon. Carried as 'Yes' - Emerson purchases 100% of their power through RECs, will comply with this credit;	
MATERIALS & RESOURCES										
14										
Responsibility										
EWA										
Required										
1 to 3										
D	Y				Prereq 1	Storage and Collection of Recyclables	Required	EWA	REQUIRED - Design Team to identify appropriate recycling storage areas	
C		3			Credit 1.1	Building Reuse - Maintain Existing Walls, Floors & Roof 55%, 75%, 95%	1 to 3		Carried as 'No' - new construction % of overall project makes project ineligible.	
C		1			Credit 1.2	Building Reuse - Maintain Interior Non-Structural Elements	1		Carried as 'No' - Assuming non-structural elements will not remain	
C		2			Credit 2	Construction Waste Management - Divert 50% (1), 75% (2)	1 to 2	GC	Carried as 'Yes' - 75% diversion of C+D waste required in MA	
C		2			Credit 3	Materials Reuse	1 to 2		Carried as 'No' - Assuming no significant amount of materials will be reused.	
C		1			Credit 4.1	Recycled Content - 10%	1	GC	Carried as 'Yes' - 10% threshold will be satisfied	
C		1			Credit 4.2	Recycled Content - 20%	1	GC	Carried as 'Likely' - Achievement of the 20% threshold will be determined through calculations during CA	
C		1			Credit 5	Regional Materials - 10%	1	GC	Carried as 'Yes' - Assuming 10% threshold will be satisfied	
C		1			Credit 5	Regional Materials - 20%	1	GC	Carried as 'Maybe' - Achievement of the 20% threshold will be determined through calculations during CA	
C		1			Credit 6	Rapidly Renewable Materials	1		Carried as 'No' - Not likely a significant amount of rapidly renewable materials will be used; Held as 'No'	
C		1			Credit 7	Certified Wood	1	EWA/GC	Carried as 'Maybe' - Pending research on cost and availability of FSC wood; Doors are thought to be metal, kitchen casework potentially the only substantial FSC-eligible material in the project.	
INDOOR ENVIRONMENTAL QUALITY										
15										
Responsibility										
RGV										
Required										
D	Y		3	0	3	Prereq 1	Minimum Indoor Air Quality Performance	Required	RGV	REQUIRED - Building must meet ASHRAE 62.1-2007 requirements; CONFIRM: Natural ventilation requirements for dorm rooms cannot be met
D	Y				Prereq 2	Environmental Tobacco Smoke (ETS) Control	Required	Emerson/EMA	REQUIRED - Smoking will be prohibited in all areas of the building	
D		1			Credit 1	Outdoor Air Delivery Monitoring	1	RGV	822: Project will incorporate natural ventilation. This credit will not be attempted.	
D		1			Credit 2	Increased Ventilation	1		Carried as 'No' per meeting; Not expected to comply.	
C		1			Credit 3.1	Construction Indoor Air Quality Management Plan - During Construction	1	GC	Carried as 'Yes' - Include requirements for a compliant IAQ plan in specification & implemented by CM.	
C		1			Credit 3.2	Construction Indoor Air Quality Management Plan - Before Occupancy	1	GC	Carried as 'Likely' - Pending available schedule time for flush out or IAQ testing	
C		1			Credit 4.1	Low-Emitting Materials - Adhesives & Sealants	1	GC	Carried as 'Yes' - Compliant products will be specified and used/tracked during CA.	
C		1			Credit 4.2	Low-Emitting Materials - Paints & Coatings	1	GC	Carried as 'Yes' - Compliant products will be specified and used/tracked during CA.	
C		1			Credit 4.3	Low-Emitting Materials - Floor Systems	1	GC	Carried as 'Yes' - Compliant products will be specified and used/tracked during CA.	
C		1			Credit 4.4	Low-Emitting Materials - Composite Wood	1	GC	Carried as 'Yes' - Compliant products will be specified and used/tracked during CA. All composite wood must be NAUF	
D		1			Credit 5	Indoor Chemical and Pollutant Source Control	1	EMA/RGV	Carried as 'Likely' - Pending development of ventilation strategy, filtration, entryway systems and chemical use isolation; 7.22 - not an expansive scope of chemical use areas in the project.	
D		1			Credit 6.1	Controllability of Systems - Lighting	1	CBBLD	Carried as 'Likely' - 7.22 CBB has confirmed multi-level lighting will be expected within lighting design.	
D		1			Credit 6.2	Controllability of Systems - Thermal Comfort	1	RGV	Carried as 'Yes' - per 7.22 meeting, multi-occupant spaces will have access to T-slats and operable windows will be supplied for perimeter spaces and dorm rooms.	
D		1			Credit 7.1	Thermal Comfort - Design	1	RGV	Carried as 'Yes' - Project shall meet requirements of ASHRAE 55 comfort criteria	
D		1			Credit 7.2	Thermal Comfort - Verification	1	Emerson/RGV	Carried as 'Yes' - 7.22 Emerson to determine survey medium and timeline for administration.	
D		1			Credit 8.1	Daylight and Views - Daylight - 75%	1		Carried as 'No' - Project can not meet credit requirements	
D		1			Credit 8.2	Daylight and Views - Views 90%	1	EWA	Carried as 'Yes' - 7.22 Abundance of glazing allows team to expect compliance with this credit. To be determined in more detail after Design Development.	

Yes		Maybe		No			
6	0	0	0	6	Responsibility		
	1			1	TGE	Carried as 'Yes' - Exemplary Performance SS2 Development Density	
	1			1	TGE	Carried as 'Yes' - Exemplary Performance SS4.1	
	1			1	Team	Carried as 'Yes' - TBD - determine a good ID credit approach - Enhanced Composting Program, Low Mercury Lighting, Green Cleaning.	
	1			1	Team	Carried as 'Likely' - TBD - determine a good ID credit approach - Enhanced Composting Program, Low Mercury Lighting, Green Cleaning.	
	1			1	Team	Carried as 'Likely' - TBD - determine a good ID credit approach - Enhanced Composting Program, Low Mercury Lighting, Green Cleaning.	
C	1			1	TGE	Carried as 'Yes' - Various team members are LEED accredited professionals.	

Yes		Maybe		No			
2	1	1	0	4	Responsibility		
	1			1	Misch	Project tracking SSC6.1 as 'Yes'	
	1			1	EMA	Project tracking SSC7.2 as 'Yes'	
	1			1	H&A/EMA	Project tracking SSC3 as 'Likely'	
			1	1	EMM/Misch	Project tracking SSC7.1 as 'Maybe'	

Yes		? No			
50	11	14	35	PROJECT TOTALS (Certification Estimates)	110

Certified: 40-49 points Silver: 50-59 points Gold: 60-79 points Platinum: 80+ points



The Green Engineer, Inc.

Sustainable Design Consulting

Memorandum

To: Ross Cameron, Elkus Manfredi Architects
From: Sarah Michelman, Senior Project Manager, The Green Engineer, Inc
Date: August 21, 2013
Re: PNF Sustainability Narrative
Project: Emerson Boylston Place

Emerson College is committed to developing projects that are sustainably designed and energy efficient with interior environments that are healthy for the residents, employees and visitors. Emerson identified environmental sustainability as an important goal for this project early during the conceptual design process. This goal is one that is shared by the members of the design team and the community at large.

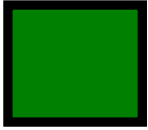
Making sustainable choices for the built environment requires the intense collaboration of all design disciplines in an integrated process involving the architect and their consultants and the client, end users and construction manager. To that end the team anticipates holding a design team meeting early in design phase to establish sustainable design goals for the project and several subsequent meetings to expand on these goals and to outline tasks and responsibilities going forward.

The initial meeting gives the team an opportunity to work collaboratively to brainstorm ideas, and to create a shared set of design goals and expectations for the project. The outcome of this meeting included a defined set of sustainability goals.

As required under Article 37 of the Boston Zoning Code, projects that are subject to Article 80B, Large Project Review, projects shall be Leadership in Energy and Environmental Design (LEED) "certifiable". The project intends to exceed this certifiable requirement by formally pursuing LEED certification. The project is ultimately anticipating reaching the Gold Certification level. Please refer to the LEED NC v2009 checklist for further information of specific credits that shall be attempted with brief commentary on the intended project approach or issues that require further investigation. At this time in design there are a number of credit points that are still under consideration as to whether or not the project shall attempt them; it may be determined that some of the credits under consideration will not be attainable.

As the design develops the team will check for compliance against LEED-NC v2009 requirements and the project and Emerson College campus sustainability goals. While the project seeks to achieve certification under LEED-NC v2009, our approach is not one of "point chasing" to maximize a LEED score. Rather we seek to design and construct a building which minimizes its impact on the environment as well as its life-cycle and long term operating costs, while managing and reducing the burden the building will place on the local infrastructure. We will use LEED as a validation tool, to check our performance, but in general, will not base design decisions strictly on achieving LEED certification.

The goals for a sustainable project include designing a low impact site and energy-efficient building that serves as a healthy and productive space for its inhabitants, including staff, students and visitors.



The project site is in the Boston Theatre District/Mid-town Cultural District, a densely urban neighborhood close to public transportation including multiple MBTA bus routes and both the Green and Orange line subway stations. The proposed site plan includes very limited hardscape work. The paving materials used shall incorporate low-impact site features that will properly capture and infiltrate stormwater to improve groundwater levels and help to mitigate the negative impacts on historic wood pile foundations found in the area. Hardscape and roofing materials shall be selected to minimize contribution to urban heat island effect. The project may consider an upper level roof terrace with green plantings. Alternative transportation strategies shall be employed to reduce pollution impacts from automobile use.

The project shall specify low flow and high efficiency plumbing fixtures throughout the project to reduce the amount of potable water used within the building. There shall be a high efficiency irrigation system, if necessary.

The building systems shall be designed to optimize energy performance and reduce energy consumption. The project shall incorporate high efficiency chillers, boilers, pumps, dedicated OA units, fan coil units and a heat wheel to transfer thermal energy from the exhaust stream to the intake system. The dorm rooms shall be naturally ventilated. Throughout the building the targeted lighting power density shall be below code minimums.

Materials shall be selected that contain recycled and regional content to reduce use of virgin materials and energy use associated with transportation and to support local economies. Throughout the construction phase of the project the Construction Management team shall endeavor to divert Construction and Demolition waste from area landfills and procure materials that are made with attributes as specified.

The interior air quality shall be monitored during the construction phase of the project and prior to occupancy. A healthy indoor environment shall be realized by selecting materials that emit fewer harmful chemical components. The building occupants shall be able to maintain a comfortable interior environment through access to thermal and lighting controls. The residential units shall be laid out to maximize exposure to views and daylight without significant increase in heat gain.

Appendix G
Construction Management Plan

Construction Management Plan

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Emerson College
1-3 Boylston Place
Suffolk Construction Company, Inc.
August 15, 2013

Construction Management Plan

Suffolk Construction Co., Inc. has been engaged by Emerson College to be the Construction Manager for Emerson's new residence hall at 1-3 Boylston Place.

The project plan calls for the removal of the existing structure that exists at 1-3 Boylston Place and replacing it with an 18 story (plus penthouse) residence hall that will provide 407 needed beds for this important institution.

The following is Suffolk Construction's Construction Management Plan.

1.0 Introduction

This Construction Management Plan (CMP), submitted to the Boston Transportation Department (BTD) for their approval prior to the start of construction, includes specific mitigation measures and staging plans to minimize impacts to abutters. The Construction Manager will be bound by the CMP.

2.0 Construction Activity Schedule

The project consists of the complete demolition of the former buildings at 1-3 Boylston Place and the construction of a new student residence hall. The project is scheduled to commence during the 2nd quarter of 2014. Occupancy is July 2016. Typical construction hours will be from 7:00 am to 6:00 pm, Monday through Friday.

The anticipated schedule of major construction activities is as follows:

<u>Time Period</u>	<u>Activity</u>
January 2014 – May 2014	Mobilization & Building Demolition
May 2014 – June 2014	Earth Support & Excavation
June 2014 – October 2014	Foundations & Temp Services
October 2014 – May 2015	Structure and Facade
December 2014 – Nov 2015	Interior Construction
October 2015 – March 2016	Hardscape, Inspections & Occupancy

The project will be constructed on a very tight site. Therefore, consideration of, and sensitivity to, abutters and pedestrians is a critical element of the project. We considered this carefully when developing our Construction Management Plan.

Construction Management Plan

3.0 Perimeter Protection/Public Safety

Suffolk Construction will work to ensure the staging areas minimize impact to pedestrian and vehicular flow.

In general, fencing will be used to isolate construction areas from pedestrian and vehicular traffic. Police details will be provided as needed to facilitate traffic flow and pedestrian safety. Construction procedures will be designed to meet all OSHA safety standards for specific site construction activities.

Appropriate signage and temporary crosswalks will direct all pedestrians safely around the construction jobsite and activities.

Each subcontractor will implement and manage its own Safety and Health Program for the project. These programs will be reviewed, and compliance insured by Suffolk Construction's field staff and Safety Department. This program will insure that the subcontractor's employees, subcontractors and suppliers, regardless of tier, know and understand the complete safety and health requirements of the project.

Adequate site lighting will be provided until the permanent street lighting is installed.

4.0 Emergency Vehicle Access

Access to the site for emergency vehicles will be maintained at all times. The proposed staging plan is designed to isolate the construction zone while providing safe access for pedestrians and vehicular traffic during normal day to day activities and emergencies.

A temporary 6' high chain link fence will be placed along the entire perimeter of the jobsite with two (2) swing and/or sliding gates, sufficiently sized for emergency vehicle access, located on Boylston Street.

All construction material debris trucks will be directed into the site. Trucks and equipment will follow the designated truck route. Trucks will arrive to the site in a manner that insures that no trucks are parked and/or idling in the street.

5.0 Material Handling/Construction Waste

Suffolk Construction will take an active role in regard to the processing and recycling of construction waste. The demolition contract will include specific requirements that will insure that procedures allow for the necessary segregation, reprocessing, reuse and

Construction Management Plan

recycling of materials. For those materials that cannot be recycled, solid waste will be transported in covered trucks to an approved solid waste facility, per DEP's Regulations for Solid Waste Facilities, 310 CMR 16.00.

6.0 Construction Traffic Impacts

- *Construction Trip Generation*

No personal vehicles will be allowed to park at the project construction site or in the adjacent neighborhood. Additionally, jobsite personnel will be encouraged to utilize public transportation. Due to the proximity and connections to T line branches and several MBTA bus routes, substantial levels of public transportation use is anticipated by workers. Lock-up facilities for work tools will be provided to make public transportation more convenient and desirable for workers. Terms and conditions related to workforce parking and public transportation use will be written into each subcontract.

- *Truck Routes and Volumes*

Truck traffic should remain fairly consistent throughout the project.

From I-93 North take exit 20 towards I-90/Worcester/S. Station/Logan Airport. Take exit on left towards South Station/Chinatown. Turn left onto Kneeland Street (Kneeland becomes Stuart Street). Turn right onto Charles Street (Route 28 North). Turn right onto Boylston Street.

From I-93 South take exit 28 toward Route 28 South/Storrow Drive/Route 3 North. Turn left onto Beacon Street (Route 28). Turn right onto Arlington Street (Route 2 West). Turn left on to Boylston Street (Route 2 East).

From I-90 West take exit 22 towards Copley Square. Take slight right onto Stuart Street (Route 9 East). Turn left onto Charles Street (Route 28 North). Turn right onto Boylston Street.

- *On Street Parking*

The proposed CMP will have no impact to existing on-street parking on Boylston Street.

Construction Management Plan

• *Truck Deliveries and Staging*

Truck staging will not be allowed on Boylston Street or surrounding streets. All material and equipment will be off-loaded within the construction fence limit line. For major material and/or equipment deliveries (i.e. precast, structural steel, HVAC equipment, etc.) loads will be dispatched to arrive at the hook and/or at the loading dock for immediate off-loading.

7.0 Construction Air Quality

To reduce emission of fugitive dust and minimize impacts on the location environment, the construction contractor will adhere to a number of strictly enforced mitigation measures. These include:

- Wetting agents will be used regularly to control and suppress dust that may come from the construction materials.
- All trucks for transportation of construction debris will be fully covered.
- Actual construction practices will be monitored to ensure that unnecessary transfers and mechanical disturbances of loose materials are minimized and to ensure that any emissions of dust are negligible.
- Street and sidewalks will be cleaned periodically to minimize dust accumulations.

8.0 Construction Noise

The project will require the use of equipment that can be heard from off site locations. Construction of this project is expected to commence during the first quarter of 2014 and be completed by the first quarter of 2016, a period of approximately 20 months. This project is committed to mitigate noise impacts caused by the project. Increased community sound levels, however, are an inherent consequence of construction activities. The area currently has ambient noise due to urban activities including traffic noise.

The proposed construction process for the project has been designed around the constraints at the site. The exact pieces of equipment will be finalized after subcontractor selection is completed. Construction will occur during the day time (7:00 am to 6:00 pm). Weekend work will be the exception. When weekend work is needed, all required permits will be in place and the Department of Neighborhood Services will be notified.

Construction Management Plan

Every reasonable effort will be made to minimize the noise impact of construction activities. Mitigation measures will include:

- Using appropriate mufflers on all equipment and providing ongoing maintenance of intake and exhaust mufflers.
- Maintaining muffler enclosures on continuously operating equipment, such as air compressors and welding generators.
- Replacing specific construction operations by less noisy ones where feasible and practical.
- Selecting equipment operations to keep average noise levels low, to synchronize noisiest operations with times of highest ambient levels, and to maintain relatively uniform noise levels.
- Turn off idle equipment.

9.0 Rodent Control

The City of Boston has declared that the infestation of rodents in the City is a serious problem. In order to control this infestation, the City enforces the requirements established under the Massachusetts State Sanitary Code, Chapter 11, 105 CMR 410.550 and the State Building Code, Section 108.6. Policy Number 87-4 (City of Boston) established that extermination of rodents shall be required for issuance of permits for demolition, excavation, foundation and basement rehabilitation. The proposed project will develop a rodent control program prior to its construction start. The program will include performance of extermination and control procedures on a bi-weekly basis, and the placement of tamper resistant bait boxes around the perimeter of the site.

10.0 Geotechnical Impacts and Monitoring

Excavation is required for foundations and to accommodate the basement levels. Support of excavation will be required due to the depth of excavation, proximity of existing structures and lack of lay back area. It is anticipated that soldier beams and lagging will be used as the earth support system with cross braces for support. Piles will be drilled rather than vibrated in order to minimize impact on adjacent structures and utilities. The Owner will conduct a full existing conditions survey of adjacent structures and with follow up on completion.

Construction Management Plan

11.0 Utilities

Utility cutting and capping will take place. Sewer, drainage, domestic water, fire protection water, telephone, gas, low voltage and electric will be cut and capped in preparation of building demolition.

The following utilities will be cut and capped

Service	Company	Target Date
Water	BWSC	TBD
Sewer & Drain	BWSC	TBD
Gas	National Grid	TBD
Electric	Nstar	TBD
Telephone	Verizon	TBD
Steam	Veola Energy	TBD

12.0 Groundwater Impacts

The construction of the project is not expected to impact area groundwater levels. Dewatering will be required inside the excavation to remove any rainwater or surface water runoff during excavation. Any groundwater removed from the excavation will be discharged to a catch basin under a BWSC discharge permit provided by the Owner. Water is assumed to be non-contaminated and treatment is limited to filtering. Monitoring will be done per contract specifications.

13.0 Emergency Contacts

A 24 hour emergency contact list will be distributed to all parties involved in the project. Additionally, appropriate signage (BTD-CWS) will be displayed at both gate locations.

14.0 Abutter Outreach

1-3 Boylston Street is located in a very active area and in close proximity to multiple abutters. Suffolk Construction recognizes that maintaining a positive relationship with the abutters is a critical element of the project. Our approach to abutter interaction will be one of transparency, open lines of communications, and no surprises. In advance of the

Emerson College
1-3 Boylston Place
Suffolk Construction Company, Inc.
August 15, 2013

Construction Management Plan

start of the work, Emerson College and Suffolk Construction will meet with all adjacent abutters to review the logistical plan for construction.

SUBMITTED

Suffolk Construction Company, Inc.

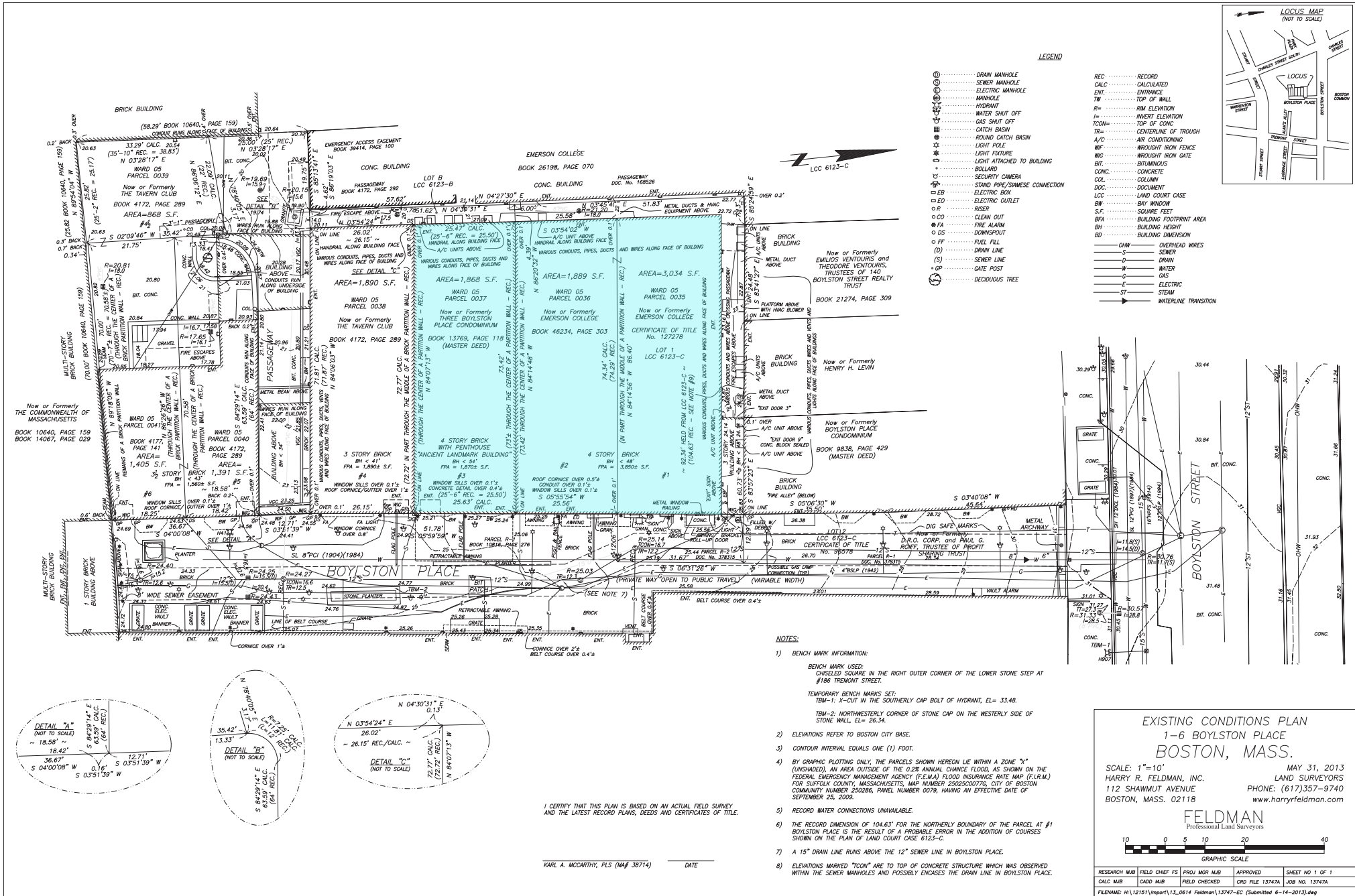
Date

APPROVED

Boston Transportation Department

Date

Appendix H
Site Survey



Appendix I
Renewable Energy Certificate

RENEWABLE ENERGY CERTIFICATE

In satisfaction of 2011 purchases, this certificate verifies that wind generated electricity in the amount below was produced and delivered to the electric grids of the United States and further warrants that the Renewable Electricity Attributes to the extent such attributes exist or arise from and for such wind generated electricity have been or will be permanently retired on behalf of:

Emerson College

The Renewable Electricity Attributes in Community Energy, Inc.'s portfolio of supply includes those generated by Meridian Way Wind Farm, in K.S., Charles City Wind Farm, in I.A., Elm Creek Wind Farm, in M.N. amongst other generation facilities located throughout the United States. In witness whereof, Community Energy, Inc. has caused this certificate to be signed and sealed by its authorized agent.



Certificate No.
146

Purchase Amount
12000 MWh

Purchase Period
January – December, 2011

Appendix J
Community Service Report



S h a r i n g C o m m o n G r o u n d



Contents

- 1 A Message from the President
- 2 Investing in Boston's Neighborhoods
- 4 Contributing Creativity, Expertise, and Resources
- 6 Bringing Town and Gown Together
- 8 Supporting Those Who Help Others
- 10 Service Learning
- 12 Students Reaching Out
- 13 Community Partners

Mission Statement

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

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

Emerson College Administration and Governance

Administration

Dr. M. Lee Pelton
President

Dr. William Gilligan
Vice President for Information
Technology

Ms. Christine Hughes
Vice President and General Counsel

Ms. MJ Knoll-Finn
Vice President for Enrollment

Dr. Linda Moore
Vice President for Academic Affairs

Ms. Maureen Murphy
Vice President for Administration and
Finance

Mr. Jeffrey Schoenherr
Vice President for Development and
Alumni Relations

Mr. Andrew Tiedemann
Vice President for Communications
and Marketing

President Emerita

Dr. Jacqueline W. Liebergott

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To Our Friends in the Boston Community

As I complete my first year as the 12th President of Emerson College, I feel privileged to lead this institution and to have the opportunity to meet the many neighbors, residents, and stakeholders who work and reside in the Midtown Cultural District. Within the past decade, this neighborhood has experienced an unprecedented transformation in which Emerson has played an integral part in revitalizing the historic Theatre District.

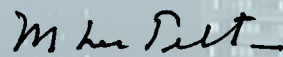
Our mission at Emerson College is to educate students to assume positions of leadership in communication and the arts while promoting civic engagement and fostering respect for human diversity. Part of the faculty's job is to enhance our student's educational experiences, both in and outside the classroom, through service learning, co-curricular coursework, and volunteer opportunities. As Mohandas Gandhi once said, "The best way to find yourself is to lose yourself in the service of others."

Our students' education does not stop at the doors of Emerson's glorious creative laboratories, classrooms, and clinical spaces, but extends into their lives off campus and, ultimately, to the lives they will lead after they graduate. We hope we have instilled in them a lifelong habit of seeking to add value to—rather than extract value from—the organizations and communities to which they will belong.

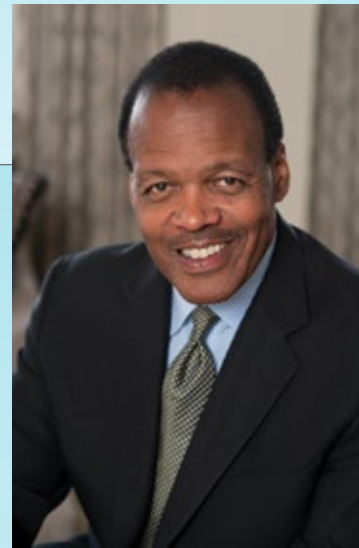
The civic engagement of our faculty and staff set wonderful examples for our students to emulate. We pledge to remain true to the authenticity of Emerson's mission, which has nurtured the College's steady progress toward being a place of distinction and excellence, and to continue our quest for new and exciting collaborations that benefit Boston's neighborhoods and our fellow citizens.

This report highlights many of the ways in which Emerson faculty, staff, and students work to strengthen our shared home, this great City of Boston.

Sincerely,



M. Lee Pelton



Investing in Boston's Neighborhoods



Paramount Center Receives Numerous Awards

Since the Paramount Center officially opened in March 2010, Emerson College has received numerous awards for its significant restoration and rehabilitation of its grand theater. The Paramount Center, a mixed-use facility, includes the 596-seat renovated Paramount Theatre, the 125-seat Jackie Liebergott Black Box Theatre, the 170-seat Bright Family Screening Room, 9 studios, a soundstage, and office space, in addition to housing 262 students.

Boston Preservation Alliance

In October 2010, the Boston Preservation Alliance presented Emerson College with a Preservation Achievement Award for outstanding achievement in historic preservation and compatible new construction for the Paramount Center. The award, given in the significant rehabilitation and restoration category, was accepted by Jackie Liebergott.

National Trust for Historic Preservation

The National Trust for Historic Preservation was founded in 1949 and provides leadership, education, advocacy, and resources to save America's diverse historic places and assist in revitalizing communities. In 1995, the Paramount Theatre was part of a group of historic Boston theaters on the National Trust for Historic Preservation's list of America's 11 Most Endangered Historic Places. As a co-recipient, Emerson College received a Preservation Honor Award for the Paramount Center on October 20, 2011, at the National Preservation Conference held in Buffalo, New York.

Boston Society of Architects

Elkus Manfredi Architects received a 2010 Boston Society of Architects Honor Award for Design Excellence for the Paramount Center. The award recognizes outstanding renovation and

adaptive reuse, which entailed transforming a neglected cinema circa 1931, an arcade building, and a vacant lot into a mixed-use performing arts, academic, and residential center. Established in 1867, the Boston Society of Architects is a nonprofit, professional-service organization consisting of more than 4,000 members.

Preservation Massachusetts

Emerson College and Elkus Manfredi Architects were recognized for their exemplary efforts at the Preservation Massachusetts Awards Dinner in May 2011, where they received the Paul E. Tsongas Award. The award honors those who have played an extraordinary role in promoting the preservation of the Commonwealth's past for the benefit of its future. The award recipients demonstrated a commitment to versatility, viability, and the importance of preservation at higher education institutions.



ArtsEmerson

Other notable awards for the Paramount Center include the following:

2011 Architecture Merit Award from the United States Institute for Theater Technology (USITT)

2011 Design Excellence Award from *Live Design Magazine*

2011 Awards of Merit (exterior and interior lighting) from Illuminating Engineering Society

2010 Design Award from the American Institute of Architects, New England Chapter

Best of 2010 Project of the Year Renovation/Restoration from *New York Construction Magazine*

2010 Building Project of the Year (renovation under \$100 million) from Construction Managers Association of America, New England Chapter

Since the Paramount Center's opening, ArtsEmerson: The World On Stage has provided the community with world-class productions that bring new works in international programming, high-quality family theater, and young artist groups to the city. ArtsEmerson has featured works never before seen in the City of Boston, which is part of the College's mission to strengthen and expand its programming not only for its students, but also for the community at large.

As part of its commitment to the Boston arts community, the College has opened its doors to give nonprofit organizations the opportunity to utilize the state-of-the-art theater designed for small to mid-size performances. One example of this town-gown partnership is with Kwong Kow Chinese School, (KKCS) located in Chinatown. In collaboration with the Office of Government and Community Relations

and the Office of the Arts, KKCS administrators organized a fundraiser to benefit the school. Held at the Paramount Mainstage in April 2011, elementary and high school students performed in a music ensemble for community supporters in the Downtown Crossing and Chinatown neighborhoods.

The College is committed to contributing its time and talent to support worthwhile institutions and programs such as Kwong Kow Chinese School, and we look forward to sharing our unique cultural resources with other organizations throughout the greater Boston area.

Contributing Creativity, Expertise, and Resources

Friends of the Public Garden

Friends of the Public Garden (FOPG) is a nonprofit citizen's advocacy group formed in 1970 to preserve and enhance the Boston Public Garden, Boston Common, and Commonwealth Avenue Mall in collaboration with the Mayor and the Parks Department of the City of Boston. The Friends number more than 2,500 members and many volunteers.

As FOPG celebrated its 40th anniversary, Emerson College's Television, Radio, and Film Department produced a video about the history of the organization and its accomplishments over the years. The video explains the origins of the organization and how it has evolved and successfully worked with the City of Boston to transform what was once a run-down decaying park system into what it is today: a vibrant destination point for all those who visit, work, or reside in the City. The video premiered at the Union Club in November 2010 and is used to assist in the organization's educational outreach and fundraising initiatives.

Lawyer's Clearinghouse

In Spring 2011, Emerson Productions, a unit of the Television, Radio, and Film Department, produced a video for Lawyer's Clearinghouse (LCH) that highlights the organization's work and mission. The Clearinghouse has served as a model for bar-sponsored pro bono groups establishing similar programs throughout the country, including the District of Columbia, Maryland, and Rhode Island.

The mission of LCH is to promote the development of affordable housing, reduce homelessness, and strengthen communities by providing pro bono legal services to nonprofit organizations and to individuals who are homeless or at risk of becoming homeless. In addition, LCH offers free legal services to nonprofit organizations or those seeking nonprofit status to further their goals. The video premiered at the organization's 23rd Annual Meeting on June 7, 2011, and is used to increase awareness about its programs and services.

Participatory Chinatown

Participatory Chinatown, a 3-D immersive game created in part by a team from Emerson, was awarded Best Direct Impact Game of 2011 by the Games for Change Festival in New York City. Often referred to as the "Sundance of video games," the festival is an annual gathering of the world's top game designers, scholars, and developers.

A panel of industry professionals recognized Participatory Chinatown as a project whose gameplay produced a profound, direct impact on players. In the case of Participatory Chinatown, residents from Boston's Chinatown community gathered and played the game as part of a 2010 master planning process.



Ellie Fund

"So often the focus is on the negative aspects of games, but our project demonstrated that, if carefully designed, games can be a compelling vehicle for social change," said Eric Gordon, Associate Professor of Visual and Media Arts and co-principal investigator of the project. The game's development was made possible by a grant from the John D. and Catherine T. MacArthur Foundation, and involved collaboration among four local institutions: the Engagement Game Lab at Emerson College, the Asian Community Development Corporation, the Metropolitan Area Planning Council, and Muzzy Lane Software.

Another project of Gordon's was recently adopted by the Boston Public Schools. Community PlanIt, a web-based social network, turns community planning into a game. The school system is testing the game to gain input on designing standards for gauging school performance from students, teachers, parents, and administrators. Gordon won a grant from the Knight Foundation to fund the project. *(Excerpted from Expression Magazine)*

The Ellie Fund, founded in 1995, is a 501(c)3 nonprofit organization that fights breast cancer and eases its effects on patients and families by providing services such as transportation to medical appointments, childcare, housekeeping, groceries, and prepared/delivered meals free of charge to hundreds of women and family members across Massachusetts each year.

As part of its fundraising initiatives, the Ellie Fund holds an annual Ellie Fund Oscar Party, which is the only Academy Awards party in Boston officially sanctioned by the Academy of Motion Picture Arts & Sciences. In 2010, Emerson College's Television, Radio, and Film Department donated its resources by providing camera coverage of the event and producing a highlight reel. The Ellie Fund is required to submit the footage to the Academy each year to ensure it has followed the official guidelines for an Academy-sanctioned Oscar party.



Bringing Town and Gown Together



Creative Writing Program

Co-sponsored by the Office of Enrollment and the First-Year Writing Program, EmersonWRITES is a free creative writing program for students in the Boston Public Schools. Program participants engage in college-style creative writing classes at Emerson College, where courses are structured to build writing and critical thinking skills. The program began in the fall of 2010 and is taught by volunteer graduate students and alumni who have been trained through the First-Year Writing Program to design and teach in a team environment while pursuing professional development opportunities. The workshop meets every Saturday morning and registration is open to any high school student attending a Boston public or charter school.

WERS

Emerson College radio station WERS remains active in the community by collaborating with various nonprofit organizations throughout the Boston area. Within the past two years, staff and students volunteered at the Greater Boston Food Bank, the Red Cross Food Pantry, and participated as a radio partner for the Life Is Good Music Festival, a two-day event to benefit the Life Is Good Playmakers charity. The Playmakers' mission is to help children

children of all backgrounds and cultures participate in creative and developmental learning through songs, stories, role-play, and hands-on activities. Acorn's child-centered curriculum serves 81 children ages 15 months through 5 years old.

Robbins Speech, Language and Hearing Center

The Robbins Speech, Language and Hearing Center provides a supportive environment in which clients and their families learn to manage a variety of communication disorders and differences. Since opening in 1953, the Robbins Center has provided evaluation and treatment for children and adults with communication problems as well as educational programs for family members and caregivers. The center is also the primary clinical training facility associated with the Emerson College Department of Communication Sciences and Disorders.

The center donates a variety of services to the Boston community. Each year, the center provides speech and language screenings free of charge to a number of preschool programs in the Back Bay, East Boston, North End, and Beacon Hill. Also, every fall, the center provides hearing screenings for the Josiah Quincy School located in Chinatown. Staff and graduate students have also provided free or reduced-fee speech and language therapy services to adults and children residing in Boston, Roxbury, Brighton, Dorchester, Roslindale, and West Roxbury.

Holiday Gift Drive

Each year, the College selects a nonprofit organization to be the beneficiary of the annual holiday party gift drive. For the past two years, Emerson faculty and staff donated pajamas to the Pajama Program. The Pajama Program is a 501(c)3 nonprofit that provides sleepwear and books to children in underserved communities.

The children who benefit are those currently living in group homes or shelters waiting to be adopted and those living with their families below the poverty line.

College Day

Representatives from the College's Admission Office presented to more than 175 parents and students attending the first-of-its-kind College Day held in Chinatown in Fall 2011. Sponsored by the Asian American Civic Association (AACA) Youth Council, admission representatives from area colleges had the opportunity to meet with parents and students to discuss topics such as scholarships, financial aid, and the admissions process. The informational event attracted students from grades 7 to 12 with the goal of helping Chinatown students look at higher education possibilities and encouraging parents to be active participants in their children's application processes.

Community Outreach at Emerson College Los Angeles

Emerson College has reached out to the greater Hollywood, California, community as it begins construction on a permanent facility for the College's internship program. Part of the College's neighborhood outreach includes providing a full four-year scholarship each year to a student from Helen Bernstein High School located in Hollywood. In addition, the Office of Government and Community Relations provided items for the Friends of Hollywood Studio District Neighborhood Council holiday gift drive in 2010.



overcome life-threatening challenges such as violence, illness, and extreme poverty.

WERS also participated in the Charles Beard Arts and Communication Exploration program, providing Boston-area middle and high school students a behind-the-scenes tour of radio broadcasting. It also hosted the MathPOWER Summer Academy.

Campus-Wide Book Drive

In Fall 2010, the Office of Government and Community Relations sponsored a campus-wide book drive to benefit Acorn Center for Early Education and Care. Faculty and staff donated new books for the preschool's library.

Located in Chinatown, Acorn Center is part of Boston Chinatown Neighborhood Center, whose mission is to ensure that the children it serves have the resources and support to achieve greater economic success and social well-being.

Opened in 1972, Acorn was the first bilingual (Chinese-English) child care program in Massachusetts. Today,



Supporting Those Who Help Others

Massachusetts Commission for the Blind

Jane Pikor, production manager in the Television, Radio, and Film (TRF) Department, and Mary Higgins, associate director of government and community relations, were awarded Certificates of Recognition by the Commonwealth of Massachusetts Commission for the Blind. The ceremony took place on October 15, 2010, at the State House to coincide with International White Cane Day. The project involved sponsorship and production of an instructional video for Certified Orientation and Mobility Specialists (COMS) from collaborating agencies. The video focused on adaptive sighted guide techniques used when working with individuals who have intellectual disabilities and vision loss. The video was distributed to social service agencies, family members, and caretakers to educate them on effective guiding techniques within various environments.



Documentary for Social Action

In this class, students take an interdisciplinary approach to the study and storytelling aspects of social action. In the past two years, students produced videos for several nonprofit organizations in the Boston area that distributed their videos to stakeholders, funders, potential supporters, board members, and other nonprofits with whom they collaborate. Examples of these videos are below:

Bikes Not Bombs

For 25 years, Bikes Not Bombs (BNB) has been a nexus of bike recycling and community empowerment in lower-income neighborhoods in Boston. BNB promotes bicycle technology as a concrete alternative to war and environmental destruction. Its programs involve young people and adults in leadership development and environmental stewardship, while recycling thousands of bicycles.

The Mystic Unseen

The Mystic River Watershed Association seeks to protect and restore the Mystic River, its tributaries, and watershed lands for present and future generations. The Mystic River Watershed covers 76 square miles or roughly 1 percent of the land area of Massachusetts. The organization celebrates the value, importance, and beauty of these natural resources.

The Home for Little Wanderers

Originally founded as an orphanage in 1799, The Home for Little Wanderers plays a leadership role in delivering vital services to thousands of children and families living in at-risk circumstances through residential, community-based, and prevention programs; direct care services; and advocacy.

Boston Living Center

The Boston Living Center (BLC) provides free programs and services to members in a safe and confidential environment. The BLC is New England's largest community and resource center for people living with HIV/AIDS. Members come to the center for education, treatment information, and support services with the goal of empowering them to live productive lives.

Alternative Spring Break

The 2011 Alternative Spring Break (ASB) program involved three groups of students taking on community service projects in Boston, New York City, and Florida. Spring Break takes on a different meaning for those students who are committed to helping the less fortunate.

The student participants organized the entire trip, from partnering with various nonprofits to planning fundraisers to cover travel expenses. This ASB trip was the first to be documented by film students in Emerson's Visual and Media Arts Department. The film premiered at the Bright Family Screening Room in Fall 2011.



Boston, MA

Students volunteered at after-school programs at the South Boston Boys and Girls Club and 826 Boston, assisting students with homework, playing games, and engaging children in a variety of mentoring activities. Other student-planned events that week included guest speakers and a movie screening.

New York, NY

Students and chaperones worked with Youth Service Opportunities Project in soup kitchens and assisted in teaching elementary school students about environmental practices through Green Apple Core.

Niceville, FL

Partnering with Community Collaboration International, students worked on an on-going sustainability project: helping to restore shorelines from damage that resulted from the April 2010 oil spill in the Gulf of Mexico.

Emerson College Athletics

Emerson coaches and student-athletes are committed to assisting Boston neighborhoods by participating in a variety of community initiatives. Each student selects a nonprofit organization of his or her choice and works on a specific program. Within the past two years, athletes volunteered or participated in the Walk for Hunger, YMCA Healthy Kids Day in Chinatown, Cradles to Crayons, Boston Common Clean-up, Little House Preschool in Dorchester, and conducted clinics for the Charlestown Youth Lacrosse League.



Service Learning

Housed in the Center for Innovation in Teaching and Learning (CITL), Emerson's Office of Service Learning and Community Action (SLCA) focuses on the design, execution, and assessment of discipline-specific academic service learning projects. Together with nonprofits and faculty members from all eight of our academic units (Communication Sciences and Disorders, Communication Studies, Journalism, Marketing Communication, Performing Arts, Visual and Media Arts, Writing, Literature and Publishing [including the First-Year Writing Program], and Liberal Arts and Interdisciplinary Studies), the College partners to advance scholarship and creative work that brings innovation, depth, and diversity to these disciplines.

Community service in conjunction with coursework is an essential part of Emerson College's mission, and one that many of those who study on campus incorporate into their everyday lives. The College offers a wide range of academic programs that encourage students to channel their skills, talents, and classroom learning into meaningful engagement in community building. These programs comprise what is known as "service learning."

SLCA also oversees several high-level co-curricular leadership programs for students. Emerson boasts a robust Jumpstart program that focuses on early childhood literacy as well as a Student Leaders in Service program that offers educational grants to students who contribute 300 hours of service to community organizations. Additionally, SLCA oversees the College's Alternative Spring Break program, through which students spend their spring break performing community service locally and nationally.

Citizenship and Civic Engagement

This philosophy course allows students to serve with local agencies that support immigrants through the naturalization process and helps them engage in civic, political, and social action. These students served at the following organizations: Oiste?; The Somali Development Center; Asian American Civic Association; The Haitian Coalition of Somerville; The Irish International Immigration Center; Chinese Progressive Association; and the Massachusetts Immigrant and Refugee Advocacy Coalition.

Writing for Research

This course involves students who worked with Mayor Thomas M. Menino's ONEin3, a program serving the one-third of Boston's population that is between the ages of 20 and 34, to make public service announcements intended to connect Boston's young adults with resources related to professional networking and civic engagement.

Interpersonal Communication Skills

Students partner with local nonprofits serving elderly populations to focus on intergenerational communication. The students served at: Ethos; Rogerson Communities; Hale House; Ellis Memorial; Boston Living Center; and Jewish Vocational Services.

Documentary for Social Action

This course involves students creating documentaries for various nonprofits in the Boston area. Students collaborated with Bikes Not Bombs, The Home for Little Wanderers, Boston Living Center, and the Mystic River Watershed Association.

American Philosophy and Civic Engagement

Students volunteer with nonprofit organizations that work with youth or with immigrants and refugees and study those organizations and experiences in relation to readings for class.

Other service learning courses include: Conflict and Negotiation; Language Acquisition; Local Action/Global Change; Moving Out/Moving In; Principles of Public Relations; What's Cooking; Women, Media, and Globalization; Writing for Marketing; Community Involvement; and Playwriting for and with Youth. Together, students in these courses served the following nonprofits:

ABCD
Acorn Preschool
Alternatives for Community and Environment
Bikes Not Bombs
Boston Cares
Boston Chinatown Neighborhood Center
Boston Living Center
Cacique Afterschool Program at Villa Victoria
Cambridge Family and Children's Service
Cambridge Forum
Cradles to Crayons
Dorchester Place
Elizabeth Peabody House
Ellen Jackson Community Center



Federation for Children with Special Needs
The Home for Little Wanderers
Jumpstart
Little House
On the Rise
Peace First
Red Oak Afterschool Program
Stonewall Communities Lifelong Learning Institute
The Esplanade Association
The Hurley School
The Mystic River Watershed Association
Transition House

More than 22 classes had either a service-learning or community-based project component involving more than 400 students, which resulted in more than 8,000 hours of community service.

Emerson College was named to the President's Higher Education Community Service Honor Roll for the 2010–2011 academic year, an annual recognition program that celebrates exemplary commitment to service and volunteering from institutions of higher education. The program is administered by the Corporation for National and Community Service and the U.S. Departments of Education and Housing and Urban Development, which pay tribute to the work of students, faculty, staff, and alumni who support local communities through service.



Students Reaching Out

Kappa Gamma Chi

The Kappa Gamma Chi student organization has been very active in the community through both community outreach and fundraising to help local nonprofit organizations.

Casa Myrna Vazquez

Every year during the spring semester, Take Back the Night (TBN) is one of Kappa Gamma Chi's biggest events. TBN involves a week-long series of events to raise awareness about a particular cause. Last year's beneficiary was Casa Myrna Vazquez, a nonprofit located in the South End. This agency is New England's leading provider of shelter and comprehensive services to victims and survivors of domestic violence. The amount of funds raised by Kappa Gamma Chi covered funding for day-to-day operations such as access to court-based bilingual support, client housing for two weeks, and an awareness-building campaign on 40 buses, in addition to 24-hour staffing for one of its SafeLink hotlines for two weeks.

American Cancer Society

On October 2, 2011, Kappa Gamma Chi, along with more than 40,000 walkers, participated in the Making Strides Against Breast Cancer Walk in Boston. On the day before the walk, a group of volunteers helped prepare snack bags for the participants. Kappa Gamma Chi raised more than \$3,000 for cancer research and improved its fundraising goal from the previous year.



American Red Cross

Every semester, Kappa Gamma Chi partners with the Red Cross to hold a blood drive, which is marketed campus-wide and held in the Multipurpose Room at the Max Mutchnick Campus Center.

Outstanding Students

Matthew Durham '12

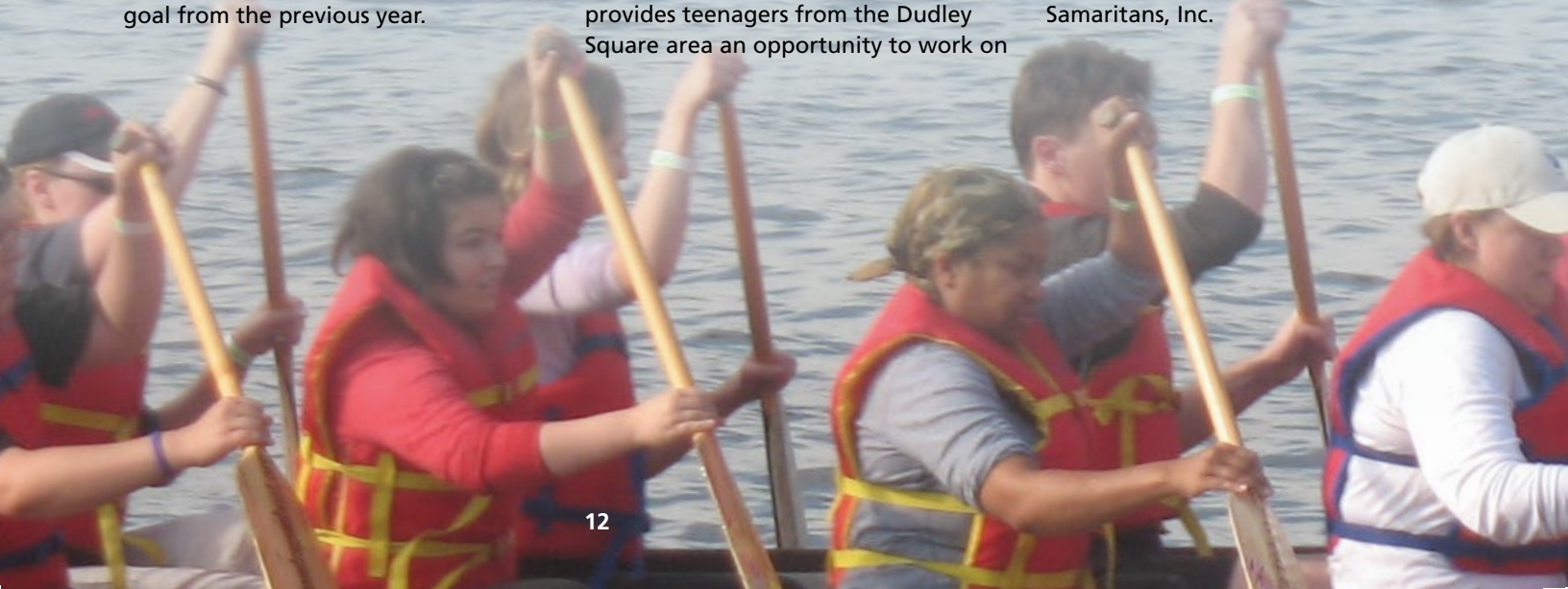
Matthew is a student leader of the President's Committee on Sustainability and serves on the Alternative Spring Break leadership team. He is also treasurer for Emerson Peace and Social Justice, and is a recipient of a Student Leaders in Service AmeriCorps scholarship. As a Writing, Literature and Publishing major, Matthew's volunteer activities include serving as an after-school tutor for 826 Boston. The nonprofit, located in Roxbury, Massachusetts, is dedicated to supporting students ages 6 to 18 with their writing skills. Matthew also volunteers with the Food Project, an urban farm located in Dorchester, Massachusetts. The Food Project provides teenagers from the Dudley Square area an opportunity to work on



a farm and lead volunteer sessions that help to build a sustainable food community. In addition to his various leadership roles and volunteer activities, Matthew has recently been selected for the City Year program starting in July 2012.

Isabel Thottam '13

Isabel has been involved with the Alternative Spring Break organization for the past three years and has led two trips to Pensacola, Florida, and Taos, New Mexico. Isabel is a two-year recipient of a Student Leaders in Service AmeriCorps scholarship, which provides educational grants to students who contribute 300 hours of service to community organizations. Isabel's community outreach includes assisting at Samaritans, Inc., a nonprofit whose mission is to reduce the incidence of suicide and educate the public about suicide prevention. Isabel also volunteers in the kitchen at Saint Francis House, preparing food for clients. In addition to her volunteer activities, Isabel serves as a resident assistant and also ran the 2012 Boston Marathon to help raise funds for Samaritans, Inc.



Community Partners

Emerson College partners with a variety of local, regional, and national nonprofit organizations, including:

826 Boston
ABCD
Acorn Preschool
Alternatives for the Community and the Environment
American Cancer Society
American Red Cross
Asian American Civic Association
Asian Community Development Corporation
Bikes Not Bombs
Boston Cares
Boston Chinatown Neighborhood Center
Boston Dragon Boat Festival
Boston Living Center
Boston Preservation Alliance
Boston Parks and Recreation Department
Boston Public Schools
Boys & Girls Club
Cacique Afterschool Program
Cambridge Family and Children's Service
Cambridge Forum
Casa Myrna Vazquez
Chinatown Adventure Camp
Chinatown Safety Committee
Chinese Progressive Association
Commission on Affairs of the Elderly
Commission for the Blind
Cradles to Crayons
Elizabeth Peabody House
Ellen Jackson Community Center
Ellis Memorial
Emergency Shelter Commission
Ethos

Federation for Children with Special Needs
Friends of the Public Garden
Greater Boston Chinese Golden Age Center
Greater Boston Food Bank
Hale House
Historic Boston, Inc.
The Home for Little Wanderers
Jewish Vocational Services
Josiah Quincy Elementary School
Jumpstart
Kwong Kow Chinese School
Lawyer's Clearinghouse
Light Boston, Inc.
Little House Preschool
Metropolitan Area Planning Council
Midtown Park Plaza Neighborhood Association
On the Rise
Park Plaza Civic Advisory Committee
Peace First
Project Destiny
Red Oak Afterschool Program
Rogerson Communities
Stonewall Communities Lifelong Learning Institute
The Carroll Center for the Blind
The Ellie Fund
The Esplanade Association
The Haitian Coalition of Somerville
The Hurley School
The Irish International Immigration Center
The Massachusetts Immigrant and Refugee Advocacy Coalition
The Mystic River Watershed Association
The Pajama Program

The Somali Development Center
Transition House
Urban Land Institute
Wang YMCA of Chinatown

Office of Government and Community Relations

Emerson College's Office of Government and Community Relations acts as a liaison between the College and the Boston community. Working closely with the College's surrounding neighborhoods, city agencies, and other area institutions, the office is committed to partnering with neighborhood associations to improve the safety and quality of life for all residents and visitors who frequent the Midtown Cultural District. Individuals or groups who would like to work with Emerson students, faculty, or staff are guided along the most effective route by this office.

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