



EMMANUEL COLLEGE

GRADUATE AND PROFESSIONAL PROGRAMS

*Graduate and Professional Programs*  
**Student Handbook**

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Greetings,

Not all certificates and degrees are the same. Therefore, I congratulate you on your recent matriculation into one of our academic programs, as well as on your wise choice of Emmanuel College.

We offer excellent academic courses that are relevant to your work, a format of seven weeks per course which keeps your goals in close sight, and support services for advising and career development which cannot be matched.

For more than 30 years, through its Graduate and Professional Programs, Emmanuel College has offered high-quality degree programs in management, nursing and education. We pride ourselves in not only the quality and relevance of our degree programs, but also in the level of personalized career and advising services we provide to our part-time adult students.

Our class sizes are small, our support services are extensive, our tuition is lower than the norm and we offer courses at a variety of locations that make your experience convenient. We have a rich tradition of developing program offerings for those looking for career advancement. We transform the lives of our students.

Enclosed you will find the Emmanuel College's Graduate and Professional Programs' academic policies, financial information and code of conduct. Please take some time to review this *Graduate and Professional Programs Student Handbook*.

If you have any questions about Graduate and Professional Programs, our faculty and staff are ready to assist you throughout your certificate or degree program. We encourage you to contact us at 617-735-9700 for further assistance or questions.

Best of luck with all of your endeavors!

Respectfully,



Dr. Judith C. Marley, Dean  
Graduate and Professional Programs  
Emmanuel College

## Academic Information

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Emmanuel College Graduate and Professional Programs hosts on its web site the most current [academic policies](#) and information for undergraduate and graduate students. New students should review the policies and discuss questions with their Enrollment Counselor or Academic Advisor. In addition to reviewing this document, students should periodically check the academic information and policies web site.

We are proud of the high level of support we offer to our students. Support services complement the high-quality delivery of academic instruction by our faculty members.

### Academic Calendar

Emmanuel College Graduate and Professional Programs offer undergraduate and graduate accelerated courses in a convenient seven-week format. Students pursuing a degree are able to begin studies year-round in the summer, fall and spring. Typically, students are able to begin an academic course every seven weeks.

Please note that the academic calendar for Emmanuel College Graduate and Professional Programs differs from the academic calendar for Emmanuel College Arts and Sciences. Nursing courses follow the Arts and Sciences academic calendar for upper-division nursing courses.

### Emmanuel College E-mail

Students and faculty are required to use their Emmanuel College e-mail account for all communication pertaining to their role within the Emmanuel College community. All communication from Emmanuel College will be sent to students and faculty via this e-mail account. This common e-mail system allows for consistent and reliable communication among students, faculty and administration.

Please note that Emmanuel College e-mail access becomes available to new students 10 days prior to the start of their first class meeting. The user ID and password gives access to the Emmanuel College e-mail system, [Online Academic Resources](#) and [Off-Campus Library Resources](#).

In addition, students are responsible for checking the “GPP All Students” Conference for important announcements. This conference posts information and resources for career development, networking and campus events.

### Helpdesk Support

Staff at the Helpdesk are available to answer questions regarding e-mail accounts or how to access Online Academic Resources.

Phone: 617-735-9966

E-mail: [helpdesk@emmanuel.edu](mailto:helpdesk@emmanuel.edu)

8:00 a.m. - 5:00 p.m. Monday - Friday

In addition to the Helpdesk staff, Enrollment Counselors and Academic Advisors are available to assist students.

Phone: 617-735-9700

E-mail: [gpp@emmanuel.edu](mailto:gpp@emmanuel.edu)

8:30 a.m. - 7:30 p.m. Monday - Thursday

8:30 a.m. - 4:30 p.m. Friday

### Online Academic Resources

Online Academic Resources is a real-time database that permits students to view and register for course offerings by term, subject, meeting times, days and instructor assignments. On this site, students have the ability to confirm class meeting dates, instructors, and note any schedule and/or room changes. In addition, students can view and print unofficial Emmanuel College transcripts, check both term and cumulative GPAs, and verify contact information including address, telephone number and e-mail address. Students may also make web payments, view billing statements and view financial aid award letters. The user ID and password is the same as it is for the Emmanuel College e-mail.

### Registering for Classes

The Registrar’s Office is located in Room 206 of the Main Administration Building. Students may register for courses online through Online Academic Resources.

To register via telephone or e-mail, please call 617-735-9960 or e-mail [gppreg@emmanuel.edu](mailto:gppreg@emmanuel.edu).

### Blackboard Vista

Blackboard Vista is a learning management system used to deliver various forms of instructional materials in a secure, web-based environment.

Blackboard Vista is used by faculty members to deliver course content, quizzes and grade information to their students. Some instructors enable Blackboard Vista’s communication features such as Mail, Live Chat and Discussions. Please note that course shells on Blackboard Vista are available to students for seven days after the end of the class. Students wishing to save course materials need to do this in their own personal electronic files.

[Blackboard Vista directions](#) are available online. Go to [www1.emmanuel.edu](http://www1.emmanuel.edu), click on Blackboard Vista (WebCT) Login, and type in a user name and password. The username is the same as the e-mail User ID. The password is the Student ID number (Please include the initial 00s in the number). All active Graduate and Professional Programs students are enrolled in a Student Tutorial within Blackboard Vista. It is accessible once the student logs in to the web site listed above.

Students using Blackboard Vista may also visit the Cardinal Cushing Library web site for [Blackboard Vista support](#).

### Attendance Policy

Completing a course in an accelerated format requires that students take responsibility for their own learning outcomes. For face-to-face classes, students are expected to attend each and every class and arrive punctually. For hybrid and online courses, students are expected to attend class meetings as scheduled and participate regularly in the Blackboard Vista course shell throughout the course.

In the case of a family, personal or medical emergency, the student is required to notify the faculty member as soon as they are aware of the situation. He/she will help to make arrangements to complete the work, if at all possible. Students who miss two or more class meetings of a face-to-face seven-week course will not be able to complete the course with a passing grade. Students should drop the course immediately after missing the second class. If the second class missed occurs after the close of the drop period, students receive an “F” for the course.

Students who miss due dates for two or more assignments in an online or hybrid\* course will not be able to complete the course or receive a passing grade. Students should drop the course immediately after missing the second assignment. If the second assignment missed occurs after the close of the drop period, students will receive an “F” for the course.

*\* Please note that missing the due date for one assignment and missing a class meeting in a hybrid course would constitute two assignments.*

In all of these cases, the student is liable for the full tuition.

### Class Cancellations

The decisions to cancel day and evening classes are made separately. Information regarding College closures and delays will be posted at [www.emmanuel.edu](http://www.emmanuel.edu). Day and evening cancellations will be specified.

In addition to the web site, Graduate and Professional Programs’ students can call the Class Cancellation line at 617-735-9900.

Announcements are recorded by 3:00 p.m. for evening classes, by 7:00 a.m. for Saturday morning classes, and by 11:00 a.m. for Saturday afternoon classes. Information regarding cancellations is also sent to the following radio and television stations:

WRKO AM 680

WBZ AM News Radio 1030

CBS Channel 4

WCVB TV Channel 5

WHDH TV Channel 7

WFXT TV Channel 25

### Academic Integrity Policy

All Emmanuel students are responsible for understanding and adhering to standards of academic integrity.

### Grades and Transcripts

Final grades are available through [Online Academic Resources](#). Students who need official grade reports for tuition reimbursement or other purposes should contact the Office of the Registrar.

Phone: 617-735-9960

E-mail: [gppreg@emmanuel.edu](mailto:gppreg@emmanuel.edu)

### Course Evaluations

Students are given the opportunity to evaluate each course and instructor online at the close of the class.

### Procedure for Grade Disputes and the Grade Appeal Process

If a student in the Graduate and Professional Programs wishes to challenge a course grade or an academic/program decision, the College has established the following procedure:

- To determine if an error in grading or another type of grievance exists:
  - Step a:** Student consults first with the faculty member involved.
  - Step b:** If the dispute cannot be resolved, student consults with his/her Academic Advisor.
- If student wishes to challenge a course grade or information in record, a student will do this by:
  - Step a:** Submitting a formal appeal in writing outlining the reasons for the appeal to the faculty member involved with a copy to their Academic Advisor.
  - Step b:** If a resolution between the student and the faculty member is not achieved, the case will be submitted to the advisor by the student. The advisor will notify the Associate Dean of the appeal.
  - Step c:** The Associate Dean will ask the faculty member involved to respond in writing to the student’s appeal.
  - Step d:** The Dean will determine if consideration should be given to the student’s appeal or will dismiss the appeal.

*Note: Only the faculty member on record may change the grade. The Dean or Associate Dean may only recommend a change to the faculty member.*

### Degree and Certificate Applications

A Degree or Certificate Application form must be submitted to the student's Academic Advisor by September 15th for December completion and by February 15th for May completion. The College will not be responsible for the graduation of any student who fails to submit the [Degree or Certificate Application form](#). Participation in the May Commencement ceremony will be allowed upon successful completion of all academic requirements.

*Note: Students completing 6-course certificate programs do not participate in May Commencement.*

### Leave of Absence or Withdrawal from the College

Students may take a voluntary leave of absence for one semester after consultation with their Academic Advisor. During this time, a student would not study at another college if they plan to return and should be in consultation with their Academic Advisor and the Office of Student Financial Services.

Students may withdraw officially from the College at any time with the written authorization of their Academic Advisor. Students must notify the Office of Student Financial Services in writing. Failure to register for courses over one academic year constitutes an automatic administrative withdrawal. Mere absence from classes and examinations is not a withdrawal, nor does it reduce financial obligations. A student holding a Federal Stafford Loan must complete exit counseling upon withdrawal.

For additional information on leave of absence and withdrawal policies, students must consult the [Academic Catalog](#).

### Academic Advising

Integral to an Emmanuel College education is our advising program. The Academic Advising Program is on-going, beginning with a student's first class and continues during the period of study. The primary role of the Academic Advisor is to meet with students and advise on course selection and curriculum planning. Both the student and the advisor have roles and responsibilities.

The Student will:

- be knowledgeable of degree requirements and policies as outlined in the Academic Catalog
- utilize technology, including the College's e-mail, Online Academic Resources and Blackboard Vista to support the academic experience and receive information about student support services
- provide pertinent information to help the Academic Advisor guide for the purposes of degree planning
- remain current with departmental requirements by visiting the Emmanuel College web site on a regular basis, including notices on the "GPP All Students Conference"

The Academic Advisor will:

- interpret academic policies and guidelines and providing examples and/or samples as appropriate
- monitor academic progress of individual students
- plan events and activities to support current students
- represent GPP students for access to resources of other College offices
- evaluate transcripts from prior learning for Emmanuel transfer credit
- meet with students as requested and guide them with priorities and goals
- assist the student to determine progress toward graduation requirements

### Academic Advisors for Undergraduate Programs in Management

Susan Kelly: [kellys@emmanuel.edu](mailto:kellys@emmanuel.edu)

Phone: 617-735-9886

Jill Murtagh: [murtaji@emmanuel.edu](mailto:murtaji@emmanuel.edu)

Phone: 617-735-9816

### Faculty Advisors for Undergraduate Program in Nursing (RN to BSN)

Helen Ahearn: [ahearn@emmanuel.edu](mailto:ahearn@emmanuel.edu)

Phone: 617-735-9840

Diane Arathuzik: [arathuzi@emmanuel.edu](mailto:arathuzi@emmanuel.edu)

Phone: 617-735-9845

Geraldine Chalykoff: [chalykge@emmanuel.edu](mailto:chalykge@emmanuel.edu)

Phone: 617-264-7616

Mary Crawford: *crawfoma@emmanuel.edu*  
Phone: 617-735-9767

Joan Riley: *riley@emmanuel.edu*  
Phone: 617-735-9935

### **Academic Advisor for Graduate Programs in Management**

Jill Murtagh: *murtaji@emmanuel.edu*  
Phone: 617-735-9816

### **Academic Advisors for Graduate Programs in Education: Teaching/Elementary and Secondary Tracks and School Administration**

Cindy O'Callaghan: *ocallac@emmanuel.edu*  
Phone: 617-735-9779

Rosemary Tobin: *tobin@emmanuel.edu*  
Phone: 617-735-9955

### **Writing Standards**

All written work is expected to meet College standards. Assignments will be graded for content and for basic writing skills. Short reports and reflections will have various formats per instructor guidelines. However, longer papers and research papers are expected to follow APA guidelines. All academic programs use the writing guidelines established by the American Psychological Association (APA). The Publication Manual of the American Psychological Association (APA), 5th edition, is to be used for written work in the Graduate and Professional Programs.

The page limits mentioned for reports must be followed. All assigned tasks must be included in the material that is submitted. Written assignments are to be typed, double-spaced, with APA margins, page numbers, running heads and appropriate headings to divide topic sections as identified in the directions for the written assignments.

The Cardinal Cushing Library provides an online tutorial in APA formatting. The tutorial can be accessed via the [Library's web site](#) and then clicking on "Tutorials."

### **Academic Resource Center**

The Academic Resource Center (ARC) offers resources and support to students for academic success. Through a variety of programs and interaction with professional specialists, students develop their potential, thus enhancing academic success. Students develop their independent learning skills based on their own strengths and learn effective study skills. Students may also take advantage of the Writing Center, which enables them to clarify their thoughts, revise the organization of their ideas, and refine the style of their writing under the guidance of professional writing specialists and peer tutors.

### **Disability Statement**

It is the policy of Emmanuel College to provide appropriate, reasonable accommodations to students who have documented learning, physical, cognitive or psychiatric disabilities that may affect their ability to participate in course activities or meet course requirements. Course instructors cannot provide any official accommodations to students unless the student meets with the Disabilities Coordinator providing formal documentation of the disability. With the student's consent, the Disabilities Coordinator will then communicate with the faculty member on appropriate and reasonable accommodations.

The Disabilities Coordinator's Office (Room G06) is located on the lower level of the Cardinal Cushing Library.

Phone: 617-735-9923  
Fax: 617-975-9322  
TTY: 617-735-9755

### Academic Computer Center

The Academic Computer Center located in room G07 of the Cardinal Cushing Library, the Macintosh classroom/lab located in rooms 410-411 in the Administration Building and the PC classrooms located in room 012 of the Administration Building and in rooms 224, 225 and 226 of Marian Hall, are equipped to assist students and faculty in integrating computers across the curriculum. A growing software library, new technology, e-mail and the Internet are available in all locations for all students and faculty members.

### Library Services

The Cardinal Cushing Library, open to all members of the Emmanuel College community, houses reference and circulating collections as well as online databases, reference works and journals. The Library holds more than 210,000 items in all formats (e.g., books, CDs, DVDs, videos, microfilm, books, reference materials and Catholic fiction).

In addition, the Library maintains nearly 400 journal subscriptions and 45 online reference databases, the majority of which are accessible off campus. The Library staff offers information literacy sessions, workshops and web-based tutorials in research techniques, and participates in the First-Year Seminars for Liberal Arts and Sciences students.

Two conference rooms in the lower level of the Library may be reserved for student group study. The Library also provides media equipment, including DVD and VHS camcorders, which can be reserved online at the Library web site, and maintains multimedia listening and viewing rooms equipped with DVD/VCRs, monitors and CD players for use by the College community.

The Janet M. Daley Library Lecture Hall provides a technological center on the Emmanuel campus for lectures, courses, programs and special events. The Janet M. Daley Library Lecture Hall encourages interactive learning, facilitates connections across disciplines and provides an unparalleled educational resource in the heart of the Library.

The Library's automated network, Fenway Libraries Online (FLO), provides online access to Emmanuel's print and media collections as well as to the collections of other area institutions. The FLO network is comprised of: Emmanuel College, Emerson College, Lesley University, Massachusetts College of Art, Massachusetts College of Pharmacy and Health Sciences, Museum of Fine Arts, New England Conservatory of Music, Wentworth Institute of Technology and Wheelock College. The FLO network maintains a shared online catalog of the members' respective holdings, offers walk-in circulation and reference privileges and provides interlibrary loan services for document delivery of books and journal articles.

The Cardinal Cushing Library is also a member of the 15-library Fenway Library Consortium (FLC), which grants students and faculty access to the 1.5 million volumes collectively held. The FLC includes the Brookline Public Library, Hebrew College, Roxbury Community College, Simmons College, Suffolk University, the University of Massachusetts Boston and the nine members of Fenway Libraries Online. All 15 institutions provide open access to research collections and most offer circulation privileges.

### Internships and Career Development Office

The Office of Internships and Career Development offers a variety of resources to assist Emmanuel College students in all phases of their career development. This includes individual career advising, walk-in hours, electronic job and internship postings and resources for academic major or career decisions, including computerized career assessments. The Office offers several workshops throughout the academic year on such topics as résumé writing, interviewing skills, job search strategies, internet resources, networking and graduate school resources.

The office organizes a variety of employer based events both on and off campus such as employer information tables and information sessions, alumni panels and joint career fairs through our collaboration with other career centers in Boston. In addition, the office maintains a Career Advisor Network of committed alumni who are available for networking, career advice and mentorship.

Access to **EC Career Connect (EC3)**, which links students to job postings, résumé and cover letter resources, and a variety of other job-related tools, can be found by visiting [www1.emmanuel.edu](http://www1.emmanuel.edu). The Office is open on Wednesday evenings for Graduate and Professional Programs students and by appointment.

### **The Jean Yawkey Center Policy**

Emmanuel College students, faculty and staff must check in at the front desk and leave their Emmanuel ID to use the [Gymnasium or Fitness Center](#). Emmanuel students may have one guest in the Fitness Center or Gymnasium and must provide valid photo ID for the guest when checking in at the front desk. The Emmanuel student host is responsible for his/her guest and must accompany the guest for the duration of time spent in the Gymnasium or Fitness Center.

### **Bookstore Information**

Students may order materials online at the [Emmanuel College Bookstore](#). Students may also phone their book order to the Emmanuel College bookstore at one of the following telephone numbers: 617-264-7697 or 617-739-2232. Call the bookstore or check the web site for hours.

The course title and number may be found on the course syllabus. The bookstore will send the textbooks required for the course. Ground shipping is free. Charges do apply for overnight or second day shipping. Students may also order books online for an in-store pickup. If the pickup will happen after hours, please note on the order that books are to be left at the Emmanuel College Campus Safety Office.

It is recommended that textbooks be ordered one session at a time, since textbooks may change or new editions may be published. When phoning in an order, a student should identify him or herself as a Graduate and Professional Programs' student.

### **Campus Safety and ID Cards**

For the safety of all, it is required that students, employees and faculty members have a valid Emmanuel College photo identification card on their person while attending classes or visiting the campuses.

The Campus Safety Office is located in the Administration Building, room J001 on the Boston campus. Students must be registered and present documentation from the College that has their student ID number in order to receive a photo ID. The Campus Safety Office can be reached at 617-735-9710.

### **Dining Services**

Emmanuel College's main dining facility, Marian Hall, is located in the Jean Yawkey Center. It offers an all-you-can-eat buffet dining style with a wide assortment of foods rotating on a daily basis. Featured foods include: deli, grill, pasta, pizza, stir fry, salad, soups, fruit and cereal as well as a variety of treats from the dessert station. For students looking to grab-and-go, the Atrium Café, located directly outside Marian Hall, offers express sandwiches, salads and more. The Muddy River Café, located on the Plaza Level of the Administration Building, features a salad bar, paninis, sandwiches, hot subs and homemade soups.

## Student Financial Services Policies and Procedures

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### Office of Student Financial Services

Phone: 617-735-9938

Fax: 617-735-9939

E-mail: [financialservices@emmanuel.edu](mailto:financialservices@emmanuel.edu)

#### Office Hours:

8:30 a.m. - 6:00 p.m. Monday – Thursday

8:30 a.m. - 4:30 p.m. Friday

### Tuition and Fees

Tuition and fees are set on an annual basis in early spring which pertain to the upcoming academic year that begins in May. For the most current rates please visit our web site.

### Billing Procedures

The tuition and fees for students are billed three weeks prior to the beginning of each session. A student may use most financial aid as credit toward the student's bill. Student loans of all types may be used as credit only if the loan has been approved by the College and by the lender.

It is the responsibility of the student to pay any balance remaining after financial aid. All balances must be paid on or before the first day of class unless another payment arrangement has been made with the Office of Student Financial Services.

### Payment Methods

Please see the brochure for Student Financial Services or go directly to their [web site](#) for the most up-to-date information on ways to finance your education, including financial aid loan options. Emmanuel College also offers a [deferment payment plan](#) for Graduate and Professional students. This payment option requires the student to pay 25% of the course tuition prior to the first day of class and allows deferment of the remaining 75% until 30 days after the last day of the course. To enroll in the deferment plan, a student must complete a deferment plan promissory note through the Office of Student Financial Services. This documentation must be updated prior

to the start of classes at the beginning of each academic year. Web payments can be made online via Online Academic Resources at [www1.emmanuel.edu](http://www1.emmanuel.edu). Credit card payments may be made by calling 617-735-9938. Visa, MasterCard, American Express and Discover cards are accepted. Check or money orders may be mailed to:

ATTN: Office of Student Financial Services  
Emmanuel College  
400 The Fenway  
Boston, MA 02115

Students must include their name and social security number or College identification number on the check or money order. For more information on payment methods, please visit our [web site](#).

### Health Insurance

The Commonwealth of Massachusetts requires students enrolled at least three-quarter time to be covered under an acceptable health insurance plan. If a student is enrolled at least three-quarter time, he/she will automatically be billed for the cost of the insurance unless a health insurance waiver is submitted. The waiver may be completed online at [www.universityhealthplans.com](http://www.universityhealthplans.com). Students interested in enrolling in the College's health insurance plan you may do so at the site above. Insurance rates are set on an annual basis, around May 15th, and the [current rates](#) are available online.

### Course Withdrawal and Refund Policy

*Note: This policy is for all Graduate and Professional Programs courses.*

*This policy also applies to all courses which run at Emmanuel College in the summer semester.*

To withdraw from a course, students must contact the Office of the Registrar by calling 617-735-9960 or e-mail [gppreg@emmanuel.edu](mailto:gppreg@emmanuel.edu). When communicating via e-mail, students must request confirmation from the Office of the Registrar. Please note that non-attendance does not constitute withdrawal from a course; a student must contact the Office of the Registrar to officially withdraw. Students who do not officially withdraw will be responsible for the cost of the course.

**Withdrawal policy for face-to-face (F2F) and hybrid seven-week courses:**

- Drops prior to the first class meeting (F2F or hybrid) the student receives a 100% refund.
- Drops prior to the second class meeting (F2F or hybrid), the student receives a 75% refund and a “W” on their transcript.

**Withdrawal policy for online seven-week courses:**

- Online courses will open on Monday of the first week of a session. This will be considered the course start date. The Monday of the second week of a session, at 6:00 p.m. EST, will be the deadline for withdrawal to receive a 100% refund.

*Drops after the second class meeting for F2F or hybrid classes or after Monday of the second week of online classes, the student is liable for 100% of tuition.*

**Delinquent Accounts**

Students with a past-due balance are ineligible to attend classes, register for future courses, receive an official transcript or receive a diploma. If payment is not received in a timely manner, a \$100 late fee will be assessed to the student's account. If the account remains delinquent, the account will be referred to a collection agency and the student will be responsible for the costs incurred with the collection effort. Once an account is referred to an outside agency, all inquiries and payments are made to the collection agency.

**Emmanuel College Employer Connect**

As part of Emmanuel College’s mission of service to our students, we extend our reach to the communities of which our students are a part: employers, community colleges, and other sponsoring organizations. Employer Connect, a service from Graduate and Professional Programs, allows employers to partner with Emmanuel to the benefit of current and future students.

Partnership elements may include:

- Partial tuition scholarships for employees of partner organizations
- Onsite classes at employer sites
- Direct employer billing for employees receiving tuition assistance from their employer
- Information sessions at employer sites
- Responsive curriculum offerings based on workforce development goals

Students interested in exploring a partnership between their employer and Emmanuel College, should visit the [Employer Partnerships](#) section of the GPP web site or contact the Office of Graduate and Professional Programs at 617-735-9700 or [gpp@emmanuel.edu](mailto:gpp@emmanuel.edu).

**Parking**

There is a fee for students wishing to park on campus in Boston. Please visit the web site to view parking rates and complete an application for a parking pass.

## Emmanuel College Community Standards and Student Responsibilities

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Emmanuel College has a long-standing reputation for academic excellence and intellectual inquiry, for values-based education and for a caring, friendly environment. Members of the Emmanuel College community are expected to demonstrate respect and show sensitivity to differences in others. All members of the community are entitled to and responsible for maintaining an environment of civility that is free from disparagement, intimidation, harassment and violence of any kind.

### Community Standards for Emmanuel College Students

- We expect each member of the community to take responsibility for building and improving the quality of our community and when necessary will communicate with those in a position to make changes.
- We expect that members of the Emmanuel community will take pride in their environment and take personal responsibility for keeping it clean.
- We expect that as an educated community we will have a tolerance for others' opinions and openness to their perspectives.
- We expect that every member of the Emmanuel community will respect personal and public property.
- We will not tolerate the destruction or theft of personal or public property.
- We will not tolerate graffiti.
- We expect that every member of the Emmanuel community will accept diversity and be civil in dealings with each other.
- We will not tolerate racism, sexism, classism or discrimination based on sexual orientation.
- We hope that all students will model and teach respect.
- We hope that every member will reach out to one another with care and concern in a friendly manner, strengthening the sense of a campus community.

### The Drug Free School and Communities Act of 1989

The Federal Drug Free Schools and Communities Act of 1989 requires all institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees as a condition of the institution receiving federal funds or any other form of financial assistance under any federal program. Emmanuel College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by any student or

employee of the College while on College premises, while performing any work for the College, on or off its premises, or while otherwise participating in any College activity, on or off College premises. Students are prohibited from participating in any College activity, on or off College premises, while under the influence of alcohol or illicit drugs.

### Student Code of Conduct

Emmanuel College students are expected to abide by all policies of the College including but not limited to those in the academic catalog or on the web site. The following actions are considered violations of the Emmanuel College Student Code of Conduct and are punishable by sanctions imposed in accordance with the judicial procedures of Emmanuel College.

### Conduct Code Violations:

1. Injury or threat of injury to self or others.
2. Physical or verbal altercations or abuse.
3. Intimidation, threats or harassment of any kind of another person or group of persons, or action which threatens or endangers the health, well-being or safety of self or another person.
4. Use, sale, distribution, possession or being in the presence of paraphernalia or stimulants, intoxicants, or drugs other than drugs prescribed by a physician for the student's own use, or over-the-counter drugs.
5. Intoxication, use, sale, distribution, possession or being in the presence of alcoholic beverages or related paraphernalia on campus, regardless of age.
6. Deliberate or careless endangerment of self or others including but not limited to: creating a fire risk; tampering with and/or falsely activating fire or other safety alarms or equipment; climbing on building roofs, hanging out windows; throwing items out windows; not evacuating building when alarm sounds or when asked to leave.
7. Gaining or assisting in unauthorized entrance into College facilities.
8. Initiation or circulation of a report or warning of an impending crime, emergency or catastrophe, knowing that the report is false.
9. Possession or use of firearms, guns, knives, other weapons, mace, explosives, dangerous chemicals, fireworks or other items with potential to cause harm.
10. All forms of sexual misconduct, including any form of unwanted sexual advances or contact.

11. Behavior or conduct that is disorderly, lewd or indecent. Disregarding the privacy of self or others, including indecent or inconsiderate behavior and exposure of others to highly offensive conditions. Such inappropriate behavior or conduct may include but is not limited to touching or patting, written or verbal comments or suggestions, obscene or offensive pictures or “jokes,” hostile or threatening gestures.
12. Behavior or conduct that serves to degrade the status of self or others.
13. Damage to, vandalism of, or alteration of the property of the College, the property of a member of the College community or other personal or public property.
14. Attempted or actual theft of, or unauthorized possession or use of College property, the property of a member of the College community or other personal or public property.
15. Smoking in a campus building or outside designated campus smoking areas.
16. Behavior or conduct, including but not limited to hazing for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, team or organization. Consent of the student or participant is not a defense against the inappropriate behavior or conduct.
17. Acts of dishonesty, including those applicable to the classroom. Furnishing false information.
18. Violation of the Computing and Communication Acceptable Use Policy including but not limited to illegal downloading of music or video and unauthorized access to College information systems.
19. Gambling in any context related to their role as a student or within the Emmanuel College community.
20. Obstruction or disruption of College activities, including but not limited to teaching, research, administration, campus services, discipline, organized and/or sponsored events, and operation and maintenance of any property owned or controlled by Emmanuel.
21. Failure to comply with the lawful directions of any College official, staff member or student employee who is acting in the performance of their duties or who has responsibility in the absence of a particular official. Failure to render reasonable cooperation when requested by others.
22. Use of the College name, seal or other forms of College identity without written permission from Emmanuel College.

23. Solicitation, without the written permission of the Dean of Graduate and Professional Programs or appropriate designee.
24. Noise disturbances or disruptive activities and/or activities which can cause damage or risk.
25. Refusal to identify oneself and show identification card and/or to provide an accurate local address when requested by a College Official.
26. Playing sports in academic or residential buildings or in restricted areas, including but not limited to the Merck lawn.
27. Violation of rules and regulations published by College offices and departments, including but not limited to parking and traffic rules, residence hall regulations, food service rules, fitness center rules and health regulations.
28. Conduct that is a crime of the Commonwealth of Massachusetts or the U.S.
29. Inciting others to commit any of the acts listed above; involvement as an accessory to any of these acts; failure to take responsibility for one’s guest(s); assisting or encouraging others to engage in violations; staying with violator when there is enough time and opportunity to leave.

Other actions committed on or off College property may also be subject to penalties, provided that the actions of the student are related to the security of the College community, the integrity of the educational process or the reputation of the College.

### **Graduate and Professional Programs Judicial Process**

The College expects all students to take responsibility for their actions and to be willing to accept the consequences of their behavior. College regulations have been designed to protect the rights of all members of the community and to insure the integrity of the institution. The judicial process for Emmanuel College, and specifically Graduate and Professional Programs, is intended to instill a sense of responsibility to the classroom setting and the general Emmanuel community. Collective work and responsibility are possible only as long as students, faculty and administrators feel confident that rules will be enforced for the benefit of the entire Emmanuel community. When infractions of specific academic or social regulations occur, the cases will be heard at the appropriate level by a College official.

### Disciplinary Procedures

The Dean of Graduate and Professional Programs is responsible for enforcing College regulations and maintaining good order on campus or in the satellite facilities of Graduate and Professional Programs. Commensurate with this responsibility, the Dean or the Dean's designees have the authority to investigate and to take action on all student misconduct cases in accordance with the procedures described in this section. When a student is alleged to have violated the Student Code of Conduct, typically the following procedures are followed:

- An incident report is written which documents the alleged violation and the student alleged to be in violation.
- The incident report is submitted to the Office of Graduate and Professional Programs.
- The Associate Dean will determine the need for an administrative conference or the calling of an Ad Hoc Board.
- The student alleged to be in violation of the student code receives communication informing him/her of the date and time of the conference. The student is expected to attend this meeting.
- The student meets with the administrator or the Ad Hoc Board hearing the case. The student is given the opportunity to respond to the charges against him/her. If the student neglects to attend the conference or hearing, the case is heard in the student's absence without the benefit of the student's input.
- A decision is made by the administrator or Ad Hoc Board as to whether or not the student is responsible for the alleged violations, and the outcome is communicated to the student. If the student is found responsible, sanctions are rendered and communicated.
- The student may appeal the decision according to appeal procedures.

### Incident Reports

In cases of alleged violations of the Student Code of Conduct, an incident report can be filed by a staff member from the Office of Graduate and Professional Programs, a faculty member, or another member of the College community. Community members who wish to file anonymous complaints and do not want their names released need to know that their complaint may be used for information purposes only, and the alleged violator may not be referred for judicial action.

### Student Rights

At an Administrative Conference or an Ad Hoc Board hearing, the student has the following rights:

- To respond to the charge or accusation and to offer any additional information which might be helpful in resolving the case.
- To refrain from answering any question which may be asked.
- To present witnesses on his/her behalf.
- To be accompanied by an Emmanuel student advisor of his/her choice, who is not a party to the case.
- To be informed of the appeal procedures.

### Sanctions

The scope of disciplinary sanctions that may be imposed on students includes but is not limited to: warning; probation; loss of privileges; fines; stay away order; interim suspension; suspension; dismissal.

Emmanuel College reserves the right to suspend or dismiss a student from the College for violation of College policy. In cases where the presence of the student at the College would constitute a danger to themselves or other persons, to property, or to the normal conduct of College activities, a student may be suspended immediately and restricted from all or part of the campus until a full disciplinary hearing is held. The student is entitled to discuss the basis for the decision with the College official rendering the suspension decision. Final authority over suspension or expulsion rests with the Dean of Graduate and Professional Programs.

### Judicial Sanctions

Any one or more of the following sanctions may be imposed upon any student responsible for violating the Student Code of Conduct. Additionally the administrator or Ad Hoc Board may render a sanction not listed but one which would be consistent with the violation.

**Warning:** A written notification that the conduct engaged in is inconsistent with College policy and that a future violation may result in a more severe sanction being imposed.

**Probation:** A written notification that the behavior or action violated the student code of conduct and that any further action is likely to result in suspension from the College. A specific time period is required when probation is sanctioned.

**Loss of privileges:** Denial of specific privileges for a period of time including but not limited to: parking, participation in programs, activities, and ceremonies, etc.

**Fines:** Monetary payment for policy violation.

**Restitution:** The student is required to replace or restore damaged, stolen or misappropriated property or otherwise make amends for the behavior that led to the sanction.

**Stay away order:** The student is prohibited from having any contact—direct, indirect, or third party on his/her behalf—with a particular person(s). This includes, but is not limited to mail, e-mail, telephone, etc.

**Interim Suspension:** When an individual is considered an imminent threat to either persons and/or property, the Dean of Graduate and Professional Programs or the Dean's designee may invoke an immediate interim suspension from the College. In the case of an interim suspension imposed as a result of criminal charges, the suspension may remain in effect until the matter is resolved both off and on campus.

**Suspension:** Separation of the student from the College for a defined period of time after which the student is eligible to apply for readmission.

**Dismissal:** Permanent separation of the student from the College, noted on the student's academic transcript.

### Decision Review

By follow-up written notification, the student is informed of the decision. The student, by such notice, shall be offered the choice either of consenting to the determination and proposed penalty, or by directing a written request for review of the decision. Letters requesting review must be directed to the appeal officer named in the decision letter within five working days. Substantial reasons for requesting review usually demonstrate one of the following conditions:

- The student was denied rights, or an improper Ad Hoc Board was conducted.
- Relevant evidence was not reviewed at the conference.
- Relevant evidence became available after the conference.
- The sanction is believed to be inconsistent with the circumstances of the charge.

Upon review of the request for decision review, the appeal officer will either deny or consider the appeal. The appeal officer may schedule a conference with the student to review the incident and incident reports and the reasons for the appeal. Following the conference, the appeal officer will either uphold the decision and the sanctions, uphold the decision but change the sanctions or overturn the decisions and the sanctions.

## General College Policies

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### Policy on Alcohol and Drug Use

#### Prohibitions

Emmanuel College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by any student or employee of the College while on College premises, while performing any work for the College, on or off its premises, or while otherwise participating in any College activity, on or off College premises. Students are prohibited from participating in any College activity, on or off College premises, while under the influence of alcohol or illicit drugs.

#### Definitions

For purposes of this policy, the term “illicit drugs” is defined as controlled substances which cannot be obtained legally or which, although available legally, have been obtained illegally. “Illicit drugs” include not only “street” drugs, but also prescription drugs that have not been lawfully prescribed for the individual. “Controlled substances” are those substances listed on Schedules I through V of the Federal Controlled Substance Act. Controlled substances include, for example, narcotics, such as cocaine and heroin, depressants such as barbiturates, stimulants such as cocaine and amphetamines, hallucinogens such as LSD and phencyclidine or “PCP”, and cannabis (marijuana).

This policy does not prohibit use by a student of a prescription drug prescribed for the student by a licensed physician, provided that the drug is used in accordance with the physician’s instructions and in a therapeutic dosage.

#### Sanctions for Non-Compliance

Students are required to abide by all requirements of the Drug-Free Schools and Communities Act and this policy as a condition of continued enrollment at the College. A student who violates any provision of this policy is subject to disciplinary action, up to and including expulsion from the College.

Also, in appropriate circumstances, as determined by the College, law enforcement officials may be notified. Unlawful possession, use or distribution of drugs or alcohol may subject a student to criminal penalties.

### Policy on Consensual Relationships

Because of the unique environment of a college campus and the special relationships between students and faculty members, in particular, with the faculty member serving as educator, counselor, and evaluator, and the possibility of abuse of this relationships or the appearance of abuse, the College views it as unacceptable for faculty members to engage in amorous relations with students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. In keeping with this philosophy of the college, if charges of sexual harassment are made against a faculty member, it shall not be a defense to allege that the relationship was consensual. Such relations may result in disciplinary action up to and including dismissal of the faculty member. This policy applies also to amorous relationship between students and members of the administration and staff where those administrators and staff have supervisory responsibility for the student.

### Policy on Bomb Threats

An individual who receives a phone call announcing a bomb threat in a building should call Campus Safety at 617-735-9888 or 617-735-9710, and give the name and number of the person to whom the call was made, and also any particular details. Campus Safety in conjunction with other campus personnel will determine the procedure. Students should follow the direction of the staff. College personnel have the right to require evacuation of any building. Campus Safety may search the public/common areas of the building. After the search, students will be notified to reenter the building.

### Policy on Fire Arms/Weapons

Weapons of any kind are not allowed on campus.

### Policy on Sects and Cults

The Vatican Report on Sects, Cults and New Religion Movements defines a cult or sect as “any religious group with a distinctive world view of its own derived from but not identical with the teachings of a major world religion.” Emmanuel College is concerned with those sects or cults that pose a threat to students’ personal freedom and their objectives as college students to concentrate on their academics. As part of its religious identity, Emmanuel College encourages students of all religious backgrounds to learn in an environment that encourages

reflection and action on intellectual and moral issues. The College reflects the religious and ethical principles of Catholicism, and as a result students often reflect on their personal religious experience. At times students explore alternative religions. The College affirms the right of an individual to take the initial step to seek information or dialogue with various religious groups. Therefore:

- Any student who feels she/he is being induced or pressured in any way to participate in religious activities is encouraged to report this first to their Academic Advisor.
- Any student who continues to extend invitations to events after a student has specifically said “no” will be subject to disciplinary actions.
- People who are not members of the College community may not proselytize, lead Bible Studies, Bible Talks, or in any way attempt to do religious or spiritual education without an invitation from the Office of Campus Ministry.

### **Policy on Sexual Harassment**

Emmanuel College seeks to create and maintain an academic environment in which all members of the community are free of harassment based on sex. The institution espouses Catholic values, which infuse the academic life on campus. Under riding the community life must be an awareness of the rights of every member and an appreciation for human dignity. Attitudes of condescension, hostility, role stereotyping and sexual innuendo weaken the health of the community. Furthermore, harassment based on sex compromises the integrity of a liberal arts education because it makes the learning and working environment hostile, intimidating and offensive. It destroys opportunities for students to develop strong, positive self-concepts and a sense of self-confidence, which is essential to living out the ideals of a liberal education. Persons who harass others compromise their own integrity and credibility. Consequently, no form of sexual harassment can be tolerated on campus.

#### **Definition**

Sexual harassment is defined as unwelcome sexual advances which interfere with an individual’s work, academic or co-curricular environment, or coercive behavior which threatens employment or academic reprisal or promises reward contingent upon obtainment of sexual favors.

### **Smoking Policy**

In an effort to be sensitive to the needs and concerns of non-smokers and smokers alike, and to create a safe, healthful environment for all the members of the Emmanuel community, the following policy governing smoking has been implemented. This policy results from the College’s compliance with the Massachusetts Clean Air Act (Mass. Gen Laws, Ch. 270 Section 22). Emmanuel College prohibits smoking in all areas of its buildings. Designated smoking areas can be found at two different locations on campus. These restrictions apply to members of the Emmanuel community as well as guests. At our satellite campus locations, please obey all posted signs regarding smoking policies.

### **Student Confidentiality**

Emmanuel College regulates access to and release of a student’s records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 as amended (PL 93-380, Section 438, The General Education Provisions Act). The purpose of this act is to protect the privacy of students regarding the release of records and access to records maintained by the institution.

In compliance with the Family Education Rights and Privacy Act of 1974 (the Buckley Amendment), Emmanuel College has committed itself to protecting the privacy rights of its students and to maintaining the confidentiality of its records. A copy of this law is available in the Office of the Registrar.

Certain personally identifiable information from a student’s education record, designated by Emmanuel College as directory information, may be released without the student’s prior consent. A student who so wishes has the absolute right to prevent the release of this information. In order to do so, the student must complete a form requesting non-disclosure of directory information by the end of the add/drop period. This form is available in the Office of the Registrar.

Directory information includes name, home and electronic address, home and work telephone numbers, date and place of birth, program of enrollment, anticipated date of graduation, degrees and awards received, the most recent previous educational agency or institution attended, and other similar information. Some or all of this information may be published in directories such as a student directory, an electronic student directory or other campus publications.

With regard to external inquiries, the Office of the Registrar will verify directory information, unless advised to the contrary by the student as indicated above. “Verify” means to affirm or deny the correctness of the information. The College will not provide corrections for inaccurate information. All non-directory information that is considered confidential will not be released to outside inquiries without the expressed consent of the student. However, the College will verify financial awards and release data for government agencies.

Students have the right to review their educational records. A student may waive this right in special cases of confidential letters of recommendation relative to admission to any educational agency or institution, application for employment, receipt of financial aid form or receipt of any services or benefits from such an agency or institution. A copy of the Reports and Records: Release of Student Information Policy is available in the Office of the Registrar.

### **Student Records**

Emmanuel College, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, permits its students to inspect their records whenever appropriate and to challenge specific parts of them. For further information, refer to the College Academic Catalog or contact the Registrar.

### **Use of the College Name**

The College name is not to be used for any event or by any organization without the permission of the Dean. Anyone using the name of the College without approval, for any commercial or College endeavor is subject to disciplinary action. All officially sanctioned student events held off campus must be approved by the Dean.

## Campus Locations and Directions

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A list of campus locations and directions is available online.



## EMMANUEL COLLEGE

*Graduate and Professional Programs*

400 The Fenway, Boston, Massachusetts 02115  
617-735-9700 800-331-3227 617-735-9708 (fax)  
gpp@emmanuel.edu [www.emmanuel.edu](http://www.emmanuel.edu)