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Dear Emmanuel Students,

Welcome! Whether you are returning to 400 The Fenway or arriving for the first time, we are delighted you are here. We have missed you, and we are eager to watch the campus come alive with your energy and creativity.

The semester ahead promises to be a time of extraordinary growth for you. All of us at Emmanuel are committed to making it so.

Our faculty members are eager to join with you in exploring timeless—and timely—questions across the liberal arts and sciences. Mentors and advocates, they are ready to guide you along your path to academic and career success.

Outside of class, opportunities abound to connect with friends, cultivate your unique interests and pursue a life that is true to your authentic self.

Additionally, our full range of student resources, from health and counseling services to academic and career advising, remain dedicated to helping you thrive in every dimension of your Emmanuel experience.

I welcome your spirit and talents and look forward to celebrating your contributions to Emmanuel!

Sincerely yours,

President
Dear Emmanuel Students,

It is our pleasure to welcome you to the 2020-2021 academic year! And a special welcome to the Class of 2024 and our transfer students. We are living in a world that is very different than even a year ago. While we have worked hard to help make the campus safe, we are counting on the entire community to assist in making this a great year!

We hope that you will approach this year with excitement, commitment and an open mind, taking advantage of all that Emmanuel will offer both virtually and face-to-face. You will still be able to attend programs offered by our many clubs and organizations and participate in one of these organizations as an active member. Your engagement can make a difference in your life and in the lives of others. Research on college students indicates that involved students are more likely to develop meaningful connections, earn better grades and are more satisfied with their college experience.

Good relationships are the source of health and well-being. As we welcome our newest students, I invite each of you to connect with other members of the Emmanuel community. Many students who move outside their comfort zone to meet students from different social, racial and ethnic groups enrich their perspective and enhance their intellectual and social experience. Further, students comfortable in diverse social circles are better prepared for leadership not only at Emmanuel but also in their profession after graduation. Not only will you make new friends, you will strengthen the Emmanuel community as you grow in understanding and appreciation of each other.

In this year’s Student Guide, Emmanuel’s student handbook, you will find the Statement on Community Standards and the Student Code of Conduct, as well as department policies which articulate student expectations. A new section on expectations as related to COVID-19 will help you navigate your way through your academic experience while staying healthy and safe. All students are required to read and abide by all policies, procedures and protocols. In particular, I draw your attention to the Title IX requirements related to sex discrimination, sexual harassment, sexual violence and the sexual misconduct policy which federal law requires colleges and universities to promulgate. Central to the Title IX requirements and other policies contained within the Guide is the theme of respect for the individual person - the foundation of student life at Emmanuel. Please take the time to familiarize yourself with the policies on our website. It is your responsibility. Should you have any questions about any of this information, please feel free to reach out to my Project Manager, Maryellen Page at pagem@emmanuel.edu or us, Dr Jenn, Dean of Students, at forryj@emmanuel.edu and Dr. Joe at onofrij@emmanuel.edu.

We hope that this will be a successful year, building on your previous accomplishments as you strive to achieve your professional and personal goals. Please feel free to call on any member of the Student Affairs staff for support and assistance.

With best wishes,
Joe Onofrietti, Ph.D.                Jenn Forry, Ed.D.
Vice President for Student Affairs  Dean of Students
onofrij@emmanuel.edu              forryj@emmanuel.edu
Chapter 1: Introduction

Mission Statement
To educate students in a dynamic learning community rooted in the liberal arts and sciences and shaped by strong ethical values, a commitment to social justice and service, the Catholic intellectual tradition and the global mission of the Sisters of Notre Dame de Namur.

Vision Statement
Emmanuel will be widely esteemed as the college in the heart of Boston that leads the nation in combining an extraordinary liberal arts and sciences education in the Catholic intellectual tradition with a commitment to strong relationships, ethical values and service to others. Students will choose Emmanuel as the place to develop in every respect while preparing for lives of leadership, professional achievement, global engagement and profound purpose.

Emmanuel College Learning Objectives
The Arts and Sciences undergraduate program requires a minimum of 128 credit hours of study and at least one internship or practicum experience. These credits are earned through a combination of degree requirements, electives and career development opportunities in the city of Boston and beyond. The degree requirements are comprised of four components which each contribute to students' achieving the goals of the undergraduate program. Remaining credits are earned with elective courses. Often, students use electives to complete a minor program or benefit from the special academic opportunities offered.

Emmanuel College prepares students to:
Engage complex ideas by broadening and deepening their knowledge and by sharpening their intellectual skills. Emmanuel students address complex realities across diverse areas of inquiry, drawing on deep connections formed through the study of the liberal arts and sciences and a chosen discipline. Through critical analysis, balanced reflection and active discourse, they confront vital issues equipped with the intellectual tools to imagine solutions. Students emerge with a deeper appreciation for the pursuit of knowledge as a pathway to a more meaningful, creative and enriching life.

Excel in their future careers—and make valuable contributions to their organizations and professions.
Students of Emmanuel College are able to apply knowledge to real-world challenges by engaging in creative and ethical problem solving. As people who value and promote diversity, graduates work on multiple levels to advance their organizations and all whom they serve and employ. Students see themselves as part of a larger whole and add value through teamwork and leadership, recognizing the need to be agile and forward-leaning in their chosen professions.

Deepen and clarify their sense of personal, social, ethical and civic responsibility. Inspired by Catholic social teaching and by the values of the Sisters of Notre Dame de Namur, students honor the dignity, worth and gifts of every human person. Through vibrant discussions, they reflect on their own moral reasoning and on diverse perspectives—including voices that have been historically silenced. As active participants in campus life, they develop the interpersonal and leadership skills to practice courageous advocacy. And throughout Boston and beyond, they experience the joy of serving others while finding purpose by addressing inequality. These transformative experiences empower students to discover their strengths and a deeper sense of personal identity; grow emotionally, morally and spiritually; and gain the confidence to embrace their convictions through social action.
**Student Affairs Mission**
The Division of Student Affairs serves students through development of the whole person guided by the charism of the Sisters of Notre Dame de Namur. Providing transformative opportunities within an inclusive community of diverse perspectives, Student Affairs empowers students through learning, growth, leadership and action, to pursue lives of purpose as global citizens.

**Student Affairs Learning Pillars**

**Pillar 1: Connected Learning**
A SAINT grounded in a liberal arts education applies critical thinking to scholarly and co-curricular pursuits.

*Learning outcomes:*

1. Students will recognize the importance of academic success and how it reflects in intellectual growth.

2. Students will identify how their leadership development and academic achievement enhances one another.

3. Students will be knowledgeable of how to live lives with purpose and challenge behaviors that interfere with personal and professional achievement.

**Pillar 2: Transformative Growth**
A SAINT seeks opportunities for intellectual, social and spiritual growth with emphasis on self-awareness and effective relationship development.

*Learning outcomes:*

1. Students will develop a strong sense of personal identity, as well as awareness of others and they will understand their responsibility for choices and actions.

2. Students will identify their strengths and challenges through personal reflection and discernment, as well as by receiving and implementing feedback from others.

3. Students will reconcile personal and institutional values and use this knowledge to actively create and maintain a sense of community.

4. Students will form mature, respectful relationships with others, practicing engaged and active listening, as well as effective communication skills.

**Pillar 3: Servant Leadership**
A SAINT serves and influences others while understanding the social, cultural, and environmental context necessary for ethical and responsible decision-making.

*Learning outcomes:*

1. Students will demonstrate personal accountability for their actions and understand how their influence can make a positive contribution to their community.
2. Students will develop interpersonal and work-related skills that will enable them to be effective organization and community members.

3. Students will practice critical thinking and problem-solving skills that will further develop their ethical decision making.

**Pillar 4: Social Action**

A SAINT engages in their community by demonstrating compassion, civic responsibility, social awareness and action that promotes inclusivity.

*Learning outcomes:*

1. Students will demonstrate a deeper understanding of the context, complexity, and humanity of social justice issues.

2. Students will constructively question, debate, and articulate on issues of social justice.

3. Students will commit to being agents of change through understanding and action.

4. Student will build inclusive communities routed in Catholic Social Teaching and the values of the Sister of Notre Dame de Namur.

**College Overview**

Emmanuel College—a Catholic, coeducational, residential, liberal arts and sciences college in Boston—has been educating critical thinkers, ethical decision makers and community leaders since 1919. Founded in 1919 by the [Sisters of Notre Dame de Namur](https://sistersofnurdamun.com) as the first Catholic college for women in New England, Emmanuel today is a coeducational, residential college with a 17-acre campus in the heart of Boston's educational, scientific, cultural and medical communities. Emmanuel enrols more than 2,000 students including 1,800 traditional undergraduate students from 35 states and territories and 42 countries.

At Emmanuel College, innovation and excellence in the liberal arts and sciences intersects with experiential learning opportunities, including student-faculty collaboration on research and scholarship; a 100% internship participation rate; study abroad programs; service learning; and scores of co-curricular activities that promote engagement and leadership. The College offers more than 70 majors, minors and concentrations in the arts, humanities, sciences, business, education and nursing, along with graduate programs in education, nursing and management, across five academic schools.

In all aspects of the educational experience, Emmanuel strives to provide students an incomparable foundation for a lifetime of employability in a marketplace marked by constant change. As it enters second century, the College affirms its commitment to its educational mission and to real-world learning experiences throughout Boston and beyond. As a result, the College's graduates each year go on to master's degree and doctoral programs at prestigious universities and to positions in a broad range of professions.

**Accreditation**

Emmanuel College is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.).
Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:

New England Commission of Higher Education  
3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514  
(781) 425 7785  
E-Mail: info@neche.org

Official College Communication  
The College provides students with an email account upon the student’s matriculation to the institution. This account is free of charge and currently is active as-long-as the student remains active. A College assigned student email account is the College’s official means of communication with all students. Students are responsible for all information sent to them via their College assigned email account. If a student chooses to forward the provided College email account, the student is responsible for all information, including attachments, sent to any other email account.

College Closings  
When there are inclement weather conditions, the College will act in accordance with the City of Boston and recommendations by the Governor regarding closing public offices and schools. During a College closure, emergency staffing will remain in place for the following departments: Campus Safety, Facilities, Dining and Residence Life.

The following announcement timelines will apply for College closure and class cancellation due to weather:

- 6:00 a.m. for day classes (classes that start between 8:00 a.m. and 4:00 p.m.)
- 1:00 p.m. for evening classes (classes that start at 4:15 p.m. or later)
- 7:00 a.m. for Saturday morning classes (Saturday classes that start at 8:30 a.m. or later)
- 11:00 a.m. for Saturday afternoon classes (Saturday classes that start at 1:00 p.m. or later)

Communication about College closure is made through the Emergency Notification System and posted on the website, the MySaints portal and social media. Additionally, Emmanuel contacts the following media channels: WHDH-TV/Channel 7, CW56/Channel 56, WCVB/Channel 5, FOX25 and WBZ-TV/RADIO/Channel 4 about closures. Since there is no guarantee that local media announces cancellation information promptly or fully, the College recommends that individuals visit Emmanuel's website for the most accurate information.

All Emmanuel staff, faculty and students are required to sign up for the Emergency Notification System. Students, staff and faculty can update their accounts by logging into the MySaints portal and going to "My Accounts" and "Emergency Notification System." Internal Emmanuel e-mail addresses are automatically used in the system, but students, staff and faculty should also enter their cell phone number to receive a text and voicemail message. An alternate e-mail address, as well as additional phone numbers may be entered, allowing students to add family contact information.
COVID-19 EmmanuelForward Guidelines and Policies
The novel coronavirus (COVID-19) is a disease that includes several symptoms according to the Center for Disease control such as shortness of breath, chills, cough, nausea, and can lead to death. Currently, no vaccine has been identified for COVID-19. COVID-19 is highly infectious and means that contact with others, even those who are asymptomatic, or with surfaces that have been exposed to the virus could become infected.

The College is dedicated to providing a safe community for its students, staff, and faculty. However, it is impossible for the College to completely prevent risk of infection. The College has put into place new policies and protocols (highlighted here in Chapter 1) and expects all community members to read and abide by the College's policies and protocols while on campus and adhere to recommended state and local safety guidelines when not on campus.

The College recognizes it is an open campus which limits the College's ability to control students and visitors. Therefore, all students, staff, and faculty will be asked to take Halo's Pledge in addition to following all EmmanuelForward policies and procedures to assist with mitigating risk of exposing or spreading the virus to community members. Federal and local circumstances regarding COVID-19 are changing day to day and as a result, the College may need to adjust or alter its policies related to COVID-19 to comply with state and federal orders with limited notice.

Statement of Student Expectations Spring 2021
Emmanuel is committed to the health and safety of each member of the community. The return to campus experience will be different than usual and requires significant changes in institutional operations, and individual personal habits. In the spirit of transparency, we are clearly delineating what students can expect upon their return. Students can expect additional requirements, greater restrictions and necessary reductions in services.

- Students will be required to:
- Wear face mask or covering at all times (except in residence hall rooms)
- Practice physical distancing (according to Massachusetts guidelines)
- Monitor COVID-19 symptoms
- Participate in COVID-19 testing including daily use of COVID-19 App.
- Adhere to COVID-19 contact tracing
- Follow isolation and quarantine protocols
- Sign an agreement pledging to uphold these requirements
- Live independently and self-advocate when appropriate
- Prepare to bring a limited number of personal items to campus
- Develop a return home plan with their families in the event of a personal medical emergency or residence hall closure that can be executed in 48 to 72 hours
- Campus facility use will be restricted:
- Only residents of a particular residence hall will be permitted to enter that hall
- No day or overnight guests will be allowed in any residence hall rooms
- Family visitation will be limited and restricted to designated areas on campus
- Move-in days will be pre-assigned, and students will be permitted one individual to assist them
- Bathroom stalls and showers may be assigned and shared by a small group of residents
- Gatherings in residence hall rooms, apartments and common rooms will be minimized
- Access to the fitness facilities may be restricted
- Residence halls will close for the Spring semester no later than May 18, 2021 by 10:00 a.m.. No living exceptions or special accommodations will be made.

Emmanuel College Student Handbook
• Room change requests will be minimal and not easily granted.
• Students are expected to adhere to roommate agreements and willingly work through personal and room related issues.
• College services will be reduced:
  • Dining hall experience will be modified to a grab-and-go concept at all locations
  • Meetings face-to-face with individual faculty/staff will be replaced by technology
  • Co-curricular activities and events may be limited, and changes communicated to students via their Emmanuel College email account
• Shuttle service will reduce the number of passengers per vehicle

Students who do not adhere to these necessary COVID-19 protocols will be charged with a campus violation including, but not limited to, as described by the Emmanuel College Student Code of Conduct:

• **Failure to Comply with COVID-19 Related Instructions:** 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.

• **Violation of College COVID-19 Policies and Regulations:** Violation of rules and regulations published by College offices and departments.

• **Deliberate COVID-19 Endangerment:** Deliberate or careless endangerment of self or others including, but not limited to, failure to wear appropriate face coverings, failure to comply with social distancing, etc.

• **Off campus COVID-19 Behavior:** Actions committed off College property that are related to the safety, security, and well-being of the College community, the integrity of the educational process or the reputation of the College. Students who reside at local addresses are expected to make every effort to maintain the safety and social distancing protocols outlined by the City of Boston, the Commonwealth, and the College

**Sanctions/Outcomes**

Unlike most policy violations that impact just the accused or a small group of people, a violation of mandatory COVID-19 safety protocols can have a wide application and the impact upon direct, secondary, and other infected parties can result in their illness, injury, and/or death. Further, violations of mandatory COVID-19 protocols can aid in the spread of the virus, which can result in the partial or complete closure of campus and loss of academic opportunity.

Multiple findings of responsibility may result in graduated levels of sanctions, up to and including permanent dismissal. Emmanuel has the discretion to enact immediate higher sanctions where merited. A finding of responsibility and applied sanction of dismissal or suspension shall, consistent with Emmanuel policy, will leave the responsible party ineligible for a refund of tuition, room, board, or fees, and responsible for all amounts owed.
Examples of COVID-19 Sanctions

- Warning
- Fine
- Interim suspension from housing/common space use
- Suspension from housing
- Suspension from the College
- Permanent expulsion
Chapter 2: Federal, State, and Local Laws

Integrity, ethics, and trust are core values in the Emmanuel College community. These values should matter to all members of the community and should apply everywhere – in our classrooms, in the Cardinal Cushing Library Learning Commons, in the computer labs, in the Jean Yawkey Center, in the residence halls, in the dining facilities, and in our offices. All members of this community share in the responsibility for building and sustaining a culture of high academic standards and interpersonal trust. In this chapter, please find a list of Federal and State Laws along with an outline of Emmanuel College’s policies supporting both Federal and State Law.

Federal Laws

Equal Pay Act of 1963 – A United States federal law amending the Fair Labor Standards Act, aimed at abolishing wage disparity based on sex
Title VII of the Civil Rights Act of 1964 – Prohibits employment discrimination based on race, color, religion, sex and national origin.
Age Discrimination in Employment Act of 1967 (ADEA) – Prohibits employment discrimination against persons 40 years of age or older.
Section 503 of the Rehabilitation Act of 1973 – Section 503 prohibits federal contractors and subcontractors from discriminating in employment against individuals with disabilities (IWDs) and requires these employers to take affirmative action to recruit, hire, promote, and retain these individuals.
The Vietnam Era Veterans’ Readjustment Assistance Act of 1974 – The Vietnam Era Veterans’ Readjustment Assistance Act (VEVRAA) requires covered federal government contractors and subcontractors to take affirmative action to employ and advance in employment specified categories of veterans protected by the Act and prohibits discrimination against such veterans.
Age Discrimination Act of 1975 – prohibits discrimination on the basis of age in programs and activities receiving Federal financial assistance.
Immigration Reform and Control Act (IRCA) of 1986 – A law that amended and repealed sections of the Immigration and Nationality Act and comprehensively addressed the issue of unauthorized immigration.
The Americans with Disabilities Act (ADA) of 1990 – prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities.
Civil Rights Act (CRA) of 1991 – modifies some of the basic procedural and substantive rights provided by federal law in employment discrimination cases.
Family Medical Leave Act (FMLA) 1993 – A United States federal law requiring covered employers to provide employees job-protected and unpaid leave for qualified medical and family reasons.
Executive Order 11246 – Prohibits federal contractors and federally-assisted construction contractors and subcontractors, who do over $10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin.
Title VI of the 1964 Civil Rights Act – Prohibits discrimination on-the-basis of race, color, and national origin in programs and activities receiving Federal financial assistance.
Title IX of the Education Amendments of 1972 – Comprehensive federal law that prohibits discrimination on the basis of sex in any federally-funded education program or activity.
Section 504 of the Rehabilitation Act of 1973 – National law that protects qualified individuals from discrimination based on their disability.
Equity in Athletics Disclosure Act of 1994 – Requires co-educational institutions of postsecondary education that participate in a Title IV, federal student financial assistance program, and have an intercollegiate athletic program, to prepare an annual report to the Department of Education on athletic participation, staffing, and revenues and expenses, by men’s and women’s teams.
Crime Awareness and Campus Security Act of 1990 – Requires colleges to report campus crime statistics and security measures to all students and employees by October 1st of each year.

State Laws

114th Article of Amendment to the MA Constitution
MA General Law Chapter 149 Section 105(a) – States that no employer shall discriminate in any way in the payment of wages as between the sexes or pay any person in his employ salary or wage rates less than the rates paid to employees of the opposite sex for work of like or comparable character or work on like or comparable operations.

Americans with Disabilities Act (ADA)

Disability Support Services
Emmanuel College is committed to the full participation of all students in its programs and activities. Although Emmanuel does not have a comprehensive academic program specifically designed for students with disabilities, we are committed to providing support services and reasonable accommodations when requested by students who qualify for them. Emmanuel College subscribes to the policies set forth in the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and in Section 504 of the Rehabilitation Act of 1973, which mandate equal opportunity in education programs and activities for students with disabilities.

Emotional Support Animal (ESA) Policy
An indoor-appropriate animal that may provide psychological, mental, or emotional support to a student. ESAs are not trained and therefore do not perform work or tasks that would qualify them as a "Service Animals" under ADAAA. Typically, ESAs have a pre-established dynamic with the owner, which is thoroughly documented by a diagnosing mental health provider as a proven-therapeutic intervention for a student with a documented disability.

ESAs, if approved, are allowed in the student's dwelling and are not allowed in any other campus buildings or facilities. Generally, only one ESA can be approved for a student in order to fulfill the intent of the FHA requirements in providing support to the student.

Animal Exclusions
Certain animals will be excluded from consideration as an ESA and will be referred to as "excluded animals." Excluded animals include: animals that are inherently dangerous or predatory (snakes, pythons, birds, etc.), large animals that exceed 30 lbs. at full-growth, and wildlife or endangered species (ferrets, etc.). Animals must be spayed or neutered as the species allows. Emmanuel College reserves the right to request documentation of the applicable procedure. Generally, dogs must be at least 10 months of age before they can live in-residence College housing.

Emmanuel College may exclude an ESA from campus housing if the animal poses a direct threat to the health or safety of others, the animal would cause substantial physical damage to property, the animal would pose an undue financial and administrative burden on the college, the animal would result in a fundamental alteration of the college's program(s); and/or the student does not comply with the guidelines set forth in the Owner's Responsibilities Contract.
Eligibility
In order to be eligible to request an ESA as a housing accommodation, a student must demonstrate the following: The student has a documented disability and is registered/in the process of registering with Disability Support Services. There is an identifiable relationship between the requested accommodation and student's documented disability. The ESA is not an excluded animal.

Application of the ESA Policy
In applying the above eligibility criteria, Emmanuel will be guided by the following "interpretive principles, rules and factors":

The student will have the responsibility of demonstrating, through documented Health Care Provider (HCP) opinion, testimony, and other evidence, that the student would not have been able to use and enjoy Emmanuel housing facilities "but for" the requested accommodation (having the ESA in the dorm room).

The student will have the responsibility of demonstrating through HCP opinion, testimony, and other evidence, that the animal is both necessary and reasonable for equal enjoyment and use of Emmanuel housing.

The student must demonstrate that no other means and methods (i.e. medication, counseling, other housing accommodations, other available interventions, crisis response mechanisms, or treatments) or combination of means and methods are available to adequately manage symptoms of his/her disability. If means and methods are available to the student to adequately manage symptoms of his/her disability, to a degree that the student with the aid of those other means and methods would be able to use and enjoy Emmanuel housing, then this accommodation would not be granted.

Note: These eligibility criteria are based primarily on the relevant provisions of the Fair Housing Act (FHA), 42 U.S.C. 3604(f), and regulatory guidance provided by the US Department of Housing and Development in its Final Rule entitled "Pet Ownership for the Elderly and Persons with Disabilities" published in the Federal register on October 27, 2008 (73 FR 63834).

DSS Contact Person:
If you believe you meet the criteria to request an ESA as a housing accommodation, please contact Noelle Galli, Accommodations Coordinator in Disability Support Services (gallin@emmanuel.edu). It is recommended that you contact Noelle before the room assignment process begins.

Steps in the Process of Requesting an ESA
Contact Noelle Galli, Accommodations Coordinator in Disability Support Services at gallin@emmanuel.edu to express your interest in requesting this specific accommodation.

Register with Disability Support Services: (if you are already registered, please skip to number three)

- Complete a Self-Disclosure Form and return it to Noelle Galli, Accommodations Coordinator, via email, mail, fax, or delivered in person.
- Submit appropriate documentation (i.e. psycho-educational, psychological, neurological, neuro-psychological, medical, or similar reports).
- Complete Housing Accommodation Request forms
- Complete and submit the Student Request for Housing Accommodations Form.
- Submit Health Care Provider Request for Housing Accommodations Form.

Complete Animal Specific forms
Student completes the Animal Information Form, which, if approved, will later serve as registration information and that demonstrates veterinary evidence of proper vaccinations and reasonable health.
Student reviews and signs the terms of the Owner's Responsibilities Contract. The health care provider will then complete an additional ESA Information form (which will be provided to the student individually once all other documentation has been received) which includes case-specific information that is used to substantiate a request of this nature.

Disability Support Services will contact the student via email to arrange for an intake meeting to formally register with Disability Support Services. Upon assignment, the student is expected to comply with all Residence Life requirements and behavior code policies regarding noise, cleanliness, and conduct. Students are solely responsible for their animal's behavior.

Students will be responsible for discussing the ESA living arrangements with their roommate(s) and upon agreement, the roommate(s) will sign the Roommate ESA Acknowledgement Form. This form will be provided by a member Residence Life and once completed, returned to Residence Life.

**Service Animals**
The Americans with Disabilities Act defines service animals as "dogs that are individually trained to do work or perform tasks for people with disabilities." The institution may make two inquiries to determine whether the dog qualifies as a service animal, which are:

- Is the animal required because of a disability?
- What work or task has the animal been trained to perform?

**Jeanne Clery Disclosure of Campus Security and Crime Statistics Act (Clery Act)**
In accordance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, more commonly known as the Clery Act, Emmanuel College publishes an annual report every year by October 1st that contains three years of campus crime and fire safety statistics and certain campus security policy statements.

[About the Jeanne Clery Act](#)

**Emmanuel College Annual Campus Security and Fire Report**

**Family Education Rights and Privacy Act (FERPA)**
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/FERPA), 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 educational 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 release of this information. In order to do so, the student must complete a form requesting nondisclosure of directory information by the end of add/drop period. This form is available in the Office of the Registrar.

Directory information includes name, term, home and electronic address, campus address and mailbox number, telephone and voice mailbox number, date and place of birth, photograph, major field of study,
participation in officially-recognized activities and sports, weight and height of members of athletic teams, dates of attendance, 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, a sports program 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, which is considered confidential, will not be released to outside inquiries without the express 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. If you have any questions, please contact the Registrar's Office at 617-735-9960.

Annual Notification to Emmanuel College Students of Rights Under the Family Educational Rights & Privacy Act (FERPA)

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

(1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student will be advised of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Emmanuel College to amend a record that they believe is inaccurate or misleading. They should write to the Emmanuel College official responsible for the record, clearly identify the part of the record they want to change and specify why it is inaccurate or misleading.

If Emmanuel College decides not to amend the record as requested by the student, Emmanuel College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) 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. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Emmanuel College in an administrative, supervisory, academic or research, or support staff position (including law
enforcement unit personnel and health staff); a person or company with whom Emmanuel College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Emmanuel College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is available from the Office of the Registrar.

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use
As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records - including your Social Security Number, grades, or other private information - may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.
Chapter 3: Title IX

Title IX New Regulations
In May of 2020, the Department of Education released new regulations for Title IX compliance. The College is committed to affording all parties due process in our procedure and to retaining industry best practices in policies that prohibits additional forms of sex and gender-based misconduct not covered by the new Title IX regulations. The College has a responsibility to ensure that all students, staff, faculty, and visitors can enjoy the benefits and opportunities the College has to offer in an environment free from discrimination on the basis of sex, including sexual assault and sexual harassment.

The term “Sexual Harassment” is defined pursuant to 34 CFR Part 106 as:

Unwelcome conduct on the basis of sex “determined by a reasonable person to be so severe, pervasive, and objectionable offensive that it effectively denies a person equal access to the school’s education program or activity”; an employee conditioning the provision of aid, benefit, or service on an individual’s participation in unwelcome conduct (quid pro quo); or sexual assault (as defined by the Clery Act), dating violence, domestic violence, or stalking (as defined by the Violence Against Women Act (VAWA)). The alleged conduct must have occurred in the United States within an Emmanuel College education program or activity, which includes “locations, events or circumstances over which the school exercises substantial control over both the respondent and the context in which the sexual harassment occurred.”

The College will not tolerate sexual harassment in any form or related retaliation against or by any employee or student. The College recognizes that discrimination and harassment related to a person’s sex can occur in connection with misconduct related to a person’s sexual orientation, gender identity, gender expression, race, color, ethnicity, national origin, religion, age, disability, or other protected classes. Targeting a person based on these characteristics is also a violation of state and federal law and the College’s Harassment and Discrimination Policy. As appropriate, the College will endeavor to coordinate the investigation and resolution of sexual harassment complaints with the investigation and resolution of complaints of discrimination or harassment based on other protected classes. There is a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

There is a presumption of innocence throughout the grievance process, with the burden on the college to gather information and to prove the alleged conduct meets the definition of sexual harassment pursuant to Title IX.

While compliance with the law is everyone’s responsibility at the College, below you will find a list of community members who have primary responsibility for Title IX compliance.

Title IX Coordinator
Erin Farmer Noonan, Vice President of Human Resources
Administration Building, Room 336
617-735-9991

Emmanuel College Student Handbook
Deputy Coordinators

For employee-related matters, you may contact:
Scott Lerner, Director of Human Resources
Administration Building, Room 336
617-735-9991

For student-related matters, you may contact:
Jennifer M. Scott Forry, Ed.D., Dean of Students
St. Ann Hall, Lower Level
617-735-9917

Jeffrey Smith, Jr, Associate Vice President of Diversity and Inclusion/Chief Diversity Officer
Administration Building, Room 336
617-732-1652

Susan K. Benzie, Assistant Dean of Residence Life
St. Ann Hall, Lower Level
617-264-7601

John (Jack) Kelly, Director of Campus Safety
Eisner Administration Building, Room 139B
617-735-9710

Dorice Y. Griffith, Assistant Dean of Student Learning and Success
Eisner Administration Building, Room 322A
617-732-1635

Please note that any incident should be reported to either the Title IX Coordinator or at least one of the Deputy Coordinators. The Title IX Coordinator and Deputy Coordinator will work together to solve issues as needed.

Decision Makers

Jennifer M. Scott Forry, Ed.D., Dean of Students
St. Ann Hall, Lower Level
617-735-9917

Jeffrey Smith, Jr., Associate Vice President of Diversity and Inclusion/Chief Diversity Officer
Eisner Administration Building, Room 336
617-732-1652
Emmanuel College Title IX Policy - Effective August 14, 2020

I. PURPOSE
A. Emmanuel College is committed to providing its students, faculty and staff with a working and learning environment in which all people are treated with respect and dignity. The Title IX Policy (the “Policy”) prohibits a broad continuum of behaviors, some of which are not prohibited under Title IX or other laws. This reflects the College’s commitment to ensuring that each person has the right to work and be educated in an atmosphere that is free from discrimination on the basis of sex, including sexual assault and sexual harassment.

B. This policy prohibits sex-discrimination and sexual harassment in the workplace, the classroom, or in any other settings in which students, faculty and staff may find themselves in connection with their education or employment at Emmanuel College.

C. This policy also outlines Federal laws, like Title IX (prohibiting sex discrimination), the Clery Act (mandating reporting of crimes on campus), and the 2013 Campus SaVE Act (broadening the scope of responsibility to include dating violence, domestic violence and stalking), that make clear the obligations of colleges and universities to provide a safe and secure educational environment free from discrimination, harassment and violence.

D. Any retaliation against an individual who has filed a complaint or retaliation against individuals for cooperating with an investigation of a complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a working and learning environment free from sex-discrimination and sexual harassment, which is unlawful, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by students, faculty, or staff.

E. Because Emmanuel College takes allegations of sex-discrimination and sexual harassment seriously, we will respond promptly to complaints and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

F. Please note that while this policy sets forth our goals of promoting a working and learning environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the legal definition of sexual harassment.

II. APPLICABLE LEGISLATION
A. As provided for in Title IX of the Higher Education Amendments of 1972, the College prohibits discrimination and discriminatory harassment in all of its educational and employment programs and activities on the basis of any individual’s sex, including admission and employment. Additionally, this policy complies with the regulations provided for in the Violence Against Women Reauthorization Act of 2013 (“VAWA”) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”).

B. This Policy prohibits discrimination and discriminatory harassment that occurs within the educational programs and activities that is based on sex, including sexual harassment (including quid pro quo and hostile environment), as well as sexual assault, dating violence, domestic violence, and stalking. While there is a presumption that a Respondent is not responsible for the alleged conduct until a determination regarding responsibility has been made at the conclusion of
the grievance process, an employee or student who is determined to have engaged in these behaviors is subject to disciplinary action, including but not limited to separation or suspension from the College.

III. RELATED POLICIES
A. Students:
   Family Education and Privacy Act (FERPA)
   Student Code of Conduct
B. Employees:
   Sexual Harassment
   Other Forms of Discrimination
   Protection of Minors on Campus
   Consensual Relations Policy

IV. SCOPE
A. This Policy applies to all Emmanuel College employees and students.
B. This Policy is only initiated if at the time of filing a Formal Complaint, the Complainant was participating in or attempting to participate in the education program or activity of the College.
C. Additionally, this Policy only applies to “sexual harassment” as defined pursuant to 34 CFR Part 106. The alleged conduct must have occurred in the United States within an Emmanuel College education program or activity, which includes locations, events or circumstances over which the school exercises substantial control over both the accused perpetrator of sexual harassment and the context in which the sexual harassment occurred.

V. REPORTING SEXUAL HARASSMENT
A. The College has Actual Knowledge of a potential Title IX violation when verbal or written notification is given to the Title IX Coordinator or any official who has the authority to institute corrective measures.
B. Upon notification of a potential Title IX violation, the Title IX Coordinator will promptly contact the Complainant (who may be someone other than the person who experienced sexual harassment) to discuss supportive measures; to consider the Complainants wishes with respect to supportive measures; to inform the Complainant of availability of these measures with or without the filing of a Formal Complaint; and to explain the grievance process and the procedure for filing a Formal Complaint.

VI. GRIEVANCE PROCEDURE AND REFERRALS FOR FORMAL COMPLAINTS
A. To initiate a Formal Complaint, the Complainant or Title IX Coordinator must file a document alleging sexual harassment against a Respondent and requesting that the College investigate the allegation of sexual harassment. A Complainant may only file a Formal Complaint under this policy if the Complainant is participating in or attempting to participate in an education program or activity of the College.
B. The College will treat the Complainant and Respondent equitably throughout the grievance process. All College officials involved in the grievance process must be free of conflicts of interest or bias for or specifically against either Party or generally against Complainants or Respondents.
C. The Respondent is presumed not to be responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. The Parties are advised as to the range of possible disciplinary sanctions and remedies that the College may implement following any determination of responsibility. Both Parties have equal opportunity to appeal the final decision.

E. The College will offer an informal resolution process such as mediation after the filing of a Formal Complaint. Informal resolution does not involve a full investigation and adjudication. The informal resolution process may begin at any time prior to a determination regarding responsibility. The College must provide the Parties with the written notice as to the allegations and the requirements of the informal resolution process. The Parties must voluntarily agree and provide written consent to the informal resolution process. The Parties have the right to withdraw from the informal process and participate in the formal grievance process any time prior to a determination regarding responsibility. Informal resolution is not permitted in cases of sexual harassment of a student by an employee.

VII. TITLE IX INVESTIGATION

A. Upon receipt of a Formal Complaint, the Title IX Coordinator will provide written notice to the Parties of the allegations of sexual harassment, including sufficient details known at the time of filing and allowing sufficient time to prepare a response before the initial interview. The details, if known, include the identity of the Parties, the alleged conduct constituting sexual harassment, the date and location of the alleged conduct. The written notice must contain a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The notice must inform the Parties that they may have an Advisor of their choice, who may be, but is not required to be, an attorney. The notice must inform the Parties of the section of the Student Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

B. Time frame: The College will endeavor to complete its investigation through an initial determination within sixty (60 days) of the College’s receipt of the Formal Complaint. However, there may be reasonable delays or extensions as circumstances arise.

C. Standard of Proof: The “preponderance of the evidence” standard shall be applied to sexual harassment complaints. This standard requires a finding that it is more likely than not that sexual harassment occurred in order to assign responsibility to the Respondent.

D. Gathering information: The College will conduct prompt and thorough interviews of the Complainant, the Respondent, and any Witnesses. Both Parties will have an opportunity to suggest Witnesses. The investigator will interview the suggested Witnesses unless the investigator determines that the information that the Party claims the Witness will share is not relevant. The burden of gathering both incriminating and exculpatory evidence and proof sufficient to reach a determination of responsibility is on the College. The College will not restrict the ability of either Party to discuss the allegations under investigation or gather and present relevant evidence. The College is prohibited from disclosing the identity of any individual involved in the reporting or investigation of sexual harassment except the College may disclose individuals’ identities to carry out the purpose of this policy or as required by law.
E. Advisors: Both Parties are allowed to have their Advisor of choice present during any grievance proceeding. The College may restrict the extent to which the Advisor may participate in the proceedings as long as the restrictions apply equally to both Parties but may not restrict an Advisor from (1) conducting cross-examinations or (2) submitting a response to the Investigative Report discussed below. If a Party does not have an Advisor present at a hearing, and wishes to have an Advisor, the College will provide an Advisor of the Party’s choosing, without fee.

F. Notices of Proceedings: Written notice of the date, time, location, participants, and purpose of all hearings, interviews or meetings must be provided to a Party whose participation is invited or expected with sufficient time for the Party to prepare to participate.

G. Investigative Report and Responses: An investigative report will be generated at the end of the investigation. Prior to completion of the investigative report, the Title IX Coordinator will send each Party and their Advisors all evidence gathered that is directly related to the allegations for their inspection and review with ten (10) days-notice to submit a written response, prior to completion of the final investigative report. The final investigative report is then sent to the Parties and their Advisors ten (10) days prior to the live hearing.

H. Mandatory Dismissal: If the conduct alleged in the Formal Complaint would not constitute sexual harassment as defined above if proved, or did not occur in a College education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator must dismiss the Formal Complaint. Such dismissal does not preclude action under another policy or provision of the College’s code of conduct. Upon dismissal, the Title IX Coordinator must promptly send written notice of the dismissal and reason for the dismissal simultaneously to the Parties. Both Parties will have a right to appeal the dismissal pursuant to the appeal procedures described below.

I. Discretionary Dismissal: The Title IX Coordinator may dismiss the Formal Complaint, if at any time during the investigation or hearing: The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint; the Respondent is no longer enrolled or employed by the College; or circumstances prevent the gathering of evidence sufficient to reach a determination regarding responsibility. Both Parties will have a right to appeal the dismissal pursuant to the appeal procedures described below.

VIII. LIVE HEARING
A. The Parties (through their Advisors) may make opening statements and the Decision makers may question the Parties and their Witnesses prior to and after any cross-examination.

B. Questioning Witnesses: The Decision maker(s) presides over the live hearing and must permit each Party or the Party’s Advisor to ask the other Party and Witnesses all relevant questions. The cross-examination must be conducted directly, orally, and in real time by the Advisor and not the Party. Either Party can request that the live hearing occur virtually with the Parties in separate rooms. If the hearing proceeds with the Parties in separate rooms, audiovisual technology will be used to allow the Decision makers and Parties to simultaneously see and hear the cross-examination of the Party or Witness.

C. Relevance of Certain Evidence: Only relevant questions will be answered. The Decision makers decide as to relevancy after the question is asked and before the answer given. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are
offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.

D. Refusal to Testify: Parties or Witnesses who do not submit to cross-examination will preclude the decision-makers from relying on their statements in determining responsibility. However, a decision-maker cannot rely solely on a Party or Witness’s absence or refusal to answer questions in determining responsibility.

E. Recording or Transcript: The College will create an audiovisual recording or transcript of the live hearing and make it available to the Parties for inspection and review.

F. Determination Regarding Responsibility: The Decision makers will issue a written determination regarding responsibility simultaneously to the Parties using the preponderance of the evidence standard. The written statement will include the allegations constituting sexual harassment, describe the procedural steps taken, the findings of fact supporting the determination, conclusions regarding the application of this Policy and a statement of the findings and the rationale, as well as the procedures and basis for appeal.

IX. APPEAL
Both Respondent and Complainant may appeal a determination regarding responsibility and from a dismissal of a Formal Complaint based on: (1) procedural irregularity that affected the outcome; (2) new evidence not previously available that could affect the outcome; and (3) bias or conflict of interest on the part of a Title IX official that affected the outcome.

X. TITLE IX COORDINATOR
The College’s Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination and misconduct policy. The Coordinator reports directly to the President of the College and is housed in the Office of Human Resources. Questions about this policy should be directed to the Title IX Coordinator.

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XI. EMPLOYEE RESPONSIBILITIES
A. Title IX uses the concept of actual notice and requires that the College must “respond promptly” when the Title IX Coordinator and other employees are notified of a report of sexual harassment. This response includes contacting a Complainant and notifying them of the policy and procedures, availability of supportive measures, and ability to file a Formal Complaint. Reports do not automatically trigger the initiation of a formal grievance procedure.

B. Mandated Reporter The “mandated reporters” (formally referred to as Responsible Employees) must report all relevant details of the incident including the name of the Complainant and Respondent, if known, dates, times, locations, and the names of Witnesses. Reporting must take place regardless of the location of the incident (on or off-campus) as it assists the Title IX
Coordinator in tracking patterns, evaluating the scope of the problem, formulating appropriate campus-wide responses, and ensuring that impacted students are provided with information about reporting options and resources. All employees including faculty and staff are considered mandated reporters.

C. Reports Involving Children and Vulnerable Populations the College is committed to safeguarding all children, young people, and vulnerable adults involved in our programs, or on our campus.

D. Confidential Employees the College has designated employees on campus where individuals may make confidential reports. Confidential Employees cannot reveal information to any third party unless one or more of the following conditions are present: the individual has provided written consent to disclose information; there is a concern about imminent harm to self or others; the information concerns the neglect or abuse of someone who is a minor, elderly, or disabled; or an employee has been charged with providing non-identifiable aggregate information for purposes of the Clery Act. For a list of Confidential Employees, click here.

E. Campus Security Authorities (CSA) Campus Security Authorities (CSAs) are individuals who by virtue of their College responsibilities and under the Clery Act, are designated to receive complaints of and report criminal incidents to the Emmanuel College Department of Campus Safety so that they may be included and published in the College’s Annual Security and Fire Safety Report.

F. Employees’ Duty to Cooperate Every Emmanuel College employee has a duty to cooperate fully and unconditionally in an investigation conducted pursuant to this Policy. This duty includes, among other things, speaking with the Title IX Coordinator, Investigator, hearing panel or appellate body, and voluntarily providing all documentation that relates to the claim being investigated. The failure and/or refusal of any employee to cooperate in an investigation may result in separate disciplinary action, up to and including termination.

XII. DEFINITIONS

A. Actual Knowledge means notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official who has the authority to institute corrective measures.

B. Advisor means any person who accompanies a Respondent or Complainant in any meeting or grievance proceeding. An Advisor may not have any additional role, such as a Witness, in the College process. Advisors are allowed to be present but are not allowed to actively participate in any meetings throughout the grievance process, except during live hearings. Requests to have more than one Advisor will be considered on case-by-case basis, and the final decision is the sole discretion of the Title IX Coordinator. No faculty or staff member is required to accept a request from a Party to serve as an Advisor. The Parties must inform the Title IX Coordinator of the name of the Advisor prior to any meeting or panel described in Appendix A.

C. Appellate Administrator annually trained and authorized by the Title IX Coordinator or Designee to conduct a review of a decision made regarding an emergency removal, dismissal of a complaint, or reached by a panel.

D. Business Day means any day, Monday through Friday, that the College is open.

E. Complainant means the individual who is alleged to be the victim of sexual harassment.
F. **Conduct file** means the printed, written, electronic file which may include, but is not limited to, all information obtained as part of an investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions and/or remedies; any appeal, including the result of the appeal; and any informal resolution and the result therefrom.

G. **Decision Makers** evaluate evidence, make & write a decision, “rule” on relevancy during cross-examination and on any interim measures. They are not able to serve in any other capacity of the Title IX process.

H. **Discipline File** means the conduct file, but limited findings of the disciplinary sanctions resulting from a determination of responsibility.

I. **Designee** means any employee who has responsibility for implementing or administering this Policy.

J. **Employee** means all full and part time staff.

K. **Evidence**
   a. Inculpatory evidence means information that suggests a Respondent is in violation
   b. Exculpatory evidence means information that suggests a Respondent is not in violation

L. **Formal Complaint** means a document filed and signed by a Complainant or the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the College investigate the allegation of sexual harassment.

M. **Incident Database** means the electronic database used to track an incident and the response taken.

N. **Party** means a Complainant or a Respondent.

O. **Personnel File** means the employee file which contains the history of employment.

P. **Preponderance of the Evidence** means a standard of proof in which the totality of the evidence offered in support of a fact is greater or more convincing than the evidence which is offered in opposition to it; given the totality of information the version of events that is more likely than not. Preponderance of the evidence is understood to require more than 50 percent certainty to determine responsibility for a policy violation (i.e. over 50%).

Q. **Relevancy** means information tends to support or disprove a fact in contention that bears on the outcome of the disputed fact. Investigators and Decision makers make relevancy determinations.

R. **Respondent** means an individual who has allegedly engaged in sexual harassment.

S. **Student** means any person who attends or is seeking admission to the College. Persons admitted but never matriculated are not considered students. For purposes of this Policy, the Title IX Coordinator will make the final determination as to whether or not an individual is a student.
T. Support Person means any person who attends a meeting associated with this Policy. Support Persons, who are not also Advisors, may not play an active role in the process, and may not ask questions, present evidence, or make statements. A Support Person may not have any additional role, such as a Witness, in the College process. Only reasonable requests to change proposed meetings to accommodate a Support Person’s schedule will be considered. Requests to have more than one Support Person will be considered on case-by-case basis, and the final decision is the sole discretion of the Title IX Coordinator. No faculty or staff member is required to accept a request from a Party to serve as a Support Person. The Parties must inform the Title IX Coordinator of the name of the Support Person prior to any meeting.

U. Witness means any individual who has relevant knowledge of an incident.

XIII. AMNESTY
Sometimes students are reluctant to report an incident of sexual misconduct as alcohol or other drugs may be involved. In cases of sexual assault, the College will grant amnesty from violations of alcohol or drug policies to students who file a report and/or who were victimized by an act of sexual misconduct. While amnesty is typically limited to violations involving the use of alcohol and drugs, determinations regarding amnesty are made on a case-by-case basis.

XIV. SEXUAL MISCONDUCT
A. Sexual Harassment: In accordance with the Department of Education, to initiate a grievance procedure outlined in Section IV, the definition of sexual harassment listed below must be met. If the alleged prohibited conduct does not meet this standard, a referral will be made to the appropriate office by the Title IX Coordinator.

a) Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:
   i. An employee conditioning the provision of an aid, benefit, or service on the individual’s participation in unwelcome conduct
   ii. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to their education
   iii. Sexual assault, dating violence, domestic violence, or stalking

1. Quid Pro Quo - An employee conditioning the provision of an aid, benefit, or service on the individual’s participation in unwelcome conduct. Allegations arising from quid pro quo harassment under this Policy must involve employees. A single instance of abuse of authority may constitute quid pro quo harassment. Additionally, it is still constituting quid pro quo sexual harassment when a Complainant acquiesces to the unwelcome conduct.

2. Hostile Environment - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to their education.

3. Sex discrimination means discriminatory conduct based on sex, including pay or hiring discrimination

4. Gender-based Harassment includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of verbal, non-verbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping.
5. **Unwanted sexual attention**, which includes verbal or physical sexual advances. This may also include unwanted sexual behaviors such as pressuring a person for dates, unwanted touching including hugging and kissing; dissemination of “revenge porn;” conspiring to sexually harass people; unwelcome conduct that harms and humiliates a person on the basis of sex; recording, photographing, or transmitting identifiable images of private sexual activity and/or the intimate parts of another person; allowing third parties to observe private sexual acts; distributing, viewing or forcing others to view illegal pornography; engaging in voyeurism; and exposing one’s genitals or inducing one to expose their own genitals in nonconsensual circumstances.

6. **Sexual Assault – Rape (FBI definition)** is the penetration, no matter how slight, of the vagina, anus, with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim (or attempts to commit the same). This includes any gender of victim or Respondent.

7. **Sexual Assault – Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances in which the victim is incapable of giving consent because of their age or temporary incapacitation (or attempts to commit the same).

8. **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent, which is 16 in Massachusetts. Attempts to commit statutory rape are also prohibited.

9. **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

10. **Dating Violence** includes any act of violence or threatened violence against a person who is, or has been in, a social relationship of a romantic or intimate nature with that person. This includes but is not limited to sexual or physical abuse, or the threat of such abuse.

11. **Domestic Violence** includes any felony or misdemeanor crime of violence committed by one person on another where the individuals:
   - are or were married to one another.
   - are or were residing together in the same household.
   - are or were related by blood or marriage.
   - have a child in common regardless of whether they have ever married or lived together; or
   - are or have been in a substantive dating or engagement relationship

   According to Section 16 of title 18 of the United States Code, the term “crime of violence” means:
   - an offense under Massachusetts State law that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or
   - any other offense that is a felony in Massachusetts and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.
Domestic violence, as defined by Title IX is considered relationship violence and must be “on the basis of sex.” For purposes of this Policy, Domestic Violence does not include acts that meet the definition of domestic violence under Massachusetts laws that are based solely on cohabitation (e.g., roommates) or family relationship (e.g., parent/child). While non-intimate-relationship violence would not be addressed using this Policy, it would still be counted for purposes of Clery Act reporting and may be addressed under other College policies.

12. **Stalking** means any course of conduct (more than one act) directed at a specific person (directly, indirectly, through a third party, or other means) that places that person in reasonable fear for his or her safety or the safety of others. For the purposes of this Policy, the behaviors must be directly related to that person’s sex.

**XV. CONSENT**

A. Consent for purposes of this Policy is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in a mutually agreed upon sexual activity at a mutually agreed upon time. Consent must be informed, freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent. For example, a position of influence could include supervisory or disciplinary authority. Silence, previous sexual relationships or experiences, and/or a current relationship may not, by themselves, be taken to imply consent. While nonverbal consent is possible (through active participation), it is best to obtain verbal consent. Similarly, consent to one form of sexual activity does not imply consent to other forms of sexual activity. An individual who is incapacitated cannot give consent. Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly.

B. Consent cannot be given if any of the following factors are present: Force, Coercion, Incapacitation.

- a) Force is the use of physical strength or action (no matter how slight), violence, threats of violence or intimidation (implied threats of violence) as a means to engage in sexual activity. A person who is the object of actual or threatened force is not required to physically, verbally or otherwise resist the aggressor. However, evidence of resistance by the Complainant will be viewed as a clear demonstration of a lack of consent.

- b) Coercion is the use of an unreasonable amount of pressure to engage in sexual activity. Coercion does not begin when the initiator makes an initial sexual advance. Coercion begins when the initiator continues to pressure another, through the use of psychological/emotional pressure, alcohol, drugs, threat, intimidation, or force, to engage in sexual behavior, when a reasonable person would realize that the other does not want to engage in sexual activity.

- c) Incapacitation is the physical and/or mental inability, whether temporary or permanent, of an individual to make rational, reasonable decisions, or judgments regarding one’s well-being or welfare. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Incapacitation may result from the voluntary or involuntary consumption of alcohol and/or other drugs. Where alcohol or other substances are involved, incapacitation is determined by how the substance impacts a person’s decision-making capacity, awareness of consequences, and ability to make informed judgments. For purposes of this Policy a person is not incapacitated merely
because the person has been drinking or using drugs. The question of incapacitation is
determined on a case-by-case basis using both objective and subjective standards. In
evaluating whether a person was incapacitated for purposes of evaluating effective
consent, the College will consider: (1) whether the person initiating the sexual activity
knew that their partner was incapacitated; and if not (2) whether a reasonable person in
the same situation would have known that their partner was incapacitated; and (3)
whether the person initiating the sexual activity played a role in creating the
circumstances of incapacity.

XVI. REPORTING OPTIONS
A. The College strongly encourages all who have experienced sexual harassment to report the
incident so that the College can provide support and pursue an appropriate resolution. The
College prohibits and will not tolerate retaliation against anyone who makes a report.

B. Immediate Needs: Safety and Preserving Evidence: If an incident occurs, the College
courages victims to report the incident and seek both police and medical assistance. Seeking
police or medical assistance does not obligate a Complainant to make a complaint or take any
further action, but the decision to seek medical help and gather evidence allows Complainants to
preserve the full range of available options. The College will assist any community member to get
to a safe place, provide transportation for medical help and, if requested, contact law
enforcement. For 24/7 help, contact the Department of Campus Safety.

Any person who has experienced sexual harassment is encouraged to take steps to preserve
evidence of the incident, as doing so may be necessary to the proof of a crime or to obtain a
protection order from the court. After an incident of sexual assault occurs, one should try to
refrain from bathing, showering, brushing teeth, drinking, eating, or changing clothes until the
evidence can be collected. If one changes clothes, one should place each garment in a separate
paper (not plastic) bag. If the incident involves any written or electronic communications (e.g.,
pictures/videos, texts, social media posts, etc.), take care to preserve copies and not delete the
originals.

Complainants may choose to file a report with both law enforcement and the College when the
incident constitutes both a crime and a violation of College policy. In cases in which the
Complainant chooses to report to law enforcement, the Title IX Coordinator may contact any law
enforcement agency that is conducting its own investigation to inform that agency that a College
investigation is also in progress; to ascertain the status of the criminal investigation; and to
determine the extent to which any evidence collected by law enforcement may be available to the
College in its investigation. At the request of law enforcement, the investigator may delay the
College investigation temporarily while an external law enforcement agency is gathering
evidence.

C. Reporting to Law Enforcement: Conduct that violates this Policy may also violate state and
local laws. The College encourages all individuals to immediately contact law enforcement in
situations which may present imminent or ongoing danger by contacting:

- 9-1-1- for emergencies
- Emmanuel College Department of Campus Safety 617.735.9710
- Boston Police Department (District B-2), 617.343.4270
- Boston Police Sexual Assault Unit, 617.343.0044
While the College encourages Complainants to contact law enforcement, it is not required. Additionally, the Complainant is still entitled to supportive measures regardless if a report is filed. College officials will provide assistance in contacting law enforcement as needed.

D. **Reporting to the College**: Complainants are encouraged to report the incident to the College by contacting the Title IX Coordinator. The Title IX Coordinator may be contacted by telephone, mail, email or in person during regular business hours (8:30am-4:30pm).

Erin Farmer Noonan  
Title IX Coordinator  
Eisner Administration Building – 336  
farmer@emmanuel.edu  
617.735.9991

As discussed above, upon receipt of a report, the Title IX Coordinator, or Designee, will promptly contact the Complainant and provide the following: information on the availability of supportive measures, consider the Complainant’s wishes with respect to supportive measures, the ability to receive supportive measures with or without filing a report, information about the process for filing a Formal Complaint.  
In order to proceed, a Formal Complaint must be filed, please see Appendix A for more information.

E. **Confidential Reporting Options**:  
   - Students may call the Counseling Center, Health Services, or Mission and Ministry and ask to speak to a designated confidential counselor.

   - Other resources which provide confidential assistance are Boston Area Rape Crisis Center: (24-hour free hotline) 1-800-841-8371; Beth Israel Deaconess Medical Center: 617-667-7000 (SANE); Boston Medical Center: 617-638-8000 (SANE) and Brigham and Women’s Hospital: 617-732-6462 (SANE).

   - Employees: Confidential assistance is always available through the EAP (Employee Assistance Provider), AllOneHealth, (24 hours a day) at 800-451-1834 or at the website at www.allonehealthap.com.

F. **Delayed Reporting**: Complainants have the right not to file a report, yet they are highly encouraged to seek medical attention and counseling. Complainants who wish to file a report at a later date, may do so by utilizing any of the options above. However, please note that a delay in reporting could create obstacles to the College’s process for stopping harassment/discrimination, remedying its effects, and preventing recurrence as well as potentially weakening evidence that could be useful in determining whether sexual misconduct occurred.

G. **Supportive Measures** Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available without fee or charge to the Complainant or the Respondent, before or after the filing of a Formal Complaint, or where no Formal
Complaint has been filed. Supportive Measures are designed to balance restoring or preserving access, without unreasonably burdening the other Party, unless the Respondent has been found responsible in which case the burden to Respondent does not prevent imposition of Supportive Measures. Additionally, they are intended to protect the safety of all Parties and/or deter sexual harassment.

Supportive Measures include counseling, extension of deadlines or other course-related adjustments, modification of work or class schedules, campus escort services, mutual orders of no contact, changes in work or housing locations, leaves of absences, increased security and monitoring of certain area. Please visit Supportive Measures for a full list of resources. The College will maintain the privacy of any Supportive Measures provided under this Policy to the extent practicable and will promptly address any reports of retaliation or violations of mutual no contact orders. The College has the discretion to impose and/or modify any Supportive Measures based on all available information.

H. Interim Action
a. Emergency Removal the College may impose an interim emergency removal of a Respondent prior to or during the grievance process. Such action may be taken when, after an individualized safety and risk analysis, a College official has determined that an immediate threat to the physical health or safety of any student or other individual exists. Respondent will be provided with written notice including information about the grievance process, including an opportunity to challenge the dismissal; identities of the Parties involved in the incident, if known; the conduct allegedly constituting sexual harassment; the date and location of the alleged incident.

Respondents wishing to challenge an Emergency Removal must submit a written appeal of such decision within five Business Days. Appeals must be submitted to the Vice President of Student Affairs.

The Vice President of Student Affairs (Appellate Administrator) will provide their decision to the Respondent within five Business Days of receiving the appeal. If the appeal is denied, the emergency removal may remain in effect through the conclusion of the grievance process, including the appellate process.

b. Administrative Leave the College may place an employee, including student employees, on administrative leave from employment prior to or during the grievance process outlined.

 Typically, those placed on administrative leave will continue to receive pay and benefits. Additionally, administrative leave is not indefinite and will be provided updates regarding their status.
XVII. EDUCATION, PREVENTION, AND AWARENESS PROGRAMS AND TRAINING OF COLLEGE OFFICIALS

A. The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to reduce and eliminate sexual misconduct or other forms of prohibited conduct which:

- are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome.

- consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels; and

- include primary prevention and awareness programs directed at incoming students and ongoing prevention and awareness campaigns directed at current students.

B. **Risk Reduction** means practices designed to decrease the potential for Sexual Misconduct, and to increase empowerment for victims and bystander intervention in order to promote safety and to help individuals and communities address conditions that facilitate violence. Experiencing Sexual Misconduct or other forms of prohibited conduct is never the victim’s fault. Only abusers are responsible for the abuse they perpetrate. However, the following are some strategies to reduce risk of victimization. For example, The Rape, Abuse, & Incest National Network (RAINN) has created a list which can be find by clicking here: [https://www.rainn.org/safety-prevention](https://www.rainn.org/safety-prevention).

C. **Bystander Intervention** Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders are “individuals who observe violence or witness the conditions that perpetuate violence. These individuals are not directly involved but have the choice to intervene. The College promotes a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Individuals may not always know what to do even if they want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911, if a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like he or she could be in trouble or need help, ask if he or she is ok.

- Confront people who seclude, hit on, attempt to make out with, or have sex with people who are incapacitated.

- Speak up when someone discusses plans to take sexual advantage of another person.

- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.

- Refer people to on or off campus resources listed in this policy for support in health, counseling, or with legal assistance.
D. Training of College Officials: Title IX Coordinators, investigators, decision-makers and any person who facilitates an informal resolution process will receive annual training on the following: the definition of sexual harassment, including an understanding of educational program or activity; how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes; how to serve impartially, including avoiding prejudgment about the facts at issue, conflicts of interest, and bias; the technology to be used at a live hearing; issues of relevance, including questioning, and investigative reports.

XVIII. DISABILITY ACCOMMODATIONS AND INTERPRETIVE SERVICES
Students with a disability who desire an accommodation regarding this Policy must request an accommodation by following the procedure for requesting an accommodation through Disability Services. Disability Services will make a determination regarding the request and notify the appropriate parties. An Individual will not be considered to have a disability unless and until the student registers with Disability Services. Employees with a disability who desire an accommodation regarding this Policy should request an accommodation with Human Resources. Similarly, those in need of interpretive services are encouraged to contact Disabilities Services 617.735.9923 or Human Resources at 617.735.9991.

XIX. RECORD RETENTION
The College will keep for 7 years the following:
- All information obtained as part of each sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions and/or remedies; any appeal, including the result of the appeal; and any informal resolution and the result therefrom.
- All information regarding any action taken, including Supportive Measures, and a rationale as to why a Formal Complaint was not filed. If a Complainant was not provided Supportive Measures, a rationale must be provided as to why Supportive Measures were not provided.
- All training materials used to train Title IX Coordinators, investigators, Decision makers, Appellate Administrators, and those who facilitate the informal resolution process will be kept in the Office of Human Resources, and current training materials will be available on the College’s website.
- Generally, information from a student’s Discipline File is not released without the written consent of the student. However, certain information may be provided to individuals within or outside the College who have a legitimate legal or educational interest in obtaining it. Typically, the information that is released to those outside of the College is limited to information associated with findings of “in violation” which resulted in a suspension or expulsion (Discipline File). Please refer to the federal Family Educational Rights and Privacy Act of 1974 (FERPA).
Personnel files are the property of the College and will not be shared without a subpoena, except upon request by the individual whose records are contained in the personnel file.

XX. REVISION AND INTERPRETATION
A. The Policy is maintained by the Office of Human Resources and is effective August 14, 2020. The College reserves the right to review and update the Policy in accordance with changing legal requirements and specific needs of the College.

B. Any questions of interpretation regarding the Policy shall be referred to the Title IX Coordinator, or Designee for determination. The Title IX Coordinator or Designee’s determination is final.

C. All reports received by the College after this date will be administered in accordance with the procedures described under this Policy.

XXI. FREEDOM OF EXPRESSION AND ACADEMIC FREEDOM
The College is committed to protecting, maintaining and encouraging both freedom of expression and full academic freedom of inquiry, teaching, service, and research. Nothing in this Policy shall be construed to penalize a member of the community for expressing an opinion, theory, or idea in the process of responsible teaching and learning. Accordingly, any form of speech or conduct that is protected by the principles of academic freedom or the First Amendment to the United States Constitution is not subject to this Policy.

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. Sex discrimination includes sexual harassment and sexual assault. While it is often thought of as a law that applies to athletics programs, Title IX prohibits sex discrimination in all educational, extracurricular, athletic and other programs and activities at Emmanuel College. This prohibition against sex discrimination applies regardless of whether the activity is conducted on campus, off campus, in transit or if sponsored at other locations.

While compliance with the law is everyone's responsibility at the College, below you will find a list of community members who have primary responsibility for Title IX compliance.

Please note that any incident should be reported to either the Title IX coordinator or at least one of the deputy coordinators. The Title IX Coordinator and Deputy Coordinator will work together to solve issues as needed. An individual should report a Title IX related concern to any of the employees identified as a coordinator or deputy.

Duty of Good Faith
Emmanuel College prohibits any member of the Emmanuel community from knowingly or recklessly bringing a false complaint against another member of the Emmanuel community. Any such action can lead to disciplinary action, up to and including dismissal from the College as a student or employee.
Chapter 4: Bias-Related Incident and Hate Crime Policy
As a Catholic college, Emmanuel College upholds the human dignity of all members of our community. As such, Emmanuel seeks to create and maintain an academic, work and social environment free of harassment due to race, gender, sexual orientation, ability, religion, veteran status, nationality, ethnicity or any other protected status.

What is a bias-related incident?
Bias-related incidents refer to conduct, speech, images or expressions that demonstrate conscious or unconscious bias which targets individuals or groups based on but not limited to their actual or perceived race, ethnicity, national origin, sex, gender identity or expression, sexual orientation, disability, age, religion, or any other protected status. While bias-related incidents are often unintentional and may not be perceived as aggressive or disrespectful by the responsible party, these behaviors are a violation of the policies listed in the student code of conduct. It is important to note that when bias is not conscientiously named and addressed, it can compound to create negative environments for those affected and/or can escalate into more overt acts of discrimination or criminal behaviors.

What is a hate crime?
The FBI defines a hate crime as “a criminal offense against a person or property motivated in whole or in part by an offender’s bias against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity.”

What is Emmanuel’s policy regarding bias-related incidents and hate crimes?
A bias-related incident or hate crime is contradictory to Emmanuel College’s community standards. It may also contribute to creating an unsafe, negative or unwelcome environment for the victim and/or other members of the College community. Students who engage in behavior that can be classified as a bias-related incident are subject to disciplinary action through the student conduct system. If an incident is determined to be a hate crime, the Office of Campus Safety will work with law enforcement as needed and the student will also be subject to disciplinary action through the student conduct system. Take special note that retaliation against an individual who has reported a bias-related incident/hate crime and against witnesses of a bias-related incident/hate crime will not be tolerated by the College. For additional information on Bias-Related Incidents please click here

REPORT BIAS-RELATED INCIDENTS AND HATE CRIMES HERE:
http://www.emmanuel.edu/report-bias

What happens when you file a report?
- The Bias Response Coordinator receives the report and will begin an investigation.
- Following the investigation, incidents involving students will be referred to the Assistant Dean of Community Standards and may be processed through the student conduct system if applicable.
- Following the investigation, incidents involving an employee will be referred to the Office of Human Resources and progressive discipline may be applied if appropriate.
- If any incident is classified as a hate crime, the Office of Campus Safety will conduct the investigation and consult with law enforcement as necessary.

What happens if the accused party is found responsible?
• If a student is found responsible for a bias-related incident, sanctions may be issued. Educational measures may also be required.
• If an employee is found responsible for a bias-related incident, the Office of Human Resources will decide the appropriate course of action.
• If any person is found responsible for a hate crime, they may face criminal charges and additional sanctions from the College, up to and including termination or expulsion.

Emmanuel College is committed to providing its students, faculty and staff with a working and learning environment in which all people are treated with respect and dignity. Each person has the right to work and be educated in an atmosphere that is free of harassment and unlawful discriminatory actions based on race, color, gender, age, sexual orientation, gender identity, religion, national or ethnic origin, disability, veteran or active military status, genetic information or any other protected status. Because Emmanuel College takes allegations of harassment and unlawful discrimination seriously, we will respond promptly to complaints and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.
Chapter 5: Policies and Procedures

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. With this in mind, the Student Government Association approved the following set of guidelines, which a representative group of students developed on behalf of the student body. These guidelines delineate the expectations that they and their peers have of themselves and one another.

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 life 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 vandalism.
- 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 heterosexism.
- 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.

Good Samaritan Amnesty Policy – Safety First

Sometimes students are reluctant to report an alcohol related or other emergency situation out of concern that they will face an alcohol or drug violation. We expect and encourage students to always put their health, safety and well-being and that of others first and make responsible decisions in potentially life threatening or dangerous situations. Therefore, we will grant amnesty from violations of the alcohol and drug policies to any students who seek assistance or call for help on behalf of another student or guest.
Conduct Definitions

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 Student Guide, in the Academic Catalog and on the website. The following actions are considered violations of the Emmanuel College Student Code of Conduct and are punishable by sanctions imposed in accordance with the conduct procedures of Emmanuel College.

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 medications. Suspension of drug use due to smell, paraphernalia, etc.
5. Intoxication, use, sale, distribution, possession or being in the presence of alcoholic beverages or related paraphernalia on campus, regardless of age. Being attended to for over-intoxication.
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. "Unwanted" means against a person's wishes or without consent and includes those instances in which the individual is unable to give consent because of sleep, unconsciousness, impairment or intoxication due to alcohol, other substances or drugs.
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 College property, 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 or tobacco use.
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 guest or visitation policies.
19. Violation of the Computing and Communication Acceptable Use Policy including but not limited to illegal downloading and file sharing of music or video and unauthorized access to College information systems.
20. Gambling.
21. Obstruction or disruption of College activities, including but not limited to teaching, research, administration, campus services, campus meetings, organized and/or sponsored events, and operation and maintenance of any property owned or controlled by Emmanuel.
22. 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.
23. Use of the College name, seal, or other forms of College identity without written permission from the Vice President for Student Affairs or designee.
24. Solicitation, without the written permission of the Dean of Students, Director of Student Activities, Director of Residence Life or designee.
25. Noise disturbances, violation of residence hall quiet hours, disruptive activities and/or activities which can cause damage or risk.
26. Refusal to identify oneself and/or to conspicuously display student identification card.
27. Failure to provide an accurate local address to the Office of the Registrar.
28. Playing sports in academic or residential buildings or in restricted areas.
29. 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.
30. Conduct that is a state or federal crime.
31. 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.
32. Actions committed off College property that are related to the security of the College community, the integrity of the educational process or the reputation of the College.

**Academic Policies**

The Office of the Registrar is your resource for course registration and schedules, academic policies, grades, transcript requests, enrollment verification, approvals off campus coursework including study abroad, and confirming graduation eligibility.

**Alcohol Policy**

**The Drug-Free Schools 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. This policy is being issued by the College in compliance with the requirements of that Act. Emmanuel College strives to provide a safe and healthy environment for student growth and development and the achievement of academic success. The College policy on alcohol use is designed to promote these goals and to reduce the harm resulting from the misuse and abuse of alcohol. Along with substantial health and safety risks are potentially significant legal consequences. Students, staff and faculty of Emmanuel are urged to familiarize themselves with the information contained within this policy.

**Prohibitions**
Emmanuel College is a primarily alcohol-free campus. With the exception of permitted suites in the New Residence Hall, in accordance with the Alcohol Policy for New Residence Hall Apartments, the
possession, use, or distribution of alcohol by any student or guest on campus or at off-campus Emmanuel sponsored events is prohibited. Students are prohibited from participating in any College activity, on or off College premises, while under the influence of alcohol. No alcohol beverage containers including but not limited to shot glasses, drinking game devices, or other items affiliated with the consumption or possession of alcohol are allowed in any campus building or property controlled or leased by the College regardless of the owner's age. Students who are over the age of twenty-one years of age may request a rare exception to this policy for a special event or activity (for example, during senior week) by contacting the Vice President for Student Affairs.

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 alcohol may subject a student to criminal penalties.

Enforcement
Persons suspected of bringing alcohol on their person or in their belongings on property owned or leased by the College will be subject to search by residence hall staff, Campus Safety staff or other authorized personnel. The responding staff member will document the situation and all students involved may be subject to disciplinary action. Residence hall staff will address any persons suspected of using or keeping alcohol in a residence hall. In such an instance, residence hall staff will conduct a visual inspection of the location and require the person(s) to gather and, in the presence of the responding staff member, discard all alcohol. Residence hall staff in conjunction with Campus Safety and/or other authorized personnel will assess the condition of any intoxicated persons involved and provide appropriate care. If such an incident occurs in a residence hall room, any guest of the resident(s) at that time will be asked to leave the room and/or hall. The responding staff member(s) will document the situation and all students involved may be subject to disciplinary action.

Alcohol and The Laws of The Commonwealth of Massachusetts
The legal age in Massachusetts is defined by M.G.L. 138 12 which makes it unlawful for licensed vendors to sell to anyone under twenty-one years of age. Minors are not permitted to purchase or even make arrangements to purchase alcoholic beverages (M.G.L. 138 34A). It is also unlawful for minors to transport in any way any alcoholic beverages (M.G.L. 13834B). Anyone who procures any alcoholic beverages for a minor violates M.G.L. 138 34. The sale of alcoholic beverages by a licensed vendor to a minor is illegal under M.G.L. 138 34 which also makes it unlawful for a patron to procure such beverages for a minor at any licensed establishment. The penalty for violating this law is a $1000 fine or six months imprisonment or both. Minors may not misrepresent their age in order to purchase or attempt to purchase any alcoholic beverages (M.G.L. 148 34A). The same law makes it illegal to deface, alter or otherwise falsify an identification card to obtain alcoholic beverages. The penalty for violating this statute is a $300 fine. Those of legal age are precluded by the same law from making a false statement about a minor's age in order to effectuate a sale to a minor or from inducing a minor to make a false statement in order to obtain alcoholic beverages. Persons under 21 years of age may not transport alcoholic beverages and those who do so while operating an automobile are subject to revocation of their driver's license for a maximum of three months (M.G.L. 138 34C).
**Alcohol and The Laws of The City of Boston**  
(From the Boston Police Department District 14 Newsletter)

**Open Containers:**
It shall be unlawful for a person to drink from or possess an open container of alcoholic beverages, in or upon any public way, in any park, or playground, or on the private property of another without consent of the owner. Penalty: Any person in violation of this ordinance shall be punished by a fine and may be placed under arrest.

**Procuring alcohol for underage persons:**
No person shall agree to procure for or deliver to an individual under the age of 21, any alcoholic beverage, sealed or open. The burden of ascertaining whether the recipient is at least 21 years of age is on the person delivering the beverages. Penalty: Any person in violation of this ordinance shall be punished by a fine not exceeding $50. Any person convicted of violating this statute shall be punished by a fine not exceeding $2,000 or by imprisonment for up to six months or both.

**Procurement by Intimidation:**
No person under the age of 21 shall persuade, intimidate or otherwise cause another to purchase or obtain alcoholic beverages intended for consumption. Penalty: Any person convicted of violating this statute shall be punished by a fine not exceeding $300 for each conviction. A conviction for a violation of this section will be reported to the Registrar of Motor Vehicles by the court. The registrar shall suspend for ninety days the defendant's license or right to operate a motor vehicle.

**Fake ID:**
No person shall willfully misrepresent his or her age or in any way alter, deface or otherwise falsify his identification offered as proof of age with the intent of purchasing alcoholic beverages. Penalty: Any person who violates this statute shall be punished by a fine of $300. A conviction of a violation of this section shall be reported to the Registrar of Motor Vehicles by the court. The registrar shall suspend the defendant's license or right to operate a motor vehicle for ninety days.

**Transportation of Alcohol:**
No person under the age of 21 and who is not in the company of a parent or legal guardian shall knowingly possess or transport any alcohol. This section does not apply to a person between the ages of 18 to 21 acting in the scope of his or her employment. A police officer may arrest without a warrant any person who violates this statute. Penalty: Any person who violates this statute shall be punished by a fine of not more than $50 for the first offense and not more than $150 for each subsequent offense. A conviction for a violation of this section shall be reported to the Registrar of Motor Vehicles by the court. If the defendant was operating a motor vehicle at the time of the violation, the registrar shall suspend the defendant's license to operate a motor vehicle for not more than three months. Please note that the Boston Police Department is notified of the sale of all Keg Beer. If you have a party or purchase a keg for a party, you could be charged for procurement if officers discover underage guests at the party.

**Education**
The Office of the Dean of Students works collaboratively with the departments of Residence Life, Counseling, Health and Campus Safety and various student groups to offer programs to educate students about the negative consequences associated with drug and alcohol use. Programs include alcohol/drug education during new student orientation, training for Residence Life staff and special programs conducted for the Emmanuel College community with the assistance of outside agencies.
Health Risks Associated with The Use and Abuse of Alcohol
Alcohol affects every organ in the drinker's body. Intoxication can impair brain function and motor skills and heavy use can increase risk of certain cancers, stroke, and liver disease. Alcohol interferes with the brain's communication pathways and can affect the way the brain looks and works. These disruptions can change mood and behavior and make it harder to think clearly and move with coordination. Drinking a lot over a long time or too much on a single occasion can damage the heart, causing problems including the following: cardiomyopathy, arrhythmias, stroke, and high blood pressure. Heavy drinking takes a toll on the liver and can lead to a variety of problems and liver inflammations including steatosis, or fatty liver, alcoholic hepatitis, fibrosis, and cirrhosis. Alcohol causes the pancreas to produce toxic substances that can eventually lead to pancreatitis, a dangerous inflammation and swelling of the blood vessels in the pancreas that prevents proper digestion. Drinking too much alcohol can increase your risk of developing certain cancers, including cancers of the: mouth, esophagus, throat, liver, and breast. Alcohol can also weaken your immune system, making your body a much easier target for disease. Chronic drinkers are more liable to contract diseases like pneumonia and tuberculosis than people who do not drink too much. Drinking a lot on a single occasion slows your body's ability to ward off infections - even up to 24 hours after becoming intoxicated.

Emergency Assistance
Students are encouraged to contact Campus Safety at 617.735.9710 for assistance when persons who are suspected to be under the influence of alcohol may pose a danger to themselves or the community. [Amnesty Policy/Safety First](#)

Rehabilitation
A student who has been determined by the College to have used or to have been under the influence of alcohol in violation of this policy may, at the College's discretion, be permitted to participate in a rehabilitation program approved by the College as an alternative to dismissal. Generally, only a student who has not previously violated this policy and whose conduct and performance are otherwise satisfactory to the College will be considered for discipline short of expulsion. Such a student will successfully complete an approved rehabilitation program as a condition of continued enrollment. The cost of the program is the responsibility of the student, but may be covered, in whole or in part, by the individual's health insurance, depending on the terms of the policy. The College strongly encourages students to seek assistance for problems with alcohol abuse before the individual's relationship with the College is jeopardized. A number of counseling and rehabilitation programs are available to individuals, on a confidential basis, to provide education, counseling, and coordination with available community resources to address drug and alcohol abuse problems. A list of local programs is available from the Office of Counseling, room 151 Administration Building.

Clean Air Policy/Smoking Policy
Emmanuel College is committed to building a culture of wellness for all members of the community by providing an environment that promotes the well-being and safety of students, faculty, staff and visitors. Emmanuel College prohibits smoking and the use of tobacco products on the Fenway and Notre Dame campuses. No smoking or tobacco use will be permitted on College grounds, in common or private work areas, elevators, hallways, restrooms, dining areas, lounges, conference and meeting rooms and all other enclosed or semi-enclosed areas. Additionally, no smoking or tobacco use will be permitted in outdoor areas including parking lots, parking garages (including inside personal vehicles), grounds, rooftops, courtyards, entrance/exit ways, athletic facilities, College-owned or leased vehicles, and any other indoor or outdoor areas owned or managed by the College.
Cyber Harassment
Cyber Harassment is the use of electronic information and communication devices to willfully and repeatedly harm a person (or persons) through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending false, cruel or vicious messages.
- Creating websites that have stories, cartoons, pictures and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a person’s picture without their permission.

Actions of this nature create a hostile, disruptive environment on the campus and are a violation of a student’s right to be safe and secure. The College will not tolerate cyber harassment including but not limited to threatening, harassing or intimidating an individual, or group of individuals, placing an individual in reasonable fear of harm, damaging an individual’s property or disrupting the orderly operation of the College. The online activities and technologies often used by students engaged in cyber harassment includes, but are not limited to, social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras and webcams. As new technologies emerge, they too may be included with the above forms of electronic communication.

Disturbing the Peace and Hazardous Behavior
Emmanuel College has a long-standing reputation for academic excellence and intellectual inquiry, values-based education and a strong community. Consistent with the Statement of Community Standards, found in the Student Handbook, "We expect each member of the community to take responsibility for building and improving the quality of our community life and when necessary will communicate with those in a position to make changes." Communication is expected to be civil and free from disparagement, intimidation, harassment and violence of any kind. All Emmanuel students may participate in peaceful demonstrations, protests and expressions of dissent where such gatherings will not interfere with the legitimate educational or institutional processes of the College or obstruct physical movement to, from, or within any place on the campus, including Emmanuel property located off the main campus. While the campus is open to the free exchange of ideas, the College may limit the time, place, and manner of demonstration. Such restrictions shall be applied without discrimination toward the content of the view being expressed by the speaker as long as the expression is not indecent, grossly obscene or grossly offensive on matters including but not limited to race, gender, ethnicity, religion, or sexual orientation.

All student demonstrations must be registered two business days in advance with the Office of the Vice President for Student Affairs (G05 St. Ann Hall) and may be organized and led only by members of the Emmanuel community. In the unlikely event that the protest is time-dependent and needs to be scheduled sooner than 2 business days in advance, students may request an expedited registration by contacting the Vice President for Student Affairs or designee available after business hours via Campus Safety. Students directly involved in or observing of any campus demonstrations must maintain responsibility for their academic requirements including but not limited to class attendance, examinations, papers and/or oral presentations and class projects.

All Emmanuel students are expected to conduct dialogues with dignity and courtesy. In the interest of safety and the maintenance of routine educational and institutional activities, demonstrations and expression of dissent on Emmanuel property shall not:

Emmanuel College Student Handbook
• Endanger the safety of any person on the Emmanuel campus.
• Result in the defacement or destruction of property owned or leased by Emmanuel.
• Deny or infringe upon the rights or result in harassment of other students, faculty, staff, or guests of the Emmanuel community.
• Disrupt or interfere (by volume, number of participants or banners, placards, leaflets or other types of written message) with College activities including but not limited to teaching, research, administration, resident students right to sleep and study, campus services, discipline, organized and/or sponsored events, and operation and maintenance of any property owned or controlled by Emmanuel.
• Obstruct pedestrian movement or vehicular traffic on the campus or Emmanuel property owned or leased off campus.
• Deny or obstruct use of offices or any facilities used by students, faculty, staff or guests.

Any violation of this policy will be considered a violation of the Student Code of Conduct and will be actionable to sanctions imposed in accordance with the judicial procedures of Emmanuel College which can be found on the College website. Please refer to the Student Demonstrations Registration Form below.

**Dining Hall Behavioral Expectations (Please refer to COVID-19 related restrictions as posted)**
Cooperation on the following items helps provide better service for all students:

1. Meal cards and College ID cards must be presented at each meal and are not transferable.
2. Trays and dishes must be returned to the dish room window.
3. Silverware and dishes are the property of the College and may not be taken from the Dining Hall.
4. Students may not remove food from the Dining Hall unless they have made arrangements with the food service staff or have received approval from Emmanuel College.
5. Students are required to dress appropriately in the Dining Hall in order to meet the health code requirements that state that patrons must wear shoes and shirts on the premises.
6. All food items are unlimited (except at special events).
7. Box lunches are available if Board Plan members are unable to be present for a meal. A 24-hour notice to the Dining Service is required.
8. Disorderly conduct in the Dining Hall will be subject to disciplinary action.
9. Students with concerns about the College dining service should direct their questions to the Director of Food Service.

**Drugs and Narcotics Policy**
**The Drug-Free Schools 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. This policy is being issued by the College in compliance with the requirements of that Act.
Emmanuel College strives to provide a safe and healthy environment for student growth and development and the achievement of academic success. The College policy on drug use is designed to promote these goals and to reduce the harm resulting from the misuse and abuse of drugs. Along with substantial health and safety risks are potentially significant legal consequences and students are urged to familiarize themselves with the information contained within this policy.
**Prohibitions**

Emmanuel College supports all laws governing the possession, use and sale of illegal drugs and fully cooperates with the enforcement of all such laws. Please note that although legal for recreational use in the state of Massachusetts, marijuana consumption and possession is prohibited under federal law. Colleges and universities who accept federal funds must remain compliant with the aforementioned Drug Free Schools and Communities Act Of 1989. The College strictly forbids the use, possession of distribution of illegal drugs, or use, possession or distribution of illegal drug paraphernalia. Note, "drug paraphernalia" includes materials, products, instruments or items used to create, manufacture, distribute, use, or otherwise manipulate any drug. Paraphernalia includes, but is not limited to hypodermic needles, syringes, bongs, pipes, grinders, scales. Because they may be used to ingest illegal stimulants, vapes are also considered drug paraphernalia. The College also strictly forbids the use of illegal drugs at College sponsored events off campus. In addition, all students present at the time of a drug violation may be subject to disciplinary action.

**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 illicit drugs may subject a student to criminal penalties. Any student determined to be manufacturing, dealing, selling, or distributing illegal drugs on or off campus faces dismissal from the College. Such students may be subject to arrest and further legal action. The College will cooperate fully with law enforcement officials in the investigation and prosecution of drug related cases. The College will assume a student is dealing drugs if the student possesses a large quantity of illegal drugs. For example, more than two ounces of marijuana and more than four grams of cocaine would constitute a large quantity of illegal drugs.

**Enforcement**

Persons suspected of bringing illicit drug on their person or in their belongings on property owned or leased by the College will be subject to search by the residence hall staff, Campus Safety staff or other authorized personnel. The responding staff member will document the situation. All students involved may be subject to disciplinary action.

Residence hall staff members will address any persons suspected of using or keeping illicit drugs or paraphernalia in a residence hall. In such an instance, residence hall and/or Campus Safety staff will conduct a visual inspection of the location and require the resident(s) to gather and surrender any illicit drugs or paraphernalia. Campus Safety will confiscate all found/surrendered illicit drugs or paraphernalia. If such an incident occurs in a residence hall room, any guest of the resident(s) at that time will be asked to leave the room and/or hall. The responding staff member(s) will document the situation and all students involved may be subject to disciplinary action.

**Federal Drug Offenses**

The criminal offenses most commonly charged under the Federal Controlled Substances Act are the knowing, intentional and unauthorized manufacture, distribution or dispensing of any controlled substance or the possession of any controlled substance with the intent to manufacture, distribute or dispense. Federal law also prohibits the knowing, intentional and unauthorized creation, distribution, dispensing or possession with intent to distribute or dispense a "counterfeit substance."

Simple possession without necessarily the intent to distribute is also forbidden by federal law and carries a penalty of imprisonment. Furthermore, attempts and/or conspiracies to distribute or possess with intent to distribute controlled substances are crimes under federal law. Specific drug crimes carry greater penalties, including:

Emmanuel College Student Handbook
• The distribution of narcotics to persons under 21
• The distribution or manufacturing of narcotics near schools and colleges
• The employment of juveniles under the age of 18 in drug trafficking operations
• The distribution of controlled substances to pregnant women
• The penalties for violating federal narcotics statutes vary considerably and may be harsher based on two principal factors: 1. The type of drug involved (heroin, cocaine, marijuana, LSD, etc.) 2. The quantity of the drug involved

With the exception of simple possession charges which result in up to one-year imprisonment, maximum penalties for narcotic violations range from 20 years to life in prison. Certain violations carry mandatory minimum prison sentences of either five years or ten years. Harsher penalties will be imposed if a firearm is used in the commission of a drug offense. If a drug offense results in death or serious bodily injury to an individual who uses the drug involved, the penalties are also harsher. Anabolic steroids are controlled substances. Distribution or possession with intent to distribute carries a sentence of up to five years and a $250,000 fine. Questions sometimes arise as to what number of narcotics found in the possession of a person is considered to be for personal use as opposed to the more serious offense of possession with the intent to distribute. Federal law, as a general rule, considers anything more than a dosage unit as indicating the intent to distribute. In other words, the greater quantity possessed, the more likely it is that an individual in possession has the intent to distribute.

Education
The Office of the Dean of Students works collaboratively with the departments of Residence Life, Counseling, Health and Campus Safety and various student groups to offer programs to educate students about the negative consequences associated with drug and alcohol use. Programs include alcohol/drug education during new student orientation, training for Residence Life staff and special programs conducted for the Emmanuel College community with the assistance of outside agencies.

Health Risks Associated with The Use of Illicit Drugs
For additional information on these and other drugs, please visit the National Institute on Drug Abuse website at National Institute of Drug Abuse

Cannabis (marijuana)
Marijuana use can have a variety of adverse, short- and long-term effects, especially on cardiopulmonary and mental health. Heart rate can increase anywhere from 20-100 percent and it was estimated that users have an almost 5-fold increase in heart attack risk in the first hour after smoking marijuana. Smoking can have an effect on heart rhythms and cause palpitations and arrhythmias. Marijuana smoke is also an irritant to the lungs, and frequent marijuana smokers often suffer from chronic coughing and phlegm production, more frequent acute chest illness, and a heightened risk of lung infections. A number of studies have shown an association between chronic marijuana use and mental illness. High doses of marijuana can produce a temporary psychotic reaction (involving hallucinations and paranoia) in some users and using marijuana can worsen the course of illness in patients with schizophrenia. A series of large prospective studies also showed a link between marijuana use and later development of psychosis. Associations have also been found between marijuana use and other mental health problems, such as depression, anxiety, suicidal thoughts among adolescents, and personality disturbances, including a lack of motivation to engage in typically rewarding activities.
**Cocaine/Crack**
Cocaine is a strong central nervous system stimulant that increases levels of the neurotransmitter dopamine and ultimately disrupts normal brain communication. With repeated use, cocaine can cause long-term changes in the brain's reward system as well as other brain systems, which may lead to addiction. Most seriously, people who use cocaine can suffer heart attacks or strokes, which may cause sudden death. Cocaine affects the body in a variety of ways. It constricts blood vessels, dilates pupils, and increases body temperature, heart rate, and blood pressure. It can also cause headaches and gastrointestinal complications such as abdominal pain and nausea. Cocaine use can lead to loss of the sense of smell, nosebleeds, problems with swallowing, hoarseness, and a chronically runny nose. Users can also experience irritability, restlessness, and anxiety and severe paranoia, in which they lose touch with reality and experience auditory hallucinations.

**Heroin**
Heroin abuse is associated with a number of serious health conditions, including fatal overdose, spontaneous abortion, and infectious diseases like hepatitis and HIV. Chronic users may develop collapsed veins, infection of the heart lining and valves, abscesses, constipation and gastrointestinal cramping, and liver or kidney disease. Pulmonary complications, including various types of pneumonia, may result from the poor health of the user as well as from heroin's effects on breathing. Chronic use of heroin leads to physical dependence, a state in which the body has adapted to the presence of the drug. If a dependent user reduces or stops use of the drug abruptly, he or she may experience severe symptoms of withdrawal.

**Narcotic Analgesics**
Narcotic analgesic drugs may cause constipation, lightheadedness, dizziness, drowsiness, stomach upset, nausea, and flushing. When taken by routes other than as prescribed, there is an increased risk of depressed respiration, which can lead to coma and even death. In combination with alcohol there is a risk of dangerous slowing of heart rate and respiration, coma, and death. These drugs also possess addictive properties with long-term usage.

**Hallucinogens**
Hallucinogenic drugs can have a wide range on side effects which can be dependent upon the drug taken. These effects can include the following: depression, paranoia/panic, emotional instability, impulsive behavior, and distortions in perception. Other effects include increased body temperature, heart rate, blood pressure; nausea; numbness; dizziness; weakness; tremors; sleeplessness; blurred vision. High doses of these drugs can cause the following: seizures, coma, hyperthermia, memory problems, feelings of invulnerability and exaggerated strength, and fear of insanity and death. Long-term use of these drugs can cause the following: addiction, flashbacks, cognitive impairment, loss of coordination, as well as other potential problems.

**Emergency Assistance**
Students are encouraged to contact Campus Safety at 617-735-9710 for assistance when persons who are suspected to be under the influence of drugs and who may pose a danger to themselves or the community.

**Amnesty Policy/Safety First**

**Rehabilitation**
A student who has been determined by the College to have used or to have been under the influence of drugs in violation of this policy may, at the College's discretion, be permitted to participate in a rehabilitation program approved by the College as an alternative to dismissal. Generally, only a student who has not previously violated this policy and whose conduct and performance are otherwise satisfactory to the College will be considered for discipline short of discharge. Such a student will
successfully complete an approved rehabilitation program as a condition of continued enrollment. The cost of the program is the responsibility of the student, but may be covered, in whole or in part, by the individual's health insurance, depending on the policy. The College strongly encourages students to seek assistance for problems with drug use and abuse before the individual's relationship with the College is jeopardized. A number of counseling and rehabilitation programs are available to individuals, on a confidential basis, to provide education, counseling, and coordination with available community resources to address drug and alcohol abuse problems. A list of local programs is available from the Office of Counseling room 151 Administration Building.

Emergency Procedures
The department of campus safety is dedicated to involving the entire Emmanuel College community in creating an environment that is free from crime and disruption. The department meets regularly with students, staff and faculty to discuss relevant topics that impact our neighborhood and community. When requested, Campus Safety Officers assist in classroom settings with a variety of topics of interest such as forensics and crime scene investigation. Officers also participate in special education programs in conjunction with the offices of student activities and residential life, often involving the Massachusetts State Police, Boston Police and various District Attorney's Offices. Specialized training or programs can be arranged by contacting the Office of Campus Safety at 617-735-9710.

Some of the training programs conducted by Campus Safety include:

- Violence Prevention and Response
- Rape Aggression Defense
- Fatal Vision Program
- Security/Safety Planning
- Alcohol/Drug Awareness Programs
- Specialized Classroom Sessions
- Crime Prevention

Patrols and Medical First Response
Security Patrol
Emmanuel College Campus Safety Officers patrol the campus 24 hours a day, 7 days a week. Campus Safety Officers patrol all buildings during all hours of operation, as well as during non-operational periods. While patrolling, Campus Safety Officers monitor all activities, respond to alarms and other emergency situations, conduct safety and security audits, maintain control of vehicle traffic onto the campus and enforce College parking regulations. All Campus Safety Officers are equipped with two-way radio communications and stay in constant contact with the Safety Department Communications Center, located in the Administration Building, room 139 while on patrol.

Bike Patrol
Emmanuel College Campus Safety utilizes bicycle patrol as an effective way of patrolling the campus while increasing visibility among the Emmanuel College community. Officers selected for bike patrol can cover a much larger area and travel faster than a foot patrol officer. Officers ride, as weather allows, from April through November.
First Responders
All Campus Safety Officers have been trained as first responders and have gone through first aid and automated external defibrillator (AED) training. For this reporting year, Campus Safety responded to 64 medical calls ranging in severity.

Fire Safety
1. If a student discovers a fire, the student should ring the alarm and immediately leave the building according to evacuation procedures. The student can then notify Campus Safety (617-735-9888 or 617-735-9710).
2. Every student must evacuate the building immediately when the fire alarm rings. Do not wait for the RA to tell you to evacuate! Failure to do so will result in disciplinary action and a fine.
3. Each student is responsible for knowing the fire exits throughout the building.
4. Elevators should never be used when the fire alarm rings.
5. Emergency exits may be used in case of emergency only.
6. It is both a state (Mass. General Laws Ch. 29, Sec. 13) and federal offense to tamper with fire equipment such as alarms, fire extinguisher, or other fire safety equipment. Students who tamper with such equipment will receive disciplinary action up to and including removal from the residence halls.
7. Candles, incense, live Christmas trees, ceiling decorations, microwave ovens, toasters and toaster ovens, hot plates, electric heaters, rice cookers, hot pots, coffeemakers and other like items may not be used or stored in student rooms. Hot pots, coffee makers, rice cookers, and microwaves must be used in the kitchen area located on each floor.
8. Halogen lamps are not allowed in the residence halls. The intense heat given off by the light bulb is a fire hazard.

Policy on Bomb Threats
a. 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.

Policy to Follow Directives from a College or Municipal Official
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.

For Additional Comprehensive Information and to see the Emmanuel College Emergency Response Guide click here

Guest Policy (Restricted Spring 2021)
The Residence Hall Guest Visitation Policy is designed to balance the needs and interests of all members of the residence community while supporting residence hall safety, resident comfort, student development, academic achievement, and campus community. Regular visitation hours establish regular parameters within which students can visit with friends and family while maintaining a living environment conducive to privacy, sleep and study. After hours/overnight visitation hours recognize that late-night socializing is an important part of developing community, and that students frequently study into the early morning hours in groups in the residence halls. Finally, the College recognizes that
hosting family and friends strengthens long-distance relationships. It is important to emphasize that as a Catholic College, Emmanuel does not condone sexual activity in the residence halls and strives to endow students with the tools, knowledge and resources to behave in a moral, ethical and respectful manner at all times. Further, Emmanuel is committed to supporting resident student rights to privacy, sleep and study. When roommates cannot agree, the right of the roommate to occupy her/his room has priority over the right of the roommate to have an afterhours/overnight guest. Students are expected to bring any problems or concerns to the Residence Life staff. Students who are uncooperative with their roommate, or who violate the guest policy can expect to have their guest privileges and residency reviewed and potentially revoked. In an effort to support first year students during their transition and to comply with the educational mandate set forth by Title IX Legislation, the Department of Residence Life and Housing engages first year students in conversations, workshops and on-line education on topics relevant to student safety, residence hall living, and academic success. Prior to hosting after hours/overnight guests, resident students must complete this training. Students who complete this training may begin to host guests the Friday night after the first full week of classes.

Hazing Law
The Commonwealth of Massachusetts, in response to incidents involving personal injury and death, has prohibited the act of hazing. The term "hazing" shall mean any conduct or method of initiation into any student organization, athletic team or other student group, 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 (but is not limited to) 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 which is likely to adversely affect the physical health or safety of any such student or other person or which subjects such students or other persons to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions, consent shall not be available as a defense to any prosecution under this action.

Jury Service
Jury duty for college students
If you live in Massachusetts for at least 50% of the year, you're eligible for jury duty, so most college students are eligible.

- If you're attending college in Massachusetts but you're from another state, you're required to serve in response to your Massachusetts summons. If your date conflicts with your class schedule, you can reschedule your service to a new date within 1 year of your original service date.
- If you live in Massachusetts but attend school in another state, you're required to serve unless you won't return to Massachusetts for 1 year or more. You can reschedule your service to a new date within 1 year of your original service date, when you will be in Massachusetts.
- If you attend college in one county in Massachusetts but live in another, you're eligible to serve in either county. If you're summoned in both your home and school counties, you should contact the OJC at (800) 843-5879 for help or click the link for additional information Mass Gov - Jury Duty

Online Safety & Security
Emmanuel College understands the importance of information security for students and the college systems. The college requires all students to install software that checks to ensure that all computers on the network have up to date security patches and anti-virus protection. This step not only ensures the student has an up-to-date computer that is protected, but that all other computers on the network are protected—creating a safe and secure environment for all users.
In addition, Emmanuel College employs solutions to perform network monitoring for malware, viruses, spam and suspicious network activity.
Parking Policy
Emmanuel College’s parking regulations ensure optimum parking conditions and the security and safety of student and College property. There are a limited number of parking spaces available for commuter students and resident students with extenuating circumstances. We strongly encourage the use of public transportation. The MBTA Green Line Fenway station is a short walk from the Emmanuel campus. Please contact the Office of Student Financial Services to purchase a monthly MBTA pass.

Student Parking
All individuals parking on campus are required to have a valid parking tag. Parking during the hours of 7:30 am and 5:00 pm, Monday through Friday, is restricted to student commuters who live outside the City of Boston and Emmanuel employees who have College-issued parking permits. We strongly encourage the use of public transportation. The MBTA Green Line Fenway station is a short walk from the Emmanuel campus. Please contact the Office of Student Financial Services to purchase a monthly MBTA pass.

Commuter Students
Parking is available to commuter students on a first-come, first-served basis. The student must submit a parking application to Kelli Connors, Associate Director of Student Activities, each semester for approval. The Parking Committee reviews applications and notifies applicants prior to the start of class. Fees for the 2020-2021 academic year are $375.00 (classes scheduled four days or more); $225.00 (classes scheduled three days or fewer). The College does not issue parking permits to resident students or to commuters who live in Boston (Allston, Back Bay, Bay Village, Beacon Hill, Brighton, Charlestown, Dorchester, Downtown, East Boston, Fenway Kenmore, Hyde Park, Jamaica Plain, Mattapan, Mission Hill, North End, Roslindale, Roxbury, South Boston, South End, West End and West Roxbury), Brookline and parts of Newton.

Guest Parking (Restrictions for Spring 2021)
Emmanuel students and their guests who wish to park on campus between the hours of 5:00 pm and 7:30 am the following morning must purchase a single-day parking pass for $10.00. To purchase the pass, the host student must do the following:

- Visit Campus Safety (Room 139 Admin) 24 hours prior to the anticipated arrival of the student/guest vehicle to purchase a single-day pass. The cost is $10.00 per day. Host student may pay by cash, Fenway cash or personal check.
- Be a current Emmanuel student and present a valid Emmanuel ID. The College does not permit students from other colleges and their guests to park on campus including MCPHS residents.
- Provide the visitor name, phone number, relevant vehicle information, as well as contact information of the host student.
- Inform the guest to stop at the booth when arriving on campus and the Campus Safety officer on duty will give the visitor the parking tag. Emmanuel students follow the same procedure.

In order to ensure for sufficient spaces for members of our community, the College will strictly enforce the following parking regulations:

- Campus Safety will issue only single-day passes. The maximum number of day passes issued per Emmanuel student per week is two.
- All visitors must park in the Library Lot with the parking tag displayed on the vehicle's rear-view mirror at all times.
• All authorized student/visitor vehicles must exit the campus by 7:30 am, Monday through Friday and by noon on Saturday and Sunday.
• Campus Safety will only issue student/visitor parking passes as dictated by the number of spaces available.
• Parking availability is subject to change depending on campus events/activities.
• Any vehicle found in violation of these regulations is subject to tow.

Handicapped Parking
Handicapped parking spaces are located at the south entrance to the Administration Building and available for officially marked vehicles with an Emmanuel parking permit. The College will tow motor vehicles that are not properly marked and parked in handicapped or reserved spaces.

Safe Driving
Campus Safety will not condone the operation of motor vehicles in an unsafe or threatening manner that includes:
• Driving an unregistered vehicle
• Driving without a proper license or with a revoked license
• Speeding
• Driving under the influence of alcohol or drugs
• Driving on walkways or unpaved areas

Snow Removal
During the winter months, a snow emergency may be declared. Failure to move cars to facilitate snow removal will result in immediate towing. The College will post declaration of snow emergency and parking restrictions on the Emmanuel College portal.

Towing
Vehicles may not park on the Emmanuel campus without a properly displayed permit or pass. The College will tow unauthorized vehicles parked on campus at the owner's expense. Tow payments are the responsibility of the owner. Please note that these enforcement procedures ensure that parking is available for eligible faculty, staff and students.

Peaceful Demonstrations, Protests and Expressions of Dissent
Emmanuel College has a long-standing reputation for academic excellence and intellectual inquiry, values-based education and a strong community. Consistent with the Statement of Community Standards, found in the Student Handbook, "We expect each member of the community to take responsibility for building and improving the quality of our community life and when necessary will communicate with those in a position to make changes." Communication is expected to be civil and free from disparagement, intimidation, harassment and violence of any kind. All Emmanuel students may participate in peaceful demonstrations, protests and expressions of dissent where such gatherings will not interfere with the legitimate educational or institutional processes of the College or obstruct physical movement to, from, or within any place on the campus, including Emmanuel property located off the main campus. While the campus is open to the free exchange of ideas, the College may limit the time, place, and manner of demonstration. Such restrictions shall be applied without discrimination toward the content of the view being expressed by the speaker as long as the expression is not indecent, grossly obscene or grossly offensive on matters including but not limited to race, gender, ethnicity, religion, or sexual orientation.
All student demonstrations must be registered two business days in advance with the Office of the Vice President for Student Affairs (334 Administration) and may be organized and led only by members of the Emmanuel community. In the unlikely event that the protest is time-dependent and needs to be scheduled sooner than 2 business days in advance, students may request an expedited registration by contacting the Vice President for Student Affairs or designee available after business hours via Campus Safety.

**Staff Harassment/Intimidation**

College personnel, particularly Residence Hall Staff and Campus Safety Officers, are charged with the critical tasks of responding to emergencies, enforcing college policies, reporting violations of policy, and enforcing local, state, and federal laws. Interfering with or undermining the execution of these duties is a serious breach of college policy. Any attempt to physically, verbally, or psychologically/emotionally abuse, harass, intimidate, or threaten any college personnel charged with these responsibilities will be considered a severe violation and will be subject to immediate disciplinary action through the Student Code of Conduct process.

**Technology Resources Usage Policy**

**What are information technology policies?**
The information technology policies are statements of the behaviors expected of users (e.g., faculty, staff, students, alumni, guests, etc.) of Emmanuel College information technology resources and the consequences for failing to comply with the stated expectations. Information Technology policies are intended to ensure compliance with applicable laws and regulations, to promote operational efficiencies, to enhance the college's mission, and to reduce risks to individual and college technology resources.

**Why is it important that I understand Emmanuel College information technology policies?**
As a user of Emmanuel College information technology resources, it is your responsibility to be aware of both Emmanuel's policies on using information technologies and federal, state and local laws that affect your use of technology. The information linked to below details what Emmanuel College expects of you and how to report violations. The [Acceptable Use Policy](#) details what Emmanuel College expects of you and how to report violations.

**Policy on Firearms/Weapons**
Only Emmanuel College Campus Police/Security Officers are authorized to carry weapons. Any item of a questionable nature should be checked with the Dean of Students (located in the lower level of St. Ann Hall).

**Residence Life Policies**

**Introduction**
By choosing to live in the residence halls, Emmanuel College students accept the responsibilities that accompany this decision. While students self-determine many aspects of their living environment, they recognize that common rules establish a foundation for a positive community. This atmosphere affords students the opportunity for individual growth and maturity.

Students are responsible for knowing, understanding and abiding by the following guidelines. Any violations will result in disciplinary action determined by the Director of Residence Life and Housing, Associate Director of Residence Life, an Assistant Director of Residence Life, the Dean of Students or other College official:

- The College reserves the right to relocate a student to another room and/or building.
- The College reserves the right to decide who may or may not stay in the residence halls.

Emmanuel College Student Handbook
• Students must be in good financial standing in order to move into the residence halls.
• All students must enter and exit the residence hall through the main entrance. Side doors are alarmed 24 hours a day and may be used only as emergency exits. The front doors of the residence hall are locked at all times except when the College deems it appropriate for doors to remain open.
• Residents of the building must use their Emmanuel College ID to gain access to the residence hall. Guests of the building must follow appropriate sign in procedures and will be buzzed in by the front desk staff. A student who does not live in a particular residence hall is considered a visitor and must follow the Visitation Policy as outlined below:

Emmanuel students who wish to visit the public space in St. Ann, Julie, Loretto or St. Joseph Halls (the Foyer Lounge, the Recreation Room, the Kitchen, the Fitness Center, the Health Center, or the offices in the basement of St. Joseph) may be asked to show or surrender their identification card and to follow the procedures established for monitoring the particular facility they are interested in using.

Bicycles
Bike racks are located outside of St. Ann's Residence Hall and in the top level of the Yawkey parking garage. Shower facilities are available in the locker rooms in the Jean Yawkey Center

Candles/Incense
Candles and Incense are not allowed per Fire Safety regulations

Residence Hall Damage Responsibilities
• Each student is responsible for the care and appearance of his/her room. Students are not allowed to paint their rooms. Borders are allowed but must be taken down at the end of the year. If they are not removed, a fine will be assessed. No items may be affixed to student room doors as adhesive damages the surface.
• Students must sign a Physical Inventory Form that indicates the amount and condition of furniture in the room as well as the room's general condition. A Resident Assistant indicates the condition of the room and the room's general condition. An RA must inspect each student's room before check-out. The RA indicates the condition of the room on the Physical Inventory Form. After review of the forms and the physical space, the Residence Director will determine appropriate damage billing. These forms are the basis for damage assessments with final assessment occurring after students leave. Students are held accountable for the cost of replacement, repair or damage. Residents are not permitted to use nails, glue, thumbtacks, etc. If any damage occurs (holes, paint chips, etc.), residents will be responsible for the repair of the damage.
• Residents will be held liable for the cost of any damage to their assigned rooms and to common areas. If staff cannot determine clear responsibility for damage to common areas, the College will divide the cost of damages among all residents in the area. The cost of the damage will be added to the student's account and a financial hold will be placed on the account until the damage fees are paid.
• Whenever a student moves out of a room, that student must officially check out of that space. This can be done by:

Door Tags & Room Decorations
No items may be affixed to student room doors as adhesive damages the surface. Ceiling decorations and Tapestries/flags (any pieces of fabric that hang on the wall) are in direct violation of the Fire Safety code.
Fire Safety

1. If a student discovers a fire, the student should ring the alarm and immediately leave the building according to evacuation procedures. The student can then notify Campus Safety (617-735-9888 or 617-735-9710).
2. Every student must evacuate the building immediately when the fire alarm rings. Do not wait for the RA to tell you to evacuate! Failure to do so will result in disciplinary action and a fine.
3. Each student is responsible for knowing the fire exits throughout the building.
4. Elevators should never be used when the fire alarm rings.
5. Emergency exits may be used in case of emergency only.
6. It is both a state (Mass. General Laws Ch. 29, Sec. 13) and federal offense to tamper with fire equipment such as alarms, fire extinguisher, or other fire safety equipment. Students who tamper with such equipment will receive disciplinary action up to and including removal from the residence halls.
7. Candles, incense, live Christmas trees, ceiling decorations, microwave ovens, toasters and toaster ovens, hot plates, electric heaters, rice cookers, hot pots, coffee makers and other like items may not be used or stored in student rooms. Hot pots, coffee makers, rice cookers, and microwaves must be used in the kitchen area located on each floor.
8. Halogen lamps are not allowed in the residence halls. The intense heat given off by the light bulb is a fire hazard.

Furnishings

All bedrooms are fully furnished. Students are not permitted to bring their own mattresses. Residence Life will not remove any provided furniture from the room. Residence Life & Housing encourages students and their roommate(s) to coordinate who will bring certain items, including, but not limited to, the television, DVD player and rugs. Rooms are not carpeted, but an 8’ x 10’ (2.4 m x 3 m) rug works great in any room if you would like to bring your own.

Gambling

Emmanuel College students are expected to abide by all policies of the College including but not limited to those in the Student Guide, in the Academic Catalog and on the website. Gambling on campus is in direct violation of the Emmanuel Student Code of Conduct.

Guests Visitation Policy

The Residence Hall Guest Visitation Policy is designed to balance the needs and interests of all members of the residence community while supporting residence hall safety, resident comfort, student development, academic achievement, and campus community. Regular visitation hours establish regular parameters within which students can visit with friends and family while maintaining a living environment conducive to privacy, sleep and study. After hours/overnight visitation hours recognize that late-night socializing is an important part of developing community, and that students frequently study into the early morning hours in groups in the residence halls. Finally, the College recognizes that hosting family and friends strengthens long-distance relationships. It is important to emphasize that as a Catholic College, Emmanuel does not condone sexual activity in the residence halls and strives to endow students with the tools, knowledge and resources to behave in a moral, ethical and respectful manner at all times. Further, Emmanuel is committed to supporting resident student rights to privacy, sleep and study. When roommates cannot agree, the right of the roommate to occupy her/his room has priority over the right of the roommate to have an afterhours/overnight guest. Students are expected to bring any problems or concerns to the Residence Life staff. Students who are uncooperative with their roommate, or who violate the guest policy can expect to have their guest privileges and residency reviewed and potentially revoked. In an effort to support first year students during their transition and to comply with the educational mandate set forth by Title IX Legislation, the Department of Residence Life and Housing engages first year students in conversations, workshops and on-line education on topics relevant to
student safety, residence hall living, and academic success. Prior to hosting after hours/overnight guests, resident students must complete this training. Students who complete this training may begin to host guests the Friday night after the first full week of classes.

**Emmanuel Resident and Commuter Student Visitation Requirements (Restricted Spring 2021)**

**Regular Visitation**
Regular visitation is defined as: 8:00-Midnight, Sunday-Thursday
8:00 a.m.-2:00 a.m., Friday and Saturday.

During Regular Visitation Hours Emmanuel students:

- May travel without escort on all floors in a building in which they live during the hours stated above.
- In buildings in which they do not live, must leave an Emmanuel College ID at the desk but do not need to be escorted.

**After Hours/Overnight Visitation**
After hours/overnight visitation is defined as: Midnight-8:00 a.m. Sunday-Thursday
2:00 a.m.-8:00 a.m. Friday and Saturday. Emmanuel students who wish to stay after hours or as an overnight guest of another Emmanuel student:

- Must be signed in by their host on the After-Hours/Overnight List online. Names must be on the list by midnight.
- All roommates must consent to the guest staying.

**Resident requirements for hosting non-Emmanuel guests**

- All residents are responsible for the actions of their guests and must ensure that they are familiar with applicable college rules and regulations.
- All guests are required to sign in, leave a picture ID and be escorted by his/her host at all times.
- Hosts must sign in and sign out guest(s) from the building every time they enter and exit.
- All residents can sign in no more than three (3) guests per visit.
- Guests may not be left alone in any room without their host. Should the host need to separate from their guest for a brief period of time, they can name a resident escort to take their place by signing the guest in under the new host's name at the front desk.
- All guests are required to leave by midnight during the week and 2 a.m. on Friday and Saturday unless they are signed in as after-hours/overnight guests.
- Any Emmanuel resident expecting a guest to arrive and stay after hours/overnight is required to have the guest's name on the After-Hours/Overnight List online. Names must be on the list by midnight.
- All roommates must consent to the guest staying.
- No guests may stay more than three consecutive nights or three nights in a seven-day period.
- No Non-Emmanuel guests may stay after hours or overnight during the final examination, 24-hour quiet period.
- Residents and/or guests are not permitted to sleep in any public lounges, including the floor lounges and the Foyer Lounge.
- The College reserves the right to remove and/or ban guests.
Family Guests
- Parents must be signed in and escorted by a resident but need not leave an identification card.
- Siblings/Friends without photo IDs must be signed in using a No ID form. The form can be completed by making an appointment to talk to the Dean of Students Monday through Friday between 8:30 a.m. and 4:30 p.m.
- Guests under the age of 17 and parents may not stay overnight. In unusual circumstances, the Dean of Students may grant special permission (three-day notice required).

Residence Hall
- Gatherings on a floor in the residence halls are restricted to individual student rooms and must conclude by the start of Quiet Hours as described in the Quiet Hours Policy.
- Maximum room capacity will be double the room's designed occupancy plus 2 (i.e. a double room can have 6 people in it at a time). Any gathering greater than maximum capacity will be dispersed immediately by members of the residence hall staff.
- Music must be kept at a reasonable level at all times and turned down if complaints are made.
- Residents wishing to entertain more than the maximum capacity allowed for their room should get approval from a professional staff member and then reserve a lounge or other common area room through the Office of Residence Life and Housing. Pre-registration of all guests is required.
- In accordance with the College alcohol policy, no alcoholic beverages may be served.
- Violations of social gatherings regulations will result in disciplinary action.

Hall Sports
Hall sports are not allowed. Sports may be played in designated areas outside buildings. Any damage, which results from hall sports in non-designated areas, will be charged to the responsible student(s). Students are expected to carry items such as skateboards, rollerblades, basketballs and soccer balls to the entrance of the buildings. These and other sport activities are to be undertaken out of doors only and always at the student’s own risk.

Hallway Etiquette
In most cases, although hallways are coed by room, bathrooms are designated by gender. In our satellite facilities, bathrooms are sometimes shared by members of opposite genders. Travel to and from the bathroom calls for an expected level of decorum and modesty. Students are expected to appropriately cover themselves when travelling to and from the common area restrooms.

Housing Accommodations Request
- Certain medical conditions may cause discomfort in a collegiate housing environment, but many medical conditions do not qualify as a disability, as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and Fair Housing Act (FHA), and may not be eligible for housing accommodations
- Housing accommodations are based upon medical evidence of need as determined by ADAAA and FHA policies and guidelines and are determined on a case-by-case basis by a team of professionals

Who is eligible for Housing Accommodations?
Full-time, undergraduate students who:
- Wish to live in college housing,
- Completed the necessary Residence Life paperwork by the stated deadline (Please refer to the Residence Life web page for more information/details.),
- Are registered/in the process of registering with Disability Support Services,
- Have documented disability needs that may necessitate a housing accommodation,
Examples of possible housing accommodation needs include:
- Students who have mobility needs that cannot be met in a traditional room
- Students who have medical needs that involve extensive apparatus or medicine regimens that may not be conducive in a traditional room

Students must reapply each new academic year/summer term for Housing Accommodations. **Please note: Students who are requesting consideration for an air conditioner based upon a medically documented condition will need to pursue this request as a "Housing Exception" through Residence Life/Health Services. Please contact Residence Life to obtain and complete an Air Conditioning Request form. This process does not go through DSS. Completed forms are submitted to Residence Life.**

**Disability Support Services contact person for Housing Accommodations**
If you believe you meet the criteria to request housing accommodations, please contact Noelle Galli, Accommodations Coordinator in Disability Support Services (gallin@emmanuel.edu). It is recommended that you contact Noelle before the room assignment process begins.

**Steps in the Process of Requesting Housing Accommodations**
1. Contact Noelle Galli, Accommodations Coordinator in Disability Support Services at gallin@emmanuel.edu to express your interest in requesting housing accommodations. Please note: Students who are requesting consideration for an air conditioner based upon a medically documented condition will need to pursue this request as a "Housing Exception" through Residence Life/Health Services. Please contact Residence Life to obtain and complete an Air Conditioning Request form. This process does not go through DSS. Completed forms are submitted to Residence Life.
2. Register with Disability Support Services (if you are already registered, please skip to number three).
3. Complete a [Self-Disclosure Form](#) and return it to Noelle Galli, Accommodations Coordinator, via email, mail, fax, or delivered in person.
4. Submit [appropriate documentation](#) (i.e. psycho-educational, psychological, neurological, neuro-psychological, medical, or similar reports)
5. Complete Housing Accommodation Request forms
6. Student completes and submits the [Request for Housing Accommodations Student Form](#)
7. Health Care Provider completes and submits the [Health Care Provider Request for Housing Accommodation Form](#). This may appear redundant but is needed for the Housing Committee to review the request.
8. Noelle will contact the student via email to arrange for an intake meeting to formally register with Disability Support Services.
9. The Housing Committee will review all complete request packets received by the deadline* and the student will receive communication via email from a member of the Residence Life staff making an accommodation offer. The student will then have the opportunity to accept or reject the proposed offer.
Please note the following deadlines for requests to be received prior to the Housing Selection Process:

**Housing Accommodation Form Deadlines for Fall 2021**

<table>
<thead>
<tr>
<th>Request for Housing Accommodations</th>
<th>Returning Students</th>
<th>New Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Form</td>
<td>February 2021</td>
<td>June 2021</td>
</tr>
<tr>
<td>Health Care Provider Form</td>
<td>February 2021</td>
<td>June 2021</td>
</tr>
</tbody>
</table>

**Next Steps after Documentation is Submitted:**

- A committee of Residence Life staff, Counseling Center staff, Academic Resource Center and Disability Support Services staff, and Health Services staff will review each completed request packet.
- Based upon the documentation submitted and the College's available housing inventory, the Committee will determine a reasonable accommodation offer and the student will receive an offer via email from a member of the Residence Life staff.
- The student has the right to accept or reject the proposed offer. A student who declines his/her proposed housing accommodation offer will participate in the Housing Selection process to select a room.
- If the Committee determines that the student is not approved for the accommodation(s), the student will be notified in writing so that he/she can make-arrangements to participate in the Housing Selection process.
- An accommodation request is based upon the student's individual need and may only accommodate the student with the documented need. It may not include other specified students/roommates.
- A request should not name specific buildings, but rather describe an environment that is needed to accommodate the student's needs.

**Who can I contact with questions?**

- For further clarification or questions on the process, please contact Noelle Galli, Accommodations Coordinator in Disability Support Services, at gallin@emmanuel.edu or 617-732-1681
- Students with specific dietary needs should contact Robin Fortado, General Manager of Bon Appetit at robin.fortado@cafebonappetit.com for further information.

**Interference with Emergency Exits**

1. If a student discovers a fire, the student should ring the alarm and immediately leave the building according to evacuation procedures. The student can then notify Campus Safety (617-735-9888 or 617-735-9710).
2. Every student must evacuate the building immediately when the fire alarm rings. Do not wait for the RA to tell you to evacuate! Failure to do so will result in disciplinary action and a fine.
3. Each student is responsible for knowing the fire exits throughout the building.
4. Elevators should never be used when the fire alarm rings.
5. Emergency exits may be used in case of emergency only.
6. It is both a state (Mass. General Laws Ch. 29, Sec. 13) and federal offense to tamper with fire equipment such as alarms, fire extinguisher, or other fire safety equipment. Students who tamper with such equipment will receive disciplinary action up to and including removal from the residence halls.
7. Candles, incense, live Christmas trees, ceiling decorations, microwave ovens, toasters and toaster ovens, hot plates, electric heaters, rice cookers, hot pots, coffee makers and other like items may not be used or stored in student rooms. Hot pots, coffee makers, rice cookers, and microwaves must be used in the kitchen area located on each floor.

8. Halogen lamps are not allowed in the residence halls. The intense heat given off by the light bulb is a fire hazard.

Laundry
The New Residence Hall with apartment style living contains a washer and dryer unit. Each Dormitory Hall has Coin and Fenway Card-operated laundry facilities.

Lockouts
Between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, residents who lock themselves out of their rooms must go to the front desk of their building where an Office Assistant will be available for assistance. When the Office of Residence Life and Housing is closed, the Resident Assistant (RA) on duty will be available to assist locked out residents. This RA may be contacted by calling the RA on Duty phone or asking the front desk for assistance. Students who are negligently locked out of their room will be written down on a list. If a student is negligently locked out of a room three times in an academic year, then the student will be charged $25.00 for that lockout and each subsequent lockout for the remainder of the academic year. The numbers do not reset during spring semester. Lockouts due to mechanical error (i.e. lock not functioning, ID card intact and present with the student at the time of the lockout but not functioning) will be listed but will not count towards the three lockouts resulting in a charge.

Noise Policy/Quiet Hours
Quiet Hours begin at 11:00 p.m. on every floor on nights when there are classes the following day and are in effect until 8:00 a.m. the following morning. Quiet hours begin at 1:00 a.m. on every floor on nights when there are no classes scheduled the following day and are in effect until 9:00 a.m. the next morning. Quiet hours are strictly enforced. Courtesy Hours are in effect throughout the building 24 hours a day. Courtesy Hours entail the expectation that residents will lower their volume or that of their music or television at the request of another resident. During final examinations, 24-Hour Quiet Hours are in effect and remain so until the close of the residence halls. Specifics for the start of 24-Hour Quiet Hours will be publicized by the Office of Residence Life and Housing prior to the end of classes.

Personal Property
Operation ID is a program designed to discourage theft of valuable property and provides a way for you to easily identify stolen property if necessary. Most thieves steal valuables for resale. So, if marked with a permanent identification number, thieves will find it harder to sell the valuables. You may borrow an engraving tool from the Campus Safety Office by displaying your ID card and filling out a simple form. Once you have engraved an identification number on property (such as laptops, bikes, cameras, etc.) list the items on the Personal Property Record form included with the engraver. You may wish to make an additional copy of your Personal Property Record to keep at your permanent address.

Tips:
• Don't give anyone your ID or code to your room.
• Don't leave valuables or cash where someone can easily pick them up.
• Don't leave your name or address on your key ring.
• Don't leave valuables in classrooms, cars, the library or dining hall.
• Report any suspicious or unauthorized person.
• Report any broken windows or doors.
• Report any door to door solicitors who do not have proper authority to be on campus.
• Report anyone looking into windows or parked vehicles.
• Report anyone hanging around residence halls, hallways, or other campus buildings with no clear purpose for being there.
• Report any suspicious vehicles driving around campus.

Remember, do not attempt to stop or restrain a suspicious or unauthorized person. Call Campus Safety at 617-735-9710.

Pets
Students are not allowed to have pets in the residence hall. Small fish are permitted.

Residence Life Staff
The Residence Life staff at Emmanuel College is committed to ensuring that students living on campus have a living and learning environment that is safe, just, and developmental. The staff offers students opportunities to explore new experiences, enhance personal growth, build new relationships, and play an active role in celebrating and promoting the ideals of a Catholic community.

Residential Alcohol Policy
Emmanuel College is a dry campus and prohibits the possession, use, or distribution of alcohol by any student or guest on campus or at off-campus Emmanuel sponsored events. Students are prohibited from participating in any College activity, on or off College premises, while under the influence of alcohol. No alcohol beverage containers including but not limited to shot glasses, drinking game devices, or other items affiliated with the consumption or possession of alcohol are allowed in any campus building or property controlled or leased by the College regardless of the owner's age. Students who are over the age of twenty-one years of age may request a rare exception to this policy for a special event or activity (for example, during senior week) by contacting the Vice President for Student Affairs.

Room Assignments/Changes
Residents must discuss possible changes with their roommates. The residence hall staff is available to assist roommates resolve issues should they arise. If you do need to change roommates, you may request assistance from any member of the professional Residence Life and Housing staff.

Room Condition Report
Damage or defects in resident rooms should be reported to the Resident Assistant and/or an Assistant Director/Resident Hall Director. Reports should also be made when equipment or College property is damaged. Furniture must be kept clear of the technology outlets.

Room Inspection and Entry
College staff members may enter student rooms for reasons of health and safety inspections, emergencies, suspicion of illegal activities/policy infractions, or maintenance concerns. By submitting a work order, you are giving permission for your room to be entered for repairs, etc. Notice of coming health and safety inspections will be posted throughout the entire residence hall prior to the actual inspection. College personnel will not intrude into your personal effects or otherwise search your room except with your permission or by appropriate legal authority with a search warrant. Prohibited items such as pets, firearms, incense, candles, and unauthorized appliances will be removed, and you will be notified of such removals.

Security
The mission of the Emmanuel College Campus Safety Department is to enhance the quality of life for the entire Emmanuel College community by maintaining a secure and open environment where the safety of
all is balanced with the rights of the individual. The Campus Safety Department strives to accomplish its mission while adhering to its core values of "Integrity, Professionalism and Service."

The success of this mission depends upon an effective working relationship between Campus Safety personnel and the diverse elements of the Emmanuel College community, including students, staff, faculty and visitors. Critical to this relationship is mutual respect. Therefore, we pledge to respect the diverse needs and interests of the community we serve. We pledge to be diligent and relentless in the protection of persons, property and the reputation of Emmanuel College. Although reported crime at Emmanuel is low, it is important for students, faculty, staff and visitors to remember that we are located in an urban setting and share many of the safety issues that exist in any city. Preserving the safety and security of the College is the combined responsibility of the entire community.

Emmanuel College Campus Safety provides full-service police and security to the Emmanuel College community. The Campus Safety Office is open 24 hours/day, 365 days per year. The Sworn Staff includes a Director/Chief of Campus Safety and Lieutenant/Shift Commanders. The Non-Sworn staff includes Sergeants and Campus Safety Officers. Campus Safety also employs a cadre of student workers who perform myriad functions. Campus Safety maintains a very close working relationship with the Boston Police Department, Massachusetts State Police, five other Colleges of the Fenway Public Safety Departments and MASCO (Medical Academic Scientific Community Organization). Most importantly, Campus Safety works closely with all segments of the Emmanuel Community to ensure that our environment nurtures scholarship and learning.

Smoking
Emmanuel College is committed to building a culture of wellness for all members of the community by providing an environment that promotes the well-being and safety of students, faculty, staff and visitors. Emmanuel College prohibits smoking and the use of tobacco products on the Fenway and Notre Dame campuses. No smoking or tobacco use will be permitted on College grounds, in common or private work areas, elevators, hallways, restrooms, dining areas, lounges, conference and meeting rooms and all other enclosed or semi-enclosed areas. Additionally, no smoking or tobacco use will be permitted in outdoor areas including parking lots, parking garages (including inside personal vehicles), grounds, rooftops, courtyards, entrance/exit ways, athletic facilities, College-owned or leased vehicles, and any other indoor or outdoor areas owned or managed by the College.

Temporary Extended Capacity
Due to the significant demand for College housing and the College’s rolling admissions policy, there may be occasions when it is necessary to temporarily add a third person to a double room. The College unconditionally reserves the right to increase the capacity in these situations. Rooms to be tripled will be selected based on size and location, not by order of deposit or number of semesters in housing. In the event a double room is temporarily tripled, all residents will receive a credit to their accounts adjust billing to the triple rate. In these situations, the third person in the room will be made aware that he/she will be relocated when space becomes available. Until the third person is relocated, he/she has an equal right to space in the room.

Use of Residence for Employment or Entertainment
Emmanuel College does not permit residents to use their residence hall room as a place of employment. It is against College policy to use a room for commercial or business use. The College also prohibits paid entertainers from performing in residence hall rooms.
Vacancies
Cancellation of Housing Assignment
Students may cancel their housing assignment prior to the scheduled Spring semester move in. Students who wish to cancel must complete and submit a cancellation form to the Office of Residence Life and Housing. The cancellation form should be submitted no later than the appropriate deadline provided at the time of selection. Housing deposits may be partially refunded to students who submit a cancellation form by the stated deadline. Students who submit a cancellation form after the deadline will forfeit their housing deposit. Students who remain fully registered and wish to cancel their housing assignment after move-in must request special exception from the Office of Residence Life and Housing. Students are required to submit a petition to break their housing lease through the MySaints Room Selection team site and bring their petition before a Board comprised of various departments on campus. The Board will review the petition and any appropriate accompanying documentation. If the appeal is granted, students are responsible for the cost of housing according to the College withdrawal policy. Please contact the Office of Residence Life and Housing for more details. Students who are approved to cancel are required to check out of their rooms properly as stated above.

Vacations/Closings
Emmanuel College residence halls are closed during Thanksgiving, Christmas and Spring breaks. Summer housing is available at additional cost. When leaving the residence hall for a break, all residents must follow the Hall Closing Procedures as instructed by staff.
Chapter 6: Student Conduct Process

Purpose and Scope
The College expects all students to take responsibility for their actions and 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 ensure the integrity of the institution. The Emmanuel College Student Conduct System is intended to aid the individual student in developing self-discipline and a sense of responsibility and community membership. 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, either by a College official, an Ad Hoc Hearing Board, the Academic Review Board or the Academic Integrity Committee.

Sanctions
The range of disciplinary sanctions that may be imposed on students includes but is not limited to: warning; educational project; community service; loss of privileges; fines; parental notification; restitution; residence hall re-assignment; residence hall probation; residence hall suspension; residence hall dismissal; counseling or health assessment; no trespass order; stay away order; interim suspension; suspension; dismissal. Sanctions are handled on a case-by-case basis and all sanctions are at the discretion of the administrator or board conducting the conference or hearing.

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 disciplinary hearing is held. The student is entitled to discuss the basis for the decision with the College official rendering the interim suspension decision. Final authority over suspension or expulsion rests with the Vice President for Student Affairs. Any one or more of the sanctions listed below may be imposed upon any student or student organization responsible for violating the Student Code of Conduct. Additionally, the administrator or 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.

Educational Project: The development of an activity or event designed to help the student become more aware of College policies, to educate the community about a critical issue and/or to assist the student to understand the inappropriateness of the behavior.

Community Service: Participation in a specified service activity at the College or in the community for a designated number of hours.

Loss of privileges: Denial of specific privileges for a period of time including but not limited to: residence hall visitation, guest privileges, overnight visitation, housing lottery, participation on an athletic team and/or in a student club or organization, at programs, activities, and ceremonies, etc.

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 residence halls or the College. A specific time period is required when probation is sanctioned.
Fines: Monetary payment for policy violation.

Family Notification: Written communication with the parent/guardian that the student was found responsible for a violation of the Student Code of Conduct.

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

Residence Hall Re-assignment: Re-assignment to another area and/or residence hall for a specific time period or for the remainder of enrollment.

Residence Hall Suspension: Separation of the student from the residence halls for a defined period of time, after which the student is eligible to apply for residency. During the time of suspension, it may be specified that the student may not enter the campus residence halls.

Residence Hall Dismissal: The student is permanently separated from the residence halls and it may be specified that the student may not enter any residence hall during the remainder of the student’s tenure at Emmanuel.

Counseling or Health Assessment: There are times when the behavior a student has exhibited may be a response to some deeper issues or when there may be indications of emotional distress, an eating disorder, substance abuse or other problem that could affect his/her functioning as a member of the Emmanuel College community. The student may be referred to a professional for a series of meetings and/or a general psychological, health and/or substance abuse evaluation. If indicated, the student may be required to follow a treatment plan recommended and/or adhere to a set of behavioral expectations, outlined in a Behavioral Contract, in order to remain a member of the Emmanuel community. Ongoing information may be shared with the Vice President for Student Affairs or Dean of Students or other professionals as needed within the bounds of confidentiality.

Family Meeting: A meeting to discuss student behavior may include administrators, staff, family members and students.

No Trespass: A person may be prohibited from entering a building, residence hall or the campus. Failure to comply with this sanction may result in arrest for trespassing.

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). Contact includes, but is not limited to, mail, e-mail, telephone, text, social media, etc.

Suspension Held in Abeyance: Separation of the student from the residence halls or from the College that is delayed at the time of the sanctioning and invoked with any subsequent violation of the Student Code of Conduct.

Interim Suspension: When an individual is considered an imminent threat to either persons and/or property, the Dean of Students or the Vice President for Student Affairs may invoke an immediate interim suspension from housing and/or the College. A student may be temporarily suspended from the residence halls but may be permitted to attend class. 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.

**Appeal Procedure for Status Affecting Conduct Outcomes**

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 person named in the decision letter within five business days. Substantial reasons for requesting review usually demonstrate one of the following conditions:

- The student was denied rights, or process was not followed.
- 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 meeting with the student to review the incident and incident reports and the reasons for the appeal. Following the review, 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.
Chapter 7: Campus Resources

Academic and Administrative Offices
- Josef Kurtz, Vice President of Academic Affairs and Chief Academic Officer, Professor of Biology
- Cindy O'Callaghan, Dean of Academic Administration and GPP
- Beth Ross, Dean of Institutional Effectiveness/Chief Data Officer
- Sr. Susan Thornell, SND, Associate Dean of Academic Advising
- Paul March, Associate Dean of Natural Sciences, Professor of Biochemistry
- Lisa Stepanski, Associate Dean of Humanities and Social Sciences, Professor of English
- Sr. Karen Hokanson, Associate Dean of Education, Assistant Professor of Education
- Diane Shea, Associate Dean of Nursing, Professor of Nursing Practice
- Anne Marie Pasquale, Associate Dean of Business and Economics, Assistant Professor of Management

Academic Support
- Barbara Alves-Farrier, Academic Affairs Administrative Specialist
- Andrea Thomas, Project Manager

Admissions
The Office of Admissions works to identify, recruit, and enroll prospective students into the College. Admissions hosts information sessions, open houses, accepted student days and other events to showcase the campus to prospective students. Additionally, Admissions has a team of student ambassadors, who lead campus tours and support the office during admissions events.

Alumni Relations/Advancement
Whether you graduated this year or in Emmanuel's first graduating class of 1923, you are a very important part of our Alumni Association. Staying connected to your alma mater and your class members should be easy and fun. Whether you live in Boston, Seattle, places in between or overseas, the Association encourages you to keep up to date with your classmates through the numerous chapters and groups, special programs and events offered, including Alumni Weekend.

The Alumni Association is governed by a Board of Directors, volunteers who are elected by alumni to two-year terms. The Board works with the College's Office of Development and Alumni Relations to provide a variety of ways for alumni to remain connected with each other and our Alma Mater.

The purpose of the Association shall be to further Emmanuel College’s Catholic mission by challenging alumni to act, lead and give generously to others and to strengthen the bonds between the alumni and the College. The following values will guide the Association’s work: spirituality, service, pride, professionalism, relationships and traditions. The Association will translate into action the strong mission, beliefs and legacy of the Sisters of Notre Dame de Namur and Emmanuel College by building bridges and inspiring involvement within the alumni community.

Campus Dining Services
At Emmanuel College, we are proud to offer a number of great dining service options on campus. Our main dining facility, located in the Jean Yawkey Center, 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 vegan, vegetarian and gluten-free options, as well as treats from the dessert station.
For those looking to grab-and-go, the Atrium Café, located directly outside Marian Hall, offers express sandwiches and salads, snacks, coffee and items hot off the grill. The Muddy River Café, located on the first floor of the Administration Building, features a salad bar, panini sandwiches, hot subs, homemade soups and more.

**Campus Facilities**
The Emmanuel College Facilities Department provides facility maintenance and cleaning services to faculty, staff and students as well as set-up assistance for campus meetings, events and functions. Our mission is to provide the Emmanuel College community with superior services, modern facilities and a healthy environment. We also strive to allocate our resources in a fair and cost-effective manner and to adapt our processes continually to meet the changing needs of the College. Our staff is committed to addressing all campus issues and inquiries in a prompt and professional manner. If you have a work order that needs attention please submit a work order through the Facilities Work Order system, Schooldude. You can find the link on the Emmanuel College portal.

**Campus Safety and Transportation**
The mission of the Emmanuel College Campus Safety Department is to enhance the quality of life for the entire Emmanuel College community by maintaining a secure and open environment where the safety of all is balanced with the rights of the individual. The Campus Safety Department strives to accomplish its mission while adhering to its core values of "Integrity, Professionalism and Service." The success of this mission depends upon an effective working relationship between Campus Safety personnel and the diverse elements of the Emmanuel College community, including students, staff, faculty and visitors. Critical to this relationship is mutual respect. Therefore, we pledge to respect the diverse needs and interests of the community we serve. We pledge to be diligent and relentless in the protection of persons, property and the reputation of Emmanuel College. Although reported crime at Emmanuel is low, it is important for students, faculty, staff and visitors to remember that we are located in an urban setting and share many of the safety issues that exist in any city. Preserving the safety and security of the College is the combined responsibility of the entire community.

Campus Safety Officers also operate the college shuttle vehicle to transport students, staff and faculty to/from the off-campus residence halls, Ruggles MBTA station, Fenway T stop, Landmark center, immediate Fenway neighborhood locations and other COF institutions for Emmanuel students that are cross-registered. The shuttle will also be utilized for minor medical transport to BIDMC at the request of health services or the college administration.

Emmanuel College Campus Safety provides full-service police and security to the Emmanuel College community. The Campus Safety Office is open 24 hours/day, 365 days per year. The Sworn Staff includes a Director/Chief of Campus Safety and Lieutenant/Shift Commanders. The Non-Sworn staff includes Sergeants and Campus Safety Officers. Campus Safety also employs a cadre of student workers who perform myriad functions. Campus Safety maintains a very close working relationship with the Boston Police Department, Massachusetts State Police, five other Colleges of the Fenway Public Safety Departments and MASCO (Medical Academic Scientific Community Organization). Most importantly, Campus Safety works closely with all segments of the Emmanuel Community to ensure that our environment nurtures scholarship and learning.

**Career and Experiential Education**
Not all Career Centers are created equal. Sure, ours has a physical space, but at Emmanuel, career development truly happens all the time, all over campus. So, whether you're wondering, "Where do I start?" or already looking for experience in specific industries, Emmanuel's dedicated Career Center staff foster an environment that will support and guide you in realizing your career aspirations. One hundred
percent of Emmanuel students complete an internship as part of the core curriculum. In a city as dynamic as Boston, your options are bound only by the limits of your curiosity. A short walk or ride on the "T" places you at the doorsteps of dozens of industry-leading organizations in research, technology, finance, media, healthcare, social service and more. Here, you'll obtain career opportunities that students and graduates in other cities may only ever aspire to experience. Emmanuel’s singular network of employers, alumni, faculty and students drives the next generation of Boston’s workforce. Whether you’re a student wondering where to begin, an employer looking to recruit top talent, an alum seeking a job or another Saint to advance your organization, or a parent supporting your student through their journey, the Career Center has resources to meet—and exceed—your expectations.

Counseling
The mission of the counseling center is to support the personal, social, and academic development of students and the wellbeing of the Emmanuel community. Our professional staff provide strengths-based brief individual and group counseling to undergraduates as well as proactive prevention, education, and consultation across campus. Our multidisciplinary team welcomes and advocates for students of all backgrounds and works to create a safe environment that fosters the unique strengths of each individual.

College is a time of personal growth and change for all students. Students are challenged with forming their identities as adults, making critical life decisions, living away from home for the first time and adjusting to the mental and physical demands of college. The Counseling Center, along with a number of other offices, is here to help you successfully meet this challenge. The Counseling Center website provides more information and specific mental health resources dedicated to the mental and emotional well-being of our students.

The Counseling Center is staffed by licensed clinicians and adheres to the professional and ethical standards governing psychologists and mental health counselors established by the American Psychological Association.

Disability Services
Emmanuel College is committed to the full participation of all students in its programs and activities. Although Emmanuel does not have a comprehensive academic program specifically designed for students with disabilities, we are committed to providing support services and reasonable accommodations when requested by students who qualify for them. Emmanuel College subscribes to the policies set forth in the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and in Section 504 of the Rehabilitation Act of 1973, which mandate equal opportunity in education programs and activities for students with disabilities.

Students with disabilities may need accommodations to access aspects of the collegiate experience to allow full participation in the learning and living community that Emmanuel offers. Students seeking accommodations must provide recent documentation from a qualified, diagnosing provider. Students will then meet with a Disability Support Services staff member to determine reasonable accommodations and how to implement them in the collegiate environment.

Health Center & Education
Emmanuel’s Health Services provides accessible and high-quality health care to the students at Emmanuel, including the diagnosis and treatment of acute illness and injuries. The Counseling Center provides services such as short-term and group counseling, crisis intervention, educational workshops and more.
Intercollegiate Athletics
It is the mission of the Emmanuel College Athletic Department to recruit, enroll, and foster the development of collegiate student-athletes both on and off the playing fields in a manner consistent with the College’s mission. We promote individual student-athlete growth by combining strong athletic competition and high academic standards, with an overall emphasis on, and commitment to, sportsmanship, ethical conduct and equitable treatment of all student-athletes. We prioritize student-athlete welfare and offer quality support and assistance for academic, medical, emotional and psychological needs. Through participation in the athletic program, student-athletes have the opportunity for a fully integrated educational experience and the development of life-skills such as leadership, confidence, goal setting, teamwork and time management.

International Student Services
The Office of International Programs serves as the international student advisor for all international students who are studying at Emmanuel College on an F-1 visa. The webpage for, Study Abroad-Resources - International Students, should serve as a resource for common immigration and visa questions. However, all F-1 students should contact Jill Meleedy at meleedyj@emmanuel.edu with any questions regarding this information, or for assistance with questions that are not answered here. International students receive regular reminders via e-mail regarding this information.

Library Services
The Cardinal Cushing Library Learning Commons educates students in the research, information literacy and critical thinking skills that will enable them to thrive as lifelong learners and engaged citizens. The Library Learning Commons also fosters learning by providing access to high quality information and scholarly resources and space for activities ranging from quiet contemplation to collaborative innovation. The Library Learning Commons engages with groups across the College to offer lively programming aimed at maximizing the transformative possibilities of the academic experience.

- Reference and research assistance
- Information literacy classes
- Online course guides
- Course reserves
- Interlibrary loan
- Educational programming & events
- DiscoveryLab MakerSpace

Mail Services
The Mailroom provides mail and package service to Emmanuel College students, faculty and staff.

Contact Us:
- Eisner Administration Building, Room 150
  Mailroom hours: 8:00 a.m. to 6:00 p.m., Monday through Friday
- All students are assigned a mailbox number where paper mail will be claimed in the mail room

Packages are placed in the Q-Trak Smart Lockers located in the New Residence Hall building, on the first floor. For your convenience, an email and text message will be sent once packages have been processed. Student will have access to their packages 24/7 as long as it fits in the smart lockers using "My Mail Services App".

Each student’s mailing address is as follows:
Student Name
Emmanuel College
Marketing and Communications
The Office of Marketing Communications is the College’s in-house marketing agency. From the mission to the people, programs, location, and success, we focus on communicating the unique value of Emmanuel College and the vibrancy of our community.

We encourage students to share what they love best about Emmanuel with us! Student stories are shared on our main communication channels as well as the student microsite, Inside EC. Email us at pr2@emmanuel.edu. We look forward to working with you to give voice to the stories and ideas that reflect our values, exemplify our culture, and benefit our community.

Mission and Ministry
The Cardinal Seán O'Malley Center for Mission and Ministry at Emmanuel College translates into action the strong global mission of the Sisters of Notre Dame de Namur. Through the collaborative development of retreats, music, prayer, ritual, reflection, spiritual direction and community service programs the Center serves to promote spiritual growth, community building, healthy relationships, living with purpose and serving others.

Mission and Ministry is located on the first floor of the Eisner Administration Building and prides itself on serving as a welcoming office to students, faculty, staff, alumni, family members and friends of the College of all faiths. Our doors are always open!
Our team is eager to connect with students and can be reached directly at mission@emmanuel.edu and found on social media through Instagram and Twitter.

Mass, Prayer & Reflection
As a Catholic institution, we believe prayer and reflection are essential pieces of living a life with purpose and help to provide a full experience of Emmanuel College.
The heart of Emmanuel’s campus is the Chapel located on the second floor of the Eisner Administration Building. The Chapel is open daily for anyone to visit and spend time in quiet reflection and prayer.

An Interfaith Prayer and Meditation Room located in Marian Hall is available to all students, faculty and staff.

Emmanuel Prays Together is a virtual prayer room that meets weekly. All are welcome to join the virtual prayer room by submitting prayer requests by e-mail to mission@emmanaule.edu and / or joining the prayer session via Zoom.

Celebrating the gift of the Eucharist at Mass is provided every Sunday evening at 7pm. At Sunday Masses, students are encouraged to get involved by singing or playing an instrument in the Chapel Choir, reading as a lector, serving as a Eucharistic Minister, or working as a sacristan.

In addition to Sunday Masses, Mission and Ministry coordinates campus wide liturgical celebrations throughout the year including: Move-In Mass, Mass of the Holy Spirit, Thanksgiving Interfaith Service, Christmas Mass and Baccalaureate the evening before Commencement.
Mission and Ministry is happy to work with students on identifying other places of worship in the City of Boston

**Retreats**
Mission and Ministry offers spiritual retreats allowing participants the opportunity to take a short break away from the everyday distractions of life by creating a space for self-reflection, conversation with God and a deepening of faith.

Take 48 is a retreat specially designed for first-year and transfer students that takes place about a month into the first semester at Emmanuel. The retreat focuses on and explores the questions: Where have you been? Where are you now? & Where are you going? With a group of student and staff leaders, alongside new classmates, students have the chance to reflect on these three questions through activities, small group discussions, journaling, prayer, reflections, and free time.

The Reaching Out Retreat takes place annually in collaboration with OUT-spoken, Emmanuel’s club for LGBTQIA+ students and their allies. Reaching Out provides an opportunity for students to reflect on one’s own individual experiences of sexuality, gender identity, and spirituality.

During the spring semester, Mission and Ministry offers the Making Space Retreat on campus. This retreat is open to all community members and allows participants an opportunity to fit a retreat experience into their busy schedule.

Mission and Ministry also offers Wilderness and Hiking Retreats to various locations throughout the New England area at least once per semester.

**Service**
At the core of Emmanuel’s educational mission is social justice and service.

The Sisters of Notre Dame, who founded Emmanuel in 1919, live by a set of hallmarks, two of which read: “We educate for and act on behalf of justice and peace in the world” and “We commit ourselves to community service”. Mission and Ministry works in collaboration with over 25 community partners throughout the City of Boston to provide many volunteer opportunities. Community service opportunities include days of service, regular service programs such as our Saturday / Sunday Service Group, virtual volunteering, on campus blood drives, charity drives and walks, service-learning courses and summer service fellowships. The office also sponsors Alternative Spring Break, service trips to New Orleans, Phoenix, Houston and Boston, during March spring break.

**Leadership & Engagement**
There are opportunities for student leadership and engagement through such programs as the 1804 Society and the Urban Food Project.

The 1804 Society is a mission and leadership student organization on campus. The society, named in honor of the founding year of the Sisters of Notre Dame de Namur by St. Julie Billiart, continues the tradition of mission at Emmanuel through a deeper understanding of the SNDs, the College history and Emmanuel's Catholic identity.

The Urban Food Project connects Emmanuel students with neighbors and local community groups on issues of food justice and access, nutrition and urban gardening. Students plant and maintain an urban garden located on campus. The Urban Food Project works in collaboration with community partners to share food and create educational programs.
Mission and Ministry along with other offices, faculty and staff established The Emmanuel College Poor People’s Campaign (PPC) Team. The Poor People’s Campaign is a reboot of the one initiated by Dr. Martin Luther King, Jr. in 1968. Like its ancestor, this revitalized effort seeks to confront racist and classist tactics by stipulating principles and demands for a more equitable and inclusive society. The Emmanuel PPC Team will work together on a long-term, sustainable project focused on awareness, advocacy and action to promote the dismantling of interlocking systems that perpetuate systemic racism and classism. The work is guided by and directly linked to The Poor People’s Moral Justice Jubilee Policy Platform.

Music
Celebrating a diversity of music traditions, and open to students of any musical experience, Mission and Ministry offers numerous music performance opportunities which play an essential role in the development and maintenance of a healthy spiritual and social life at Emmanuel. Music opportunities include: The Chapel Choir, a Thursday Night Live series, EC Uke Club, Pep Band, Marimba Band and other Special Music Ensembles. Our Liturgical Music Director is always interested in connecting with students musically and working on the development of new groups.

New Student Orientation
Orientation serves as your first experience as an official EC student on the Emmanuel campus. Meet faculty, staff and student leaders—as well as your new classmates—during this comprehensive program. You will register for your fall semester classes, meet with an academic advisor, learn about involvement and engagement opportunities, hear from faculty and more. The Emmanuel College community is here to help our newest undergraduates make a smooth transition to life as students at Emmanuel.

Online Bookstore
- Coordinate textbooks and course materials in new, used, digital and rental forms available in-store or at www.emmanuel.bkstr.com
- Provide buyback (student textbook sales to the Bookstore) daily
- Sell a variety of supplies and materials including basic school supplies; residence living supplies (including batteries, greeting cards and stamps); convenience items; general reading books (including fiction, magazines, writing reference, foreign language reference, study guides and test prep); computer peripherals including academically discounted software; and Emmanuel apparel and accessories

Registrar’s Office
From your first registration through graduation and beyond, Emmanuel’s Office of the Registrar is here to support you in your journey every step of the way. The Office of the Registrar is dedicated to exceptional service to the Emmanuel College community and is tasked with maintaining and safeguarding student records and upholding institutional academic policy.

What we do
- Athletic eligibility certification
- Confirm eligibility for honors- Dean’s List, Latin Honors at Graduation and GPA requirements for honor societies
- Course scheduling-in conjunction with Academic Affairs and Academic Departments
- Degree Audit and Graduation Eligibility Confirmation
- Degree/Graduation Verifications
• Enrollment Verifications- official verification of enrollment and student status for loan deferment, insurance discounts, and scholarships
• Facilitate course registration and schedule adjustments
• FERPA Compliance
• Notarization- Kathleen Thoma is a certified Notary Public and is happy to notarize documents by appointment.
• Transcript Requests
• Transfer credit evaluation and equivalency approval for transfer applicants, study off campus, and study abroad students
• Update and maintain the student academic record, including major and minor declarations, post transfer credit, name and address changes
• VA Benefits Certification
• Voter registration resource

Residence Life
The Office of Residence Life and Housing provides clean, well maintained and properly staffed facilities, which promote a living and learning environment that is safe, just, and developmental. The staff offers students opportunities to explore new experiences, enhance personal growth, explore and build new relationships, and play an active role in celebrating and promoting the ideals of a Catholic community.

Student Affairs
The Office of Student Affairs provides leadership for all areas of student life, including Student Activities, Residence Life, Athletics, Mission + Ministry and a variety of student services.

  • Athletics
  • Community Service and Service Learning
  • Counseling Center
  • Family Programs
  • Health Services
  • Mission and Ministry
  • Multicultural Programs
  • New Student Engagement and Transition
  • Residence Life
  • Student Activities

Student Financial Services
The Office of Student Financial Services serves as the financial aid and student accounts office for Emmanuel College. At Emmanuel, we pride ourselves on being a personal college. We know that every family’s situation is different and the dedicated counselors in the Office of Student Financial Services are here to help you determine the right plan to make an Emmanuel education affordable. Our website www.emmanuel.edu/makingemmanuelaffordable provides information on the costs to attend Emmanuel and the many options to make an Emmanuel education attainable for you and your family.

Below are the answers to the most frequently asked billing and financial aid questions. Should you have questions regarding the costs to attend Emmanuel, the process to apply for financial aid, or the options to pay the tuition bill, please visit the Money Matters section of the current students' page for quick links and resources from Student Financial Services.
How do I view my tuition bill?
Emmanuel's Billing & Payment Center is accessible via EC Online Services. Students can login with their Emmanuel username and password to view their tuition bill.

How can my parents view my tuition bill?
Students can grant other individuals (parents or guardians) access to your real-time online account information by designating them as 'Authorized Users'. To set up an Authorized User, log in to EC Online Services, select "User Options" and "Designate Authorized User". Click here for detailed instructions on sharing tuition bill access.

When is the tuition bill due?
Students will be notified at their Emmanuel email address when their fall semester tuition bill is available online in early July. The fall semester bill and health insurance requirement are due in early August. The spring semester bill is available online in mid-November and due in mid-December.

How do I view my financial aid offer?
Financial aid information is accessible via EC Online Services. To access your offer, select the “Financial Aid Letter” option from the drop-down menu. To view, reduce, or decline your Federal Direct Loan offer, select the 'My Awards' option from the drop-down menu and proceed to the loan section.

Does financial aid automatically appear on the tuition bill?
If you applied for financial aid and are not missing any required documents, your financial aid will appear on your tuition bill. To determine if additional documents are required to receive financial aid visit EC Online Services and select “Financial Aid.” From the drop-down menu, choose view “Required Documents.”

Is my financial aid renewable?
Yes, merit scholarships and awards are renewable with full-time enrollment for a maximum of eight semesters. Most scholarships also have a cumulative grade point average (GPA) requirement which was included in your scholarship notification letter. Need-based aid requires the same level of enrollment, demonstrated financial need, housing status, and satisfactory academic progress as defined in the Academic Catalog. To learn more visit our Re-applying for Financial Aid page.

Can I use a private scholarship as a credit toward my tuition bill?
Yes, please forward a copy of the scholarship letter to the Office of Student Financial Services as soon as possible. Although uncommon, the addition of a private scholarship may affect your eligibility for financial aid.

What options do I have to pay the balance after financial aid?
There are several options to pay your bill after your financial aid has been applied including the interest-free monthly payment plan as well as student and parent loans. For more information visit www.emmanuel.edu/paymentoptions. If you have concerns about paying your tuition bill, please contact your student financial services counselor.

Am I required to purchase the College’s health insurance?
The Commonwealth of Massachusetts requires that all students enrolled at least ¾ time have health insurance coverage. Each academic year, you must complete either a health insurance waiver documenting that you have health insurance coverage or enroll in the College's plan. Both the waiver and the online enrollment may be completed at www.universityhealthplans.com. Students who have not submitted either an enrollment form or a waiver by the deadline will be enrolled in the College's plan and charged the health insurance premium.
Student Identification Cards
All students receive an Emmanuel College identification card ("Fenway Card"), which may be obtained from the Campus Safety Department. The card must be presented at select College functions, security desks within the residence halls, College dining center, Library when borrowing books and the Academic Computer Center. All residents are required to surrender their I.D. card to front desk personnel to sign-in guests. They are also required to surrender their I.D. cards at College functions when requested. I.D. cards are not transferable. To learn more, visit fenwaycard.com.

With the exception of residence halls, College facilities are open to the public during the day and evening when classes are in session. When the College is closed, buildings are locked. All students must enter and exit the residence halls through the main entrance. Side doors are alarmed 24 hours a day and may be used only as fire/emergency exits. The front doors of the residence halls are locked at all times, unless the College deems it appropriate for doors to remain open.

Student Involvement
Emmanuel’s campus is an active, engaged campus. It’s our diversity of interests that brings us together as a vibrant, dynamic community.

With more than 100 different co-curricular clubs, activities and organizations on campus, there is always something happening. Looking to supplement your coursework? Join an academic group like the Biology Club. Have a passion for community service? Join Saints Giving Back or our chapter of Habitat for Humanity. Want to get active? Check out our club sports or the Zumba Club. Wherever your interests may take you, getting involved is essential to being successful at Emmanuel and beyond!

New this academic year, we have an interactive student activities portal, where you have 24/7 access to learn about our student organizations, join up and see all of the exciting upcoming events we have planned! You can also access our Student Organization Contact List to get in touch with student leaders and learn more about their organization.