



*“The glory of God is a human being fully alive.”
—St. Irenaeus*

Dear Emmanuel Students,

What does it mean to be fully alive?

It’s knowing that we are engaging our talents, interests, and potential to the utmost. It’s being open to new perspectives, forging meaningful connections with others, and becoming the best versions of ourselves.

My great hope for you, in the year ahead, is that you will experience this “fullness” in new and deeply rewarding ways. In fact, helping you thrive, in every respect, is the heart of Emmanuel’s mission. It’s our reason for being.

Possibilities abound. On campus you’ll find wide-ranging opportunities to cultivate understanding and creativity, leadership and friendship. And of course, our dynamic neighborhood and city offer unparalleled pathways to a career and life that meet, and even surpass, your highest aspirations.

All of us—faculty, advisors, coaches, and staff—are so grateful for the unique gifts and energy you bring to our community. We can’t wait to see all the ways you become ever more fully alive, this year and beyond.

Beth Ross, Ed.D.

President

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Dear Emmanuel Students,

In Student Affairs, everything we do is dedicated to fostering connected learning, transformative growth, servant leadership, and social action, ensuring that each student can thrive in our supportive community.

Whether you're continuing your journey or just beginning at Emmanuel, we encourage you to approach this year with enthusiasm, dedication, and an open mind, embracing all that our community has to offer. Engaging in campus events, joining clubs, and utilizing campus services can enrich your experience, helping you forge connections and excel academically.

It is expected that students will review and familiarize themselves with the information in this document, which includes our community standards and Title IX policies. Central to these policies is the principle of respect for every individual—the cornerstone of student life at Emmanuel.

Reach out to our Student Affairs team for any support you need—we're here to help and to ensure your Emmanuel journey is fulfilling and impactful.



Dr. Jennifer Forry
Vice President of
Student Affairs

Dr. Kristen Pierce
Dean of Students

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Chapter 1: Mission

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 at 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 necessary 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.

Pillar 2: Transformative Growth

A SAINT seeks opportunities for intellectual, social and spiritual growth with emphasis on self-awareness and effective relationship development.

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.

Pillar 4: Social Action

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

Chapter 2: College Overview

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](#) 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 enrolls 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 business & 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. Now in its second century, the College continues to affirm 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 positions in a broad range of professions as well as master's degree and doctoral programs at prestigious universities

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
301 Edgewater Place, Suite 210 Wakefield, MA 01880
(781) 425 7785
[E-Mail: info@neche.org](mailto:info@neche.org)

Official College Communication

The College provides students with an e-mail account upon the student's matriculation to the institution. This account is free of charge and is active as long as the student remains active.

A College-assigned student e-mail 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 e-mail account. If a student chooses to forward the provided College e-mail account, the student is responsible for all information, including attachments, sent to any other e-mail 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 of the Commonwealth of Massachusetts 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 Emmanuel's website and social media channels. 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 can update their accounts by visiting the Current Student webpage and selecting "Rave Emergency System" under "Accounts." Internal Emmanuel e-mail addresses are automatically used in the system, but it is recommended that students also enter their cell phone number to receive text and voicemail messages. An alternate e-mail address, as well as additional phone numbers, may be entered, allowing students to add family contact information.

Public Health Policy

Emmanuel is committed to the health and safety of each member of the community. The College recognizes that global pandemics can occur which may impact the environment at Emmanuel and in the broader community. It is the expectation that all students adhere to guidelines set forth by the College. The Emmanuel College administration will use the latest information and guidance from federal, state and local officials to drive decision making to create the safest environment possible.

These decisions may include wearing masks on campus regardless of vaccination status, restrictions on guests within residence halls, community surveillance testing, etc. The College is committed to triaging and implementing necessary safety measures to ensure the success of the community. It is the expectation that students, staff and faculty adhere to these expectations and continue to be flexible and adaptable in a time of major health crisis.

Chapter 3: 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 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 Laws.

Federal Laws

[Equal Pay Act of 1963](#) – Amends 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 \(VEVRAA\)](#) – 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](#) – Amends and repeals 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](#) – Requires 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](#) – Prohibits discrimination on the basis of sex in any federally-funded program or activity.

[Section 504 of the Rehabilitation Act of 1973](#) – 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

[Chapter 151B of the General Laws of Massachusetts](#) – Prohibits discrimination in employment on-the-basis of sex.

[114th Article of Amendment to the MA Constitution](#) -States that no otherwise qualified handicapped individual shall, solely by reason of his handicap, be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity within the Commonwealth.

[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)

[Student Accessibility and Accommodations](#)

Emmanuel College is committed to the full participation of students with disabilities in all aspects of College life, including residential. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), Emmanuel endeavors to provide housing accommodations for full-time undergraduate students with documented disabilities in cases where said disabilities render a standard housing situation inviable.

For accessibility and accommodations, please contact Noelle Deady, Director of Student Accessibility and Accommodations and 504 Coordinator, Email: gallin@emmanuel.edu; Phone: 617-732-1681

Location: Student Accessibility and Accommodations, Academic Resource Center, Cardinal Cushing Library, G06 (Ground Level), 400 The Fenway, Boston, MA 02115

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 this information may be published in directories such as a student directory, an electronic student directory, a sports program or other campus publications.

Regarding 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 4: Title IX Policies and Procedures

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.

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, including all forms of sex-based discrimination, including harassment based on sex stereotypes, pregnancy, sexual orientation, and gender identity. 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 and protects against discrimination based on sexual orientation, gender identity, and extend protections to pregnant and parenting students 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. The policy further prohibits sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from the College’s educational or employment activities.
- C. This policy also outlines Federal laws in addition to [Title IX](#) (prohibiting sex discrimination), including 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 when 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 as appropriate.

- F. Please note that while this policy sets forth the College's 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. If a claim of violation of the Student Code of Conduct is predicated on common set of operating facts, or if the facts alleged in a Title IX complaint could also constitute a claimed violation of the Student Code of Conduct, the Title IX and Student Code of Conduct cases will be combined and processed together under this Policy including, where applicable, in a single consolidated hearing.

APPLICABLE LEGISLATION

- G. 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").
- H. This Policy applies to all forms of sex-based discrimination, including 'sexual harassment' as defined under 34 CFR Part 106. This may include incidents that occur on or off-campus, as well as overseas incidents involving Emmanuel College students and employees, provided the conduct has a substantial connection to an Emmanuel College education program or activity. The College is committed to addressing any form of sex-based harassment, whether it occurs within the United States or internationally, in compliance with Title IX regulations, 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 Emmanuel College.

RELATED POLICIES

- I. Students:
[Family Education and Privacy Act \(FERPA\)](#)
[Student Code of Conduct \(page 20 of Student Handbook\)](#)
- J. Employees:

[Sexual Harassment](#)
[Other Forms of Harassment & Discrimination](#)
[Protection of Minors on Campus](#)
[Consensual Relationships](#)

SCOPE

- K. This Policy applies to all Emmanuel College employees and students.
- L. 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
- M. This Policy applies to all forms of sex-based discrimination, including 'sexual harassment' as defined under [34 CFR Part 106](#). This includes incidents that occur on or off-campus, as well as overseas incidents involving Emmanuel College students and employees, provided the conduct has a substantial connection to an Emmanuel College education program or activity. The College is committed to addressing any form of sex-based harassment, whether it occurs within the United States or internationally, in compliance with Title IX regulations.

REPORTING SEXUAL HARASSMENT

- N. 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 Complainant's 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.

GRIEVANCE PROCEDURE AND REFERRALS FOR FORMAL COMPLAINTS

- O. 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.

- P. 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.
- Q. 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.
- R. 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.
- S. 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.

TITLE IX INVESTIGATION

- T. 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.

If one Party's Advisor is an attorney, the College will provide limited scope representation typically through a vendor at no charge to the student. 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. Where applicable, the notice will inform the Parties that issues arising under the Student Code of Conduct will be processed together with the Title IX matter as a consolidated case.

- U. Timeframe: The College will endeavor to complete its administrative investigation within sixty (60 days) of the College's receipt of the Formal Complaint. However, there may be reasonable delays or extensions as circumstances arise, and depending on the complexity of a particular case. When applicable, the formal hearing will be scheduled following due notice to the parties, and with due regard to the availability of those who will participate. Postponements or extensions may be granted by the Title IX Coordinator or, when applicable, the Decision Maker (hearing officer).
- V. Standard of Proof: The "preponderance of the evidence" standard shall be applied to Title IX complaints. This standard requires a finding that it is more likely than not that a violation of the College's Title IX policy occurred in order to assign responsibility to the Respondent.
- W. Gathering Information: The College may use one of two methods for resolving Title IX complaints: the Single Investigator Model or the Live Hearing Model. In the Single Investigator Model, the investigator will be responsible for gathering evidence, interviewing parties and witnesses, and making determinations of responsibility. The investigator 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. Details regarding the Live Hearing Model are set forth in Section IX below.

The burden of gathering both inculpatory 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.

- X. Advisors: Both Parties are allowed to have their Advisor of choice present during any meeting or grievance proceeding, whether the Single Investigator Model or the Live Hearing Model is used. 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, 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.
- Y. 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.
- Z. Investigative Report and Responses: When the Single Investigator Model is used, 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.

- AA. 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 Student 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.

- BB. 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.

LIVE HEARINGS

- A. The College may choose to conduct a live hearing at its discretion, depending on the specifics of the case.
- B. If a live hearing is conducted, the College will ensure that it is conducted fairly and allows both parties to present their case.
- C. Cross-examination by the parties themselves will not be allowed, absent extraordinary circumstances and in the sole discretion of the decision-maker. Instead, the investigator or decision-maker will facilitate a questioning process that allows for credibility assessment. The decision-maker will pose questions to the parties and witnesses based on the relevance and necessity of the information being sought.
- D. The parties may submit questions they wish to be asked of the other party or witnesses, but the decision-maker will determine the appropriateness and relevance of these questions before they are posed.

DETERMINATION AND OUTCOMES

- A. Following the investigation or live hearing, the investigator or decision-maker will issue a written determination. This determination will include:

1. Findings of fact
2. Conclusions regarding the application of the policy to the facts
3. A statement of, and rationale for, the result as to each allegation
4. Any disciplinary actions that will be imposed on the Respondent
5. Any remedies designed to restore or preserve equal access to the College's education program or activity for the Complainant

APPEALS

- A. Both parties have the right to appeal the determination regarding responsibility or the dismissal of a formal complaint. Grounds for appeal include:
1. Procedural irregularity that affected the outcome of the matter
 2. New evidence that was not reasonably available at the time of the determination
 3. Conflict of interest or bias on the part of the Title IX Coordinator, investigator(s), or decision-maker(s) that affected the outcome of the matter

FINALITY OF THE PROCESS

- A. The determination becomes final either on the date the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or the date on which an appeal would no longer be considered timely.

TITLE IX COORDINATOR

The College's Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination and misconduct policy. The Title IX 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. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the Title IX Coordinator:

Erin Farmer Noonan
Vice President of Human Resource and Title IX Coordinator
Emmanuel College
400 The Fenway
Boston, MA 02115
farmer@emmanuel.edu
[du](http://www.emmanuel.edu)
617-735-9991

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 to whom 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.
- 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.

DEFINITIONS

CC. **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.

DD. **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 a 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.

EE. **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.

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

GG. **Complainant** means the individual who is alleged to be the victim of a violation of the College's Title IX policy, or the individual making a complaint about such conduct..

HH. **Conduct File** means the printed, written, or 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.

II. **Decision Maker** means those annually trained who participate in the Panel process and private deliberations. Decision Makers determine the relevancy of proposed questions, findings of responsibility, and sanctions.

JJ. **Discipline File** means the Conduct File, but limited to findings of the disciplinary sanctions resulting from a determination of responsibility.

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

LL. **Employee** means all full- or part-time staff.

Evidence

1. Inculpatory evidence means information that suggests a Respondent is in violation
2. Exculpatory evidence means information that suggests a Respondent is not in violation

MM. **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.

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

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

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

QQ. **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%).

RR. **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.

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

TT. **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.

UU. **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 a 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.

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

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 in the College's discretion.

SEXUAL MISCONDUCT

WW. **Sexual Harassment**

In accordance with the Department of Education, to initiate a grievance procedure outlined in Section IV of the [Sexual Harassment Policy](#), the definition of sexual harassment listed below must be met. In appropriate cases, sexual misconduct complaints are consolidated with a related Title IX complaint proceeding, as authorized in the College's Title IX Policy. If the alleged prohibited conduct does not meet this standard, a referral will be made to the appropriate office by the Title IX Coordinator.

- i. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:
 1. An employee conditioning the provision of an aid, benefit, or service on the individual's participation in unwelcome conduct
 2. Unwelcome conduct determined by a reasonable person to be sufficiently severe or pervasive that it effectively denies a person equal access to their education
 3. Sexual assault, dating violence, domestic violence, or stalking
- ii. **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 still constitutes *quid pro quo* sexual harassment when a Complainant acquiesces to the unwelcome conduct.

- iii. **Hostile Environment:** Unwelcome conduct determined by a reasonable person to be sufficiently severe or pervasive offensive that it effectively denies a person equal access to their education.
- iv. **Sex Discrimination** means discriminatory conduct based on sex, including pay or hiring discrimination.
- v. **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.
- vi. **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; forcing others to view legal pornography; engaging in voyeurism; and exposing one’s genitals or inducing one to expose their own genitals in nonconsensual circumstances.
- vii. **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.
- viii. **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).
- ix. **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.
- x. **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- xi. **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.

- xii. **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.

- xiii. **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.

CONSENT

- XX. 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.

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

1. **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.
2. **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.
3. **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.

REPORTING OPTIONS

ZZ. The College strongly encourages all who have experienced sexual harassment or other conduct which violates Title IX 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.

AAA. **Immediate Needs: Safety and Preserving Evidence:** If an incident occurs, the College encourages 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's emergency line at 617.735.9888.

Any person who has experienced sexual harassment or other violations of Title IX 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.

BBB. 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 aid in contacting law enforcement as needed.

CCC. 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 within the Policy, 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.

Confidential Reporting Options:

- Students may call the following offices and ask to speak to a designated confidential counselor:
 - Counseling Center 617.735.9920
 - Health Services 617.264.7678
 - Mission & Ministry 617.735.9703
- 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.allonehealth.com.

DDD. **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.

EEE. **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 the [Supportive Measures](#) of the College's website 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.

Interim Action

- i. **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 (5) 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 (5) 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.

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.

EDUCATION, PREVENTION, AND AWARENESS PROGRAMS AND TRAINING OF COLLEGE OFFICIALS

FFF. 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.

GGG. **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, there are resources to help reduce risk of victimization, [including this list](#) from The Rape, Abuse, & Incest National Network.

HHH. **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.

III. **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.

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 decide 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.

RECORD RETENTION

- JJJ. The College will keep for seven (7) years, the following:
- i. 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.

- ii. 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.
- iii. 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.
- iv. 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 \(FERPA\)](#).
- v. 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.

REVISION AND INTERPRETATION

KKK. The Policy is maintained by the Office of Human Resources and is effective August 1, 2024. The College reserves the right to review and update the Policy in accordance with changing legal requirements and specific needs of the College.

LLL. 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.

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

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 free expression of ideas is not subject to this Policy.

Chapter 5: 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 party responsible, 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. [View additional information on Bias-Related Incidents.](#)

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 Dean of Student’s Office 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 6: Community Standards and Student Conduct

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.

Student Code of Conduct

The Emmanuel College student conduct process is rooted in the notion that all people deserve the right to a safe, developmental, and just educational environment. Our commitment to strong relationships, ethical values, and service to others shapes the Emmanuel College belief that students can and should learn through their decision-making experiences. The student conduct process is designed to address student behavior, foster a safe and supportive learning environment, educate students through conduct hearings, mentoring, and developmental sanctioning, and work collaboratively with the community to address harm when caused. As such, the student conduct process is guided by the belief that:

- Students have the right to an educational experience free from physical and psychological harassment based upon protected status, including, but not limited to, gender identity, gender expression, sexual orientation, race, religion, nationality, ethnicity, socioeconomic status, disability status, veteran status or age.

- Students have the right to study and socialize in a clean and safe environment with a reasonable expectation of privacy and quiet.
- Students are fundamentally responsible for their actions and the effects they have on themselves, their peers, and the Emmanuel College community.
- There is profound educational opportunity present in a student's guided, critical reflection on their actions, the impact those actions have on the community, and the process of restoring community well-being. As such, the student conduct process should be educational in nature if the student accepts responsibility for their actions and demonstrates a desire to amend, as applicable.
- The student conduct process should aim to be learning-centered, community-focused, and procedurally sound.
- Emmanuel College is bound to address through disciplinary action student behavior that violates the spirit and/or substance of federal, state, municipal, and institutional policies, adversely impacts the educational well-being of the community, and does not demonstrate an understanding of personal responsibility.

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 if 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.

Emmanuel College students are expected to abide by all policies of the College including but not limited to those in the Student Handbook, 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. Suspicion 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 or office space.

8. Initiation or circulation of a report or warning of an impending crime, emergency, catastrophe, or information about a community member 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 of 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 inappropriate behavior or conduct.
17. Acts of dishonesty, including those applicable to the classroom. Furnishing false personal 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 of Student Affairs, Dean of Students, or designee.
24. Solicitation, without the written permission of the Vice President of Student Affairs, Dean of Students, or designee.
25. Noise disturbances, violation of residence hall & college-sponsored housing 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 & college-sponsored housing 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.

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; family notification; restitution; residence hall & college-sponsored housing re-assignment; residence hall & college-sponsored housing probation; residence hall suspension; residence hall & college-sponsored housing 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 of 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 including but not limited to: residence hall college-sponsored housing visitation, guest privileges, overnight visitation, housing lottery, participation and leadership positions 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, college-sponsored

housing, or the College. A specific time period is required when probation is sanctioned.

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 and/or college sponsored housing 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/or college and/or college sponsored housing, 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 of Student Affairs, 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. Stay away orders are reciprocal regardless of who initiates the order.

Deferred Suspension: 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 Vice President of Student Affairs or designee 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.

Prevention of Harassment/Intimidation of Staff

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.

Good Samaritan Amnesty Policy – Safety First

Sometimes students are reluctant to report an alcohol related or other emergency 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.

Chapter 7: General College Policies

Emmanuel College sets forth policies and procedures for all members of the student body. This is a collection of the most prevalent aspects of our community. However, please be advised that there are

individual offices and other continuants that will clearly communicate their expectation of your review to understand more specific criteria for success. For example, all students should familiarize themselves with the academic catalog and the policies set forth in an academic setting. Students should also ensure that any written communication from the College should be reviewed in a timely manner and responded to according to instructions. It is imperative that students engage in the communication process.

Academic Policies

The Office of the Registrar is the resource for course registration and schedules, academic policies, grades, transcript requests, enrollment verification, approvals of off-campus coursework, including study abroad, and confirming graduation eligibility. For a full listing of academic policies and services provided by the office, please review the description in the final chapter of the student handbook or visit the [Registrar's Website](#).

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.

Guidelines for Alcohol Policy

Emmanuel College is a primarily alcohol-free campus. Except for permitted suites in St. Julie Hall and on the Notre Dame Campus, in accordance with the Alcohol Policy for St. Julie Hall Apartments put forth in the Residence Life Policies and Procedures portion of the handbook and through communication from the Office of Residence Life and Housing, 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 suspected use of 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 21 may request a rare exception to this policy for a special event or activity (for example, during senior week) by contacting the Dean of Students/Chief Student Affairs Officer.

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 21 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 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 the 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 Services 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 prevent 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 of being under the influence of alcohol may pose a danger to themselves or the community. (See Good Samaritan Amnesty Policy – Safety First)

HYPERLINK "<https://www.emmanuel.edu/x6514.html>"

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 Counseling Center, located in the Wellness Center on the second floor of Marian Hall.

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 or social media accounts that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an e-mail 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 a person's picture without their permission.
- Impersonating another person via social media platforms.
- Sharing or sending lewd or unsolicited photos.

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 media platforms, 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

Freedom of Speech

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.

Protests and Demonstrations Policy

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, to 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 in order to ensure a peaceful and productive working, learning and living environment. Such restrictions shall be applied without discrimination toward the content of the views being expressed by the speaker(s) as long as the expression is not objectionable for one of the reasons listed herein, indecent, grossly obscene or grossly offensive on matters including but not limited to race,

national origin, gender, gender identity, ethnicity, religion sexual orientation, or any other protected class covered by the College's [non-discrimination policy](#).

Campus Demonstrations

Student demonstrations may only be held if a permit is sought and obtained by the organizers of the demonstration at least three business days in advance of the demonstration. Organizers and participants of a demonstration must be members of the Emmanuel community. Students who wish to request a permit for a demonstration shall complete and submit this [application form](#) to the Office of the Dean of Students. In the unlikely event that the protest is time-dependent and needs to be scheduled sooner than three business days in advance, students may request an expedited permit by contacting the Office of the Dean of Students or designee available after business hours via Campus Safety. The permit will have defined start and end times, and it will designate the location of the demonstration, and other conditions deemed appropriate, in the College's sole discretion.

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:

- Endanger the safety of any person on the Emmanuel campus.
- Result in the defacement or destruction of property owned or leased by Emmanuel. Encampments, tents or other material or equipment placed or affixed on campus property is not permitted.
- Deny or infringe upon the rights or result in harassment of other students, faculty, staff, or guests of the Emmanuel community.
- Constitute a threat of force, use of force, use of intimidating tactics, incitement to violence, or unwelcome physical contact or physical proximity.
- Disrupt or interfere (by noise level, the number of participants, or the activities of the participants) 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.
- Include the participation of any individuals who are not members of the Emmanuel community. Non-community members may not participate in any demonstration on Emmanuel property without advance approval from Student affairs. Non-community members who participate in a demonstration without approval will be subject to a No Trespass Order which may result in the individual's removal from campus property or arrest by Campus Safety Officers, or any other action deemed appropriate and/or consistent with Massachusetts General Laws Chapter 266, Section 120.

Any violation of this policy will be considered a violation of the Student Code of Conduct and subject to the issuance of sanctions imposed in accordance with the Student Conduct procedures of Emmanuel College.

Dining Hall Behavioral Expectations

Students must be advised of the behavioral expectations with the dining hall area or any location on premises that services food i.e., Atrium Café, Marian Hall Dining Room, Joe Di's/Dunkin', Muddy River Café, etc.

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 Marian Hall Dining Room 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 all dining locations in order to meet the health code requirements that state that patrons must wear shoes and shirts on the premises.
6. All food items in the Marian Hall Dining Room 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 Dining Services 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 manager of Dining Services.

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 e [Dining Hall Behavioral Expectations](#)

Students must be advised of the behavioral expectations with the dining hall area or any location on premises that services food i.e. Marian Hall Dining Room, Joe Di's/Dunkin', Muddy River Café, etc.

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3. Silverware and dishes are the property of the College and may not be taken from the Dining Hall.
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5. Students are required to dress appropriately in all dining locations in order to meet the health code requirements that state that patrons must wear shoes and shirts on the premises.
6. All food items in the Marian Hall Dining Room 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 Dining Services 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 manager of Dining Services.

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 Drug Free Schools and Communities Act Of 1989. The College strictly forbids the use, possession or 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:

- 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 are considered to be for personal use as opposed to the more serious offense of possession with the intent to distribute. Federal law, generally, 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 Services 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](https://www.nida.nih.gov/).

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 five-fold increase in heart attack risk in the first hour after smoking marijuana. Smoking can affect 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. Several 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 several 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 of 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. Please be advised of the College's 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 Counseling Center, located in the Wellness Center on the second floor of Marian Hall.

Emergency Procedures

Emmanuel College Campus Safety is located on the first floor of the Eisner Administration Building Room 139, 400 The Fenway, Boston, Massachusetts 02115. Campus Safety operates 24 hours a day, seven days a week, 365 days a year. To report a crime or other emergency, Campus Safety can be reached at any time via campus telephone at extension 5-9888 for emergencies (617) 735-9888, or from any phone at 617-735-9710.

Emergency Notifications

Emmanuel College Campus Safety Initiates Emergency Notifications that are triggered by an event that is currently occurring on or imminently threatening the campus or the immediate area of the campus. These classifications also involve any significant emergency or dangerous situation that constitutes, or may reasonably constitute, an immediate threat to the health and safety of students, faculty, staff and visitors. Notifications such as these are made to the community in the form of a RAVE Emergency Notification. The RAVE system is the campus wide emergency response network that rapidly informs the community of emergencies and potential threats to the campus community via Text, Telephone, Email, and Social

Media. Students who are not signed up to receive RAVE Alerts can do so through <https://www.emmanuel.edu/current-students.html>.

1. Once on the page click on “Accounts”
2. Select “RAVE Emergency Notification System” and log in using Emmanuel credentials
3. Add all necessary contact information

Patrols and Medical First Response

High Visibility Security Patrol

Emmanuel College Campus Safety Officers patrol the campus 24 hours a day, seven days a week. Campus Safety Officers patrol all buildings during all hours of operation, as well as during non-operational periods. All Campus Safety Officers’ primary function is to ensure the safety and wellbeing of all persons on campus. As such officers observe and report security breaches, safety hazards, suspicious activity and persons, water leaks, defective exterior lighting and other hazards. Additionally, 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 Campus Safety Communications Center in EAB 139.

Security/Traffic Booth

Emmanuel College Campus Safety Officers staff the security booth at the only entrance to the college for vehicular traffic. This assignment provides access control to the college for all vehicles. Every vehicle is required to stop at the booth to ensure that they have a valid purpose for driving and/or parking on campus. This face to face interaction with vehicle operators entering campus is a critical part of providing security and safety services to the Emmanuel Students, Faculty, and Staff.

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. Bike patrol is utilized during fall move-in and annual commencement.

First Responders

All Campus Safety Officers are trained first responders with AHA CPR Certification. Officers also undergo training in automated external defibrillator (AED) training, Stop the Bleed, and NARCAN. All medical emergencies should be directed through Campus Safety at 617 735-9888 or 617 735-9710 for coordination with Boston EMS. It is essential that information be provided to Campus Safety to assist with the medical response and potential transportation to emergency facilities off campus.

College Shuttle

The Campus Safety Shuttle operates between the Main Campus and the Notre Dame Center Residence Hall on 17 Highland Park Street, Boston. The shuttle operates on the hour and half hour transporting students to and from main campus. The shuttle will also provide transportation to other COF Colleges. Campus Safety vehicles also provide transportation for minor medical matters to local hospitals in the Fenway area.

An Individual's Role in Safety and Crime Prevention

Individual community members, particularly students, have a critical role in crime prevention on campus. If you see something that doesn't look right or safe immediately alert Campus Safety. If Campus Safety is not made aware of an incident, it cannot provide assistance to those in need or work to prevent it from occurring again. We prefer that community members have a low threshold for reporting something than not to report an incident at all. Remember that most incidents are favorably resolved through early intervention. Observation and Communication are critical elements of crime prevention.

Please note the following community crime prevention and safety guidelines:

- Have a very low threshold for reporting something or someone behaving suspicious or unsafe.
- Voice your concerns about crime and safety at Emmanuel College
- Do not wait until crimes occur or problems get out of control; immediately raise concerns with Campus Safety. Remember that early intervention is critical in effective problem solving.
- Report and provide information about crimes, suspicious activities, and anything perceived as unsafe or harmful to the Emmanuel Community.
- A rapid and effective response by Campus Safety Officers is greatly assisted by accurate and timely reports of emergencies and/or suspicious activities.

Remember to immediately report any emergency to Campus Safety at 617-735-9888 or to 911.

Fire Safety

- If a student or any member of the Emmanuel College community discovers a fire, the student should activate an alarm and immediately leave the building. The student can then notify Campus Safety (617-735-9888 or 617-735-9710) or Statewide 911.
- Every student must evacuate the building immediately when the fire alarm sounds. Do not wait for an RA to tell you to evacuate! Failure to do so could result in disciplinary action.
- Each student is responsible for knowing the fire exits throughout the building.
- Elevators should never be used when the fire alarm rings.
- Emergency exits may be used in case of emergency only.
- 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 may receive disciplinary action up to and including removal from the residence halls. Offending individuals may also be criminally charged.
- 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.
- 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

- 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 any particular details.
- Campus Safety, in conjunction with other campus leadership personnel, will determine the response procedure in coordination with the Boston Police and Fire Departments.

- Students should follow all directions of the staff, campus safety officers, and emergency response personnel.
- College personnel have the right to require evacuation of any building.
- Campus Safety may search the public/common areas of the building. After the search, students will be notified when to re-enter the building.

For additional comprehensive information and to see the Emmanuel College Emergency Response Guide, [visit the Emergency Preparedness section of the Emmanuel website.](#)

Failure 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, is prohibited.

Firearms/Weapons Policy

Only Emmanuel College Campus Police Officers are authorized to carry weapons. Any item of a questionable nature should be checked in with Campus Safety at EAB Room 139.

Guest 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 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 their 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.

To support first-year students during their transition and to comply with the educational mandate set forth by Title IX Legislation, the Office of Residence Life and Housing engages first-year students in conversations, workshops and online 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. The date for hosting privileges for students who complete the training will be provided by the Office of Residence Life and Housing. For full details of the College's guest policy, please go to the Residence Life policy section of the student handbook.

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

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 one 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 one year or more. You can reschedule your service to a new date within one 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 [visit the state website for additional information](#).

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

Student Semester Parking

All individuals parking on campus are required to have a valid parking permit/sticker or Temporary Parking Pass. Parking during the hours of 7:00AM and 5:00PM daily, seven days a week, is restricted to Emmanuel students and staff who have been approved for parking. Please note that parking passes are not available to non-Emmanuel students.

All student parking permit applications must be submitted via Emmanuel College's Engage Platform prior to that semester's deadline. Please only fill out the application if you qualify for parking at Emmanuel College.

Due to the limited parking availability on our urban campus, we strongly encourage the use of alternative transportation. The MBTA Green Line Fenway station is a short distance from the Emmanuel campus, and reduced MBTA parking passes can be purchased from the MBTA. For questions regarding student semester parking, please email studentparking@emmanuel.edu.

Commuter Students

Parking **may** be available to commuter students living outside of the below-listed zip codes. The student must submit a parking permit application each academic semester for approval during the communicated parking application timeline via the Engage platform. Prior parking privileges do not guarantee future parking privileges. Students who are cross registered for classes on the Emmanuel College campus are not eligible to receive a parking permit or pass.

Athletic participation is also not a rationale for a parking permit. Fees for the 2024-25 academic year are \$350 per semester. Fees cannot be pro-rated and are non-refundable.

The College does not issue parking permits to commuters who live in the following zip-codes:

02101 through 02145
02163

02196 through 02241

02266

02283 through 02298

02445 through 02467

Please note that a commuter parking permit is not an overnight parking pass.

Resident Students

On-campus parking **may** be available to those requiring accommodations. A limited number of passes may also be available for students participating in Emmanuel College-facilitated, credit-earning internships or clinicals that are outside of commuting proximity via public transportation. No other resident students are eligible to park at Emmanuel College. Approval from the Student Accessibility & Accommodations Department is required for students seeking parking accommodations. Students who are in Emmanuel College-facilitated credit earning internships should complete the [McCafferty Career Center internship parking application](#).

Fees for the 2024-25 academic year are \$500 per semester. Fees cannot be pro-rated and are non-refundable.

Visitor Parking

Prospective parents and students visiting the campus for a tour, information session or other Admissions event are offered on-campus parking, as available. Please direct any questions to admissions@emmanuel.edu.

Faculty, administrators and staff should notify Campus Safety of visitors by submitting a parking request to security@emmanuel.edu.

Overnight Guest Parking

Emmanuel students can purchase a Temporary Parking Pass only for their guests who wish to park on campus between the hours of 5:00 PM and 7:30 AM the following morning. Students cannot purchase an overnight guest parking pass for themselves. The cost is \$20.00. To purchase the pass, the host student must complete the following:

- Parking Payment

By completing a guest parking payment, you are acknowledging that:

- When arriving to campus, Campus Safety will provide you with your Temporary Parking Pass at the entrance booth. All pass holders must park in the Library Lot, unless otherwise directed, with the parking pass displayed on the vehicle's rear-view mirror at all times.
- All authorized guest vehicles must exit the campus by 7:30 AM, Monday through Friday and by NOON on Saturday and Sunday, unless otherwise instructed by Campus Safety.
- The maximum number of guest passes issued per Emmanuel student per week is two.
- Parking availability is subject to change depending on campus events/activities.
- Students should be aware that Guest Parking may be suspended prior to scheduled events or activities. Also, in advance of inclement weather, parking may be prohibited.
- Students cannot purchase an overnight guest parking pass for themselves.

NOTE: Parking passes are not available to non-Emmanuel students or their guests.

Short-Term and Hardship Parking Requests

All student short-term or hardship requests to park will be directed, in person, to the on-duty campus safety Lieutenant/OIC. If off campus, students should call the Lieutenant at (617) 735-9710.

Handicapped Parking

Handicapped parking spaces are located at the south entrance to the Administration Building and throughout the parking garage. The College will tow motor vehicles that are not properly placarded and parked in handicapped or reserved spaces.

Safe Driving

Operating a motor vehicle on campus in an unsafe or threatening manner will not be tolerated. This includes:

- Driving an unregistered vehicle
- Driving without a proper license or with a revoked license
- Speeding or driving in an unsafe or aggressive manner
- Driving under the influence of alcohol, cannabis, or other drugs
- Driving or parking on walkways or unpaved areas
- Driving without all occupants wearing seatbelts or approved child safety restraints
- Failing to obey driving or parking instructions of Campus Safety Officers

Any unsafe motor vehicle operation may result in the revocation of on campus driving privileges by Campus Safety.

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 a declaration of snow emergency and parking restrictions on the Emmanuel College website as well as via a community email.

Towing

Vehicles may not park on the Emmanuel campus in an unsafe or unauthorized location. All parked vehicles shall have a properly displayed permit or pass. The College will tow unauthorized vehicles parked on campus at the owner's expense. Tow fees are the responsibility of the owner. Please note that these enforcement procedures ensure that parking is available for eligible faculty, staff and students.

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 locations, the 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.

Except for 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. *Please note that public access to locations across the campus is subject to the discretion of the institution. For example, as modifications are made to COVID-related policies, building access may be restricted. All access will be communicated to the College community.*

Technology Resources Usage Policy

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.

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

Chapter 8: Residence Hall Policies and Procedures

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, Associate Director of Residence Life, an Assistant Director of Residence Life, the Dean of Students, Dean of Campus Life 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.
- 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.
- Students must also have submitted all the necessary health immunizations requirements.
- Students are also required to demonstrate behavior set forth by the institution regarding COVID-19 policies within the residence halls. These expectations will be communicated by the institution based upon need.

Emmanuel students who wish to visit the public space in St. Ann Hall, St. Julie Hall, Loretto Hall, Notre Dame Campus, or St. Joseph Hall may be asked to show or surrender their identification card and to follow the procedures established for monitoring the facility they are interested in using.

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.

Housing Operations

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 or damage the walls in any way. No items may be affixed to student room doors as adhesive damages the surface.
- A Resident Assistant (RA) indicates the condition of furniture and the room's general condition prior to student move in using a physical inventory form. This form is used to

assess damage to the room and or college property when a resident moves out and or during closing.

- An RA must inspect each student's room before check-out. The RA indicates the condition of the room on the digital Physical Inventory Form. After review of the forms and the physical space, the Residence Director will determine appropriate damage billing, if any. 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 damage 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. The process for this will be outlined by the Office of Residence Life and Housing in communications directly to the student.

Cancellation of Housing Assignment Policy

During the room selection process, Residence Life and Housing will set forth deadline for canceling one's housing assignment. Once this deadline has passed, students will be required to complete a Housing Petition to review the extenuating circumstances between when the student signed the Housing Lease and the present. The petition will be reviewed by the Housing Petition Board. 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. Students must be fully registered for classes in order to be eligible to remain in housing for the academic year.

Physical Inventory Forms

Each year, Resident Assistants make note of room conditions using a physical inventory form for each room. Damage or defects in resident rooms should be reported to the Resident Assistant (RA) and/or an Assistant Director/Resident Hall Director (AD/RD). Reports should also be made when equipment or College property is damaged. Furniture must be kept clear of the technology outlets. The physical inventory form from the beginning of the student's time in the room to the completion of the academic year will be used to assess damages after closing.

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 will need to first contact the RA on your floor, who will, if necessary, then escalate the situation to the AD/RD of your residence hall.

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.

Residence Hall Policies and Information

Bicycles

The bike room is located in the basement of St. Julie Hall. The process for registering one's bike and gaining access to the bike room is done through Campus Safety.

Candles/Incense

Candles and Incense are not allowed per Fire Safety regulations. This includes items that melt wax. If items are confiscated, then arrangements must be made to retrieve these items prior to leaving for the end of the semester. Please speak directly to your Resident Director.

Door Tags & Room Decorations

No items may be affixed to student room doors as adhesive damages the surface. Residence Life will post community building items on these doors. Ceiling decorations and tapestries/flags (any pieces of fabric that hang on the wall) are permitted if it covers only 25% of any given space.

Fire Safety

- If a student discovers a fire, the student should pull the closest fire alarm and immediately leave the building according to evacuation procedures. The student can then notify Campus Safety (617-735-9888 or 617-735-9710).
- 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.
- Each student is responsible for knowing the fire exits throughout the building.
- Elevators should never be used when the fire alarm rings.
- Emergency exits may be used in case of emergency only.
- 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.
- Candles, incense, live Christmas trees, 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 in the traditional buildings. Individual single serve coffee makers are permitted. Please note that students living in St. Julie Hall are permitted to bring one traditional kitchen item into the unit. Microwaves must be brought in by residents.
- 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 in traditional residence halls are fully furnished with desk, desk chair, bed/bedframe and dresser and wardrobe. 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, mini fridge, television, other electronic equipment, 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.

Students are limited to one mini fridge per double/triple room. In the quads in St. Ann Hall and Loretto Hall, students may have two mini fridges.

Please note that in St. Julie Hall and other college-sponsored housing, all furniture must remain in its designated location. Furniture in the bedroom must remain in the bedroom and cannot be moved into the common living area outside of individual bedrooms.

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 a direct violation of the Emmanuel Student Code of Conduct.

Guest 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.

To support first year students during their transition and to comply with the educational mandate set forth by Title IX Legislation, the Office 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. This process and all relevant deadlines will be communicated by the Office of Residence Life and Housing.

Regular Visitation

Regular visitation is defined as: 8:00 a.m.–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, they 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 always escorted by his/her host.
- 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, 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 leave an identification card and be escorted by a resident, but do not need to be signed in if it is a short visit.
- Guests under the age of 16 and parents may not stay overnight. Please see your AD/RD for the guest policy regarding 16- and 17-year-old guests. In unusual circumstances, the Vice President of Student Affairs, Dean of Students, or designee may grant special permission (three-day notice required).
- Any guests found to be a disturbance to the community may be escorted off campus and asked not to return.

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 student(s) responsible. Students are expected to carry items such as skateboards, rollerblades, basketballs, and soccer balls to the entrance of the buildings. These and other sports activities are to be undertaken out of doors only and always at the student's own risk.

Please note that any sports related activities that are designed around alcohol are prohibited. For example, water pong, flip cup, i.e., are prohibited.

Hallway/Bathroom 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 and within the restrooms themselves. Students are expected to treat all people with respect and dignity.

Laundry

In St. Julie Hall, each apartment contains a washer and dryer within unit at no additional cost. In St. Ann Hall, Loretto Hall, St. Joseph Hall and Notre Dame Campus, each area has laundry facilities serviced by Automatic Laundry. Payment for laundry services can be completed via the Automatic Laundry app, or at the machines by using credit card, debit card, Apple Pay, or Google Pay. These machines do not accept quarters or Fenway Cash.

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 documented in a form. After two weeks into the academic year, students will incur a charge of \$5.00 for each subsequent lockout for the remainder of the academic year. All charges will be billed at the end of the academic year. Similar charges will be assessed for those living in St. Joseph Hall who attempt to enter the building without their student ID. 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 documented but will not result in a lockout fee.

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 for 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

Please see the below tips from Campus Safety regarding protecting your personal property:

- 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 valuables in classrooms, cars, the library or dining facilities.
- 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 except for small fish. If there are any questions about the pet policy, please contact the Office of Residence Life and Housing via email at reslife2@emmanuel.edu.

For inquiries regarding support animals, please contact:

For accessibility and accommodations, please contact Noelle Deady, Director of Student Accessibility and Accommodations and 504 Coordinator, Email: gallin@emmanuel.edu; Phone: 617-732-1681

Location: Student Accessibility and Accommodations, Academic Resource Center, Cardinal Cushing Library, G06 (Ground Level), 400 The Fenway, Boston, MA 02115

If an unauthorized animal is located within the room or apartment, the student will be given a specified duration of time to remove the animal based upon the situation. However, the student should expect to remove the animal between 24 to 48 hours after discovery. Residence Life staff will confirm that the animal has been removed by visiting the student's room or apartment after the animal is scheduled to depart.

Residential Alcohol Policy

Please see Alcohol Policy in General College Policies. Alcohol policy for those over 21 and living within St. Julie Hall and The Notre Dame Campus will be provided by Associate/Assistant Director overseeing the building. Process for obtaining alcohol privileges in St. Julie Hall or The Notre Dame Campus will be outlined at the beginning of each academic year. Alcohol is not permitted regardless of age outside of St. Julie Hall or the Notre Dame Campus.

Residence Hall Occupancy

- 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. Please note that there is an expectation of the 24-Hour Courtesy hours.

- Maximum room capacity will be double the room's designed occupancy plus two (i.e., a double room can have six 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 always be kept at a reasonable level and turned down if complaints are made.
- In accordance with the College alcohol policy, no alcoholic beverages may be served in traditional residence halls. Information on Alcohol Permits will be provided to those eligible apartments in the St. Julie Hall or the Notre Dame Campus.
- Violations of social gatherings regulations will result in disciplinary action.

Smoking

Please see the Smoking Policy in General College Policies.

Solicitation

Solicitation and the sale of items or services by students on campus (including in residence halls) are prohibited. Students living in Emmanuel College housing may not operate businesses out of their residence hall rooms and may not list their on-campus addresses in conjunction with any business enterprise. No organization, or individual shall solicit in Emmanuel housing at any time.

Solicitation for the benefit of a recognized organization on campus must be cleared through the Division of Student Affairs. Students or student organizations are not permitted to use the Emmanuel College name to solicit funds or services from individuals, companies, or groups without permission from the Division of Student Affairs. Students or student organizations wishing to conduct raffles must secure appropriate permissions.

Additionally, outside individuals or organizations, even if represented by students, may not solicit funds or sell items anywhere on campus or use the campus for solicitation or promotion without authorization from the Dean of Students, Director of Student Involvement and Commuter Engagement, Director of Residence Life or designee.

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 Emmanuel College policy to use a room for commercial or business use. The College also prohibits paid entertainers from performing in residence hall rooms.

Vacations/Closings

Emmanuel College residence halls are closed during Thanksgiving, Winter, and Spring breaks. Summer housing is available at an additional cost. When leaving the residence hall for a break, all residents must follow the Hall Closing Procedures as instructed by staff.

Student Accessibility and Accommodations

Emmanuel College is committed to the full participation of students with disabilities in all aspects of College life, including residential. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), Emmanuel endeavors to provide housing accommodations for full-time undergraduate students with documented disabilities in cases where said disabilities render a standard housing situation inviable.

For accessibility and accommodations, please contact Noelle Deady, Director of Student Accessibility and Accommodations and 504 Coordinator, Email: gallin@emmanuel.edu; Phone: 617-732-1681

Location: Student Accessibility and Accommodations, Academic Resource Center, Cardinal Cushing Library, G06 (Ground Level), 400 The Fenway, Boston, MA 02115

Important Information Regarding Housing Accommodations

Eligibility for a housing accommodation includes full-time, undergraduate students who wish to live in College housing, are in good judicial and financial standing with the College, have submitted the [Residence Life housing lease and deposit](#) by the noted deadline, are currently registered as a full time student, have or are in the process of registering with Student Accessibility and Accommodations (SAA), and have needs that may medically necessitate a housing accommodation. Examples of such needs included students who require mobility assistance, extended apparatus, or invasive medical regimens.

Determination of Reasonableness

The Housing Committee will determine on a case by case basis, if implementing the requested accommodation is reasonable. The Committee may deny the requested accommodation if it is unreasonable.

An accommodation is unreasonable if it: (1) imposes an undue financial and/or administrative burden on the College; (2) fundamentally alters the nature of the College's operations; (3) poses a threat to the health and safety of others or would cause substantial property damage to the property of others, including College property; and/or (4) is otherwise unreasonable to the operation of the College.

Non-Qualifying Conditions

The following are examples of non-qualifying conditions, not a complete listing of non-qualifying conditions. Temporary, non-chronic impairments of seasonal or short duration (less than 6 months) with little or no residual effects that will not substantially limit a major life activity: common cold, seasonal or common influenza, a sprained joint, minor and non-chronic gastrointestinal disorders, a broken bone expected to heal completely, appendicitis, and seasonal allergies are usually not qualifying conditions under the Americans with Disabilities Act.

Qualifying conditions may 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.

AIR CONDITIONING: Please be advised that, generally speaking, central air conditioning in St. Julie Hall and Notre Dame Campus is turned off no later than the second week in October and individual air conditioning units in other residence halls are uninstalled at that time. Central air conditioning typically resumes around the second week of May. Seasonal allergies are usually not qualifying conditions under ADA. Students who require filtered air are permitted to bring in their own air purification devices. St. Joseph, St. Ann, and Loretto Halls have limited capacity for room air conditioning units.

SINGLE ROOMS: Emmanuel's student housing is primarily designed to house two or more students per bedroom. Some of our residence halls do offer a limited number of single rooms. As with all accommodation requests at Emmanuel, qualification for a single residence hall room will be evaluated on an individualized basis. Emmanuel has designed its residential program on the premise that a vibrant, social residence hall environment is fundamental to living and learning at Emmanuel. As such, the request for a single room is utilized as an accommodation only when no other reasonable accommodation would allow a student to participate in our residential program as it is designed.

Steps to pursue housing accommodations:

1. **Submission of Forms to SAA:**

- To initiate the process of pursuing housing accommodations, the student should complete and email the [Student Request Form](#) to SAA.
- The student's health care provider must complete the **[Provider Request Form](#)* and return it to SAA.
 - *Appropriate documentation, as requested in the ***Provider Request Form**, will include the following:*
 - *A clear diagnosis from a licensed professional who is qualified to evaluate and diagnosis such conditions. This professional may not be a member of the student's family.*
 - *Description of the student's history with the diagnosis.*
 - *Description of the functional impact and limitations of the disability/condition relative to an academic setting.*
 - *Current treatment plan, including medications.*
 - *Recommendation for accommodation(s). (Justification for why recommended accommodation is medically necessary. There must be a clear connection between the functional limitation(s) described and the recommended accommodation).*
 - *Documentation must be in English and signed and dated.*
 - *Initial documentation must be current, within one year.*

2. **Review by the Housing Committee:** Complete request packets are sent to the Housing Committee, a team of professional staff from various campus departments. The Committee will determine the feasibility of the request given the College's available housing stock that would allow for certain physical and mental health accommodations.

3. **Outcome and Notification:** First, SAA will email students to notify them of the Housing Committee's decision regarding their eligibility. If an accommodation is available, Residence Life will then notify the eligible student a specific housing placement offer, via email. Any student determined ineligible by the Committee will also be informed and can participate in the regular housing selection.

Eligibility is based on the documentation provided, specific accommodation requests, and the housing stock for such accommodations that is available at the College. **Please note that requests may not be fulfilled due to either documentation and/or housing limitations.**

Housing Accommodation Deadlines for Documentation

**Students must reapply each academic year for housing accommodations.*

Academic Term	Student Request & Provider Request Form Deadlines
2024-2025 Academic Year	Current/Returning Students: Friday, March 1, 2024 by 2:00 p.m. ET
2024-2025 Academic Year	Incoming/Transfer Students: Monday, June 24, 2024 by 2:00 p.m. ET

All requests received after the noted deadline will be reviewed to determine eligibility typically on the last week of each month during the academic year; contact SAA for information on *specific review dates. All request packets must be completed in full at least 5 working days before the review date. Following the review, eligible requests will be considered against the available housing inventory.

- A student who submits prior to the deadline and declines their housing accommodation offer will participate in the Standard Housing Selection Process through Residence Life.
- A student who submits after the deadline and declines their offer will remain in their current Residence Life housing placement.

***Current students pursuing the exact housing accommodations for the following school year** can indicate this request, along with their provider's written statement, via email to accommodations@emmanuel.edu. The Housing Committee will be considering exactly what was previously written. If any new recommendation or request, a new Housing Accommodation Request packet should be submitted.

PLEASE NOTE:

- 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 (ADDA) 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 ADA and FHA policies and guidelines and are determined on a case-by-case basis by a team of professionals.
- Housing accommodation eligibility is not guaranteed. A student may be found ineligible for their requested housing accommodations following Committee review of documentation submitted by the student and their health care provider.
- Specific housing inventory is not guaranteed due to limited availability. Eligible students may be waitlisted if a suitable facility is not immediately available and will be contacted by Residence Life if a facility becomes available.
- A request should not name specific buildings, but rather describe an environment necessary for accommodating the student's needs. College housing offers limited single-occupancy rooms, mainly at Notre Dame Campus. For questions related to housing availability, contact Residence Life (reslife2@emmanuel.edu) directly.
- A housing accommodation request is for the individual student with the documented need and cannot consider roommates. Additionally, housing accommodation paperwork cannot cite

roommate conflict as a basis for the request. Students experiencing a roommate conflict should contact Residence Life for information on mediation and room change options.

Information regarding Emotional Support Animals:

- An ESA is 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 ADA.
- 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/impairment.
- 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 that require accoutrements that are not permitted in residential buildings (such as heat lamps, live insect food, etc.) will also be considered excluded animals.
- 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.
- Other exceptions may be made as deemed appropriate based upon facility limitations and health and safety needs of the general community.

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](#).*

Student completes and submits:

1. [Student Request for Housing Accommodations Form](#)
2. [Student ESA Information Form](#)
3. [Owner/Handler Agreement](#)
4. Relevant veterinary documentation and vaccinations

Provider completes and submits:

1. [Health Care Provider Request for Housing Accommodations Form](#)
5. [Provider ESA Specific Form](#)

Housing Accommodation Deadlines for Documentation

**Students must reapply each academic year for housing accommodations.*

Academic Term	Student Request & Provider Request Form Deadlines
2024-2025 Academic Year	Current/Returning Students: Friday, March 1, 2024 by 2:00 p.m. ET
2024-2025 Academic Year	Incoming/Transfer Students: Monday, June 24, 2024 by 2:00 p.m. ET

All requests received after the noted deadline will be reviewed to determine eligibility typically on the last week of each month during the academic year; contact SAA for information on *specific review dates. All request packets must be completed in full at least 5 working days before the review date.

For complete packets received before the noted deadline, the Housing Committee reviews request packets to determine eligibility. SAA emails students regarding eligibility. Eligible students are responsible for discussing the ESA living arrangements with their roommate(s) and upon agreement, the roommate(s) will sign the Roommate ESA Acknowledgement Form.

For complete packets received after the noted deadline, the Housing Committee reviews request packets typically on the last week of each month during the academic year to determine eligibility. SAA emails students regarding eligibility. Eligible students are responsible for discussing the ESA living arrangements with their roommate(s) and upon agreement, the roommate(s) will sign the Roommate ESA Acknowledgement Form.

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.

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/impairment. If means and methods are available to the student to adequately manage symptoms of his/her disability/impairment, 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).

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:

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

For Residential Students inquiring about a service animal, please contact accommodations@emmanuel.edu for further guidance.

Chapter 9: Campus Resources

Academic Affairs Administration

- Diane Shea, Ph.D. R.N., Interim Chief Academic Officer, Professor of Nursing
- William Leonard, Dean of Academic Administration
- Alison Vallereux, Executive Director of Institutional Effectiveness/Chief Data Officer
- Dorice Griffith, Associate Dean of Student Learning and Success
- [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](#)
- [Padraig Deighan, Associate Dean of Science and Health, Associate Professor of Biology](#)

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.

Bookstore

The Emmanuel College Bookstore provides the following resources and services:

- 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

Campus Safety

Campus Safety provides full-service police and security to the Emmanuel College community. The Campus Safety office is open 24 hours a day/365 days per year. The sworn campus police staff includes a Director/Chief of Campus Safety and Lieutenants/Shift Commanders. The non-sworn staff includes Sergeants and Campus Safety Officers. Campus Safety maintains a very close working relationship with the Boston Police Department, the Massachusetts State Police, the other Colleges of the Fenway Campus Safety Departments and the Longwood Collective.

Emmanuel College Campus Safety Mission

The mission of Emmanuel College Campus Safety is to provide a safe and secure environment for all students, faculty, staff, and visitors to the Emmanuel Community. Campus Safety supports the college's primary mission by maintaining a secure and open environment so that students may be educated in a

dynamic learning community 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. Emmanuel College Campus Safety strives to accomplish this mission by maintaining a continuous and open dialog with the entire Emmanuel Community.

Emmanuel College Campus Safety's core values of service, professionalism, and the maintenance of the highest standards of integrity and ethics provide the foundation and guidance to accomplish this stated mission. Campus Safety's primary goal is to relentlessly provide personal and organizational safety and security to the Emmanuel Community. In order to accomplish this goal, Campus Safety relies on critical partnerships within the Emmanuel Community to include students, faculty, and staff. External partnerships to include, the City of Boston, the Commonwealth of Massachusetts, and the Colleges of the Fenway are also crucial in order to provide effective safety services to our community. Additionally, Campus Safety is focused on internal and external assessment for improvement, problem solving, as well as continuous planning for the future, including emergency planning. Since modern campus safety is information driven, continuous communication and dialog are critical in order to provide safety services to the Emmanuel Community. Therefore, Campus Safety encourages any member of the Emmanuel Community with a safety concern to contact the Campus Safety Office.

In closing, personal safety is fundamental in order for the college to accomplish its mission, and safety is a collective task and responsibility. Campus Safety asks the entire community to assist in ensuring that Emmanuel College is a safe and secure environment for all.

Some of the training programs conducted by Campus Safety include:

- Community Standards
- Safety in the City
- Violence Prevention and Response
- Rape Aggression Defense
- Individual Safety Planning
- Specialized Classroom Sessions
- Crime Prevention
- Safety Escorts
- Bicycle Registration Program
- Fingerprinting

Cardinal Cushing Library Learning Commons

The Cardinal Cushing Library Learning Commons educates students in 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
- DiscoveryLab Multimedia Equipment Reservations

[Cardinal Sean O'Malley Center for Mission & Ministry](#)

Rooted in the Catholic Tradition and inspired by the spirituality of the Sisters of Notre Dame de Namur, the Center for Mission & Ministry is committed to cultivating the faith and exploring spirituality for all Emmanuel College students. Ministry & Ministry seeks to care for the spiritual needs of our students wherever they are in their life's journey. We invite you to become involved in our many retreats, service projects, liturgical life and faith-sharing groups. Our office is in EAB 247, and our contact email is missionandministry@emmanuel.edu. Follow us on Instagram at @ecmissionandministry

Please know that you are always welcome, and we are here for you.

[Leslie Ferrick McCafferty Career Center](#)

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 McCafferty 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 or seeking guidance on your current career plans, the McCafferty Career Center has resources to meet—and exceed—your expectations. Start your journey today by visiting [CareerConnect](#) – the McCafferty Career Center's digital hub for everything careers. From events and news, to resources and tools. Find your path here, with the help of CareerConnect.

[Center for Diversity, Equity & Inclusion](#)

The Center for Diversity, Equity and Inclusion (CDEI) engages the Emmanuel College Community by providing programs and initiatives that celebrate diversity, affirm identity and promote authentic inclusion. We aim to empower students from underrepresented backgrounds through support and advocacy.

Consistent with Emmanuel College's Mission, the Center for Diversity, Equity and Inclusion is committed to social justice and works with the entire Emmanuel Community to ensure the engagement, inclusion, and empowerment of all students.

In the Center for Diversity, Equity and Inclusion at Emmanuel College, we define diversity as the differences among people with respect to age, class, ethnicity, gender, physical and mental ability, race, sexual orientation, gender identity, socioeconomic status, religion, and many other aspects of human identity.

We celebrate the differences in all people, and we believe human beings are our best when we seek to learn from one another's experiences.

[Counseling Center](#)

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 confidential therapeutic services 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. In efforts to provide equity and accessibility for all students, all counseling services are free, voluntary, and short-term.

College is a time of personal growth and change for all students. Students are challenged with developing their identities, making critical life decisions, managing relationships with others and adjusting to the mental and physical demands of college. The Counseling Center, along with several 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. It is important to know that you can be seen any weekday at 3pm for any crisis that requires urgent attention, in addition the Counseling Center offers a 24/7 support line for all students to call in any time of need, dial 617-735-9920 extension 2 to speak to a licensed clinician right away.

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

[Dining Services](#)

At Emmanuel College, we are proud to offer a wide variety of dining options on campus. Our all you care to eat cafe, Marian Dining Hall, offers static and new menus daily at nine different stations. Favorites include a full-service grill, made to order meals at global and cucina, salad bar, and deli. We provide a variety of vegan and vegetarian options though out the cafe and have a separate station for made without gluten containing ingredient meals, breads, and desserts. On the way out, students may take hand fruit, beverages, or a homemade sweet treat from our bakery.

For students on the go, Muddy River Cafe and Jo Di's Market both offer a variety of meals to go as part of the pick four program. Muddy River features a panini station, taqueria, make your own noodle bowl and a small selection of retail items. Jo Di's has a wide variety of hot and cold meals, grain bowls, bento boxes, beverages, grocery, frozen, and household items.

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.

Health Services

The mission of Health Services is to provide accessible and high-quality health care to the students at Emmanuel College. Emmanuel College's Health Services is managed by [Carbon Student Health Services](#) at the Colleges of the Fenway Treehouse located at 578 Huntington Avenue on the 2nd floor. With a mission to make great healthcare accessible, Carbon Student Health Services is all about you, your goals, and your schedule. As a student, you can access care on your terms – whether you choose to walk-in or book an appointment online. Please go to [Health Services' web page](#) for up-to-date information on hours, services and after-hours care.

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 Programs

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 the Director of International Programs & Study Abroad 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. The Office of International Programs also works with all students planning to study abroad. Programs offered include faculty-led travel courses (short term travel over winter, spring, or summer break), semester abroad, and summer programs. Please email studyabroad@emmanuel.edu to receive more information and visit our website at: <https://www.emmanuel.edu/academics/study-abroad.html>.

Mail Services and Copy Center

The Copy & Mailroom provides mail and package services to Emmanuel College students, faculty, and staff. Conveniently located in Room 150 of the Eisner Administration Building, the Mailroom is open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Mail Services:

- **Student Mail:** Each student is assigned a unique mailbox number for receiving USPS letter mail. Students will receive email notifications when they have mail, and can collect their mail from the Mailroom during normal business hours. Unclaimed mail will be forwarded to the forwarding address on file with the registrar at the end of each semester or returned to sender.
- **Package Delivery:** Packages are delivered to the Q-Trak Smart Lockers, located on the first floor of St. Julie Hall. For added convenience, students receive email and text notifications once their packages have been processed. If the lockers are full, or if the package is too large to fit in the lockers, packages may need to be claimed at the mailroom during normal business hours.
- **24/7 Access:** Students can access their packages anytime using the “My Mail Services” app, provided the package fits in the smart lockers.

Each student’s mailing address is as follows:

Student Name
Unique Mailbox #
Emmanuel College
400 The Fenway
Boston, MA 02115

Marketing and Communications

The Office of Marketing Communications is the College’s in-house marketing agency. From the mission to the people, programs, and outcomes, we focus on communicating the unique value of Emmanuel College, it’s distinct location in the heart of Boston, and the vibrancy of our community.

We encourage students to share what they love best about Emmanuel with us! Student stories are shared on the Emmanuel College website, social media channels, printed marketing materials, and more. Interested in sharing your Emmanuel story? Email us at pr2@emmanuel.edu. We look forward to working with you to give a voice to the stories and ideas that reflect our values, exemplify our culture, and benefit our community.

[New Student Orientation](#)

Orientation serves as your first experience as an official Emmanuel student on the Emmanuel campus. Meet faculty, staff and student leaders—as well as your new classmates—during this comprehensive program. You will preview your fall semester course schedule, 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.

[Registrar's Office](#)

From your first registration through graduation and beyond, the 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: Nathaniel Ellis, Associate Registrar, 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 and Housing](#)

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 Accessibility and Accommodations](#)

Emmanuel College is committed to the full participation of students with disabilities in all aspects of College life, including residential. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), Emmanuel endeavors to provide housing accommodations for full-time undergraduate students with documented disabilities in cases where said disabilities render a standard housing situation inviable.

For accessibility and accommodations, please contact Noelle Deady, Director of Student Accessibility and Accommodations and 504 Coordinator, Email: gallin@emmanuel.edu; Phone: 617-732-1681

Location: Student Accessibility and Accommodations, Academic Resource Center, Cardinal Cushing Library, G06 (Ground Level), 400 The Fenway, Boston, MA 02115

Student Affairs

The Division 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](#)
- [Counseling Center](#)
- [Family Programs](#)
- [Health Services](#)
- [New Student Engagement and Transition](#)
- [Residence Life](#)
- [Student Involvement](#)

Student Financial Services

At Emmanuel College, the Office of Student Financial Services is your partner in navigating the financial aspects of your education. We understand that every student's situation is different, our dedicated team of counselors is here to provide you with the resources and support you need to create a plan that makes your Emmanuel education affordable. Visit our [website](#) to learn more about the many options we can help you explore.

For quick access to resources and links from Student Financial Services, including how to view and pay your bill or apply for financial aid, visit the [Money Matters](#) section of the Current Students webpage.

What You'll Find:

- Tuition & Fees
- Viewing & Paying your Bill
- Applying for Financial Aid
- Payment Options
- Student Health Insurance Program
- Frequently Asked Questions
- Meal Plans
- Tax Information
- Credit Balance Refund Requests
- Withdrawal Policy & Refund Schedule

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 70+ 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 Zumba, Spikeball, or MMA clubs. Wherever your interests may take you, getting involved is essential to being successful at Emmanuel and we are here to help!

We have an interactive portal called [Engage](#), where you have 24/7 access to learn about our student organizations, join up and see all 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.

If you have questions regarding any of the policies and procedures outlined in this student handbook, please contact the Dean of Students Office for further information.