WELCOME TO RHODE ISLAND SCHOOL OF DESIGN
PRE-COLLEGE

We encourage students and families to review this document together and become familiar with the resources and policies outlined to ensure a successful summer. This handbook provides Pre-College students and their families with useful information about the campus resources, campus life and program policies.

Please contact the RISD Continuing Education at 401 454-6200 or precollege@risd.edu if you have any questions.

Rhode Island School of Design (RISD) reserves the right to make changes to its written policies, rules and regulations at any time, with or without prior notice. Please visit precollege.risd.edu for the most up-to-date version of this Student Handbook.

Updated May 2023
**IMPORTANT PROGRAM DATES**

*Student attendance is mandatory for all dates below, unless otherwise noted*

**Check-In Day + Resource Fair***
Saturday, June 24

**Student Orientation**
Saturday, June 24
Sunday, June 25

**Parent + Family Reception (Optional)**
Saturday, June 24

**Floor Meetings** *(Residential students only)*
Saturday, June 24

**Classes Begin**
Monday, June 26

**Finals Week**
July 24–28

**Artwork Pick-up**
Friday, July 28

**Move-Out Day*** *(Residential students only)*
Saturday, July 29 by 12 pm

*For international and students traveling long distances, contact Residence Life for early move-out*
DIRECTORY

Continuing Education
345 South Main St
Monday–Friday: 8:30 am–4:30 pm
401 454-6200

Pre-College Summer Office
The MET - Room A
30 Waterman St., Quad
401 454-6551

Card Services
48 Waterman St.
Monday – Thursday: 7:30 am–3:30 pm
Friday: 7:30 am–1:30 pm
401 454-6664

Public Safety Office
24 hours a day, 7 days a week
Emergency: 401-454-6666

Disability Support Services
Monday–Friday: 8:30 am–4:30 pm
401 709-8460
disabilitysupportservices@risd.edu

Counseling and Psychological Services
Thompson House, 63 Angell St.
Monday–Friday: 8:30 am–4:30 pm
401 454-6637

Health Services
Thompson House, 63 Angell St.
Monday–Friday: 8:30 am–4:30 pm
401 454-6625

Residence Life Office
South Hall, 30 Waterman St.
Monday–Friday: 8:30 am–4:30 pm
401 454-6650

International Student Services
210 Benefit St, Carr House, 3rd Floor
Monday–Friday: 8:30 am–4:30 pm
401 277-4957

The Met
30 Waterman St., Quad
401 454-6781

Title IX Coordinator
20 Washington Place, Room 353
401 454-6919

Intercultural Student Engagement
Ewing Multicultural Center
41 Waterman St
Monday–Friday: 8:30 am–4:30 pm
401-277-4908

Mail Room
20 Washington Place, 1st Floor
Monday–Saturday: 10 am–5 pm,
401 454-6319

Fleet Library at RISD
15 Westminster St.
401 709-5900
library.risd.edu

RISD Nature Lab
Waterman Building, 13 Waterman St
401 454-6451
naturelab.risd.edu

RISD Museum of Art
224 Benefit St
401 454-6500
risdmuseum.org

risd:store
Design Center, 30 North Main St.
Monday–Friday: 8:30 am–7 pm
Saturday and Sunday: 10 am–5 pm
401 454-6464
risdstore.com

risd:store 3d
Bank Building, 27 North Main St.
Monday–Friday: 8:30 am–7 pm
Saturday and Sunday: 10 am–5 pm
401 454-6354

Directory information is subject to change after this document is published.
Please visit info.risd.edu for the most up-to-date information.
INTRODUCTION

RISD Pre-College offers rising high school juniors and seniors* the chance to experience life as a RISD undergrad. For five weeks you'll follow a college-level curriculum with day-long studio classes, critiques and final projects. You'll work alongside hundreds of other creative, highly motivated students from around the world who will challenge, inspire and encourage you to push your limits and produce your best work. In this residential program**, you'll live like a RISD student, access renowned resources and instructors, strengthen your portfolio and forever change the way you approach art and design.

*Current high school students who have finished tenth or eleventh grade (or equivalent) and are 16-18 years old may apply. Students who graduated from high school in 2023, but have not begun their college first year are also eligible.

**Pre-College also offers a commuter option.

More Than 50 Unforgettable Summers of RISD Pre-College

RISD's first Pre-College summer program started in 1971 with a few dozen students in just one building. Now, roughly 600 students experience RISD's campus each summer—representing nearly every state in the US, 84 different countries, and boasting over 10,000 alumni since 1971.

About Rhode Island School of Design

RISD (pronounced “RIZ-dee”) is a creative community founded in 1877 in Providence, Rhode Island. Today, we enroll 2,620 students hailing from 59 countries. Led by a committed faculty, they are engaged in 44 full-time bachelor’s and master’s degree programs and supported by a worldwide network of over 31,000 alumni who demonstrate the vital role artists and designers play in today’s society.

Beyond facts and figures, what is the spirit of this community? Through a cross-disciplinary curriculum of studio-based learning and rigorous study in the liberal arts, RISD students are encouraged to develop their own personal creative processes, but they are united by one guiding principle: in order to create, one must question. In cultivating expansive and elastic thinking, RISD seeks to activate a critical exchange that empowers artists, designers and scholars to generate and challenge the ideas that shape our world. RISD’s mission, at both the college and museum, is not only to educate students and the public in the creation and appreciation of works of art and design, but to transmit that knowledge and make global contributions.
ACADEMICS

Overview

Each summer over 500 young creative thinkers come to Rhode Island School of Design to learn our distinctive approach to visual communication. One of the hallmarks of a RISD undergraduate education is first-year Experimental and Foundation Studies, designed to push students to take risks, test theories, challenge ideas and refine work to go beyond your initial ideas and find the best solution. That is why the RISD Pre-College curriculum also places a strong emphasis on foundation work; it is as crucial to your development as your major.

Vital to the RISD experience is the engagement and collaboration of students with their peers. Likewise at Pre-College, the classroom and studio experience, campus resources, co-curricular activities and time spent with each other fosters a unique community of respect, learning and collaboration that helps prepare students for the work/life balance you’ll need for college.

The immersive Pre-College experience is your opportunity to create, explore, experiment and determine your future while building like-minded friendships and your portfolio. The program culminates with the final exhibitions where students present their work to friends and family in a professional gallery setting.

Curriculum

Pre-College consists of four courses taught by professionals in their fields: a chosen Major, a Drawing Foundations class, a Design Foundations class and the liberal arts course, Critical Studies in Art. This cohort of classes strengthen students’ abilities to create work that reflects a depth of concept, as well as the skill sets needed to actualize your ideas. All classes emphasize research, exploration, experimentation and iteration—to help you transform your work beyond the obvious and cliché. Students are challenged to balance their studies across all courses equally.

Foundation Courses

Your foundation work is a crucial part of your development as an art student. These three required courses ask you to move beyond the expected, and help you to develop a new visual vocabulary that
will allow you to confidently speak about art and design. There will be demonstrations, lectures, presentations, critique, and feedback, all working to strengthen your core skills including introductions to historical and contemporary artists to inform and inspire your work.

**Drawing Foundations**

A representation of your drawing skills is often an essential requirement for college admissions portfolios. In Drawing Foundations, you’ll develop your power of observation and strengthen your ability to think and express yourself visually on paper. You’ll learn techniques for working from the human figure, forms in nature, landscapes, interior spaces and still-life setups. Traditional and nontraditional materials and methods may be used to investigate line, value, form and composition to help you to explore expressive and conceptual possibilities in your work.

**Design Foundations**

An essential component of portfolio development is the representation of thoughtful design choices in all artwork. Design is the ability to organize and map out visual elements into dynamic expression. In Design Foundations you will be introduced to the formal principles of design: balance, shape, color, pattern and space. Prompts and in-class exercises will challenge you to discover new approaches to your work. Projects may include both two- and three-dimensional design concepts.

**Critical Studies in Art**

Critical analysis—the ability to examine, analyze and respond to creative ideas verbally and in writing—is a crucial part of a RISD education. In this foundation course you’ll develop an approach to critical analysis by studying artwork in its historical and contemporary context. Your in-class coursework, including a written paper and group presentation, will be enhanced by visits to the RISD Museum where you’ll explore the collections and examine original artwork up close.

**Majors**

You’ll build on your foundation work by choosing a major, which will allow you to focus on a particular field of design or fine art. A major should be viewed as an opportunity to improve skill sets and expose yourself to new areas of interest. Engaging in a major is not meant to serve as a chosen college track or as part of a life-long career decision. And remember: your major work is only one component of Pre-College.

Majors are selected at the time of your application and secured with your deposit. Space is limited and placement is on a first-come, first-served basis. Even if your first choice is not available, remember that no matter your major, you’ll come away with a new depth of experience, advancement and artwork. A list of current major offerings can be found on the [Pre-College website](https://www.risd.edu/).
ACADEMIC + CLASSROOM EXPERIENCE

You and the students who are in your chosen major class will attend the same Foundations courses together. By engaging in the same set of classes, over a short period of time, you'll build bonds that foster collegiality and camaraderie. In Critical Studies in Art you may engage with students from other majors.*

On a typical day, you'll be in studio for seven hours with a one-hour lunch break. In class you'll participate in group and individual critiques, lectures and demonstrations. Most of your work will be done outside of the classroom to give you enough time to research ideas, develop concepts and complete artwork.

Your education will extend outside of the classroom and across campus, with open access to nearly 10,000 objects housed at the RISD Museum, the Edna Lawrence Nature Lab collection of natural history specimens, microscope lab and living plants and animals, and the RISD Library, which houses an extensive art and design book collection and Visual and Material Resource Center.

*Major classes that are smaller in size may be combined with another major for purposes of Critical Studies in Art.

Art Supplies + Presentation Materials

You will need a variety of art supplies and presentation materials (along with appropriate carrying cases) for your courses. A general supply list of items most often used in studio courses will be sent with your program forms and documentation. Prior to the start of classes, you will receive specific supply lists for each course. Depending on your major and approaches taken by different instructors, supplies can sometimes cost in excess of $800 during the term. You're welcome to bring your own supplies to mitigate cost. Inevitably you will need to purchase supplies during the program, and there are several art supply stores nearby – including two on campus – to accommodate these needs. If you are uncertain if an item that you already have available will suffice, please address it with your instructor at the start of the first class. Do not substitute materials without first obtaining approval from the instructor.
Laptop Requirement

For Pre-College 2023 all Pre-College students will be required to bring a personal laptop that meets the minimum requirements to access Canvas (outlined below), as well as basic printing and word processing capabilities. Mobile devices, (i.e. smartphones and tablets) are not supported. We require students to bring their own laptop, but for those who do not have a laptop that meet the minimum system requirements, a limited number of loaner laptops will be available after enrollment in the program. For questions, please contact precollege@risd.edu before February 15, 2023.

Minimum System Requirements:

• Chrome 107 or later version.
• Firefox 106 or later version.
• Edge 107 or later version.
• Safari 15 or 16 or later version (Macintosh only).
• Students should also have an office suite installed like MS Office or LibreOffice, or use an online office suite like Google Apps or Office 365.

Typical cost of a personal laptop that meets minimum system requirements: $300–$500.

Typical cost to purchase required software: $0–$70.

Please note that not having a personal laptop to bring will not negatively impact your application in any way.

Class Schedule

All students are assigned to a cohort of classes* including one major class, two foundations classes and one liberal arts course, Critical Studies in Art, for a total of 4.5 days per week.

• Major studios meet two days per week
• Foundation studios meet one day per week
• Critical Studies in Art section meets once per week
• Studio classes meet on days as assigned on your schedule, from 9 am to 4pm (or from 9 am to 4:30 pm for classes condensed to make up for the July 4 holiday).
• Critical Studies in Art courses are 2-hour classes (or 2.5 hours for for classes condensed to make up for the July 4 holiday) and have varying schedules in the morning, mid-day and afternoon.
• All courses have homework requirements (see homework section)

Prior to the start of classes students will access their class schedule. The class schedule provides specific information about instructor and classroom locations. Class schedules may be held if all application forms, documents and remaining payments have not been received by their indicated deadlines. You are not allowed to attend classes without these requirements completed.

*This cohort of classes fosters the interdependent learning needed to support student success in meeting the goals of the program. Therefore, classes may not be substituted, switched or opted out of (waived).
Canvas LMS

All Pre-College classes are in-person and are not delivered online; however, throughout the program students and instructors utilize Canvas, our learning management system, for purposes such as syllabus and resource distribution, attendance, grading and announcements. Students are expected to regularly access their Canvas class portals to keep up to date with required information.

Syllabus

In keeping with collegiate standards, you will receive a course syllabus for each class. The syllabus is your introduction to the course and an outline of the instructor’s policies along with the mandatory Pre-College policies. You should keep and refer to the syllabus during and after the program as it holds key information for each stage of the class, as well as post-program reference for credit assessment.

Homework

Since the majority of class time is made up of lectures, demonstrations and critique, most of your coursework will be done outside of the classroom. Homework time (evenings and weekends) required for all courses is substantial to allow for research, concept development and completing artwork. Your time outside of class is also an opportunity to step back from your work and gain feedback from your peers and resident advisor.

You’re expected to take initiative both inside and outside of the classroom, including prioritizing your schedule to balance extensive homework assignments. The number of homework hours ranges from four to ten hours per week (per class). The intensive curriculum of Pre-College is your dedicated time to develop your skills and college application portfolio.

Artistic Content

Some assignments may require students to represent themselves or others such as in portraiture or figure studies. Students may not produce images of themselves, other students, or other live models in a state of full, partial, or suggestive nudity. Students considering any nude, sexually explicit, sexually oriented, or potentially controversial subject matter or activities that may pose a threat to the health, safety and well-being of the RISD community, must review the project with their instructor prior to continuing with the project and submitting the work.

The Human Figure

To develop a critical understanding of art, Pre-College courses utilize images of clothed and unclothed human figures and, in certain studio courses, live nude models. The use of professional models offers students an opportunity to study the human form in a way many have not yet experienced. Under the direction of the instructor, models typically pose for lengths of time ranging from a few minutes per pose to potentially a few hours (with breaks). The work that you create from a live nude model is designed to develop an awareness of the kinesthetics of the human form, some knowledge of human anatomy and a connection to the living energy of the subject. Photography of models is not permitted. You’ll be expected to be respectful, non-distracting and attentive to your work during the model poses.
Digitally Produced Artwork

Unless otherwise directed by the instructor, all work should be created by hand and not through any kind of digital device or software. While you may be quite skilled at using digital tools, RISD Pre-College emphasizes hand-making so that you learn to create in meaningful ways that allow the viewer to understand your comprehension of materials, methods and concepts. Students who submit work that was created or altered digitally (beyond the parameters of the assignment) will be asked to resubmit the work or may receive a failing grade for the assignment.

Documenting and Presenting Work

Learning to present your work in a professional manner is essential for all visual artists, but especially for students, such as yourself, who will show their work as part of their college applications. It is also critical that you present your work at its best to your peers and instructor so it can be properly reviewed. Please follow all the guidelines in the course for how you should present your work including addressing craftsmanship in the work itself as well as photographing and maintaining a portfolio of all your work—including sketches and process work.

Critique

Essential to the learning process at RISD are studio critiques (“crits”). As you learn to present and discuss your work in front of the instructor, guests and fellow students, you’ll grow more comfortable with talking about and articulating your goals. Speaking publicly about your work and the work of your peers is unfamiliar and can be intimidating. However, this process is critical for artists and designers of all backgrounds, and at all stages of their careers, in order to better understand and speak about their work.

At its best, critique is not about flattery or criticism, rather it is the opportunity to learn a new vocabulary and use terminology that facilitates giving honest and direct feedback. In addition to giving critique, you are expected to receive feedback in a mature and thoughtful manner. It is essential to the learning process that all students contribute to individual and group critiques and will be graded on their participation.

Final Projects + Finals Week

The last week of class consists of final critiques and presentations to your class and instructors; equal in importance and intensity to final exams in other subject areas. Attendance at final classes and participation for final projects account for a major portion of your final grade and therefore is mandatory.* Your participation is essential to your success in the program.

*Students are expected to remain in class for the entire scheduled time on Friday, July 28. For students wishing to check out of the program on Friday, parents should plan travel to ensure students are not leaving before the end of their final class (usually not before 4:30 pm).

Final Exhibitions

At the end of the program your work will be exhibited for friends, family and the general public to experience. All students are given the opportunity to exhibit one work from their major. Selected works from Design Foundations and Drawing Foundations will also be exhibited. Participating in the exhibition is a requirement in order to complete the program so be sure you follow the directions to submit your work on time.
Additionally, students in the Fashion major will present their final projects in a Fashion Show, and students in Film/Video and Animation majors will have their work presented in a film screening.

Transcripts

Students will receive their final grades via the Student Portal at cereg.risd.edu (not Canvas) approximately four weeks after the end of the semester. You can view your grades and/or print an unofficial transcript by navigating to “My Enrollment History + Transcript.” Grades cannot be sent by email or provided over the phone.

After grades become available students are welcome to request a transcript for your own use or to share with an institution by visiting our Transcript Request page. Please note there is a fee to process each request.

IMPORTANT NOTICE: Students who have already completed the program, please note that we’ve upgraded to a new platform. If you requested transcripts via Parchment prior to August 1, 2018, you will be required to create a new username and password.

Portfolio Review

As a participant in the Pre-College program, you are eligible for the opportunity to have your portfolio reviewed by a RISD representative. This is a great chance to hear directly from the people who review applications, reflect on what’s successful in your work, and think about what you want to improve on as you prepare for your college applications.

These online portfolio reviews are 15 minutes long and conducted by an admissions officer or other RISD-affiliated reviewer. During the summer term, enrolled students will receive an invitation to register for a session, as well as information about what to expect.
STUDENT SUCCESS

The Pre-College website, this handbook, instructors and RISD are committed to providing students with the resources and support to help our students succeed. The following is a quick guide for students on how you can best participate in your own success.

Pre-Program Preparation

- Understand the intensity and time commitment of each course (including homework) and the program as a whole. Do not overschedule yourself with competing activities such as sports training, test prep, schoolwork, family events, travel, etc.
- Plan your travel to arrive on time for check-in and orientation AND depart after the end of the day on the last class. (If needed, see early check-in and extended departure arrangements to help meet your travel needs.)
- Prioritize your health and well-being. Keep all your personal, physical and mental health support systems in place.
- Familiarize yourself with RISD student support services such as Disability Support Services, Counseling Services, and the Pre-College team. Reach out prior to the start of classes. Don’t wait until you’re struggling in the class.
- Review all policies and procedures in this handbook and on the website so that you are prepared for your curricular and co-curricular experience.
  - Complete the Pre-Arrival Orientation Modules in your Canvas LMS Portal (additional information about this will be sent via email closer to the start date of the program)

Class Engagement

- Enroll into Canvas portal and set up your profile prior to your first class. Follow your instructors’ guidelines on how you will be engaging in the portal (receive grades, announcements, etc.)
- Attendance is essential. Arrive to class early and prepared with any assignments due.
- Pay attention to and plan your workload in order to meet deadlines (late and incomplete work
may not be accepted by your instructor).

- Your voice matters—stretch yourself to actively engage in critique.
- Advocate on your own behalf by asking for help from your instructor, TA or the student support staff.
- Be aware that non-engagement with your classes can result in removal from the program.
- Document your work (including sketches and process work) throughout the program for your portfolio.

**Time Management + Creative Output**

- Follow all instructions and pay attention to details
- Plan your time to include all aspects of art-making in order to meet the deadline including:
  - Subject research
  - Resourcing materials
  - Learning new methods and materials
  - Concept development, thumbnails and sketches
  - Creating the work
  - Cleanup and presentation
- Understand that each class will have a minimum of 1–2 assignments per week.
- It’s not a race. Give yourself the time to produce thoughtful work.
- Do not wait until the last minute...you will run out of time and your work and well-being will suffer.
- Allow time to properly document and present your work.
- Get proper rest and nutrition. Practice self-care by finding your work/play balance, which may not be the same as your peers.

**Student Development Outcomes**

The overall scope of the program encompasses many things beyond academics to support student growth and preparation for college, including:

- Comprehension of personal successes and challenges in readiness for college.
- Understanding college expectations and importance of asking for support.
- Self-Initiative: ability to motivate self, ability to plan next steps in your artwork.
- Independence: decision-making, maturity and risk-taking.
- Clarity of college goals: determining the direction of your education.
- Social skills: ability to meet new friends, improve your communication and self-confidence.
- Time management: better understanding of the need to plan for heavy course loads and multiple deadlines.
STUDENT LIFE

Pre-College is designed to help you both work like a college student, and live like one. Because what goes on outside of the studio is just as important as what goes on inside. In addition to immersing yourself in your schoolwork, you’ll be encouraged to attend supervised weekend and evening trips to museums, art galleries, beaches, and excursions to nearby cities. You’re also given the freedom to explore the RISD neighborhood—and all that Providence has to offer—on your own.

Arriving on Campus

You’re required to arrive on Saturday, June 24 between 8:30 am and 2:30 pm to attend Check-In and Orientation. You will be contacted by Residence Life to schedule your check-in appointment time. If you’re traveling internationally or a long distance, you can request permission to arrive early on June 23 to ensure you arrive on time for Check-In and Orientation. An additional fee will apply. After acceptance to the program, additional arrival information will be shared along with instructions on how to complete your housing application.

Due to the intensive nature of the program it is very difficult to start the program late. If you have a scheduling conflict with school, we strongly suggest you ask if your school can make arrangements for you to complete the requirements early. If you need a letter documenting your attendance for school officials, simply email us for assistance.

To complete the program, you must also attend each class, in full, during Final Critiques Week, participate in Student Exhibitions and stay through the end of class on Friday, July 28. Students must officially check out by 12 pm on Saturday, July 29. Students who need to check out early on Friday, July 28 must notify Residence Life.

Program Check-in + Move-in

All students must attend check-in on Saturday, June 24, 2023, between 8:30 am–2:30 pm. You will be contacted by Residence Life to schedule your check-in appointment time. The program check-in is located in the Upper Quad, 60 Waterman Street, between Benefit and Prospect Streets.
Staff will be at all residence hall drop-off locations to direct you on where to park, assist you with luggage and inform you on where to check into the program. Detailed arrival instructions, including specific drop-off locations, will be provided by email, approximately one week prior to check-in. At the check-in event, you will have the ability to meet campus resources such as Health Services, Public Safety, Disability Support Services, risdbucks, and more.

**Early Arrival**

If you are traveling internationally or a long distance, you can request permission to arrive early on June 23, 2023 to ensure you will arrive on time for Check-In and Orientation. An additional fee will apply. All early arrival requests must be submitted to Residence Life by June 9, 2023.

**Orientation**

In addition to the Pre-Arrival Online Orientation, following check-in, you will convene for Student Orientation. You should anticipate attending mandatory weekend orientation activities. A detailed orientation schedule will be emailed to parents/guardians and students prior to arrival.

**Shipping Packages**

Residential students may have boxes or luggage shipped to them before arriving on campus and collect them during Check-In. Students will receive an email with their assigned mailbox number. Label packages as follows:

- Student’s First and Last Name
- Pre-College, Rhode Island School of Design
- 20 Washington Place # (Mailbox Number)
- Providence, RI 02903

**Move-Out**

Residence hall room check-out is Saturday, July 29 by 12 pm. To ensure a safe and smooth departure, students are required to:

- Make all necessary travel arrangements, including flights and ground transportation so they align with your final class and the Check-Out schedule. Create a plan with your adults/parents/guardians about packing, cleaning, shipping personal goods and artwork that meets the timing of check out.
- Stay through the last day of class, 4:30 pm on Friday July 28
- Pick up your artwork from Final Exhibitions from 2:30–5:30 pm on Friday, July 28
- Depart RISD residence halls by 12 pm on Saturday, July 29 2023*

*If students would like to depart campus after class on Friday evening, students must notify Residence Life.

**Shipping Home**

UPS will be on campus during Check-Out to help pack and ship belongings home; they are also available to pick up, pack and ship artwork from the galleries. (Please note that UPS is a third party vendor and all transactions with them are independent of RISD.) For questions related to shipping
or to place an order to ship artwork from the galleries please contact:

The UPS Store, 11 South Angell St, Providence, RI 02906  
Phone: 401 751-6245  
Email: store3114@theupsstore.com  
theupsstore.com/3114

**Directions to RISD**

**Air**

T.F. Green Airport (PVD) is 12 miles south of Providence in Warwick, RI, and provides direct flights to most major cities. From the airport, taxis and car sharing services are great, affordable ways to get to downtown Providence and the RISD campus.

Logan International Airport (BOS) in Boston is farther from campus—approximately 50 miles north—however it often offers more frequent and more direct flight options (potentially resulting in lower airfares). Peter Pan Bus Lines charters buses every 1–2 hours directly from Logan to downtown Providence.

**Car**

From Route 95 North or South, take Exit 22 for Downtown Providence. On the exit ramp, bear left, following signs for “Providence Downtown.” Continue straight onto Memorial Boulevard to the fourth traffic light, and turn left onto Washington Place. Continue straight, through the second traffic light (Washington Place becomes Waterman St.) to 30 Waterman St. From Route 195 West, take Exit 2 (South Main St.). Follow South Main St. to the intersection of South Main and Waterman streets. Turn right onto Waterman St. and proceed to 30 Waterman St.

**Train**

Amtrak’s Providence station is less than a mile from campus. Visit www.amtrak.com for information and reservations.
**COMMUTING STUDENTS**

Many Pre-College students choose to commute to the program, often finding it strikes a good balance between college life and support systems at home. You may find—as many past commuting students have reported—that you’re able to stay even more focused on your work by working both in the studio and at home.

If you commute, you’ll need to consider how to balance home and work life with developing new friendships and staying an engaged member of the RISD community. To help with that, commuting students are encouraged to attend all Pre-College events and weekend trips. You’re also welcome to visit with residential students (within the visitor guidelines) and work in the common studio work spaces in the residence halls whenever you need to.

Parents/Guardians are solely responsible for students and their actions who live off campus. The program will not provide supervision of these students.

RISD Pre-College requires that any student living off campus must be housed with a responsible adult over the age of 18 for the duration of the program.

Students found to be living without a responsible adult will be required to make alternative arrangements to rectify the situation within 24 hours. Commuting students who are unable to make suitable living arrangements for the duration of the program may be dismissed.

Parents/guardians and their students are also solely responsible for arranging all transportation to and from RISD. RISD has no role in, does not oversee or monitor, and takes no responsibility for such matters.

Commuting students must leave the RISD campus before the Residence Life curfew time (see “Curfew”). Students who live off campus are still subject to our Academic Policies and our Pre-College Code of Conduct at all times, including when they are off campus (as is true for students who live on campus).
**Dining for Commuting Students**

Commuting students receive a 25-meal RISD dining plan and are able to purchase additional meals on a cash basis. If students have any questions regarding dining, please contact RISD Dining Services at 401 454-6642.

**Parking**

On-street parking is available but can be limited on RISD’s campus. If no on-street parking is available, you may park in garages or municipal lots nearby. Unfortunately RISD parking stickers are not available to Pre-College students.

**Lockers**

Lockers in academic buildings are given priority to instructors and commuting students. Students are required to bring their own lock for use. The Pre-College Summer Office can provide students with the location of, and availability of, lockers near their class.

**Trips and Activities**

Commuting students have the same access to program-wide trips and activities. Students will use the My RISD app to sign up for off-campus trips in advance. Please note these trips have a limited number of spaces. All students will receive a summer event calendar before the program begins.
LIVING AT RISD

The Pre-College experience in the residence halls mimics the academic year in many ways. Residence Life strives to provide an engaging and developmental community experience. Living in the residence halls is an opportunity to meet and live with people from all over the world in a supportive and educational environment.

RISD Residence Life staffs the community in the residence halls with resident advisors (RAs). RAs are current RISD students trained to build community and provide support to the students attending the Pre-College program. In addition to RAs, four professional resident directors (RD) live on campus and also serve as student mentors and resources. The RDs supervise the RAs and manage the daily operations of the residence halls.

RAs are a great resource for questions about RISD, Providence or just general advice. They can help navigate campus facilities and suggest local events and attractions off-campus. Like other college students, RAs are busy and may not be available when you stop by their room. If you need something addressed immediately and your RA is not available, you should contact the Residence Life Office or Public Safety.

Roommates

Resident Pre-College students are typically assigned a roommate. Living with a roommate and community participation are vital aspects of a RISD education. Just as with creating worthy art or design, relationships require continuous effort, communication and empathy. Roommates should discuss and come to agreement on issues such as habits (cleaning duties, music volume, quiet hours, etc.) and sharing (art supplies, food, other personal items, etc.).

Parent and Guardian Residence Life Approval

The parent/guardian email designated as the primary point of contact in the program application will be emailed a link from Residence Life to complete the online Parent/Guardian Housing Application. This application is where a parent/guardian provides student weekend away permission, move-out and early arrival dates. This application is required regardless if a student anticipates taking a weekend away or arriving early. The information can be changed or updated online until
the start of the program. Parents and guardians should contact Residence Life at precollegehousing@risd.edu with the registered primary parent/guardian email with confirmation of any changes.

Mail

RISD Mail Services is located at 20 Washington Place. Students are assigned mailbox numbers prior to arrival on campus. Have all correspondence addressed to:

Student’s First and Last Name  
Pre-College, Rhode Island School of Design  
20 Washington Place, # (Mailbox Number)  
Providence, RI 02903

Visitor Information

Overnight guests are prohibited. During the day and evening, immediate family members over 16 years of age who have been listed as an approved guest through the parent portal are welcome. All visitors to a residence hall must register at Public Safety, wear their registered guest sticker, and be accompanied by the program participant at all times. There are no overnight accommodations available on campus for guests. We suggest that visitors book a hotel with one of RISD’s partner hotels at our campus travel information site.

The Public Safety Office (at the Quad complex entrance) is staffed 24 hours a day to ensure the general welfare and security of all Pre-College students.

Quiet Hours + Noise

In order to create an environment conducive to intellectual pursuit and individual well-being, you should refrain from creating excessive noise at all times. Noise, including music, should be confined to your room. Quiet hours for purposes of study and sleep are as follows: Sunday–Thursday nights from curfew until 8 am and Friday and Saturday nights from curfew until 10 am.

Curfew

Curfew is Sunday through Thursday night, from 10 pm–5 am, and Friday and Saturday nights, from 11 pm–5 am. You are required to be in your individual residence hall room at the start of curfew each evening so that attendance may be checked. Once the Resident Advisor (RA) has checked attendance, you must remain on your respective residence hall floor (or other area as defined by staff) during the remainder of curfew.

Violations, such as tardiness, will be documented and parents/guardians will receive written notice each time.

- First offense: Recorded by staff and warning issued
- Second offense: Administrative conference resulting in an educational sanction
- Third offense: Review for dismissal from the program

Overnight visits taken by residential students without parental and Residence Life permission will result in dismissal. Students found missing or outside of their residential area after curfew will be dismissed from the program.
Overnight Visits Away from Campus

A Pre-College student may leave the RISD campus unaccompanied for an overnight visit only on a Friday and/or Saturday night. This is commonly referred to as a ‘Weekend Away’. Students may only go away with prior permission from their parent/guardian and the Residence Life Office. Prior to the start of the Pre-College program, in order for the student to leave for the weekend, parents/guardians must designate via the "Weekend Away Form" the date, location, and contact information for the student’s weekend away. This will be completed through the Parent and Guardian Housing/Student Life Portal.

If you expect to leave campus for an overnight visit, with prior approval, you must check to make certain that your name appears on the list of students approved for weekend overnights away from campus. This list is distributed to all RAs each Thursday evening and is available for you to consult at the 10 pm curfew. If your name does not appear, and you believe it should, you must speak with your Resident Director on Friday morning.

Choosing to spend the weekend away is optional. You are encouraged to remain on campus for the duration of the program to have a full collegiate experience.

Emergencies that happen on Weekend Aways that may impact class attendance should be discussed with the Associate Director of Pre-College and Youth Programs at 401 454-6215.

Important Notes/Reminders:

• Permission will not be granted if forms are incomplete or are not signed by the parent/guardian.

• You are permitted to leave campus for weekends away only after the conclusion of your Friday class, and must return to campus from weekends away, and be in your room by the 10 pm curfew on Sunday.

• The Residence Life Office will not accept telephone messages as a means of granting permission.

• Weekend away permission forms may not be used to adjust curfew hours. Students who are approved to leave campus for an overnight visit must remain away from campus and may not return during curfew hours.

• Parents, guardians, or any previously designated and authorized adults assume all responsibility for the student’s safety and whereabouts while they are off campus.

• Students found to be away from the residence hall overnight without parent/guardian and Residence Life Office permission will be subject to immediate dismissal from the program.

Guests

Guest Policy

RISD, Continuing Education, and Residence Life take safety seriously. Pre-College students are not permitted to have overnight guests. Our guest policy only pertains to Pre-College students who may have guests during the day in their residence hall rooms; however, they must adhere to the following guidelines:
• Have explicit permission from their roommate
• Only 2 visitors at a time
• Guests must be approved immediate family members (parents/guardians, siblings, grandparents, etc.) and be age 16 or older. No one else will be permitted into the residence hall.
• Only guests who have been registered as approved guests via the parent portal are permitted in the residence halls.
• Guests must be signed in at Public Safety and be listed on the approved visitor list in advance.
• Guests must be escorted by the student at all times and the student may NOT give their guest their RISD ID.
• Guests must leave the residence hall by curfew. Any guests found to be in the residence hall after curfew will be escorted out of the building by Public Safety.
• Guests must abide by all RISD COVID guidelines and policies.

Pre-College students are more than welcome to meet family and friends during the day outside of the Residence Halls without permission. Students must only adhere to the guidelines above if they wish to bring a guest into their residential space during the day.

**Damage + Vandalism**

**Individual Rooms**

You are responsible for the condition of your room and furnishings, including the inside and outside of your room door. When you move in, a Room Condition Form is provided to document any deteriorated conditions. It will be used when you check out of your room to determine if any damages, beyond reasonable wear and tear, have occurred. Students will be financially responsible for any damage and may also face disciplinary action.

**Common Areas**

Damage to or mandated cleaning of these areas will be billed to those people sharing the space. Please note that cleaning of these areas is your responsibility. Failure to maintain acceptable cleanliness levels may result in mandated cleaning by the college. Periodic Health and Safety inspections will be conducted to ensure compliance.

**Public Areas**

It is reasonable to expect some wear and tear to buildings where a large number of students live and work. Beyond that, it is reasonable to expect an occasional accident.

We believe that it is equally reasonable for individuals to accept responsibility for damage that is caused accidentally. Deliberate, malicious vandalism or theft is not an action that is reasonable, nor will it be tolerated by this community.

Instances of such vandalism or theft are grounds for dismissal. Both damage to facilities beyond reasonable “wear and tear” and theft of public property are public matters of concern to and unnecessary expense for the entire campus community. It is our desire to be able to correct such damage without financially penalizing those who were not responsible. Therefore, in the interest of keeping summer fees as low as possible, the college does not estimate the annual cost of unreported
damage and, instead, uses a proration system.

In those instances where it is not possible to ascertain who caused damage, the cost of correcting it will be shared by people living in that area or building. The process through which students are charged for damage which is not attributable to an individual is called “proration,” or the “prorated damage charge.” It is to everyone’s advantage to make a conscientious effort to minimize damage and help identify those who maliciously damage our facilities. When and how repairs or replacements are made is the prerogative of the college, regardless of damage billing procedure and practice. Please note that there is a great deal of extra time and paperwork required to complete every job generated unnecessarily; therefore, each job carries a minimum charge of $30. In addition, damage, vandalism or misuse of any life safety, security or emergency egress equipment carries a minimum fine of $250.

At the conclusion of the Pre-College program, students who have accrued damage charges will receive bills at their mailing address. Grades and transcripts will not be released until financial obligations have been met.

**Keys, Locks + Cards**

When you check in to your room, you will be granted access privileges on your RISD ID card. These cards are entrusted to you and must never be loaned to anyone.

Exterior doors are locked at all times and should never be propped open. You should never allow a non-resident into a building unless you are accompanying them as a guest. If a non-resident gains entry to your building without your permission, you should report this to Public Safety immediately. You are responsible for keeping your room doors locked at all times, even if leaving the room for brief periods of time.

If you lose your ID card, report it to Public Safety as soon as possible. Temporary cards may be obtained at Quad Public Safety Office. These may be used until a replacement is available. ID cards must be replaced by the Campus ID Office at 48 Waterman St.

If you are locked out of your room and you are unable to go to the Public Safety Office, you may call the office and an officer will be dispatched to let you back into your room.

**Setting Up Your Room**

See below for what you may need.

Rooms are furnished with:

- Extra-long (80”) twin bed and mattress
- Closet
- Bureau
- Work desk
- Ceiling light
- Electrical outlets
- Wastebasket
- Microfridge with microwave

You must provide:

- Sheets (custom, extra-long 80” twin)
- Pillows/pillowcases
- Blankets
- Towels

We suggest you bring:

- Desk lamp (no halogen lamps allowed)
- Comfortable walking shoes
- Flip-flops/shower sandals
- Shower caddy
- Sunscreen
- Hangers
Bedding and linen sets are available to rent through E&R campus rentals (www.thecampuslaundry.com). Please see the “Decorating and Using Your Room” section of this handbook for a list of items not to bring, restrictions on hanging items on the walls, etc.

**Sports Activities**

Because of the potential for noise, building damage and personal injury, the hallways and interior public areas of the residence halls may not be used for active recreation. This includes skateboards, inline skates, and anything else with wheels. Also prohibited is the use of water pistols.

**Health + Safety Inspections**

Responsibility for enforcing safety regulations and health standards is shared by the departments of Public Safety, Facilities, Environmental Health & Safety and Residence Life. Regular, periodic inspections of student rooms take place during the course of the program. These inspections may or may not be announced in advance.

Rooms and other areas dedicated for resident use must be maintained to a minimum level of cleanliness to protect everyone’s health. Conditions that present a nuisance or jeopardize the general health or well-being of residents will not be tolerated. Students who repeatedly fail to maintain their space will be required to contract cleaning services through the college, at the student’s expense. If more than one student is responsible for an area, cleaning costs will be shared by all residents of the area.

**Pets**

Due to the duration of the Pre-College program, RISD residential facilities do not permit pets (no animals of any sort, including fish, lizards, turtles, etc.)

**Trash Disposal + Recycling**

Each residence hall has designated areas for residents to dispose of trash and recyclable materials. Trash must not be left in halls, bathrooms or other public areas. A list of items that should be recycled is available through the Office of Environmental Health & Safety.

**Using the Residence Halls Safely**

**Decorating and Using Your Room**

To minimize the risk of fire, please adhere to the following:

- Fire ignition sources (hot glue guns, hair dryers, etc.) should be kept away from any combustible material. Additionally, the room’s heating unit or radiator must be kept clear of combustible material.

- If you use posters, wall hangings or other items to decorate your room, they cannot exceed 30 percent of your wall’s surface area. All such decorations must be affixed flat against the walls so that flames cannot reach both sides. We recommend using pushpins.

- Nothing should be placed to cover or impede the efficacy of sprinkler heads, smoke detectors, or light fixtures. Nothing should ever be hung from a sprinkler pipe.

- Absolutely no cloth, paper or other flammable material (including lamp shades) can be hung from the ceiling. Small “window treatments” are permitted, but curtains may only be used if
they are verifiably fire retardant.

- Candles, oil lamps, incense, fireworks, explosives, melting paraffin, wax, blow torches or any other sources of open flame are not allowed in residence halls.

- Your room should be kept reasonably free of clutter. Do not allow flammable supplies such as twigs, newspaper or cardboard to accumulate. Student-supplied furniture must be in good condition. Upholstered pieces are limited to one additional seat per resident.

- Corrosive or flammable solvents and other such materials should not be used in your room (see Chemical Handling for additional information).

**Electrical Appliances**

Cooking is permitted only in designated kitchen areas. When cooking, never leave food unattended. Cooking appliances are not allowed in student sleeping rooms with the exception of one coffee maker or one small, enclosed water heater per room (if the appliance is U.L.-listed).

- Microwaves are allowed in kitchen areas. Each room comes with a microfridge and microwave unit. This is the only fridge and microwave allowed in your room.

- Any electrical appliances or extension cords used in a residence hall must be U.L.-listed and in good working order. Neon lights, halogen torchieres and sun lamps are not allowed under any circumstance.

- You may not add heating or cooling units to your living area.

- Any appliance or combination of appliances that overloads circuits is not allowed. Octopus (multi-outlet) plugs and overloaded extension cords should not be used. No extension cords should ever be run under a rug or over a door or window. You may not plug one extension cord into another extension cord. We require the use of extension cords with built-in circuit breakers.

- Tampering with or altering circuit breakers, smoke detectors or any part of the electrical system in a residence hall is strictly forbidden, and will automatically incur the minimum life safety fine of $250.

**Additional Safety Guidelines**

- No one should be on any roof or fire escape of any building, at any time, except in an emergency.

- Nothing should be dumped, poured, thrown or otherwise disposed of from the windows of any residence hall. To comply with Providence ordinances, residents may not display signs or other objects in windows of residences.

- Water pistols or any similar device that sprays water should not be used in a residence hall.

- Residence halls’ interior public areas and hallways, as well the Quad courtyards, cannot be used for skateboarding, scooters, other wheeled devices or sports.

- Due to safety concerns following a number of reported hoverboard fires, RISD prohibits the storage or use of self-balancing scooters in all RISD buildings. Major airlines and the U.S. Postal Service have banned the transportation of hoverboards on planes, and a number of cities, businesses, colleges and universities have banned them. Until the cause of these fires is fully
understood and the risks have been mitigated, it is in the interest of community safety that we prohibit these devices.

- Please contact the Residence Life Office before hosting an organized activity in the upper or lower Quads, or the Amphitheater.
- Residence hall lounges and hallways may not be used as work areas. Use designated workrooms only. All work left in work rooms must be labeled.
- Where kitchens are provided, use is restricted to food preparation. Please clean up after yourself!

**College Property**

Furniture and accessories are provided in various common areas for everyone’s use. Moving these items to your room for private use is an affront to the remainder of the community. If college property belonging to a public area (including signs, as well as furniture) is found in a student room, the items must be returned and a minimum $25 fine will be assessed to each resident of that living unit.

**Insurance**

RISD does not assume responsibility, nor carry insurance for loss of, or damage to, personal/rented property of residents due to theft, fire, wind, flood or any other reason. Therefore, the college advises students to maintain their own insurance for coverage of personal/rented possessions.

**Room Changes**

Due to the brief duration of the Pre-College program, room changes are not allowed except in cases of severe duress or emergency, as determined by Residence Life staff. Students who change rooms without approval will be required to return to their original room assignments. The college reserves the right to change a student’s room assignment at any time and for any reason. Students in shared rooms who find themselves without a roommate are contractually obligated to accept a new roommate at any time. In this case, students must keep the available desk and bed free of all personal belongings. Behavior on the part of the original occupant that discriminates against a newly assigned occupant of the room may result in the reassignment or removal of the original occupant.

**Room Condition Forms, Move-Out + Closings**

Each time you check into a new room at RISD you will be provided with a room condition form that provides an inventory of furniture and the condition of the room upon check-in. Please check the form for accuracy and notify your RA of any discrepancies. It will remain on file until you vacate your room. When you vacate a room, your room and its contents are inspected by a member of the Residence Life staff to compare current conditions to those at the time you checked into the room. Necessary charges for damaged or missing items will be assessed. RISD reserves the right to charge for any damages that are not detected until after you have vacated the room. Public area damage charges are not finalized until each building has been vacated. Detailed closing and check-out instructions are distributed to residents at the end of the program.

Upon check-out, you must report any damages that should be billed directly to you and/or your roommate.
Room Entry, Inspection or Search

Room Entry

As stated in your housing contract, the college, at its discretion, may enter and search any room and its contents, including personal possessions, to:

1. Verify occupancy
2. Perform housekeeping and maintenance functions
3. Investigate and/or seize evidence of potential illegal activity or violations of college regulations
4. Conduct Environmental Health and Fire Safety Inspections, or
5. For any other reason and in any other situation in which the college, in its discretion, deems it necessary to do so in order to protect the interests of the college or the general welfare of one or more of its students.

Administrative Entry and Search

College staff members may also be authorized to enter and/or conduct an administrative search of a student’s room and its contents. Administrative entries and searches are authorized based upon a reasonable suspicion that evidence of a violation of college policy or law or a threat to health or safety may be present. For example, credible information that there may be weapons, stolen property, illicit drugs/paraphernalia or other items posing a threat of harm to a student (including the individual themselves) would warrant an administrative entry and search.

Authorization for an administrative entry and/or search is normally given by the dean of students, or his/her designee, to the staff member requesting the search. Public Safety officers who determine that there may be a danger to an individual’s well-being, such as a medical emergency, may enter a student’s room and/or conduct administrative searches without prior approval, but must notify supervisors and appropriate Student Affairs staff as soon as is reasonably possible.

An administrative search will seek materials related to the justification for the administrative search, though other items discovered during the search that also violate College policy or law or present a threat to health or safety may be noted and/or seized for future disciplinary action.

Administrative searches will not be conducted under the direction of police or on their behalf. This in no way limits the jurisdiction or authority of police acting within their legally defined powers. RISD Public Safety officers may accompany law enforcement agents, but do not hold police powers. However, they will often participate in administrative searches as defined above.

Room Inspection and Plain Sight Searches

When an authorized staff member enters a student room for any of the reasons noted above, the staff member may conduct a visual inspection of the room. If evidence in plain sight suggests a violation of college policy or law or a threat to health or safety, full-time professional Residence Life staff may conduct or authorize more extensive searches. “Plain sight” is meant to include evidence that is readily apparent through sight, sound, smell, touch or similar means. Items discovered during such a search that violate college policies or law or present a threat to health or safety, such as controlled substances without an appropriate medical prescription, weapons, open flame sources, etc., may be disposed of or confiscated.
**Room Furnishings**

All furnishings must stay in your room. No storage is available for furniture. Upon move-out, if you do not have all of the original furniture that was issued, and/or if it is not inside of the room, you will be billed the full cost of a new item.

**Maintenance or Work Requests**

All requests for routine maintenance to your room should be directed to your resident advisor or the Residence Life Office. Emergency maintenance needs (e.g., broken windows, broken door locks, burst pipes, etc.) should be reported immediately to Public Safety.

Maintenance work will be completed as soon as possible. Serious needs are addressed first, and attention to non-critical maintenance requests may therefore be delayed. Also, we encourage you to report maintenance needs of public areas (e.g., bathrooms).

**Workrooms**

Workroom use policies have been developed by the Office of Environmental Health & Safety and are posted in each work area. Projects that are messy, or work involving solvents, corrosive substances or flammable materials should be done in these areas or in academic studio areas. Custodial staff clean the work areas each Tuesday morning. Anything remaining and not clearly labeled as in-progress and with the student’s name and room number is removed. Deliberate graffiti or other painting is not permitted in these or any other areas. Spray painting or other work resulting in noxious fumes should be conducted only in workrooms equipped with a spray booth. Spray painting directly on the ground or pavement outside of buildings is not permitted.

**Lounges**

The social and TV lounges are provided for the residents’ leisure and entertainment. Using the lounges for work areas is prohibited and violators will be subject to fines and disciplinary action.

**Residence Hall Kitchens**

Kitchens (or kitchenettes) are provided for student use in each residence hall. We expect students who use the kitchens to maintain them in a clean, orderly manner. Failure to do so may require participation in a college mandated cleaning program at the student’s expense. Working on projects, or using the kitchens for purposes other than food preparation, is prohibited.

**Internet Service**

Each residence hall room receives one data connection for each resident. Residents must supply their own computer if they wish to use this option (though students may alternatively use the computers in CE computer labs). Information Technology Services (ITS) maintains, administers and services all data connections in residence halls. Problems with service should be reported to the ITS Help Desk at 401 454-6106.
CAMPUS RESOURCES

RISD Pre-College isn’t just an education—it’s an experience. There are some practical things to know to ensure you have a great experience while working hard and staying focused.

What to Pack

New England weather can be unpredictable, particularly during the summer months, but typically ranges between 70-85 degrees Fahrenheit, with possible daytime highs in the upper 90s. The campus is spread across College Hill, so comfortable shoes and sneakers are also recommended. Lightweight clothing and a windbreaker or jacket are appropriate for Rhode Island summer weather, although the occasional cool evening makes a sweater necessary.

Art Supplies + Presentation Materials

You will need a variety of art supplies and presentation materials (along with appropriate carrying cases) for your courses. A general supply list, of items most often used, will be sent with your program forms and documentation. Depending on your major and approaches taken by different instructors, supplies can sometimes cost in excess of $800. To mitigate cost, you’re welcome to bring your own supplies (those on the general supply list and others such as paints, brushes, markers, etc. that you think you might use). Inevitably you will need to purchase supplies during the program, and there are several art supply stores nearby – including two on campus – to accommodate these needs.

Students receive 10 percent off academic supplies at the risd:store and risd:store 3D. Students are also exempt from paying the 7 percent state sales tax on academic supplies when they show their RISD ID at the RISD Store and RISD Store 3D.

risdbucks

risdbucks is RISD’s debit account system. Funds loaded on risdbucks can be used for laundry, printing and copying on campus, and for buying supplies.

Parents and guardians who wish to deposit funds to a student’s account can do so by visiting risdbucks.risd.edu. The student’s seven-digit ID number, last name and date of birth are required at log in. Balances of $25 or more at program’s end are refunded via check to the home address on file.
**Spending Money**

You are encouraged to bring debit/credit cards for personal or supply purchases you may need to make while at RISD. RISD cannot cash checks. ATMs are available within walking distance of RISD, in the RISD Store and the Metcalf Dining Center.

**My RISD App**

*My RISD* is a mobile and desktop application that can provide you with access to campus services and resources at your fingertips. Through the My RISD app you can sign up for weekend trips, access an interactive campus map, request the door to door RISD transportation service, view daily dining specials, search essential campus contact information and more. By using your RISD username you can log in and receive customized notifications with important reminders and summer events.

Mobile users: Download “My RISD” App from the Apple and Google Play stores
Desktop: my.risd.edu.

**Automobiles**

You will not need a car while on campus. Given the limited parking on campus, there is no parking for residential students. However, rideshare apps, city buses and private taxi companies operate in Providence.

**Weekend Trips**

A calendar of extracurricular events will be distributed at check-in. Weekend events and trips are planned for Pre-College students throughout the program. Costs for these trips are covered by tuition. Please note that space is limited and you are required to sign up through the My RISD app in advance.

**Evening Activities**

RISD presents evening activities free of charge throughout the summer. Events from past summers have included open studio nights, walking tours of Providence, food pop-ups and Artist Ball. For residential students, your RA will also host programs in your hall every week.

**Pre-College Student Exhibitions**

The summer concludes with the annual Pre-College Exhibitions—four events for students, their parents, families and friends, held in exhibition spaces on the RISD campus. The Majors Exhibition showcases pieces produced in the studios of all majors; the Fashion Majors Show highlights wearable art created by fashion design students; the Video Screenings show the work of Film/Video and Animation majors; and the Foundations Exhibition presents work selected from Drawing Foundations and Design Foundations classes.

All students, instructors and parents/guardians are invited to attend the exhibition openings during the last week of the program. Students are responsible for picking up work between 2:30 pm and 5:30 pm on Friday, July 28. Students may not remove artwork from galleries prior to 2:30 pm. Work that is not picked up by 5:30 pm will not be saved. Students will be able to ship their artwork if needed.
Lockers

Small lockers for storing supplies are available in some academic buildings on campus. Students must provide their own lock. Contact the Pre-College Summer Office for information on the location of lockers available near your class. If there is a limited number of lockers in a particular area, preference is given to instructors and commuting students. Any items left in the lockers will be discarded after the last day of the program.

Fleet Library at RISD

The Fleet Library at RISD is located at 15 West. The library collections include many outstanding resources in the fine and applied arts, architecture and design. In addition to the book, videotape, DVD and magazine collections in the open stacks, there are Special Collections, including rare books, artists’ books and older periodicals on the second floor.

Pre-College students are able to use materials while in the library throughout their stay at RISD. Reference librarians are available to help with research and projects.

RISD Museum of Art

The RISD Museum of Art boasts a world-class collection of more than 84,000 objects tracing the history of art from ancient Egypt to the present. Pre-College students may visit the museum free of charge upon presenting their RISD ID.

Nature Lab

The Edna Lawrence Nature Lab provides a wealth of natural history resources that include more than 80,000 prepared specimens, books, microscopes and imaging systems, as well as live plants and animals. The Nature Lab is located on the first and ground floors of the Waterman Building.

RISD Store

A wide variety of art supplies, photography supplies, and RISD gear is available at the RISD Store. Additional clothing for adults and children, RISD team apparel, gift items and accessories can be viewed and ordered at www.risdstore.com.

RISD 3D Store

The RISD Store 3D stocks a wide variety of sculpture supplies as well as general hardware store items. The RISD Store 3D sells sterling silver in various forms along with other jewelry supplies, plywood, hardwood, plexi-glass, glass, and metal rods that can be cut to size for next day pickup.

Students receive 10 percent off academic supplies at the RISD Store and RISD Store 3D. Students are also exempt from paying the 7 percent state sales tax on academic supplies when they show their RISD ID at the RISD Store and RISD Store 3D.

Office of Intercultural Student Engagement

The Office of Intercultural Student Engagement (ISE) is located in Ewing Multicultural House and aims to foster a campus climate that acknowledges and addresses the spectrum of human diversity at RISD. For more information on ISE, visit ise.risd.edu.
**Campus Reflection and Pride Room**

These are safe and peaceful spaces to relax, hang out and be yourself. Open daily to the RISD community in Homer Hall, these are serene spaces where students are able to engage in prayer, meditation and personal reflection.

A map of local places of worship can be found on RISD's Office of Intercultural Student Engagement website.

**Office of International Student Services**

The Office of International Student Services (OISS), located on the 3rd floor of Carr House, provides services that are specific to the international student population. These services include: immigration guidance and compliance, cross-cultural transition support and programming and international student success.

**The Catanzaro Fitness Center**

Located in the Quad, the Catanzaro Student Fitness Center is home to two group fitness rooms, two weight rooms, cardio equipment, and locker rooms. To use the Student Fitness Center facilities, all minors (under the age of 18) must have a waiver signed by a parent or legal guardian and wear a mask. You can submit the Pre-College Fitness Waiver with your housing application.

**Disability Support Services**

RISD Pre-College attempts to make its classes, programs, events and services accessible by providing reasonable and appropriate accommodations. If you need accommodations to participate in any class, program or event offered by RISD Pre-College, please contact Disability Support Services at disabilitysupportservices@risd.edu.

**Dining Services**

RISD Dining Services is sensitive to the dietary needs and preferences of a student body representing cultures and religious traditions from around the world. The Metcalf Dining Center, known as “The Met,” is centrally located in the Residence Life Quad. The Met features a prepared-to-order grill, sandwiches, salad and vegan/vegetarian bar, traditional entrées, and an artisan pizza oven. Specific dietary needs can be accommodated by contacting a dining representative noted on the RISD Dining Services webpage.

**RISD ID**

You must carry your RISD photo identification card at all times and are required to show your ID card upon the request of any college official. This card is only valid for the duration of the Pre-College program. RISD IDs will have many uses, mainly as a key to give you access to your residence hall, as well as the RISD Library and academic buildings. You’ll swipe your ID at RISD dining facilities to access your meal plan or across campus to access your RISD Bucks.

Only the person whose picture is on the RISD ID is authorized to use it. Damaged or lost cards must be replaced at your expense. If your card is lost, stolen or destroyed, you must report it to the Card Services Office (48 Waterman St., 401 454-6664) or to Public Safety immediately.
If you are unable to get a new ID immediately, Public Safety will issue a temporary ID to allow you access to your residence hall. For temporary dining privileges, you should speak with the dining supervisor.

**RISDRides**

Enhances the safety of our community by providing on-call, door-to-door evening and late-night shuttle service. Using the RISDRides app (available at MyRISD), students, faculty and staff can request a ride from a RISD building to any location within the service area and vice versa (RISDRides Service Area Map). A wheelchair-accessible shuttle is available upon request.
HEALTH + SAFETY

RISD has developed a comprehensive set of protocols and associated policies to protect the health and safety of students and the broader community from the spread of novel coronavirus on campus. Regardless of any changes in those requirements and guidelines, all Pre-College participants will be required to comply.

Below are the current requirements and protocols pertinent to COVID-19 and in-person Pre-College programs:

- For RISD Pre-College students, proof of vaccination and booster is required and collected after admittance into the program.

- All students participating in RISD Pre-College will have daily access to RISD Health Services

These requirements and guidelines may continue to evolve and change as we near the start of the program. RISD continues to work closely with the Rhode Island Department of Health and monitor Center for Disease Control (CDC) and World Health Organization (WHO) guidelines.

Updates to COVID-19 related policies and decisions will be posted on covid.risd.edu and communicated to Pre-College communities through email and student portals, as they are available.

Public Safety

The Department of Public Safety operates 24 hours a day, 7 days a week, 365 days a year. The Public Safety office, located on the ground floor of South Hall, 30 Waterman St., is open 24 hours a day. A public safety monitor is also stationed 24 hours a day at the Public Safety Desk at the entrance to 15 West.

To review the annual Campus Security and Fire Safety Report visit the Public Safety webpage.

Contact Public Safety for all safety and emergency medical concerns on campus (RISD Public Safety officers are Rhode Island EMTs). Uniformed Public Safety officers patrol campus buildings and areas of the city in marked cruisers, on foot, and on bicycles.
Public Safety can be reached at 401 454-6666. You are encouraged to program this number into your cell phone.

**Emergency Mobile Alerts**

For emergency notifications, we highly encourage that you have a mobile smart phone with a US number that can accept text messages in order for Pre-College staff to reach you.

If you are seeking a temporary US-based phone number, Campus Sims offers a data and unlimited texting phone plan for the five-week program. You will be able to sign up before arriving to campus through the website.

**Health Services**

Health Services is available to all RISD Pre-College students and is included in the Health Services Fee paid with tuition. This fee allows all Pre-College students to receive medical care from Health Services, regardless of personal insurance. A US based health insurance plan, however, is required for any medical services needed outside of Health Services, including laboratory testing. (Please be sure that your health insurance plan covers care in Rhode Island, including Urgent Care visits). For further details, please visit the RISD Health Services website.

Health Services is a medical clinic staffed by nurse practitioners, nurses and office administrators who serve the basic medical needs of RISD students. Health Services is an ambulatory care setting (i.e., sick visits and minor injuries).

**Health Insurance**

Medical insurance is mandatory for all students at RISD, including Pre-College students. The college requires all students to carry valid medical insurance to help cover the extra expenses of medical treatment that is not covered by our Health Services. All medical insurance policies must be from a U.S. domestic insurance company. Students who don’t have medical insurance from a U.S. domestic insurance company may purchase a five (5)-week short-term medical insurance policy.

The short-term medical insurance fee is paid directly to University Health Plans. To assist in obtaining coverage, University Health Plans Insurance Program offers a Pre-College Student Health Insurance Plan.

Health Requirements for Admitted Students

1. COVID-19 vaccination with booster
2. Immunization Records: health provider signature required
   
   A positive titer value for immunity to any of these diseases is acceptable:
   
   • MMR (2 doses; minimum of 4 weeks between doses; dose 1 must be given after first birthday)
   • Hepatitis B (3 doses; minimum 4 weeks between doses 1 and 2; minimum 8 weeks between doses 2 and 3; minimum 16 weeks between doses 1 and 3)
   • Tdap (1 dose in past 10 years; if Tdap date is more than 10 yrs from date of enrollment must provide date of recent Td booster)
   • Varicella (2 doses or history of disease; minimum 3 months between doses if 1–12 years old;
minimum 4 weeks between doses if 13 or older)

- Meningitis (1 dose; booster required if dose 1 was prior to 16th birthday)

3. Tuberculosis (TB) screening, with provider signature

4. Completed health forms on the Medicat portal (to be accessed in spring)

Medical Emergencies

If there is a medical or mental health emergency when Health Services and the Counseling Center are closed, you should call Public Safety at 401 454-6666. A Public Safety Emergency Medical Technician (EMT) will respond and the administrator on-call will be notified. If necessary, Public Safety will arrange transportation to an appropriate medical facility and/or make arrangements for the student to speak with the counselor on-call.

Medical Transport Services Home or Abroad

In the unlikely event of an emergency in which a student requires medical attention at an off-campus local provider, appropriate transportation will be arranged to ensure the student’s safety, health and physical well-being.

Should a student need to leave campus permanently due to health issues, the following will occur:

- RISD will contact the student’s parent/guardian.
- The parent/guardian will need to make medical transportation arrangements immediately.
- If the parent/guardian is not available, the emergency contact listed on the student's application will be responsible to make medical transportation arrangements.

Medical Specialists

When necessary, transportation to specialists in the community can be arranged through Health Services via taxi. Costs for transportation to medical facilities off-campus are your responsibility. You are financially responsible for any medical services received off campus.

Medications

You are expected to manage your supply and administration of all medications. RISD does not provide storage for student medications.

Counseling and Psychological Services

This new environment can present challenges that you will need to navigate in order to best prepare yourself for college. This includes personal well-being, both physical and mental, which for creative learners in particular, might encompass feelings of insecurity while adjusting to the culture of critique. These and other emotional responses are a completely normal part of maturing and gaining independence; our goal is to help you navigate these challenges successfully. We encourage you to take advantage of the Pre-College therapist at any point during the summer.

Pre-College therapists in RISD’s Counseling and Psychological Services (CAPS) are available to meet with you for individual counseling, with parent or guardian consent (if you are under age 18). CAPS may also provide emergency evaluations, urgent assessment, and triage for Pre-College students experiencing a psychological emergency. If off-campus care is needed/desired, Pre-College
therapists can assist students in connecting to local mental health resources. Parent/guardian consent will need to be given for students under age 18 to receive mental health services off-campus. CAPS does not have on-site psychiatric medication services available during the summer; however, staff can share recommendations for local medication providers if needed.

**Parents and Guardians:** To support a healthy environment during the program, we recommend you review the following considerations with your student and/or health care providers:

- Stay current with all medications, treatment and self-care practices as prescribed by the student’s healthcare professional.
- Make a plan on how your student will successfully manage their own medications. This may include working with outside health care providers or pharmacies, local to RISD, to provide additional support.
- If your student is currently engaged in a therapeutic relationship, we encourage them to maintain these relationships, and/or contact CAPS to arrange for counseling sessions during the program.
- Create a proactive plan around managing new stressors and when/how to seek support if needed.
POLICIES + PROCEDURES

Students and parents/legal guardians should review the following information, as well as information on the RISD Pre-College website to support the process of preparing for and engaging in the program. Program participants are required to abide by all RISD policies in addition to those outlined in this handbook.

Campus Life Policies

This handbook, the RISD Code of Conduct and the Summer Housing and Dining Contract list policies that Pre-College students are expected to review and uphold.

Expectations

It is essential that you respect all other community members. Any behavior that interferes with the educational process, disrupts or otherwise affects another student’s Pre-College experience will not be tolerated. Anyone who violates institutional policies or behaves in a consistently inconsiderate manner will be documented and expected to meet with a RISD official.

Controlled Substances (Drugs + Alcohol)

- The RISD Pre-College Program maintains a ZERO tolerance policy regarding drugs and alcohol.
- The RISD Pre-College Program expects that you will not use drugs and/or alcohol. Anyone who chooses to partake in such activities while enrolled in the program (on or off campus) will be dismissed. Drugs. The use, possession or distribution of any controlled substance or prescription drug not accompanied by a proper prescription is forbidden. Additionally, any paraphernalia that could reasonably be expected to be used in relation to non-prescribed drug use is forbidden. Violations of this regulation will result in confiscation, disciplinary action and, if appropriate, civil/criminal action. All items confiscated are destroyed. RISD offers no safe environment for, nor protection of, any individual subject to criminal investigation, and cooperates fully with local authorities.

Alcohol

RI state law and college policy forbid possession or consumption of alcohol by individuals under
age 21. No alcohol is permitted in any Pre-College Program, residence hall, or at any Pre-College Program event. Also, containers that could reasonably be expected to contain alcohol, such as kegs, bottles or cans are not permitted, even if empty. Students found to have consumed, possessed, or who remain in the presence of alcohol consumption of other students or under-age individuals, whether on or off campus, will be dismissed from the program.

**Tobacco**

Smoking is not permitted in any RISD building, within the Quad, or within 25 feet of a RISD building. Students who violate this policy may receive fines, disciplinary sanctions, and/or be removed from housing. E-cigarettes are not permitted within the residence halls and will be subject to confiscation. If smoking occurs in a student residence, the occupant(s) assigned to the particular room, suite or apartment will be financially responsible for any and all repairs, replacements or cleaning necessary, as determined at the sole discretion of RISD staff members, required to remove all traces of smoking from the living quarters and its contents.

**Violence/Harassment**

Violence, harassment and sexual misconduct, as outlined in the Pre-College Code of Conduct, will not be tolerated and are considered grounds for dismissal. Disciplinary action and, if appropriate, civil action will result from any such incident.

**Discrimination and Bias**

Discrimination is unwelcome verbal, written, graphic, and/or physical conduct that unreasonably interferes with an individual or class of individuals’ learning, working, or living environment by use of demeaning expressions concerning an individual’s or group of individuals’ membership or perceived membership to a protected class.

Protected classes include, but are not limited to: race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or expression, genetics, or any other protected characteristic as established by law.

Bias is prejudice in favor of or against one thing, person, or group compared to another, usually in a way considered to be unfair. Bias can be influenced by a number of factors, can be either conscious or unconscious, and can be either explicit or implicit. Bias can be directed at individuals and/or embedded into practices, procedures, policies, and systems within institutions.

For assistance, contact the Equity & Compliance Team by visiting [https://equitycompliance.risd.edu/](https://equitycompliance.risd.edu/)

**Weapons**

Weapons are not allowed in residence halls. The RISD Code of Conduct lists the following as an example of unacceptable behavior: “Using, displaying, or possessing objects or substances whose primary purpose is to cause or threaten harm, such as firearms, pellet guns, ammunition, slingshots, switchblade knives, explosives, or any realistic toy or model of such items, even if otherwise permitted by law; or using any other objects or substances to cause or threaten harm.”

**Chemical Handling**

Corrosive or flammable materials should be used only in designated work areas or studios. Gamsol
is the only solvent approved for use in the residential work rooms. Disposal of corrosive, flammable or other chemicals (in containers or on cloth, brushes, etc.) must follow the guidelines posted in each work area and incorporated herein by reference. Leftover or used combustible or flammable liquid waste should be poured into the liquid waste containers in each work area or studio. Under no circumstances should any of these substances be poured down drains or mixed in with regular trash. Questions about proper disposal methods should be directed to the Office of Environmental Health and Safety at 401 454-6780.

**Fire Drills and Evacuation Procedures**

In accordance with state laws, RISD conducts fire drills on a periodic basis. Failure to evacuate a building during an alarm results in consequences that could include fines and/or dismissal. You should familiarize yourself with evacuation procedures and multiple routes of exit prior to an emergency.

All of the residence halls at RISD have fire detection systems that connect directly to the Providence Fire Department. It is required that you report if you see anyone tamper with fire or fire safety equipment. Also, report any damage to, or malfunction of, equipment to the Office of Public Safety immediately. Any student who tampers with fire safety equipment or causes a false alarm, or a fire, either willfully or by negligence, faces a fine of at least $250 and further action that could result in dismissal.

**Academic Standards and Policies**

RISD Pre-College is about strengthening your ability to observe, conceptualize, analyze and create. Understanding the high standards and expectations that RISD holds for its students is vital to the community as a whole.

**Course Expectations**

In keeping with collegiate standards, you will receive a course syllabus for each class. The syllabus is your introduction to the course and an outline of the individual instructor’s policies along with the mandatory Pre-College policies. You should keep and refer to the syllabus during and after the program as it holds key information for each stage of the class, as well as post-program reference.

RISD Pre-College academics can move at a fast pace; the classroom or studio lab environment is focused on providing excellence in art and design learning for students and optimum performance support for instructors. Therefore, it is vital that you show up to class prepared with assignments completed, actively engage in discussions and critiques, adhere to the policies and participate at or exceeding Academic Standards.

**Instructor Interactions**

Pre-College instructors are art and design professionals who offer you a wealth of knowledge in their area of art and design expertise. Instructors are available to help you if you are ever uncertain about course content, instructions or are struggling with an assignment. Pre-College instructors should be your first point of contact for the class, they are all artists and most likely have experienced what you’re going through and can provide you with advice or suggestions to help you be successful in the class.
Art making is often subjective and can be about personal experiences or ideas. It is not expected that all students and instructors will always agree, but negotiating the space of maker and critic is part of the experience of being in art school, and it starts here in conversation with your classmates, TAs and instructor.

When differences of viewpoints occur, students are expected to address their concerns directly with the instructor and be open to the suggestions and reasonings being presented. If a situation arises where the student does not feel their concerns have been adequately addressed by the instructor, students may reach out to the Summer Support Office. To ensure equitable, open and clarity of communications, a mediation between the instructor, student and assigned mediator will be scheduled.

**Academic Standards**

The transition from high school to college presents challenges as well as opportunities. Pre-College students at RISD are engaged in preparation for academic study of the highest standards. To assure the validity of the learning experience, the college establishes standards for student work and life. The policies set forth by the Pre-College program exist to serve as a guide to ensure the proper atmosphere necessary for academic and social development.

The following are groups of violations that constitute misconduct for which members of the Pre-College community may be held accountable.

**Academic Misconduct Overview**

RISD seeks to help its students realize their full intellectual, artistic, and personal potential through a distinctive combination of studio and liberal arts courses. The college values the creative process and freedom of expression. The college also honors its responsibility to protect the values and standards of an academic community.

The college recognizes the need for risk-taking and experimentation in a challenging art, design, and liberal arts education. Moreover, the long history of appropriation, subversion, and other means of challenging convention in the arts may, at times, complicate attempts to definitively codify forms of acknowledgement/attribution. That said, forms of experimentation that do challenge these boundaries must at all times adhere to the fundamental value underlying academic conduct at RISD: honesty in the creation and presentation of one's work as well as in one's relations to others and their work.

Academic writing must follow conventions of documentation and citation. Others' ideas—whether quoted directly or paraphrased, whether taken from a book, website or lecture—must be clearly attributed both to provide a record of the writer's research and to avoid plagiarism (presenting another's ideas as one's own). Critical Studies in Art instructors will often explicitly address documentation expectations, including preferred styles, in class.

In the studio culture, the conventions governing the use and reference to others' work are less clearly defined than in academic writing. These conventions are often defined by particular disciplinary histories and practices and are best addressed in the context of the particular studio experience.
Definitions of Academic Misconduct

Academic misconduct compromises the academic integrity of the college and subverts the educational process. Primary, but not exclusive, types of such misconduct are:

Cheating

The use of unauthorized information, study aids or other materials; communication with, or copying from another student, on papers, projects, tests, or other academic work. It is the responsibility of students to consult with their instructor concerning what materials and types of collaboration are permissible.

Plagiarism

The passing off of someone else's ideas, writing, or work as one's own is plagiarism. Appropriate methods and forms of attribution vary by discipline. Some courses will include instruction in appropriate conventions for citation and attribution within the field. Students are expected to seek out relevant guidelines on their own (the RISD Writing Center offers resources and guidance), to ask instructors when in doubt about standards, and to recognize that they are ultimately responsible for proper citation.

Falsification and Fabrication

The attribution of information or material included in one's work to a false or fabricated source, or the falsification or fabrication of the information or materials themselves.

Unauthorized Reuse

The submission of work to satisfy requirements for one course that has previously been submitted for another course is prohibited. Students are expected to create new work in specific response to each assignment, unless expressly authorized to do otherwise.

Unfair Academic Advantage

For purposes of the Academic Code of Conduct, Unfair Academic Advantage is the theft, destruction, or defacement of, or other interference with the work of other students for the purpose of gaining academic advantage. This includes, but is not limited to, the engagement in activities that place other students at an academic disadvantage, such as theft, concealment, or alteration of needed resources or other materials; or other manipulation of the academic system in one’s favor.

Noncompliance with Course Expectations

The violation of specific course expectations set forth in a syllabus or otherwise provided to the student by the instructor or Pre-College administration, whether verbal or written.

Disruptive Behavior

Interference with teaching, learning, and other activities—disrupting, obstructing, or interfering with the proper conduct of teaching and learning (including noncompliance with course expectations as outlined within documents given by instructors*), other RISD-related activities, or other legitimate activities of other members of the RISD community, or breaching the peace of other members of the RISD community.

*Refusal to follow staff, instructor or course directions and guidelines; initiate or complete assign-
ments; utilize the facilities, materials, equipment and tools properly.

**Procedures**

If academic misconduct is suspected, the instructors may first speak with the student prior to any action taken to help determine whether the suspicion is warranted. If so, the instructor may then confer with Pre-College administration. Pre-College administration may consult the Coordinator of Student Conduct + Compliance for recommendations or student consult.

**Teachable Moments**

Mistakes and failures during Pre-College are viewed as teachable moments, in preparation for college life. Instructors, staff and administration are here to support students through the process of the conduct review and outcomes. It is expected that students are open, honest and forthcoming about their participation in or witnessing any policy breach.

If an instructor suspects that a student has engaged in academic misconduct, in addition to discussing the matter with the student and administration, the instructor may elect to require the student to redo the assignment correctly, in accordance with academic standards, or reduce the grade on the assignment. If the assignment grade is lowered to a ‘D’ or higher, the student has taken responsibility for their actions and actively engaged in the required reparations, and if the instructor feels no further punitive action is necessary, the incident may be considered a “teachable moment.”

If the behavior is determined to be part of a repetitive pattern or is deemed to be egregious or disruptive to the classroom environment, student body and/or RISD community, further action may be determined by the Assistant Director of Pre-College or designee.

**Academic Policies**

The actions of our students are a representation of our college community and of the professional and personal communities that we lead. Therefore, a deep and abiding commitment to academic integrity is fundamental to a RISD Pre-College education. The following section outlines the core academic policies that are common to all courses in the program. These policies are in addition to the instructor policies and individual course expectations.

**Course Waivers**

RISD Pre-College consists of a cohort of four classes which provide the interdependent learning necessary to support student success in meeting the goals of the program. Therefore, classes may not be substituted, switched or opted out of (waived) at any point before or during the program.

**Attendance**

**Independence Notice**

Students are expected to manage their time after class appropriately. Since they are not supervised at all times, this gives them the opportunity to grow in their independence and responsibility. Students have the ability to travel freely on and off campus after class and before curfew. However, being on time for curfew and class is held to strict standards.

**Program Attendance + Participation**

The RISD Pre-College program is an intense academic immersion experience that requires your full participation from Check-in Day through Finals Critique Week, Final Exhibitions, and the last
day of class. Attendance is taken daily; absences and tardies are reported to the summer office.

In addition to assignments given during class, each course requires extensive research, study and homework to be accomplished outside of class time. Because of the rigorous and intense nature of the Pre-College Program, you are required to adhere to the following in order to complete the program:

**Check-In**

You are required to attend Check-In in order to receive final confirmation that all required paperwork is completed. Once this is confirmed you will access your individual course schedule. Residential students will move into their rooms during Check-In as well.

**Student Orientation**

In order to participate in the Pre-College program, you are required to attend and participate in Student Orientation. Beginning on the afternoon of Saturday Check-In and continuing through Sunday, there will be a series of lectures, gatherings and workshops that will help you adjust to and prepare for the program. Topics covered include: academic expectations and policies, student safety and support services, campus resources, summer activities and reviewing tools for a successful summer.

**Finals Week Attendance + Final Projects**

The last week of classes is critical to your completion of the program and consists of student presentations and final critiques in each class. Similar to attendance and participation in final exams in other subject areas, final critiques and final projects account for a significant portion of your grade in each course.

Students who are significantly late or miss a half or full day of class during Finals Week will be downgraded accordingly and may receive a failing grade for the class.

If an extreme event requires missing a final class meeting, students are required to meet with the Associate Director of Pre-College for full review prior to the proposed missed class, which may or may not result in approval of the absence. Upon this approval, the student is responsible to make arrangements for the completion and grading of final projects with the instructor, made well in advance of the final class. Instructors cannot give approval for any absences.

**Final Exhibitions Participation**

The last week of the program also includes the student final exhibitions. This is the time when students will have their work presented in a professional gallery setting and for some majors, present their work in an auditorium type setting.

Because the preparation and presentation of art and design is essential to academic and professional development, all students are required to participate in the final exhibitions in accordance with the schedule of events. Specific participation expectations for each event will be provided to the student and outlined by the instructor.

Students who do not participate in the final exhibitions, do not follow all participation guidelines, or remove artwork early will be downgraded accordingly and may receive a failure “F” for the class. Instructors cannot give approval for non-participation in final exhibitions.
Family and Friends: The final week of class is an exciting and especially intensive time for students who are highly focused on developing and presenting their final projects—right through the last day of class. We welcome you to come to Providence as your travel plans allow, but please be mindful that students need to focus on their studies during this time. We ask that you respect the student’s time and energy and keep distractions to a minimum.

Shipping and Packing

UPS will be on campus during Check-Out to help pack and ship belongings home; they are also available to pick up, pack and ship artwork from the galleries. (Please note that UPS is a third party vendor and all transactions with them are independent of RISD.)

The UPS Store, 11 South Angell St, Providence, RI 02906
Phone: 401 751-6245
Email: store3114@theupsstore.com
Web: theupsstore.com/3114

Class Attendance

The RISD Pre-College attendance policy requires students to attend all classes regularly and punctually. Participation and attendance are important factors in gaining the most from the program. Absence from class for any reason does not relieve the student from the responsibility of completing all assigned work and may adversely affect the student’s final grade.

After three absences, the student will be subject to a conduct sanction, and parents/guardians will be notified. Three absences may result in dismissal from the program.

Any student who is consistently unprepared for class, fails to attend class, grossly neglects coursework, lacks the English proficiency required for the course, or whose continued enrollment is disruptive to the progress of instruction, may be dismissed from the program. Absences and tardiness are recorded daily on each student’s record and are considered by the instructor when they assign final grades.

Tardiness

Students are required to be on time for class; lateness to class will impact the overall grade in the course. Attendance is taken two (2) times per class—once at the beginning of class and again after the lunch break. Lateness will be reported by the instructor to the Summer Student Office—egregious tardiness may result in a half or full day absence. Students may be dismissed for excessive tardiness or if absences accrued through tardiness reach the three-absence maximum.

Missed Classes + Assignments

Students should arrange to make up assignments and work missed directly with the instructor. The most expedient way to contact your instructor is through the Canvas Portal.

Medical Absences

Students who are unable to attend class due to an illness should visit RISD Health Services. Students who require emergency treatment should contact RISD Public Safety. While instructors are sensitive to the needs of students requiring medical care, and will work with students to arrange for completion of any missed work, students who are absent from class for medical reasons are
still considered absent and are required to contact their instructors directly to make up any missed assignments as described above.

In the case of a medical appointment, students must show their instructor before leaving class the digital appointment confirmation from Health Services or Counseling and Psychological Services. Students not returning to class in a timely manner from an appointment will be considered absent.

Health Services and Counseling Services do not provide “excused absences.” While a clinician may suggest a student forego class to get some rest or recuperate, this still counts as an absence.

The Summer Student Office is notified daily of students seen in Health Services who are unable to attend class(es). Health Services does not issue excuse notes for any medical condition. Students who must miss class for two days or more for medical reasons should contact the Summer Student Office for advice on continuing in the five-week program.

**Absence for Family Events**

Students are welcome to attend family events that do not require missing class or, for residential students, missing curfew. Events that fall on a weekend may be attended by using their approved Weekend Away. Careful consideration should be given to ensure that students attending weekend events away from campus are given the time needed to complete their homework assignments, so they do not fall behind in their academic course load.

Parents and students should plan their travel to and from the program and participation in the program according to the scheduled requirements. This includes arrival in time for Check-in and Orientation and final departure only after the end of the last class on Friday, July 28. Family events or previous flight arrangements do not warrant missing any classes or participation requirements.

**Administrative Procedures and Policies**

**Academic Reviews**

An Academic Review, most often issued by an instructor, is a written notification provided to the student citing behaviors, attitudes and/or actions that are not in keeping with program standards.

Should incidents occur in the classroom that are not in line with the academic expectations the instructor will meet with the student to discuss the Academic Review and any issues hindering student performance, make a plan of action for the student to self-correct, implement change and proceed forward in a positive manner.

When significant issues arise, or the student has incurred more than one Academic Review they might be directed to meet with a program administrator. This provides an opportunity for the instructor and other students to stay focused on the curriculum while the student receiving the Review can receive an assessment of how they’re adjusting to the program overall. This is an opportunity to discuss what challenges are presented in this new environment, and learn how to best be supported in finding help, self-correcting and succeeding going forward.

Students are responsible to self-monitor and adhere to policies and behaviors conducive to Academic Standards, and in keeping with all instructor and program policies. If a student is concerned about their performance in a course, they should speak directly about the issue with the instructor.
Grades

Pre-College students receive a letter grade for each studio course and for Critical Studies in Art. Each instructor has their own grading and assessment method and policies which meet the nature, content and expectations of the course and program overall. These policies are outlined in the syllabus and reviewed by the instructor with students at the beginning of the program on the first day of class. Note for all Pre-College courses: A is the highest grade possible. A+ and D- are not allowed. Incompletes (I) are not offered during Pre-College.

Performance Review

When student records or information indicates, RISD CE may, under the direction of the Assistant Director of Pre-College + Summer Programs, review a student’s academic, policy adherence, behavior and program participation status. Records reviewed can include overall program and individual class performance, attendance and tardiness, Finals Week attendance and participation, final project submissions, Final Exhibitions participation, campus partners’ reviews and Code of Conduct breaches, as well as any other area deemed to be relevant to the assessment.

Grade Distribution

Students will receive their final grades via the Student Portal at cereg.risd.edu (not Canvas) approximately four weeks after the end of the semester. You can view your grades and/or print an unofficial transcript by navigating to “My Enrollment History + Transcript.” Grades cannot be sent by email or provided over the phone. Note: Grades are withheld from students who owe facility, room and/or equipment damage charges, library fines, key charges, RISD Store bills, or any other fees until the outstanding accounts are settled.

Grade Changes and Appeals

All students have the right to be graded fairly and to understand how a course grade is determined. It is, however, the instructor’s responsibility to set the grading policy for their course and use their best judgment in evaluating and grading students’ work. Once an instructor submits grades for a class with the RISD CE Office, the grades are recorded on the student’s permanent record and may change only by following the grade appeal rules and procedures outlined below. A student who is not satisfied with their final grade may appeal it by following the grade appeal procedure. Once a student contacts an instructor regarding a grade appeal, records of all graded material must be maintained by both the student and the instructor until the matter is resolved. If the instructor is not available, or no longer works at RISD Continuing Education, the program manager should act on behalf of the instructor.

Grades may be appealed for the following reasons:

- The student alleges there was a computational or clerical error; the instructor made a mistake in the computation of the course grade, or RISD CE made a clerical error in processing the grade.
- The student alleges that there were unannounced alterations of assignments, grading criteria, or computational process as stated in the syllabus; or the grade departs from the standards of evaluation set forth in the syllabus.
- The student alleges unequal application of grading standards or grading criteria in a manner
that treats them differently.

Grades may not be appealed for the following reasons:

- The student disputes grades for individual assignments or aspects of coursework other than the final grade. No new or revised coursework can be requested by the student or accepted by the instructor as part of a grade appeal process.

- The student’s interpretation of the syllabus, such as claims that an instructor’s standards are too high, that assignments are unreasonable, or that other course-related practices or expectations applied to the class as a whole (e.g., an instructor’s policy regarding attendance or missed deadlines) are unfair.

- The student comparison of grade policy with different courses or different sections of the same course.

- The impact of a grade on a student’s academic progress or eligibility for scholarships, veteran’s benefits, or financial aid.

**Grade Appeal Policy**

All communications must be done in writing, beginning with the Informal Grade Appeal within four weeks of receiving the grade. A Formal Grade Appeal must be initiated within six weeks of receiving the grade.

**Informal Grade Appeal**

If the student believes their grade is incorrect or unfair, they must discuss the matter first with the instructor. The instructor responds to the student with an explanation of the grade. In most cases, the discussion between the student and the instructor should suffice and the matter should not need to be carried further. If the instructor decides a grade change is warranted, they must notify the student and submit the new grade in writing to the Assistant Director, Academic Advising, along with a reason for the grade change. If the instructor does not believe there is merit for a grade change, they notify the student of their decision. If the matter is not resolved, the student may follow the Formal Grade Appeal process below.

**Formal Grade Appeal**

1. If, after discussion with the instructor, the student is not satisfied or has additional questions or objections, they must write to the instructor and the instructor will respond specifically addressing the student’s questions and/or objections. If the instructor agrees that a grade change is warranted, they will submit the change in writing. The Associate Director, Academic Advising should be copied on all communications and will contact the student in writing with the results.

2. If the matter remains unresolved, the student should contact the Associate Director, Academic Advising in writing with their concerns. At that time, the Associate Director, Academic Advising will review the request with the appropriate Program Manager, who will contact the instructor to review their grading policy, included in the course syllabus and specifics regarding the grade, to make a decision regarding the merit of the grade change request. The Program Manager will inform the Associate Director, Academic Advising, who will contact the student in writing with the result of this discussion.
3. If the matter still remains unresolved, the student may request a meeting with a committee comprised of the Associate Director, Academic Advising, the Program Manager and/or any other designated staff, providing any supporting materials for consideration. If this committee determines that the grade should be changed, it will request that the instructor make the change, providing the instructor with a written explanation of its reasons. The Associate Director, Academic Advising will contact the student in writing with the result of this discussion. Should the instructor decline to change the grade, they must provide a written explanation for refusal. If the committee determines that the student’s appeal should be denied, the decision is final and the matter will be considered closed. (Note: RISD CE reserves the right to appoint a designee in place of one of the committee members, should they be unavailable to participate.)

4. If the committee believes that the student’s grade appeal has merit after the instructor refuses to change the grade, it will arrange for an alternate instructor (or related professional) to review the student’s course work and make a final recommendation of the grade. After considering the alternate instructor’s review, the committee will then recommend that the grade be changed, if warranted. The Associate Director, Academic Advising will notify the student and the instructor of the decision and ask the instructor to implement the grade change within ten days. If the instructor continues to decline, The Associate Director, Academic Advising will change the grade, notifying the instructor and the student of this action.

Transcripts

A transcript is an official record of grades, often requested by institutions to which a student is applying for admittance. Transcripts are not processed until grades are sent out. RISD Pre-College uses Parchment to process transcript requests. You may order paper transcripts or e-transcripts, for yourself or for an institution, with this service. To order official transcripts, please visit the Parchment Transcript Request page. Please note that there is a fee to process each request. See Grade Distribution above.

Certificates of Completion

All students who complete the Pre-College program without a withdrawal or dismissal and are in good standing with RISD are eligible to receive a Certificate of Completion. Instructions to access and download certificates will be sent to students approximately four weeks after the program ends.

Students who successfully complete the Pre-College program are eligible to take a Featured Topic in the Advanced Program Online, without completing the prerequisite of an Essential Fundamentals course. The Advanced Program Online courses may not serve as a substitute for Pre-College classes.

About Credit

RISD does not offer credit for the Pre-College Program. RISD is in agreement that the optimum value for our Pre-College students is in their transcripts and the ability for students to request letters of recommendation from their instructor. We recognize that these elements, along with improvement in skill sets and the artwork created, which may be used for college application portfolios, can weigh heavily in favor of college applicants at institutions worldwide. Additionally, students who complete the Pre-College program have the opportunity to receive a Certificate of Completion.
In preparation for college, it's important for parents and students to note that it is entirely up to the student’s home institution (high school or college) as to whether they will accept credit for the student's coursework from another institution. Many criteria, beyond whether the coursework is listed as for credit or not, are considered by the home institution. Some of these may include the student's current academic standing and curricular track, the institution's academic policies and the content of the coursework being considered for credit. One institution cannot guarantee that another program or institution will accept their credit unless they have a pre-established agreement. However, RISD Pre-College offers college-level courses and as such, experience has shown us that most institutions will assess the course syllabi and the work produced, in combination with RISD's reputation of excellence in art and design education, in their decision-making process of course waivers or acceptance of transfer credit.

Students should retain copies of all Pre-College course syllabi to present to other current or future home institutions to assist in their assessment of course content and possible credit.

**Notice to People with Disabilities**

Rhode Island School of Design Continuing Education attempts to make its classes, programs, events and services accessible by providing reasonable and appropriate accommodations. The office of Disability Support Services (DSS) assists students who have cognitive (learning), psychological, physical, and chronic medical disabilities.

If you need accommodations to participate in any class, program or event offered during Pre-College, please contact Disability Support Services prior to submitting your application to learn what accommodations can and cannot be provided during the program.

Requests for accommodations should be made at the time the student is accepted into the Pre-College program and at least two weeks prior to the start of the program. Arrangements for all accommodations requested less than two weeks before the start of the program/course(s) cannot be guaranteed, as most accommodations take time to arrange. Failure to make formal requests as early as possible may limit our ability to meet your needs. Please note that modifications cannot be made to the program structure, academic requirements or course curriculum.

If you need access to the RISD Continuing Education offices at 345 South Main Street, Providence, please contact an Enrollment Specialist at 401 454-6200 during business hours or risdce@risd.edu for further assistance.

If you need specific housing accommodations due to medical needs, you'll be asked to fill out a request as well as provide a letter from your physician at the same time you apply for housing. For any questions about housing accommodations, please contact the Residence Life Team, precollege-housing@risd.edu.

**Letters of Recommendation**

Students may request a letter of recommendation from one of their Pre-College instructors, which may be used for college admission applications, internships and job opportunities. Each instructor has their own policy on how they determine who to provide a letter for; find out your instructor's policy before the end of the program. **Attending Pre-College is not a guarantee to receive a letter of recommendation.** Here are some additional guidelines:
• Request a letter of recommendation from one instructor whom you feel understands you and your work. Let your instructor know that you would like to ask them for a letter of recommendation and for what purpose; send them any details they should know such as what school you are applying to and what program. You can contact them through Canvas until September 30. If you need to contact them after September 30, send your request to precollege@risd.edu and we will forward it to your instructor.

• Each college has its own process for submitting letters of recommendation. Most often, you will provide the instructor’s name and email address, and the institution will contact the instructor directly.

• For college applications and most academic referrals, students should not request a letter of recommendation be sent directly to themselves. Institutions prefer recommendations to be confidential between the instructor and the institution, meaning you likely won’t see it.

• Drafting a personalized letter takes time, so give your instructor at least 3 weeks before the deadline to write. If your first choice denies your request, you can request it from a different instructor.

Please note that RISD staff may not be able to release instructor contact information at any point before, during or after the program.

Financial Obligations + Outstanding Balances

Students who have an unresolved balance on their account (such as unpaid tuition, fees, returned checks or invalid credit accounts) by the end of the second week of the program will be subject to dismissal.

Voluntary Withdrawal from the Program

Withdrawal Procedure

To withdraw officially from the Pre-College Program, before the completion date, students need to schedule a consultation meeting with the Associate Director, Pre-Collegiate and Youth Programs or their designee for an Exit Interview. Exit interviews are held during normal business hours, Monday through Friday.

Steps to initiate and complete Pre-College Program withdrawal:

• Participate in an exit interview and discuss intention and reason for leaving. Students will also have the opportunity to give feedback (if desired) on their experience and also receive support and advisement on their next academic steps. A transition plan may be discussed to help students navigate their return home.

• Associate Director, Pre-Collegiate and Youth Programs or their designee must speak with the parents/guardians or emergency contact(s) listed on the Student’s Pre-College Application prior to a student withdrawal.

• Upon approval of withdrawal, the Pre-College Office will initiate a Voluntary Withdrawal Permission Form, which must be signed by both the student and their parent(s)/guardian(s) or the emergency contact(s) listed on the student’s Pre-College application form, prior to a student withdrawal.
• Upon approval of withdrawal, students may not return or visit any academic buildings, studios and/or classrooms without a Summer Student Office designated escort, unless otherwise directed by the Associate Director, Pre-Collegiate and Youth Programs or their designee in Continuing Education.

Failure to properly withdraw from the program results in a permanent grade of “F” for all courses on the student’s record. Please note that voluntary withdrawals will be subject to the Pre-College refund policy and schedule.

**Leaving Program Early**

Commuting students: Parent(s)/guardian(s) or emergency contacts need to make necessary arrangements for students and their belongings to leave the campus immediately upon official withdrawal or dismissal from the program.

Residential students: Move out of residence hall room within 24 hours, unless arrangements are made with the Pre-College Summer Office and/or the Residence Life Office. If a student is unable to travel by themselves due to medical or other reasons, parents/guardians or the emergency contact(s) listed on the student’s Pre-College application, prior to a student withdrawal or dismissal must make arrangements for the student to be properly accompanied off campus and to the parent’s/guardian’s or emergency contact’s designated destination.

If a student leaves early, their RISD ID card will be de-activated and no longer valid for accessing buildings or using RISD Bucks.

Students who are awaiting transport home must remain on campus, near their residence hall, a RISD dining facility, or otherwise designated area(s) and be easily reached via mobile device.

Students withdrawn or dismissed from the program are not permitted to participate in any Pre-College programming from the time of their withdrawal or dismissal. This includes but is not limited to field trips, final exhibitions, and other on-campus activities.

Students withdrawn or dismissed from the Pre-College Program may not receive grades, transcripts, or any letters of recommendation from instructors or program staff. Eligibility to receive any of the above documents will be determined by the Assistant Director, Pre-College and Summer Programs or their designee.

Students must adhere to guidelines and policies of the program until departure from RISD property. Students who fail to adhere to program policies and procedures, which include but are not limited to, any agreement made during the withdrawal meeting, the Pre-College Code of Student Conduct, or Residence Life policies risk immediate removal from RISD property without prior notice and regardless of any prior agreement between the college and the parent or legal guardian.

Any additional cost of relocation due to policy violations will be at the student/parent/guardian expense.

**Voluntary Withdrawal Refund**

For the current refund schedule, please refer to the “Policies” section of the RISD Pre-College website at precollege.risd.edu.

Please note: Refunds take up to six weeks to process. Refunds will be issued in the form of original payment. If the original form of payment was via check, a refund check will be made payable to the
primary parent as listed in the student application. For payments made via FlyWire, an applicable refund will be returned in the manner in which it was paid.

**Dismissals and Violation of Student Code Refund Policy**

No tuition or other fees are refunded to students who are asked to leave the program for a violation of school policies or regulations.

**Notice of Student Rights with Respect to Education Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords you certain rights with respect to your education records.

These rights include:

1. The right to inspect and review your education records (with certain limited exceptions) within 45 days of the day RISD receives your request for access. You should submit any such request to Continuing Education in writing, identifying the records you wish to inspect. Continuing Education will make arrangements for access and notify you of the time and place where the records may be inspected. Records that are customarily open for student inspection will be accessible without written request.

2. The right to request the amendment of your education records if you believe them to be inaccurate. You should submit any such request to Continuing Education in writing, clearly identifying the records that you want to have amended and specifying the reasons you believe them to be inaccurate. Continuing Education will notify you of its decision and, if the decision is negative, of your right to a hearing regarding your request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.

3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

One such exception permits disclosure to “school officials” with “legitimate educational interests.” A “school official” is any person employed by RISD in any administrative, supervisory, academic or research, or support staff position (including public safety and health services staff); any person or company with whom RISD has contracted to provide a service to or on behalf of RISD (such as an attorney, auditor, or collection agent); any person serving on RISD’s Board of Trustees; or any 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 educational interest” if the official needs to review an education record in order to fulfill the official’s professional responsibility.

Another such exception permits RISD to disclose your “directory information,” consisting of your name; local, home, and e-mail addresses; local and home telephone number; enrollment status/rank; dates of attendance; certificates received; student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems; most recent educational agency or institution attended; and photograph, to anyone within the RISD community and to the general public.

Students who wish to have their directory information withheld must notify Continuing Education in writing. Please note that such a notification will prevent Continuing Education from providing
your directory information to your friends, prospective employers, arts organizations, and others with whom you may wish us to share such information, so make your decision carefully. You may give such notification at any time, but it will be effective only prospectively.

Upon request, RISD also discloses education records without consent to officials of another school in which a student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer. Information on other such exceptions is available through Continuing Education.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RISD to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605
CODE OF CONDUCT

All students participating in the RISD Pre-College program are required to comply with all Pre-College program policies and regulations, as well as all RISD policies and regulations; which include but are not limited to the Pre-College Code of Student Conduct and Residence Life Program Policies.

RISD Pre-College is not limited by this list nor by other published policies when it initiates student conduct actions since it is not possible to anticipate all of the behavior of the population. The program reserves the right to review off-campus incidents involving Pre-College students to determine if a violation of community standards has occurred and whether resolution through the student conduct process is warranted.

I. Purpose

As participants in the RISD Pre-College Program, we are engaged in the mutual pursuit of both academic and artistic excellence and social responsibility. The purpose of this Code of Student Conduct is to establish standards for the ways in which we interact with each other in that pursuit and the procedures and consequences for dealing with instances in which those standards are not met.

The Code is neither a criminal nor a civil code and does not operate like one. Our expectations for our fellow participants are a significantly higher standard of conduct than the bare minimum prescribed by law; conduct that is legal may nevertheless still be unacceptable within the bounds of our community.

The standards, procedures, and consequences set forth in the RISD Pre-College Program Code are intended to serve primarily not as a punitive system, but, rather, as an extension of RISD’s educational mission to guide students in their growth as members of the RISD and broader communities.
II. Applicability

The Code applies to the on-campus conduct of all students. The Code also applies to off-campus conduct of students that, in RISD’s judgment, involves or affects RISD or other members of the RISD community, such as conduct in connection with:

- Academic work or other RISD-related educational activities and experiences, such as class projects and field trips;
- Activities sponsored, conducted, or authorized by RISD or its student organizations;
- Activities that cause or threaten harm to the health, safety, well-being, or property of RISD or members of the RISD community, including the student themselves; or
- Activities that unreasonably disturb the peace and privacy of the RISD community.

The Code applies to all such conduct by a student in the RISD Pre-College Program. Moreover, RISD continues to have authority to administer the Code with respect to any such conduct by a student while a student in the program, even if the student subsequently completes the Program, withdraws, takes leave, or is otherwise absent from RISD, and even if RISD does not learn of such conduct until after the student completes the program, withdraws, takes leave, or is otherwise absent from RISD.

Students also continue to be subject to federal, state, and local laws while attending RISD. While those laws are separate and independent from the Code and impose different standards, violations of the law may also constitute violations of the Code. In such instances, RISD may take action under the Code independently of any other legal proceeding involving the same conduct and may impose consequences for violation of the Code even if such other proceeding is not yet resolved or is resolved in the student’s favor.

III. Definitions

As used in the Code:

- “Campus” means all lands, buildings, and facilities owned, leased, operated, or used by RISD.
- “Student” means an individual who has paid an acceptance fee to participate in the RISD Pre-College Program. For purposes of the Code, “student” status begins at the time of such payment, or commenced instruction, and continues until such time as the student completes the program, formally and permanently withdraws, or is expelled. A student who has been suspended continues to be considered a “student” for purposes of the Code.
- “Members of the RISD community” means RISD Pre-College Program and other students, instructors, staff, volunteers, and Agents; visitors to the RISD campus; and people and entities within the vicinity of the RISD campus.

IV. Standards of Conduct

RISD expects its students to conduct themselves in recognition that they are members of a community engaged in the mutual pursuit of academic and artistic excellence and social responsibility and, therefore, to comply not only with base legal requirements, but also with additional, higher standards that enable and promote that pursuit. Towards that end, all students must:
A. Comply with all federal, state, and local laws applicable to their activities; and

B. Comply with all RISD Pre-College Program & Academic Rules; general RISD rules and policies found at risd.edu applicable to their activities, such as RISD’s academic misconduct policy, computer use policy, policy on discriminatory harassment, alcohol and substance abuse policy (zero-tolerance), and environmental health and studio safety rules (note that the Pre-College rules prevail when they are more stringent than general RISD rules)

C. Not engage, or attempt to engage, in any other form of conduct that they reasonably should know is unacceptable within the RISD community. Representative, but not exclusive, examples of such unacceptable conduct include:

1) Interference with teaching, learning, and other activities – Disrupting, obstructing, or interfering with the proper conduct of teaching and learning (including noncompliance with course expectations as outlined within documents given by instructors), other RISD-related activities, or other legitimate activities of other members of the RISD community, or breaching the peace of other members of the RISD community. Legitimate criticism or other statement of opinion, expressed in a respectful manner, is not a violation of this provision.

2) Harm to others – Engaging in harassing, abusive, threatening, intimidating, endangering, fear-provoking, dishonest, deceptive, coercive, or harmful behavior toward others, which includes but is not limited to any such behavior conducted via verbal, written, or electronic means. Legitimate criticism or other statement of opinion, expressed in a respectful manner, is not a violation of this provision.

3) Sexual Misconduct- Engaging in any form of sexual contact or conduct with another without that person’s clear, knowing, and voluntary consent. Sexual misconduct can occur between people of the same or different genders. For purposes of this provision, (a) it is the responsibility of the person seeking to initiate sexual contact or conduct to affirmatively obtain such consent, not of the intended recipient of such contact or conduct to affirmatively deny such consent, and (b) valid consent cannot be obtained from a person whose ability to make decisions is obviously substantially impaired by alcohol, drugs, or other intoxicants or by mental or physical condition; who is unaware that the sexual contact or conduct is being committed; or who is compelled or coerced to grant consent by force, threat of force, deception, or supervisory or disciplinary authority.

Among the most serious types of sexual misconduct are sexual assault, domestic violence, dating violence, stalking, and sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct when either (a) submission to such conduct is an explicit or implicit condition of employment or academic success, or (b) submission to or rejection of such conduct is used as the basis for an employment or academic decision, or (c) such conduct has the purpose or effect of either (i) interfering with another’s ability to participate in RISD’s educational programs or employment opportunities, or (ii) creating an intimidating or hostile working or academic environment. Cases involving or including charges of sexual misconduct will be reviewed and determined under the separate “RISD Sexual Misconduct Procedures”.
4) Weapons – Using, displaying, or possessing objects or substances whose primary purpose is to cause or threaten harm, which include but are not limited to water guns, firearms, pellet guns, ammunition, slingshots, switchblade knives, explosives, or any realistic toy or model of such items, even if otherwise permitted by law; or using any other objects or substances to cause or threaten harm.

5) Drugs, alcohol, and other harmful substances– Using, possessing, or distributing, or voluntarily remaining in the presence of others who are using, possessing, or distributing, drugs or drug paraphernalia, alcohol, or other harmful substances in a manner that is prohibited by law or RISD policy, that is for purposes other than those for which they are intended, or that otherwise is potentially harmful to oneself or others.

RISD Pre-College Program has a policy of zero tolerance for such student involvement with drugs and alcohol, regardless of whether the student is involved directly or only by remaining in the presence of others involved, and regardless of whether the violation occurs on or off campus. Students found responsible for violating the RISD Pre-College Program Code of Student Conduct in this regard will be immediately dismissed from the program.

6) Harm to property – Stealing, destroying, damaging, or misusing RISD Property or the property or services of others, or possessing or using RISD/others’ property or services without their authorization.

7) Failure to comply with authority – Failing to comply with the instructions or admonitions of RISD officials, including but not limited to RISD Pre-College Program instructor and staff, RISD Public Safety, or any faculty or staff member employed at the institution, obstructing them in the course of performing their duties, or refusing to provide them with identification when requested.

8) Dishonest conduct – Furnishing false information or making a false report to RISD officials; falsifying, altering, or misusing RISD records; or cheating, plagiarizing, or any other kind of academic misconduct.

10) Interference with Code administration – Refusing to participate in, interfering with, or retaliating against anyone for participating in the administration of the Code.

11) Noncompliance – Failing to comply with the terms of any consequences imposed under the Code or any behavioral contracts entered into under or apart from the Code.

V. Pre-College Student Conduct Process & Procedures

1. Applicability: Because the purposes of the Code are different from the purposes of law, the procedures by which the Code is implemented are, by design, more informal and less adversarial than those of a court. The following procedures generally will be followed in reviewing and determining allegations of misconduct under the Code. At RISD's discretion, however, these procedures may be supplemented or modified as appropriate to the situation. The standard of proof required is a preponderance of evidence, i.e., the evidence demonstrates that it is more likely than not that the conduct occurred.
2. Procedures:

A) Residence Life Administrative Meeting: Any Code, Residence Life, or General Non-Academic, program violations which are not subject to dismissal are usually determined by the Area Coordinator for Pre-College, or his/her designee. This includes but is not limited to: environmental health and safety; curfew; and behavior as outlined within the handbook. Students alleged to be in violation of the Code will be contacted by the Area Coordinator or his/her designee, notifying them of the alleged violation and requesting to meet with the student within 24 hours. During the meeting, the students will be given notice of their charges, as well as the ability to respond to the charges being brought against them.

In some cases, it will be necessary to retrieve a student from class without 24-hour notice; in these instances, one or more of the following people will be in contact: Area Coordinator, Associate Director for Residence Life, Associate Director of CE Student Experience, and the Associate Director, Pre-Collegiate and Youth Programs, an instructor, Summer Student Office staff, or another designee. The area coordinator or designee will meet with the students, discuss student code of conduct and process, and allow students to discuss their involvement in the alleged violation.

B) Program Conduct Meeting: Any alleged Code, Residence Life, or General program violations which could result in dismissal are usually determined by associate director and/or their designee. Violations that warrant such a Program Conduct Meeting include but are not limited to: academic and classroom behavior; illegal drugs or alcohol, or any other illegal behavior; repeated violations of community standards; environmental health and safety; or curfew violations that have previously been addressed by Residence Life staff. The procedure for the processing such violations is as follows:

The student will be given notice to report to a designated office at a designated time.

The student will meet with the Associate Director of CE Student Experience or designee, to discuss the student’s involvement in the incident. If the student is found to have more likely than not committed the violation, the following sanctions are possible, which include but are not limited to:

- A formal written warning
- Curfew restriction, potentially with floor or room restriction
- Educational or work assignment (project, presentation, service, mandatory class or instruction, etc.)
- Restrictions on future activities or field-trip participation
- Probation
- Dismissal from the Pre-College Program.

All decisions are final, and no appeals will be granted.
Program Dismissal

Please see the “Leaving Program Early” section for procedure details of students being dismissed. No tuition or fees are refunded to students who are asked to leave the program for violation of RISD policies.

Academic Disclosure

It should be noted that RISD Admissions is notified of students who are found to have engaged in significant misconduct during the program, or who have been dismissed or have withdrawn from the program. Each situation is assessed individually, and such a notification does not necessarily mean a student will be precluded from future admission. However, RISD may, in its sole discretion, deny the student admission to any other program administered by RISD, including but not limited to RISD’s full-time college program.

Students who are applying to other similar educational programs or to college or university may be asked if they have ever been found to have engaged in misconduct and/or disciplined in any prior academic program, and they should disclose any such findings or discipline in the program. Students should also note that RISD may, in its sole discretion, disclose any such findings or discipline to other programs to which they may subsequently apply.
COMMUNITY STANDARDS

Title IX at RISD

RISD is committed to creating and providing a learning, living and working environment free from gender-based discrimination. Gender-based discrimination, including sexual misconduct, stalking and intimate partner violence, committed by members of our community, guests and visitors will not be tolerated. All members of our community, including guests and visitors, are expected to conduct themselves in a manner that does not infringe on the rights of others.

RISD complies with all applicable state and federal statutes, including Title IX of the federal Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex under any education program or activity receiving federal financial aid. Sexual assault and sexual harassment are forms of sex discrimination prohibited by Title IX.

Any student, faculty or staff member who has concerns about sexual discrimination, including any concerns pertaining to sexual misconduct, is encouraged to seek assistance from our coordinators (listed below).

Coordinators can provide information about resources for assistance and about options for addressing concerns. Those options may vary depending on the nature of the complaint, whether the complainant is a student, faculty or staff member, the wishes of the complainant regarding confidentiality, and whether the complainant prefers to proceed formally or informally. Together, these advisors play an integral role in fulfilling RISD’s commitment to provide a positive learning, teaching and working environment for the entire community.

Executive Director, Equity & Compliance/Deputy Title IX Coordinator
Simone Tubman
Title IX Office
3rd floor, Office 352
20 Washington Place
stubman@risd.edu
401 454-6297
**Associate Director, Title IX, Equity & Compliance**
Alyssa Roush
Title IX Office
3rd floor, Office 353
20 Washington Place
aroush@risd.edu
401 427-6919

**Non-discrimination Notice**
Rhode Island School of Design does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, gender identity or expression, disability, national origin, veteran status, or any other characteristic protected by law in admission to, participation in, or administration of its educational programs and activities; in employment; or in its other programs and activities. Learn more at [www.risd.edu/about/non-discrimination](http://www.risd.edu/about/non-discrimination)