



RISD Pre-College

**STUDENT
HANDBOOK**
SUMMER 2024

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 Pre-College 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 January 2024



Table of Contents

INTRODUCTION	<u>4</u>
DIRECTORY	<u>5</u>
ACADEMIC EXPECTATIONS	<u>6</u>
CURRICULUM	<u>6</u>
CLASSROOM EXPERIENCE	<u>6</u>
STUDENT SUCCESS	<u>10</u>
CAMPUS LIFE	<u>12</u>
EXPECTATIONS AND CAMPUS RESOURCES	<u>12</u>
LIVING AT RISD (RESIDENTIAL STUDENTS)	<u>15</u>
COMMUTING STUDENTS	<u>26</u>
HEALTH AND SAFETY	<u>27</u>
AFTER THE PROGRAM	<u>31</u>
GRADES, TRANSCRIPTS & CERTIFICATES	<u>31</u>
PORTFOLIO REVIEW	<u>34</u>
LETTERS OF RECOMMENDATION	<u>35</u>
POLICIES AND PROCEDURES	<u>36</u>
CAMPUS LIFE POLICIES	<u>36</u>
ACADEMIC STANDARDS	<u>38</u>
ACADEMIC POLICIES	<u>41</u>
CODE OF CONDUCT	<u>48</u>
EQUITY AND COMPLIANCE	<u>56</u>



RISD Pre-College offers rising high school juniors and seniors the chance to experience life as a RISD undergrad. 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 immersive 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.



Directory

Pre-College Summer Office

The Met (30 Waterman St.) - Room A
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

72 Pine St. 2nd Floor
Monday–Friday: 8:30 am–4:30 pm
401 454-6637

Health Services

72 Pine St. 2nd Floor
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 Dining Hall

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

Academic Expectations

CURRICULUM

Pre-College consists of four courses taught by professionals in their fields: a chosen major, Drawing Foundations, Design Foundations and the liberal arts course Critical Studies in Art. These 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. Students are challenged to balance their studies across all courses equally.

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. For more information about foundations and major courses please visit the [Pre-College academics page](#).

CLASSROOM EXPERIENCE

You and the students who are in your major will attend the same Foundations courses together. By attending the same set of classes, over a short period of time you'll feel camaraderie with your classmates. Some smaller majors may have a combined Critical Studies in Art class with students from another major.

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. Much 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. Pre-College students can access nearly 10,000 objects housed at the RISD Museum and the extensive collections at the Fleet Library. Many classes also make use of the Edna Lawrence Nature Lab collection of natural history specimens, microscope lab and living plants and animals.



ART SUPPLIES AND PRESENTATION MATERIALS

You will need a variety of art supplies and presentation materials for your courses, as well as carrying cases and portfolios. 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 over \$800. You're welcome to bring your own supplies to reduce costs. Inevitably you will need to purchase supplies during the program. 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, ask your instructor at the start of the first class. Do not substitute materials without first obtaining approval from the instructor.

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

LAPTOP REQUIREMENT

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 meets the minimum system requirements, a limited number of loaner laptops will be available. For questions, please contact precollege@risd.edu before February 15, 2024.

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 starting cost of a personal laptop that meets minimum system requirements: \$300–\$500. Typical cost to purchase required software: \$0–\$70.

If you do not have a personal laptop to bring, it will not negatively impact your application in any way.

CLASS SCHEDULE

All students are assigned to a set of classes including one major, two foundations



classes and one liberal arts course for a total of 4.5 days per week.

- Major studios meet two days per week
- Foundation studios meet one day per week
- Liberal Arts sections meets once per week
- Studio classes meet on days as assigned on your schedule, from 9 am to 4pm
- Liberal Arts courses are 2-hour classes and have varying schedules in the morning, mid-day and afternoon.
- Classes that will miss a day due to the 4th of July holiday will be extended every week by half an hour

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 withheld 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.

Classes may not be substituted, switched or opted out of.

CANVAS LMS

All Pre-College classes are in-person; however, throughout the program students and instructors utilize Canvas, our learning management system, for syllabus and resource distribution, attendance, grading and communication. Students are expected to regularly access Canvas to keep up to date with required information.

SYLLABUS

Your syllabus is your introduction to the course and an outline of the instructor's policies and Pre-College policies. 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 information you might need for credit assessment.

HOMEWORK

Pre-College has an intensive curriculum intended to prepare you for the demands of college. It is also your dedicated time to develop your technical skills and your college application portfolio. Your homework will include research, concept development, and lots of artmaking. Each student can expect up to 25 hours of homework per week. This means you will need to manage your time *from the very beginning* to ensure that you are meeting your deadlines

THE HUMAN FIGURE

Pre-College courses use images of clothed and unclothed human figures and in



certain studio courses, live nude models. Models typically pose for a few minutes per pose to potentially a few hours. Working from a nude model builds awareness of the kinesthetics of the human form, 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 and attentive to your work during the model sessions.

Students are prohibited from producing images of themselves or their peers in a stage of full, partial, or suggested nudity. Artwork that contains sexually explicit content or other themes that might be harmful is not allowed. Students are welcome to create artwork on themes of sexual orientation and gender identity as long as they contribute to a safe environment. If you are unsure if your idea is appropriate, speak with your instructor before beginning the project.

DIGITALLY PRODUCED ARTWORK

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. Unless otherwise directed by the instructor, all work should be created by hand and not through any kind of digital device or software. 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.

CRITIQUE

An essential element of the RISD undergraduate curriculum is the studio critique (or, affectionately, "crit"). That's because all visual artists and designers, at every stage in their career, need the advice and perspective of others. At Pre-College, you'll learn to present your work to your peers and instructors, receive constructive criticism and analyze your classmates' work.

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 screening.

Students are responsible for picking up work after exhibitions conclude, and may not remove artwork from galleries prior. Work that is not picked up within the designated time will not be saved. Students will be able to ship their artwork if needed.



STUDENT SUCCESS

PRE-PROGRAM PREPARATION

- Pre-College is a full time commitment. Clear your schedule of sports, test prep and outside coursework. Excuse yourself from family events if possible.
- Plan your travel to arrive on time for check-in and orientation **AND** depart after the end of the day on the last class. Attendance through the last day is mandatory. 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 so that you are prepared.
- Complete the Pre-Arrival Orientation modules in your Canvas LMS portal. Additional information about this will be sent via email closer to the start 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.
- Arrive to each class prepared with any assignments due and materials needed that day.
- Plan your homework schedule in order to meet deadlines. Late and incomplete work might not be accepted by your instructor.
- Be an active participant. This will help you get the most out of your class and connect to your peers quicker.
- Talk to your instructor and your TA. They are there for you.
- Document your work throughout the program—even your sketches and process work. These can all be useful for your portfolio.

TIME MANAGEMENT AND CREATIVE OUTPUT

- Follow all instructions and pay attention to details.
- Budget your time. Give yourself enough time for:
 - Research
 - Sourcing materials
 - Concept development
 - Executing the project
 - Cleanup and presentation prep



- Begin your homework within 24 hours while the directions are fresh in your head. If you wait until you are ready, you might never get it done.
- Allow time to document and present your work.
- Practice self-care. Make sure you are eating all your meals and getting enough sleep every night.

STUDENT DEVELOPMENT OUTCOMES

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

- Understanding college expectations and how to find support
- Initiative: ability to self-motivate and think and act independently
- Independence: decision-making, maturity and risk-taking.
- Clarity of college goals
- Adaptability and socializing
- Time management

ACADEMIC ACCOMMODATIONS

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, 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 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 and accommodations are not retroactive. Modifications cannot be made to the program structure, academic requirements or course curriculum.

If you need access to any RISD office, please contact the Summer Office at 401 454-6551 during business hours or precollege@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, precollegehousing@risd.edu.



Campus Life

Information about arriving and departing campus is found on the Admitted Students page. Students are expected to follow all guidelines/directions and required program activities and regularly check the Admitted Students page for updated program information.

EXPECTATIONS AND CAMPUS RESOURCES

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 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.

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. Though it is not mandatory, we



encourage international students to use a domestic bank account for quicker refund processing.

MYRISD APP

MyRISD 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.

RISD RIDES

RISD Rides enhances the safety of our community by providing on-call, door-to-door evening and late-night shuttle service. Using the RISDRides app (available on the MyRISD app), 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.

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 MyRISD 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.

LOCKERS

Small lockers for storing supplies are available in some academic buildings on cam-



pus. 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.

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.

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.

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.

INTERNATIONAL STUDENT AND SCHOLAR AFFAIRS

International Student and Scholar Affairs (ISSA), 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.



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.

ADDITIONAL RESOURCES

You will also have access to a variety of campus locations and resources. Visit their respective webpages for more information:

- [Fleet Library at RISD](#)
- [RISD Museum of Art](#) - Pre-College students may visit the museum free of charge upon presenting their RISD ID.
- [Nature Lab](#)
- [RISD Store](#) and [3D Store](#) (10% discount for students)

LIVING AT RISD (RESIDENTIAL STUDENTS)

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 Pre-College. 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, com-



munication 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 located at 30 Waterman St. (South Hall) is staffed 24 hours a day to ensure the general welfare and security of all Pre-College students.

QUIET HOURS AND 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 hours are 10 pm–5 am on days preceding class and 11 pm–5 am on days not preceding class. 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 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.

IMPORTANT NOTES/REMINDERS

- Permission will not be granted if forms are incomplete or they 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.

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 AND 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 RISD property are RISD 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 or excessive cleaning concerns, the cost of correcting it will be shared by people living in that area or building. The process through which students are charged 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, replacements or cleanings are completed is the prerogative of the college, regardless of damage billing procedure and practice. Please note that each job carries a minimum administrative 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 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 AND 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.

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 AND 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 program, RISD residential facilities do not permit pets (no



animals of any sort, including fish, lizards, turtles, etc.)

TRASH DISPOSAL AND 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 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 AND 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 not-



ed 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. Please [click here](#) to read the Residence Life Work Room policies. Projects that are messy, or work involving solvents, corrosive substances or flammable materials should be done in these areas or in academic studio areas. 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.

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.

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

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. Please contact Dining Services for questions 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 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 MyRISD app to sign up for off-campus trips in advance. These trips have a limited number of spaces.

HEALTH + SAFETY

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.

HEALTH SERVICES

Health Services is a medical clinic staffed by nurse practitioners, nurses, medical



assistants, 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). Routine medical care is not provided to Pre-College students (i.e. physical exams and medical screenings).

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 to attend, as this is needed for any medical services received outside of Health Services, including laboratory testing, X-rays, prescriptions and emergency care.

RISD requires vaccinations that align with the requirements of the Rhode Island Department of Health. For the health and safety of our students, all health records and vaccinations will need to be completed prior to arrival on campus or dismissal may occur.

For further details, please visit the [RISD Health Services website](#).

Health Requirements for Admitted Students

- Immunization Records (health provider signature required); a positive titer value for any of these diseases is acceptable if applicable:
 - MMR (2 doses; minimum of 4 weeks between doses; dose 1 must be given after your 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)
 - 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; a booster is required if dose 1 was prior to your 16th birthday)
- Tuberculosis (TB) screening test if deemed necessary by TB questionnaire, with provider signature
- Completed health forms on the Health Services Portal (to be accessed in spring)
 - Health History Form
 - Tuberculosis (TB) Questionnaire
 - Emergency Contact Form
 - Privacy and Bill of Rights
 - Consent to Treat
 - Consent to Treat for Minors



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 and accepted in the state of Rhode Island. 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](#).

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. RISD Health Services does not administer allergy injections.

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 can 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. While CAPS does not offer psychiatric medication management services during the summer, staff can share referral 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.



After the Program

GRADES, TRANSCRIPTS AND CERTIFICATES

GRADES

Pre-College students receive a letter grade for each class. Each instructor has their own grading and assessment method and policies which meet the nature, content and expectations of the course and program. 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. For all Pre-College courses A is the highest grade possible. A+ and D- are not allowed. Incompletes (I) are not offered.

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. 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 sufficiently resolves the matter. If the instructor decides a grade change is warranted, they must notify the student and submit the new grade in writing to the Associate Director, Youth Programs 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, Youth Programs 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, Youth Programs in writing with their concerns. At that time, the Associate Director 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 Associate Director, Youth Programs 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, Youth Programs, Director, Academic Programs, and/or 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, Youth Programs 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. 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, Youth Programs 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, Associate Director, Youth Programs 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. 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. There is a fee to process each request.



CERTIFICATES OF COMPLETION

All students who complete Pre-College 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 Pre-College 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 Pre-College. 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 can weigh heavily in favor of college applicants at institutions worldwide. Additionally, students who complete Pre-College have the opportunity to receive a certificate of completion.

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, 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.

PORTFOLIO REVIEW

As a participant in Pre-College, 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.

LETTERS OF RECOMMENDATION

Students may request a letter of recommendation from one instructor. This letter can be used for college applications or job applications. Request your letter from one instructor whom you feel understands you and your work. 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. Let them 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. In some cases, the school will request the instructor's name and email address and will contact them directly for the letter.

You can request the letter from your instructors through Canvas until September 30th. If you need to contact them after September 30th, send your request to pre-college@risd.edu, and we will forward it to your instructor.

Drafting a personalized letter takes time, so give your instructor at least three weeks before the deadline to write. If your first choice denies your request, you can request it from a different instructor. Attending Pre-College is not a guarantee to receive a letter of recommendation.



Policies and 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, which includes the Pre-College Code of Conduct, 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 AND ALCOHOL)

RISD Pre-College maintains a ZERO tolerance policy regarding drugs and alcohol.

RISD Pre-College Program 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 class, residence hall, or 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://equity-compliance.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

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 Pre-College Summer Office. To ensure equitable, open and clear communications, a mediation between the instructor, student and a mediator will be scheduled.

ACADEMIC MISCONDUCT OVERVIEW

Pre-College students at RISD are engaged in preparation for academic study of the highest standards. The policies set forth in Pre-College exist to ensure the necessary environment for academic and social development.

RISD seeks to help its students realize their fullest 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 as integral to 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, or presenting another's ideas as one's own, including content generated by artificial intelligence. Liberal Arts faculty 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. Given the wide variety of disciplinary histories, conventions, traditions, and practices applicable to liberal arts and studio activities, the individual faculty member defines, within reason, what constitutes academic misconduct within the context of a given course.

DEFINITIONS OF ACADEMIC MISCONDUCT

Academic misconduct compromises the academic integrity of the College and subverts the educational process. Primary, but not exclusive, kinds 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 faculty 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, including content generated by artificial intelligence. 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 faculty 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. 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 whether verbal or written.

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 Associate Director of Pre-College or designee.

ACADEMIC POLICIES

COURSE WAIVERS

RISD Pre-College consists of a set of four classes which are all necessary to succeed in the program. Classes may not be substituted, switched or opted out of at any point.

UNSUPERVISED TIME

You are expected to spend your time after class responsibly. Since you are not supervised at all times, you have the opportunity to grow in your independence and responsibility. While you have freedom to travel on and off campus outside of class hours, being on time for curfew and class is held to strict standards.

ATTENDANCE AND PARTICIPATION

RISD Pre-College 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.



Because of the rigorous and intense nature of the program, you are required to adhere to the following:

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 program, you are required to attend 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. Topics covered include: academic expectations and policies, student safety and support services, campus resources, and co-curricular activities.

Finals Week Attendance and Final Projects

The last week of class consists of final critiques and presentations to your class and instructors. Final crits are 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. Students are required to attend classes through the last hour of the last Friday, and should plan travel accordingly.

Final Exhibitions Participation

Presentation of work is a key aspect of art and design professionalism. As such, all students are required to participate in the final exhibitions. Your instructors will provide details on how artwork is selected and delivered.

Students who do not participate in the final exhibitions, do not follow guidelines, or remove artwork early may receive a reduced or failing grade for the class. Instructors are not authorized to waive this requirement.

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.

CLASS ATTENDANCE

Students are required to attend all classes regularly and on time. 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 will adversely affect the student's final grade. Absences and tardiness are recorded daily on each student's record and are accounted for in final grades.

Attendance is taken at the beginning of each class and after lunch. Arrival after the instructor/TA takes attendance is considered a full-day absence and is notated on your record. Absences and tardies are reported to the Summer Student Support Office staff, who will track your overall attendance in the program. Three absences may result in dismissal from the program.

Any student who is consistently unprepared, has poor attendance, neglects coursework, lacks adequate English proficiency, or whose continued enrollment is disruptive to the progress of instruction, may be dismissed.

MISSED CLASSES AND ASSIGNMENTS

Students should arrange to make up assignments and work missed directly with the instructor. Contact your instructor is through the Canvas porta as soon as you know you will miss a class.

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 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. Students are responsible for contacting their instructors to make up any missed assignments.

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

Health Services and Counseling Services appointments do not qualify as "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. Family events or previous flight arrangements do not warrant missing any classes or participation requirements.

ADMINISTRATIVE PROCEDURES AND POLICIES

Academic Reviews and Performance Reviews

Each instructor develops the content and criteria for reviewing and grading your performance. Some factors include class participation, quality of work, receptivity to new ideas and experimentation, as well as attendance and behavior.

Occasionally, in addition to an instructor review and grade assessment, there may be an academic and/or program review. This is a written notification provided to the student citing behaviors, attitudes and/or actions that are not in keeping with program standards. This may result in a student who has or has not performed well in class to receive a significant reduction in their grade, fail the course and/or be dismissed from the program.

The instructor will invite the student to discuss the academic review and any issues hindering student performance. He/she/they will make an action plan with the student to course-correct 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 is being reviewed. This is an opportunity to discuss what challenges the student is experiencing and support identifying solutions.

An academic review may expand into a broader performance review which can include policy adherence, behavior, attendance, final exhibitions participation, information from campus partners, and code of conduct breaches.

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.

Financial Obligations and 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

Steps to initiate and complete Pre-College withdrawal:

- Participate in an exit interview and discuss reason for leaving. Students will also have the opportunity to give feedback on their experience. A transition plan may be discussed to help students navigate their return home.
- Associate Director, Youth Programs or their designee must speak with the parents/guardians or emergency contact(s) prior to a student withdrawal.
- Upon approval, the Summer Office will initiate a voluntary withdrawal permission form. This form must be signed by the student and their parent(s)/guardian(s) or the emergency contact(s) listed on the student's application form.
- Upon approval of withdrawal, students may not return or visit any academic buildings, studios and/or classrooms without a Summer Office escort, unless otherwise directed by the Associate Director, Youth Programs or their designee.

Failure to properly withdraw from the program results in a permanent grade of "F" for all courses on the student's record. 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 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 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 Pre-College may not receive grades, transcripts, or any letters of recommendation from instructors or program staff. Eligibili-



ty to receive any of the above documents will be determined by the Associate Director, Youth 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 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 POLICY

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



Pre-College Code of Student Conduct

All students participating in the Rhode Island School of Design (“RISD” or the “College”) 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 Pre-College Housing and Dining License.

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. RISD Pre-College 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 the Pre-College 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 Pre-College Student Code of Conduct 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 of Student Conduct 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 Pre-College Code of Conduct applies to the on-campus conduct of all Pre-College students upon their acceptance into the Pre-College Program. The Pre-College Code of Conduct also applies to online behavior and 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 Pre-College Code of Conduct applies to all such conduct by a student in the RISD Pre-College Program. Moreover, RISD continues to have authority to administer the Pre-College Code of Conduct with respect to any such conduct by a student while a student is in the Pre-College Program, even if the student subsequently completes the Pre-College 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 Pre-College 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 Pre-College Code of Student Conduct and impose different standards, violations of the law may also constitute violations of the Pre-College Code of Student Conduct. In such instances, RISD may take action under the Pre-College Code of Student Conduct independently of any other legal proceeding involving the same conduct and may impose consequences for violation of the Pre-College Code of Student Conduct 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 Pre-College Code of Student Conduct, “student” status begins at the time of such payment and continues until such time as the student completes the Pre-College Program, formally and permanently withdraws, or is expelled. A student who has been suspended continues to be considered a “student” for purposes of the Pre-College Code of Conduct.



“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.

“Preponderance of the Evidence” is the standard of proof used to decide all Pre-College student conduct matters. Preponderance of evidence is a less rigorous standard than the “beyond a reasonable doubt” standard and “clear and convincing” standards and means that “it is more likely than not” that the Respondent(s) engaged in the alleged misconduct.

“Respondent” means the individual responding to an allegation that the Pre-College Code of Student Conduct violation(s).

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 including, but not limited to RISD’s Academic Misconduct Policy, Computer Use Policy, Policy on Discriminatory Harassment, Alcohol and Substance Abuse Policy (Zero-Tolerance), Protest Policy, Social Media Policy, and environmental health and studio safety rules. Pre-College rules preempt and take precedence 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 – (a) Disrupting, obstructing, or interfering with the appropriate atmosphere for teaching and learning, other RISD-related activities, and other legitimate activities of other members of the RISD community, and (b) breaching the peace of other members of the RISD community.

It is important to note that legitimate criticism or other statements of opinion, expressed in a respectful manner, is not a violation of this provision. Determination of whether particular conduct violates this policy is made on a case-by-case basis, in light of all the known facts and circumstances.

2. Harm to others – a) Engaging in harassing, abusive, threatening, intimidating, endangering, fear-provoking, dishonest, deceptive, coercive, or harmful behav-



ior toward others (including but not limited to verbal, written or electronic means including social media posts, or statements or actions of bias or hate against any protected class/status) b) causing physical harm to another person on or off college premises, at college-sponsored activities, or causing reasonable belief of such harm.

For the purposes of this violation, harm to others is defined as verbal, written, online, and/or physical conduct that a reasonable person would determine to be severe, persistent, or pervasive, impacts educational opportunities and does not include constitutionally protected activity. Legitimate criticism or other statement of opinion, expressed in a respectful manner, is not a violation of this provision. Determination of whether particular conduct violates this policy is made on a case-by-case basis, in light of all the known facts and circumstances. Pre-College may take action on conduct that it deems to be inappropriate, regardless of whether it rises to the level of a violation of law.

3. Discrimination, Discriminatory Harassment, and Sexual Misconduct (Including Title IX) – Rhode Island School of Design is committed to creating and providing a learning, living, and working environment free of discrimination and harassment for all students, faculty, and staff. RISD prohibits discrimination and discriminatory harassment on the basis of race, color, religion, age, sex, sexual orientation, gender identity or expression, disability, national origin, veteran status, and/or genetics or any other protected categories. In addition, the College is committed to addressing sexual misconduct when it impacts our campus community.

Types of sexual misconduct may include, but are not limited to: sexual harassment, dating violence, domestic violence, sexual assault, sexual exploitation, stalking/cyberstalking, and any conduct defined in RISD's Title IX Policy & Resolution Procedures.

Discrimination and discriminatory harassment, including sexual misconduct, are processed under RISD's [Discrimination & Discriminatory Harassment Policy and Procedures](#) or under RISD's [Title IX Policy & Resolution Procedures](#). Both processes are overseen by Equity & Compliance and enforced by this Code of Student Conduct. Note that while RISD's Non-Discrimination Policy also prohibits discrimination on the basis of sex, sexual orientation, gender identity, and gender expression, those forms of discrimination and harassment may be processed under RISD's [Title IX Policy & Resolution Procedures](#).

Scope and enforcement of sanctions for students found in violation of either of these policies rests within RISD Pre-College in conjunction with Student Conduct and Community Standards. Visit Equity & Compliance's [website](#) for more information about the procedures and policies (including policy definitions of the aforementioned misconduct).

4. Weapons – (a) Using, (b) displaying, or (c) possessing objects or substances whose primary purpose is to cause or threaten harm, inflict a wound, cause injury, or incapacitate and has no valid educational purpose is expressly forbidden.



This includes but is not limited to firearms, pellet guns, ammunition, slingshots, billy clubs, metal knuckles, bludgeons, switchblade knives, bowie knives, hunting/fishing or concealing or carrying any knife with a blade longer than 3 inches per Rhode Island Law, explosives, dangerous chemicals such as tear gas or mace, instruments that launch projectiles, or any toy or model, 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/theft – (a) Stealing, (b) destroying, (c) damaging, or (d) misusing the property or services of others, or (e) possessing or using others' property or services without their authorization. **Students who find items left unattended are expected to take those items to RISD Public Safety at their earliest convenience.**

7. Unauthorized entry – (a) Entering or remaining in RISD buildings, facilities, or other premises, without, or in excess of, appropriate authorization from RISD or (b) possessing, duplicating, or using keys or key cards to any RISD buildings, facilities or other premises, without, or in excess of, appropriate authorization from RISD. This includes but is not limited to: classrooms, administrative offices, administrative buildings, balconies, fire escapes, and roofs of RISD owned or leased properties. (c) Trespassing or attempting to gain unauthorized access to non-RISD owned private property.

8. Travel Outside of Program Sponsored Activities - Unauthorized travel outside of the state of Rhode Island independently without legal guardian or travel that is not part of a RISD trip or weekend away without written approval from RISD Pre-College.

9. Failure to comply/non-compliance– (a) Failing to comply with the instructions or warnings of RISD officials including, but not limited to, RISD Pre-College Program instructors and staff, RISD staff and faculty, RISD Public Safety, Residence Life Staff including Resident Advisors, and or any other persons acting on behalf of the College in accordance of their duties, (b) obstructing them in the course of performing their duties, or (c) refusing to provide them



with identification when requested; or (d) failing to comply with the terms of any consequences imposed under the Pre-College Code of Student Conduct or any behavioral contracts entered into under or apart from the Pre-College Code of Student Conduct is prohibited.

10. Dishonest conduct – (a) Furnishing false information or (b) making a false report to RISD officials, or (c) falsifying, altering, or misusing RISD records, (d) any violation of the Academic Code of Student Conduct, (e) Using or possessing a RISD ID other than one’s own (f) Creating recordings of any meetings, class lectures or critiques without the express consent of the meeting holder and participants, instructor, lecturer, guest critic or other persons who are being sought to be recorded is considered to be a violation of this Pre-College Code of Student Conduct.

11. Interference with the Pre-College Code of Student Conduct administration – (a) Interfering with participation or administration of the Pre-College Code of Student Conduct or (b) retaliating against anyone for participating in the administration of the Pre-College Code of Student Conduct is forbidden. A choice by a community member to not participate in any part of the student conduct process will not delay the resolution of alleged violations through the student conduct system.

12. Unauthorized Animals – Allowing entry of any unauthorized animal into a building owned, leased, controlled or operated by the RISD. See [Service](#) and [Emotional Support](#) Animal Policies for guidelines concerning those types of animals as well as [Residence Life Policies](#) for guidelines for what is allowed in the residence halls.

V. PRE-COLLEGE STUDENT CONDUCT PROCESS & PROCEDURES

1. Applicability: Because the purposes of the Pre-College Code of Student Conduct are different from the purposes of law, the procedures by which the Pre-College Code of Student Conduct are 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 Pre-College Code of Student Conduct. At RISD’s sole 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.

Cases involving or including charges of sexual misconduct as well as Academic Misconduct will be reviewed and determined under separate RISD Procedures (available at <http://titleix.risd.edu/> and <https://policies.risd.edu/academic/academic-code-of-conduct/> respectively).

2. Procedures:

A) Residence Life Administrative Meeting: Any Code, Residence Life, or General Non-Academic, program violations which are not subject to dismissal are usu-



ally determined by the Community Coordinator for Pre-College, or his/her/their designee. This includes but is not limited to: environmental health and safety; curfew; and behavior as outlined within the Pre-College Handbook. Students alleged to be in violation of the Pre-College Code of Student Conduct will be contacted by the Community Coordinator or his/her/their designee, notifying them in writing of the alleged violation and requesting to meet with the student within 24 hours. During the meeting, the student 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: Community 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, and/or another designee. The Area Coordinator or designee will meet with the student, discuss the Pre-College Code of Student Conduct and process, and allow the student to discuss their involvement in the alleged violation.

B) Program Conduct Meeting: Any alleged Pre-College Code of Student Conduct, 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 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. Under the preponderance of the evidence standard, 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 restrictions;
- Educational or work assignment (project, presentation, service, mandatory class or instruction, etc.);
- Restrictions on future activities or field-trip participation;
- Probation; and/or
- Dismissal from the Pre-College Program

All decisions, including parental notification, are final, and no appeals will be granted once a decision has been rendered by RISD Pre-College.



Program Dismissal

Please see the [“Leaving Program Early” section \(page 45\)](#) for procedural details of students being dismissed. No tuition or fees are refunded or pro-rated to students who leave the program for violation of RISD policies.

Academic Disclosure

RISD Admissions is notified of students who are found to have engaged in significant misconduct during the Pre-College Program, or who have been dismissed or have withdrawn from the Pre-College Program. Each situation is assessed individually, and such a notification does not necessarily mean a student will be precluded from future admission to RISD. 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 other colleges or universities 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.



Equity and Compliance

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

