



RISD

Pre-College

STUDENT HANDBOOK

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ACADEMIC EXPECTATIONS

Curriculum

Pre-College consists of four courses taught by professionals in their fields: a 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.

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. No matter your major, you'll leave with invaluable experience and advancement in your work. For more information about courses, 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 Foundations class with students from another major. Critical Studies in Art will have a mix of students from several majors.

Class Schedule

All students are assigned to a set of four classes: one major, two foundations and one liberal arts course for a total of 4.5 days per week.

- Majors meet two days per week, from 9 am–4 pm.
- Foundations meet one day per week each, from 9 am–4 pm.
- Critical Studies in Art meets once per week. It is two hours long, and may be scheduled any day except Monday. It can start in the morning or midday.
- Classes that miss a day due to the 4th of July holiday are extended by thirty minutes.

Prior to the start of classes students will access their class schedule. The class schedule provides specific information about instructor and classroom locations. Classes may not be substituted, switched or opted out of.

Schedules may be withheld if any application forms, documents or remaining payments have not been received by their deadlines. You are not allowed to attend classes without these requirements completed.

Canvas LMS

All Pre-College classes are in-person; however, 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 your instructor's policies. Keep and refer to the syllabus during and after the program. It holds key information for each stage of the class, as well as information you might need for credit assessment.

Homework/Intensity

Homework for all courses is substantial. In total, students can expect to spend 40 hours per week on their coursework, which includes class time and homework. Students who have competing commitments over the summer tend to struggle. Pre-College is your dedicated time to develop your skills and college application portfolio. We strongly advise clearing your schedule during the time you are here so that you can give the program 100% of your attention. Activities such as sports, AP coursework and SAT prep are usually not possible while attending Pre-College.

Nudity and the Human Form

Courses that include figure drawing use anatomical images of the human figure. These images portray nude bodies to build understanding of kinesthetics and anatomy of the human form. Some courses may involve figure drawing sessions that feature a nude or lightly clothed model. Figure drawing sessions typically last a few hours, with a mix of short and long poses. Photography of models is not permitted. Students who have religious restrictions may request an alternate activity when nude models are involved.

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. This allows you to create in meaningful ways that portray your comprehension of materials, methods and concepts. Unless otherwise directed by your instructor, all work is expected to be created by hand and not through a 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.

Student Success

Preparation

- Pre-College is a full time commitment. Clear your schedule of travel plans, 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.
- Prioritize your health and well-being. Keep all of 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 if you need any accommodations. It is easier to plan ahead than to change your performance later.
- Review all policies and procedures in advance.
- Complete the Pre-Arrival Orientation modules in Canvas. Information about this will be sent closer to Check-in Day.

Class Engagement

- Enroll in Canvas and set up your profile before 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

- Begin your homework while the directions are fresh in mind. If you wait until you are ready, you might never get it done.
- Follow all instructions and pay attention to details.
- Budget enough time for:

- research
- collecting materials
- concept development
- completing the project
- work area cleanup
- presentation preparation
- photographing or documenting your work
- Practice self care. Make sure you are eating all your meals and getting enough sleep every night.

Student Development Outcomes

Pre-College encompasses many things that support student growth and preparation for college, beyond academics. These include:

- understanding college expectations
- navigating support systems
- ability to self-motivate and think and act independently
- clarity of college goals
- adaptability and socializing
- time management

Academic Accommodations

The office of Disability Support Services (DSS) assists students who have cognitive (learning), psychological, physical and chronic medical disabilities. If you need accommodations to participate in any class, program or event, contact Disability Support Services before submitting your application. They can share what accommodations can and cannot be provided during the program. Students should reach out as early as possible to ensure accommodations are in place before your first day of class. Modifications cannot be made to the program structure, academic requirements or course curriculum.

The Pre-College accommodation request process differs from the K–12 accommodation process. In K–12 schools, parents/guardians are often the primary advocates for students, and teachers may approach students if they suspect a disability. However, in Pre-College, it is the student who is responsible for self-identifying and contacting Disability Support Services, providing documentation for eligibility and requesting accommodations for each class before the program starts.

Disability Support Services will meet with you to discuss the request. If approved, they will develop an accommodation letter based on your documentation. Once approved, you will receive a letter or email outlining the accommodations. You will need to communicate with each instructor about how the accommodations will work for each class. You will also be given the option to have letters sent to your instructors by Pre-College staff. Accommodations cannot be made retroactively.

Contact Disability Support Services by email or phone: disabilitysupportservices@risd.edu, 401 709-8465.

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. If you have any other questions about housing accommodations, contact the Residence Life Team at precollegehousing@risd.edu.

CAMPUS LIFE

Information about arriving and departing campus is found on the Admitted Students page. Check the Admitted Students page regularly 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 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, 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, speak with a manager in the dining hall.

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 RISD Mobile 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.

Getting around

You will not need a car while on campus. Given the limited parking on campus, there is no parking for students. Rideshare apps, buses and private taxi companies are available in Providence.

Weekend Trips and Evening Activities

A calendar of events will be distributed at check-in. Weekend events and trips for students are planned throughout the program. Costs for these are covered by tuition. Space on trips is limited and you are required to sign up in advance. Commuting students have the same access to program-wide trips and activities.

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.

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 (available in your Application Dashboard once admitted).

Campus Reflection Room

This safe and peaceful space is available for students to relax, hang out and be yourself. Open daily to the RISD community in Homer Hall, this serene space is 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.

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, contact the Residence Life Office or Public Safety.

Roommates

Resident Pre-College students are assigned a roommate. Just as with creating worthy art or design, relationships require continuous effort, communication and empathy. Discuss and come to an agreement on issues such as cleaning duties, quiet hours, and sharing (art supplies, food, and personal items) within the first day of living together.

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. Make sure that all noise, including music, stays confined to your room. Quiet hours are 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.

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 referred to as a ‘Weekend Away’. Students may only go away with prior permission from their parent/guardian and the Residence Life Office. Before the start of the program, in order for the student to leave for any 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 advance approval, you must verify 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 is not listed, and you believe it should be, 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 five weeks to have a full collegiate experience.

Emergencies that happen on Weekend Aways that may impact class attendance should be discussed with the Pre-College Summer Office via email at precollege@risd.edu.

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.
- Weekend away approval from Residence Life does not mean approval to miss class.

Guest Policy

RISD, Continuing Education, and Residence Life take safety seriously. **Pre-College students are not permitted to have overnight guests, including other RISD Pre-College students.** 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 of the Residence Life staff. 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 is prohibited and those alleged to have done so will be sent through the student conduct process and possibly dismissed from the Pre-College program.

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

Your RISD ID card is your key to your room. Your ID is entrusted to you and must never be loaned to anyone.

Exterior doors are locked at all times and should never be propped open. Never allow a non-resident into a building unless they are accompanying you as a guest. If a non-resident gains entry to your building without your permission, report this to Public Safety immediately. Keep 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. You can get a temporary card at the Quad Public Safety Office. These can be used until a replacement is available. The replacement ID card, which may carry a fee, will be made by Card Services at 48 Waterman St.

If you are locked out of your room and you are unable to go to Public Safety, 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. Water pistols are also prohibited.

Gambling

In compliance with Rhode Island state law, gambling of any kind is prohibited in the residence halls. Wagering activities including, but not limited to betting on poker, card games, sports pools, or any wagering where money or something of value is risked upon the uncertain outcome of a contest or future contingent event, may not be held or advertised within any common space in the residence halls or any residence hall room.

Health and Safety Inspections

Public Safety, Facilities, Environmental Health & Safety and Residence Life share responsibility for enforcing safety regulations and health standards. Regular, periodic inspections of student rooms will take place during your residency. 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

RISD residential facilities do not permit pets or animals of any kind.

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

Follow these guidelines to minimize the risk of fire:

- Keep all fire ignition sources (hot glue guns, hair dryers, etc.) 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, blow torches or any other sources of open flame are not allowed in residence halls and are prohibited from the program.

- Keep your room 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.
- Use of corrosive or flammable solvents and other such materials is not allowed 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 may result in dismissal from the program.

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.
- 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. Melting paraffin wax, baking sculpey, or using the kitchens for anything other than food preparation is prohibited. *You are responsible for cleaning 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 charge for unauthorized use of college furniture 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. In cases of severe duress or emergency, Residence Life staff will determine if a room change is appropriate. 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

When you check into a new room at RISD, a digital Room Condition Report (RCR) will be generated and accessible for review through the Housing Portal. This report provides an inventory of the furniture in your space and documents the condition of the room upon your arrival. You are responsible for reviewing your RCR for accuracy and notifying the Residence Life Office of any discrepancies. The report will remain on file until you vacate your room.

When you check out, a member of the Residence Life staff will inspect your room and compare its condition to the original RCR. Charges may be assessed for any damages, missing items, and for any cleanliness issues at the time of your check-out. RISD reserves the right to bill for damages not immediately apparent at the time of check-out. Common area damage charges are finalized only after all residents have vacated the building.

Detailed closing and check-out instructions will be distributed 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 to the Residence Life Office.

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 at any time without advance notice, 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 Student Life On Call 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 Life 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 student conduct action.

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

Room Inspection and Plain Sight Searches

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

Room Furnishings

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

Maintenance or Work Requests

All requests for routine maintenance to your room should be directed to your resident advisor or the Residence Life Office. Emergency maintenance needs (such as 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. We encourage you to report maintenance needs of public areas (such as bathrooms and eating areas).

Workrooms

Workroom use policies have been developed by the Office of Environmental Health & Safety and are posted in each work area. Projects that are messy, or work involving solvents, corrosive

substances or flammable materials should be done in these areas or in academic studio areas. Spray paint, oil paints, or other materials that produce noxious fumes are prohibited. Graffiti in the workrooms will be considered an act of vandalism and will be investigated.

Lounges

The social and TV lounges are provided for the residents' leisure and entertainment. Using the lounges for work areas is prohibited. Violators will be subject to the student conduct process.

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. Neglecting 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. Information Technology Services (ITS) maintains, administers and services all data connections in residence halls. If you encounter a problem with your data connection, contact the ITS Help Desk at 401 454-6106.

Commuting Students

Many Pre-College students choose to commute to campus, 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.

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 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 dining plan and are able to purchase additional meals on a cash basis. Contact Dining Services with your questions at 401 454-6642.

Parking

Residential students may not have motorized vehicles. For commuter students, 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. RISD parking permits are not available to students.

Lockers

A limited number of small lockers for storing supplies are available to commuter students in some buildings on campus. Students must provide their own lock. Contact the Pre-College Summer Office for information on lockers available near your class. Any items left in the lockers will be discarded after Move-Out Day.

Trips and Activities

Commuting students have the same access to program-wide trips and activities. Students will use the RISD Mobile app to sign up for off-campus trips in advance. These trips have a limited number of spaces.

Health and 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 Street, 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. This number should be provided in your Pre-College application.

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) unless to support a chronic medical condition while present on campus.

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. However, a US-based health insurance plan is required to attend as this is needed for any medical services received outside of Health Services. This includes laboratory testing, x-rays, prescriptions, and emergency care.

RISDs required vaccinations are aligned 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:
 - adult dose of tetanus, diphtheria and pertussis (Tdap) — one (1) dose within previous 10 years
 - mumps, measles and rubella (MMR) — two (2) doses or proof of immunity via titer
 - hepatitis B — three (3) doses or proof of immunity via titer
 - varicella — two (2) doses or proof of immunity via titer
 - meningococcal ACYW — one (1) dose; 2nd dose required if 1st received prior to age 16
- Tuberculosis (TB) screening test if deemed necessary by TB questionnaire, with provider signature. Health Services staff will notify you if you are required to receive a test after completion of the questionnaire.
- Completed health forms on the Health Services Portal (to be accessed in spring)
 - Privacy Statement and Patient Bill of Rights
 - Confidentiality and Consent to Treat

- Health History
- Student Demographics and Emergency Contact Form
- Tuberculosis (TB) Questionnaire
- 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 do not have medical insurance from a U.S. domestic insurance company and/or are not accepted in the state of Rhode Island, 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, 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.

In the event that the student misses class due to a medical emergency or treatment, RISD may require certification from a licensed medical provider that the student may participate in the program prior to returning to the program.

As with non-emergency situations, 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. If a certification is not timely received certifying that the student may continue participating in the program or if there are too many absences, the student may be withdrawn from the program.

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 to pick up students within 24 hours of notification.

In some cases RISD may require a licensed medical provider to certify, within an established timeframe, that the student may continue in the program.

If the parent/guardian is not available, the emergency contact listed on the student's application will be responsible to make medical transportation arrangements. Students who return to campus but are awaiting transportation may not participate in the program, although they may still reside on campus until pickup. See [Leaving Program Early](#) section for more details.

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. Except in emergency/urgent situations, 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

Students receive a letter grade for each studio and a P (Pass) or N (No Pass) for Critical Studies in Art. Each instructor has their own grading and assessment method and policies which meet the nature, content and expectations of the course and program. These policies are outlined in the syllabus and reviewed by the instructor with students 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.

Transcripts

Students will receive their final grades via the Student Portal at cereg.risd.edu (not Canvas) approximately four weeks after the end of the semester. 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.

Students can 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.

Grade Changes and Appeals

All students have the right to be graded fairly and to understand how a course grade is determined. It is 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 Continuing Education office, the grades are recorded on the student’s permanent record.

RISD does not share grades or transcripts unless requested by the student. We will send the transcript to you, and you decide where to share it. If you do not want to share your transcript or grades with a school, you may elect to only share your certificate of completion. RISD will not change or alter a transcript to only show a portion of the program’s grades and will only provide documentation of the student’s full list of grades. As an applicant to a school of art or design, other takeaways from your participation in this program, such as your portfolio, are equally important.

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 with Continuing Education, the program manager will 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. **Grade appeals will not be reviewed or accepted after the six week deadline.**

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 remains unresolved, the student may request a meeting with a review committee. In addition to the Associate Director, Youth Programs, the committee will consist of the Director, Children, Youth and Pre-Collegiate programs, and/or other designated staff. 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 are to provide a written explanation for refusal. If the committee decides to deny the student's appeal, the decision is final and the matter will be considered closed. RISD CE reserves the right to appoint a designee in place of a committee member should one 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 coursework and make a final recommendation of the grade. After considering the alternate instructor's review, the committee will then determine whether the grade should be changed. 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, the Associate Director, Youth Programs will change the grade, and notify the instructor and the student of this action.

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..

Successful completion of the program requires that each of the following have been met:

- Participation in the Majors Exhibition, Fashion Show, or Screening, depending on your major

- Attending through the last day of each class and compliance with the Pre-College attendance policy
- Remaining in good standing with RISD

Instructions to access and download certificates will be sent to students approximately four weeks after classes end.

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 an instructor. These elements, along with improvement in skill sets and the artwork created, can weigh heavily in favor of college applicants at institutions worldwide.

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. Most institutions will assess our syllabi and the student's work in combination with RISD's reputation of excellence in their decision-making.

Students should retain copies of all Pre-College syllabi to present to other institutions to assist in their assessment of possible credit.

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 final class. 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 up to eight weeks after your final class. If you need to contact them after then, send your request to precollege@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 in preparation for the program. . Participants are required to abide by all RISD policies in addition to those outlined in this handbook.

Campus Life Policies

Expectations

All community members are expected to be respectful towards one another. Any behavior that interferes with the educational process, disrupts or negatively impacts 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 expects that you will not use drugs and/or alcohol. Anyone who chooses to partake in such activities while enrolled, 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. 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.

Tobacco

In the state of RI you must be 21 or older to purchase tobacco, tobacco products, and vapes/E-cigarettes. Therefore, tobacco and related products such as pipes and other smoking devices are prohibited on campus and will be subject to confiscation which include but are not limited to: cigarettes, bidi cigarettes, cigars, little cigars, flavored cigars known as "blunts,"

unflavored “blunts,” flavored and unflavored blunt wraps, cigarette rolling papers of any size or composition, cigarillos and tiparillos, pipe tobacco, chewing tobacco, snuff, electronic nicotine-delivery systems. Additionally, smoking is not permitted in any RISD building, within the Quad, or within 25 feet of any RISD building. Students who violate this policy may receive disciplinary sanctions, and/or be removed from the Pre-College program. **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

RISD is committed to creating and providing a learning, living, and working environment free from 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. Discrimination and discriminatory harassment, including sexual misconduct, are processed under RISD’s [Nondiscrimination Policy](#). This Policy and its Procedures are overseen by Equity & Compliance and reinforced by this Code of Student Conduct.

Scope and enforcement of sanctions for students found in violation of either of these policies resides within the Office of Student Conduct + Community Standards. Visit the [Equity & Compliance website](#) for more information about the procedures and policies (including policy definitions).

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, which include but is not limited to firearms, pellet guns, ammunition, slingshots, switchblade knives, explosives, 3-d printed weapons or firearms 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. 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. Familiarize yourself with evacuation procedures and multiple routes of exit before an emergency occurs.

All of the residence halls at RISD have fire detection systems that connect directly to the Providence Fire Department. You are required to 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. 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.

RISD prohibits direct communication between students and instructors on personal channels such as email, phone, or social media. You may contact your instructors through the Canvas inbox or speak to them during class or on campus.

In case of instructor absence, Pre-College will arrange a substitute. All substitutes and replacement instructors meet Pre-College qualifications and training requirements.

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 including content generated by artificial intelligence.

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, including content generated by artificial intelligence 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.

Reporting Suspected Academic Misconduct Cases

The following procedures are intended to provide guidance to faculty/instructors on handling and reporting cases of suspected academic misconduct and to inform students on the procedure for adjudicating charges of academic misconduct.

If academic misconduct is suspected, the faculty/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 Director of Student Conduct + Community Standards for recommendations or student consult.

"Preponderance of the Evidence" is the standard of proof used to decide all student conduct matters which includes but is not limited to Academic Misconduct. 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.

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 a faculty/instructor suspects that a student has engaged in academic misconduct, in addition to discussing the matter with the student, the faculty/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, and if the faculty/instructor feels no further punitive action is necessary, the incident will be considered a "teachable moment." The grade appeal process is available to provide the student with due process should they feel the faculty's/instructor's grading was unfair.

If a student's behavioral or academic misconduct is egregious or repetitive, staff or instructors may take further action. Depending on the severity of the misconduct, this may entail removal from the program or revoking eligibility for a certificate of completion.

Academic Policies

Course Waivers

RISD Pre-College consists of a set of four required classes. These may not be substituted, switched or opted out of.

Unsupervised Time

You are expected to spend your time outside of class responsibly. Since you are not always supervised, 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 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 coursework, you are required to attend 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

All accepted students are required to attend orientation. Beginning on the afternoon of Saturday check-in and continuing through Sunday, there will be a series of presentations and gatherings that will help you adjust 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. Absence on the final day of any class may result in a failing grade for that class.

Final Exhibitions Participation

Presentation of work is a highlight of art and design professional practice. Participation in the exhibition relevant to your major is a program completion requirement. 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 be mindful that students need to focus on their studies during this time.

Class Attendance

Students are required to attend all classes regularly and on time. Participation and attendance are important factors in gaining the most from your time here. Absence from class for any reason does not relieve the student from the responsibility of completing all assigned work. Non-completion will adversely affect the student's final grade. Absences and tardiness are recorded daily and are accounted for in final grades.

Attendance is taken at the beginning of each class and after lunch (for full-day classes). For Critical Studies in Art, arrival after the instructor/TA takes attendance is considered a full-day absence and is noted on your record. For Studios, arrival after the instructor/TA takes attendance is regarded as a half-day absence and is notated on your record. Absences and

tardies are reported to the Pre-College Summer Office staff, who will track your overall attendance. Three absences may result in dismissal.

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 missed work directly with the instructor. Contact your instructor through the Canvas inbox 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. 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, show your 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 may be marked 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.

Medical Emergencies and Return to Campus

In the event that the student misses class due to a medical emergency or treatment, RISD may require certification from a licensed medical provider that the student may participate in the program prior to returning to the program.

As with non-emergency situations, 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. If a certification is not timely received certifying that the student may continue participating in the program or if there are too many absences, the student may be withdrawn from the 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 will 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.

When planning your travel, refer to the dates of required activities (Check-in Day and the last day classes) and the exhibition reception (the final Thursday evening). Family events or previous flight arrangements do not excuse 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, receptiveness to new ideas, 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.

The instructor will invite the student to discuss the academic review and any issues hindering student performance. The instructor will then 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 allows 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 to identify support and solutions.

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

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 will be subject to dismissal.

Voluntary Withdrawal

Steps to initiate and complete Pre-College withdrawal:

- Parents/guardians must contact the Pre-College Administration team in writing to request for their student to be withdrawn. This can be via email to precollege@risd.edu
- Students will participate in an exit interview and discuss the reason for leaving. Students will also be able to give feedback on their experience. A transition plan may be discussed to help students navigate their return home.
- Upon approval of withdrawal, students may not return to or visit any academic buildings, studios and/or classrooms without a Pre-College Summer Office escort, unless otherwise directed by the Associate Director, Youth Programs or their designee.

Failure to properly withdraw results in a permanent grade of F for all courses. 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.

Residential students: All students are expected to move out of the residence hall within 24 hours of leaving or otherwise withdrawing from the program, unless other arrangements have been made with the Summer Office or Residence Life team. Before a student leaves, their parent, guardian, or emergency contact must arrange for an escort to the destination which they designate unless a parent/guardian has indicated in writing that the student may travel on their own.

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 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, certificates of completion, or any letters of recommendation. Eligibility to receive any of the above documents will be determined by the Associate Director, Youth Programs or their designee.

Students must adhere to all program guidelines and policies until departure from RISD property. Students who fail to adhere to program policies and procedures or any agreement made during

the withdrawal meeting risk immediate removal from RISD property. If a student must be removed they will not receive advance notice regardless of any agreement between the college and the parent or 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, refer to the “Policies” section of the RISD Pre-College website at precollege.risd.edu.

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 of Conduct Refund Policy

No tuition or other fees are refunded to students who are asked to leave 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 RISD Continuing Education in writing, identifying the records you wish to inspect. RISD 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 the RISD Continuing Education in writing, clearly identifying the records that you want to have amended and specifying the reasons you believe them to be inaccurate. RISD 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 the following:

- your name
- local, home, and e-mail addresses
- local and home telephone number
- major field of study
- enrollment status/rank (e.g., undergraduate or graduate; full time; first-year, sophomore, junior, or senior; first-year, second-year, or third-year)
- dates of attendance
- anticipated degree and degree date
- degrees, honors, and awards received
- participation in officially recognized activities
- 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
- photograph, to anyone within the RISD community and to the general public

Students who wish to have their directory information withheld must notify the RISD Continuing Education in writing. (Please note that such a notification will prevent RISD 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 the RISD Continuing Education.

At any point, new students as well as continuing students may access Workday to Manage their Privacy Settings (to determine whether or not they wish to be included in the public directory), as well as Assign or Remove Third Party Access (to provide parents/guardians/third-parties access to select parts of their financial and academic record). If you choose not to provide third party access, you are urged to inform your parents of your decision. Third party users will receive credentials to access the system directly.

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: Student Privacy Policy 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.

In an effort to encourage students to take responsibility for their behavior and use the experience to make good decisions, parents/guardians may not be notified of a conduct meeting or outcome. Notification to parents/guardians may take place depending on the severity of the incident or conduct outcome, and/or at the discretion of program administrators.

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 Student 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 Student 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. RISD reserves the right to conduct retroactive dismissals after the program concludes. 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. Students who find themselves in the presence of a violation of policy listed within the code/or any RISD policy are expected to promptly and immediately remove themselves from that situation and report the violation to program staff.

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 behavior 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 and Discriminatory Harassment (including Sexual Misconduct) – RISD is committed to creating and providing a learning, living, and working environment free from 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. Discrimination and discriminatory harassment, including sexual misconduct, are processed under RISD's [Nondiscrimination Policy](#). This Policy and its Procedures are overseen by Equity & Compliance and reinforced by this Code of Student Conduct.

Scope and enforcement of sanctions for students found in violation of either of these policies resides within the Office of Student Conduct + Community Standards. Visit Equity & Compliance website for more information about the procedures and policies (including policy definitions).

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, any 3-d printed weapon or firearm (whether functioning or not), 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, (d) vandalizing, or (e) misusing the property or services of others, or (f) 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. Unauthorized Travel Outside of Program Sponsored Activities – Independent Travel outside the state of Rhode Island without prior authorization of the Pre-College Summer Office is forbidden. Students wishing to take a day trip outside the state of RI that is not part of an official Pre-College activity or trip must do so in writing 48 hours in advance of the trip to precollege@risd.edu. Trips planned for the weekend must be communicated to the Pre-college office during business hours (m-f 8:30 am - 4:30p) by the Thursday the trip is to take place. Students who do take an authorized trip must be back on campus before curfew time. No permission will be granted for notifications sent Friday at 4:30pm, Saturday, or Sunday (ie the weekend).
9. Curfew – Violation of the Pre-College Curfew policy as outlined in the Pre-College Student Handbook. As a reminder, Curfew runs from 10pm to 5am on Sunday through Thursday nights and from 11pm to 5am on Friday and Saturday nights.
10. 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.

11. 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.
12. 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.
13. 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://cdn.risd.systems/webhook-uploads/1725548321644_Code-of-Student-Conduct-24_25.pdf 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 usually 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, Student & Operational Success (CYP), and the Associate Director 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, Student & Operational Success (CYP) 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.

Program Dismissal

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

Appeals

Students may appeal their student conduct outcome for behavioral reasons by submitting an appeal letter to the Pre College Summer Office within 24 hours of being sent the written hearing decision communication. Appeals will only be considered on one or more of the following grounds which must be included in the justification for the appeal:

- The student is presenting relevant new evidence that was not available at the time of the hearing and that may have changed the decision.
- The student is able to demonstrate a substantial procedural error by the hearing body/officer that may have changed the decision.

Students are typically notified of the outcome of the appeal within 24 hours from the time of submission. During the appeal process, the findings are in effect, (i.e. a participant who is given probation is on probation or if dismissed, the student will not be allowed to attend class and may be temporarily moved out of their residence hall). The decision of the Director of Children, Youth and Pre-Collegiate Programs, or their designee is final and may not be appealed.

Note: Disagreement with or dissatisfaction with the final determination will be considered insufficient grounds for an appeal.

VI. Additional Standards, Procedures, and Consequences

1. Involuntary Removal from program

- a) Students are expected to respect themselves by avoiding conduct that is potentially dangerous and/or detrimental to their physical, psychological or emotional well-being. If relevant staff determine that a student is unable to function independently and/or is having a significant impact on the community, the participant may be asked to leave the program. Should this situation occur with a residential participant, parents/guardians will be expected to pick-up their participant within 48 hours.
- b) To protect the safety of students and the community as a whole, if relevant staff deem a student's health situation as potentially dangerous and/or detrimental to a student's physical, psychological or emotional well-being or the overall well-being of the community, the participant may be asked to isolate or leave the program. Should a residential participant be asked to leave, parents/guardians will be expected to pick-up their participant within 48 hours.

2. Interim Suspension, Restriction, or Prohibition

A temporary sanction or consequence may be imposed, with cause, prior to any formal resolution process as outlined in the Pre-College Code of Student Conduct. A student may be prohibited from all or designated portions of campus, restriction from participation in designated programs and activities, or being prohibited from having contact with designated persons during the process of the adjudication of a proceeding under the Pre-College Code of Student Conduct.

Interim consequences may be imposed by the Associate Director, Student & Operational Success (CYP) or designee whenever they have reasonable cause to believe that the student poses a significant risk of substantial harm to the health, safety, or well-being of others or to property, and may include and be subject to any additional terms and conditions that the official imposing the consequence deems necessary or appropriate in light of the potential harm.

Any interim measure will be applied and remain in effect until the conclusion of the relevant proceeding, the appeal, or such earlier time as the official imposing the consequence determines.

A student who has received an interim consequence may petition the Vice President for Student Life or their designee at any time to request modification or removal of the consequence. Any such petition must include supporting evidence that the reasons for the imposition of the consequence no longer exist, will not recur, and the student meets all normal requirements for readmission. Upon receipt of such a petition, the Vice President for Student Life will evaluate the request and may consult with the student and/or others as they deem appropriate. The Vice President for Student Life may, on that basis, deny the petition, grant the petition in whole or in part under specified conditions, or grant the petition in whole or in part without condition.

3. Academic Disclosures

RISD Admissions is notified of students who are found to have engaged in significant misconduct during Pre-College, or who have been dismissed or have withdrawn from the program. Each situation is assessed individually, and such a notification does not necessarily mean a student will be precluded from future admission 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 similar 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. RISD may, in its sole discretion, disclose any such findings or discipline to other programs to which they may subsequently apply.

EQUITY & COMPLIANCE

Sexual Misconduct at RISD

RISD is committed to creating and providing a **learning, living and working environment free from sex-based discrimination**. Sex-based discrimination, including, but not limited to, sexual assault, stalking, dating and domestic violence, sexual harassment, and sexual exploitation committed by members of our community, guests and/or 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 Educational Amendments of 1972, which prohibits discrimination on the basis of sex within any education program or activity receiving federal financial aid.

Any student, faculty or staff member who has concerns about sex-based discrimination, including any concerns pertaining to sexual misconduct, is encouraged to seek assistance from our Title IX Coordinators (listed below):

Emily Gleason

Title IX Coordinator

20 Washington Place, room 346

egleason@risd.edu

Jasmine Mahoney

Title VI, VII, and ADA/504 Coordinator

Deputy Title IX Coordinator

20 Washington Place, room 348

jmahoney@risd.edu

Coordinators can provide information about resources for assistance and 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 coordinators play an integral role in fulfilling RISD's commitment to provide a positive learning, teaching and working environment for the entire community.

Reporting

Equity & Compliance

20 Washington Place (Prov Wash)

3rd Floor, Suite 321

equitycompliance@risd.edu

[Online Reporting Form](#)

Public Safety

South Hall

30 Waterman Street

pubsafe@risd.edu

For emergencies, 24/7: 401 454-6666

For routine calls, 24/7: 401 454-6376

Non-discrimination Notice

RISD is committed to creating and providing a learning, living, and working environment free of discrimination and harassment for all students, faculty, and staff. Discrimination and harassment are contrary to the standards of RISD's community and goals towards creating an inclusive environment. Discrimination and harassment impede educational opportunities and equal employment. Discrimination and discriminatory harassment on the basis of any protected characteristic under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process within the institution, with the Equal Employment Opportunity Commission, and/or other human/civil rights agencies, will not be tolerated.

Protected characteristics include age, citizenship, color, disability, ethnicity, gender expression, gender identity, genetic information, national origin, pregnancy and related conditions, race, religion, sex, sexual orientation, veteran status, and any other characteristic protected by law.

RISD does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual, perceived, or association with people with protected characteristics. This [Policy](#) covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the RISD community whose acts to deny, deprive, unreasonably interfere with, or limit the education or employment, residential and/or social access, benefits, and/or opportunities of any member of the RISD community, guest, or visitor on the basis of that person's actual or perceived protected characteristic(s), is in violation of this [Policy](#).

Inquiries about sex-based discrimination, Title IX, Title VI, Title VII, ADA/504 and all other forms of discrimination may be referred to RISD's Equity & Compliance team, the U.S. Department of Education, and/or the U.S. Equal Employment Opportunity Commission. RISD's Equity & Compliance team can be reached via email equitycompliance@risd.edu or by submitting an [online reporting form](#).

RISD's Nondiscrimination Policy and Procedures can be located at students.risd.edu/equitycompliance.

Equity & Compliance will promptly and effectively address any such discrimination, discriminatory harassment, and/or retaliation of which it has a report, using the resolution process outlined in the [Nondiscrimination Policy](#).

Mandatory Reporting

All RISD employees (including student employees), other than those deemed Confidential Employees, are Mandatory Reporters and are required to promptly report all known details of actual or suspected discrimination, discriminatory harassment, and/or retaliation to Equity & Compliance.

Disclosures of actual or suspected discrimination, discriminatory harassment, and/or retaliation include, but are not limited to: verbal, written, and/or electronic communications, applications, class discussions, and class assignments that are discriminatory or harassing in nature.

Equity & Compliance can then review available resources, and resolution options, and implement supportive measures with all Parties involved in the reported incident(s). Mandatory Reporters filing a report with Equity & Compliance help initiate the process for individuals impacted by alleged incidents of discrimination, discriminatory harassment, and/or retaliation to get connected to resources and seek action as needed.

Confidential Resources

To enable individuals who have allegedly experienced discrimination, discriminatory harassment, and/or retaliation to access resources and support without submitting a Report to Equity & Compliance, RISD has designated specific employees as Confidential Employees.

Confidential Employees:

RISD Counseling & Psychological Services (CAPS)

72 Pine Street, second floor
Providence, RI 02903
Available 24/7: 401 454-6637

RISD Health Services

72 Pine Street, second floor
Providence, RI 02903
401 454-6625