



RISD SUMMER PROGRAMS

STUDENT HANDBOOK
+ RESOURCE GUIDE **2020**

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Welcome to Rhode Island School of Design **Summer Programs**

This handbook provides students with useful information about school policies and residence hall rules, as well as descriptions of the activities, resources and opportunities available to Summer Programs students. We look forward to having you at Rhode Island School of Design and hope that you enjoy a creatively challenging summer.

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

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

Updated January 9, 2020

Continuing Education*345 South Main St., 2nd Floor*

Monday–Friday: 8:30 am–4:30 pm

401-454-6200

Summer Office *(open during program)**236 Benefit St, 3rd Floor*

Monday–Friday: 8:30 am–5 pm

401-454-6551

Card Services*48 Waterman St.*

Monday – Thursday: 7:30 am–3:30 pm

Friday: 7:30 am–1:30 pm

401 454-6664

Counseling and Psychological Services*72 Pine St. 5th Floor*

Tuesday–Friday: 8:30 am – 4:30 pm

Mondays: 8:30 am – 7 pm

401 454-6637

Disability Support Services*Carr House, 2nd Floor*

Monday–Friday: 8:30 am–4:30 pm

401 709-8460

Fleet Library at RISD*15 Westminster St.*

Monday–Friday: 8:30 am – 6:00 pm

401 709-5900

Health Services*Homer Hall, Residence Life Quad*

Tuesday–Friday: 8:30 am–4:30 pm

Mondays: 8:30 am–7 pm

401 454-6625

Intercultural Student Engagement*Ewing Multicultural Center**41 Waterman St*

Monday–Friday: 8:30 am–4:30 pm

401-277-4908

International Student Services*Carr House, 3rd Floor*

Monday–Friday: 8:30 am–4:30 pm

401 277-4957

Mail Room*20 Washington Place, 1st Floor*

Monday–Saturday: 10 am–5 pm,

401 454-6319

The Met*30 Waterman St., Quad*

Monday–Friday: 7-9 am, 11:30 am–2 pm,

4:30 – 7:30 pm

Saturday + Sunday: 8 am–2 pm, 4:30 –7:30 pm

Nature Lab*Waterman Building, 13 Waterman St.*

Monday–Thursday: 9 am–10 pm

Friday: 9 am–6 pm

Saturday: 9am – 6pm; Sunday: 12–6 pm

401 454-6451

The Portfolio Café*15 Westminster St.*

Monday–Friday: 7 – 9am, 11am-1pm

Public Safety Office*South Hall, 30 Waterman St.*

24 hours a day, 7 days a week

Emergency: 401 454-6666

Residence Life Office*South Hall, 30 Waterman St.*

Monday–Friday: 8:30 am–4:30 pm

401 454-6650

RISD Museum of Art*224 Benefit St.*

Tuesday–Sunday: 10 am–5 pm

Third Thursday: 10 am–9 pm

401 454-6500

RISD Store*Design Center, 30 North Main St.*

Monday–Friday: 8:30 am–7 pm

Saturday and Sunday: 10 am–5 pm

401 454-6464

RISD Store 3D*Bank Building, 27 North Main St.*

Monday–Friday: 9 am–5 pm

401 454-6354

Title IX Coordinator*20 Washington Place, Room 353*

401 454-6919

Summer directory information is subject to change after this document is published. Please visit info.risd.edu for the most up-to-date information. For an interactive campus map please visit the [RISD Campus Maps](#) page on my.risd.edu

ARRIVING ON CAMPUS

Program Check-in + Move-in

If you begin classes the week of June 22, you are encouraged to attend the Program Check-in and Resource Fair on Saturday, June 20, 2020, between 9 am – 2:30 pm, in the RISD Upper Met (entrance is located at 55 Angel Street). At Check-in, you will be given your RISD ID and will have the ability to speak with campus resources such as Health Services, Public Safety, Disability Support Services, risdbucks, and more! Brunch will be available for all students and their guests to enjoy.

If you are a commuting student and your course begins after June 22 or if you are not able to attend the Check-in event on June 20, you will pick up your ID card at the Summer Office, 236 Benefit St, 3rd Floor.

If you are living on campus, you will pick up your RISD ID upon checking into your residence hall.

Orientation + Campus Tour

All students are encouraged to attend the Student Orientation and Campus tour held on the morning of Sunday, June 21 for courses starting the week of June 22 or on Sunday morning, July 5 for courses starting the week of July 6. Orientation schedule details will be sent to your email in advance. Please plan your travel accordingly.

Shipping Packages

If you will be living in RISD housing, you may have boxes shipped to you before you arrive on campus. Please ensure your packages are labeled as follows:

Student's First and Last Name
 Summer Programs, Rhode Island School of Design
 2 College St., # (Mailbox Number)
 Providence, RI 02903

Directions to RISD

Air

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



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

Car

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

From Route 195 West, take Exit 2 (South Main St.). Follow South Main St. to the intersection of South Main and Waterman streets. Turn right onto Waterman St. and proceed to 30 Waterman St.

Train

Amtrak's Providence station is less than a mile from campus. Visit amtrak.com for information and reservations.

CAMPUS RESOURCES

Campus Map

For an interactive campus map please visit the [RISD Campus Maps](#) page on my.risd.edu.

My RISD

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

Mobile users: Download "My RISD" App from the Apple and Google Play stores

Desktop: my.risd.edu

What to Pack

New England weather can be unpredictable, particularly during the summer months, but typically ranges between 80-90°F. Not all residence halls and academic spaces are air conditioned, so it's important to pack a fan and a water bottle to prepare for possible daytime highs in the upper 90's.

The campus is spread across College Hill, so comfortable shoes and sneakers are recommended. Lightweight clothing, and a windbreaker or jacket is appropriate for Rhode Island summer weather, although, the occasional cool evening makes a sweater necessary.

Art Supplies and Presentation Materials

You're encouraged to bring supplies you have from home with you to campus. Specific supply lists will be included with your course schedule.

Art and photography supplies are available in the RISD Store, located in the Design Center, 30 North Main Street. Across the street, the risd:store 3D (in the Bank Building, 27 North Main Street,) carries wood, ceramic, and jewelry supplies, as well as other hardware items. These stores accept cash, checks, VISA, MasterCard and risdbucks

(see below). Students receive an additional discount of 10 percent off academic supplies at the risd:store and risd:store 3D.

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

RISD ID

You must carry your RISD photo identification card at all times, and you are required to show your ID cards upon the request of any college official.

RISD IDs will have many uses, mainly as a "key" to give you access to your residence hall, as well as the RISD Library and academic buildings. If you have a meal plan, the ID can be used at on-campus dining facilities and 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 mutilated, you must report it to the Card Services Office (48 Waterman St., 401 454-6664) or to Public





Safety immediately. If you are unable to get a new ID immediately, Public Safety will issue a temporary ID to allow you access to your residence hall. For temporary dining privileges, you should speak with the dining supervisor.

risdbucks

risdbucks is an optional prepaid declining balance account developed to be a convenient way for you to buy products and services both on and off campus (wherever you see the risdbucks logo). risdbucks is also the only method of payment accepted for on-campus printing (including specialty printing) and laundry. Summer students who are not current RISD degree students may purchase risdbucks guest cards in increments of \$10, \$20 or \$50 at the risdstore, Portfolio Café and The Met.

Residence Life

Residence Life strives to provide an engaging and developmental community experience. RISD Residence Life staffs the residence halls with resident advisors (RAs). RAs are current RISD students trained to build community and provide support to the students attending RISD

Summer Programs. In addition to RAs, professional resident directors (RD) live on campus and also serve as student mentors and resources. The RDs supervise the RAs and manage the daily operations of the residence halls. RAs are a great resource for questions about RISD, Providence or just general advice. They can help navigate campus facilities and suggest local events and attractions off-campus. Like other college students, RAs are busy and may not be available when you stop by their room. If you need something addressed immediately and your RA is not available, you should contact the Residence Life Office or Public Safety.

Residence Life Policies + Handbook

This handbook, the RISD Student Code of Conduct, and the Summer Housing and Dining Contract list the policies and regulations that pertain to residential students. It is an expectation that all residential students review and uphold all Residence Life Policies. These policies can be found by visiting risdhousing.com/residence-life-policies/

Room assignments and arrival instructions will be emailed to you by Residence Life two weeks before arrival.

Rooms are furnished with:

- Bed and mattress (bed size dependent on room type)
- Closet
- Bureau
- Work desk and chair
- Ceiling light
- Electrical outlets
- Wastebasket

You will need to provide:

- Sheets
- Pillows
- Blankets
- Towels

We also suggest you bring:

- Mattress pad
- Desk lamp (no halogen lamps are allowed)
- Fan
- Comfortable walking shoes
- Flip-flops/Shower sandals
- Shower caddy
- Sunscreen
- Hangers

Bedding and linen sets are available to rent through E&R campus rentals (thecampuslaundry.com). Card-operated washing machines and dryers are available in each building.

Residential Insurance

RISD does not assume responsibility, nor carry insurance for loss of, or damage to, personal/rented property of resident's 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.

Internet Service

There is wifi available in all Residence Halls. Additionally, each residence hall room receives one data connection for each resident. Residents must supply their own computer if they wish to use this option (though students may alternatively use the computers in CE computer labs). Information Technology Services (ITS) maintains,

administers and services all data connections in the residence halls. Problems with service should be reported to the ITS Help Desk at 401 454-6106.

Maintenance + Work Requests

All requests for routine maintenance to your room should be directed to the Facilities Department by submitting a work request at workorders.risd.edu. Emergency maintenance needs (broken windows, broken door locks, burst pipes, no heat, etc.) should be reported immediately to Public Safety.

Mail

The RISD Mail Room is located in 20 Washington Place. Students are assigned mail box numbers upon arrival. Have all correspondence addressed to:

Student's First and Last Name
 Summer Programs / RISD
 Two College Street, # (Your Mailbox)
 Providence, RI 02903

Parking

Parking for all summer students—both residential and commuter—must be arranged through Residence Life, which leases space at the Charles Landing Apartments, a ten-minute walk from the center of campus. Summer rates are \$10 per day, \$40 per week or \$200 for a six-week program. To reserve a space, or inquire about parking, contact RISD's Residence Life Office at 401 454-6650 or housing@risd.edu.

Visitor Information

Parents, relatives, and other adult visitors are welcome on campus. Guests may not attend classes and must abide by the same RISD rules as their hosts. Overnight guests are encouraged to book a hotel with one of RISD's partner hotels through our [campus travel portal](#).

Computer Labs

There is Wi-Fi in all RISD buildings and residence halls. To gain internet access to the RISD network, use your RISD account log in. There are several monitored computer labs across the RISD campus; for computer lab locations, a list of equipment, software and printer capabilities please visit celabs.risd.edu.

Printing on Campus

All CE computer labs have printers for student use. Students registered in courses requiring special printers will be given instructions on how to access these in that department. The cost of printing on campus is not included in the course registration. Students are able to pay for on campus printing with risdbucks.

Lockers

Small lockers for storing supplies are available in some academic buildings on campus. Contact Continuing Education for information on the location of lockers available near your class. If there is a limited number of lockers in a particular area, preference is given to instructors and commuting students. Any items left in the lockers will be discarded after the last day of the program.

Dining Services

RISD Dining Services is sensitive to the dietary needs and preferences of a student body representing cultures and religious traditions from around the world. The Metcalf Dining Center, known as “the Met,” is centrally located in the Residence Life Quad. The Met features a prepared-to-order grill, sandwiches, salad and vegan/vegetarian bar, traditional entrées, and an artisan pizza oven. The Portfolio Café, located on the first floor of 15 West across from the Library, serves breakfast and lunch of various grill items, sandwiches and daily specials. If you have specific dietary needs, needs please contact a dining representative noted on the [RISD Dining Services](#) webpage.

Dining for Commuting Students

Commuting students may elect to purchase 30 meals or blocks of five meals at a time by contacting Dining Services at 401-454-6642. You’re are also welcome to purchase individual meals at on campus venues on a cash basis.

Public Safety

The Department of Public Safety operates 24 hours a day, 7 days a week, 365 days a year. The Public Safety office, located on the ground floor of South Hall, 30 Waterman St., is open 24 hours a day. A Public Safety Monitor is also stationed 24 hours a day at the Public Safety Desk at the entrance to 15 West. To review the annual Campus Security and Fire Safety Report visit the [Public Safety webpage](#).

Contact Public Safety for all safety and emergency medical concerns on campus (RISD Public Safety officers are Rhode Island EMTs). Uniformed Public Safety Officers patrol campus buildings and areas of the city around buildings in marked cruisers, on foot and on bicycles.

Public Safety can be reached at 401-454-6666. You’re encouraged to program this number into your phone.

Weapons

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

Health Insurance

Medical insurance is mandatory for all students at RISD, including summer 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. If you don’t have medical insurance from a U.S. domestic insurance company, you may purchase a six (6)-week short term medical insurance policy for \$172. The short-term medical insurance fee is paid directly to University Health Plans. To assist in providing you with the coverage you will need during your summer at RISD, we have contracted with University Health Plans Insurance Program to offer the Summer Programs Student Health Insurance Plan. The plan includes a local and national network of preferred providers, and is designed to be an affordable option.

Health Services

Health Services is a clinic staffed by nurse practitioners, nurses, and office administrators who serve the needs of residential Summer Programs.

students. Health Services is an ambulatory care setting (i.e. sick visits and injuries). Insurance is required for any medical services that a student may require outside of RISD's Health Services. Students can visit healthandwellness.risd.edu for additional information.

Health Requirements for Residential Students

Complete and upload the following health forms on the Health Services portal:

- Completed health forms on the Medicat portal
- Immunization record (a positive titer value for immunity to any of these diseases is acceptable):
 - Hepatitis B (3 doses, or blood test demonstrating immunity)
 - MMR (2 doses, or blood test demonstrating immunity)
 - Varicella (2 doses, or history of disease, or blood test demonstrating immunity)
 - Meningitis (1 dose)
 - Tdap (1 dose in past 10 years - must be Tdap, not Td)
 - Proof of appropriate tuberculosis (TB) screening (PPD skin test or IGRA blood test) - for those students coming from "high TB burden" countries (most countries in Africa, Asia, and Latin America).

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 or ext. 6666. A Public Safety Emergency Medical Technician (EMT) will respond. If necessary, Public Safety will arrange transportation to an appropriate medical facility and/or an arrangement will be made for you to speak with the counselor on-call.

Medical Specialists

When necessary, transportation to specialist 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.

Disability Support Services

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

Requests for accommodations should be made shortly after enrolling in Summer Programs and at least two weeks prior to the start of the program. Arrangements for all accommodations requested less than two weeks before the start of the program/course(s) cannot be guaranteed, as most accommodations take time to arrange. Failure to make formal requests as early as possible may limit our ability to meet your needs. Please note that modifications cannot be made to the program structure, academic requirements or course curriculum. Learn more on the [Disability Support Services webpage](#). If you need access to the RISD Continuing Education offices at 345 South Main Street, Providence, please contact Continuing Education at 401 454-6201 during office hours or cemail@risd.edu for further assistance.

Counseling and Psychological Services

RISD Counseling and Psychological Services (CAPS) is available to meet with students for individual counseling. CAPS may also provide emergency evaluations, urgent assessment, and triage for students experiencing a psychological emergency. If off-campus care is needed/desired, CAPS can assist students in connecting to local mental health resources. CAPS does not have on-site psychiatric medication services available during the summer; however, staff can share recommendations for local medication providers if needed. Students can visit healthandwellness.risd.edu for additional information.

Office of Intercultural Student Engagement

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

Campus Reflection Rooms

Reflection Rooms are peaceful spaces dedicated to those practicing or curious about faith and religion. Open daily to the RISD community in Homer Hall and the 2nd floor of 15 West, these are serene spaces where students are able to engage in prayer, meditation and personal reflection. A map of [local places of worship](#) can be found on RISD's Office of Intercultural Student Engagement website.

Office of International Student Services

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

Fleet Library at RISD

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

RISD Museum of Art

The RISD Museum of Art boasts a world-class collection of more than 84,000 objects tracing the history of art from ancient Egypt to the present. You may visit the museum free of charge with your RISD ID card.

Nature Lab

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

Academic Work Spaces, Equipment + Department Lab Use

Summer Programs courses reflect the rigor of RISD degree courses and therefore require a significant amount of work to be produced outside of class time. Whenever possible, you're given the opportunity to access and use academic space and equipment (as designated) during non-class time. In some cases, it will be dedicated space, but in most cases rooms are shared with other students and classes so use will be limited to a specific schedule and/or monitored time period each week (including weekends). Instructors will provide information on space access and equipment use.

Please be mindful of department space and equipment rules and use only materials and methods appropriate to the space. Also, you're responsible to keep the space clean and you should not leave projects, materials and supplies in a room overnight, unless the instructor has confirmed it is a dedicated space. All students are advised to not leave unattended valuables, important projects, supplies, etc. in any academic space at any time. If you are unsure of access and use of a space or equipment please contact the Continuing Education office.

Summer Faculty Exhibition

A show of selected work by RISD summer faculty members will be on display at Woods-Gerry Gallery, beginning with an opening reception mid-July.

Open Studios

Studio courses will end with the opportunity for you to show your work and see the work of other courses during "Open Studios". Open Studios will be held on the last day of class from 4–6 pm in the primary classroom of each course. On the last day of the program, Friday, July 31, Open Studios will include hosted refreshments. Students should arrange travel and time on campus accordingly in order to participate in and invite guests to Open Studios.

Art + Design for Good Lecture Series

On several Wednesdays at noon, Summer Programs will host lectures featuring Artists and designers whose practice seeks to benefit our culture and world. They will share an in-depth view of their work and vision. Students and guest visitors from all creative practices are encouraged to attend as the topics are interdisciplinary in nature.

Entertainment

Summer students are encouraged to take advantage of Providence's rich cultural resources. Nearby theaters exhibit foreign, classic, and first-run films. In addition, many shops and galleries are located within walking distance. Students are encouraged visit www.goprovidence.com for information on entertainment and cultural opportunities, as well as a calendar of events.

PROCEDURES + POLICIES

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

Class Schedule

All students will receive their class schedules via email prior to the start of their class (provided their account is paid in full and all required forms have been submitted and in order). If you don't receive your class schedule by one week prior to your first class, you may contact the Continuing Education at 401 454-6200 for further assistance.

Financial Obligations + Balances

Summer Programs student accounts are handled by the Continuing Education Business Office located at 345 South Main Street. If you have any questions concerning the status of your account, our Student Accounts Manager is available to assist you, and can be reached by calling 401 454-6210. If you have an unresolved balance on your account (such as unpaid tuition, fees, returned checks or invalid credit accounts) by the start date of the program, you will not be able to attend class.

Attendance Policies

RISD's attendance policy requires students to attend all classes regularly and promptly. Absences and tardiness are recorded daily on each student's record and are considered by faculty when assigning final grades. Students missing two or more classes may be dismissed from the class. Students missing a class should contact the instructor prior to the class being missed, and gain information on the content missed and how best to keep up to date with assignments.

Grades

Students receive a letter grade for each course. Grades are mailed to their mailing addresses approximately four to six weeks after the semester ends. Per RISD's policy, grades cannot be sent by email or provided over the

phone and will be withheld from students with any outstanding bills including damages, library fines, keys, balances due at the risd:store, or any other fees until payment is made in full.

Please note: Incompletes "I" or extensions on assignments are not allowed for Summer Programs.

Grade Changes and Appeals

All students have the right to be graded fairly and to understand how a course grade is determined. It is, however, the instructor's responsibility to set the grading policy for their course and use their best judgment in evaluating and grading students' work.

Once an instructor submits grades for a class with the RISD CE Office, the grades are recorded on the student's permanent record and may change only by following the grade appeal rules and procedures outlined below. A student who is not satisfied with their final grade may appeal it by following the grade appeal procedure. Once a student contacts an instructor regarding a grade appeal, records of all graded material must be maintained by both the student and the instructor until the matter is resolved. If the instructor is not available, or no longer works at RISD Continuing Education, the Program Manager should act on behalf of the instructor.





Grades may be appealed for the following reasons:

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

Grades may not be appealed for the following reasons:

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

- The student’s interpretation of the syllabus, such as claims that an instructor’s standards are too high, that assignments are unreasonable, or that other course-related practices or expectations applied to the class as a whole (e.g., an instructor’s policy regarding attendance or missed deadlines) are unfair.
- The student comparison of grade policy with different courses or different sections of the same course.
- The impact of a grade on a student’s academic progress or eligibility for scholarships, veteran’s benefits, or financial aid.

Grade Appeal Policy

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

Informal Grade Appeal

If the student believes their grade is incorrect or unfair, they must discuss the matter first with the instructor.

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

Formal Grade Appeal

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

2. If the matter remains unresolved, the student should contact the Assistant Director for Academic Advising in writing with their concerns. At that time, the Assistant Director for Academic Advising will review the request with the appropriate Program Manager, who will contact the instructor to review their grading policy, included in the course syllabus and specifics regarding the grade, to make a decision regarding the merit of the grade change request. The Program Manager will inform the Assistant Director of Academic Advising, who will contact the student in writing with the result of this discussion.

3. If the matter still remains unresolved, the student may request a meeting with a committee comprised of the Assistant Director for Academic Advising, the Program Manager and/or Associate Director for Business Operations + Enrollment, providing any supporting materials for consideration. If this committee determines that the grade should be changed, it will request that the instructor make the change, providing the instructor with a written explanation of its reasons. The Assistant Director for Academic Advising

will contact the student in writing with the result of this discussion. Should the instructor decline to change the grade; they must provide a written explanation for refusal. If the committee determines that the student’s appeal should be denied, the decision is final and the matter will be considered closed. (Note: RISD CE reserves the right to appoint a designee in place of one of the committee members, should they be unavailable to participate.)

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

Withdrawals + Refunds

To officially withdraw, submit written notification to Continuing Education, either by email to summer@risd.edu, in person, or by mail or fax. Refunds are calculated according to the [refund schedule](#), and are based on the date the written request is received in the CE Office or, if mailed, the date of the postmark. Refunds may take up to six weeks to process. Refunds are issued in the form of a check payable to the student or if student pays by Flywire, a refund will be issued to the original payment method. Failure to properly withdraw will result in a permanent grade of F on the student’s record.

Important: Simply notifying the instructor or failing to complete a course does not constitute an official withdrawal.

RISD refunds tuition and fee payments in full for registrations that are not accepted or for which registration is closed. No tuition is refunded to students who are asked to leave a program for a violation of school policies or regulations. Tuition deposits, housing

and dining deposits, and lab and registration fees are nonrefundable. The percentage of the tuition and housing/dining fees refunded, minus deposits, any transaction fees, and lab and registration fees, depends on the date the written request is received in the CE office.

Violation of Student Code + Refunds

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

Acceptance + Transfer of Credits Pre-Approval Form

Rhode Island School of Design Department of Continuing Education (CE) offers credit-bearing courses during the summer session only. While the credit offered by CE is distinct from credit courses offered in RISD degree programs, CE is in compliance with all relevant NASAD guidelines concerning the number of required contact hours mandated for credit courses.

Students from institutions other than RISD: It is at the discretion of the student's home institution to make decisions about what credits it will accept. We suggest that prior to registering, students consult with their department or academic advisor for confirmation that the course credit will be accepted and meet their individual academic requirements. Students who are not RISD matriculated students may transfer the credit earned from CE Summer Studies courses to their home institution by requesting an official transcript. Students should also retain copies of all course syllabi to present to their institution for assessment of course content for consideration of course waivers or acceptance as credit.

RISD Matriculated Students: RISD CE credit is treated as transfer credit by RISD's undergraduate degree programs. Although the course is recorded in the student's transcript, the grade is not; nor is the grade counted in the calculation of the student's GPA. Different policies apply regarding the transferring of RISD CE credit to RISD degree programs, depending on whether the student is an undergraduate or a graduate student, and on whether the course is a studio course or a liberal arts course, as follows:

RISD Undergraduate Students: RISD undergraduates are not permitted to transfer more than 12 credit hours

towards their degree from outside of the RISD degree program, including those from the RISD CE Summer Programs. Those students interested in taking a CE Summer Programs course must obtain approval from their Department Head or major advisor BEFORE enrolling in one of these courses, making sure to get the appropriate signature on the Summer Undergraduate Credit Pre-Approval form, available in the RISD Registrar's Office and the Continuing Education Office at 345 South Main Street. This form must be submitted to the RISD Registrar's Office. Summer Programs transcripts for RISD undergraduates are automatically sent to the Registrar's Office after grades have been processed.

RISD Graduate Students: Transfer credits from outside the RISD Graduate Degree Programs—including RISD CE Summer Programs courses—are not ordinarily accepted by RISD. Check with your Graduate Program Director or Department Head for more information.

Transcripts

A transcript is an official record of grades, often requested by institutions to which a student is applying for admittance. Transcripts are processed after grades are sent, approximately four to six weeks after the program ends. For an official transcript, RISD Continuing Education uses Parchment to process transcript requests. You may order paper transcripts or e-transcripts with this service. To order official transcripts, please visit the [Parchment Transcript Request](#) page. If you have requested transcripts via Parchment for RISD Continuing Education prior to August 1, 2018, you will be required to create a new username and password. Please note: RISD degree students should visit the RISD Registrar's Office to request a transcript.

Letters of Recommendations

If you would like an instructor to write a letter of recommendation, please discuss the matter with them before the end of the course. RISD Continuing Education staff may not be able to release instructor contact information.

RISD Academic Code of Conduct + Code of Student Conduct

All Summer Programs students are responsible for reviewing and upholding the RISD Code of Conduct. Students can review these policies by visiting: policies.risd.edu.

RISD CE Addendum to the RISD Code of Conduct and RISD Academic Code of Conduct

Summer Programs, Pre-College, Adult Certificate and Young Artist Programs are housed within RISD Continuing Education. RISD Continuing Education oversees and facilitates conduct procedures for students enrolled in RISD CE courses, programs and workshops. The following addendum covers all students who are enrolled in CE programs with the exception of students enrolled in the Pre-College Program, who follow the processes and procedures in the Pre-College Code of Student Conduct. The Coordinator of Student Conduct + Compliance will be consulted to confirm institutional consistency and best practices.

The following points serve as an addendum to the [RISD Code of Conduct](#) and [Academic Code of Conduct](#) for CE students that are not enrolled in a RISD undergraduate or graduate degree program.

- RISD Continuing Education staff may serve as the Conduct Administrator.
- If a RISD email is not provided, the institution will communicate with students on conduct procedures through the email that the student has provided. Students are required to submit a monitored email when registering or applying to a RISD CE program.
- The Associate Director, Business Operations + Enrollment of RISD CE will function in the role of "Dean of Students" as cited in the Code of Conduct for non-degree seeking students.
- Appeals must be submitted to the Executive Director of Continuing Education within 48 hours of notification by a Conduct Administrator.
- With allegations of academic misconduct, instructors should consult with the appropriate Program Manager as cited as "Department Head" in the Academic Code of Conduct.
- If a Conduct Board is warranted, RISD CE will construct and facilitate the procedure. Conduct Boards will not be used in the Pre-College Program.

Academic Code of Conduct

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

Academic writing must follow conventions of documentation and citation. Others' ideas—whether quoted directly or paraphrased, whether taken from a book, website, or lecture—must be clearly attributed both to provide a record of the writer's research and to avoid plagiarism, or presenting another's ideas as one's own. 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 instructor concerning what materials and types of collaboration are permissible.

- **Plagiarism** The passing off of someone else’s ideas, writing, or work as one’s own is plagiarism. Appropriate methods and forms of attribution vary by discipline. Some courses will include instruction in appropriate conventions for citation and attribution within the field. Students are expected to seek out relevant guidelines on their own (the RISD Center for Arts and Language offers resources and guidance), to ask the instructor when in doubt about standards, and to recognize that they are ultimately responsible for proper citation.
- **Falsification and Fabrication** The attribution of information or material included in one’s work to a false or fabricated source, or the falsification or fabrication of the information or materials themselves.
- **Unauthorized Reuse** The submission of work to satisfy requirements for one course that has previously been submitted for another course. Students are expected to create new work in specific response to each assignment, unless expressly authorized to do otherwise.
- **Unfair Academic Advantage** For purposes of the Academic Code of Conduct, Unfair Academic Advantage is the theft, destruction, or defacement of, or other interference with the work of other students for the purpose of gaining academic advantage. This includes but is not limited to the engagement in activities that place other students at an academic disadvantage, such as theft, concealment, or alteration of needed resources or other materials; or other manipulation of the academic system in one’s favor.
- **Noncompliance with Course Expectations** The violation of specific course expectations set forth in a syllabus or otherwise provided to the student by the instructor whether verbal or written.
- **Disruptive Behavior** Interference with teaching, learning, and other activities—disrupting, obstructing, or interfering with the proper conduct of teaching and learning (including noncompliance with course expectations as outlined within

documents given by instructors*), other RISD-related activities, or other legitimate activities of other members of the RISD community, or breaching the peace of other members of the RISD community.

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

Procedures

If academic misconduct is suspected, the instructor must first speak with the student prior to any action taken to help determine whether the suspicion is warranted. If so, the instructor should then confer with their department head and dean for advisement for clarification of the following three options. The accusing instructor and the Department Head and / or Dean should consult the Coordinator of Student Conduct to determine whether the

student has a record of similar misconduct on file with the Student Conduct Office and/ or to seek further guidance.

A. Teachable Moment

If an instructor suspects that a student has engaged in academic misconduct, in addition to discussing the matter with the student, the instructor may elect to

require the student to redo the assignment correctly, in accordance with academic standards, or reduce the grade on the assignment. If the assignment grade is lowered to a ‘D’ or higher, and if the 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 instructor’s grading was unfair.

B. Grade of ‘F’ for Assignment and/or Grade of ‘F’ for Class

If, after discussing the matter with the student, Department Head/Dean, Coordinator of Student Conduct and others who are deemed appropriate, an instructor decides to give the student a failing grade for the assignment or course because of academic misconduct, a notice of failure is sent to the student in writing, and given to the student in person in a

meeting with the instructor, the Department Head, and a representative from the Office of Student Affairs. The notice should outline the findings of the instructor issuing the Notice of Failure and the given grade of “F”. This notice is copied to the Coordinator of Student Conduct, The Registrar’s Office (if grade F for Class), Student’s Department Head and Division Dean. The Notice of Failure makes the student aware of academic standards as well as put them on notice that further violations of academic misconduct could lead to permanent separation from the college.

C. Conduct Board Hearing- A student may be called before the Conduct Board in the following situations:

(Procedures for the Student Conduct Board can be found under RISD Code of Student Conduct and Procedures.)

- An instructor believes the student has committed an act of academic misconduct that merits severe disciplinary action beyond a failing grade for the assignment or course (e.g. suspension or expulsion).
- An instructor wishes to have the Conduct Board review the case and make a determination that a violation of the Academic Code of Student Conduct occurred as well as provide the appropriate sanction if the student is found responsible for a violation of the Academic Code of Student Conduct.
- A fellow student has reported a violation of Academic Misconduct and wishes that the board hear the case and determine whether or not a violation of the Academic Code of Conduct has occurred

Appeals

Students who are sent directly to the Conduct Board (option C) follow the appeal procedures outlined within the RISD Code of Student Conduct and Procedures.

For Procedures Option B Only. A student who wishes to appeal or challenge the sanction of Option B. Grade of ‘F’ for assignment and/or grade of ‘F’ for class must do so in writing to the Dean of Student Affairs or designee within 7 “school days” from the date of the “notice of failure” and should outline the following points:

- The circumstances surrounding the incident and
- Why the student feels that the incident does not constitute Academic Misconduct as outlined by the Academic Code of Conduct

The Dean of Student Affairs or Designee will then decide, after conferring with the instructor and Department Head whether or not an appeal is warranted. If the appeal is granted, the Dean of Student Affairs will forward the information to the Coordinator of Student Conduct who will convene the Student Conduct Board, which will hold a hearing based on the procedures in the Student Code of Conduct.

Photographs and Videos

RISD CE occasionally takes photos and videos of students and their artwork for the purpose of promoting Summer Programs on our website and in our catalogs and other print materials. If you are currently registered in a Summer Programs course and would like to request that your photo or video not be taken or shared, please make your wishes known to the photographer or videographer during class, and we will be happy to accommodate you. All photos and videos are the property of RISD CE.

Use of Student Artwork

In accordance with RISD’s Intellectual Property Policy, Summer Programs students generally own, and are free to exploit, the intellectual property rights to the artwork they produce in CE classes, while RISD CE has a limited right to make use, and display images of student artwork for marketing, promotional, archival, reference, research, classroom, educational, and other noncommercial purposes. RISD CE will credit students for the use of such images wherever possible. Reproductions of student artwork may be edited at RISD CE’s discretion, but in doing so, RISD CE will make a good faith effort to act respectfully and responsibly so as not to unduly compromise the integrity of the original artwork.

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

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

1. The right to inspect and review your education records (with certain limited exceptions) within 45 days of the day RISD receives your request for access. You should submit any such request to Continuing Education in writing, identifying the records you wish to inspect. Continuing Education will make arrangements for access and notify you of the time and place where the records may be inspected. Records that are customarily open for student inspection will be accessible without written request.
2. The right to request the amendment of your education records if you believe them to be inaccurate. You should submit any such request to Continuing Education in writing, clearly identifying the records that you want to have amended and specifying the reasons you believe them to be inaccurate. Continuing Education will notify you of its decision and, if the decision is negative, of your right to a hearing regarding your request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.
3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

One such exception permits disclosure to “school officials” with “legitimate educational interests.” A “school official” is any person employed by RISD in any administrative, supervisory, academic or research, or support staff position (including public safety and health services staff); any person or company with whom RISD has contracted to provide a service to or on behalf of RISD (such as an attorney, auditor, or collection agent); any person serving

on RISD’s Board of Trustees; or any student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a “legitimate educational interest” if the official needs to review an education record in order to fulfill the official’s professional responsibility.

Another such exception permits RISD to disclose your “directory information”, consisting of your name; local, home, and e-mail addresses; local and home telephone number; enrollment status/rank; dates of attendance; certificates received; student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems; most recent educational agency or institution attended; and photograph, to anyone within the RISD community and to the general public. Students who wish to have their directory information withheld must notify Continuing Education in writing. Please note that such a notification will prevent Continuing Education from providing your directory information to your friends, prospective employers, arts organizations, and others with whom you may wish us to share such information, so make your decision carefully. You may give such notification at any time, but it will be effective only prospectively.

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

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

COMMUNITY STANDARDS

Title IX

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

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

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

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

Title IX Coordinator

20 Washington Place Room 353

slake@risd.edu

401-427-6919

Learn more about RISD's commitment to Title IX:

<http://sexualmisconduct.risd.edu>

Non-discrimination Notice

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

