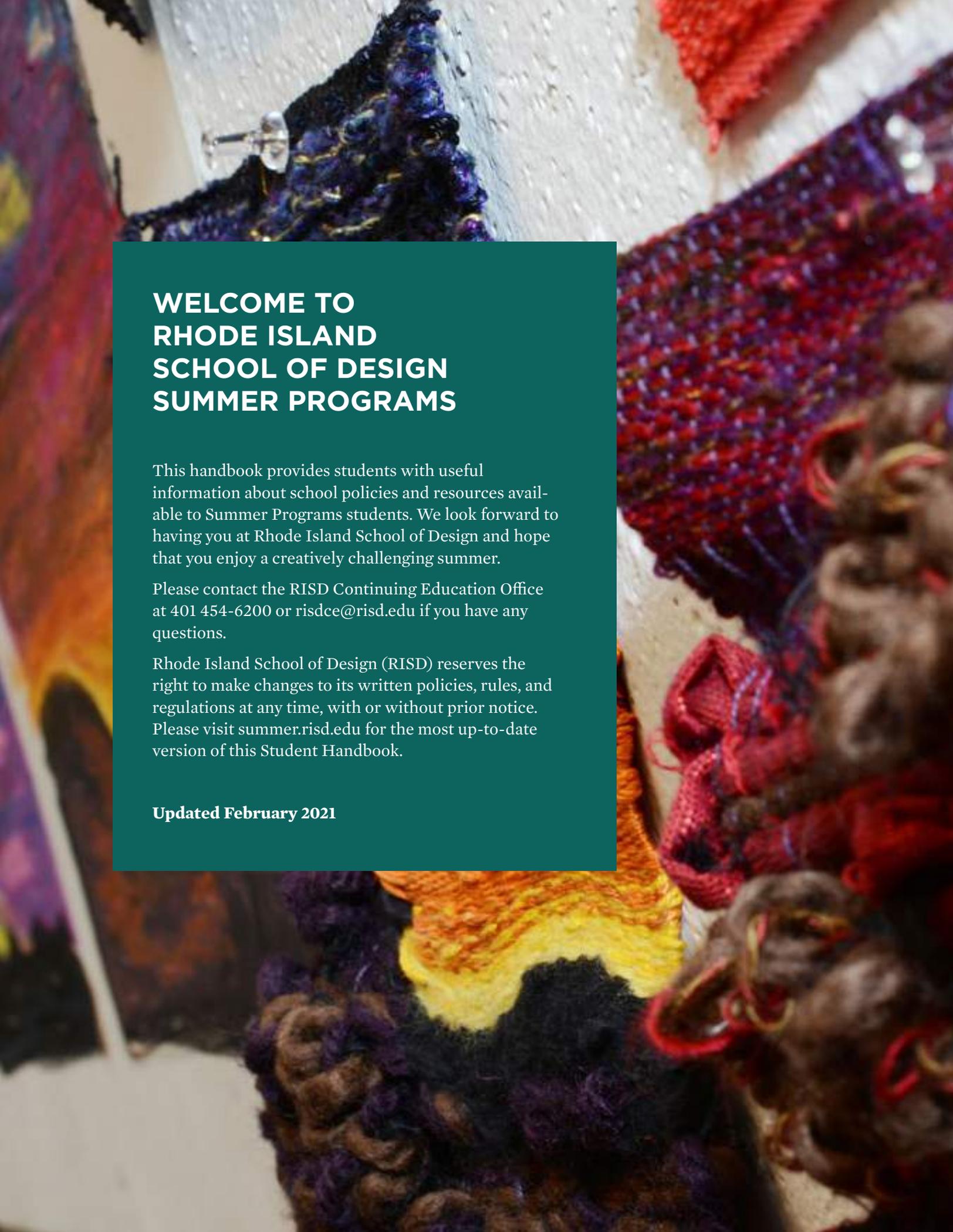




**RISD
SUMMER
PROGRAMS**

STUDENT HANDBOOK
+ RESOURCE GUIDE
2021



WELCOME TO RHODE ISLAND SCHOOL OF DESIGN SUMMER PROGRAMS

This handbook provides students with useful information about school policies and resources 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 risdce@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 February 2021

TABLE OF CONTENTS

PROGRAM DATES	4
DIRECTORY	5
PROGRAM INTRODUCTION	6
STUDENT SUCCESS	10
STUDENT RESOURCES	13
ACADEMIC STANDARDS + POLICIES	16
CODE OF CONDUCT	23
COMMUNITY STANDARDS	29

A close-up photograph of a hand holding a yellow pencil, drawing a grid pattern on a piece of paper. The background is slightly blurred, showing more of the drawing and the hand. The overall tone is warm and focused.

IMPORTANT PROGRAM DATES

June 21, 2021 First day of Summer Credit Programs

July 5, 2021 Independence Day (observed), No classes held

July 30, 2021 Last day of Summer Programs

All online courses offer three (3) credits and run for six weeks from June 21 – July 30, 2021. Choose from studio courses that offer live sessions across two schedules and liberal arts courses that are delivered asynchronously:

Schedule A: June 21 – July 27, 2021, Mondays + Tuesdays, 10 am – 1 pm ET, Online, Live

Schedule B: June 24 – July 30, 2021, Thursdays + Fridays, 10 am – 1 pm ET, Online, Live

Asynchronous Schedule: June 21 – July 30, 2021, Online, No Required Meeting Times

DIRECTORY

Continuing Education

Monday–Friday: 8:30 am–4:30 pm

401-454-6200

Disability Support Services

Monday–Friday: 8:30 am–4:30 pm

401-709-8460

Disabilitysupportservice@risd.edu

Fleet Library at RISD

401-709-5900

library.risd.edu

RISD Nature Lab

401-454-6451

naturelab.risd.edu

Public Safety Office

24 hours a day, 7 days a week

Emergency: 401-454-6666

RISD Museum of Art

401-454-6500

risdmuseum.org

RISD Store

401-454-6464

risdstore.com

RISD Store 3D

401-454-6354

risdstore.com

Title IX Coordinator

20 Washington Place, Room 353

401-454-6919

Directory information is subject to change after this document is published.

Please visit info.risd.edu for the most up-to-date information.



PROGRAM INTRODUCTION

Each summer hundreds of students from all over the world experience RISD Summer Programs online. Courses are open to matriculating students, RISD alumni, art and design professionals and those considering a degree in the visual arts.

Students will have access to renowned RISD faculty and the personalized instruction needed to advance their creative practice. All courses offer three (3) credits and run for six weeks.

Registration and participation in classes is open to students who have graduated high school and are 18 years of age or older.

Online Program Delivery

Online Learning Platform (Including Live Sessions)

Throughout the program, students will interact with their instructor and peers in two ways: through live Zoom sessions and through our Canvas online course management system. The instructor uses a mix of live and recorded video sessions to respond to student images and discussion posts, invites students to share in progress work, presents projects and ideas, and connects one-on-one and in small groups—providing direct and responsive support for advanced learning.

These courses are a mix of synchronous (live) and asynchronous (recorded) activities. This means:

- Zoom sessions will be at a set date and time (Eastern Time). You will be required to attend and be an active participant.
- In addition to the Zoom sessions you are expected to log into the online course management system daily to post images, participate in discussion boards, watch demos and tutorials and keep pace with assignments.
- You'll have access to the online course content any time of day or night.
- The majority of class content, assignments, demonstrations and tutorials will be online. You will need to schedule your own study, research and creative time.

Class Schedule

Classes meet on days as assigned on your schedule. All class times are Eastern Standard time.

Synchronous Schedule A

June 21–July 27, 2021 (no class July 5)

Mondays + Tuesdays, 10 am–1 pm ET

Online, Live

Synchronous Schedule B

June 24–July 30, 2021

Thursdays + Fridays, 10 am–1 pm ET

Online, Live

Asynchronous Schedule

Liberal Arts

June 21–July 30, 2021

Online, No Live Sessions

Technology Requirements

To successfully engage in each class students will need the following:

- Computer or Laptop (not small devices)
- Connection to high-speed internet service
- Web browser such as Chrome, Firefox, Safari, Edge or Internet Explorer 11.
- Course Specific Software (listed in course description)
- Proper lighting on your face

Accessing Canvas

Communication on how to access Canvas will be sent to the primary email associated with your registration account (cereg.risd.edu).

Your course will be available to access on Canvas, our learning management system, beginning at 12:00am ET on the start date of the course.

Link: <https://risdedu.instructure.com/login/canvas> (you may wish to bookmark this page for future use, as this is where you will regularly access your course materials).

If this is your first time accessing a course on Canvas, please follow the steps below to set up your account prior to the start of class:

1. Visit [Canvas](#) and select “Forgot Password”
2. On this screen, enter your username, which is the same username as your cereg.risd.edu username and then you will receive an email with a link to set up your Canvas password
3. You can then log in using your username and your new password (Both your username and password are case sensitive. If, at a later time, you change your username on our registration site, cereg.risd.edu, your Canvas username will also be changed.)

If you are having trouble accessing your account, call or chat with the Canvas Support Hotline. Click on the Question Mark icon in the far-left global navigation menu or call 877.249.5405

Technical Support

Online learning necessitates significant engagement with technology including hardware, software and the internet. Students should confirm that all of their personal equipment, software and services are in good working order prior to the first class.

Please contact the Canvas Support Hotline at 877-249-5405 if you have any issues accessing your account. Canvas provides resources on how to best navigate the LMS and resolve issues. Links to Canvas support are provided in the class portal. Students should review these links when they first login and throughout the course.

RISD CE also provides technical support through our dedicated technician, as well as RISD’s ITS department. Contact CE Technology Specialist Dean Abanilla at dabanill@risd.edu or visit itservices.risd.edu

RISD’s Online Learning Etiquette

Be prepared

- Test all technology (including camera/video, Wi-Fi, and screen sharing) before the class meeting.
- Read the expectations for class for the given day and come prepared.

Be aware of your surroundings

- Find the quietest space you can for your Zoom meetings.
- Turn off all notifications and make sure your cell phone is on silent.
- Do not have an animated or otherwise distracting/offensive virtual background.
- Eliminate visual distractions in the frame of your camera if your background is live.

Be aware of yourself

- Be sure you are visible on camera with adequate lighting. You should be seated during a Zoom

meeting, not reclining or pacing the room.

- Mute your audio to start the meeting and when you are not speaking.
- Be presentable in your clothing—no pajamas. If you need to turn off your video, please reach out to the instructor before the class meeting.
- If you need to leave the meeting briefly, mute your audio and video.

Be courteous

- Don't stare at your phone, your tablet or anything else while other people are presenting.
- Don't work on other tasks (like checking email, watching streaming services) during the virtual meeting.
- Try not to interrupt other people when they're speaking. Use the hand raise function or raise your hand on camera.
- Limit informal private chat with others in the class during the meeting.
- Avoid eating during meetings unless the instructor has specifically encouraged this.

Privacy Online

- Respect other students' privacy and intellectual property; do not share personal information or images online without permission, or repost other students' work to public forums.
- Respect your instructor's intellectual labor: do not record classes or post or share by any means any videos, URLs, links, websites, or other class materials without prior approval of your instructor.
- Do not send or share personal or confidential information via e-mail or learning platform.
- Do not give another person your email or learning-platform username or password or request that someone else log into your account to perform any action in your stead.



STUDENT SUCCESS

The essential elements for success in the Summer Programs are a passion to create, a willingness to try new ideas, being open to working differently and a strong work ethic. This is an intensive program and students may need additional academic support such as private tutors and/or other wellness resources not provided by the program.

Each student will be assessed and graded on their engagement and performance, so it's important to be prepared and limit competing priorities.

Be sure to communicate with your instructor about any questions, concerns or understanding of the class expectations and assignments.

Dedicated Workspace

Having dedicated work, documentation and presentation areas are essential to support your creativity and class requirements. Most students do not have access to an art studio nor is it required to create work for your class. Prior to the start of class create the following areas that you will have continual access to throughout the program.

Creative Workspace

- Your work space should include the following:
- Flat tabletop and/or floor space to work on
- Protect the area by covering floors, carpet, wallspace and valued items
- Organize your supplies so they are easily accessible
- Computer access for reference and class interaction
- Wall Space to hang your references and work for viewing and presentation during class

- A mirror to view your work in reverse and double the viewing distance in tight spaces
- Good lighting on your work space and on your work when presenting

Documentation and Presentation Area

- Proper representation of your work is critical to assure your work is being assessed accurately. Create dedicated space for photographing or videoing your work. The area should include:
- A clean, white area (wall, paper or fabric) that provide extended and uninterrupted space around the work you are documenting
- No distracting items or backgrounds (drinks, tools, devices, etc.)
- Even spread lighting such as daylight or flood lamp bulbs
- Short chair, stool or step stool to stand on
- Be sure to follow all presentation guidelines from your instructor

Student Engagement

In order to successfully engage in online learning students should:

- Enroll and Log-in prior to the first day of class and learn how to navigate the course pages and attend zoom sessions
- Review all course content: syllabus, demos, videos and other resources
- Pay attention to and plan your workload in order to meet deadlines (late and incomplete work may not be accepted by your instructor)
- Plan to log into the course daily to keep up with new materials, information, etc.
- Participate in discussions in the discussion boards, as well as live sessions
- Be aware that non-engagement with the class and missing more than two live class sessions can result in suspension and removal from course access

Communication

Proactive and coherent communication during the program is essential. Students should follow all instructions on how, when and where to communicate.

With Your Instructor + TA

All communication with instructors and the Teaching Assistant (TA) takes place during zoom sessions or through Canvas (not through email). It is important to consider the following:

- Your instructor and TA are there to help you and students are expected to advocate for themselves

- Class announcements are posted regularly on the course portal which are also sent to the primary email address on file, so check your email regularly.
- Non-communication may be interpreted as non-engagement and a lack of critical inquiry

With Your Peers

Engaging in positive community building and creative support with classmates is a vital component to a RISD education. In fact, we find that offering and receiving support, encouragement and feedback from classmates is essential to our growth as artists and designers. As such students are encouraged to use the Zoom meetings and course platform to:

- Share Ideas and Inspiration
- Critique Your Peers Work Using Visual Language
- Challenge Each Other to Improve
- Be Open to Other's Experience
- Respect Each Other's Perspective

With RISD CE

RISD Continuing Education values all our students and family members and welcomes the opportunity to serve you. If you are in need of administrative or registration support, or would like to learn about the resources available to you please visit the Student Resource section of this handbook or contact us:

visit: ce.risd.edu,

email: risdce@risd.edu

call: 401-454-6200

Generally speaking, RISD CE Staff and Instructors will return inquiries within 24 – 48 hours, but that timeframe may be extended during particularly busy times such as registration open dates, program start and ending dates.



STUDENT RESOURCES

Disability Support Services

Rhode Island School of Design Continuing Education attempts to make its classes, programs, events and services accessible by providing reasonable and appropriate accommodations. Requests for accommodations should be made at the time of registration. Arrangements for all accommodations requested less than two weeks before the start of the program/course(s) cannot be guaranteed, and many accommodations take time to arrange. It is in your best interest to make your formal requests as early as possible to ensure accommodations are in place prior to the start of the program/course(s). Failure to do so might limit our ability to meet your needs. Please note that modifications cannot be made to program or course curriculum.

COVID-19 Update: Students interested in registering for academic accommodations can connect with RISD Disability Support Services via virtual intake meetings through Zoom. Please reach out to disabilitysupportservices@risd.edu to schedule an appointment or to learn more about how DSS can support you.

Fleet Library at RISD

library.risd.edu

Founded in 1878, the RISD Library is one of the oldest independent art college libraries in the country. Its circulating collection of more than 150,000 volumes offers unusual depth and richness in the areas of art, architecture, design and photography. The collection provides strong historical and contemporary perspectives, and specialized materials in landscape architecture, ceramics, textiles and jewelry support upper-level research. RISD's specialized library is also noted for its artists' books collection, its rare books, some 400 periodical subscriptions and collections of outstanding visual resources. RISD CE students may use the Library facilities, but do not have borrowing privileges. If you would like borrowing privileges, you may become a member for a discounted

rate of \$25 a year.

COVID-19 Update: Fleet Library has expanded its collection of free/open electronic resources. Please view the Free/Open Resources page for more information. For questions, please contact risdlib@risd.edu.

RISD Museum of Art

risdmuseum.org

A major cultural institution in Rhode Island, the RISD Museum houses more than 86,000 works of fine and decorative art ranging from ancient times to the present. It is the only comprehensive art museum in southeastern New England and, as such, is a vital cultural resource both for RISD and the broader community. With seven curatorial departments, the museum offers a rich and varied program of exhibitions, lectures, tours, workshops and publications. It is dedicated to the interpretation of art and design from diverse cultures, and to educating and inspiring artists and designers, families, scholarly researchers and students of all ages.

COVID-19 Update: The RISD Museum is closed for in-person visits, but CE instructors and students can continue to virtually explore art and ideas. Museum staff are supporting students through expanded virtual open hours, pre-professional opportunities, and more, and will work collaboratively with faculty to develop virtual, live or asynchronous class visits and assignments. Faculty and students are encouraged to utilize the museum's expansive digital content and resources like the online collection and open API. For parents, teachers and learners of all ages, visit the connect through art anywhere page to discover hands-on activities, teaching resources and more. Learn more and request a virtual class visit [here](#).

RISD Nature Lab

naturelab.risd.edu

RISD's Nature Lab is a unique resource for examining, exploring and understanding the patterns, structures and interactions of design in nature. A 1920 graduate of RISD and a long-time faculty member, Edna Lawrence founded the Nature Lab in 1937. Since then its collections – along with specialized microscopes and other equipment for studying them – have continued to grow to include more than 80,000 specimens and other items of natural history. The Nature Lab also houses live animals and plants, a natural history reference library and clipping file, and archives of slides, tapes, videos and x-ray photographs.

COVID-19 Update: The Nature Lab is closed to visitors until further notice. Staff are available for online consultation and technical support for RISD students and RISD faculty, according to equipment and specimen availability. Please view the [contact page](#) to email requests and questions to specific individuals.

RISD Store

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

RISD 3D Store

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

COVID-19 Update: Although the RISD Store is not physically open for in-person sales, it may carry required supplies needed for your upcoming course, including the option for direct shipment. Visit the [RISD Store](#) to view available supplies.

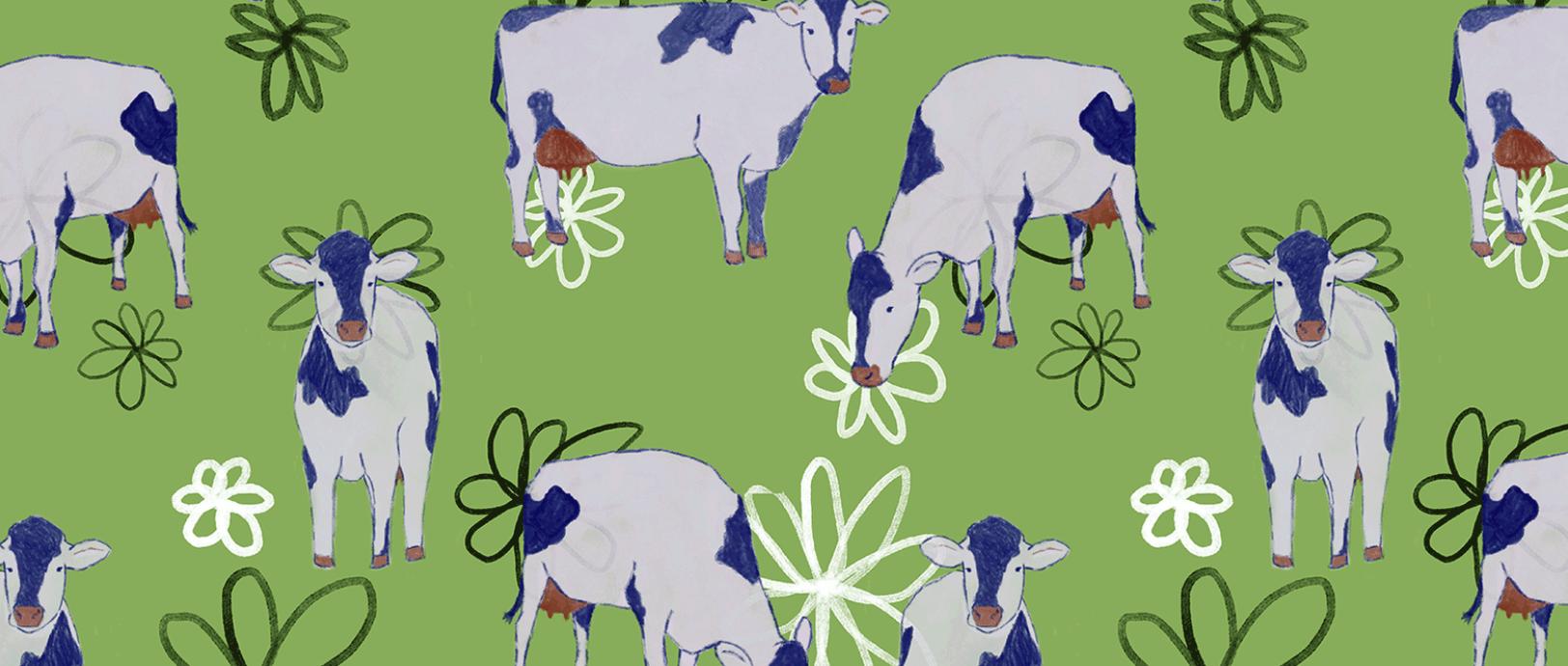
Public Safety

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

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

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

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



ACADEMIC STANDARDS + 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.

Registration/Identification

By registering and attending classes you affirm and certify that the information submitted in your student profile/enrollment registration is true and correct to the best of your knowledge. Understand that any misrepresentation, falsification, or omission of any facts called for in your profile may render any applications or registrations void and may result in immediate withdrawal from your course or program.

Class Schedule

All students will receive the information needed to access the online learning management system ahead of the course start date.

Financial Obligations + Balances

Summer Programs student accounts are handled by the Continuing Education Business Office. 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 participate in class.

Attendance + Participation 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 as-

signing final grades. 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.

Attendance is considered for attending live classes, logging into the course portal daily to review materials and any specific attendance policy as outlined by the instructor. Participation includes, but is not limited to regularly engaging in group and individual critiques, forums and discussion boards and peer feedback as outlined in the course. Additionally, students should respond, in a timely manner, to prompts and inquiries from the instructor and TA and regularly submit questions to the instructor and TA to clarify course content. Non-engagement with the class and missing more than two live class sessions can result in suspension and removal from course access.

Drops/Withdrawals + Refunds

Course Changes

Our new course registration system provides a self-service portal to make changes to enrollment when needed. Students can drop and withdraw from courses directly on the “My Enrollment History” tab of their Student Portal at cereg.risd.edu.

Transferring a Course

Students may choose to transfer to another available course by the transfer request deadline. If there is a difference in tuition students will be charged or refunded accordingly.

Dropping a Course

Students may drop a course any time prior to the established drop request deadline. Dropped courses will not appear on the student transcript. Depending on when you drop the course, you may be eligible for a partial or full refund, based on our refund policy (below). We will attempt to automatically process refunds as soon as you drop a class. Refunds will typically process in 5 business days.

Withdrawing from a Course

After the drop request deadline, students will still have the option to withdraw from their course until the withdrawal request deadline. No refund is given and a withdrawal (WD) will appear on the student’s transcript. Failure to properly withdraw from a course results 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.

The refund policy and the policy for withdrawing from special events are detailed in “Refunds,” below.

Refunds

Refunds are based on tuition only, and are calculated according to the date the drop from a course is initiated. Failure to complete a course does not constitute an official drop or withdrawal, nor does notification of drop or withdrawal to the instructor. There is a \$50 fee per course for all drops. Special fees are not refundable after the first class.

In some cases, an instructor may determine that a student has not successfully met prerequisites and recommend an alternative course of study. If notice of this recommended withdrawal is provided to the student in writing on the date of the first class session, the student should contact CE immediately to receive a full refund.

Processing refunds may take up to two weeks. Refunds of MasterCard or VISA charges are credited to the account that was charged. We do not retain credit card information; therefore, we may need to request your credit card information again in order to issue you a refund.

Drop initiated/notification received in the RISD CE Office:

20 days or more before the start of the course: 100% refund, minus \$50 drop fee

10-19 days before the start of the course: 70% refund, minus \$50 drop fee

9 days or fewer before the start of the course: 40% refund, minus \$50 drop fee

5 days or more after the start of the course: no refund

Dismissals and Violation of Student Code Refund Policy

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

Attendance and Representation

Only students who are registered through RISD CE may attend the summer programs class they are registered for. Family members, friends or any person other than the original registered student may not attend the class, access the course portal or substitute attendance or participation for the registered student.

To assure student's accurate representation, attendance and support of the class community, all students must have their video camera on, and be visible during live class sessions.

Grades

Students final grades are available via your [Student Portal](#) approximately two–three weeks after the end of the semester. You can view your grades and/or print an unofficial transcript by navigating to “My Enrollment History + Transcript.” grades cannot be sent by email or provided over the phone.

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

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

Formal Grade Appeal:

I. 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, academic advising should be copied on all communications and will contact the student in writing with the results.

II. If the matter remains unresolved, the student should contact the assistant director, academic advising in writing with their concerns. At that time, the assistant director, academic advising will review the request with the appropriate program manager, who will contact the instructor to review their grading policy, included in the course syllabus and specifics regarding the grade, to make a decision regarding the merit of the grade change request. The program manager will inform the assistant director, academic advising, who will contact the student in writing with the result of this discussion.

III. If the matter still remains unresolved, the student may request a meeting with a committee comprised of the assistant director, academic advising, the program manager and/or associate director for business operations and 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, 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.)

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

Acceptance + Transfer Credits

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 pre-approval (see types of approval forms below) from their department head before enrolling in one of these courses. Summer Studies transcripts for RISD undergraduates are automatically sent to the Registrar's office after grades have been processed.

Prior Approval for Transfer Credit Forms

- For Liberal Arts courses: Use the Prior Approval for Liberal Arts Credit Form. Complete the [electronic form in etrieve](#) and then complete the online course registration.
- For all other courses: Use the Prior Approval for [Transfer Credit Form](#). Submit the signed form to the Registrar's office and then complete the online course registration.

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.

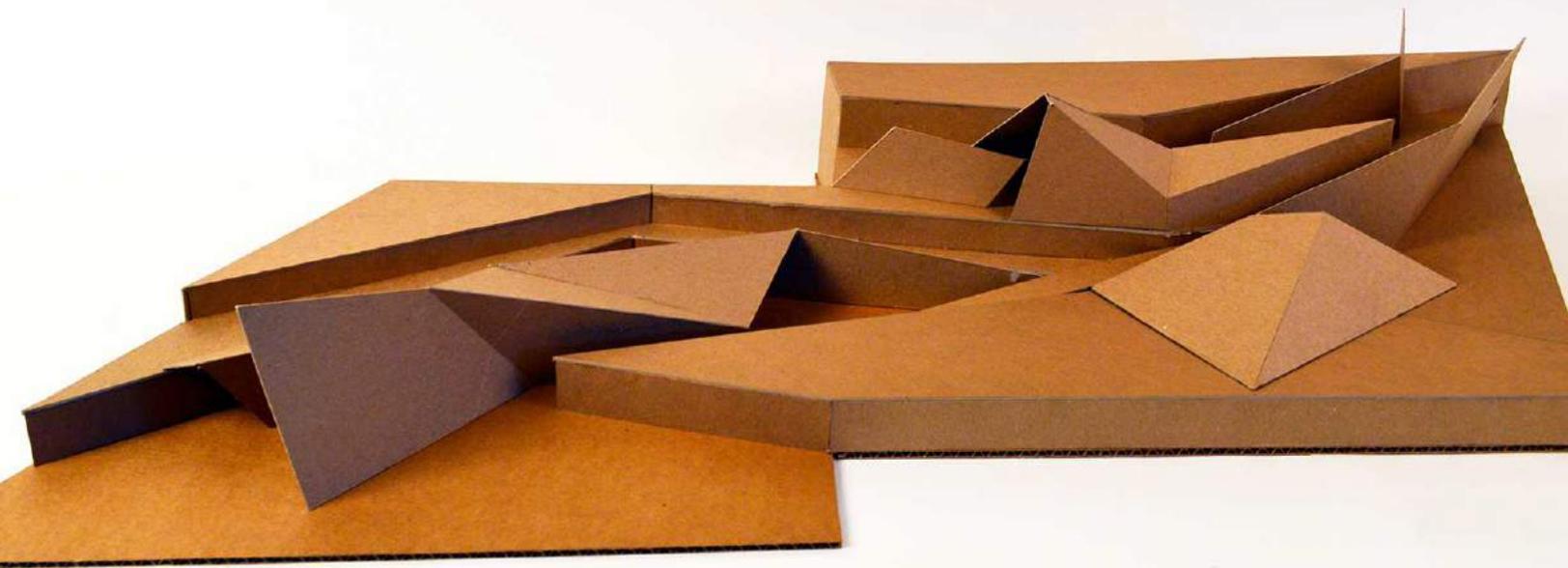
Transcripts for Non-RISD Students

RISD CE uses [Parchment](#) to process official transcript requests. You may order paper transcripts or e-transcripts with this service. To place your online order, 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. Unofficial transcripts are available in the Student Portal under the “My Enrollment History + Transcript” tab.

Please note: Visit the [RISD Registrar’s office](#) to request a transcript for a degree program or place your online order via [Student Clearing House](#).

Letters of Recommendation

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.



STUDENT CODE OF 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.

Summer 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. 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 Misconduct Overview

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

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

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

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

Definitions of Academic Misconduct

Academic misconduct compromises the academic integrity of the College and subverts the educational process. Primary, but not exclusive, 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 non-compliance 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.

Dismissals and Violation of Student Code Refund Policy

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

Photographs and Videos

For in-person courses in a physical classroom setting, we periodically document students and their creative process for the purpose of promoting RISD CE programming on our website, brochures and other marketing materials. Before our photographer visits a class, the instructor will be notified and will inform students about a possible class visit. The photographer will obtain written permission from each student who agrees to be photographed via a general consent and release form, which could be an electronic or paper-based form, and/or an email exchange. If we have used a photo or video of you that you would prefer not to have been used, please contact us. All photos and videos are the property of RISD CE.

Use of Student Artwork

In accordance with RISD's Intellectual Property Policy, RISD Continuing Education 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 non-commercial 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.

Academic Disclosure

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

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

Discrimination and Harassment

RISD's Non-discrimination Policy and the RISD Code of Student Conduct both prohibit any sort of discrimination or bias towards any member of the RISD community and beyond. While this is not a new expectation, we feel it is important to include here, so as to make sure we are all committed to creating a safe and equitable environment.

Conduct in Virtual Settings

Students are expected to conduct themselves in a respectful and supportive manner at all times, while recognizing the additional stress on all RISD community members due to COVID-19.

See [Academic Code of Student Conduct Addendum](#)

- All members of the RISD community are expected to create an environment in support of COVID-19 reduction by following and promoting these guidelines.
- Students and any member of the RISD community may also report any unsafe behavior related to COVID-19 RISD using the following link.
- RISD may, at its discretion, enforce violations of these expectations through its existing Code of Student Conduct, section VB of which states: “[All students are expected to] Comply with all general RISD rules and policies applicable to their activities, which include but are not limited to the policies found on any RISD website or document.” Response to violations may be different depending on the behavior.
- For example, some minor violations of the COVID-19 guidelines may be addressed by simple reminders to community members to abide by the guidelines. Other responses may include coordination of support measures to assist students in meeting the guideline requirements. More serious violations, including direct/intentional refusals to adhere to RISD’s COVID-19 efforts, may result in engagement of the formal conduct process found at <https://policies.risd.edu/student-life/code-of-student-conduct>

Addendum to the RISD Student Code of Conduct for Remote Learning

Students engaged in remote learning are expected to abide by RISD’s Code of Student Conduct and Academic Code of Conduct just as they are in face-to-face classrooms and studios. Moreover, given the additional potential for breaches of privacy, misuse and theft of intellectual property, and academic integrity issues posed by online learning, students are also required to follow the guidelines below:

- Do not give another person your email or learning-platform username or password or request that someone else log into your account to perform any action in your stead. Continue to exercise academic integrity and submit only work that is your own.
- As in your regular classes, always properly credit your sources.
- Do not post, transmit, or distribute content in a manner that violates the copyright or other protected intellectual property rights of others. (For your own protection, you should also carefully consider the posting of your own intellectual property to public sites.)
- Respect other students’ privacy and intellectual property; do not share personal information or images online without permission, or repost other students’ work to public forums.
- Respect your instructor’s intellectual labor: do not record classes or post any videos, URLs, links, websites, class transcripts, or other class materials without prior approval of your instructor. The provision of class recordings or transcripts for the purpose of facilitating asynchronous learning does not by itself imply approval for their broader use or dissemination.



COMMUNITY STANDARDS

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 email 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.

Title IX at RISD

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

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

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

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

ing and working environment for the entire community.

Institutional Discrimination Officer + Title IX Coordinator

Sydney Lake

Title IX Office

3rd floor, Office 353

20 Washington Place

slake@risd.edu

401-427-6919

Director, Institutional Discrimination +Deputy Title IX Coordinator

Simone Tubman

Title IX Office

3rd floor, Office 352

20 Washington Place

stubman@risd.edu

401-454-6297

Non-discrimination Notice

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