

Ringling College of Art and Design

# STUDENT HANDBOOK



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All content appearing in this Student Handbook is subject to change at any time. The version on the website will be the most current version should any changes be made. For questions, please contact the Office of Student Life at 941.359.7505.

Designed and Edited by Mirald Cake

## WHERE TO FIND HELP

Call Ringling College's switchboard at 941.351.5100 to be directed to any individual listed below.

### First-Year Faculty Coordinators

#### Design Arts

##### Kim Elam

kelam@c.ringling.edu

•Majors: AD, BOAD, GD, ID, MD

#### Media Arts

##### Karen Sullivan

ksulliva@c.ringling.edu

•Majors: CA, GA, IL, VR

#### Studio Arts

##### Nathan Skiles

nskiles@c.ringling.edu

•Majors: FA, PI, FILM, VS

### Academic Advising

#### Office Of Advising, Records

#### & Registration Services [advising@ringling.edu](mailto:advising@ringling.edu)

##### Justin Selph

jselph@ringling.edu

Registrar

Ulla Searing Student Center / 2nd Floor

##### Amanda Shurtleff

ashurtle@ringling.edu

Associate Director

Ulla Searing Student Center / 2nd Floor

##### Barbara LeBras

blebras@ringling.edu

Assistant Registrar/Senior Advisor

Ulla Searing Student Center / 2nd Floor

##### Stacey Tarpley

starpley@ringling.edu

Academic Advisor

Ulla Searing Student Center / 2nd Floor

##### Shira Williamson

swillia2@ringling.edu

Academic Advisor

Ulla Searing Student Center / 2nd Floor

### Academic Skills / Tutoring

#### Academic Resource Center (ARC)

##### Dr. Paula Brooks Jawitz

pjawitz@c.ringling.edu

Goldstein Library

##### Virginia DeMers

vdemers@c.ringling.edu

Goldstein Library

### Accessibility Services

#### Academic Resource Center (ARC)

##### Barbara Gentry

bgentry@c.ringling.edu

Goldstein Library

### Activities & Organizations

#### Office Of Student Activities & Leadership

##### Katie Cuff

studentactivities@ringling.edu

Ann and Alfred Goldstein Hall / 1st Floor

#### Student Government Association (SGA)

sga@c.ringling.edu

Ann and Alfred Goldstein Hall / 1st Floor

### Add / Drop or Course Change

#### Office Of Advising, Records

#### & Registration Services

[advising@ringling.edu](mailto:advising@ringling.edu)

### Address Changes

#### Self-Service

[my.ringling.edu](http://my.ringling.edu)

### Alumni Relations

#### Office for Advancement

##### Susan Borozan

Director of Alumni Relations & Annual Giving

[alumni@ringling.edu](mailto:alumni@ringling.edu)

Keating Center

### Books & Supplies

#### Ringling College Campus Store

[store@ringling.edu](mailto:store@ringling.edu)

[www.ringling.bkstr.com](http://www.ringling.bkstr.com)

2836 Tamiami Trail (next to Burger King)

### Center for Career Services

#### A. Charles Kovacs

Director of Career Services

941-309-0192

[ckovacs@ringling.edu](mailto:ckovacs@ringling.edu)

#### Alejandra Lance-Henterly

Associate Director of Career Services

941-359-7650

[Alejandra@ringling.edu](mailto:Alejandra@ringling.edu)

### **Cynthia Flanagan**

Associate Director of Career Services  
941-359-7501  
cflanaga@ringling.edu

### **Rew Woodruff**

Associate Director of Career Services  
941-893-2058  
rwoodruf@ringling.edu

### **Debra Bradley**

Assistant Director, Career Services  
941-309-0106  
[dbradley@ringling.edu](mailto:dbradley@ringling.edu)

### **Erin Smith**

Administrative Assistant  
941-359-7502  
esmith3@ringling.edu  
Fax: 941-309-0029  
Email: [talent@ringling.edu](mailto:talent@ringling.edu)  
[www.ringling.edu/resources](http://www.ringling.edu/resources)

## **Change Of Major**

### **Office Of Advising, Records & Registration Services**

Ulla Searing Student Center / 2nd Floor

## **CLEP Tests**

### **Office Of Advising, Records & Registration Services**

#### **Barbara LeBras**

[blebras@ringling.edu](mailto:blebras@ringling.edu)  
Ulla Searing Student Center / 2nd Floor

## **Commencement**

### **Office Of Student Life**

#### **Jessica Nagy**

[commencement@ringling.edu](mailto:commencement@ringling.edu)  
Ulla Searing Student Center / 2nd Floor

## **Commuter Students**

### **Office Of Student Life**

#### **Jekeyma Robinson**

[commuters@ringling.edu](mailto:commuters@ringling.edu)  
Ulla Searing Student Center / 2nd Floor

## **Development**

### **Office For Advancement**

[giving@ringling.edu](mailto:giving@ringling.edu)  
Keating Center

## **E-mail Account Information**

### **Institutional Technology**

[my.ringling.edu](http://my.ringling.edu) (click Tech Support)  
Ann and Alfred Goldstein Center / 2nd Floor

## **Faculty Schedule & Mailboxes**

### **Faculty Center**

#### **Janice Koch**

[jkoch@c.ringling.edu](mailto:jkoch@c.ringling.edu)  
Faculty Center

## **Fax Services**

### **Ringling Campus Store**

[store@ringling.edu](mailto:store@ringling.edu)  
Ringling Campus Store

## **Galleries On Campus**

### **Ringling College Galleries**

[www.ringling.edu/galleries](http://www.ringling.edu/galleries)  
[galleries@ringling.edu](mailto:galleries@ringling.edu)  
941 359 7563

### **William and Marie Selby Foundation Gallery**

Arland and Sally Christ-Janer Center

### **madeby Gallery**

Ulla Searing Student Center / 1st Floor  
941-822-0442

### **Patricia Thompson Gallery**

Keating Center  
941-359-7563

### **Richard & Barbara Basch Gallery**

Academic Center  
941-359-7563

### **Richard & Virginia Crossley Gallery**

**Two Fine Arts Student Co-Directors**  
Crossley Gallery

### **Willis Smith Construction, Inc. Galleries**

Academic Center  
941-359-7563

### **Lois and David Stulberg Gallery**

Richard and Barbara Basch Visual Art Center  
941-359-7563

### **Mark Ormond**

Chief Curator, Ringling College Galleries  
[mormond@c.ringling.edu](mailto:mormond@c.ringling.edu)  
Keating Center Rm. 142

### **Tim Jaeger**

Campus and Community Engagement  
Manager [tjaeger@ringling.edu](mailto:tjaeger@ringling.edu)  
Keating Center Rm. 141

### **Kirsten Bengtson-Lykoudis**

Galleries Operations Manager  
[kbengtso@ringling.edu](mailto:kbengtso@ringling.edu)  
Academic Center/Willis Smith Gallery

## Graduation Requirements

### Office Of Advising, Records & Registration Services

#### Barbara LeBras

blebras@ringling.edu

Ulla Searing Student Center / 2nd Floor

## Health Insurance

### Health Center

#### Heather Murray

healthrecords@ringling.edu

health.ringling.edu

2712 Bradenton Road in Health Center

## Health Services

### Counseling & Mental Health

#### Peterson Counseling Center

#### Dr. Erin Robinson, Nancy Long,

#### Lauren Levine, Natalie Lawry, Heather Murray

counseling@ringling.edu

health.ringling.edu

2712 Bradenton Road in Health Center

### Medical Services

#### Health Center

#### Nurse Practitioner/ Physician Assistant

medical@ringling.edu

health.ringling.edu

2712 Bradenton Road in Health Center

## Housing

### On-Campus

#### Office Of Residence Life

#### Christopher Shaffer,

#### Erin Smith

#### Kristin Dunham

#### Candace Johnson

reslife@ringling.edu

Ann and Alfred Goldstein Hall / 1st Floor

## Institutional Technology

my.ringling.edu (click Tech Support)

it.ringling.edu

Ann and Alfred Goldstein Center / 2nd Floor

## Library Services

### Alfred R. Goldstein Library

www.ringling.edu/library

library@ringling.edu

## International Student Affairs

### Office Of International Student Affairs

#### Amy Pettengill

apetteng@ringling.edu

Goldstein Library

## Job Listings

### Center For Career Services

talent@ringling.edu

www.ringling.edu/resources

Ferguson Studio Building

## Loans, Scholarships & Grants

### Office of Financial Aid

finaid@ringling.edu

Ulla Searing Student Center / 2nd Floor

## Lost & Found

### Student Mail Services

#### Chuck Brantley

mailservices@ringling.edu

Ann and Alfred Goldstein Hall / 1st Floor

## madeby Gallery

### Nancy O'Neil - manager

www.madebygallery.com

madeby@c.ringling.edu

941-822-0442

## Mail Services

### Student Mail Services

#### Chuck Brantley

mailservices@ringling.edu

Ann and Alfred Goldstein Hall / 1st Floor

## Faculty / Staff Mail Services

### Tracey Vinopal

mailservices@ringling.edu

Ann and Alfred Goldstein Hall / 1st Floor

## Meal Plans

### Office Of Residence Life

#### Erin Smith

reslife@ringling.edu

Ann and Alfred Goldstein Hall / 1st Floor

## Media & Community Relations

### Communication Strategies

#### Stephanie Lederer

slederer@ringling.edu

## New Student Orientation

### Office Of Student Life

#### Jekeyma Robinson

nso@ringling.edu

Ulla Searing Student Center / 2nd Floor

## Non-Traditional Students

### Office Of Student Life, Jessica Nagy

jnagy@ringling.edu

Ulla Searing Student Center / 2nd Floor

## Outdoor Installations

### Mark Ormond

Chief Curator, Ringling College Galleries  
mormond@c.ringling.edu  
Keating Center Rm. 142

## Print Services

### Iva Lovell

printservices@ringling.edu  
Academic Center

## Readmission

(Following withdrawal or dismissal)

### Office Of Advising, Records

### & Registration Services

#### Justin Selph

jselph@ringling.edu  
Registrar  
Ulla Searing Student Center / 2nd Floor

## Records & Transcripts

### Office Of Advising, Records

### & Registration Services

#### Justin Selph

advising@ringling.edu  
Ulla Searing Student Center / 2nd Floor

## Recreation & Wellness

### Office Of Student Life

#### E Ramey

rec@ringling.edu  
Ulla Searing Student Center / 2nd Floor

## Redress Of Grievance

### Students

### Office Of Student Life

#### Dr. Tammy S. Walsh

twalsh@ringling.edu  
Ulla Searing Student Center / 2nd Floor

## Religious Groups & Campus Ministry

### Office Of Student Life

#### Melanie Kim

mkim1@ringling.edu  
Ulla Searing Student Center / 2nd Floor

## Residence Life

### Christopher Shaffer, James Mitchell,

### Kristin Dunham

reslife@ringling.edu  
Ann and Alfred Goldstein Hall / 1st Floor

## Student Accounts / Bursar

### Billing Questions & Tuition Payments

billing@ringling.edu  
Ulla Searing Student Center / 2nd Floor

## Student Employment /

## Career Resources

### Center For Career Services

talent@ringling.edu  
www.ringling.edu/resources  
Ferguson Studio Building

## Student ID's

### Residence Life Office

reslife@ringling.edu  
Ann and Alfred Goldstein Hall / 1st Floor

## Student Life Operations

### Office Of Student Life

#### Jekeyma Robinson

jrobinso@ringling.edu  
Ulla Searing Student Center / 2nd Floor

## Student Mailbox Assignments

### Student Mail Services

#### Chuck Brantley

mailservices@ringling.edu  
Ann and Alfred Goldstein Hall / 1st Floor

## Student Paychecks

### Mailroom

#### Chuck Brantley

mailservices@ringling.edu  
Ann and Alfred Goldstein Hall / 1st Floor

### Office Of Human Resources

Verman Kimbrough Building

## Traffic Violations

### Office Of Public Safety

#### Robert Graham

dps@ringling.edu  
Harmon Hall / 1st Floor

## Transfer Credit

### Office Of Advising, Records

### & Registration Services

#### advising@ringling.edu

Ulla Searing Student Center / 2nd Floor

## Vehicle Registration

### Office Of Public Safety

#### Robert Graham

dps@ringling.edu  
Harmon Hall / 1st Floor

## Veterans Administration

**Office Of Advising, Records  
& Registration Services**

**Joanne Garbarino**

jgarbari@ringling.edu

Ulla Searing Student Center / 2nd Floor

**& Registration Services**

[advising@ringling.edu](mailto:advising@ringling.edu)

**Volunteerism & Service Learning**

**Office Of Student Life**

**Rachel Levey-Baker, Susan Saulnier, Kaitlyn Priestley**

volunteerism@ringling.edu

Ulla Searing Student Center / 2nd Floor

**Withdrawing From School**

**Office Of Advising, Records**

**Ringling College of Art and Design Academic Calendar**  
**Fall Semester 2018**  
 7-Week Midterm

Saturday	Aug. 18	Residence Halls open for NEW International Students ONLY at 8:30 a.m. (If earlier arrival is needed, contact the Office of Residence Life)
Sun - Wed	Aug. 19-22	NEW International Student Orientation
Mon - Wed	Aug. 20-22	Faculty Planning and Assessment Meetings
Wednesday	Aug. 22	Move-In Day for all NEW Resident Students
Thursday	Aug. 23	-NEW Student Orientation begins -Mandatory meeting for all NEW Commuter Students
Friday	Aug. 24	-NEW Student Orientation -Enrollment Check-In opens on the Portal for all Returning Students -Move-In Day begins at 10 a.m. for Returning Resident Students -Last day to withdraw from the College with 100% tuition refund
Sat – Sun	Aug. 25-26	NEW Student Orientation
<b>Monday</b>	<b>Aug. 27</b>	<b>Fall Semester Classes begin at 8:30 a.m.</b>
<b>Friday</b>	<b>Aug. 31</b>	<b>Drop/Add ends at 4:30 p.m.</b> -Last day to change classes, major, full-time/part-time status -Deadline for completion of grade reviews
<b>Monday</b>	<b>Sept. 3</b>	<b>Labor Day - NO CLASSES; COLLEGE OFFICES CLOSED</b>
Thursday	Sept. 6	Last day to withdraw from the College with 90% tuition refund
Monday	Sept. 24	Last day to withdraw from the College with 50% tuition refund
Tuesday	Sept. 25	Last day for grade changes
Wednesday	Oct. 10	Midterm (7 <sup>th</sup> week)
Monday	Oct. 15	Midterm grades to be recorded on Self-Service by 9 a.m.
Monday	Oct. 22	Last day to withdraw from the College with 25% tuition refund
Fri - Sun	Oct. 26-28	Family Weekend
Friday	Nov. 2	Last day to withdraw from classes without academic penalty
Monday	Nov. 5	Spring billing begins and continues through the end of pre-registration
<b>Tuesday</b>	<b>Nov. 6</b>	<b>Faculty Professional Day - NO CLASSES</b>
<b>Wednesday</b>	<b>Nov. 21</b>	<b>Thanksgiving Break - NO CLASSES</b>
<b>Thurs - Sun</b>	<b>Nov. 22-25</b>	<b>Thanksgiving Break - NO CLASSES; COLLEGE OFFICES CLOSED</b>
Friday	Dec. 14	Payments for Spring Semester due in the Office of Student Accounts/Bursar
<b>Saturday</b>	<b>Dec. 15</b>	<b>Fall Semester Classes end at 3:15 p.m.</b>
Sunday	Dec. 16	Residence Halls close at 4:30 p.m. for Winter Break
Monday	Dec. 17	Final grades to be recorded on Self-Service by 9 a.m.
Mon – Wed	Dec. 17-19	Faculty Planning and Assessment Meetings
<b>Thurs - Wed</b>	<b>Dec. 20-Jan. 2</b>	<b>Winter Break – COLLEGE OFFICES CLOSED</b>



**Ringling College of Art and Design Academic Calendar  
Spring Semester 2019  
7-Week Midterm**

Thursday	Jan. 3	-Offices re-open from Winter Break. -Deadline for students to submit work to instructors for Incomplete grade changes
Wed-Fri	Jan. 9 -10	Faculty Planning and Assessment Meetings
Thursday	Jan. 10	Academic Standards Appeals Meeting
Friday	Jan. 11	-Last day to withdraw from the College with 100% tuition refund -Grades for Incompletes due by 9:30 a.m. in the Office of Advising, Records & Registration Services; outstanding Incomplete grades will be converted to failing grades (Fs) and processed for probations and dismissals
Sunday	Jan. 13	Residence Halls open at 10 a.m.
<b>Monday</b>	<b>Jan. 14</b>	<b>Spring Semester Classes begin at 8:30 a.m.</b>
<b>Friday</b>	<b>Jan. 18</b>	<b>Drop/Add ends at 4:30 p.m.</b> -Last day to change classes, major, full-time/part-time status -Deadline for completion of grade reviews.
<b>Monday</b>	<b>Jan. 21</b>	<b>Martin Luther King, Jr. Day - NO CLASSES; COLLEGE OFFICES CLOSED</b>
Thursday	Jan. 24	Last day to withdraw from the College with 90% tuition refund
Monday	Feb. 11	Last day to withdraw from the College with 50% tuition refund
Tuesday	Feb. 12	Last day for grade changes
<b>Tuesday</b>	<b>Feb. 19</b>	<b>Faculty Professional Day - NO CLASSES</b>
Wednesday	Feb. 27	Midterm (7 <sup>th</sup> week)
Monday	Mar. 4	Midterm grades to be recorded on Self-Service by 9 a.m.
Monday	Mar. 11	Last day to withdraw from the College with 25% tuition refund
<b>Sun - Sun</b>	<b>Mar. 10-17</b>	<b>Spring Break - NO CLASSES</b> - Residence Halls close at noon, Sunday, March 10 and re-open at 10 a.m., Sunday, March 17
Tues - Thurs	Mar. 19-21	Room Selection Process for Returning Students
Friday	Mar. 29	Last day to withdraw from classes without academic penalty
Mon – Thurs	May 6-9	Senior Thesis Shows – Reception, Tuesday May 7
<b>Tuesday</b>	<b>May 7</b>	<b>Spring Semester Classes end at 9:45 p.m.</b>
Wednesday	May 8	Residence Halls close at noon for everyone except seniors
<b>Thursday</b>	<b>May 9</b>	<b>Commencement</b>
Friday	May 10	-Student Housing for seniors closes at 4:30 p.m. -Final grades to be recorded on Self-Service by 9 a.m.
<b>Monday</b>	<b>May 13</b>	<b>President’s Commencement Holiday – COLLEGE OFFICES CLOSED</b>
Tuesday	May 14	Summer Session begins
Wed-Fri	May 15-17	Faculty Planning and Assessment Meetings
Monday	May 27	<b>Memorial Day - COLLEGE OFFICES CLOSED</b>
Tuesday	May 28	Deadline for students to submit work to instructors for Incomplete grade changes
Monday	June 3	Grades for Incompletes due by 9:30 a.m. in the Office of Advising, Records and Registration Services; outstanding Incomplete grades will be converted to failing grades (Fs)and processed for probations and dismissals
Wednesday	June 5	Academic Standards Appeals Meeting
<b>Thursday</b>	<b>July 4</b>	<b>Independence Day Holiday - COLLEGE OFFICES CLOSED</b>

## STATEMENT OF INSTITUTIONAL MISSION

Ringling College of Art and Design recognizes that artists and designers play a significant role in society. The College's primary mission is to provide programs leading to degrees that prepare students to be discerning visual thinkers and ethical practitioners in their chosen area of art and design.

Visual arts professionals must understand diverse aspects of past and present cultures, and develop their capacity for creative expression and effective communication. Ringling's curriculum, therefore, balances the teaching of technical knowledge and skills with the development of critical, conceptual and creative abilities and supports courses that provide historical, multicultural, global and future perspectives. Ringling faculty consists of professionally active and teaching-oriented artists, designers and scholars.

Ringling College of Art and Design strives to enroll both full- and part-time students from diverse backgrounds who intend to become professionals in the visual arts. Through its policies and practices, the College supports excellence in teaching and fosters the aesthetic, intellectual, professional, personal, and social development of its students. Academic programs and advising, career services, and an extensive co-curricular student life program prepare students for an art or design profession, or when appropriate, for continued studies on the graduate level.

In addition to its degree program, Ringling College offers courses, lectures, exhibitions and other art-related services to the local and regional community through its gallery, library, continuing education and community service programs.

Through the efforts of its Board of Trustees, administrators, faculty, support staff, alumni, and friends, Ringling endeavors to provide the necessary resources, services and environment to fulfill its institutional mission.

Founded in 1931, Ringling College of Art and Design is a private, independent, nonprofit, four-year college.

Adopted by the Board of Trustees, April 11, 1991

Revision adopted by the Board of Trustees, October 24, 2002

Revision adopted by the Board of Trustees, April 12, 2007

Reaffirmed by the Board of Trustees, February 12, 2015

### CORE VALUES

In support of the Mission we value:

- The arts as essential in the cultural and intellectual life of a society.
- Rich and varied arts education that engages innovation and tradition.

- Educational experiences in and out of the classroom that nurture lives of learning and creativity.

- Development and support of the whole student.

- Academic freedom, inquiry and freedom of expression.

- Integrity and social responsibility in an interdependent world.

- Diverse community that serves as a source of empowerment.

Indicators of the Mission and Values in action:

- Preparing students as future artists and designers by providing a curriculum that explores ideas, technical and conceptual skills, and aesthetic choices. In addition to appropriate support for the major disciplines, this includes support for the liberal arts as an essential component, an adequate number of qualified faculty, high standards in teaching with attention to appropriate class size and provision of adequate academic support through facilities and services.

- Attending to the whole student by providing qualified staff and appropriate services, adequate and safe facilities for on-campus life. This strengthens the classroom and educational experiences and helps to lay the foundation for a life of continued growth.

- Recognizing the importance of an engaged faculty of working artists, designers, writers and researchers as absolutely essential to the educational process. This takes place through an environment that nurtures creativity, provides ongoing professional and artistic development opportunities and supports interdisciplinary collaboration.

- Upholding academic freedom and a safe environment for members of the campus community to responsibly question, examine, and explore all intellectual ground. This creates an environment of intellectual enrichment open to all and one that supports creative risk-taking and experimentation as well as the ongoing exploration of the history and traditions of the visual arts.

- Exploring ways to play a greater leadership role in the advocacy, understanding and protection of the visual arts at the community, state, national and international level. This includes recognizing and providing opportunities that assist the entire campus in the understanding of the social role, value and ethical implications of the artist/designer in society.

- Engaging actively in the exploration of historical, multicultural, global and future-oriented perspectives, and striving for a diverse educational environment of inclusiveness, acceptance and equal opportunity.

- Promoting greater awareness and a more active commitment to environmental issues in a future-oriented perspective that acknowledges our individual and institutional relationship with the earth and our obligations to conserve natural resources.

- Building a community of mutual respect for differences, that values relationships and works to break down barriers that divide. On campus this means continuing to provide opportunities for personal connection and building bridges across departments and disciplines. It is a campus community of shared responsibility working together toward common values and goals that will enable each person to continue a life of learning and growth.

Adopted by the Board of Trustees  
February 13, 2003

## **Accreditation**

Ringling College of Art and Design is an accredited institutional member of the National Association of Schools of Art and Design (NASAD). For more information go to: <http://nasad.arts-accredit.org>.

The College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) to award the Bachelor of Fine Arts (B.F.A.) and the Bachelor of Arts (BA) degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Ringling College. For details visit: [www.SACSCOC.org](http://www.SACSCOC.org).

The Department of Interior Design at Ringling College of Art and Design is accredited by the First Professional Degree Level by the Council for Interior Design Accreditation (CIDA) formerly FIDER.

## TUITION & FEES / FINANCIAL AID

### Tuition Fall 2018 Spring 2019

#### Schedule of Fees for Academic Year 2018-2019

Items listed with superscript numerals are defined at the bottom of this fees schedule under Footnote Definitions.

	Fall 2018 Semester	Spring 2019 Semester
<b>Tuition</b>		
Full-time enrollment	\$21,165	\$21,165
Part-time enrollment (less than 12 hours)	\$1,970 per credit hr	\$1,970 per credit hr
Extra credit charge <sup>1</sup>		\$1,260 per credit hr
Audit (lecture classes only)	\$745 per course	\$745 per course
<b>Fees <sup>2</sup></b>		
Student Activity fee	\$380	\$380
Health Services fee	\$270	\$270
Matriculation fee (new students)	\$540	
Graduation fee (seniors)		\$480
Fine Arts fee	\$270	
Health Insurance <sup>3</sup>	\$1,116	
Returned check charge	\$25 per check	
Late payment	Greater of: 10% of balance due or \$100	
<b>Technology Fees <sup>4</sup></b>		
First Year	\$1,125	\$1,125
Advertising Design (year 2, 3, 4)	\$1,295	\$1,295
Business of Art & Design (year 2, 3, 4)	\$645	\$645
Computer Animation (year 2, 3, 4)	\$1,890	\$1,890
Creative Writing (year 2, 3, 4)	\$645	\$645
Film (year 2, 3, 4)	\$1,940	\$1,940
Fine Arts (year 2, 3, 4)	\$695	\$695
Game Art (year 2, 3, 4)	\$1,885	\$1,885
Graphic Design (year 2, 3, 4)	\$1,395	\$1,395
Illustration (year 2, 3, 4)	\$1,060	\$1,060
Interior Design (year 2, 3, 4)	\$1,130	\$1,130
Motion Design (year 2, 3, 4)	\$1,890	\$1,890
Photography & Imaging (year 2, 3, 4)	\$1,025	\$1,025
Virtual Reality (year 2, 3, 4)	\$1,500	\$1,500
Visual Studies (year 2, 3, 4)	\$670	\$670
Undecided (year 2, 3, 4)	\$980	\$980
<b>Board <sup>5,6</sup></b>		
Contract required for academic year		
Board (19-meal full plan)	\$3,145	\$3,145
Board (15 -meal plan)	\$2,525	\$2,525
Board (7-meal plan)	\$1,000	\$1,000
<b>Deposits <sup>7</sup></b>		
Housing Damage Deposit	\$ 400	

**Schedule of Fees for Academic Year 2018-2019 continued**

<b>Appleton, Harmon, &amp; Idelson Hall Housing<sup>2,5,6,7</sup></b>		
Double	\$3,920	\$3,920
Triple	\$3,340	\$3,340
Board required (19-meal plan)	\$3,145	\$3,145
<b>Goldstein Hall Housing<sup>2,5,6,7</sup></b>		
Double	\$4,190	\$4,190
Double as a triple	\$3,650	\$3,650
Triple	\$3,920	\$3,920
Board required (19-meal plan)	\$3,145	\$3,145
<b>Keating Hall Housing<sup>2,5,6,7,8</sup></b>		
Single	\$4,190	\$4,190
Double	\$3,920	\$3,920
Board required (choose 19 or 15-meal plan)		
Refer to Board section for rates		
<b>Ulla Searing Student Center Housing<sup>2,5,6,7,8</sup></b>		
Double	\$4,190	\$4,190
Board required (choose 19, 15, or 7-meal)		
Refer to Board section for rates		
<b>Cove Housing<sup>2,5,6,7,8</sup></b>		
Cove Single	\$4,440	\$4,440
Cove Double/Triple/Quad	\$4,025	\$4,025
Board required (choose 19, 15, or 7-meal)		
Refer to Board section for rates		
<b>Bayou Village Housing<sup>2,5,7,8</sup></b>		
Single	\$4,440	\$4,440
<b>Bridge Housing<sup>2,5,7,8</sup></b>		
Single	\$4,500	\$4,500
<b>Palmer Quadrangle &amp; Other Housing<sup>2,5,7,8</sup></b>		
Single	\$3,920	\$3,920
Double	\$3,340	\$3,340

**Art Supplies and Books**

It is estimated that a first year student will spend an average of \$2,500 on required art supplies and books the first year. Contact the Ringling College Art Supply Store manager for information at 941.359.7565 or [store@ringling.edu](mailto:store@ringling.edu).

**First Year Photography & Digital Imaging Majors**

Students will need to bring their own camera equipment. Specific recommendations will be available on the website in Summer 2018.

**Footnote Definitions**

*Items listed above with superscript numerals are defined below:*

- <sup>1</sup> Credits that exceed 33 credit limit
- <sup>2</sup> Non-refundable after registration
- <sup>3</sup> Required unless covered by comprehensive health insurance plan.
- <sup>4</sup> Based on declared major for year 2, 3, 4
- <sup>5</sup> Contract required for academic year
- <sup>6</sup> Full Board Plan (19 meals) required for residents assigned to Appleton, Harmon, Idelson, and Goldstein Hall.  
Board Plan required for residents assigned to Ulla Searing Student Center Housing – choose from 7, 15, 19 meal plan.  
Board Plan required for residents assigned to Cove Housing – choose from 7, 15, 19 meal plan.  
Board Plan required for residents assigned to Keating Hall – choose from 15 or 19 meal plan.
- <sup>7</sup> One-time-per-year deposit returned less damage-and-loss charges  
The credit will be applied to the student’s account and rolled over to the next semester.

Graduating seniors, students not returning for the subsequent semester, and returning students not planning to reside in campus housing will receive a check mailed to their permanent address or eRefund (if applicable).

8 Available to returning students

Summer housing availability and fee to be announced on or before April 1 and due May 1. Fees are subject to change at any time.

**Fee Payment Schedule:**

Fee payments are due on or before:

<b>Fall Semester</b>	
Beginning students	July 11, 2018
Returning students	July 25, 2018
<b>Spring Semester</b>	
	December 14, 2018

Payment may be made on-line through our secure web portal which is accessible through the student’s Self-Service account. Ringling College of Art and Design will defer the payment of the balance due for the semester by the following:

- **Financial Aid:** Anticipated aid will be deferred for those students with a Financial Aid Notification Letter. If the anticipated financial aid is reduced or cancelled the student is responsible for the balance due. The Office of Financial Aid may be contacted at [finaid@ringling.edu](mailto:finaid@ringling.edu).
- **Full Service Payment Plan, administered by Blackboard/Cashnet (formerly known as TuitionPay):** Full Service Payment Plan provides you the ability to finance the balance due for the semester, interest free. Only tuition, fees, room and required board charges may be included in the Full Service Payment Plan contract. For more information, visit <https://commerce.cashnet.com/paymentportal>

**Refund Policy**

Students who are admitted and register for classes at Ringling College of Art and Design are financially responsible for fees and charges associated with those classes. Students who officially withdraw from **all** courses during the first eight weeks of a semester will receive tuition, technology fee, and board refund in accordance with the following schedule:

Withdrawal before the end of:	Tuition/ Technology fee	Housing	Board
11th day of semester	90%	None	50%
29th day of semester	50%	None	None
57th day of semester	25%	None	None
58th day of semester, and thereafter	None	None	None

In accordance with Florida law, a full refund of tuition and registration fees paid by the student is available prior to the commencement of instruction, if the student submits a written request to the institution within three working days of the payment. All refunds will be paid within 30 days of the student’s official withdrawal date.

**Title IV Federal Financial Aid**

Students who receive funds from the Federal Pell Grant, Federal SEOG, Federal Stafford Loan or Federal PLUS Loan and withdrew from the College are subject to the Return of Title IV Funds regulations.

Students with funds from any of these programs “earn” their financial aid dollars while enrolled. If a student withdraws prior to completing 60% of a semester, a prorated portion of the federal financial aid dollars must be considered “unearned” and returned to the federal programs. Unearned financial aid dollars which have to be returned to the federal aid programs could cause students to owe the College a significant amount upon withdrawal.

In addition to the amount of federal aid the Ringling College of Art and Design must return, students who received financial aid for other educational costs, including off-campus living expenses, may be required to repay a portion of those funds to the federal

programs. Failure to return aid due back to the federal aid programs will result in loss of eligibility for federal financial assistance.

### **Past Due Indebtedness**

Students are expected to keep their accounts current. Any student with past due indebtedness is not allowed to participate in pre-registration, room lottery, registration, enroll for any subsequent semester, obtain an official transcript or a diploma. The College reserves the right to cancel the enrollment of a student with past indebtedness; the cancellation of enrollment, however, does not relieve the student of the incurred debt.

In the event an account becomes delinquent, the College reserves the right to assign the account to the credit bureau and/or a collection agency, at which time the student may be responsible for all associated collection fees, costs, and expenses incurred in such collection efforts.

## **Student Accounts / Bursar**

### **Student Account Information**

The Office of Student Accounts / Bursar is pleased to offer students information which will be helpful in planning and paying for Ringling College of Art and Design educational costs. A student's financial responsibilities to the College include meeting payment deadlines, fulfilling loan or grant requirements and addressing outstanding balances, even if someone else is making the payments for the student. As part of the registration process, all students acknowledge they are responsible for payment of their student account and related expenses.

It is important to understand that information and communications will be geared toward and directed to the student, rather than a parent or guardian. If a parent or other individual handles the student's educational finances, students are encouraged to take the first step in their involvement by discussing the information contained here.

### **Billing**

The Office of Student Accounts / Bursar is responsible for billing and collection of all tuition, fees and charges. Students are welcome to come in and discuss their balances and methods of payment. Appointments are available from 8:30 a.m. to 4:30 p.m., Monday- Friday during the academic year. The office is located on the 2nd floor of the Ulla Searing Student Center.

The billing statement follows the student. Statements are mailed in the student's name to the student's permanent address when classes are not in session and are delivered to the student's campus mailbox when the college is in session.

Students and authorized users are notified via their Ringling email address when billing statements are available on Self-Service. Each student is responsible for monitoring their account balance on Self-Service and keeping track of payment due dates. Since the student will be the only recipient of the statements, they will need to communicate their account status to anyone else responsible for paying the charges.

### **Payment Policy**

As mentioned, students who are admitted and register for classes at Ringling College are financially responsible for all

associated fees and charges. Full payment and/or acceptable documentation which demonstrate that the student's balance will be fully paid must be received prior to the published deadline. Acceptable documentation includes enrollment in the Higher One Tuition Pay monthly payment plan, a financial aid notification letter, a copy of an outside scholarship/third party award letter or a copy of a billing authorization or sponsorship letter. Alternative/Private Loans may not be deducted without approval from the lender. Please include the student's name and Ringling College of Art and Design ID number on all payments and correspondence.

Changes in schedules during the defined add/drop period will result in adjustments to the student account. Students with drawing from a class or classes after the defined add/drop period will not receive an adjustment to their student account.

Students who officially withdraw from all courses during the first eight weeks of a semester will receive tuition, technology fee and board refund in accordance with the schedule found in the Student Handbook and Schedule of Fees. In accordance with Florida law, a full refund of tuition and registration fees paid by the student is available prior to the commencement of instruction, if the student submits a written request to the institution (within three working days of the payment). All refunds will be paid within 30 days of the student's official withdrawal date.

### **Balance Due Accounts**

Students are expected to keep their accounts current. There are potential consequences of which the student should be aware if he or she does not meet their payment responsibilities. A financial stop will be placed on a student's record if the student owes the College an outstanding debt. The debt could include, but is not limited to, outstanding tuition, fees, parking fines and returned checks. Financial stops may prevent the student from participating in pre-registration, room lottery, registration, re-admittance, receiving or having a transcript mailed to another institution and receiving their diploma. The financial obligation must be paid in full in order for the stop to be removed.

The College reserves the right to cancel the enrollment of a student with past indebtedness; the cancellation of

enrollment, however, does not relieve the student of the incurred debt. Any student with past due indebtedness may not attend classes or be permitted to move into campus residences nor be allowed to participate in pre-registration, room lottery, registration, enroll for any subsequent semester, obtain a transcript, or receive a diploma until their accounts are settled with the Office of Student Accounts/Bursar Office. In the event an account becomes delinquent, the College reserves the right to assign the account to the credit bureau and/or a collection agency, at which time the student will be responsible for all associated collection fees, costs and expenses incurred in such collection efforts.

## Methods of Payment

### Online Payments

Credit card (VISA, MasterCard, Discover and American Express) and electronic check (ACH) payments may be made using our online secure payment portal. Access to this portal is available through the student's Self-Service account. The student may grant access to other individuals by providing them with their own login and password.

### Personal Or Bank Checks

Post-dated checks are not accepted. Checks should be made payable to Ringling College of Art and Design and must include the student identification number to ensure proper posting. The College may record the student identification number on any checks processed.

### Bank Wire Transfers

Ringling College of Art and Design accepts wire transfer for payment on the student account. Wire transfer of funds electronically from a U.S. or international bank to Ringling College may involve bank fees, which are deducted from the funds wired to Ringling College. The net amount will be applied to the student's account. Please remember to reference the student's name and Ringling College identification number.

Please contact [billing@ringling.edu](mailto:billing@ringling.edu) for wire transfer instructions.

### Tuition Pay Monthly Payment Plan

Administered by Higher One Business Office Solutions, TuitionPay provides students the ability to finance the balance due for both semesters over the academic year, interest free. Only tuition, fees, room and required board charges may be included in the TuitionPay contract. For additional information contact Higher One by web at <http://tuitionpaymentplan.com>.

## Financial Aid Recipients

Financial aid will be disbursed and credited to the student account when all required documents have been received and approved by the Office of Financial Aid and the enrollment status meets all requirements.

### Anticipated Financial Aid

Anticipated aid (pending financial aid contingent upon enrollment

status and other requirements) will be deferred for those students with a Financial Aid Notification Letter and, if applicable, have also completed the federal financial aid verification process. If the anticipated financial aid is reduced or cancelled, the student is then responsible for any modification to the balance due. Likewise, if financial aid is refused, denied or decreased, payment is due to the College. It is the student's responsibility to notify the Office of Student Accounts/Bursar if there is a change in their financial aid. It is recommended that each student review their account periodically through Self-Service.

## Disbursement of Financial Aid

Not all students are at the same point in financial aid processing, so not everyone will have their funds disbursed at the same time. The billing statement will reflect actual funds applied or received and anticipated (pending) grants, scholarships and loans. If a student's financial aid is noted as "anticipated aid" on the student statement, patience is appreciated as the Office of Financial Aid and the Office of Student Accounts/Bursar work with each student to complete the disbursement process. If the financial aid appears on the student statement as a credit, then funds have been disbursed.

Students and parent borrowers will be notified in writing or electronically when a loan is disbursed. The notification will include the date and the amount of the disbursement, the right of the student or parent borrower to cancel all or a portion of the loan funds, and the procedures, including timeframes, by which they must notify the College they wish to cancel the loan or a portion of the loan.

### Private Scholarships

The Office of Student Accounts/Bursar will notify any student by e-mail when a check needing endorsement arrives. The student should respond immediately. Scholarship funds will be applied to the student's account when received and properly endorsed. The funds will not be divided between fall and spring semesters unless directed by the donor.

### Alternative Financing

Many students use private student loans (alternative loans) to help fund educational costs. Most private loan programs require a creditworthy cosigner. The College must have lender approval before the loan amount will be deducted as anticipated from a student's account.

### Credit Balances & Overpayments

If a student overpays their account, they may be entitled to a refund. Payments made in any part by a credit card will be refunded as "credit back" transaction to the credit card used for that transaction. Payments made by debit card in person will be refunded by check. For those students enrolled in Higher One TuitionPay, the contract will be reduced by the credit balance showing on the current student statement.

If a student has a credit balance resulting from an overpayment by personal check and/or financial aid, the refund will be made



payable to the student, except for Direct Plus loan recipients (please see below). If the student has signed up for refund the money will be deposited directly in the student's bank account and they will be notified by e-mail when the money has been disbursed, otherwise the student will be refunded by paper check.

**Physical refund checks can no longer be picked up at the Office of Student Accounts/Bursar. Physical checks will be mailed to the permanent address listed with the Office of the Registrar.**

If a Direct PLUS loan is awarded and disbursed to a student's account, any credit balance (check) will be issued to the Direct PLUS borrower. The check will be mailed to the address on file in the Office of Financial Aid for the parent borrower. The amount of the check will not exceed the amount received from the loan provider.

#### **Taxpayer Relief Act**

For information regarding the Taxpayers Relief Act, Hope Scholarship Credit and Lifetime Learning Credits, visit:

IRS - Individuals - Students:  
<http://www.irs.gov/individuals/students/index.html>

In particular, on the IRS web site, see:

- \* IRS Publication 17: Tax Guide for Individuals
- \* IRS Publication 970: Tax Benefits for Education

To find information regarding your 1098T form, visit:  
<http://www.1098-T.com/> or call the Xerox Call Center at 877-467-3821.

1098T forms will be mailed to the student's permanent address at the end of each calendar year, no later than January 31. If you have not received one, please visit the website listed above or contact the Call Center to obtain this information.

## FINANCIAL AID

### Scholarships, Grants and Loans

#### **Purpose & Philosophy**

The purpose of the Office of Financial Aid is to provide resources for students who otherwise would be unable to attend Ringling College. Our financial aid programs consist of institutional merit-based scholarships and need-based grants as well as federal and state grants, student loans and student employment.

The Office of Financial Aid is committed to helping students achieve a Ringling College education. Our staff members assist students and their families with a high degree of personalized service. We provide comprehensive financial guidance and support over the entirety of students' educational experience at Ringling.

#### **Applying for Financial Aid**

Accepted students are automatically reviewed for merit scholarships. These scholarships are based on various measures

of achievement including portfolio score and Grade Point Average (GPA). Financial need is not a factor in determining merit scholarships. Incoming students who have completed the application process by February 15th for the following Fall semester are automatically considered Ringling College merit scholarships.

For need-based financial aid, the College strongly encourages each student to submit the U. S. Department of Education's Free Application for Federal Student Aid (FAFSA) each year, whether or not aid was received in prior years. The FAFSA is available on-line at [www.fafsa.gov](http://www.fafsa.gov).

With a completed FAFSA, the College will consider students for all need-based federal, state and institutional aid for which they are eligible. Federal aid consists of grants, loans and work study. In addition to the Bright Futures Scholarship program, other sources of aid from the State of Florida include need-based and non-need based grants. The College offers grants to students based on demonstrated financial need. Available federal funds can only be applied to coursework leading to a degree.

#### **Academic Requirements**

Merit scholarships awarded through the College require recipients to earn and maintain a minimum of a 2.5 cumulative Grade Point Average (GPA). Federal financial aid recipients must be in good academic standing, earn a minimum of a 2.0 semester GPA, and maintain a 2.0 cumulative GPA. Students may not use institutional, federal, or state financial aid to pay for courses that they audit.

#### **Full Time Enrollment Requirement**

Ringling College of Art and Design awards all institutional financial aid (merit scholarships, endowments, and need-based grants) based on full-time enrollment status.

Students awarded Ringling financial aid are required to maintain full-time enrollment (e.g. 12 credit hours or more) each semester in order to receive the full amount of their awards. Students who attend less than full-time will automatically have their Ringling scholarships and grants adjusted based on the number of credit hours they are enrolled for the semester. Students unable to attend full-time due to extenuating circumstances may appeal to the Director of Financial Aid.

#### **Satisfactory Academic Progress (SAP)**

In accordance with Federal and State regulations, the following guidelines apply to all students requesting Title IV funds (Federal Pell Grant, Federal SEOG, Federal Direct Stafford Loan or Federal Direct PLUS Loan, Federal Work Study) regardless of whether the student has previously received Title IV aid.

Financial aid recipients are required to meet Ringling College's Satisfactory Academic Progress (SAP) requirements. SAP provides qualitative, quantitative, and incremental standards by which the College can determine that students receiving financial aid funds are maintaining SAP requirements for their course of study. Failure to maintain

SAP in accordance with current policy requirements will result in the loss of financial assistance.

The Office of Financial Aid completes a SAP review annually at the end of the spring semester. All attempted credits are counted, irrespective of when and whether or not financial aid was received. The College counts all Incompletes (“I”s), Withdrawals (“W”s), Credit / No Credit, Pass / No Pass and all repeated coursework.

If students transfer coursework from other institutions, the College will count all attempted credits accepted in the SAP calculation, for both progress (67% completion rate of all coursework) and maximum time frame (150% of published program length).

When students are not meeting SAP, the College will offer one semester (maximum) of additional financial aid by placing the students on “Financial Aid Warning” (defined below) before aid is terminated, unless the students have reached or exceeded the maximum time frame requirement (see Maximum Time Frame, below).

**Qualitative Measurement for Financial Aid**

A total quality point value is determined for the term using the quality point system:

A = 4	C- = 1.67
A- = 3.67	D+ = 1.33
B+ = 3.33	D = 1
B = 3	D- = .67
B- = 2.67	F = 0
C+ = 2.33	W = 0
C = 2	I = 0

Students must maintain at least a 2.0 cumulative GPA at the time of the SAP review at the end of the spring semester. All course grades will be taken into consideration including “I” (Incomplete), “F” (Failure) and “W” (Withdrawal).

**Quantitative Measure**

Students must complete at least 67% of credit hours attempted to remain compliant with SAP.

Credit hours progression will be based on a cumulative total of credit hours attempted to credit hours earned.

The following grades will not be considered completed credits: F, W, WF, I, and N.

Credits not completed will count toward maximum time frame toward degree completion.

**Repeated Course Work**

Repeated course to count toward your financial aid enrollment status, you may only repeat a previously passed course once (for a total of two attempts). If you enroll in a previously passed repeated course for a third time, this course will not count toward your enrollment for financial aid purposes. This

rule applies whether or not the student received aid for any previous enrollment in the repeated course.

**Financial Aid Warning**

Students who fail to meet the SAP standards will be placed on Financial Aid Warning. Students can look at this as a second chance to keep their financial aid. Students on Financial Aid Warning who fail to meet the SAP standards for that semester will be placed on Financial Aid Termination (see Loss of Financial Aid, below).

**Maximum Time Frame**

Maximum hours to earn degree: To quantify SAP, the College uses federal law requirements in order to set a maximum time frame in which students are expected to complete their degree. The maximum time frame cannot exceed 150% of the published length of the program measured in credit hours attempted. To identify the maximum time frame of 150%, multiply the total credits required times 150%. Students who have reached or exceeded the maximum time frame of 150% or more are required to successfully petition the College by way of written request each semester in order to have their financial aid reinstated (see Appeal Process, below).

**Federal Direct Loan Usage Limit**

All first-time Federal Direct Loan recipients who borrow on or after July 1, 2013 have limited eligibility for Direct Subsidized loans, defined as a period not to exceed 150% of the length of the borrower’s education program.

**Loss of Financial Aid**

Students who do not meet SAP requirements will be subject to termination from receiving further financial aid. SAP standards are checked and verified each semester.

Generally, students may fail to not meet SAP standards for the following reasons:

- They have reached the maximum time frame of their program.
- Did not complete the semester with a cumulative GPA of 2.0 or better.
- They do not complete 67% of attempted credits cumulatively.

Additionally, the following are other considerations that students must meet to maintain SAP requirements:

- 1) Repeating any course in which a grade of “C” or better is received is not permitted in determining enrollment for financial aid eligibility. A course in which a grade of “D” or “F” is received may be repeated one time.
- 2) Incompletes (“I”) will be considered only if they are made up by the dates posted in the official semester calendar.

Once students reach their maximum time frame, and/or does not meet the SAP standards after one semester of financial aid warning, they will be terminated from receiving further financial aid assistance.

**Appeal Process (Federal): Financial Aid Probation**

Under certain conditions, students may be eligible for a semester of Financial Aid Probation, which is the status assigned to a Ringling student who has failed to make SAP, has appealed, had their appeal approved and their eligibility for federal student aid reinstated. Students who have had financial aid terminated may submit a written appeal with an academic plan of study to the Office of Financial Aid.

The letter of appeal should describe in adequate detail those extenuating circumstances which made it unreasonable or impossible to meet the terms and conditions required to maintain SAP. Student must work with an Academic Advisor to complete an academic plan as part of the appeal process. The academic plan must include a list of classes with associated credit hours needed to graduate, which classes directly relate to graduation requirements, and a narrative of the action plan to ensure success for the remainder of the student's college career at Ringling College.

Students paying for their own classes or sitting out for an enrollment period does not necessarily re-establish aid eligibility. Students for whom financial aid has been terminated for reasons other than exceeding the maximum time frame component may receive financial aid reinstatement by successful appeal or by meeting both of the following criteria:

- 1) Achieve the required cumulative GPA and;
- 2) Successfully complete 67% of the total cumulative credit hours attempted at the College.

Action taken on a financial aid appeal is communicated to students in writing by postal mail or email. Students who have an appeal approved will be placed on Financial Aid Probation status for the subsequent semester(s). While on Financial Aid Probation status, students must maintain a specified minimum semester GPA, complete a specified percentage of semester coursework, and be within the 150% maximum time frame.

#### **Loss of Institutional Sponsored Scholarships**

Students must be enrolled full time and receive a minimum 2.5 cumulative GPA at the end of the spring semester each academic year for automatic renewal of College sponsored scholarship and grant funds.

#### **Institutional Sponsored Scholarship Appeal Process**

Students who do not meet the required GPA requirements for automatic scholarship renewal will have the ability to appeal to the Office of Financial Aid. At the end of each spring semester, students' grades are reviewed and those who did not meet the minimum requirements will be notified by the Office of Financial Aid of the appeal process and the steps they must take within a specified time frame to appeal the loss of the institutional funds.

#### **Return of Federal Title IV Financial Aid**

Students who receive Title IV funds and withdraw from the College are subject to the Return of Title IV Funds regulations.

Students with funds from any of these programs "earn" their financial aid dollars while enrolled. If a student withdraws prior to completing 60% of a semester, a prorated portion of the federal financial aid must be considered "unearned" and returned to the federal programs. Unearned financial aid dollars, which have to be returned to the federal aid programs, could cause students to owe the College a significant amount upon withdrawal.

In addition to the amount of federal aid Ringling College must return, students who received financial aid for other educational costs, including off-campus living expenses, may be required to repay a portion of those funds to the federal programs. Failure to return aid due back to the federal aid programs will result in loss of eligibility for federal financial assistance.

Institutional funding will be pro-rated depending on the date the student withdraws. The Office of Financial Aid's policy coincides with the Bursar's date of withdrawal for tuition refunds.

#### **State Financial Aid State of Florida Financial Aid**

To receive assistance from the State of Florida, including the William L. Boyd IV Florida Resident Access Grant (FRAG), a student must be a legal resident of the state. Where financial aid eligibility is concerned, a resident is defined as one who has established and maintained legal residence in Florida for at least 12 months prior to the enrollment period. This residence must be for the purposes of establishing a permanent home, and not merely be incidental to enrollment at an institution of higher learning. Attending college in Florida will not, in and of itself, meet the residency requirement for state aid.

Dependent Students can receive State of Florida financial aid if their parents qualify as a Florida resident per the state's statutory regulations. Information on state programs that the College participates in and eligibility requirements can be found at [www.FloridaStudentFinancialAid.org](http://www.FloridaStudentFinancialAid.org).

#### **State Of Florida Requirements For Continuing To Receive State Aid**

Students receiving any assistance from the State of Florida, including the William L. Boyd IV Florida Resident Access Grant (FRAG), MUST:

- 1) Be enrolled in a baccalaureate program for at least 12 semester hours per semester at the end of the drop-add period.
- 2) Complete the equivalent of 24 semester hours by the end of the spring semester during each academic year.
- 3) Maintain a cumulative G.P.A. of 2.0 or better at the College.
- 4) Not have previously received a baccalaureate degree.

The State of Florida has additional requirements regarding Bright Futures eligibility. Please visit [www.FloridaStudentFinancialAid.org](http://www.FloridaStudentFinancialAid.org).

### Residency

Students who are dependent for financial aid purposes are considered legal residents of the same state as their parents. Students 24 years of age and older are considered to be independent of their parents for the purpose of determining residency. Students will be asked to document their claim to Florida residency pursuant to Florida statutes and state Board of Education administrative rules.

### Out of State Students

Non-Florida residents may be eligible for aid from their home states. They should contact their appropriate state educational agency to make this determination.

## ACADEMIC INFORMATION

### Majors

- Advertising Design (AD)
- Business of Art and Design (BOAD)
- Computer Animation (CA)
- Creative Writing (CW)
- Film (FILM)
- Fine Arts (FA)
- Game Art (GA)
- Graphic Design (GD)
- Illustration (IL)
- Interior Design (ID)
- Motion Design (MD)
- Photography Imaging (PI)
- Visual Studies (VS)
- Virtual Reality Development (VRD)

### Student Learning Outcomes

These are the intended competencies all students should attain by the time they graduate from Ringling College. Both academic and academic support areas advance student achievement in these competencies within the B.F.A. or B.A. degree programs. Students have multiple opportunities to demonstrate specific abilities as creators, communicators and collaborators.

### Competency Threads Woven

#### Throughout All Areas:

##### Communication Skills

Demonstrate effective skills in visual communication, speaking, writing, listening, reading and computer literacy.

##### Thinking Skills

Demonstrate abilities in conceptual, logical and intuitive thinking within a variety of contexts.

##### Global Perspectives

Demonstrate an understanding of differences in cultures and societies.

##### Artistic Discernment

Show an ability to discern artistic merit of diverse forms of art / design in their contexts. Be able to defend critical interpretations concerning the significance of artistic expression.

##### Self-Directed Learning

Demonstrate responsibility for independent learning and perseverance towards goal attainment.

##### Collaboration

Understand and practice collaboration in appropriate situations.

##### Social Responsibility

Recognize the social and ethical responsibility of creating art and design.

### Advising, Records & Registration Services

#### Campus Communication Policy

Students are required to read the Student Handbook and are responsible for knowing the College's policies and procedures. Students are required to keep current with College communications by regularly checking the campus portal, their campus e-mail, their campus mailbox and to be aware of the information presented.

#### Educational Records

These records directly relate to a student and are maintained by Ringling College.

### Family Educational Rights and Privacy Act Of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should contact the Registrar's Office with requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- 2) The right to request an amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school

official is a person employed by the College in an administrative, supervisory, academic or support staff position (including security personnel and health staff); a person or company with whom the College has contracted (such as an attorney or auditor); a person serving on the Board of Trustees; or a 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 his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4) The right to file a Report with the U.S. Department of Education concerning alleged failures by the College 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, D.C., 20202-4605.

The College may release information without the student's consent where the information is classified as "Directory information." The following categories of information have been designated by the College as directory information: name, address, telephone listing, e-mail address, photograph, place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, full-time/ part-time status, and the most recent previous educational institution attended by the student.

Direct questions concerning this law and the College's policy concerning release of academic information to Advising & Registration Services, 941-359-6116.

### Limitations On Student Rights

There are some limitations on the rights of students to inspect records. Students shall have no right of inspection or review of:

- 1) Financial information submitted by their parents / guardians.
- 2) Confidential letters and / or recommendations in the student's file prior to Jan. 1, 1975, if such documents were intended to be confidential and were only used for the purpose intended.
- 3) Confidential letters and / or recommendations in the file subsequent to Jan. 1, 1975, associated with admissions, employment, or job placement or the receipt of an honor or honorary recognition, if the student has waived his or her right to inspect confidential letters and /or recommendations.
- 4) Educational records containing information about more than one student, in which case the institution will permit access only to that part of the record pertaining to the inquiring student.

### Waiver Of Student Rights

Students may waive any or all of their rights under FERPA. Ringling College does not require waivers and no institutional service shall be denied to students who fail to supply waivers.

All waivers must be in writing and signed by the student. Students may waive their rights to inspect and review either individual documents (e.g., letter of recommendation) or class of documents (e.g., admissions file). The items or documents, to which students have waived the right of access, shall be used only for purpose(s) for which they are collected. If used for other purposes, the waivers shall be void and the student may inspect the documents. The student may revoke the waiver in writing, but by revoking it, he or she does not regain the right to inspect and review documents collected while the waiver was in force.

### Eligible Persons Able To View The Record

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the student records at Ringling College (in the Office of Advising, Records and Registration Services) are open for inspection only by the student and as per paragraph #99.31 of the Family Educational Rights and Privacy Act of 1974, and to the following:

- 1) College officials who have legitimate educational interests.
- 2) State educational authorities.
- 3) Federal and state officials representing state or federal programs.
- 4) Persons having written authorization for release.
- 5) Officials in compliance with judicial orders.

### Viewing The Records

- Permanent records are never allowed out of the Office of Advising, Records and Registration Services.
- Students may view their records at the counter in the presence of office personnel.
- Students may view their transcripts from other institutions, but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated.

### Prior Consent For Disclosure Or Release Of Records

Transcripts are only released upon written consent of the student.

### Permanent File

In addition to the academic transcript, a student's permanent file contains transcripts from other institutions and the transfer credit evaluation, admissions application and other documents, such as test scores. Students may see their files upon request in the Office of Advising, Records and Registration Services. The information contained in the file is not disclosed to any party outside the College without the student's written consent, as required by the Family Educational Rights and Privacy Act of 1974 (FERPA).

## Transcripts

The Office of Advising, Records and Registration Services issues transcripts upon written authorization by the student. The College does not copy or release transcripts furnished to the College by other institutions. Each transcript issued is a complete and accurate copy of a student's academic record to date. It includes all work completed at Ringling College, as well as all credit transferred from other colleges and universities. President's List, Academic Probation, Academic Dismissal, and Withdrawal Dates are noted on the transcript, if applicable. Unofficial transcripts are available online via Self-Service. Transcript fees are listed on the Advising, Records & Registration website. The Office of Advising, Records and Registration Services will not release transcripts to students who owe the College money or have defaulted on educational loans.

## Correcting Permanent Records

If a student feels there is an error in their permanent record, they should contact the Office of Advising, Records and Registration Services to arrange a hearing according to paragraph #99.22 of the Family Educational Rights and Privacy Act of 1974:

- 1) The hearing will be within a reasonable period of time after the request has been received by the institution.
- 2) The student shall be given notice of date, place, and time reasonably in advance.
- 3) A written decision shall be made by the educational institution within a reasonable period of time after the hearing. The written decision and summary will be based on evidence presented.

## Second Bachelor Degree Requirements

To obtain a second bachelor's degree, students must meet the following requirements:

1. Hold a bachelor's degree from a regionally-accredited college or university.
2. Complete a minimum of 30 credits of new upper-level coursework with Ringling College, after the completion of the first degree and admission into the second-degree major. The combined total must be no less than 150 credits for the two degrees.
3. Must complete the appropriate form(s) in the Admissions Office and be admitted, or if a former Ringling College student, with the Registrar's Office and be readmitted to the College.
4. Complete Ringling College's major requirements (see Catalog for more detailed information). If any of these requirements were satisfied in the previous degree, the remainder necessary to complete the minimum 30 credits of new coursework should be satisfied with courses related to the major.

5. A minimum grade point average of C (2.0). The GPA will be calculated on the basis of courses taken after completion of the first bachelor's degree and admission to the student's second bachelor degree major at Ringling College.

6. The degree requirements for students who enroll continuously are determined by the Catalog in effect at the date of enrollment following admission into the second bachelor's degree major at Ringling College.

7. Must comply with all other Ringling College regulations.

## Address Change & Release Of Information

Notify the Office of Advising, Records and Registration Services of address changes. It is important to remember all Ringling College communications sent home are mailed to the permanent address furnished to the Office of Advising, Records and Registration Services by the student.

## Directory Information

Directory information includes the following: student name, address, telephone number, e-mail address, picture ID, dates of attendance, class year, previous institutions attended, major, awards, honors, degrees conferred, past and present participation in officially recognized sports and activities, date and place of birth. Directory information is only withheld upon written request made to the Registrar at fall semester registration.

## Academic Advising

The advising system is based upon the theory of developmental advising, and thus combines personal, academic and career counseling services. First-year students are advised about the transition to college, goal setting and personal and academic matters by the designated First-Year Faculty Coordinators, the Director of Advising, the Academic Advisors, and the Office of Student Life staff.

Upper-level students receive advice about their program of study from the Academic Advisors and their Department Head. They receive advice about careers and graduate schools from Department Career Advisors and the Center for Career Services. The Office of Student Life staff will provide personal counseling and advice about the transition to a career and life after Ringling College.

The Office of Advising, Records and Registration Services tracks the progress toward a degree for all students. Students, however, are ultimately responsible for ensuring they have completed the academic requirements for their degree. Academic Advisors provide special help to students on probation, international students, readmitted students and those with disabilities. Throughout their four years, students are encouraged by their advisors "to clarify interests, skills, attitudes and values; develop habits of discipline; experience choice and develop autonomy; and develop purpose and direction."

## Advisors

### Office Of Advising, Records

& Registration Services [advising@ringling.edu](mailto:advising@ringling.edu)

#### Justin Selph

[jselph@ringling.edu](mailto:jselph@ringling.edu)

Registrar

Ulla Searing Student Center / 2nd Floor

#### Amanda Shurtleff

[ashurtle@ringling.edu](mailto:ashurtle@ringling.edu)

Associate Director

Ulla Searing Student Center / 2nd Floor

#### Barbara LeBras

[blebras@ringling.edu](mailto:blebras@ringling.edu)

Assistant Registrar/Senior Advisor

Ulla Searing Student Center / 2nd Floor

#### Stacey Tarpley

[starpley@ringling.edu](mailto:starpley@ringling.edu)

Academic Advisor

Ulla Searing Student Center / 2nd Floor

#### Shira Williamson

[swilliaz@ringling.edu](mailto:swilliaz@ringling.edu)

Academic Advisor

Ulla Searing Student Center / 2nd Floor

*All of the above are available at the Office of Advising, Records and Registration Services Ulla Searing Student Center / 2nd Floor.*

### International Students

Amy Pettengill - [apetteng@ringling.edu](mailto:apetteng@ringling.edu)

*The International Advisor is located on the second floor of the Alfred R. Goldstein Library.*

### First-Year Faculty Coordinators

#### Design Arts

Kim Elam – [kelam@c.ringling.edu](mailto:kelam@c.ringling.edu)

AD, BOAD, GD, ID, MD

#### Media Arts

Karen Sullivan – [ksulliva@c.ringling.edu](mailto:ksulliva@c.ringling.edu)

CA, GA, IL

#### Studio Arts

Nathan Skiles – [nskiles@c.ringling.edu](mailto:nskiles@c.ringling.edu)

FILM, FA, VS, PI, VR

### Career Advisors

Faculty Career Advisors are available to assist you with specific questions about programs of study, career tracks, graduate school recommendations, requests to observe a class in any major, and advice on portfolios. To find the Faculty Career Advisor for your program, visit “Career Advisors by Department” on the [Career Services webpage](#).”

([https://home.ringling.edu/campus-student-life/campus-](https://home.ringling.edu/campus-student-life/campus-services/center-for-career-services/shared-resources/password-protected-information/your-professional-toolbox/career-advisors-by-department/)

[services/center-for-career-services/shared-resources/password-protected-information/your-professional-toolbox/career-advisors-by-department/](#)] The hyperlink links to the page on the Career Services website where they post the list.)

### Center For Career Services Staff

A. Charles Kovacs

Director

309-0192

[Ckovacs@ringling.edu](mailto:Ckovacs@ringling.edu)

Cynthia Flanagan

Associate Director

359-7501

[cflanaga@ringling.edu](mailto:cflanaga@ringling.edu)

Russell (Rew) Woodruff

Associate Director of Career Services

941-893-2058

[rwoodrof@ringling.edu](mailto:rwoodrof@ringling.edu)

Alejandra Lance-Henterly

Asst. Director of Career Services

359-7650

[Alejandra.ringling.edu](mailto:Alejandra.ringling.edu)

Debra Bradley

Assistant Director, Career Services

941-309-0106

[dbradley@ringling.edu](mailto:dbradley@ringling.edu)

Erin Smith

Administrative Assistant

359-7502

[esmith1@ringling.edu](mailto:esmith1@ringling.edu)

### The Center for Career Services

[www.ringling.edu/talent](http://www.ringling.edu/talent)

phone 941-359-7502

Email: [talent@ringling.edu](mailto:talent@ringling.edu)

## Schedule Changes

Students may add and drop classes through the first Friday of the semester. Students may withdraw classes without academic penalty through the 10th week of each semester. The deadlines each semester are included in the Academic Calendar. Classes dropped after the first week of the semester, but before the deadlines, will have a “W” (Withdrawn Passing) recorded on the student’s academic transcript.

If a student withdraws from a class after the deadline, a “WF” (Withdrawn Failing) will be recorded for that class on the transcript. A “WF” impacts the G.P.A. in the same manner as an “F.” Students may appeal a “WF” grade to the Academic Standards Committee, which is chaired by the Vice President for Academic Affairs or designee. Official “Drop” forms are available from the Academic Advisors. Please note that withdrawals may

affect financial aid eligibility. It is the student's responsibility to check with the Office of Financial Aid before officially withdrawing from a class.

### **Scheduling**

Completing required coursework in the prescribed order will assure students of enrollment in all required courses for their major within the time frame proposed for graduation. If required courses are taken out of sequence, the student will forfeit priority status for the course and will be enrolled on a space-available basis, possibly delaying graduation.

### **Retention Rate**

Through its admissions practices, curricular programs, academic advising and student services, Ringling College strives to retain and graduate a high percentage of students who enroll.

### **Change Of Major**

Change of Major" forms are available in the Office of Advising, Records and Registration Services. They must be signed by an Academic Advisor and Department Head for the student's prospective major. Admission to majors with limited space is decided on a competitive basis with incoming transfer students. Students must declare a major during the first semester of their first year.

Changing the major after completing the first year will incur an additional year of study.

## **RINGLING COLLEGE ACADEMIC INTEGRITY GUIDLINES AND POLICY**

### **Academic Integrity Policy**

Ringling College of Art and Design recognizes that scholarly and creative work does not occur in a vacuum but rather emerges from students' complex connections and experiences with life and with the intellectual and artistic world. Academic integrity is the process of openly acknowledging the sources of one's ideas and creations in the building of one's personal and public identity as a practitioner in the artistic community.

Faculty are responsible for clearly communicating their standards and expectations to their students. Because practices regarding intellectual property will vary depending on medium, genre, and context, students must take responsibility for accurately understanding and abiding by faculty expectations for each course in which they enroll. Ringling College expects all students to act with integrity in and out of the classroom, and among collaborators. The College also expects work done outside of course assignments—such as work submitted for exhibit and competitions, work done for freelance clients, or other work on or off campus—to be an ethical and honest creative endeavor. Both inside and outside the classroom and/or off campus, students must acknowledge the sources of their ideas and images in a manner consistent with best professional practices in their field and department.

A violation of the following policy will be determined based upon the preponderance of the evidence standard, meaning that a student will be held responsible if it is more likely than not that a violation has occurred.

Full details of Ringling College's Academic Integrity Policy, including penalties and processes regarding violations, can be found at <http://www.ringling.edu/policies-and-procedures>.

### **Violations of Academic Integrity Defined**

Examples of violations of academic integrity may include but are not limited to:

- **Cheating:** Taking credit for another person's work, or allowing another person to take credit for one's own work; using study or test-taking aids not permitted by the instructor or copying the work of another test taker; using commercial term paper companies or ghostwriters; submitting the same work for credit more than once without prior approval of the instructor(s).
- **Copying, imitating, or appropriating** in whole or in part another person or persons' work without appropriate attribution.
- **Plagiarism:** Attributing to oneself the work of another person or persons.
- **Fabrication:** Falsification or invention of source material; altering audio, visual, or data files without appropriate notice of the alterations.
- **Failure to follow attribution policies or citation practices** advocated by the course instructor and/or described in the syllabus or other course materials.
- **Reproducing and/or publicly distributing or posting** electronically copyrighted or otherwise protected intellectual property without permission of the owner of rights to that intellectual property.
- **Impeding the work of other persons** by giving false or misleading information, stealing, or deliberately misplacing or destroying materials.
- **Facilitating or abetting** violations of academic integrity by others.

### **Administration of the Academic Integrity Policy**

The Vice President for Academic Affairs (VPAA) or designee is responsible for overall administration of this policy.

Contested findings of violations of the Academic Integrity Policy or otherwise referred cases will be reviewed by a subset of the Academic Standards Committee (ASC). This Sub Committee is formed by the Chairperson of the Academic Standards Committee in consultation with the VPAA. Decisions of the Sub Committee shall not be subject to further review.

Throughout this document, written notice is defined as United States Postal Service mail, postage prepaid, with signature required and/or electronic communication with a read/receipt request attached to the document. In the event the student does



not acknowledge receipt of written notice through the above methods, written notice may be accomplished by sending a letter, via regular United States Postal Service mail, postage prepaid, to the student's mailing address as contained in the College's official records, it being presumed that the student receives all mail addressed to her/him at that address. Adequate written notice will be presumed to have been delivered four (4) days after mailing.

The specified number of calendar days is meant to apply under usual conditions, and may be modified by the VPAA if, in his or her judgment, special circumstances of the case so warrant.

**Informal Resolution:**

If a student is accused of an infraction of the Academic Integrity Policy, a faculty member must inform the student in question and the Department Head or Program Director to whom he or she reports by written notice of the alleged violation normally within ten (10) calendar days after the faculty member becomes aware of the circumstances giving rise to the accusation. If the faculty member is also the Department Head, then the Office of the Vice President of Academic Affairs may appoint an otherwise uninvolved faculty member to serve as a witness. The faculty member, Department Head or Program Director, and student will discuss the alleged violation in a conference normally within seven (7) calendar days after the faculty member notifies the student of the accusation. The role of the Department Head or Program Director at this conference is as a witness and not as an advocate for either the faculty member or student. During this conference or at any other informal or formal part of the resolution process, the student may choose to have an advisor for assistance. The definition and role of the advisor is described in the Ringling College of Art and Design Student Handbook and reads as follows: "An Advisor is a person, chosen by an accused student, to serve in an advisory capacity during their involvement in the meeting/hearing process. The primary role of the Advisor is to assist the student in preparing for meetings/hearings and to attend meetings/hearings as support for the student. The student is responsible for presenting their own information and, therefore, advisors are not permitted to speak or participate directly in any meetings/hearings without approval. The use of an Advisor is strongly recommended."

The student's failure to respond to this accusation may be considered to be an admission of responsibility.

If, upon completion of the conference, the faculty member concludes that the student has not violated the Academic Integrity Policy, the matter will be closed, and the Department Head or Program Director will be so informed.

**Finding of Violation:**

Agreement as to violation with agreement as to resolution: If the student admits his or her Academic Integrity Policy violation, and the student and faculty member are able to agree on an appropriate resolution, including the penalty, written notice will be sent to the VPAA or designee. After receipt of the resolution

document, the VPAA or designee shall review the College Academic Integrity files. If no prior instance of violation is on record for the student, the matter may be closed. If a prior instance of violation by the student exists, the VPAA or designee shall refer the case to the Sub Committee for its recommendation.

Agreement as to violation with disagreement as to resolution or penalty: If the student admits his or her Academic Integrity Policy violation, but the faculty member and student are not able to agree on an appropriate resolution, the student will notify the Department Head or Program Director and the VPAA of her/his decision to appeal. This notice of intent to appeal shall be submitted in writing within ten (10) calendar days following the conference to the VPAA or designee will refer the case to the Sub Committee for a formal review.

Disagreement as to violation: If the faculty member concludes a violation has occurred and the student disagrees, the student shall notify the Department Head or Program Director and the VPAA of her/his decision to appeal. This notice of intent to appeal shall be submitted in writing within ten (10) calendar days following the conference. The VPAA or designee will refer the case to the Sub Committee for a formal review.

**Formal Review:**

The Sub Committee will contact the student and faculty member involved and schedule a formal review to take place within ten (10) calendar days, at which time the student or faculty may present his or her position in writing or in person. The Committee will rule on the case and make a recommendation within ten (10) calendar days, with a report to the student and the VPAA.

The student may have the assistance of an Advisor. An Advisor is a current College employee or student, chosen by an accused student, who agrees to serve in an advisory capacity during the student's involvement in the meeting / hearing process. The primary role of the Advisor is to assist the student in preparing for meetings / hearings and to attend meetings / hearings as support for the student. The student is responsible for presenting their own information and, therefore, Advisors are not permitted to speak or participate directly in any meetings / hearings without approval of the chair of the Committee. The Sub Committee must receive advance notification of the Advisor's identity and that the Advisor will be present.

The Vice President for Academic Affairs may ratify the Sub Committee's decision or return the case to the Sub Committee with recommendations for further consideration, or may reduce or retain any sanction.

**Academic Integrity Policy Penalties as Levied by the Academic Standards Committee:**

- Teachable Moment (provided by the Faculty Member)
- Failure of the assignment (imposed by the Faculty Member)
- Failure of the course (imposed by the Faculty Member)

- Official Reprimand (A letter of reprimand from the VPAA or designee)
- Academic Probation (period of time based on severity of violation and existence of past violations) (imposed by the Sub Committee and ratified by the VPAA or designee)
- Academic Suspension (period of time based on severity of violation and past violations) (imposed by the Sub Committee and ratified by the VPAA or designee)
- Other suitable action, including counseling, community service, or other reasonable action (may be imposed by the Sub Committee and ratified by the VPAA or designee)
- Complete a workshop on appropriate best practices for avoiding plagiarism or academic ethics with either a Ringling College Librarian and/or an Academic Resource Center staff member (imposed by the Sub Committee and ratified by the VPAA or designee)
- Expulsion from the College (imposed by the Sub Committee, ratified by the VPAA or designee and President).

The same penalties may apply to currently enrolled students for Academic Integrity offenses committed outside of a degree program course structure, such as: submitting plagiarized or falsified work for competitions and exhibitions.

These penalties are cumulative to the extent that they are not contradictory. That means that multiple penalties may be levied against a student. For example, a student may both fail the course as well as be required to complete a workshop on appropriate best practices.

**Statute of Limitation:**

No statute of limitation shall exist for issues of academic dishonesty, including post-graduation situations. Before the procedures may begin, the individual(s) in question must be located and contacted. The Office of the Vice President for Academic Affairs will send written notice to the individual(s) containing all required information. When the Office of the Vice President for Academic Affairs receives confirmation that the letter has been delivered or when other written notice requirements have been met, the timetable of events begins. The ultimate in post-graduation academic punishments is revocation of degree and/or revocation of academic awards.

**Academic Standards Committee: Charge/Membership**

**CHARGE:** The purpose of the Academic Standards Committee is to make recommendations on academic standards and the consequent policies that affect the academic standing of students. In line with existing standards and policies, the Committee hears the appeals of students who have been academically dismissed.

**MEMBERSHIP:** The committee consists of the Associate Vice President for Academic Affairs and Dean of Faculty, the Registrar, the Vice President for Student Life and Dean of Students, Academic Advisors and regular, full-time faculty members. The faculty members will be appointed from the Liberal Arts Program

and the Majors.

**Timing of Grade**

During the informal and formal resolution processes, if the infraction is connected to coursework, the student's enrollment and participation in class shall not be affected.

If at the semester's end the matter has not been resolved and the student has not been assigned a grade in the course, the student shall receive an "Incomplete" in the course until such time as a grade can be determined pursuant to this policy.

If the student has already been assigned a grade in the course at the time the student is accused of an academic integrity violation, the assigned grade shall not be changed unless and until the student is determined to be in violation of or not in violation of academic integrity pursuant to this policy.

This Ringling College Academic Integrity Policy and its administration is the official policy for Ringling College students. It may be amended or revised without notice. The most recent copy of the Policy is available in the online Student Handbook and in the Catalog. Students, faculty, and staff may also be interested in other resources (which are not part of the Ringling College Academic Integrity Policy) including the following books in the Alfred R. Goldstein Library's collection:

Crawford, Tad, ed. *AIGA Professional Practices In Graphic Design*. New York: Allworth

Press, 2008. Print.

—. *Legal guide for the visual artist*. New York: Allworth Press, 2010. Print.

Gilmore, Barry. *Plagiarism: A How-Not-to Guide for Students*. Portsmouth, NH:

Heinemann, 2009. Print.

*MLA Citation Style Quick Guide (Goldstein Library)*.

Suggested statement to be included on all course syllabi:

Academic Integrity is the process of openly acknowledging the sources of your ideas and creations in the building of your personal and public identity as a practitioner in the artistic community. Ringling College expects students to acknowledge their sources of ideas and images in a manner consistent with best professional practices in their field. Your instructor will inform you of appropriate ways to document and acknowledge sources for this course.

Full details of Ringling College's Academic Integrity Policy, including penalties and processes regarding violations, can be found on the website: <http://www.ringling.edu/policies-and-procedures>.

## Institutional Attendance

### I. RATIONALE FOR ATTENDANCE POLICIES

*Studio art and design courses offer significant opportunities to complete coursework during class meetings with the help and guidance of the faculty. Each class meeting can build on the experience of the one before it. The fundamental nature of most art and design courses rely on student participation as an essential method for learning. If a student misses too many classes, he or she may miss a significant portion of any hand-on experience, as well as the skills and techniques taught that will be necessary in future courses. It is important to realize that even if excused, absences could impact the student's academic performance because the student will not have the benefit of such things as full classroom interaction and the opportunity to ask questions while the material is being presented. Student contributions during class time constitute a significant component of the learning process.*

*Students should not miss one class in order to do homework or study for another class. Some students mistakenly think this is prioritizing; in reality it is poor time management.*

### II. OVERALL ATTENDANCE POLICY THAT APPLIES IRRESPECTIVE OF MAJOR, DEPARTMENT, OR FACULTY OF RECORD,

Regular attendance in all classes is required. Students are expected to arrive on time and remain in class for the entire period scheduled. The responsibility for work missed due to any type of absence rests with the student.

Tardiness, early departure or other time away from class in excess of 15 minutes per class session may be considered absence for that class session. Classes missed due to late registration are counted in the general absences permitted for the class.

In most cases, more than two absences in a course that meets once per week, or more than four absences in a course that meets twice per week will result in a grade of F. Regardless of meeting schedules, students who miss more than 13.3% of a course will fail the course, barring exceptional circumstances.

Documented exceptional circumstances include, but are not limited to: death in the family, serious medical conditions, hospitalization, observance of religious holidays, reasonable disability accommodations and other special/unforeseen circumstances beyond the student's control. Numerous absences due to any reason including exceptional circumstances may warrant course withdrawal or failure.

Exceptional circumstances are determined on a case-by-case basis in an interactive process with the student, faculty of record, Department Head or Program Director of the course or other Ringling College professionals, as needed. Known circumstances, such as religious holidays should be discussed with the faculty of record in advance of the absence. Absences that are deemed exceptional will not affect the final grade.

### III. ATTENDANCE POLICY DETERMINED BY FACULTY OF RECORD

At the determination of the Faculty of Record, other absences can carry a grade penalty on the final letter grade up to:

a. For courses that meet twice a week:

Two absences may drop a final course grade up to two steps down on the letter grade scale.

Three absences may drop a final course grade up to four steps down on the letter grade scale.

Four absences may drop a final course grade up to six steps down on the letter grade scale.

Five or more absences will result in a failing grade.

b. For courses that meet one a week:

One absence may drop a final course grade up to two steps down on the letter grade scale.

Two absences may drop a final course grade up to four steps down on the letter grade scale.

Three or more absences will result in a failing grade.

For purposes of III a and b, Step refers to the +/- scale. For example, a B+ to B = one step.

Ringling College will make every effort to reasonably accommodate students' disability-related academic needs. However, neither the college nor an individual faculty member is required to waive essential or fundamental academic requirements of a course regardless of the nature of a student's disability. REV. 8-20-2017

### If An Instructor is Late

Students are expected to be on time for class and to remain in class for 20 minutes if the instructor is not present. Unless prior arrangements have been made by the instructor, after 20 minutes, students may leave without penalty, and class will be canceled. If an instructor is ill, a representative from the Vice President for Academic Affairs office will come to the classroom to inform students and give any necessary directions regarding assignments.

### Classroom Policies

While each instructor has his or her own policies regarding classroom conduct and requirements, the College does have a few policies covering all classes.

- Smoking and alcoholic beverages are prohibited in all classrooms, whether or not class is in session.
- No pets are allowed in class. Exceptions will be made in the case of service dogs.
- Because of past abuse, cell phones, radios, tape decks, headsets, iPods, televisions, and other audiovisual equipment are also prohibited during class time.

- The College's dress code requires shoes and appropriate shirts be worn during all classes, as well as in the Alfred R. Goldstein Library, Ulla Searing Student Center, dining facilities, and galleries.

It is the instructor's sole prerogative to determine whether a student is:

- 1) In a fit condition to perform classroom work (in other words, is not under the influence of alcohol or drugs and is not sleeping).
- 2) Indeed working on assignments for that particular class (rather than working on projects for another class or doing freelance work).
- 3) Distracting other students as to impair the learning environment.

If the instructor finds a student in violation of any of these provisions, or the policies outlined in the course syllabus, he or she may require the student to leave the classroom and may subsequently mark the student absent, which could affect the student's final grade.

### Contacting An Instructor

If students cannot get in touch with an instructor during class, or need to reach him or her on a day when they do not have class, a note can be left with the Faculty Secretary in the Faculty Center. Students should leave a phone number and a time when they can be reached. The only time students should try to contact an instructor at home is in the event of an absolute emergency and only if the instructor's number is listed in the phone book or the instructor has provided the number.

### Trustee Scholars Program

Every educational institution has an aura, which pervades the campus, and the Trustee Scholarship Program rewards what is truly honored, prized and admired at Ringling College. Selection as a Trustee Scholar is the highest honor awarded at the Ringling College of Art and Design. The award recognizes:

- Exceptional talent and distinction of mind.
- Contributions to the department, College and / or community during the sophomore and junior years.
- On-campus leadership and citizenship and / or the ability to be a department or Student Life mentor.

Each spring, prior to the April meeting of the Board of Trustees, the faculty of each major and the staff of the Office of Student Life, meet to select the names of two candidates for the Trustee Scholarship. Student nominees are asked to submit digital images and / or video with descriptive information, written artist statement and résumé to be presented to the Trustee Scholars Selection Committee for review and recommendation. The materials of the award recipients will later be on permanent file in the Alfred R. Goldstein Library. Each Trustee Scholar is awarded a \$5,000 scholarship and is introduced to the Board of Trustees at a special reception following the selection

process. While completing their senior year, Trustee Scholars will work closely with the department faculty or Office of Student Life staff to serve as mentors to other students.

### Facility Usage

#### Building Hours & Usage

1. Evening studio hours will start the week classes begin. Check specific facilities for opening dates.
2. A high degree of cooperation is essential from students who use the facilities in the evening. Students must be responsible for clean-up before they leave, and all furniture must be returned to the regular set-up. If Reports from faculty or students occur regarding the condition of the studios in the morning, then studio hours will be reduced.
3. No smoking, eating, or drinking is allowed in the studios or computer labs. Food and drinks are only permitted in classrooms and lecture halls with approval by the Vice President for Academic Affairs for special meetings and functions.
4. When Continuing Studies & Special Programs courses are in session, some facilities will not be available.
5. The following facilities will only be opened when a facility monitor is on duty: Some computer labs, Photography Center, Printmaking, Sculpture, Woodshop and First Year studios. If a monitor is not present, Public Safety Officers will ask students to leave.
6. Studios are closed to students during School holidays, breaks and summer vacation, unless appropriate written approval from the Department Head / Program Director and VPAA is on file with the Office of Public Safety. Such requests are given to the Vice President of Academic Affairs or designee by the faculty member 2 days in advance.
7. After midnight, 2 or more students must be in a room for it to remain open. If a facility is found with less than 2 students occupying it, a Public Safety Officer will ask the student to leave and will lock the room.
8. Public Safety Officers are not authorized to make exceptions to the approved building hours unless notified by the Vice President for Academic Affairs or designee.
9. Students who are uncooperative with the Public Safety Officers, or who use the facility after the approved evening hours, are in jeopardy of losing their evening access privileges.
10. All main facilities are closed during the summer break. (Limited facilities availability for CSSP programs).

### Building Hour Changes

Changes in building hours must be requested from the Vice President for Academic Affairs or designee at least 2 working days in advance. Requests must be made in writing by the Department Head or Program Director. If approved, the Vice President for

Academic Affairs or designee will notify the Director of Public Safety.

## Use Of Deborah Cooley Photography Center

The use of the photography facility is limited to students presently enrolled in photography courses. Other students who have previously taken photography at Ringling College may request written permission to use the facility from the Photography Department Head. All students using the facility must do so during scheduled lab hours and abide by lab regulations. No smoking, food, or drink is allowed.

## STUDENT LIFE

The Office of Student Life provides a variety of programs and services designed to promote the artistic development, academic success, personal growth and overall well-being of the student body. Programs and services are intended to foster the personal, social, vocational, emotional, cultural, physical, civic and spiritual development of students through a comprehensive co-curricular program.

Full participation in campus life is considered an integral part of the Ringling College of Art and Design experience. Therefore, the Office of Student Life staff is committed to promoting learning and growth beyond the classroom, providing support networks, creative programs, social activities, leadership opportunities and cultural diversity for the student body.

The continuing process of integrating information learned experientially into the student's value system results in an enhanced awareness and appreciation of cultural differences, civic responsibility and campus community.

## Campus Conduct System

Refer to the sections of the Student Handbook titled "Code of Conduct" and "Other Campus Policies."

## Campus Ministry

Offering support for students seeking spiritual development or grounding in their own faith communities, Campus Ministry provides programming, on-campus pastoral presence and religious services.

Religious study and spiritual support groups meet at various times during the academic year, including the Faith Forum, a series offering discussions and speakers during the noon hour. Holy days and religious holidays are commemorated in open gatherings, shared worship services or meetings with students from neighboring colleges.

Service-learning opportunities with nearby congregations, religious organizations, schools, nearby colleges and non-profit groups also occur with Campus Ministry. The Campus Chaplain listens, gives counsel, provides spiritual direction and helps network students with local resources for their specific religion or denominational body.

To contact Campus Ministry directly, call 941-309-0200, e-mail [mkim1@c.ringling.edu](mailto:mkim1@c.ringling.edu) or Facebook: Ringling College Campus Ministry

## Center For Career Services

Welcome to the Center for Career Services!

Get ready for a full year of professional programs and opportunities to meet and connect with employers and recruiters, special guest speakers, industry professionals and our incredible alumni mentors. Take their advice and make tracks to Career Services early and often.

### Your First Steps:

**Register** for an account and connect with the Center for Career Services at [www.collegecentral.com/ringling](http://www.collegecentral.com/ringling).

Your account includes access to:

- the Career Services events calendar
- a FREE portfolio space to share your work with prospective employers
- current job opportunities from clients looking for talented students/alumni from Ringling College.
- expert advice and assistance for your uploaded resume (first look at [www.ringling.edu/ResumeTutorial](http://www.ringling.edu/ResumeTutorial))
- career advice library, podcasts, and videos.
- Alumni Mentors who share their career path from school to work. They offer advice and assistance, career and / or industry insights, portfolio reviews, practice interviews and much more.

**Make** an appointment to meet privately ([www.ringling.edu/ccsappointment](http://www.ringling.edu/ccsappointment)) or bring your 'dream team' with you. We want to get to know you and your specific career goals.

**Explore** your individual learning style and career preferences with the Myers-Briggs Type Indicator (MBTI) and Strong Interest Inventory test. Certified Career Services staff will review your results with you as an idea generating option for confirming, coordinating, and suggesting possible majors, jobs, and career directions.

**Attend** company presentations to gain industry knowledge, ask questions, and connect with representatives from noted firms such as American Greetings, Disney, DreamWorks, Electronic Arts (EA), Hallmark, Hasbro, Pixar, and Sony. Students submit cover letters, resumes, and portfolios for review and applicants are selected by the recruiter for an on-campus interview. **Company presentations are open to ALL students!**

**Search** the Career Development Resources that are password protected and available ONLY for the Ringling community.

You'll find: company presentations recorded by ArtNetwork ([www.RinglingCollege.tv](http://www.RinglingCollege.tv)) career development and job search resources (set up personal accounts on Focus Explorer, GoingLogal, Career Beam) tutorials, internship forms and on-

campus job information.

**Mark** your calendar for the “Food-for-Thought” series and “Appetizer” workshops. These personal and professional development topics are designed and offered each year to help advance your career skills. You bring your lunch - we'll bring the treats and the speakers.

**Sign-up** for the annual INSIGHT event on “Student Professional Day” (during Faculty Professional Day). INSIGHT ([www.ringling.edu/INSIGHT](http://www.ringling.edu/INSIGHT)) is a valuable networking opportunity and forum for inspirational quest speakers and alumni to share career insights, review portfolios, conduct practice interviews and connect with **you** throughout the day. **No classes - no excuses - don't miss it!**

**Become a member** of the Student Advisory Committee (SAC). As an ambassador for your major, you'll provide the Center for Career Services staff with essential first-hand accounts of students' career, internship and graduate school needs, recommendations for guest speakers, and the effectiveness of presentations provided by the Center for Career Services.

**Login** to “Your Professional Toolbox” at: [www.ringling.edu/resources](http://www.ringling.edu/resources) and take full advantage of all resources available to you!

**Stop by the Center for Career Services anytime** and take a look at sample portfolios, directories and publications relevant to your major.

**Talk** to your Faculty Career Advisor. Every department is represented by a member of the faculty to review and advise the Center for Career Services and the Office of Academic Affairs on issues linking academic advising and career programs offered at the College. As an additional resource to Career Services, faculty members also serve as career advisors to students; assist Career Services personnel with internship, recruiter, and career resource suggestions; meet with recruiters when they visit campus; and recommend new service programs to promote additional career preparation for students.

Begin working with the Center for Career Services early in the first year to develop a strategy for success! We are here for you through graduation and beyond!

**Drop-in!** We offer time every day for you to discuss issues that might take 15 minutes (more or less). So drop-in anytime from 1:30 to 4 pm – Monday through Friday – what are you waiting for?

The Center for Career Services (CCS)  
In the Ferguson Studio Building  
<http://www.ringling.edu/CareerSupport>

## Health & Wellness

Ringling College of Art and Design is committed to engaging students, faculty, and staff, in recreation, health, and wellness through an environment that promotes awareness,

understanding and opportunities for achieving a healthy lifestyle. The Health and Wellness program takes a holistic approach to campus health by offering diverse programming and integrating medical, counseling, and fitness programs into Ringling's exceptional learning environment in an effort to meet the needs of today's students.

## Medical Services

Ringling College has partnered with Sarasota Memorial Hospital to offer on-campus medical services. An ARNP or PA is available 8:30am-4:30pm Monday through Friday with medical oversight provided by the physician group that staffs Sarasota Memorial's Urgent and Emergency Centers. The on-campus Health Center is located on the northeast corner of Bradenton Road and Martin Luther King Jr., Way.

Basic visits at the off-campus Sarasota Memorial Urgent Care Centers ([smh.com/urgentcare](http://smh.com/urgentcare)) are also available to all enrolled Ringling students at no additional cost when the on-campus center is closed. (Costs may be incurred to the student if any additional services are provided.)

The Health Center is equipped to diagnose and treat most common illnesses and conditions including: colds and flu, earaches, sore throats, eye injuries, bronchitis, minor lacerations and burns, sinus infection, skin rashes, urinary problems, physicals, gynecological problems, and sprains, strains and fractures.

There are no out-of-pocket costs to see a provider for a general medical office visit.

The following services are provided at no additional cost for Ringling students:

- Visits with a mid-level provider
- Annual flu shot for every student
- Annual routine female gynecological exam and pap smear
- Allergy injection therapy
- On-site laboratory testing including urine dip, rapid strep, rapid flu and pregnancy.

The following services can be provided at the on-campus health center for an additional fee. Some of these fees can be billed to insurance depending on individual coverage or can be paid for at the time of service utilizing our discounted self-pay prices:

- Vaccinations
- Medications administered in the clinic
- Outside laboratory fees for tests that cannot be completed in the on-campus clinic
- STD testing, cultures, blood work
- Medical supplies such as splints and slings
- Laceration repair and incision and

drainage procedures.

The following services are not provided directly onsite but can be arranged and coordinated within Sarasota Memorial's comprehensive network of services:

- Radiology services
- Physical therapy services
- 12-lead EKG
- Follow up care for specialist visits within Sarasota Memorial's comprehensive Health Care System
- Urgent or emergency room care

The Student Health fee helps make our Health Services possible. A valid, working ID card are required for admission to the Health Center, and students are required to complete a medical questionnaire and show their Ringling ID and insurance card when visiting the on campus Health Center or SMH Urgent Care Center. The Health Center and SMH Urgent Care Centers are not emergency facilities. For emergency care call 911, visit a local ER, or contact Public Safety. For non-urgent questions or more details contact 941.301.4000 or email [medical@ringling.edu](mailto:medical@ringling.edu) during the regular academic year.

### **On-Campus Psychiatry and Psychopharmacological Referrals**

While classes are in session, we have a psychiatrist available for limited hours several times a month in the on-campus Health Center. For students interested in exploring medication as an option to help with short- or long-term mental health concerns, they can contact the counseling center to setup a referral appointment with a College Counseling Center staff member. Transferring prescriptions from a home psychiatrist is welcomed, though a referral from one of our mental health counselors is required in all cases. For students with existing prescriptions, and/or those who are receiving continued care from home providers which many students continue to do, please let your therapist know so all providers may communicate. By working as a team with your existing provider, we are able to provide the most complete service and ensure a higher continuity of care for you. If you are receiving medication, please continue to stay in contact with your existing provider regularly via phone and during breaks as possible for medication management, and let your therapist know about any changes to your medication. Off-campus referrals for local psychiatrists can also be provided upon request for students requiring more specialized treatment. Controlled substance prescriptions are not prescribed by the psychiatrist on site. Our goal is to help support your total health and long-term success. Students with ADHD diagnoses or other disorders requiring controlled substances should ensure they have a complete learning evaluation (which includes 4-6 hours of testing) from an off-campus psychologist in the past three years (a diagnosis from a GP is not sufficient). The Counseling Center can be helpful in providing lists of local psychologists who provide such testing. If you are

being prescribed medication of any kind please ensure that your medication is locked up when unattended and remains in the original containers at all times.

## **Counseling**

College can be an exciting time as well as a time when students are faced with major life challenges and stressors. The Peterson Counseling Center, located on-campus in the Health Center at Ringling College, provides a safe, supportive atmosphere for students. The staff consists of qualified, trained mental health care professionals who serve students and are concerned with providing them the best possible treatment.

Services include both group therapy and short-term individual therapy. Common concerns confronting students include low self-confidence, self-defeating behaviors, academic problems, questioning one's feelings, and decision making dilemmas.

Feedback from students who have used the services of the Peterson Counseling Center shows that when they actively engage in the therapeutic process they often feel relief, clarity, a new perspective, and an improved overall sense of well-being.

Counseling services are available with an appointment and are generally offered Monday through Friday. All services provided by Ringling College counselors are confidential and free to enrolled students. In order to follow legal guidelines and protect confidentiality, students will need to complete a release of information form if they wish to allow the staff to confirm attendance or otherwise communicate with a parent, faculty member, or outside provider. Copies of the release which must be signed by the student may be found on our website.

The Peterson Counseling Center is housed in the Student Health Center on the corner of Old Bradenton Road and Martin Luther King Jr. Way. For the most up-to-date information please visit us online at <http://health.ringling.edu> or email [counseling@ringling.edu](mailto:counseling@ringling.edu)

## **Hospitalization Campus Return Policy**

Ringling College of Art and Design prioritizes student safety. Therefore, after a student returns to campus from an involuntary hospitalization, or Baker Act, the student must furnish the hospital discharge paperwork to be reviewed by the Peterson Counseling Center before being eligible to return to their residence and attend classes. Ideally, the documentation should clearly state a diagnosis, treatment provided to the student while at the hospital and recommendations for treatment after discharge. Further, the student must meet with a staff therapist at the Peterson Counseling Center within two business days of discharge from the hospital to assure, to the best of our ability, that the student is made aware of the support services on campus, and offered those services to utilize. If treatment is being recommended and pursued off campus, the student will need to sign a release of information for the Peterson Counseling

Center to consult with treating provider to ensure continuity of care and that any future burgeoning safety concerns can be swiftly and collaboratively addressed. Regardless of off-campus care, the student will still need to meet with the Peterson Counseling Center for an initial consultation.

## **Fitness & Recreation**

### **Susan Palmer Fitness Center**

The Susan Palmer Fitness Center is dedicated to providing a safe yet interactive environment for all of our members. Located on the 1st floor toward the west side of the Student Center, this facility is furnished with an abundance of state of the art exercise equipment and amenities. Patrons must follow all policies and safety procedures.

### **Group Fitness Classes**

By providing a variety of specially-sculpted group fitness classes to choose from, we believe that we can meet the needs of each and every individual regardless of "athletic" capabilities. From the very beginner to the advanced extremist, we offer a class for you!

### **Outdoor Recreation**

Outdoor Recreation at Ringling College of Art and Design is committed to providing fun, challenging and affordable experiences to engage its students in educational and recreational opportunities in the beautiful Southwest Florida environment. Examples include kayaking, rock climbing, and exploring local state parks. Students participating in these activities must follow all policies and safety procedures.

### **Club Sports**

The Club Sport program is designed to serve individual interests in different sports and recreational activities. Participation in the program enhances and promotes the element of good sportsmanship, the development of skills, the well-being derived from physical activity and the social aspect within each sport. Currently active club sports include Basketball, Quidditch, Soccer, and Volleyball. Club Sport organizations must follow guidelines set by the Club and Organization Handbook as well as the Club Sport Handbook.

### **Bicycle Rental**

Students can check out bikes from the Susan Palmer Fitness Center for free during the hours the Fitness Center is open until dusk. Students renting bikes must follow all policies and safety procedures including filling out a bicycle waiver.

### **International Students**

Within 10 days of arrival, international students must check with the International Student Advisor to ensure that their paperwork is in order. The International Student Advisor is the Designated

College Official (DSO) who keeps track of paperwork, checks to ensure proper status is maintained, and signs CIS forms.

The I-20 AB Form must be signed on the back by the DSO at the beginning of the fall semester to validate full-time student status. Any time international students leave the United States and go to a foreign country, the DSO must revalidate the I-20.

International students must have a Social Security card in order to work on campus. The student must have a signed offer to work from the College in order to apply for the Social Security card along with an Enrollment Certification letter from the DSO. The DSO can provide more information on employment options for international students.

Check with the Office of Student Life to see what special programs, services and activities are available for international students. A special supplement to the Student Handbook is published by the Office of Student Life for international students.

International students must report any local address changes to the DSO. International students living in campus housing must report any room changes to a representative of the Office of Residence Life. Room changes must be approved by Residence Life.

### **New Student Orientation**

At Ringling College, the College provides a full New Student Orientation experience to assist entering students with the transition to the College community. Orientation is conducted prior to the start of the fall semester. The program includes opportunities to meet other students, presentations on academic expectations, an introduction to student organizations, a Parents' Orientation and a variety of social activities. An abbreviated Orientation program is scheduled for students that come at the beginning of the spring.

### **Student Information Centers**

Mail services, equipment check-out and other student services are available in Ann and Alfred Goldstein Residence Hall. Pool, television and music create a casual atmosphere.

Information about student activities, student organizations and leadership training is available in the Office of Student Activities and Leadership through its Campus Activities Board (CAB) Window, and posted on adjacent bulletin boards.

The Student Life Office on the second floor of Ulla Searing Student Center is also an important Information Center for students, and welcomes any inquiries about campus life as well as resources in the surrounding community. Staff are available to answer questions and make appropriate referrals from 8:30 a.m. to 4:30 p.m., Monday through Friday.

### **Student Organizations**

Special-interest groups develop or phase out, depending on the interests of each year's students. Ringling College has had clubs for cartoonists, mathematicians, photographers, wildlife



artists, computer animators, fantasy illustrators and environmentalists, among others. To receive more information on an existing organization, students can either talk to the members of the specific group or come to the Office of Student Activities and Leadership in Ann and Alfred Goldstein Hall.

Messages can be left for the specific organization in the Office of Student Activities and Leadership.

### **Want To Start A Group?**

Contact the Office of Student Activities and Leadership at 941.309.0202 to get started. Benefits for registering an organization include:

- Use of campus facilities for meetings and events.
- Use of student mailboxes to communicate with other students and to distribute promotional announcements / flyers.
- Use of campus bulletin boards to promote club / organization meetings and events.
- Eligibility for funding through the Office of Student Activities and Leadership., and SGA.

### **Resources For Organizations**

The Office of Student Activities and Leadership also offers resources, support and leadership training for student organizations.

### **Need More Information?**

The Office of Student Activities and Leadership can help students learn more about organizations at Ringling College of Art and Design. Call 941.309.0202.

The following, in alphabetical order, is the most recent list of active student organizations at Ringling College. For the most up-to-date list, visit: [www.ringling.edu/studentlife/studentorgs](http://www.ringling.edu/studentlife/studentorgs).

### **Current Student Organizations**

AIGA  
Alliance  
ART Network  
ASID  
AAF Student Chapter  
Designimators  
Digital Paint and Sketch Club  
FEWS  
FOCAS  
Game Design  
IIDA  
Illest of Illustration  
Ringling League of Legends Club  
International Club  
Music Minors  
RIDA  
RIG Ringling Improv Group  
Ringling Quidditch Team  
RSA  
Soccer Club (Ringling F.C.)

Type Club  
USGBC  
Tea Club  
Cosplay  
Basketball  
Veteran's Association  
Music Club (Liron)  
Movie Club

### **Campus Committees**

There are numerous committees on campus that need student representatives such as the Food Committee and the Environmental Task Force. Students interested in becoming involved should visit the Office of Student Life for the most current listing of committee positions available.

### **Student Government Association**

Student Government (SGA) stimulates student leadership and acts as a unifying voice in raising ideas and awareness of issues that affect all students. SGA acts as a forum for communication among all student constituencies.

### **Volunteerism**

The Office of Student Volunteerism and Service-Learning coordinates community service projects for Ringling College. The staff help match volunteer opportunities with student interests and talents, and oversee a number of volunteer initiatives each year. Students can participate in the College's outreach programs, paint murals for non-profit organizations, get professional experiences by volunteering in their fields or assist with other numerous projects that benefit the College's surrounding community.

Outreach programs include, but are not limited to after-school projects teaching art, literacy skills, homework assistance, or teaching art to varying community populations such as those in nursing homes, substance abuse programs or those with disabilities.

Every year the Volunteer Program employs student-workers through Federal Work Study. This group, called RVo (Ringling Volunteerism), works hard to recruit new student volunteers, implement new marketing strategies, increase campus club and organization involvement, and strengthen the College's existing partnerships with local non-profit organizations.

The Volunteer Program at Ringling College of Art and Design makes every effort to provide experiences for students that offer opportunities to use art and other skills in service to the community. Staff members work with the service beneficiary agencies to consider student schedules, safety and skills required to complete the projects. When the project suggests that special safety techniques or equipment requires training, the Student Volunteerism and Service-Learning staff arranges with the site to provide and / or provides such. Students must also take responsibility in choosing actions that secure their own safety.

### **Services**

### Bus Schedules

Sarasota County Area Transit (SCAT) and Manatee County Area Transit (MCAT) serve the Ringling College community. Students, faculty, and staff ride free with a valid college I.D.. For route maps and schedules go to: [scat.scgov.net](http://scat.scgov.net) or [ridemcat.org](http://ridemcat.org).

### Campus Communication

Information about campus activities and events are usually posted on several bulletin boards found around campus, in Student Activities and Leadership, Hammond Commons, Office of Student Life and in the Goldstein Library. Students will receive a weekly email about campus activities. In addition, essential and time-critical messages are sent via e-mail to the student's @c.ringling.edu e-mail address. Many of these important announcements are also posted to the Ringling College Campus Portal, available at [my.ringling.edu](http://my.ringling.edu).

Students should plan to check their Ringling College e-mail account regularly to keep informed of campus activities, events and important announcements.

### Campus Event Ticket Sales

Tickets for campus events and selected off-campus events are available through the Office of Student Life, located on the 2nd Floor of the Ulla Searing Student Center.

### Equipment Check-Out

For a complete list of equipment and games available for check-out, visit the CAB window on the 1st Floor of Ann and Alfred Goldstein Hall or the Susan Palmer Fitness Center. A valid Student ID must be presented in order to use the sports equipment.

### Health Forms

Student health forms are kept within the Office of Student Life and Health Center. Strict confidentiality is maintained and HIPPA guidelines are followed.

### Local Area Information

Information about performing arts events, gallery exhibitions, Sarasota maps and general information can be obtained in the CAB Office in Ann and Alfred Goldstein Hall or the Office of Student Life.

### Lost & Found

Student Mail Services and CAB will hold all lost items for the duration of the semester. After that time, the items will become property of Ringling College of Art and Design. Identified items will be returned to the student via their campus mailbox.

### Student Mail Services

Every student is assigned a numbered mailbox in Ann and Alfred Goldstein Hall. The Student Mail Services staff receives and distributes student mail and packages 6 days a week, and any messages or notices from offices, faculty or other students on campus will be distributed to the student's numbered mailbox.

Federal Express (FedEx), United Parcel Service (UPS), DHL and other freight deliveries for students will be processed by

Student Mail Services. Students will be notified by e-mail and their numbered mailbox if a package was delivered to he / she. Any packages a student does not pick up will be returned to the sender after 1 month. Non-federal mail that remains in the student's mailbox after the semester will be discarded. Federal mail will be returned to the sender.

Mailboxes should be checked on a regular basis because a variety of official College communications are distributed to the student's campus mailbox. Outgoing mail can be dropped off at the Student Mail Services Service Window or the outgoing campus mailbox located in the Student Mail Services Area.

To receive mail at Ringling College, it should be addressed as follows:

**Student's Name**  
**Ringling College of Art and Design Box #**  
**1130 Greensboro Lane**  
**Sarasota, FL 34234-5808**

The College does not forward mail during the December or March breaks. First-class mail and periodicals will be forwarded to the student's permanent address for the first 2 months of summer vacation. After that, first-class mail and periodicals will be held until the College opens in August. All bulk and standard mail will be discarded.

### Off-Campus Housing Information

Students interested in living off campus may visit the Residence Life Office for assistance with off-campus rentals.

### Phone Messages

Messages can be left for students by calling Student Life at 941.359.7505 during normal operating hours.

When Student Life is closed, emergency messages can be left with the College's 24-hour Office of Public Safety staff at 941.359.7500.

Messages will be placed in student mailboxes. In an emergency, such as with messages of an urgent medical nature, every effort will be made to locate the student promptly.

### Postage Stamps

Postage stamps may be purchased at the Campus Store. Stamped letters may be mailed at the Student Mail Services.

### Recycling / Environmental Responsibility

Ringling College has a campus-wide, comprehensive recycling program in an effort to reduce solid waste and conserve natural resources. Most classrooms, studios, offices and residence halls are equipped with blue recycling containers for the following items:

- All types of paper
- Commingled glass, plastic and aluminum cans

- Cardboard

Trash containers are also provided for non-recyclable items, but everyone is encouraged to participate in Ringling College's Recycling Program.

To improve the overall Recycling Program, all containers are color-coded as follows:

Item	Color Code
All Paper	Green Square
Glass, Plastic, Cans	Blue Circle
Trash and Garbage	Red Triangle

There are no specific containers for disposing of cardboard, but everyone is asked to please break down boxes and stack them next to paper containers or bring them to appropriate outdoor recycling bins.

### Space Reservations For Student Organizations

Classrooms and other meeting spaces must be reserved in advance with the Office of Student Life by calling 941.359.7505.

### Student ID Cards

Every student is issued an official Ringling College identification card. This card should be carried at all times while on Ringling

College property or on College business away from campus. Ringling College's Library requires a valid Student ID to checkout any books or materials.

The ID is also used for those students on a meal plan. Additionally, it provides eligibility for use of the Susan Palmer Fitness Center.

The ID card remains the property of Ringling College and must be surrendered upon request by an Officer of the College. Under no circumstances should students allow their card to be used by any other person. Lost or stolen Student ID cards should be reported to the Office of Student Life immediately. A \$25 fee will be charged for its replacement.

Hours for obtaining a new Student ID card will be posted in the Office of Residence Life. Also, please note that the campus is a member of the Premises Protection Plan, which allows the Sarasota Police Department to come onto the campus for any incident that they feel should be investigated. At that time, they may ask to see a student's ID. Failure to comply with legitimate requests to show a student's ID is a violation of the Student Code.

### Student Paychecks

Students must present their Student ID to pick up student paychecks in the Office of Human Resources in summer months and at the Student Mail Services window during the academic year during normal hours of operation. Any questions regarding payroll should be directed to the Office of Human Resources.

### Alcohol Policy

The Office of Student Life at Ringling College of Art and Design

supports the College's Alcohol Policy and abides by the laws of the State of Florida that make selling, serving, possession or consumption of alcoholic beverages to or by individuals under the age of 21 an illegal act. Additionally, students under the age of 21 may not possess empty alcohol containers. Public intoxication by any member of the Ringling College community is expressly prohibited. Common sources (i.e. kegs, beerballs, garbage pail punch) are not permitted. Students who are age 21 may not provide alcohol to underage roommates, suitemates, visitors or guests. The intent of this policy is to permit private and individual use of alcoholic beverages in a legal and responsible way by those students age 21 or older.

The Office of Student Life endorses and will assist in the development of educational programs for persons who misuse or abuse alcoholic beverages. (See Ringling College Drug & Alcohol Policy in this Student Handbook.)

### Appliances

Hot plates, full-size refrigerators and any appliance with exposed elements (i.e. hot plates, George Foreman Grills) are prohibited. U.L. Approved microwaves less than 600 watts and refrigerators less than 4.0 cubic feet are allowed. No grills are permitted in any student housing.

### Bicycles, Motorized Vehicles, Scooters, Rollerblades, Skateboards

Using any of the above items near doorways or to jump stairs or ride railings is prohibited. For fire, safety, damage and liability reasons, the items may not be kept in hallways, stairwells or public areas in the residence halls.

### Conduct

Conduct will be consistent with the College rules and regulations as specified in the Student Handbook, Housing Contract, and any other official College publications.

Any violation of Federal, State, or Local law that has a negative impact on the well-being of Ringling College or its individual members, including students, faculty, staff or administrators, shall be subject to disciplinary action.

### Damage Policy

Ringling College students are held financially responsible for damage to College property incurred by their own actions or that of their guests, which is beyond normal wear and aging. In cases where the damage is intentional or malicious, disciplinary action will result.

When damage occurs on a common floor area, such as a hallway or bathroom, and no individual or individuals are found responsible, the charge will be absorbed by all residents of that particular hallway or floor.

During move out of housing space, students are expected to leave assigned residence hall spaces, apartments, and common spaces without damages, clean and free from trash and personal items. Reluctance to leave space in suitable

condition at move out will result in a fee deducted from the students damage deposit. It is the students responsibility to check their student account for any damage fee deductions.

### **Door Propping / Hall Security**

In an effort to protect the security of students and their belongings in the residence halls, Conduct System action and / or a fine of \$25 may be imposed where a student is found to have propped open a residence hall door that is supposed to be locked.

### **Failure To Comply**

Failure to comply with directions of College officials or law enforcement officers during the performance of their duties and / or failure to identify oneself to these persons when requested to do so is a violation of College policy.

Additionally, any of the following are violations of the Code of Conduct:

- Failure to attend meetings scheduled for Conduct System purposes
- Falsification, distortion or misrepresentation of information
- Failure to provide information during an investigation of an alleged policy violation
- Attempting to discourage an individual's proper participation in the Conduct System
- Failure to comply with the sanctions imposed within the Conduct System
- Influencing or attempting to influence another person to commit abuse of the Conduct System

### **Fire Drills**

When a fire alarm sounds in campus housing units, it is mandatory for all students to evacuate the building according to the prescribed fire emergency procedures:

- 1) Dress quickly and appropriately for exiting the building.
- 2) Feel the door for heat – if it is hot, do not open it! Remain in the room. Place a towel in the airspace under the door. Go to the window and wave an article of clothing until a fire fighter reaches the student. If the door is not hot, lock the door, and move quickly to the nearest fire exit.
- 3) If smoke is present, he / she should wrap a towel over their nose and mouth and remain close to the floor.
- 4) As the student exits, move away from the building and to the location assigned by the Resident Assistant (RA).
- 5) Do not re-enter the building under any circumstances until directed to do so by the Residence Life staff or a Public Safety Officer.

### **Fire Alarm Systems & Safety**

Tampering with fire alarms, fire extinguishers or any other fire

equipment is a third-degree crime. Any person found responsible for such actions may be subjected to a fine of up to \$500. In addition to potential criminal charges, students engaging in this behavior will be referred for disciplinary action and / or civil prosecution that may result in separation from the College.

### **Fire Safety**

Hanging objects from sprinkler heads, pipes and electrical conduit is strictly prohibited. Live cut trees (such as Christmas trees) are not permitted anywhere in student housing.

Blocking entries and exits with furniture or personal belongings is prohibited. Stacking furniture in front of residence hall room doors is a fire hazard and could be potentially life threatening. Persons found responsible for such actions will be held accountable through the Student Conduct System.

### **Flammable Items**

Open flames such as candles, incense, and potpourri burners are not permitted in any student residence. An initial violation of this policy will result in confiscation of the materials and a written reprimand. Additional violations will result in Conduct System action and / or a fine. Please be advised that the Residence Life Staff reserves the right to confiscate candles, even if they have not been burned.

### **Escort Policy**

Residents must accompany their guests during their entire visit in the residence hall. A guest is defined as a visitor that does not live on the wing / floor / building of the host. Students must register overnight guests with the Residence Life Office three business days prior to the guests arrival. Residents are also responsible for informing their guest(s) of policies and notifying them when a policy is violated. Failure to comply with these regulations could result in a guest being removed from campus housing. For additional information on guest registration please see the "Visitation Policy" section.

### **Health & Safety Inspections**

The Residence Life staff enters the individual units periodically and inspects the halls for Health and Safety hazards and / or policy violations. Additionally, residences are inspected prior to break closings, and may be inspected at other times if needed. Personal items should be stored in a clean and orderly manner to promote proper hygiene and lessen the risk of pest infestation and fire hazards due to furniture or personal items blocking safe exit, excessive trash, grease in stove area, papers and other combustibles on the floor.

### **Illegal Drugs**

Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law is prohibited. The Residence Life staff will strictly adhere to and enforce all Florida law and College regulations regarding illegal drugs.

Possession of any type of drug paraphernalia is prohibited,

including: for decorative purposes (e.g. hookahs). Drug paraphernalia is anything commonly known to be used in illicit drug usage whether an illegal substance is present or not, as defined below.

The term “drug paraphernalia” means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, transporting, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance.

The intent of this policy is to promote a healthy environment consistent with the mission of the Office of Student Life and to provide safe and secure residences that support the academic and personal growth of Ringling College’s students. (Refer to Ringling College’s Drug & Alcohol Policy in this Student Handbook.)

## RESIDENCE LIFE

### Resident Housing

On-campus housing is currently available for approximately 1100 students. In addition to the convenience of campus living, residents benefit from a variety of individual hall programs, Resident Assistant staff support and campus Food Service.

### Insurance Information For Residents

Ringling College is not liable for damage to or loss of student property, including items stored inside and outside the facilities, failure or interruption of utilities, or for injury or inconvenience to persons. Students are required to provide their own health insurance and encouraged to provide personal property loss insurance, and / or consult their homeowner’s policy to be sure personal property is covered.

### Invasion Of Privacy

Invasion of privacy is defined as transmitting, recording or photographing the image or voice of another person without their knowledge or consent while in an environment considered private or where there is an expectation of privacy, such as a residence, bathroom, locker room or office.

### Keys/ Student IDs

Students are expected to carry their keys or electronic key fobs/ Student IDs at all times. Keys are not to be loaned or exchanged under any circumstances and may not be reproduced. Students who find themselves locked out during office hours should report to the Office of Residence Life or the Office of Public Safety after hours to gain entrance to their room. For security reasons, students who have lost their keys will be required to have a lock-core change. The students will be billed for lock

changes or replacement keys/ Student IDs. Replacement costs may be put on a student’s billing account or deducted from the damage deposit.

### Laundry Facilities

Laundry facilities are available for resident students 24-hours-a-day in all residence halls, on each floor of the Bayou Village Apartments, in the Bradenton Road Apartments, the Cove, and in various areas of the Roy and Susan Palmer Quadrangle, Ann and Alfred Goldstein Hall, and Ulla Searing Student Center. Machines are coin-operated costing \$1.25 for a washer load and 75 cents for a drying cycle. Report mechanical problems to the Office of Residence Life at [reslife@ringling.edu](mailto:reslife@ringling.edu).

### Lead-Based Paint Disclosure

In 1992 Congress passed the Residential Lead-Based Paint Hazard Reduction Act (known as Title X), which directed the Environmental Protection Agency (EPA) and the Department of Housing and Urban Development (HUD) to require disclosure of lead-based paint and lead paint before the sale or leasing of housing built before 1978. 3002 North Tamiami Trail (Bayhaven)

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and / or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

#### The following housing areas were built prior to 1978:

Keating  
Palmer Quadrangle  
Cove  
Family Housing  
1107 Greensboro Lane  
1123 Greensboro Lane  
1133 Greensboro Lane  
1143 Greensboro Lane  
1151 Greensboro Lane  
2911 and 2919 Bradenton Road  
2927 Bradenton Road  
2914 East Tamiami Circle  
2916 East Tamiami Circle  
2951-2953 East Tamiami Circle  
3007 East Tamiami Circle  
1160 Guilford Lane  
3015 Old Bradenton Road  
1229 North Riverside Drive  
1245 North Riverside Drive

In compliance with this act this is to inform you:

1) Ringling College of Art and Design Housing has no

knowledge of the presence of lead-based paint or lead-based hazards in the above residences.

2) Ringling College of Art and Design Housing has no reports or records pertaining to lead-based paint and / or lead-based paint hazards in the above residences.

3) Upon check-in to the above residences, students will be supplied with a booklet entitled Protect Your Family From Lead in Your Home published by the United States Environmental Protection Agency.

Since the aforementioned residences were built before 1978 there may be lead-based paint or lead-based paint hazards. Especially if a student is pregnant or has small children, they are encouraged to follow the precautions suggested in the booklet named above.

### Water Response and Mold Prevention Program

It is the College's goal to maintain the highest quality living environment for student residents. In the interest of achieving this goal, student should take a moment to read the following information regarding simple measures that they can take to avoid, and if necessary to address, mold and mildew problems in their student housing.

Molds and mildews are microscopic organisms found virtually everywhere in environment, both indoors and outdoors, which spread through airborne spores. When excess moisture is present inside a building, mold and mildew can accumulate and grow. If not addressed, accumulations of mold and mildew can lead to adverse health effects, such as allergy symptoms or respiratory problems.

The best way to avoid problems with mold and mildew is to prevent excessive moisture build-up. Excess moisture can collect from a wide variety of sources including plumbing leaks or other sources of water infiltration: large fish tanks, showering, laundering, cooking or even watering plants. Other factors, such as poor air circulation, extreme differences in indoor and outdoor temperatures or failure to quickly clean up spills, can contribute to excessive moisture. In order to minimize opportunities for mold growth, it is essential to limit these sources of moisture build-up.

There are several measures that a student can take to reduce moisture in their student housing and to discourage the growth of mold and mildew:

- 1) Make sure their student housing is properly ventilated by operating their HVAC system and / or by opening windows and doors. Make sure that the Air Conditioning unit in your room or apartment is set on the "Auto" function. Proper air circulation will help prevent excess moisture build-up in more humid areas.
- 2) Use the preinstalled fans in their bathrooms to minimize moisture build-up.
- 3) Wipe down visible moisture accumulation on windows, walls, ceilings, or other surfaces as soon as possible.

4) Clean kitchens and bathrooms regularly.

5) Promptly call Ringling College's Facilities Service Response at 941.309.4208 or place a maintenance request on the student portal to report any signs of water leaks or infiltration or any signs of excessive mold or mildew growth.

Following these simple steps will dramatically reduce the likelihood of mold and mildew problems in a student's housing and will allow the College to respond promptly should a problem develop. If students have any questions regarding this information, please contact the Associate Dean of Residence Life or [reslife@ringling.edu](mailto:reslife@ringling.edu), and he will be happy to assist.

### Lockout Policy

Students are responsible for carrying their own keys at all times. In the event of a lockout, please contact:

- Office of Residence Life 8:30a.m. - 8:30p.m.
- Resident Assistant on duty 8:30p.m. - 12a.m.
- Office of Public Safety 12a.m. – 8:30a.m.

Students must present their valid Student ID when requesting to be let into their room. Every lockout will be logged. On the second occurrence, the student will be charged \$10 to be let in and \$10 each time after that.

### Lofting Of Beds

Lofting of beds is not allowed unless approved by the Office of Residence Life.

### On-Campus Residence Street Addresses

To order services or in the case of an emergency, the following street addresses must be used:

#### Appleton Hall, Harmon Hall, Idelson Hall, & Ulla Searing Student Center\*

1130 Greensboro Lane  
Sarasota, FL 34234

#### Ann & Alfred Goldstein Hall

2745 Old Bradenton Road  
Sarasota, FL 34234

#### Bayou Village Apartments\*

2736 Old Bradenton Road  
Building \_\_\_\_\_ Apt. # \_\_\_\_\_  
Sarasota, FL 34234

#### Old Bradenton Road Apartments\*

2919 Old Bradenton Road  
Apt. # \_\_\_\_\_  
Sarasota, FL 34234

#### Keating Hall\*

2621 Old Bradenton Road  
Room # \_\_\_\_\_  
Sarasota, FL 34234

#### Roy & Susan Palmer Quadrangle\*

2405, 2409, 2415 Old Bradenton Road  
Apt. # \_\_\_\_\_  
Sarasota, FL 34234

### Family Housing\*

2390 Old Bradenton Road  
Apt. # \_\_\_\_\_  
Sarasota, FL 34234

\*These addresses are to be used for service delivery to each specific unit (pizza delivery, cable hook-up, etc.). THESE ARE NOT MAILING ADDRESSES. Students living in Appleton Hall, Harmon Hall, Idelson Hall, and Ulla Searing Student Center use 1130 Greensboro Lane for both street and mailing address.

### Parking

All students are required to register their vehicles with the Office of Public Safety. Parking on Ringling College property is by permit only.

### Pets

Pets are prohibited in all residence halls except fish in a 10 gallon or less aquarium. Other pets / animals may be impounded in addition to Conduct System action and / or a fine of \$20 per day the pet remains in the residence hall room or unit. (Professional staff are allowed to have pets within their residence on-campus.)

### Quiet Hours

Quiet hours are minimally from 11 p.m. until 10 a.m., Sunday through Thursday. Weekend quiet hours are minimally from midnight until 10 a.m., Friday and Saturday. In each residence hall, quiet hours may be extended by a majority vote.

Courtesy hours are in effect 24-hours-a-day. As a member of Ringling College of Art and Design and the City of Sarasota communities, it is essential to respect the needs and rights of others in these communities.

It is never appropriate to blast music or to yell from windows.

### Residence Services

#### Cable Services

Students may meet with a representative from local cable provider Comcast or call 941.377.0982. Several different cable packages are available from Basic to Digital DVR at varying price points. Students must arrange to meet the service representative to provide access to their room for installation purposes. No radio or TV antennas may be installed on Ringling College property.

### Room Changes / Room Freeze

At Ringling College, part of the College's educational mission is to assist students in developing the skills necessary to build positive, healthy relationships with others. Students experiencing difficulties with their roommate or room assignment have a responsibility to work toward a solution to the conflict. Resident Assistants (RAs) are trained to assist students in working out these problems. Any student seeking a room change should speak directly with their RA.

If a conflict cannot be resolved, room changes are permitted only with written approval of the Office of Residence Life. A room freeze period will be in place for the first 2 weeks of each semester in order to allow roommates to adjust to living together. Exceptional situations that arise during the room freeze period will be handled on a case-by-case basis.

Room changes for all international students must be reported to the Office of Advising, Records and Registration Services by a representative of the Office of Residence Life. Resident Assistants (RAs) may be asked for assistance.

### Room Entry / Search & Seizure

The College reserves the right to enter and / or search a residence hall room for the following reasons:

- For maintenance purposes
- Where there is clear evidence of violation of College policy
- When visible or audible conduct violating College policy requires staff intervention
- Where there is clear evidence a student's safety is endangered; or health and safety inspections
- Vacation closing procedures

If violation(s) of policy are found, appropriate disciplinary action will be taken.

### Room Repairs

If any repair work is needed, contact Facilities through our online maintenance request system. Students should not attempt to make repairs themselves. Report damages immediately so a small repair may be caught before it turns into a major expense.

### Signs / Other Items

Residence Hall windows and doorways are visible to the greater community. Therefore, the Office of Residence Life Office reserves the right to ask residents to remove items displayed to the community that may be considered offensive by one or more persons and that potentially create a hostile environment or unreasonably interfere with an individual's academic performance.

### Smoking Policy

Smoking is prohibited within all residential units. This includes all public access areas such as bathrooms, hallways, lounges and lobbies. Smoking is only approved in the official designated smoking areas.

See the full Smoking Policy.

### Solicitation

Solicitations and sales are not permitted in campus housing except for campus organizations with permission. Door-to-door solicitations are never allowed in campus housing.

## Space Reservations For Next Academic Year

During the spring semester, all students will be notified through their campus e-mail account of the dates and procedures for reserving space in campus housing for the following academic year.

## Visitation Policy

Residents are allowed to have guests in their room. All guests must be registered through the Office of Residence Life prior to their arrival.

The maximum number of guests visiting at 1 time in 1 unit cannot exceed 2. The maximum time of stay as a guest is 3 nights.

Approval for any overnight guest must be obtained from the Office of Residence Life. "Guest Registration" forms are available at the Office of Residence Life and should be completed and turned into the office 72 business hours prior to the student's guests' arrival. Note that not all guests will be approved, and notification of approval will be sent to the student's Ringling College email address.

The student resident hosting the guest is fully responsible for their guest at all times during their stay on campus. Failure to register a guest may result in the guest being asked to leave immediately and the resident being held accountable for violation of the visitation policy through the disciplinary process.

## Weapons

Firearms or any sort of weapon (using police definitions), including decorative ones, are forbidden. For this reason, even squirt guns are not allowed on campus.

## Windows / Screens

Screens not only provide protection from insects, but they are also an integral part of security for campus buildings. Removal of window screens is a violation of policy and will result in a minimum \$50 charge for repair / replacement. Likewise, except in the case of a fire or other emergency, students may not access any rooftops or exterior building ledges or use windows as an egress.

## Withdrawing From College

Students who withdraw or are withdrawn from the College before the end of the semester must check out with a residential staff member and vacate student housing within 24 hours of withdrawing.

## Additional Policies & Alteration Of Policies

Ringling College of Art and Design reserves the right to alter, change or add policies at any time.

# CAMPUS INFORMATION & RESOURCES

## Information Centers

There are several ways for students to stay informed about campus and community events. Important announcements will be posted on the Ringling College portal and / or sent to the student's Ringling College e-mail account. Some notices will be placed in the student's campus mailbox.

Questions about campus services and programs can always be directed to the Office of Student Life in the Ulla Searing Student Center (941.359.7505).

The Student Activities and Leadership Office (941.309.0202) on the first floor in Ann and Alfred Goldstein Hall can provide details about community events and campus activities.

Lost and Found is centralized at Student Mail Services in the 1st floor of Ann and Alfred Goldstein Hall. Call anytime during operating hours at 941.359.7572.

At times of a hurricane watch or warning, information can be obtained via e-mail, on the main campus switchboard at 941.351.5100, and on the main College website at [www.ringling.edu](http://www.ringling.edu).

## Academic Resource Center

Ringling College's Academic Resource Center (ARC) is a "one stop shop" for academic learning support and time management skill development. Our mission is to improve the quality of student learning and success in all areas of their academic experience.

Peer writing consultants, reading and study help and time management coaching are available to all Ringling College students. Consultants review writing projects, help with proofreading and generally provide a second pair of eyes. Reading study specialists work with any and all students who want to improve their learning and learning skills. Whether you're determined to maintain that 4.0 GPA or struggling to pass a class, they can help you set a schedule, determine what's needed and get the job done!

**Hours and Appointments:** Reading Specialists, mostly 9 a.m. to 4 p.m. weekdays. Help with all services—reading, study, time management and writing—is available during those hours. Appointments are preferred.

For Writing Consultations, check the appointment schedule. Generally, consultants are on hand Monday through Thursday from 11:00 a.m. through 11:00 p.m. Friday, the office closes at 7:00 p.m. with the library. Saturday the office is not open, but Sunday consultants are available from 4 to 11 p.m.

Use your Ringling Student Links—**Academic Resource Center-Make Appointment**—to connect with all services. Like the



Registration and Advising office, the ARC uses Time Trade™. You should receive both a confirmation and a reminder of your appointment. We appreciate cancellations if you are unable to come.

**Location:** Alfred R. Goldstein Library / Room 211 (with the bright yellow walls!)

#### **ARC Services:**

- Tips, conversation, suggestions and improvements for written composition, from short stories and picture books to art history papers and job applications.
- Reading and study skills (understand your reading; prepare for tests): great if reading is hard or if you are an international speaker.
- Subject tutorials (in art history, for instance) and test preparation.
- Time management, project planning and organization. Set up a schedule for the whole semester that suits your habits and work needs. Or come by weekly to be sure your making the most of time.
- Creating alternative text formats (for listening, magnification etc.). Prefer to listen to your books or need a larger font for reading? Come see us.
- Assistive technology and software for students with or without disabilities. This includes the remarkable features built-in to your MacBook.

#### **The Staff**

- Virginia B. DeMers: writing consultation and accessibility support, Director of the ARC
- Paula B Jawitz: reading and study skills development and tutorials and time management. 941.309.4711 / pjawitz@c.ringling.edu
- Barbara Gentry: reading, test preparation and time management 941.309.4044 / bgentry@c.ringling.edu
- Writing consultants: the best of student writers and editors help with writing of all kinds. writingcenter@ringling.edu  
General Information about ARC services: askarc@ringling.edu

The ARC and Access Services are deeply committed to helping every student who attends pursue a bachelor or bachelor of fine arts degree that represents all that Ringling College stands for. Access Services will make sure your journey allows you every opportunity to develop your talents and demonstrate your mastery. If you need help—of any kind—come in and talk. All communications are confidential—we will not share information unless you give us permission.

Chances are very good that we can help—or find someone who can. More information about services and policies regarding access are available on the ARC website at [www.arc.ringling.edu](http://www.arc.ringling.edu) or by emailing [vdemers@c.ringling.edu](mailto:vdemers@c.ringling.edu) ; more contact information in the previous article.

#### **Student Access Services**

Ringling College of Art and Design provides reasonable accommodations for all students with documented disabilities. Once students are 18 or older, they assume responsibility of contacting the Access Services Office and arranging for services. If you have a physical, learning or mental health interferes with your success related in classes or other college activities, you should make an appointment with the Access Services Director.

To request services, students must enroll in the AIM system (Access Information Management). Documentation such as doctor's assessment and evaluation reports, EIPs or 504 plans should be uploaded as directed. Students should select the Student Access Services link from the campus portal to begin the process. Once they are registered with AIM, initial intake must be in person, but accommodations may be renewed online.

In a meeting with the SAC, based on documentation submitted through AIM and in conversation with the student, determination will be made on appropriate services. Students will complete a Release of Information and an Accommodations Agreement and Notice will be sent to their instructors that explains the accommodations.

Accommodations are not retroactive: for example, if a student misses a test and then requests extra time, it will apply to the next test, but not those already taken. The laws and policies governing college Access Services differ somewhat from those that apply in elementary and high school. Accommodations provide equal access to classes, instruction, buildings and materials. Some adjustments students received in high school may not apply in the post-secondary setting. Grading standards and workloads will not be modified or reduced. Often, help from a reading and study specialist is a great supplement. Check out the information here about the Academic Resource Center or stop by the ARC to learn more.

Contact: Clarissa Willrich, [cwillric@ringling.edu](mailto:cwillric@ringling.edu)

Location: Room 220 Alfred R. Goldstein Library

#### **Office for Advancement**

##### **Advancement**

The mission of the Office for Advancement is to secure and sustain financial support for Ringling College of Art and Design, scholarship funds, capital projects, endowment, and to act as stewards in the recording and processing of all pledges and gifts to maintain donor records; thus providing financial support that will allow the College to continue its commitment to educational excellence.

Students are invited to participate by volunteering to help make phone calls to alumni during the annual Phonathon, which supports the Annual Fund.

## Alumni Relations

### Alumni Relations

The Alumni Relations Department develops and implements programs to build the alumni network, and serves as a catalyst for connecting students, alumni, faculty/staff, and outside constituencies on local, regional, and international levels. In addition, the Office works with a network of alumni volunteers in various capacities and manages the online Alumni Directory that helps to keep our alumni connected to the college and to one another. The Alumni Relations Department also organizes annual educational and networking events to engage and connect with alumni around the globe.

The Alumni Relations Department has an Alumni Task Force that develops programs for alumni to provide career and professional development opportunities for students. The Alumni Task Force acts as a resource for alumni-student connections in order to support students in their career exploration.

### Campus Dining

The Ringling College Dining Service is operated by Chartwells College and University Dining Services, a division of the Compass Group.  
<http://www.cgnad.com>.

More than a 2000 meals are served per day with a vast selection that is sure to please the most discerning palate.

For hours of operation please refer to section "Hours of Operation / Telephone Numbers" located at the end of this Student Handbook.

### Hammond Commons

Meals are served cafeteria-style in Hammond Commons 7 days per week when school is in session.

### Brickman Café

Delicious sandwiches and salads created with the freshest and finest ingredients.

### Roberta's Café

Offers wonderful coffee selections, beverages and delicious pastries, sandwiches, salads and other items.

### Outtakes Café

Outtakes is a gourmet cafe and convenience store featuring Starbucks coffee and freshly made salads, paninis and wraps as well as beverages and snacks for student's on-campus convenience.

### Meal Plans

3 different meal plans are available to provide flexibility and meet the needs of resident and commuter students. All meal plans may be purchased through the Office of Residence Life, located in the Ann and Alfred Goldstein Hall

### Resident Student Meal Plans

Resident students living in Ann and Alfred Goldstein Hall,

Keating, Idelson, Harmon, Appleton, and the Ulla Searing Student Center are required to participate in the full 19-meal per week plan.

With all meal plans, students can eat in Hammond Commons, Brickman Cafe and Outtakes.

### Optional Meal Plans For Commuters & Residents of Bridge, Bayou Village, Palmer Quadrangle & Other Campus Housing

Any of the meal plans outlined above may be purchased by commuter students and resident students living in campus apartments or houses where meal plans are not required.

### Guest Meal Passes

Students who do not live in the residence halls are welcome to eat in the dining hall on a per meal cash basis. Consult the dining hall in the Hammond Commons for walk-in meal rates.

### Dining Facility Policies

Removal of food, glassware, utensils, and china is not permitted without the permission of the Director of Dining Services. Only approved containers may be brought into the dining room, and a shirt and shoes are required at all times.

Student IDs are validated for meal plans and must be presented to the cashier on a daily basis upon entering the dining hall.

### Resident Dining Daily Menu & Additional Information

The meal specifications at Ringling College were designed with balanced nutrition in mind, but it is the student's responsibility to choose items for a healthy diet according to individual needs.

### Special Diets

Please bring special dietary needs to the attention of the Director of Dining Services and a special diet will be created that meets doctor's orders.

## Campus Store

The Ringling Campus Store is independently run by Follett Corporation, an international company serving all 50 states and more than 60 countries. The newly renovated store is conveniently located facing U.S. 41 / North Tamiami Trail and is open to students, faculty, staff and the public year-round.

For hours of operation please refer to section "Hours of Operation / Telephone Numbers" located at the end of this Student Handbook.

The Ringling College Campus Store has many services for students:

- Special orders (art supplies and books)
- Year-round book buy-back program
- Used books
- Large selection of Ringling College themed gifts and apparel
- Fax services
- Acceptance of Visa, MasterCard, Discover and American

Express cards

- Special promotions throughout the year

**Refunds: Textbooks**

The purchase receipt is required for refunds. New books must be in the same condition as when purchased. Used books must be in resalable condition.

**Deadlines For Refunds**

Regular Term: within 7 calendar days from the first class or 2 calendar days if purchased thereafter.

Textbooks purchased the last week of classes or during examination periods are ineligible for refunds.

**Refunds: Other Items**

A receipt from the purchase must be presented for a refund. The following items are nonreturnable: paper, magazines, newspapers, periodicals, study guides, examination booklets, programmed materials, undergarments, hats, special orders, sale merchandise and opened packages.

**Ringling College School of Continuing Studies (SCS)**

Offering art and design classes, workshops and lectures to the community since 1980, students of all ages, abilities and experiences choose from over 200 classes throughout the year to nourish creative interests and cultivate career skills. Many elect to achieve personal enrichment goals in certificate studies, and teachers earn CEU's while building skills and learning innovative ideas to take back to the classroom. Instructors are professional artists and educators, many who also teach in the College's degree program.

Spring Art Workshops showcase renowned visiting and local artists during the College's spring break. These intensives appeal to "seasonal" students as well as students working toward their degree who take advantage of spring, retreat workshops and summer classes to hone their skills and to explore new mediums.

Degree program students at Ringling College have the opportunity to apply in January for summer teaching assistantships or resident assistantships for PreCollege Perspective and teaching assistantships for Summer Teen Studios. This is a hands-on introduction to the field of art education while gaining professional experiences in areas of communications, personal management, responsibility and teamwork skills development.

PreCollege Perspective is a 4-week residential program taught by Ringling College faculty. High school students, from the United States and abroad, study in the intense art and design curriculum that mirrors the first year experience and offers them insight into their college and career goals while earning college credit.

For more information on Continuing Studies Programs, including Spring Art Workshops, PreCollege Perspective or Summer Teen Studios visit: [www.ringling.edu/ContinuingStudies](http://www.ringling.edu/ContinuingStudies), email [scs@ringling.edu](mailto:scs@ringling.edu), or call 941.955.8866.

**madeby Gallery**

*madeby* Gallery- Ringling College of Art and Design. The Gallery is located on campus at 2700 North Tamiami Trail Sarasota, FL 34234. *madeby* Gallery sells artwork, jewelry, photography, pottery, books and more. All items are created by Ringling College students and alumni. We are one of only several art colleges in the country that have this type of gallery.

*madeby* Gallery offers students and alumni the opportunity to sell their artwork. The artist receives 60% of the purchase price. The remaining 40% goes to the college to support the Gallery.

For more information about *madeby*, please visit [www.madebygalleries.com](http://www.madebygalleries.com). If you would like to submit your art, click on the Submission box located at the top of the home page and complete the application. A gallery representative will contact you to set-up an appointment.

Once you become an artist represented by *madeby*, you have the opportunity to participate in events and shows both on and off campus. You will also have an "artist page", on our web site.

Please feel free to stop in with any questions you might have and bring your family and friends!

*madeby* is open year round; please check the website for hours of operation.

**The Alfred R. Goldstein Library**

Phone: 941-359-7587  
[library@ringling.edu](mailto:library@ringling.edu)

Connect to the Goldstein Library website at [www.ringling.edu/library](http://www.ringling.edu/library) for access to the catalog, digital resources, and Library information.

**Research Assistance**

Need help with your research for studio or liberal arts classes? Come in and see the research instructional design librarians or email [research@ringling.edu](mailto:research@ringling.edu) for an appointment. Peer Research Consultants are available in Goldstein Library Sunday through Thursday from 6 p.m. – 11 p.m.

**Copyright Assistance**

Need help with a copyright question? Contact Kristina Keogh at [kkeogh@ringling.edu](mailto:kkeogh@ringling.edu)

**Hours Of Operation**

The Learning Commons computer labs in Goldstein Library are open 24 hours a day when classes are in session. Library staff are available the following hours:

Monday - Thursday...8 a.m. – 11 p.m.

Friday.....8 a.m. – 7 p.m.

Saturday.....12 noon – 6 p.m.

Sunday.....10 a.m. –11 p.m.

Summer and break hours will be posted.

### Physical And Digital Library Collections

The Library's physical collections include over 75,000 books, periodicals, course reserves, DVDs, Blu-rays, videogames, and a Special Collections Center with a growing collection of artists' books/artists' publication projects, rare books, and ephemera. The Library subscribes to more than 370 periodicals and annuals, which you may check out. You can recommend items for purchase. We can also borrow books and get articles for you from other libraries through Interlibrary Loan.

Digital collections include digital images, an extensive online ebook collection, downloadable professional music tracks and sound effects, stock film footage on DVD, online magazine articles, digital reference books, online language learning lessons, and specialized reference databases and software training tutorials from Lynda.com.

Lynda.com is an online, self-paced, video-based training site for learning software applications. Lynda has more than 114,000 individual online videos covering a wide range of software applications, including those in use at Ringling College, such as Maya, Final Cut, Flash, Photoshop, AutoCAD, MS Word, Excel, and PowerPoint, Adobe Acrobat, FrontPage, Zbrush, 3dsMax, JavaScript, After Effects, Pro Tools, and many others. Lynda.com is free to you as a Ringling student. Link to Lynda through the Library's website.

### Checking Out And Renewing Material

You may have up to 40 items checked out at any time. Books are checked out for 21 days, bound periodicals for 5 days, current periodicals for 1 day, DVDs, Blu-rays and CDs for 3 days, and videogames for 7 days. A valid Student ID card is required at all times to check out Library materials.

Ringling College Graduates have lifetime check out privileges.

You may renew Library material by phone at 941.359.7587 or online at the Library website. Click on "My Account/Renew." You may renew items up to three times if you have no items currently overdue, your fines total \$20.00 or less, and there are no holds pending on your account.

### Equipment And Facilities

The Alfred R. Goldstein Library's advanced IT infrastructure includes widespread wireless and wired connectivity. General purpose and discipline-specific hardware, including PC, Mac, and Cintiq workstations and powerful software tools such as ZBrush are deployed across the Learning Commons computer labs on the 1st and 2nd floors. The library is also equipped with larger format scanners and black and white and color printers around the library.

### Jobs For Students

Student employment opportunities in the Library are posted in College Central.

### Other Libraries In The Area

You can get a library card for check-out privileges at the many branches of Sarasota County Public Libraries. Selby Library and North Sarasota Library are the closest branches to the Ringling College campus. You must present your Ringling College ID with a current validation sticker to get a card. You also have access to Manatee County Public Libraries and the libraries of USF/New College, The John and Mable Ringling Museum of Art, Mote Marine Laboratory Library, and State College of Florida without checkout privileges. If you are a commuter student and reside in Manatee County, you can apply for circulation privileges at the public libraries in Manatee County. Goldstein Library works cooperatively with other libraries throughout the United States to offer Interlibrary Loan services and access to thousands of other collections.

Website: [www.ringling.edu/library](http://www.ringling.edu/library)

Telephone: 941-359-7587

Email: [library@ringling.edu](mailto:library@ringling.edu)

## SAFETY & SECURITY

The Office of Public Safety is located on the first floor, east side of Harmon Hall. The Communication Center is staffed 24 hours per day, 7 days per week. Public Safety's non-emergency phone number is 941.309.4121 and emergency number is 941.359.7500

The Office of Public Safety is responsible for the safety and security of the College community. Officers are available 24-hours-a-day, 365-days-a-year. All officers must complete a 40 hour Security Officer's Training Course offered by the State of Florida and receive a state Security Officer License. They are also trained in basic first aid and are CPR and AED certified.

Ringling College's Public Safety Officers conduct foot and mobile patrols of the campus 24-hours-a-day, 7-days-a-week. They are charged with securing the campus buildings and other facilities, issuing parking tickets and enforcing facility closing hours. On campus, they enforce all policies of the College and laws of the State of Florida. Public Safety Officers also are instructed to confront persons who are in violation of campus policies or regulations and report those violations to the Director of Public Safety. However, their purpose is more one of safety and community assistance than "police work." Public Safety Officers with Ringling College are not armed or authorized to make arrests. The department maintains an excellent working relationship with the Sarasota Police Department. The Office of Public Safety works closely with law enforcement agencies as needed, to assist with incidents that occur both on and off-campus. The Public Safety will sometimes share written reports and information with those agencies.

Ringling College actively investigates any reported illegal drug activity and enforces the College alcohol policies and State laws regarding alcoholic beverages.

Alcohol is allowed only within the residences of those 21 or older. The cooperation of students in the campus safety program is absolutely

necessary.

Members of the Ringling College community are encouraged to report crimes, suspicious persons and emergencies to the Office of Public Safety immediately by dialing 941.309.4121 or 941.359.7500 or using one of 18 VOIP blue light phone towers located around campus. An Officer will respond to the site of the incident / emergency and assist as needed. Officers then prepare and submit incident reports, request additional assistance or forward Reports to the appropriate persons for investigation.

#### **Blue Light Phone Towers**

Our 18 voice over IP telephone towers are located near high traffic areas around campus. The blue light phones provide a 24-hour direct phone link to the Public Safety Communication Center. Each tower has two activation buttons, one for "information" and one for "emergencies". When the VOIP phone is activated the constantly burning blue light at the top of the tower strobes. In addition, a security camera trained on each tower and that enables the Communications Officer on duty to see the caller while talking to him or her on the phone. These call boxes are not restricted to emergency situations and may be used for non-emergency purposes.

#### **Security Cameras**

In addition to the 18 security cameras located at each blue light phone tower, there are additional cameras recording activity in some of the Ringling College Campus parking lots, adjacent city streets and in some residence hall and academic common areas.

#### **Ringling College of Art and Design Bicycle Policy**

Ringling College of Art and Design (College) supports the use of bicycles by students, faculty and staff for traveling to and around the College campus. The use of bicycles has benefit to individual health and (when replacing cars) reduces vehicle emissions that are harmful to human health, has a positive effect on traffic and parking on campus and reduces emission of greenhouse gases to the atmosphere.

In order to ensure a safe and productive bicycle environment, this Bicycle Policy has been established for our community.

#### **Registration**

All bicycles owned by students, faculty and staff and used on campus must be registered with the Office of Public Safety. Registration forms can be completed at the Public Safety Communication Center in Harmon Hall at any time. Forms may be obtained at that office or printed from this link (<http://home.ringling.edu/campus-student-life/campus-services/public-safety/public-safety/vehicle-and-bicycle-permits-parking/>) and returned to the Office of Public Safety. Bike permits will be issued when the completed form is turned in to the Office of Public Safety. The registration decal is valid for four (4) years. There is no charge for bicycle registration or the permit sticker.

a. For students, registrations will expire after four (4) years or

upon completion or withdrawal from the College.

b. For faculty and staff, registrations will expire after four (4) years or at end of employment with the College, if sooner.

c. Any student, faculty or staff member who has a bicycle with an expired registration must re-register the bicycle.

d. Registration information may be shared with the Sarasota Police Department in cases of theft for the purpose of assisting with criminal investigations, arrest and prosecution of any person arrested in connection with the theft and/or recovery of the bicycle.

The reflective registration decal must be affixed to the vertical part of the frame facing forward.<sup>3</sup>

#### **Parking and Storage**

All bicycles on campus must be parked or stored in a bicycle rack or in an area otherwise authorized. Bicycles may not be secured to fire hydrants, trees, parking signs, fences, posts, benches, stairwells and railings, ramps (handicap and/or other), or in the egress path of any building. Bicycles may be stored in student rooms or in office spaces as long as they are in a safe place not blocking egress, doorways, hallways, walkways or exits. Bicycles may not be stored in common areas such as hallways, lobbies, stairwells, restrooms, etc.

Summer storage for student bicycles is not available. Bicycles may not be left on racks over the summer break. Bicycles left on racks over the summer break will be removed by maintenance and, if not claimed by the owner within 30 days, become the property of the Ringling College of Art and Design to be used, donated, destroyed or otherwise disposed of at the discretion of the College.

Bicycle racks will be available for students who are assigned housing over the summer, have summer jobs on campus and for faculty and staff working the summer months.

Parking on College property is at the owner's own risk. The College assumes no responsibility for damages to or theft of vehicles parked on college property.

#### **Violation of Policy**

Any bicycle in violation of the College's bicycle policy (unregistered, showing an expired registration decal or improperly parked or stored) will be removed. If removal requires the cutting of a chain, cable or lock, the College will not be responsible for replacing that chain, cable or lock. To be reclaimed, a storage fee of \$1 per day will be charged (maximum fee not to exceed \$20). Any bicycle not claimed within 30 days from the date of removal will become the property of Ringling College of Art and Design and may be used, donated, destroyed or otherwise disposed of at the discretion of the College.

A student who repeatedly violates this policy is subject to disciplinary action and, if found in violation of the Ringling College Student Code of Conduct, could lose bicycle privileges, along with additional sanctions.

The College's Health and Safety Committee will review the bicycle policy on an annual basis.

## Institutional Policy

### Governing CCTV

#### Purpose

The purpose of this policy is to govern the use of closed circuit television (CCTV) equipment to record and periodically monitor activity in public areas of the campus for the purpose of law enforcement, safety and security, while retaining a balance in protecting the privacy of its community members.

#### Definitions

CCTV - A generic term used to describe a variety of video security technologies. More specifically, CCTV refers to a system in which one or more video cameras are connected in a closed circuit or loop, with the images produced being sent to a central video monitor and recording system. As used in this policy, the term CCTV applies only to video images that do not have an aural component.

Concealed CCTV Equipment - A hidden camera that is either not visible from normal view or disguised as another object.

Overt CCTV Equipment - A camera is overt when it is not hidden from general view or disguised as another object, regardless of whether or not an individual actually sees the monitoring device or knows of its existence. Unless specifically stated otherwise, all CCTV equipment referenced in this policy and the CCTV Operational Procedures will be overt CCTV equipment.

#### Scope

This policy applies to all College personnel in the use of CCTV technology.

#### Policy

The Ringling College of Art and Design is committed to enhancing the overall safety of members of the College community. Toward that end, it is the policy of the College to utilize CCTV to enhance personal safety, help deter crime, collect information and evidence of actual or potential criminal activity, and protect property. The use of CCTV will be conducted in a manner consistent with the values of the institution, including a reasonable expectation of privacy, and in compliance with all Federal, State, and Local laws, and existing College policies, including the Non-Discrimination Policy and Sexual Harassment Policy.

The Department of Public Safety, under the supervision of the Director of Public Safety and with the authorization of the Vice President for Finance and Administration and the Senior Officers of Ringling College of Art and Design, may install, maintain and use CCTV equipment at locations on College owned or controlled property where it is believed that the use of this equipment will contribute to the safety and security of persons and/or the protection of property. The Director of Public Safety and designated Public Safety staff members are authorized to

use video equipment as outlined in this policy. The CCTV Oversight Committee may approve other personnel to view live images at approved locations.

The Department of Public Safety, along with other Departments as appropriate, shall be responsible for all installed CCTV equipment. Safety and security purposes include, but are not limited to the following:

- Recording of building perimeters, entrances and exits, lobbies and corridors, receiving docks, specialized spaces containing high value items and cashier locations.
- Recording of access controlled locations.
- Recording of locations protected by intrusion alarms, and hold-up alarms.
- Recording sidewalks, and parking lots.
- Reviewing recorded images as part of a criminal investigation.
- Conducting surveillance of areas prone to on-going criminal activity.
- Recording of ATM locations.
- Recording of call box or blue light security phone locations.

The Department of Public Safety, with the assistance of Facilities Maintenance and Institutional Technology, shall make efforts to inform members of the College community of the presence and purpose of CCTV systems through appropriate signage, information on the College's website, and other means as decided by those departments. Concealed CCTV may be initiated to address serious, repetitive campus violations or at the request of law enforcement officers in compliance with Federal, State and Local laws and in connection with suspected criminal activity. Concealed CCTV will not be used inappropriately.

Personnel involved in the use of CCTV shall be appropriately trained and supervised in accordance with College policies and procedures. Violations of the established policies and operating procedures may result in disciplinary action and possible termination.

To assist with this College policy, a CCTV Oversight Committee (the Committee) shall be established to oversee the Department of Public Safety's use of CCTV. The Committee will consist of:

- VP for Finance and Administration
- VP for Human and Organizational Development
- VP and Dean of Students
- Director of Institutional Technology
- Academic Affairs administrative representative
- Asst. VP/Director of Facilities
- College Counsel (advisory, as needed)

- Director of Public Safety (ex-officio) (non-voting)
- Public Safety Technology Specialist (ex-officio) (non-voting)

The Committee is to serve several functions. First, the Committee shall review the purposes of the proposed CCTV system and operating procedures. Second, the Committee shall approve camera locations prior to the installation of cameras including the review of a site location map indicating camera placement, field of view, design intent and site challenges. Members of the College community who may wish to express privacy concerns regarding the placement of cameras may petition the Committee to review the appropriateness of a given camera or cameras. The Committee shall determine the appropriateness of an installation weighing the concerns of the person(s) making the requests against the safety, security and crime prevention value of the camera(s) and render a determination as to whether or not a camera should be removed or changed.

The Committee is responsible for developing guidelines for the release of CCTV images. In addition, the Committee may review a log of all requests received by the Department of Public Safety to release recorded video images obtained through CCTV use and the course of action taken based upon the approved guidelines. Requests from individuals to review images or for Public Safety to review camera images related to incidents will be reflected in incident reports and logged. Excluded from review by the Committee are releases of recorded video images directly related to a search warrant or subpoena.

## Emergencies

### Medical Emergencies

In a medical emergency requiring an ambulance, dial 911 from the nearest phone. (Campus phones need to access an outside line by first dialing 9.)

Students should give the dispatcher the exact location on campus where assistance is needed team their exact location on campus – building, room number and floor - and the corresponding street address:

#### **Appleton, Idelson, Harmon Halls,**

#### **Ulla Searing Student Center:**

1130 Greensboro Lane

#### **Ann & Alfred Goldstein Hall:**

2745 Old Bradenton Road  
Sarasota, FL 34234

#### **Cove:**

2210 N. Tamiami Trail

#### **Keating Hall:**

2621 Old Bradenton Road

#### **Bayou Village Apartments:**

2736 Old Bradenton Road

#### **Bradenton Road Apartments:**

2919 Old Bradenton Road

#### **Family Housing:**

2390 Old Bradenton Road

#### **Roy & Susan Palmer Quadrangle:**

2405, 2409, or 2415 Old Bradenton Road

#### **Bridge Apartments:**

2715 S. Riverside Drive

#### **Classroom / Studio:**

Students should specify whether they are calling from a location on North Tamiami Trail, Dr. Martin Luther King Jr. Way, or Old Bradenton Road.

When possible, report the emergency to the Office of Public Safety (941.359.7500) after calling 911.

If it is not a severe, life-threatening emergency, students may choose to go to the Student Health Center, any Sarasota Memorial Hospital Urgent Care Center location (Locations closest to campus: 500 John Ringling Boulevard. or 5360 University Parkway), or the Sarasota Memorial Hospital located at 1700 S Tamiami Trail if after hours. Contact Medical Services at the Student Health Center at 941.309.4000.

#### **Psychological Emergencies**

Contact the Peterson Counseling Center at the Student Health Center at 941.893.2855, or the Coastal Behavioral Healthcare at 941.952.1147 for any emergencies requiring a mental-health counselor.

#### **Hurricanes & Tornadoes**

As with all coastal cities in Florida, Sarasota may be threatened by hurricanes and tropical storms. Ringling College property may be subject to evacuation during a hurricane.

If it appears a hurricane may be approaching this area, the College community will be notified the area is under a hurricane watch. In that case, there are several things students should do. If the students have a car, they should make sure the gas tank is full in case students are told to evacuate. Also, collect water in containers to be used in the event that water service is lost. Students should have a flashlight (and batteries) in case of a power failure. Candles are prohibited in the halls and are not suitable for high winds.

Remember, hurricanes are sometimes accompanied by tornadoes in their fringe areas.

**Tornado Watch** means that tornados are possible, but there is no immediate danger. Remain alert for approaching storms. Tornadoes occasionally develop in areas where a severe thunderstorm watch or warning is in effect. Remain alert to signs of an approaching tornado and seek shelter if the skies become threatening.

**Tornado Warning** means a tornado has been sighted or indicated by weather radar. Danger exists in these situations and you should move to a place of safety:

- Smaller interior rooms and hallways of a building offer the best protection.
- Stay away from windows, doors and exterior walls if possible. Most injuries are from flying debris. Seek cover under a sturdy piece of furniture if available.
- All Clear: remain in protected area until “all clear” is announced or relayed by the Office of Public Safety or by your supervisor, RA or other authorized individual.

## Hurricane Evacuation

### All Resident Students

When the College's immediate area is placed under a Tropical Storm Watch or Warning and / or a Hurricane Watch, the College's Emergency Response Team (ERT) will automatically enter an alert status and closely monitor the weather. The President, or his appointee, will confer with the Emergency Response Team and make decisions regarding the cancellation of classes, closing of the College and securing facilities, based on the strength, location and predicted path of the storm.

When the College's immediate area is placed under a Hurricane Warning, the President may declare a state of emergency, depending on the strength, location, and predicted path of the storm. If a state of emergency is declared, a mandatory evacuation of campus will normally be initiated, with all offices closed for non-essential personnel and food service operations discontinued. If a state of emergency is announced and evacuation ordered, the Vice President for Student Life and Dean of Students will initiate the evacuation of residential students with the assistance of the Associate Dean of Students for Residence Life.

### Commuter Students

The College cannot provide housing for commuter students during an evacuation. Hurricane maps and other information about the Sarasota area are available at the Sarasota County Government website at:  
<http://maps.scgov.net/evacinfo/evacinfo.aspx>.

### College Cancellation

If classes are cancelled, notification will be sent via the college's Emergency Notification System, by email, posted on [www.ringling.edu](http://www.ringling.edu) and will be recorded on the switchboard at 941.351.5100.

Cancellation would most likely occur in the event of an impending weather emergency.

### Hurricane Plan Preparation

Ringling College will activate our Hurricane Plan when a storm is projected to approach our area. In the event that Ringling College decides it is in the best interest of the students to evacuate the campus, we need your assistance in order to best protect you, our community and the campus.

### Evacuation Information

All notices about evacuation, closure of the campus and re-opening of the campus will be sent to all members of the Ringling College community via the RCAD Alert system (which distributes via text message, email, and voice message to registered cellular phones). Please be sure your cellular contact information is updated within self-service at [my.ringling.edu](http://my.ringling.edu). Updates will also be posted at [www.ringling.edu/alert](http://www.ringling.edu/alert). Information is also posted with the local media.

Prior to any evacuation, students residing on-campus will meet with their RA's to review procedures.

### Planning

1. **Have a plan.** Every student needs to have a plan for two evacuation potential locations: (1) in Sarasota or a nearby county and (2) home or other location further away.
2. Students may wish to develop a budget to share driving and hotel expenses with other students.
3. Students/Parents may wish to purchase a refundable plane ticket that can be used during hurricane season or holiday travel.
4. Again, make general plans now. When a storm is approaching the area, talk with your loved ones to let them know your specific plans about where you will go.
5. Make sure your loved ones know how to contact you and stay in touch with them throughout the storm.
6. Before leaving campus, be sure to designate an out-of-state family member or friend to serve as an Emergency Contact.
7. Before you leave the campus, and if you change locations after leaving the campus, be sure to update your information on the Emergency Contact Information and Evacuation Worksheet.
8. Be sure to include in your plan a safe location for your animal(s) if you have any. This may be with you, with a friend, in a kennel in a non-evacuation zone, or in a pet friendly shelter (You will need vaccination records.). **Do not leave your animals behind.**
9. If you have not made an evacuation plan, you will be taken to an area shelter once the area shelters open. Public Shelters are a last option because they are less comfortable and it is more difficult for you to secure your belongings.

### Vehicles

1. As a storm approaches and definitely before evacuation, fill your gas tank and prepare your vehicle for travel. Gas may be hard to find during the evacuation. Prices may also increase due to the demand.



2. Take your vehicle with you, if possible. If this is not possible, make sure that your hang tag is properly displayed so that you can be identified as the owner.
3. Review your automobile insurance policy to determine if damage during a hurricane is covered.

### Emergency Supply Kit

An emergency situation can be frightening, especially when your parents cannot be with you at the time of the emergency. It is your responsibility to be prepared before, during and after the emergency. One way to be prepared is by putting together an emergency supplies kit. Below is a list of essential items that you should prepare to have handy in case of an emergency.

1. Water – pack a three day supply of one gallon per person per day.
2. Non-perishable food
3. Can opener
4. Battery powered hand crank AM/FM radio
5. NOAA Weather radio with extra batteries
6. Flashlight and extra batteries
7. First aid kit
8. Prescription medications
9. Personal hygiene items
10. Blanket, pillow, and towel
11. Clothing
12. Extra set of car keys
13. Contacts or glasses
14. Cash and change (ATM's may not function)
15. Some form of personal ID (License, Passport, etc.)
16. Cell phone, chargers (consider a solar charger)
17. Insurance cards/information for health, vehicle and property.
18. Animal supplies (Proper ID, collar, vaccination paperwork, cage, leash, ample water and food, and any necessary medication)

### Preparing Your Residence

1. Take your most important belongings, valuables and personal documents with you.
2. Take course materials with you.
3. Empty and unplug your refrigerator. Wrap towels at base to absorb water in case of defrost due to power outage.
4. Remove and cover electronic items that may be

damaged by water.

5. Unplug all power cords.
6. Close and lock windows if operable. Do not tape.
7. Remove your trash.
8. Lock your door.
9. Ringling College is not responsible for any vehicles left on- campus.
10. Ringling College strongly encourages you to know what is in your family's homeowner's policy as some do not cover residence hall rooms. Consider getting renter's or property protection insurance and check to see if your belongings are covered because of a hurricane.

### Emergency Communications

Updates will be sent via the Emergency Notification System, email, posted on [www.ringling.edu](http://www.ringling.edu) and will be recorded on the switchboard at 941.351.5100.

### Basic First Aid

The Office of Public Safety and the Health Center provides basic first aid supplies.

## SAFETY & SECURITY

### Recommendations

Students should assume responsibility for their own personal safety and the security of their personal belongings by simple, common-sense precautions.

- Use the campus safety escort system. Escorts are provided between campus locations after dark to students traveling alone.
- Room doors should be locked at night and when rooms are unoccupied.
- Valuable items such as cameras, stereos, etc., should be marked with an engraving instrument provided by the Office of Residence Life.
- Use a sturdy lock on bicycles (Krypton-type bicycle lock).
- Student cars should be parked in proper parking lots and locked. Leave nothing on seats. Disconnect and remove special equipment from the dashboard.
- Students should report any suspicious-looking individuals to the Office of Public Safety at 941.359.7500.
- Entrance doors to residence halls must be kept closed. Students are required to carry their keys and Student ID with them at all times.

### Reporting Criminal Activity On Campus

Students are encouraged to report any criminal activity or suspicion of such activity to the Office of Public Safety by calling

941.359.7500 or using one of the blue light phones. A member of the Public Safety staff will investigate the matter and notify other campus officials if necessary.

In cases of an assault, rape, or other sex offense, students should immediately contact Public Safety at 941.359.7500 or the Office of Student Life or a member of that staff at 941.359.7505.

The staff member will immediately contact the Vice President for Student Life and Dean of Students who will make arrangements for assistance and emotional support for the student. Necessary crisis intervention with referral for extended assistance, if necessary, will also be provided. Safe Place and Rape Crisis Center (SPARCC) at 941.365.1976 will provide victim advocacy support in cases of domestic violence and rape.

With the assistance and support of the Office of Student Life staff and the Office of Public Safety, the proper authorities will be contacted for further investigation if the student wishes to pursue criminal charges.

## **Campus Security & Access To Facilities**

Members of the Public Safety staff patrol the campus 24-hours-a-day. Access to the main campus grounds is regulated by gates throughout a perimeter fence.

### **Residence Halls**

Access to residence halls is controlled 24-hours-a-day by locked outside entrance doors, to which residents and appropriate staff are issued keys or electronic key fobs.

Students are jointly responsible for ensuring their safety by closing these doors after they enter, not propping entrance doors open for any reason, not lending their keys to anyone and screening individuals who wish to enter the hall.

All Ringling College residence halls are secured with outer doors that can be entered only with a Medeco key, which cannot be copied or an electronic key fob. Residence halls meet the fire codes and are checked by Facilities and Office of Public Safety personnel more frequently than required.

Exterior lighting is used to enhance security and aid in surveillance. Public Safety Officers patrol inside and outside residence halls regularly.

In addition to Public Safety Officers, trained Resident Assistants (RAs) are on duty every night to respond to any crisis.

### **Academic Facilities**

Academic studios have set opening and closing hours. Certain studios are only open when a staff technician or student monitor is present. These facilities are also patrolled by members of the Office of Public Safety.

### **Prevention Programs**

#### **Program for New Students**

New Ringling College students complete an online program during New Student Orientation designed to provide

information about crime prevention, including: sex offenses, campus security procedures and a student's responsibility for their own safety on campus (including the residence halls) as well as off-campus. Security procedures, methods and avenues for reporting crimes or receiving victim's assistance are outlined during this program and are provided in this Student Handbook. Periodically throughout the year, safety and security programs are held for the student body to address current issues and concerns, as well as to stress the continued monitoring of each community member's safety and security.

#### **Escort Program**

If you are on campus during evening hours, please use the Escort Program provided by the Office of Public Safety. This is a service provided to all students, faculty and staff who would like a public safety officer escort to the parking lots and their vehicle during hours of darkness.

To request an escort, call the Office of Public Safety at 941.309.4121 or use one of the blue light phones.

### **Safety Committee**

In 1989, Ringling College established and convened the Safety Committee, which was charged with overseeing and implementing all aspects of safety, health, environmental issues and risk management.

The Committee comprised of annually appointed faculty members, staff members and a student representative meets twice a semester during the academic year. Additional meetings may be called as needed. The Committee receives reports from the Health and Safety Committee and the Environmental Compliance Committee.

The Vice President for Finance and Administration serves as the Committee's chair and is assigned the responsibility of overseeing the completion of objectives reviewed and set by the Committee. The Environmental Health and Safety (EHS) Director is responsible for the development, management and enforcement of occupational and academic EHS programs.

Student input on matters concerning safety is encouraged and welcome.

### **Hazardous Waste Disposal**

To avoid environmental damage, as well as to comply with Federal laws, all hazardous waste is collected on campus before final disposal through a licensed contractor. Many studios including painting, photographic and printing studios have receptacles for hazardous waste (gamsol, paint waste and aerosol cans). Also, light bulbs, ballasts and batteries are recycled through the Facilities department. Please respect the environment; any violations will be dealt with in a severe manner. Questions relating to safety, health or environmental issues should be sent to [ehs@ringling.edu](mailto:ehs@ringling.edu).

### **Vehicle Registration & Parking**

### Florida Driver's License & Motor

#### Vehicle Registration

Any person who is enrolled as a full-time student in a college or university is not required to have a Florida registration for the duration of such enrollment if the person's vehicle is properly registered in another state. Students with a valid driver's license from their home state are not required to obtain a Florida driver's license.

#### Ringling College Car & Motorcycle Registration

Ringling College has no restrictions on students bringing vehicles or motorcycles to campus. The College does require each vehicle or motorcycle to be registered, and a free parking permit must be obtained at the beginning of each school year. Permits are available 24 / 7 at the Office of Public Safety in Harmon Hall. Parking permits should be placed on the outside of the lower left corner of the rear window on vehicles and in a visible location on motorcycles.

To provide as many parking spaces as possible and to maintain order in the parking areas, the Office of Public Safety asks everyone's assistance with adherence to parking regulations on campus. Campus parking maps and parking regulations are available during registration and / or from the Office of Public Safety. All parking lots are marked to show proper and legal areas for parking and available handicapped spaces. Public Safety Officers patrol all parking areas regularly and issue parking citations for illegally or incorrectly parked vehicles. The Office of Public Safety reserves the right to tow any illegally or incorrectly parked vehicles from the campus property if conditions are warranted.

Vehicles are not allowed to park in areas other than designated parking lots. All areas between buildings are fire lanes and must be accessible for emergency vehicles. Vehicles parked in unauthorized grass / landscaped areas on campus will be towed without warning and at the owner's expense.

There is absolutely no parking by students allowed at any time in spaces designated for the President, Vice Presidents or visitors.

### Bicycles

Bicycle racks are located at the Whitaker Bayou Studios Complex, the Bayou Village Apartments, Goldstein Library, the Ulla Searing Student Center and Verman Kimbrough Building. Resident students may park bikes in their rooms.

Please be careful with kickstands, which can seriously damage the floor. No bikes may be parked in residence hall stairways, hallways, rest rooms or inside any other building on campus. Bikes kept in residence halls cannot obstruct any exits including windows.

Bikes parked outside should have a lock on each tire. A Krypton-type

lock is recommended. In Florida, the bicycle is legally defined as a motor vehicle. Bicyclists have the same rights to the roadways and must obey the same traffic laws as the operators of other vehicles. These laws include stopping for stop signs and red lights, riding with the flow of traffic, using lights at night and yielding the right-of-way when entering a roadway.

### Parking Fines & Tickets

The Office of Public Safety may ticket any illegally parked vehicle. Tickets are payable at the Bursar's Office located on the 2nd Floor of the Ulla Searing Student Center. Appeals should be directed to the Director of Public Safety. Appeals must be filed within 10 days of receipt.

### Crime Statistics

Ringling College of Art and Design believes an informed community is a more safety-conscious community. The statistics shown on the following pages are provided in accordance with the Student Right-to-Know and Campus Security Act of 1990, and they indicate the numbers of incidents reported to the Office of Public Safety in each listed crime category on property owned by Ringling College. These statistics are updated each year and are also available online at:

<http://publicsafety.ringling.edu/crimestatistics.shtml>

If students have any questions regarding these statistics, or if students would like more information about other security related incidents, services, or policies, please contact the Director of Public Safety at 941.351.4742.

## 2015 Calendar Year

<b>Offense</b>	On-Campus	Residential	Public Property	Off-Campus	<b>Total</b>
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Murder	0	0	0	0	0
Manslaughter	0	0	0	0	0
Forcible Sex Offenses	1	1	0	0	1
Non-forcible Sex Offenses	0	0	0	0	0
Robbery	0	0	1	0	2
Aggravated Assault	0	0	1	0	1
Burglary	0	0	0	0	0
Vehicle Theft	0	0	0	0	1
Larceny / Theft	28	10	0	0	25
Arson	0	0	0	0	0
Dating Violence	1	1	0	0	1
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

**Hate Crimes**

Race	0	0	0	0	0
Gender	0	0	0	0	0
Religion	0	0	0	0	0
Sexual Orientation	0	0	0	0	0
Ethnicity	0	0	0	0	0
Disability	0	0	0	0	0

**Liquor Law Violations**

Arrests	0	0	0	0	0
Disciplinary Referrals	22	22	0	0	22

**Drug Law Violations**

Arrests	0	0	0	0	0
Disciplinary Referrals	12	12	0	0	12

**Weapons Violations**

Arrests	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0

**2016 Calendar Year**

<b>Offense</b>	<b>On-Campus</b>	<b>Residential</b>	<b>Public Property</b>	<b>Off-Campus</b>	<b>Total</b>
Murder	0	0	0	0	0

Manslaughter	0	0	0	0	0
Forcible Sex Offenses	3	1	0	0	3
Non-forcible Sex Offenses	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Vehicle Theft	0	0	0	0	0
Larceny/Theft	20	6	0	0	20
Arson	0	0	0	0	0
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0

**Hate Crimes**

Race	0	0	0	0	0
Gender	0	0	0	0	0
Gender Identity	0	0	0	0	0
Religion	0	0	0	0	0
Sexual Orientation	0	0	0	0	0
Ethnicity	0	0	0	0	0
National Origin	0	0	0	0	0

**Liquor Law Violations**

Arrests	0	0	0	0	0
Disciplinary Referrals	23	23	0	0	23

**Drug Law Violations**

Arrests	0	0	2	0	2
Disciplinary Referrals	13	13	0	0	13

**Weapons Violations**

Arrests	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0

NOTE: All 3 Vehicle Thefts were the thefts of golf carts from campus property and all golf carts were recovered.

NOTE: All 7 Drug arrests were made by Sarasota Police Officers on city streets and sidewalks adjacent to campus...none arrested were members of the campus community or visitors to the campus.

**2017 Calendar Year**

<b>Offense</b>	<b>On-Campus</b>	<b>Residential</b>	<b>Public Property</b>	<b>Off-Campus</b>	<b>Total</b>
Murder	0	0	0	0	0

Manslaughter	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0
Robbery	1	0	0	0	1
Aggravated Assault	0	0	0	0	0
Burglary	2	2	0	0	2
Vehicle Theft	0	0	0	0	0
Larceny/Theft	0	0	0	0	0
Arson	0	0	0	0	0
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Stalking	0	0	0	0	0
Hate Crimes					
Race	0	0	0	0	0
Gender	0	0	0	0	0
Gender Identity	0	0	0	0	0
Religion	0	0	0	0	0
Sexual Orientation	0	0	0	0	0
Ethnicity	0	0	0	0	0
National Origin	0	0	0	0	0
Disability	0	0	0	0	0
Liquor Law Violations					
Arrests	0	0	0	0	0
Disciplinary Referrals	12	12	0	0	12
Drug Law Violations					
Arrests	1	1	0	0	1
Disciplinary Referrals	10	10	0	0	10
Weapons Violations					
Arrests	0	0	0	0	0
Disciplinary Referrals	0	0	0	0	0

## CODE OF CONDUCT

### Introduction

As members of the Ringling College community, students can reasonably expect that all College offices, programs, employees, and organizations will respect the following student rights:

### Students' Rights

Ringling College of Art and Design further encourages all members of the College community to endorse, support, and abide by the following statement of values which are deemed fundamental to its mission and integral to its growth:

- 1) Students have the right to be treated fairly and with dignity regardless of age, gender, color, disability, marital status, national or ethnic origin, race, religion, sex or sexual orientation. In their individual roles as members of student organizations, students have the responsibility not to discriminate against others.
- 2) Students have the right to express themselves freely on any subject provided they do so in a manner that does not violate the Code of Student Conduct. Students in turn have the responsibility to respect the right of all members of the community to exercise these freedoms.
- 3) Students have the right to accurate and plain state information relating to maintenance of acceptable academic standing, graduation requirements and individual course objectives and requirements. Students can expect instruction from designated instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and know their appropriate class requirements.
- 4) Students have the right to expect a reasonably safe environment supportive of the College's mission and their own educational goals. Students have the responsibility to protect and maintain that environment and to protect themselves from all hazards to the extent that reasonable behavior and precaution can avoid risk.
- 5) Students have the right to establish representative governmental bodies and to participate in College governance in accordance with the rules and regulations of the College. Students who accept representative roles in the governance of the College have the obligation to participate responsibly.
- 6) Students have the right to be heard before formal disciplinary sanctions are imposed by the College for violations of the Code of Student Conduct or other published policies. Students have the right to written notice and the opportunity for a hearing before any change in status is incurred for disciplinary reasons unless a significant threat to persons or property exists.

### Code Of Student Conduct

Ringling College of Art and Design is committed to maintaining a purposeful learning community, one that promotes intellectual

inquiry through vigorous discourse and encourages creativity. Essential values, which support this purpose, include civility, inclusiveness, dignity, diversity, education, equality, freedom, honesty and safety.

When students choose to accept admission to Ringling College of Art and Design, they accept the rights and responsibilities of membership in the College's academic and social community.

As members of the community, students are expected to uphold its values by maintaining a high standard of conduct. Student misconduct is defined as any student behavior that violates rules of Ringling College of Art and Design as stated in this Student Handbook, contained within any College publication, or on the website; and / or is in violation of State, Local or Federal laws and ordinances. Students who are present or accompanying others while in the act of violating the code of conduct are as culpable as the violators. Ringling College of Art and Design considers the following behavior, or attempts thereof, by any student or student organization, whether acting alone or with any other persons, to violate the Code of Student Conduct:

- 1) Physical harm or threat of physical harm to any person or persons, including but not limited to: assault, sexual misconduct or other forms of physical abuse.
- 2) Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as "fighting words" and likely to cause an immediate breach of peace. This additionally includes any harassment done through electronic communications to include email, texting, facebook, etc.
- 3) Sexual Misconduct: any actual, attempted, or alleged criminal sexual conduct to include sexual assault, sexual contact, sexual exploitation, or sexual based communication.
  - a) Sexual Assault is having or attempting to have sexual intercourse or sexual contact with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact.
  - b) Sexual Contact includes kissing, touching the intimate parts of another, causing the other to touch one's intimate parts, or disrobing of another without permission. Intimate parts may include the breasts, genitals, buttocks, mouth or any other part of the body that is touched in a sexual manner.
  - c) Sexual-based Communication is speaking to, or directing any kind of communication, words or images of a sexual nature at another person that is not welcomed by the receiving party. If the communication is unwelcome; that is, if it occurs without the other person's consent or participation, it may create a hostile learning and living environment. Sexual-based communication can include interactions in person, by phone, electronic messages and photos, written words or images such as graffiti and social media postings.

d) Sexual Exploitation is when an individual takes non-consensual or abusive sexual advantage of another, for their own benefit; or to benefit anyone other than the one being exploited; and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- i) Prostituting another person (i.e. personally gaining money, privilege, or power from the sexual activities of another person)
- ii) Non-consensual video, photography, audiotaping, or any other form of recording, of sexual activity;
- iii) Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
- iv) Engaging in voyeurism (being a “peeping tom”)
- v) Knowingly or recklessly transmitting an STD or HIV to another person;

4) Failure to Obtain Consent: Failure to obtain the conscious affirmative agreement to voluntarily engage in sexual activity with another person. Consent cannot be given if it results from the use or threat of physical force, intimidation, or any other factor that would eliminate an individual’s ability to exercise their own free will to choose whether or not to have sexual contact. Consent cannot be given if an individual is incapacitated, under the influence of drugs or alcohol, mentally incompetent or in an altered state of consciousness. Consent may be withdrawn by either party at any time. Previous consent does not automatically provide consent for a current sexual activity. Failure of an individual to say “no” does not imply consent.

5) Retaliation: Acts or attempts to retaliate or seek retribution against the complainant, respondent, or any individual or group of individuals involved in any investigation and/or resolution of an allegation of sexual misconduct or other policy violation. Retaliation can be committed by any individual or group of individuals, not just a respondent or complainant. Retaliation may include continued abuse or violence, other forms of harassment, and slander and libel.

6) Sexual Harassment, intimidation or coercion of a person on campus for the purpose of obtaining sexual favors.

7) Threatening Conduct: Conduct which threatens the mental health, physical health or safety of any person or persons including:

- a) Hazing: Any action taken or situation created, intentionally, that produces mental or physical pain, discomfort, embarrassment, harassment or ridicule for the purpose of initiation or admission into, or affiliation with an organization regardless of a student’s willingness to participate in the activity.

b) Stalking: Stalking is a course of conduct involving more than one instance of unwanted attention, harassment, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm or place that individual in fear of physical, emotional or psychological harm or injury. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, GPS or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person. Stalking and cyber-stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.

c) Drug or alcohol abuse.

d) Other forms of destructive behavior.

8) Domestic Violence: Violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a current or former cohabitant with the victim; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.

9) Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship based on a consideration of the following factors:

- Length of relationship
- Type of relationship
- Frequency of interactions between the persons involved in the relationship

10) Academic dishonesty, including, but not limited to plagiarism and cheating, and other forms of academic misconduct, for example, misuse of academic resources or facilities, misuse of computer software, data, equipment or networks.

11) Intentional disruption or obstruction of lawful activities of the College or its members, including their exercise of the right to assemble.

12) Theft, damage and / or vandalism to personal or College property or services or illegal possession or use of the same.

13) Unauthorized entry, use, or occupation of College facilities that are locked, closed or otherwise restricted as to use.

14) Forgery, alteration, fabrication or misuse of identification cards, records, grades, diplomas, or other College documents.

15) False information/Representation: furnishing false or misleading information to College officials or misrepresentation



of any kind to a College office or official.

16) Interference with, or willful negligence of, the security of any campus facility. This includes unauthorized duplication of keys and propping doors open.

17) Disorderly Conduct: Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on Ringling College premises or at functions sponsored by or participated in by, Ringling College or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on Ringling College premises without their prior knowledge, or without their effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, rest room or residence hall. Disorderly conduct also includes public intoxication, lewd, indecent or obscene behavior, libel, slander or illegal gambling.

18) Illegal purchase, use, possession or distribution of alcohol, drugs or controlled substances. Alcohol is not permitted on campus, in any Ringling College residence hall except in private units in the Bayou Village Apartments, Bridge Apartments, Bradenton Road Apartments, the Cove, the Roy and Susan Palmer Quadrangle, Family Housing, student houses and Indian Beach (leased/ managed) for those who are of the legal drinking age in Florida (21 years or older). Open containers of alcohol are not permitted in any common or outdoor area of any Ringling College-owned or leased/ managed student housing facility, including the Bayou Village Apartments, Bridge Apartments, Bradenton Road Apartments, the Cove, Family Housing, the Roy and Susan Palmer Quadrangle, Indian Beach Apartments, or student houses, including balconies, hallways, community room, work rooms, laundry rooms, etc.. Kegs, party balls and punches containing alcohol are strictly prohibited.

19) Failure to comply with directions of College officials and security, including administrative officials, faculty members, College staff and/ or residence staff members.

20) Active or passive, willful or deliberate disruption of any class. (Refer to Classroom Policies in "Academic Policies and Procedures.")

21) Possession of firearms, explosives, fireworks or weapons on campus or in vehicles parked on College property (police definition of weapons).

22) Interference with or misuse of fire alarms, fire extinguishers, blue lights, elevators or other safety and security equipment or programs.

23) Violation of any Federal, State, or Local law which has a negative impact on the well being of Ringling College of Art and Design or its individual members.

24) Abuse of the student conduct system which includes, but is not limited to:

a) Failure to obey the notice from a Student Conduct Board or Ringling College official to appear for a meeting or hearing as part of the Student Conduct System.

b) Falsification, distortion or misrepresentation of information before a Conduct Board.

c) Disruption or interference with the orderly conduct of a Conduct Board proceeding.

d) Institution of a student conduct code proceeding in bad faith.

e) Attempting to discourage an individual's proper participating in, or use of, the Student Conduct System.

f) Attempting to influence the impartiality of a member of a Conduct Board prior to, and / or during the course of, the Conduct Board proceeding.

g) Harassment (verbal or physical) and/ or intimidation of a member of a Conduct Board prior to, during and / or after a Conduct Board proceeding.

h) Failure to comply with the sanction(s) imposed under the Student Code.

i) Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

25) Violation of College policies, rules or regulations that are published in the Student Handbook and other official College publications or agreements, including those available electronically on the College website.

## Ringling College Conduct System

### Article I: Purpose

The Ringling College of Art and Design Conduct System is the mechanism by which most of the College policies and community standards of Ringling College of Art and Design are enforced. Alleged violations of academic integrity are handled by Academic Affairs. It is the purpose of this Conduct System to be of educational value and to protect the rights of all members of the College community.

### Article II: Definitions

#### 1) Student Conduct Administrators

The Student Conduct Administrators are the persons designated by the Vice President for Student Life and Dean of Students to be responsible for the administration of the Code of Conduct. The College Conduct Administrators for non-academic and organizational discipline in addition to the Vice President for Student Life and Dean of Students are the Associate Deans of Students, the Assistant Director of Housing Operations, Coordinators within Residence Life and Recreation and Wellness, and Director of Student Activities and Leadership Development. The Student Conduct Administrators are authorized on a case-by-case basis to meet with students alleged to have violated College policy and to set sanctions, when appropriate.

#### 2) Dean's Panel

When a disciplinary matter may result in the suspension or expulsion of a student, the Vice President for Student Life and Dean of Students may convene a Dean's Panel. This three-person Panel, consisting of the Vice President for Student Life and Dean of Students (or designee) and two faculty and / or staff members, form a hearing body to review all documentation and determine appropriate sanctions.

### 3) Advisor

An Advisor is a person, chosen by an accused student, to serve in an advisory capacity during their involvement in the meeting / hearing process. The primary role of the Advisor is to assist the student in preparing for meetings / hearings and to attend meetings / hearings as support for the student. The student is responsible for presenting their own information and, therefore, Advisors are not permitted to speak or participate directly in any meetings / hearings without approval. An Advisor may be a current student or employee of the College. The use of an Advisor is strongly recommended.

## Article III: Code of Conduct Authority

### 1) Jurisdiction

a) Generally, the jurisdiction of the College shall be limited to conduct which occurs on College premises, during a College sponsored activity or which adversely affects the College community and / or the pursuit of its learning objectives. Any student found in violation of College policies is subject to disciplinary action according to the procedures outlined in this conduct hearing system.

b) College Conduct action may be initiated if a student is charged with a violation of a law which is in violation of College policy. The College may take conduct action prior to, during, or after the disposition of the case by a court of law.

c) The College will cooperate fully with Federal, State and / or Local authorities and other agencies in the enforcement of civil or criminal laws. If the alleged offense is also being considered for action within this Conduct System, the College may advise off-campus authorities of how such matters will be handled within the College community.

d) A student who withdraws from the College while conduct action is pending is subject to conduct action before permission to re-enroll is granted. In such cases, the College retains the right to investigate and adjudicate alleged violations regardless of whether the student elects to participate in the process.

### 2) Rights of the Accused

a) Students shall be considered innocent until found in violation and given an opportunity to be heard.

b) Students shall be notified in writing of the charges against them prior to any hearings.

c) Students have the right to prepare a defense and to have the assistance of an Advisor.

d) Students shall be free from disciplinary sanctions, pending conclusion of the hearing, except in cases that an interim suspension is deemed necessary.

e) Students have the right to present evidence on their behalf.

f) Students have the right to have their case heard within a reasonable amount of time.

g) Students may request a private hearing when more than one student is accused of involvement.

### 3) Interim Suspension

The Vice President for Student Life and Dean of Students (or designee) may impose an interim suspension prior to a hearing decision if the student presents a threat to any member of the community, including him or herself. During this suspension, the student may be denied access to any or all of the College's facilities, activities or privileges granted to students. This includes access to on-campus housing if a resident.

### 4) Extraordinary Circumstances

The Vice President for Student Life and Dean of Students may temporarily alter this conduct system if warranted by extraordinary circumstances. Additionally, an interpretation or application of the student code shall be referred to the Vice President for Student Life and Dean of Students for final determination.

### 5) Withholding Degrees & Diplomas

The College has the right to withhold the awarding of a degree and diploma pending the conclusion of the code of conduct hearing process.

### 6) Search

The members of the Office of Student Life and / or Public Safety Officers may search a student room or other College property in use by a student when it appears that College policies may have been violated.

### 7) Room Entry

Members of the Office of Student Life and / or Public Safety Officers may enter a student room without permission of the residents when conduct in the room violates State law and / or College policy or is sufficiently disruptive as to require staff intervention.

### 8) Preponderance of Evidence

The standard used for investigating any potential violation of the Code of Conduct including Title IX is a "preponderance of evidence," meaning it is more likely than not that the violation occurred.

## Article IV: Non-Academic Conduct

Any member of the College community may report an alleged violation of the College Code of Conduct. Such reports shall be prepared in writing and directed to the Vice President for Student Life and Dean of Students. Reports should be submitted as soon as possible after the alleged violation occurs.

### 1) Administrative Decisions

The parties involved in the incident will meet with a Student Conduct Administrator to discuss ways to resolve the alleged violation(s) administratively.

Prior to all formal hearings, the accused student will be informed in writing of the following:

- The time and place of hearing, with at least three days notice (unless student waives this right or the Vice President for Student Life and Dean of Students (or designee) believes “extraordinary” circumstances exist.
- The specific College policies that have allegedly been violated.
- The right to have an Advisor accompany him / her to the hearing.

## **2) Appeal**

a) Decisions rendered by the Student Conduct Administrator may be appealed to the Vice President for Student Life and Dean of Students. Decisions of the Dean’s Panel or the Vice President for Student Life and Dean of Students may be appealed directly to the President of Ringling College. Appeals must be submitted to the appropriate authority in writing within 3 days of the written notification of the decision.

b) In the written appeal, it is the responsibility of the person presenting the appeal to demonstrate grounds for the appeal. Appeals may be made on the following grounds:

- 1) The accused student has suffered a violation of rights and this violation significantly impacted the decision reached.
- 2) Significant and relevant new information, which could not before have been presented has since surfaced.
- 3) The accused student has reason to believe the sanctions or decisions levied are unduly arbitrary or unjustified and can provide reasonable evidence or apparent cause to support this contention.

c) The Vice President for Student Life and Dean of Students may uphold or overturn the decision of the Student Conduct Administrator, return a case for further consideration or reduce or retain any sanction. Similarly, the President may uphold or overturn the decision of a Dean’s Panel or the Vice President for Student Life and Dean of Students, return the case to the Panel or Vice President for further consideration or reduce or retain any sanction.

d) In all cases, the decision reached by the authority hearing the appeal is final.

## **Article V: Organizational Conduct**

a) Decisions rendered by the Student Conduct Administrator may be appealed to the Vice President for Student Life and Dean of Students. Decisions of the Dean’s Panel or the Vice President for Student Life and Dean of Students may be appealed directly to the President of Ringling College. Appeals must be submitted to the appropriate authority in writing within 3 days of the written notification of the decision.

b) In the written appeal, it is the responsibility of the organization presenting the appeal to demonstrate grounds for

the appeal. Appeals may be made on the following grounds:

1) The accused organization has suffered a violation of rights and this violation significantly impacted the decision reached.

2) Significant and relevant new information, which could not before have been presented has since surfaced.

3) The accused organization has reason to believe the sanctions or decisions levied are unduly arbitrary or unjustified and can provide reasonable evidence or apparent cause to support this contention.

c) The Vice President for Student Life and Dean of Students may uphold or overturn the decision of the Student Conduct Administrator, return a case for further consideration or reduce or retain any sanction. Similarly, the President may uphold or overturn the decision of a Dean’s Panel or the Vice President or Vice President Student Life and Dean of Students, return the case to the Panel for further consideration or reduce or retain any sanction.

d) In all cases, the decision reached by the authority hearing the appeal is final.

## **Article VI: Disciplinary Sanctions**

There are disciplinary sanctions the College will use, depending on the severity or the frequency of the violation under consideration. The following is a list of sanctions, of which one or more may be imposed:

### **1) Fines**

Fines must be paid by the student at the Office of Student Accounts / Bursar, or they will be charged against the student’s College account.

### **2) Disciplinary Warning**

Disciplinary Warning is notice that the student’s behavior is unacceptable to the College community and that further misconduct may result in more severe penalties. Disciplinary Warning is for a specified period of time and may be accompanied by other educational sanctions. Records are maintained in the student’s file in the Office of Student Life and are taken into account in the event of future violations. After the Warning period, the Warning status is not considered part of the student’s history.

### **3) Disciplinary Probation**

Disciplinary Probation is notice that the student is no longer in good standing with the College community. Disciplinary Probation may accompany conditions including, but not limited to denial of privileges or the requirement that specific activities be performed. Disciplinary Probation is for a specified period of time and may be accompanied by conditions and/or other educational sanctions. Violation of Disciplinary Probation is considered grounds for further Conduct System action, including Suspension or Expulsion. At the conclusion of the Disciplinary Probation period, the

student is returned to good standing. Records are maintained in the student's file in the Office of Student Life and are taken into account in the event of future violations.

#### 4) Final Disciplinary Probation

Final Disciplinary Probation is a very serious notice that a student is no longer in good standing with the College community. Final Disciplinary Probation may accompany conditions including, but not limited to denial of privileges or the requirement that specific activities be performed. Final Disciplinary Probation is for a specified period of time and may be accompanied by conditions and/or other educational sanctions. Violation of Final Disciplinary Probation is considered grounds for further Conduct system action, including Suspension or Expulsion. At the conclusion of the Final Disciplinary Probation period, the student is returned to good standing. Records are maintained in the student's file in Student Life and are taken into account in the event of future violations.

#### 5) Behavioral Agreement

At times, the College may wish to create a contract agreement with a student outlining how the student may or may not behave if they wish to remain a part of the Ringling College of Art and Design community. This agreement, which serves as a binding document between the College and the student, details:

- a) What constitutes inappropriate behavior.
- b) What corrective steps or actions will be necessary (this may include fines, counseling, denial of privileges for a specified time, etc.).
- c) The duration of the agreement (it may range from a few days to the duration of the student's enrollment at Ringling College of Art and Design).
- d) The probable outcome if the agreement is not upheld. This is much like disciplinary probation, except that it does not preclude other disciplinary sanctions, and it spells out probable outcomes if the agreement is not kept.

#### 6) Suspension

Suspension is the separation of the student from the College. When under suspension, the student is prohibited from entering College property and is required to vacate on-campus housing. If it is a short-term suspension, faculty are not obligated to permit make-up of missed assignments, and absences from class are not considered excused. Students who are suspended are required to leave campus within 24 hours of notification unless the decision qualifies for and is awaiting an appeal hearing. No refunds will be issued.

#### 7) Expulsion

Expulsion is the permanent separation of a student from Ringling College. Students expelled from Ringling College are prohibited from entering College property and may not apply for re-admission. No refunds will be issued.

#### 8) Other Education Sanctions

Any sanction may be accompanied by, or substituted with, appropriate activities that the student is directed to undertake, including: financial restitution, community restitution (programming requirements or community service hours), denial of privileges (includes, but is not limited to: membership in College-sponsored groups, termination of on-campus residency, termination of dining hall privileges, use of specific campus facilities beyond a certain hour, visitation privileges within the residence areas, etc.), work projects (work projects are supervised by the Office Student Life, Facilities or Public Safety personnel) and assessment by the Counseling staff. The student will be given specific deadlines for the completion of these activities, and failure to meet the deadlines may be grounds for further disciplinary action. Records are maintained in the student's file in the Office of Student Life and are taken into account in the event of future violations.

## RINGLING COLLEGE POLICIES

Ringling College of Art and Design reserves the right to change programs, regulations, rules and / or fees noted in this Student Handbook or other Ringling College publications at any time without advance or subsequent notice. It is the intention of the College to offer uninterrupted courses of study to its students. In the event it is unable to continue some or all academic instruction because of a natural disaster or other event over which the institution has no control, tuition and other fees are not refundable.

Ringling College of Art and Design reserves the right to alter, change or add policies at any time. New policies will be distributed to all current students via a broadcast announcement to their @ringling.edu email addresses and will be posted online.

The following are additional Ringling College of Art and Design policies:

#### Non-Discrimination Policy

Ringling College of Art and Design does not discriminate on the basis of sex, age, gender, color, race, national or ethnic origin, religion, marital status, sexual orientation, sexual identity, disability, veteran status, genetic information, or any other basis prohibited by law, in its programs or activities.

No person, because of discrimination as defined in the Non-Discrimination Policy, will be excluded from participation in, or denied the benefits of or access to any educational program or activity provided by the College. This is not only the policy of the College, it is also the mandate under applicable federal and state laws and includes

the administration of its educational policies, admissions policies, scholarship and loan programs, and other College administered programs, pursuant to the Internal Revenue Code of 1954.

The College's programs and activities are conducted in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, with the Americans with Disabilities Act of 1990, as amended, and with Title IX of the Education Amendments of 1972. The College is an equal opportunity educational institution.

The College does not discriminate on the basis of sex in its education programs and activities, or in the context of employment. Sexual harassment, including sexual misconduct as defined in the Ringling College Non-Harassment Policy and the Ringling College Sexual Misconduct Policy, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. (See Ringling College of Art and Design Title IX Compliance.) Title IX requires that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is also prohibited under Title VII of the Civil Rights Act of 1964 and other applicable statutes.

Anyone engaging in practices that violate the Non-Discrimination Policy, including discrimination, harassment or retaliation against someone who complains about discrimination, will be subject to disciplinary action, up to and including expulsion or separation from the College. Anyone who believes he or she has been subjected to unlawful discrimination, harassment, retaliation or other practices in violation of the Non-Discrimination policy should immediately contact the Title IX Coordinator or Deputy Title IX Coordinator, as listed below.

### **Inquiries**

Inquiries regarding compliance with these statutes and referrals to designated coordinators under the ADA/Section 504 and Title IX may be directed to Christine DeGeorge, Title IX Coordinator, or to the Director of the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100, 1-800-421-3481. TDD 877-521-2172.

### **Procedures for Reporting**

Student to student reporting will be processed under the Student Code of Conduct system. For student reporting against faculty, staff or others, the procedures outlined in the Non-Harassment Policy or the Sexual Misconduct Policy will be used for handling reports and reporting of alleged violations of this policy.

For employees and others, the procedures outlined in the Non Harassment Policy, the Sexual Misconduct Policy, and the Grievance Procedures in the Ringling College Faculty and Staff Handbooks, will be the mechanism for handling reports of alleged violations of

this policy.

The Title IX Coordinator and Deputy Coordinator will assist any individual wishing to inquire or make a report and will provide information concerning the options for resolving a report under this policy.

The Title IX Coordinator has the overall responsibility for the implementation of the Title IX program at Ringling College. The Coordinator oversees the administration of grievance procedures for faculty and staff and coordinates training, education and communication of all College discrimination and harassment policies. The Deputy Title IX Coordinator oversees the administration of the grievance procedures for students and coordinates training, education and communication to students.

### **Title IX Coordinator**

Christine DeGeorge  
Vice President for Human and  
Organizational Development  
Office of Human Resources,  
Verman Kimbrough Building, 1st Floor  
2700 N. Tamiami Trail  
Sarasota, FL 34234  
941-359-7619  
ccarnegi@ringling.edu

### **Deputy Title IX Coordinator**

Dr. Tammy S. Walsh  
Vice President for Student Life and  
Dean of Students  
Office Location: Ulla Searing Center,  
Second floor  
(941-359-7510)  
twalsh@ringling.edu

### **Deputy Title IX Coordinator**

Taylor Parker  
Compliance and Title IX Deputy Coordinator  
Office Location:  
Verman Kimbrough Building, 1st Floor  
(941-309-4063)  
tparker1@ringling.edu

### **Title IX Compliance**

Ringling College of Art and Design is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free from all forms of discrimination. Specifically, every member of the College community should be aware that Ringling College is opposed to discrimination, including sexual harassment, and that such behavior is prohibited by College policy (see *Non-Discrimination Policy, Non-Harassment Policy, Sexual Misconduct Policy*). It is the intention of the College to take whatever action may be necessary to prevent, correct, and, if necessary, discipline for

behavior which violates this policy. Title IX of the Educational Amendments of 1972 (Title IX) is Federal law which prohibits discrimination on the basis of sex in education, programs or activities. Sexual misconduct and harassment, as defined in the Ringling College of Art and Design Non-Harassment Policy and Sexual Misconduct Policy, is a form of sex discrimination prohibited by Title IX, and includes sexual harassment and sexual misconduct. This policy applies to students, faculty, staff and visitors and covers conduct both on and off campus. Off-campus conduct that is likely to have a substantial effect on a complainant's on-campus life and activities or poses a threat or danger to members of the Ringling College community may also be addressed under this policy.

While it is often thought of as a law that applies to athletics programs, Title IX is much broader than athletics and applies to all programs at Ringling College. While compliance with the law is everyone's responsibility at Ringling College, the College has a designated Title IX Coordinator and Deputy Title IX Coordinator to oversee its response to all reports of sex discrimination, including harassment and sexual misconduct, and coordinate compliance with the mandates of Title IX. The Title IX Coordinator and Deputy Title IX Coordinator are knowledgeable and trained in the College's policies and procedures, State and Federal laws that apply to sexual misconduct and harassment, and the dynamics of sexual misconduct and harassment. The Title IX Coordinator and Deputy Title IX Coordinator are available to meet with any individual to discuss the options for resolving a report under this policy.

#### **Title IX Coordinator**

Christine DeGeorge  
Vice President for Human and  
Organizational Development  
Office of Human Resources,  
Verman Kimbrough Building, 1st Floor  
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Office Location:  
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tparker1@ringling.edu

The Title IX Coordinator has the overall responsibility for the implementation of the Title IX program at Ringling College. The Coordinator oversees the administration of grievance procedures for faculty and staff, and coordinates training, education and communication of all College non-discrimination and non-harassment policies. The Deputy Title IX Coordinators oversee the administration of the grievance procedures for students and coordinate training, education and communication to students. Grievance procedures are described in the *Student Code of Conduct, the Non-Harassment Policy, and the Sexual Misconduct Policy*.

## **Violence Against Women Act (VAWA) Compliance**

The Violence Against Women Act (VAWA) was implemented in 1994 in recognition of the severity of the crimes associated with domestic violence, sexual assault, and stalking, as part of the Violent Crime Control and Law Enforcement Act of 1994. VAWA was reauthorized in 2000, 2005, and 2013 to strengthen the law.

The Violence Against Women Act provides protection to women against crimes of sexual violence. The act was amended on several occasions and placed new obligations on colleges and institutions to report and conduct educational programs under its Campus Sexual Violence Act (Campus SaVE Act), which amended the Clery Act.

The 2013 VAWA Reauthorization added a non-discrimination provision that prohibits discrimination on the basis of sex by organizations that receive funding under the Act and allows an exception for "sex segregation or sex-specific programming" when it is deemed to be "necessary to the essential operations of a program".

Ringling College does not discriminate on the basis of sex in its education programs and activities, or in the context of employment. Sexual harassment, including sexual misconduct as defined in the Ringling College Non-Harassment Policy and the Ringling College Sexual Misconduct Policy.

Sexual violence is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972.

#### **Definitions:**

**Domestic Violence** – Violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a current or former cohabitant with the victim; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.

**Dating Violence** – Violence committed by a person who is or has

been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship based on a consideration of the following factors:

- Length of relationship
- Type of relationship
- Frequency of interactions between the persons involved in the relationship

**Stalking** – A course of conduct involving more than one instance of unwanted attention, harassment, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm or place that individual in fear of physical, emotional or psychological harm or injury. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, GPS or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person. Stalking and cyber-stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.

## **Equal Employment Opportunity Policy**

The College provides equal employment opportunity to all persons without regard to sex, age, gender, color, race, national or ethnic origin, religion, marital status, sexual orientation, sexual identity, disability, veteran status, genetic information, or any other basis prohibited by law.

The policy applies to all areas of employment, including: recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, and all other conditions and privileges of employment in accordance with applicable Federal, State, and Local laws.

The College complies with all relevant and applicable provisions of the Americans with Disabilities Act of 1990 (ADA), as amended and Section 504 of the Rehabilitation Act of 1973, as amended. The College will not unlawfully discriminate against any qualified employee or job applicant with respect to any terms, privileges, access or conditions of employment because of a person's physical or mental disability. The College also will make reasonable accommodations wherever necessary for employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and provided that any accommodations made do not impose an undue hardship on the College.

Although managers and supervisors are primarily responsible for ensuring the implementation of the College's Equal Employment Opportunity policies, all members of the faculty and staff share in the responsibility for assuring that by their personal actions the policies are effective and applied uniformly to everyone.

Anyone engaging in practices that violate the Equal Employment

Opportunity Policy, including discrimination, harassment or retaliation against someone who complains about discrimination shall be subject to disciplinary action, up to and including discharge.

Anyone who believes he or she has been subjected to unlawful discrimination, harassment, retaliation or other practices in violation of the Equal Employment Opportunity Policy should immediately contact the Vice President for Human and Organizational Development.

For students, the Student Conduct system will be the mechanism for handling reports of alleged violations of these policies. For employees, the Faculty Grievance Procedures and the Staff Grievance Procedures will be the mechanism for handling reports of alleged violations of these policies.

## **Non-Harassment Policy**

Ringling College of Art and Design maintains a professional work and academic environment in which all employees and students are treated with respect and dignity. A vital element of this atmosphere is the College's commitment to equal opportunities and the eradication of discriminatory practices including harassment, with the goal to provide an academic and institutional climate of non-harassment. Forms of harassment that are encompassed by this policy include harassment based on sex, age, gender, color, race, national or ethnic origin, religion, marital status, sexual orientation, sexual identity, disability, veteran status, genetic information, or any other basis prohibited by law. Harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the College. Harassment's destructive impact wastes human potential, demoralizes employees and students, and perpetuates the tendency for further unacceptable behavior. For these reasons, the College is opposed to harassment in any form in its workplace and activities. This policy establishes procedures to address problems and questions regarding harassment in a prompt, discreet and fair manner. All employees and students are expected to comply and cooperate with its provisions and in accordance with the code of professional ethics.

Definition of Sexual Harassment: Due to the inherent complexity of sexual harassment, the College's policy contains this special section defining sexual harassment. Sexual harassment is defined by this policy as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact; that makes rejecting such conduct the basis for employment or academic decisions affecting the individual; or that unreasonably interferes with the individual's work or academic performance by creating an intimidating, hostile, or offensive environment for work or learning.

Examples of sexual harassment are such actions as sexual attacks; sexual violence; the requesting of sexual favors

accompanied by implied or overt threats concerning one's job, grade, letter of recommendation, or similar activities; verbal abuse of a sexual nature; physical contact such as patting, pinching, or unnecessary touching; subtle pressure for sexual activity; sexist remarks regarding a person's body, clothing or sexual activity; or derogatory comments about a person's sexual orientation.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or to welcome social interactions.

Instructional material shall not be the basis for discipline unless an appropriate review by the Human Rights Committee finds the material irrelevant to the subject of the course or finds that the cumulative presentation of specific material is unbalanced to the degree that it establishes an atmosphere of harassment.

A Special Note to Faculty, Teaching Assistants, Staff, and Other Persons in Positions of Power: Harassment occurs when a person who is in a position of trust or authority engages in behaviors or creates conditions that are inappropriate, unwanted and/or non-reciprocal. This is especially true in instances of sexual harassment when an unwelcome personal element is introduced into what should be a sex neutral situation. Because of the difference in power between faculty and students and supervisors and employees, a faculty member or supervisor cannot be certain that a personal relationship is truly welcome or consensual. Moreover, other individuals may be affected by such relationships. Those who abuse, or appear to abuse, their power violate their responsibility to the community. The College expects the faculty and staff to be aware of the potential for problems and conflicts of interest.

The Human Rights Committee: The Human Rights Committee is a fact-finding committee whose purpose is to respond to and resolve harassment Reports. The Committee is a standing committee appointed by the President and comprised of three faculty members, two staff members, and two students. The student members of the Committee will participate only in those cases where other students are involved. The Vice President for Human and Organizational Development will serve as coordinator without vote. If the Report should be against the Vice President for Human and Organizational Development, one of the committee members is to serve as the coordinator, with vote.

Student to Student Harassment: Student-to-Student harassment Reports are to be processed under the disciplinary procedure established and operated by the Office of Student Life. All other harassment Reports are to be processed by the procedures outlined in this policy.

"On Notice" Option of Report: Individuals who feel they have been harassed may choose to put the offender "on notice" that the offender's behavior is unwelcome. Often this direct communication by the individual brings a stop to the harassment, and no further action is necessary.

Use of the "on notice" option is not a prerequisite to initiating

the Report procedures set forth in this policy, and the College will not refuse to investigate a Report on the grounds that the victim did not have a discussion with the offender. In other words, the victim always retains the right to avoid direct interaction with the offender and to initiate the Report procedure explained in this policy.

Procedures for Informal Report: Individuals who believe they have been the victim of harassment may seek an informal resolution of the problem. Use of the informal Report procedures is not a prerequisite to initiating a formal Report. Reports of sexual assault must be made through the Procedures for a Formal Report.

Informal Reports may be oral or written and directed to the Vice President for Human and Organizational Development or to any member of the Human Rights Committee. Informal resolution will generally involve the Vice President for Human and Organizational Development or the Human Rights Committee serving as mediators in an effort to resolve the Report. The accused will be informed of the existence and nature of the informal Report and will have an opportunity to respond. The Human Rights Committee or the Vice President for Human and Organizational Development, serving as intermediaries, will seek a resolution that both the complainant and the accused can agree upon. If no mutually satisfactory resolution can be found, the Human Rights Committee, the Vice President for Human and Organizational Development, and/or the complainant can decide if further action is appropriate.

Procedures for a Formal Report: Harassment Reports are to be directed to the Vice President for Human and Organizational Development or to a member of the Human Rights Committee. The Vice President for Human and Organizational Development or the contact person on the Committee will prepare a written record of the individual's factual allegations which the complainant will then have the opportunity to review before signing. Although Reports should be brought as soon as possible, preferably within six months after an offensive incident, the College recognizes that the sensitivity involved in certain situations may cause individuals to delay taking action.

Once the initial Report is prepared, the Vice President for Human and Organizational Development or the contact person on the Committee shall convene the entire Human Rights Committee to review the Report, and to conduct an appropriate investigation of the allegations. This investigation may be limited to mediation and a negotiated settlement between the complainant and the accused. Based on the evidence collected, a designated member of the Human Rights Committee will prepare a report containing the Committee's findings and conclusions.

Possible outcomes of the investigation are that the allegations are substantiated, or that allegations are not substantiated, i.e. an inconclusive investigation. In the event the allegations are substantiated, the Vice President for Human and Organizational



Development or the Human Rights Committee may endeavor, through mediation, to reach a negotiated settlement of the Report.

If a negotiated settlement cannot be reached, the Human Rights Committee will refer the matter to the College's Vice Presidents for resolution. The Vice Presidents will not reopen a completed investigation unless it can be shown that the investigating individuals made specific errors in reviewing the facts. The Vice Presidents will consider the findings and recommendations of the Human Rights Committee and, in consultation with the President, render a decision. Decisions will be made using the preponderance of evidence standard (i.e. it is more likely than not that the alleged conduct occurred).

**Protection of Complainant and Others:** All information regarding harassment will be kept in confidence to the greatest extent practicable and appropriate under the circumstances. The College cannot guarantee that the identity of the complainant will be concealed from the accused harasser, but any retaliation committed by the accused harasser by way of irresponsible, malicious or unfounded Reports will be investigated. If an investigation reveals that the complainant falsely accused another of harassment knowingly or in a malicious manner, the complainant will be subject to appropriate sanctions and/or discipline.

In order to ensure that a complete investigation of harassment claims can be conducted it may be necessary for the College to disclose to others portions of the information provided by the complainant. The College will try to honor any complainant's request that the College not disclose certain information provided, consistent with the College's obligation to identify and correct instances of harassment, including sexual harassment.

**Penalties:** Every claim of harassment will be considered on its own merits. The College will take whatever corrective action and/or disciplinary measures it considers appropriate under the circumstances, including but not limited to counseling, reprimand, probation, suspension, transfer, demotion or immediate termination of an employee or student in accordance with the provisions, policies and procedures outlined in the appropriate Faculty, Staff or Student Handbook.

### **Sexual Misconduct Policy**

Ringling College of Art and Design will not tolerate and will seek to eradicate any behavior by its employees, students, or volunteers which constitutes Sexual Misconduct. Such behavior is prohibited both by law and by College policy. The College is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct and ensures timely and fair resolution of sexual misconduct Reports. It is the intention of the College to take appropriate action to end the misconduct, prevent its reoccurrence and address its effect.

The purpose of the policy is to

- define the forms of sexual misconduct that violate the

policy;

- identify resources and support for members of the Ringling College community;
- identify the Title IX Coordinators and their responsibilities related to the policy;
- provide information as to where a member of the Ringling College community can obtain support or access resources confidentially;
- provide information on how a member of the Ringling College community can make a report;
- provide information on how a report against a member of the Ringling College community will be investigated and adjudicated.

This policy applies to all members of the Ringling College community, including faculty, staff and students. All faculty, staff and students are responsible for their actions and behavior, whether the conduct in question occurs on campus or in a different location. As such, this policy applies to both on-campus conduct and relevant off-campus conduct that affects the Ringling College community.

Vendors, independent contractors, volunteers, visitors and others who conduct business with Ringling College or on College owned or controlled property are also expected to comply with this policy. The College will take timely action in all allegations of sexual misconduct to ensure the safety of the community and to provide an environment free from gender and sex discrimination.

### **Privacy and Confidentiality**

The College is committed to protecting the privacy of all individuals involved in a report of sexual misconduct, and will balance individual privacy with its obligation to conduct a thorough review of allegations to protect the parties and the broader community and maintain an environment free from sexual misconduct.

Faculty, staff and students wishing to obtain confidential assistance without making a report to the College may do so by speaking with a confidential resource listed below. A confidential resource for students is the College counseling staff in the Peterson Counseling Center (941) 893-2855 and the Campus Chaplain (941) 309-0200. A confidential resource for faculty and staff is the Employee Assistance Program (EAP). The toll-free phone number of the Employee Assistance Program is (877) 240-6863. When a victim seeks medical treatment for sexual assault, medical personnel are required to report to the police, but victims are not required to file formal charges unless desired.

Note that limitations of confidentiality may exist for individuals under the age of 18.

The College will respect, to the greatest extent possible, the

privacy of individuals who choose to report to any other employee of the College. Except for the confidential resources identified in this policy, all other College staff and faculty who receive a report of sexual misconduct are required to elevate the report to the Title IX Coordinator or the Deputy Title IX Coordinator for investigation and response.

Information related to a report of sexual misconduct will be shared with those College employees who “need to know” to assist in the investigation and/or the resolution of the Report.

Where the College has received a report of sexual misconduct but the complainant requests that he or she remain unidentified, and/or requests that the College not pursue an investigation, the College must balance this request with its responsibility to provide a safe and non-discriminatory environment for all members of the community. The College is required to take all reasonable steps to investigate and respond to a Report, but its ability to do so may be limited by the complainant’s request. However, under compelling circumstances - including evidence of a pattern of repetitive behavior, the use of force or threat of force, or the use of a weapon by the respondent - the College may conduct further investigation or take another appropriate measure without the complainant’s consent.

If a report of misconduct poses an immediate threat to the community when timely notice must be given to protect the health or safety of the community, the College may not be able to maintain the same level of privacy. Immediate threatening circumstances include, but are not limited to, reported incidents of misconduct that include the use of force, a weapon, or other circumstances that represent a serious and ongoing threat to the community.

A complainant will be informed whenever possible of any action the College takes to resolve the Report, including further investigation and correction or disciplinary steps.

Under Florida law, the College is mandated to report any abuse of a minor (under the age of 18) to the Florida Abuse Hotline at 1-(800) 962-2873.

All resolution proceedings are conducted in compliance with the requirements of FERPA, the Clery Act, Title IX, the Violence Against Women Reauthorization Act (VAWA) and College policy. No information shall be released from these proceedings except as required or permitted by law and College policy.

### **Prohibited Conduct and Definitions**

This policy addresses a broad spectrum of behavior, all of which fall under the broad definition of Sexual Misconduct. The term Sexual Misconduct includes: sexual assault, sexual contact, sex-based communication and sexual exploitation. Sexual Misconduct also includes means actual, attempted or alleged criminal sexual abuse as defined by the State of Florida. Complete definitions, under College policy, including what it

means to give effective “consent” can be found below and in the Student Code of Conduct.

Sexual Misconduct does not include “Sexual Harassment” which is addressed under the College’s Non-Harassment Policy and the Student Code of Conduct. In compliance with the Violence Against Women Reauthorization Act (VAWA), sexual harassment, including stalking, cyber-stalking, domestic violence and dating violence as defined by the VAWA are prohibited under the Non-Harassment Policy, the Sexual Misconduct Policy and the Student Code of Conduct. See VAWA Compliance and the Student Code of Conduct in the Student Handbook for definitions. Procedures to report and resolve Reports are found in the disciplinary procedures, the Non-Harassment Policy and the Sexual Misconduct Policy, in the Student Handbook.

### **Definitions:**

Sexual Assault is having or attempting to have sexual intercourse or sexual contact with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact.

Sexual Contact includes kissing, touching the intimate parts of another, causing the other to touch one’s intimate parts, or disrobing of another without permission. Intimate parts may include the breasts, genitals, buttocks, mouth or any other part of the body that is touched in a sexual manner.

Sexual-based Communication is speaking to, or directing any kind of communication, words or images of a sexual nature at another person that is not welcomed by the receiving party. If the communication is unwelcome; that is, if it occurs without the other person’s consent or participation, it may create a hostile learning and living environment. Sexual-based communication can include interactions in person, by phone, electronic messages and photos, written words or images such as graffiti and social media postings.

Sexual Exploitation is when an individual takes non-consensual or abusive sexual advantage of another, for their own benefit; or to benefit anyone other than the one being exploited; and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Prostituting another person (i.e. personally gaining money, privilege, or power from the sexual activities of another person)
- Non-consensual video, photography, audiotaping, or any other form of recording, of sexual activity;
- Non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved;
- Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
- Engaging in voyeurism (being a “peeping tom”);

- Knowingly or recklessly transmitting an STD or HIV to another person;

### Consent

Consent is the conscious affirmative agreement to voluntarily engage in sexual activity with another person. Consent cannot be given if it results from the use or threat of physical force, intimidation, or any other factor that would eliminate an individual's ability to exercise their own free will to choose whether or not to have sexual contact. Consent cannot be given if an individual is incapacitated, under the influence of drugs or alcohol, mentally incompetent or in an altered state of consciousness. Consent may be withdrawn by either party at any time. Previous consent does not automatically provide consent for a current sexual activity. Failure of an individual to say "no" does not imply consent.

### Retaliation

Any retaliation committed by the accused abuser by way of irresponsible, malicious or unfounded Reports will be investigated. Ringling College will discipline any individual who retaliates against any person who reports alleged Sexual Misconduct or who retaliates against any person who testifies, assists, or participates in an investigation, a proceeding, or a hearing relating to a Sexual Misconduct Report. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Definition of Retaliation: Acts or attempts to retaliate or seek retribution against the complainant, respondent, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of Sexual Misconduct. Retaliation can be committed by any individual or group of individuals, not just a respondent or complainant. Retaliation may include continued abuse or violence, other forms of harassment, and slander and libel.

### False Reports

Submitting a good faith Report, concern or report of harassment will not affect the complainant's employment, grades, academic standing, or work assignments. However, an individual found to have made a false Report or to have knowingly and willingly given false information during an investigation will be subject to disciplinary action.

### Title IX Coordinators

**Title IX Coordinator** (Faculty and Staff):

**Christine DeGeorge** – Vice President for Human and Organizational Development

Office location:

Verman Kimbrough Building, 1st Floor

(941) 359-7619

[ccarnegi@ringling.edu](mailto:ccarnegi@ringling.edu)

**Deputy Title IX Coordinator(Students):**

**Dr. Tammy S. Walsh** - Vice President for Student Life and Dean of Students

Office location:

Ulla Searing Student Center, Second Floor

(941) 359-7510

[twalsh@ringling.edu](mailto:twalsh@ringling.edu)

### **Deputy Title IX Coordinator (Students):**

Taylor Parker

Compliance and Title IX Deputy Coordinator

Office Location:

Verman Kimbrough Building, 1st Floor

(941-309-4063)

[tparker1@ringling.edu](mailto:tparker1@ringling.edu)

The Title IX Coordinator and Deputy Title IX Coordinators are knowledgeable and trained in the College's policies and procedures, state and federal laws, that apply to Sexual Misconduct and Harassment, and the dynamics of sexual misconduct and Harassment. The Title IX Coordinator and Deputy Title IX Coordinators are available to meet with any individual to discuss the options for resolving a report under this policy.

The College provides resources to both the complainant and respondent in making decision, obtaining information about options under this policy, and assisting both parties in the event that a report of sexual misconduct is made.

### **Reporting and Investigating Procedures**

Reports will be addressed according to the status of the respondent as follows:

If the respondent is a student, the Office of Student Life will utilize the student disciplinary process in the Student Handbook to address the report. If the respondent is a faculty or staff member, or other individual, the Office of Human Resources will utilize the procedure below to address the report.

Employees and volunteers are required to report immediately any case of known or suspected Sexual Misconduct in compliance with Florida law. They must also report incidents to the Title IX Coordinator.

As required by Florida law, upon notification of known or suspected sexual abuse, abandonment or neglect of a child under age 18, employees, students and volunteers should report as described in the Ringling College of Art and Design Child Protection Policy. This policy can be found in the student and employee handbooks.

### **Time Frames For Responding To Reports**

The College will promptly investigate and respond to all reports of Sexual Misconduct. The time frames are guides and may be extended because of extraordinary circumstances. Each case is unique and the process for handling the incident will be impacted by factors such as: the complexity of the investigation, the scope of the allegation, the parties' schedules and availability, and the academic calendar. Parties

will be notified in writing of the final outcomes of the hearing or other action which concludes the Report process. The College will provide parties with periodic status updates as needed or requested.

### Procedures for a Report

#### 1. Student to Student Sexual Misconduct

Student to student sexual misconduct Reports are to be processed under the disciplinary procedure established and operated by the Office of Student Life. All other sexual misconduct Reports are to be processed by the procedures outlined in this policy.

#### 2. Student Reports against faculty or staff and all other Reports

##### Procedures:

The Vice President for Human and Organizational Development or designee, or the contact person on the Human Rights Committee\*, will prepare a written record of the individual's factual allegations which the complainant will then have the opportunity to review before signing. Reports should be brought as soon as possible. Although the College recognizes that the sensitivity involved in certain situations may cause individuals to delay taking action, all Reports should be brought within six months if at all possible because a delay in reporting impedes the investigation.

A grievant may elect to utilize the informal process, to facilitate a solution without making a formal Report. The informal process helps parties to reach a mutually agreed upon solution. Participation in the informal process does not mean that an individual gives up any rights to file a formal Report, and both parties must agree to a resolution. The informal process is not an available option if the Report is related to sexual assault. The informal process does not preclude the College from conducting an investigation of a Report or taking disciplinary action.

Once the initial Report is prepared, the Vice President for Human and Organizational Development will investigate the Report, engage a third party investigator, and/or convene the Human Rights Committee to conduct an appropriate investigation of the allegations. Reports will be given an impartial and timely investigation. The Vice President for Human and Organizational Development, the investigator, or a designated member of the Human Rights Committee will prepare a report of the investigation. Should there be a conflict, or for any reason the Vice President of a member of the committee is unable to carry out their responsibilities under this policy in an impartial manner, the College may designate an alternate official to preside over the investigation.

Both the complainant and Respondent shall have the option of assistance by an advisor of their choice from the College faculty, staff, student body or parent (students only), provided the individual is willing to participate in the process. The advisor's role is to provide support and assistance during the process but

not to speak on behalf of the complainant or respondent or in any way interfere with the process.

When a Report is filed, the Vice President for Human and Organizational Development will notify the respondent and provide him/her with the information regarding the Report. The respondent may submit a written response to the Vice President for Human and Organizational Development within seven (7) working days.

Upon conclusion of the investigation, the Committee will make a recommendation for resolution to the Vice President over the respondent's department, or their designee, for resolution. The Vice President will consider the findings and recommendations of the investigator(s) and render a decision. The Vice President will not reopen a completed investigation unless it can be shown that the investigating individuals made specific errors in reviewing the facts or if additional credible information comes to light. The Vice President will render a decision within 20 working days. Time limits may be extended at the discretion of the Vice President for Human and Organizational Development. Decisions will be made using the preponderance of evidence standard (i.e. it is more likely than not that the alleged conduct occurred).

If the Committee determination is not acceptable to either the Complainant or Respondent, the decision may be appealed with seven (7) working days to the College's Vice Presidents, or their designees, who will serve as the appeals committee. The Appeals Committee will review the Report, any response, any documents provided by the Complainant or Respondent, and any other documents. The Appeals Committee also has the option, but not the obligation, to schedule a hearing and/or take testimony from the parties and other witnesses. Upon conclusion of its review and/or investigation, the appeals Committee will deliberate and make a written report, including its conclusions and recommendations to the Vice President. The Vice President will then have the option of amending their determination based on the recommendations of the Appeals Committee. The Vice President determination will then be final.

\* The Human Rights Committee is a fact-finding committee whose purpose is to respond to reports of Harassment and Sexual Misconduct. The Committee is a standing committee appointed by the President and comprised of three faculty members, two staff members, and two students. The student members of the Committee will participate only in those cases where other students are involved. The Vice President for Human and Organizational Development or designee will serve as coordinator without vote. If the Report should be against the Vice President for Human and Organizational Development, one of the committee members is to serve as the coordinator, with vote.

Any employee or volunteer who is accused in a reported incident of sexual misconduct may be immediately relieved of responsibilities,

suspended, or the College may take other actions as it determines. Reinstatement of relieved or suspended employees or volunteers shall occur at the sole discretion of Ringling College.

#### **Disciplinary Proceedings/Action:**

Students accused of sexual misconduct/sexual assault are subject to disciplinary action in accordance with the provisions of the Code of Conduct as contained in the Ringling College of Art and Design Student Handbook, whether or not formal criminal charges are filed by the victim.

Disciplinary proceedings will be conducted by College officials who receive training.

The Department of Education's Office of Civil Rights has interpreted Title IX to require schools to evaluate evidence of alleged sexual misconduct under a "preponderance of the evidence" standard, and that is the standard of evidence that is used, meaning it is more likely than not that said violation occurred.

Both the complainant and the respondent are entitled to the same opportunities to:

- a) have an advisor of their choosing accompany them during any related meeting or during any campus disciplinary proceedings – the advisor may not participate or speak for the complainant or respondent.
- b) bring witness;
- c) be notified simultaneously and in writing of the outcome of the proceeding and of appeal procedures;
- d) be notified of any change to the result before it becomes final, and when the result becomes final;
- e) have disciplinary proceedings completed within a reasonable timeframe.

A student found in violation of the Sexual Misconduct Policy is subject to disciplinary action, which may include suspension and/or expulsion from the College.

Any employee who is determined, after an investigation, to have engaged in sexual misconduct in violation of this policy will be subject to disciplinary action. The College will take whatever corrective action and/or disciplinary measures it considers appropriate under the circumstances, up to and including, but not limited to, probation, suspension, transfer or immediate termination of an employee in accordance with the policies and procedures outlined in the Faculty or Staff Handbook.

#### **Maintenance of Records and Documents**

Ringling College shall maintain all records and documentation required by law. The College will take great care with confidentiality of the victim including publicly available record-keeping (i.e. Clery Reporting) that excludes personally-identifiable information on the victims to the extent permissible by law.

## **Sexual Misconduct/Sexual Assault Information**

#### **Medical Attention and Preservation of Evidence**

Immediately following a sexual assault or any type of sexual misconduct, a victim should seek medical attention. The victim may have injuries that need immediate attention and it is important to test for sexually transmitted infections and discuss options about emergency contraception. The victim should not wash, shower, urinate, defecate, change clothes or douche, even though that may be the immediate reaction. This is important for preserving evidence should the victim decide to file formal criminal charges through the Police. Please be aware that information reported to any police official is public information, and is available to local media. It is, however, the general practice of journalists not to release names of victims of sex offenses.

#### **Support**

The provision of support for a victim is essential. Support should come from trusted friends and/or loved ones and trained professionals. Ringling College's Office of Student Life staff serve as the primary source of support for students who experience sexual misconduct or assault. The Vice President for Student Life and Dean of Students additionally serves as the Deputy Title IX Coordinator (See Title IX).

In order to assure appropriate support for a victim, victims of sexual misconduct/sexual assault are urged to report the incident as soon as possible, regardless of where the offense took place, whether or not the offender is known to the victim.

Victims of sexual assault are not required to file formal criminal charges through the police, even if they report the incident to campus officials.

#### **Reporting**

The College encourages all students to report information about any type of sexual misconduct or harassment involving a student, staff, faculty member or visitor. Faculty and staff, except for College Counseling staff, and the Campus Chaplain since they are confidential resources, are required to report information to a Title IX Coordinator about any type of sexual misconduct or harassment. Medical personnel, when a victim seeks medical treatment for sexual assault, are required to reply to the police, but victims are not required to file formal charges unless desired. An incident does not have to occur on campus to be reported to the College. Off campus conduct that adversely affects or has the potential to adversely affect the Ringling College community also falls under this policy. The College will promptly investigate and respond to all reports of sexual misconduct and harassment.

The College provides resources to both the complainant and respondent in making decisions, obtaining information about options under this policy, and assisting both parties in the event that a report of sexual misconduct or harassment is made.

#### **Ways to file a report:**

**Campus Safety:** The opportunity to file a report with the College is available 24 hours a day, 7 days a week by calling Public Safety (941-359-7500). A complainant or third party can request a campus safety officer to respond and take a report.

**Title IX Coordinator (Faculty and Staff):**

Christine DeGeorge – Vice President of Human and Organizational Development  
Office location:  
Verman Kimbrough Building, 1st Floor  
(941) 359-7619 [ccarnegi@ringling.edu](mailto:ccarnegi@ringling.edu)

**Deputy Title IX Coordinator (Students):**

Dr. Tammy S. Walsh - Vice President for Student Life and Dean of Students  
Office location: Ulla Searing Student Center, Second Floor  
(941) 359-7510  
[twalsh@ringling.edu](mailto:twalsh@ringling.edu)

**Deputy Title IX Coordinator (Students):**

Taylor Parker  
Compliance and Title IX Deputy Coordinator  
Office Location:  
Verman Kimbrough Building, 1st Floor  
(941-309-4063)  
[tparker1@ringling.edu](mailto:tparker1@ringling.edu)

**Office of Student Life:** A complainant or third party can file a report with any of the professionals within the Office of Student Life.

**Office of Student Life Staff**

**Jekeyma Robinson**

Associate Dean of Students for Student Development  
Office location: Ulla Searing Student Center, Second Floor  
(941) 309-4375  
[jrobinso@ringling.edu](mailto:jrobinso@ringling.edu)

**Chris Shaffer**

Associate Dean for Residence Life  
Office Location: Ann and Alfred Goldstein Hall, First Floor  
(941) 359-7616  
[cshaffer@ringling.edu](mailto:cshaffer@ringling.edu)

**Erin Smith**

Assistant Director of Residence Life  
for Operations  
Office Location: Ann and Alfred Goldstein Hall, First Floor  
(941) 309-1963  
[esmith3@ringling.edu](mailto:esmith3@ringling.edu)

**Katie Cuff**

Director of Student Activities and  
Leadership Development  
Office Location: Ann and Alfred Goldstein Hall, First Floor  
(941) 309-0202  
[kcuff@ringling.edu](mailto:kcuff@ringling.edu)

**Kristin Dunham**

Coordinator for Residence Life  
Office Location: Ann and Alfred Goldstein Hall, First Floor  
(941) 309-0111  
[kdunham@ringling.edu](mailto:kdunham@ringling.edu)

**Candice Johnson**

Coordinator for Residence Life  
Office Location: Ann and Alfred Goldstein Hall, First Floor  
(941) 309-4018  
[cjohnso2@ringling.edu](mailto:cjohnso2@ringling.edu)

**Local Law Enforcement:** A complainant may file a report with the Sarasota Police Department or other law enforcement agency (depending on location of incident).

**Coordination with Law Enforcement**

Because the goals and objectives of the College's Sexual Misconduct Policy and Non-Harassment Policy differ from those of the civil and criminal justice systems, proceedings under the College's Sexual Misconduct Policy and Non-Harassment Policy are independent of civil and criminal processes and may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. On-campus adjudication does not preclude, limit or require a student's or employee's access to the state and federal justice system.

Notifying the Sarasota Police Department will generally result in the complainant and, in some cases the respondent, being contacted by a police officer. The police department determines if a criminal investigation will occur and if the case will be referred for prosecution. A case not referred for criminal prosecution will still receive a College response.

Under Florida state law, sexual misconduct may constitute a criminal act. However, the College conducts investigations and hearings and renders sanctions in an educational, non-criminal context. An act not criminally prosecuted may still violate College policy. To the extent permitted or required by law, the College will cooperate with outside investigators. However, outside law enforcement agencies do not respond to Title IX violations, and respond only to allegations of criminal behavior. As a result, the College encourages reporting to both the College and to local law enforcement, if the alleged sexual misconduct may also be a crime.

The College process and the criminal justice process are two separate and independent courses of action. If a complainant wishes to file a report with the Sarasota Police Department, a Ringling College staff member is available to assist. The College will not file a police report about the incident on the complainant's behalf unless compelling circumstances, as outlined in the statement of privacy and confidentiality section, exist. The College's response to a report is not impacted by the complainant's decision to file a criminal Report or the outcome of the criminal investigation.

**Amnesty**

Our goal is that all students report all incidents of sexual misconduct so that those affected can receive the support and resources needed. Therefore, violations of the College's alcohol and illegal substances policies by a student complainant may be exempt from disciplinary action in situations where sexual misconduct or harassment also occurs. However, the College may initiate an educational discussion about the use of alcohol or drugs and their impact.

### Interim Support and Reasonable Protection

After a report is made, the College will provide interim support and reasonable protection against further acts of misconduct, harassment or retaliation as well as provide services and resources to provide a safe educational and employment environment.

After the initial review of the report, the College will determine the necessity and scope of any interim measures. All individuals are required to report instances of another individual's failure to abide by any restrictions imposed by an interim measure. The College will take action to enforce a previously implemented interim measure.

The range of interim measures include:

1) No contact order: The complainant or respondent may request, or the College may impose, communication and contact restrictions to prevent further potentially harmful interaction.

2) Academic, Employment or Living Arrangements: The complainant or respondent may request a change in academic, employment or living situation after a report of sexual misconduct or harassment. Upon request, the College will inform the complainant or respondent of the options and will accommodate the request if those changes are reasonably available. In some cases the College may initiate these changes without a request. These may include, but are not limited to:

- Changing class or work schedule, including the ability to stop a course without penalty
- Limiting an individual's or organization's access to certain College facilities or activities pending resolution of the matter
- Providing an escort to ensure safe movement between classes and activities
- Providing academic support services

3) Emotional Support: The College will provide counseling services through the Peterson Counseling Center as part of Health Services or Employee Assistance Program or assist in providing a referral to off campus agencies. Counseling and emotional support is available to any member of the College community.

### Additional Campus Resources

Melanie Y. Kim – Campus Chaplain (Confidential Resource)  
Office Location: Ulla Searing Student Center, Second Floor

(941) 309-0200 jwalker@ringling.edu

### Peterson Counseling Center (Confidential Resource)

Office Location: Health Center  
(941) 893-2855

### Health Center (Required Reporter to Police) Office Location:

Health Center  
(941) 309-4000

### Off-Campus Community Resources

#### SPARCC (Safe Place and Rape Crisis Center)

2139 Main Street  
Sarasota, Florida 34237  
(941) 365-0208

You can also reach SPARCC through the Florida Coalition Against Domestic Violence Hotline 1-800-500-1119.

#### Sarasota County Sheriff's Office

Victim Assistance Unit  
(941) 861-4942  
victimassistance@scgov.net

The Sarasota County Sheriff's Office Victim Assistance Unit provides services to any victim of any crime, including secondary victims and witnesses to crime. In addition, they provide short-term crisis support for persons experiencing traumatic situations that are not crime related (such as suicides). Services include crisis intervention, accompaniment through medical, legal, and judicial appointments related to the victimization, assistance with filing Injunctions for Protection (restraining orders), assistance in applying for Crime Victim Compensation where applicable, practical assistance, exploration of options, and community information and referral.

#### HOPE Family Services

www.hopefamilyservice.org  
24 Hour Help-line: 941-755-6805  
Outreach Office: 941-747-8499

#### Manatee Glens Rape Crisis Services

www.manateeglens.org  
Rape Crisis Hotline: 941-708-6059  
Main number: 941-782-4100

### RAINN

RAPE, ABUSE, & INCEST NATIONAL NETWORK (RAINN)

The nation's largest anti-sexual assault organization.

### Florida Council Against Sexual Violence (FCASV)

FCASV is an excellent resource regarding the current trends in reported sexual assaults within Florida, current research, outreach, and survivor training, and resources for survivors.

### Awareness Programs

The Office of Student Life works closely with the Office of Public Safety to promote awareness about rape, sexual assault, and other forms of sexual misconduct, and educational programs are offered each year.

## Child Protection Policy

It is Ringling College of Art and Design's policy to take all appropriate steps to protect the health and welfare of the children who come to the Ringling College campus and of children with whom our employees, volunteers and students interact in other locations. Ringling College of Art and Design will comply with all applicable reporting laws.

Under Florida law, all faculty and staff are required to report suspected abuse, abandonment, or neglect of a child under age 18 by any individual, regardless of if the person is a parent, legal guardian, or unknown individual to include but not limited to a parent, legal custodian, caregiver or other person responsible for the child's welfare which includes a person who has permanent or temporary care or custody or responsibility for the supervision of such child (including any employee of the College) or any household or family member of the child. Additionally, faculty and staff are further required to report if a child is in need of supervision and care and has no parent, legal custodian, or other person responsible for the child's welfare.

Abuse, abandonment, or neglect includes:

1. Physical injury, whether visible or not, under circumstances that indicate that a child's health or welfare is harmed or at substantial risk of being harmed;
2. Mental injury, meaning the observable, identifiable and substantial impairment of a child's mental or psychological ability to function, under circumstances that indicate that a child's health or welfare is harmed or at substantial risk of being harmed;
3. The failure to provide essential care and attention to a child (e.g., leaving a child unattended), under circumstances that indicate that the child's health or welfare is harmed or there is a substantial risk of harm, or that there is mental injury to the child or a substantial risk of such injury; and
4. Any act that involved sexual molestation or exploitation of a child (e.g. any sexual contact or conduct with a child), regardless of whether physical injuries are present.

This policy applies to all faculty, staff, volunteers and students of Ringling College of Art and Design. Additional individuals or organizations doing business at or with the College may also be required to acknowledge and comply with provisions of this policy, as determined by the College. The policy applies to the Ringling College of Art and Design campus, all properties owned or leased by the College, and all off-campus sites at which students, faculty, staff and volunteers participate in college-sponsored activities.

Please also refer to the Ringling College of Art and Design Sexual Misconduct Policy, which prohibits sexual misconduct and requires reporting of known or suspected incidents of sexual misconduct of any person, regardless of age. This policy can be found in the student and employee handbooks.

Ringling College sponsors a number of programs for children.

The College requires that children in these programs be appropriately supervised by adults with the proper training and credentials, and subject to criminal background check clearances as required by Florida state law and the College. All program adults (paid staff or volunteers) must receive appropriate information in maintaining professional boundaries at all times when working with children in the program (See Appendix A below).

### REPORTING REQUIREMENTS

A. Florida Law mandates the reporting of any suspected child abuse, abandonment or neglect. Anyone who has reason to believe that a child has been subjected to abuse, abandonment or neglect must immediately report to the Florida Department of Children and Families by one of the following methods: (1) call the Florida Abuse Hotline at 1-800-962-2873, (2) via fax at 800-914-0004, or (3) online at <https://reportabuse.dcf.state.fl.us>. Instructors and other personnel will be required to provide their names to the DCF hotline staff. All other reporters may remain anonymous, but a record that a report was made will be maintained by the College. If you see a child in immediate danger, call 911. Colleges and Universities that "knowingly and willfully" fail to report suspected child abuse, abandonment or neglect or prevent another person from doing so now face fines of up to \$1 million for each incident, and the penalty has been increased from a misdemeanor to a felony. Individual employees face personal criminal liability as well. A person who is required to report known or suspected child abuse, abandonment or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is guilty of a felony of the third degree. The personal criminal penalties include a fine of up to \$5,000 and up to 5 years imprisonment for each incident not reported.

B. In addition to making the reports required by Florida law, any employee or student of Ringling College of Art and Design who has reason to believe that a child has been subjected to abuse, abandonment or neglect on the Ringling College campus, any properties owned or leased by the College, or during an event/function sponsored by the College must notify Public Safety (941-359-7500), the Vice President for Human and Organizational Development in the Office of Human Resources or the Vice President for Student Life as soon as possible. Public Safety or the Vice President will immediately notify the President. Any employee or student who has reason to believe that a child has been subjected to neglect or abuse at any off-campus sites at which students, faculty, or staff participate in college-sponsored activities must immediately notify the director of the off-campus site and the Ringling College program director. The Ringling College director will notify the Vice President for Human and Organizational Development as soon as possible.

C. Any faculty or staff member who has reasonable cause to suspect that a child died as a result of child abuse, abandonment, or neglect must report his or her suspicion to the appropriate medical examiner.



D. "Mandatory Reporters" in Florida are defined as: social workers, teachers and other school personnel, physicians and other health-care workers, mental health professionals, child care providers, medical examiners, coroners, and law enforcement officers.

### CONFIDENTIALITY

All matters pertaining to a report of abuse, abandonment or neglect must be held in the strictest confidence. A person who knowingly and willfully makes public or discloses any confidential information commits a misdemeanor of the second degree, and may be punishable by Florida law.

### FALSE REPORTING

All good faith reporting of any instance of suspected child abuse, abandonment or neglect provides immunity and protection from adverse civil liability and/or employment discrimination. Under Florida law, a person who knowingly and willfully makes a false report of child abuse, abandonment, or neglect, or who advises another to make a false report, is guilty of a felony.

### APPENDIX A

#### Guidelines for Those Working With or Around Children

Child abuse is a difficult and emotionally-charged subject. These guidelines are intended to provide information about your conduct in order to prevent abuse or unfounded allegations of abuse; and explain how to respond to abuse or suspicions of abuse.

#### Code of Conduct for Working with Minors

You have a duty to the children with whom you work, to the college and to yourself to prevent any abuse or improper behavior. You also have a duty to prevent unfounded accusations of abuse, by adhering to a proper code of conduct when working with minors.

- Never use any form of physical or emotional punishment to discipline children participating in the program
- Never engage in rough or sexually provocative games, including horseplay
- Do not allow children to sit on your lap
- Do not allow any inappropriate touching, including between children
- Be aware of the impact of your words and language on young children
- Do not swear, or use or respond to sexual innuendo, never make a sexually suggestive comment, even in fun
- Do not allow children to use inappropriate language unchallenged
- Be aware of situations in which actions can be misconstrued or manipulated by others (for example, being alone with the

last child to leave a class); conduct all dealings with children in a public environment as much as possible, in order that all behavior can be readily observed

- Do not spend time alone with a child away from others; try to avoid being alone with a child, particularly in a restroom, changing area, or shower area (follow the "rule of three" and always make sure there is another person with you). Should you need to be alone with a minor in a changing or shower area, by no means should you be unclothed with a minor, and showering or bathing with minors. Even when you are not alone with one child, is never acceptable.
- Children should use a buddy system or otherwise be encouraged to stay together when going to the bathroom, on field trips or when leaving the classroom area
- Do not give any child a ride in a car or van unless you have express permission from the parents
- Do not appear to favor one child more than another, do not give gifts to any one child in a program, do not accept expensive gifts from any child in the program
- Be professional and maintain the highest standards of personal behavior at all times; do not drink alcohol or smoke when working with minors
- Do not tell children "this is just between us" or use similar language that encourages children to keep secrets from their parent/guardian

#### What if a Child Tells Me He or She is Being Abused?

- Stay calm; ensure that the child is safe and feels safe
- Assure the child that you are taking what he/she says seriously
- Be honest; explain you will have to tell someone else. Avoid making promises you cannot keep
- Make a note of what the child has said as soon as possible
- Do not confront the alleged abuser
- Do not investigate on your own
- Report the situation to the Title IX Coordinator, Christine DeGeorge, Vice President for Human and Organizational Development at 941-359-7619, or the Deputy Title IX Coordinator, Dr. Tammy Walsh, Vice President for Student Life and Dean of Students at 941-359-7510.

#### Americans With Disabilities Act Student Policy

Ringling College of Art and Design will provide reasonable accommodations for those individuals with a disability, in compliance with the Americans with Disabilities Act, Amended of 2009. Such accommodations will strive to ensure that the necessary service and facilities are provided so no individual is unfairly excluded or segregated. Prior to admissions acceptance, Ringling College will furnish general accommodation information upon request. After admissions acceptance, individual accommodation needs must be

discussed with the Director of the Academic Resource Center. Appropriate documentation of the disability will be required as needed. Students who expect to need some disability-related support should submit the most current print information they have to Student Access Coordinator. Documentation submitted will be reviewed and discussed with the student to determine appropriate accommodations. Should more information be needed, the student will be informed and the staff will work with the student to get further documentation in a timely way.

**Documenting Your Disability:** Any student who may need services should make an appointment to discuss those needs with the ARC director.

Printed information such as IEP's, 504 plans, psycho-educational and other evaluations are extremely helpful, particularly if the information is up to date. Specific guidelines for good documentation support are available on the Access Services website.

### **Receiving Accommodations for your Disability**

Ringling College of Art and Design values all students and is proud of the diverse community they create. As part of their commitment both to diversity and equity, the college strives to achieve a welcoming, robustly supportive atmosphere in and out of the classroom and recognizes the legal right of every student to equal access to all educational, recreational and other activities sponsored by the college. To achieve equal access, students with disabilities may need accommodation in classes or for other college-sponsored events. To secure accommodations, students must register with Student Access Services in the Alfred R. Goldstein Library, Room 220, and must follow the posted procedures for securing accommodations.

Ringling College instructors must receive an accommodation letter from the Student Access Coordinator or they will not provide disability-related accommodation. Furthermore, a disability accommodation is not retroactive, so students must meet with the Student Access Coordinator early in each semester if they expect to require accommodations. Accommodations are effective only for one semester, so students must repeat the process each fall and spring.

### **Appeal Procedure**

If a student's request for accommodation is denied or the student is dissatisfied with the implementation of the accommodation for any reason, the College encourages the student to report the problem to the Student Access Coordinator (SAC) and work with the SAC to resolve the issue. The SAC may contact faculty members or other people on campus who were involved in order to determine the best resolution for the student while ensuring that college programs and curricula are respected. This informal process represents the most direct and fastest means of addressing such problems. The SAC will already be familiar with the student's

accommodation agreement and can usually make determinations quickly and fairly. In the case of classroom accommodations, such as for testing, time is critical, so complaints should be lodged as soon as possible so a prompt resolution can be achieved.

If the student remains dissatisfied with the accommodation or the grievance concerns the decisions or behavior of a SAC, a formal grievance may be submitted in writing **to the Dean of Undergraduate Studies / ADA Coordinator (officer)**. That officer will review the issue, completing any necessary investigation to determine the details and rationale for any decisions or changes made to the original accommodation agreement. The officer will then provide the student and other parties concerned with a written decision in response to the grievance.

Investigation, including conversations with the student, staff or faculty involved and others in the campus community who may have information, will be completed as quickly as possible. The goal will be to reach a determination so that students and those working with them can move forward. Students or their representatives may appeal if new information is available or if they feel the process was not followed. Otherwise, Ringling College will regard the officer's decision as final and all parties involved will be expected to implement its provisions.

At that point-or at any time during the process-if students are not satisfied, they also have the right to pursue a complaint to federal or state authorities, such as the Federal Office for Civil Rights.

### **Further Information and Contact**

<https://www.ringling.edu/ARC> or contact Clair Willrich, Student Access Coordinator at 941-309-4013 or [cwillric@c.ringling.edu](mailto:cwillric@c.ringling.edu) with further questions.

## **Animals and Pets on Campus**

### **I. Summary**

Ringling College prohibits animals in any College-controlled buildings, except for those animals that are specifically exempted by this policy. In addition, while on College-controlled property, animals must be attended and restrained at all times.

### **II. Purpose**

While Ringling College appreciates the special nature of the owner-pet relationship, the College is a workplace and residence for many people and the welfare of the entire community must be considered paramount. The College recognizes that animals have the potential to impose on the safety, health, personal well-being and comfort of faculty, staff, students, and visitors as well as the sanitation, housekeeping and physical condition of the College-controlled buildings and property. Animals are restricted on College-controlled property to provide a safe and healthful environment for members of the Ringling College community to

study, work, and live; to preserve the integrity of its grounds, buildings, and other property; and to comply with all applicable laws and regulations.

### III. Policy Statement

The College prohibits individuals from bringing dogs, cats, or other pets and animals inside any College-controlled buildings, except for those animals that are exempted from this policy. In addition, while on College-controlled property, animals must be attended and restrained at all times.

This policy applies to all College-controlled buildings, grounds, and spaces. This includes, but is not limited to, such facilities as classrooms, libraries, studios, food service areas, private offices, administrative spaces, or public access areas.

The College may require any person with an animal to remove the animal from College-controlled property. In the event a visitor who is not a regular member of the Ringling College community brings an animal or pet onto College-controlled property, these animals are prohibited from College-controlled buildings, unless exempted by this policy. Any dog, cat, or other animal brought to College-controlled property must be licensed and fully inoculated in accordance with local regulations, with the burden of proof on the owner to demonstrate their compliance. Fecal matter deposited by any dog, cat, or other animal brought to College-controlled property must be removed immediately and disposed of properly by the owner. If the owner is personally unable to perform this task, the burden is on the animal owner to arrange for removal of fecal matter. Animal owners are responsible for any damage caused by their pets.

When Public Safety observes or is made aware of an unrestrained or unattended animal, a reasonable attempt will be made to locate the animal's owner. Public Safety will remind pet owners of the policy and ask that the animal be taken home. If attempts to locate the owner are unsuccessful, the office will arrange to have the animal removed from College property. Whenever possible, Public Safety will use a no-kill pet shelter for relocating stray animals.

Faculty, staff, and students who fail to comply or who interfere with the implementation of this policy, will be subject to disciplinary action in accordance with the appropriate disciplinary procedures for employees and students.

To report a violation of this policy, contact the Office of Public Safety at (941) 359-7500.

### IV. Exemptions

- Animals used for approved educational purposes. Approval by the Vice President for Academic Affairs is required according to the procedures below.
- Service Animals performing their duties (see definition) (procedures can be found in Procedures for Service Animals and ESAs)
- Service Animals-in-training participating in Ringling College's

approved programs (see definition) (procedures can be found in Procedures for Service Animals and ESAs)

- Emotional Support Animals (procedures can be found in Procedures for Service Animals and ESAs)
- One-Time events involving animals. Approval by the Vice President for Student Life is required, according to the procedures below.

### V. Procedures for Requesting an Exemption for Educational Purposes.

Exemptions must be registered by the requestor with the Office of Public Safety. Owners of animals approved for an exemption will be required to provide a Veterinarian Verification showing proof of up-to-date inoculations. To be granted such an exemption, an individual must make a specific request by filling out a Request for Animal On Campus Form.

One-time exemptions may be granted by the Vice President for Student Life for events involving animals.

Individuals seeking permission to have an animal for educational purposes in the degree program or the non-degree programs should contact the Office of Academic Affairs for approval by the Vice President for Academic Affairs.

Other inquiries should be directed to the Vice President for Student Life.

Exemptions must be approved by the Vice President of Student Life or the Vice President of Academic Affairs, and registered with the Office of Public Safety.

Procedures for Service Animal or Emotional Support Animal owners/handlers seeking exemption as a reasonable accommodation for a disability are described in the Service Animal and Emotional Support Animal Procedures.

### VI. Appendix of Definitions

1. College-controlled buildings and property: building or property that is owned, operated, or maintained by Ringling College.
2. Attended and Restrained: in the immediate vicinity of the owner or handler, and either on a leash of six feet or shorter, in a cage, or in the case of a service animal, voice or signal controlled. To be attended, an animal may not be left fastened to a stationary object.
3. College Residential Housing: College housing provided for students including: Goldstein; Appleton, Idelson & Harmon; Keating; Ulla Searing Student Center; The Cove; Roy & Susan Palmer Quadrangle; Bayou Village Apartments; Bridge Apartments; 2409 Bradenton Road; Near Campus Houses.
4. Service Animal: as defined by the ADA, any dog (or miniature horse), individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, pulling a wheelchair, fetching dropped items, alerting and protecting a

person who is having a seizure, reminding a person with mental illness to take prescribed medications, or performing other duties. Crime deterrence, emotional support and/or companionship are not “work” or “tasks” that qualify an animal as a “service animal.” A miniature horse may be a service animal under this policy if (1) the miniature horse is housebroken; (2) is under the owner’s control; (3) the premises or facility can accommodate its type, size, and weight; and (4) its presence will not compromise legitimate safety requirements necessary for safe operation of the facility or the program.

5. Service Animal In-Training: a dog (or in some cases a miniature horse) that is being trained to serve as a service animal. Service animals in training must already be obedience trained, and undergoing specific training related to the tasks that they will provide. The animal must be housebroken and controlled.

6. Emotional Support Animal: animals that provide a sense of safety, companionship, and comfort to those with documented disabilities, and the animal is necessary to afford the person with a disability an equal opportunity to use and enjoy the residential facility.

## Service Animal and Emotional Support Animal Guidelines

### I. Overview

Ringling College of Art and Design is committed to providing appropriate access to its facilities and programs in compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act, and applicable state law. These procedures establish the scope of access and procedures for individuals who use service animals, who are accompanied by a service animal in training, and for students living in College housing who require an Emotional Support Animal (ESA) as a reasonable accommodation to a disability.

The College will determine, on a case-by-case basis and in accordance with applicable laws and regulations and these Procedures, whether a service or ESA may be present on College premises as a reasonable accommodation to a disability.

### II. Service Animals

#### 1. Definition of a Service Animal:

A service animal is defined by law as either a dog or a miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The tasks that a service animal is trained to perform must be related to the person’s disability, meaning the animal is trained to take a specific action to assist the person with a disability as necessary. Examples of such work or tasks include, but are not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, pulling a wheelchair, fetching dropped items, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, or performing other duties. Crime deterrence, emotional support and/or companionship are not

“work” or “tasks” that qualify an animal as a “service animal.”

A service dog can be any breed or size. It might wear specialized equipment such as a backpack, harness, or special collar or leash, but this is not a legal requirement. Further, presence of such a vest or certificate does not establish that an animal is a service animal. A dog is a service animal only if it provides a specific, demonstrable service to its partner. Campus personnel who are unsure whether an animal is a service animal should contact the Office of Accessibility Services. Staff there will then determine the animal’s status and may request a meeting with the student to assist in that determination.

A miniature horse may be a service animal under this policy if (1) the miniature horse is housebroken; (2) the miniature horse is under the owner’s control; (3) the premises or facility can accommodate the miniature horse’s type, size, and weight; and (4) the miniature horse’s presence will not compromise legitimate safety requirements necessary for safe operation of the facility or the program.

If an animal meets this definition, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or training program.

#### 2. Allowable inquiry for service animals

College Officials may make inquiries within the parameters allowed by this procedure and in compliance with federal law, to determine if the animal is a service animal and allowed on the premises. When it is not readily apparent what service an animal provides, only limited inquiries are allowed. College officials may ask two questions of a person with a service animal: (1) is the service animal required because of a disability? (2) What work or task has the service animal been trained to perform.

College officials may not inquire about the disability of the individual with the service animal, require medical documentation, require a special identification card or training documentation, require that the animal wear a vest or other identifier, or ask that the service animal demonstrate its ability to perform the work or task. While it is not required that persons with disabilities (called partner here) register with the Office of Accessibility Services, it is helpful to do so in order for Ringling to best accommodate their needs.

#### 3. Rights of an individual with a service animal.

A qualified service animal is permitted to accompany a person with a disability everywhere on Ringling College of Art and Design campus, including food service areas, except in situations where safety may be compromised or where the service animal may interfere with the fundamental nature of the activities being conducted. Examples may include, but are not limited to, laboratory settings or areas requiring protective clothing.

#### 4. Service animal etiquette

##### Partners:

The partner should ensure as much as possible that the service animal does not approach or interfere with other individuals in classes or dining areas or with the personal belongings of others. Except if performing a service directly related to the partner's disability, dogs should remain quiet on the floor during classes and in dining facilities. If dogs accompany partners to classes, it is particularly important that they remain quiet and still through classes, unless performing services. The service animal must not block identified fire or emergency exits.

#### **The Public:**

Faculty members who have questions about the presence or behavior of service animals have been instructed to contact the Office of Accessibility Services, which will then make contact with the animal's partner and request a meeting if appropriate.

Service animals are not pets, but rather working animals performing an important job. As such, service animals should be left alone (not petted, spoken to, played with, fed) by other members of the community. College personnel- staff and faculty- will make efforts to inform those in their areas of proper service animal etiquette. Partners are encouraged to set their own boundaries through educating the public on proper means of interacting with their service animal as well.

#### **5. Requirements: safety, care and control of service animals**

The following requirements apply to service animals and their partners anywhere on campus, including classrooms and dining areas.

Local ordinances regarding animals apply to service animals, including requirements for immunization, licensing, noise, restraint, at-large animals, and so forth. Dogs must wear a license tag and a current rabies vaccination tag.

The service animal must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. A person accompanied by a service animal may be asked to remove the service animal from Ringling premises if the animal is posing a direct threat to the safety of others, or is out of control and the owner does not take effective action to control the dog.

If the animal is not housebroken, a partner may be asked to remove the service animal from Ringling premises. The animal must be trained to eliminate waste at appropriate times and places. A partner is responsible for cleaning up the animal's feces. The partner should always carry equipment and bags sufficient to clean up and properly dispose of the animal's feces. Partners who are not physically able to pick up and dispose of feces are responsible for making all necessary arrangements for assistance. The college is not responsible for these services.

A partner may be asked to remove a service animal from Ringling premises if the animal is disruptive. Examples include, but are not limited to, barking other than for warning or protection,

running around uncontrolled, or otherwise creating a nuisance through behavior that is not necessary to provide the service required by the owner.

The service animal must be clean and in good health and must be free of fleas and external parasites. The owner/partner of a service animal must abide by current city ordinances regarding vaccination and waste clean-up and removal. For example, this includes but is not limited to Fla. Stat. § 828.30 (2016), which lists requirements for rabies vaccination of dogs, cats, and ferrets. It is the responsibility of the owner/partner of the service animal to know about and comply with these ordinances.

#### **6. Responsibility for damages caused by service animals**

Individuals with service animals may not be treated less favorably than other individuals on the premises or participating in an activity, and may not be charged an extra fee for their animal to accompany them. However, if damage is caused by a service animal, the individual may be required to cover the costs of repairs.

### **III. Emotional Support Animals**

#### **1. Definition of Emotional Support Animal.**

ESAs provide emotional comfort or support by their mere presence, but are not specifically trained to do work or perform tasks for the benefit of an individual with a disability.

#### **2. Distinction between a Psychiatric Service Animal and ESA**

There is a legal distinction between psychiatric service animals and ESAs.

A dog trained to sense an impending anxiety attack and to take a specific action to help mitigate its impact, such as reminding an individual to take their medication or to get to a safe place to avoid injury, would qualify as a service animal.

Alternatively, if the dog's mere presence provides comfort during an anxiety attack rather than a specific action, it is not offering a service, and would thus fail to meet the definition of a service animal. This animal may, however, qualify as an ESA.

#### **3. General provisions for Emotional Support Animals in College residential housing**

ESAs may be allowed in College Residential Housing if the animal is necessary to allow a student with a disability to have equal access to the on-campus housing opportunities provided to all students. Unlike service animals, ESAs are not permitted in any area other than the student's on-campus residence and immediate surrounding area, when necessary to walk a dog for example. ESAs are not allowed in other College buildings, including academic buildings, the Student Center, or other facilities and buildings of the College. ESAs in the classroom may be considered as a reasonable accommodation, but must be requested and granted based upon an individualized assessment.

#### **4. Safety, care and control of Emotional Support Animals**

Consistent with federal and state law, an ESA may be prohibited from Ringling Residential Housing, as well as any other property of the College, if the animal's behavior poses a direct threat to the health or safety of other members of the Ringling community or to visitors. An animal may also be excluded if its presence fundamentally alters the nature of a program or activity, if the animal is disruptive, if the animal causes physical damage to Ringling property or the property of others, or if it substantially interferes with the reasonable enjoyment of residential housing by other students or visitors.

The student in Ringling housing who is the owner of the ESA is at all times responsible for the behavior and care of the animal, including state and local requirements regarding vaccination and licensure if applicable, leash control, animal health, clean up and appropriate disposal of all waste, noise or other disturbances caused by the animal.

The owner is at all times responsible to ensure that the animal is securely restrained in a manner that will not cause the animal harm, or cause the animal to act in a disruptive manner. When the owner is away from the residence hall or facility, the owner must ensure that the animal has adequate food and water. ESAs may not be left unattended for periods of time that may jeopardize the health or well-being of the animal or put others at risk. ESAs may never be left unattended overnight and may not be left in the residence halls over break weeks or other times that the residence halls are closed.

#### **IV. Conflicting disabilities or rights**

A service animal may not be excluded solely because another individual attending an event or using a publicly accessible facility or space of the College has a fear of the service animal or an allergy or a religious or cultural objection to the animal. Efforts must be made to accommodate the needs of both individuals, such as arranging for seating in different areas.

To limit exposure to pet dander in dormitories to students with allergies, as well as to balance the needs of students who have other objections to living near animals with the needs of individuals with disabilities, specific residential halls have been designated for individuals residing with service or ESAs.

#### **V. Owner dog bite liability**

Florida law, Fla. Stat. § 767.04 (2016), establishes dog owner liability for damages to persons bitten as follows:

"The owner of any dog that bites any person while such person is on or in a public place, or lawfully on or in a private place, including the property of the owner of the dog, is liable for damages suffered by persons bitten, regardless of the former viciousness of the dog or the owners' knowledge of such viciousness."

This means that the owner of a dog can be successfully sued by someone their dog bites, regardless of what precautions the owner took to prevent the bite from happening, or whether the owner had any reason to know of the dog's propensity to bite.

Even an owner taking extreme safety precautions, whose dog has never before bitten any person or remotely showed any signs of viciousness, will still be successfully sued if their dog bites another person.

Because of the potential financial cost that a lawsuit might present, and the ease with which a dog-bite victim can establish a successful case under this statute, it is highly recommended that students bringing dogs to campus purchase some sort of liability insurance policy.

#### **VI. Animal cruelty: compliance with Florida statute, wellness checks**

Abandonment, neglect, and mistreatment of any animal by any member of Ringling College will not be tolerated. No warnings will be issued. In the case of abuse, the animal will be removed from the situation in order to prevent contact with the person(s) responsible for the abuse. These actions will be subject to disciplinary response.

To ensure the safety and well-being of animals on campus, periodic wellness checks will be conducted by College officials. These checks will consist of the following:

- A College official will arrive to the dorm of the student residing with either a service or ESA.
- The student will allow the College official entry into the dorm to check that the area is being kept in a sanitary state, that the animal is not living in filth, and that the animal is being properly cared for.
- The College official will see the animal, allowing the opportunity to assess for any clear indicators of abuse or neglect, as well as to ensure that the animal is still, in fact, living in the approved dorm and has not been abandoned.

#### **Procedures**

##### **I. Service Animals**

###### **1. Definition of a Service Animal:**

A service animal is defined by law as either a dog or a miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The tasks that a service animal is trained to perform must be related to the person's disability, meaning the animal is trained to take a specific action to assist the person with a disability as necessary. Examples of such work or tasks include, but are not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, pulling a wheelchair, fetching dropped items, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, or performing other duties. Crime deterrence, emotional support and/or companionship are not "work" or "tasks" that qualify an animal as a "service animal."

A service dog can be any breed or size. It might wear specialized

equipment such as a backpack, harness, or special collar or leash, but this is not a legal requirement. Further, presence of such a vest or certificate does not establish that an animal is a service animal. A dog is a service animal only if it provides a specific, demonstrable service to its partner. Campus personnel who are unsure whether an animal is a service animal should contact the Office of Disability Services. Staff there will then determine the animal's status and may request a meeting with the student to assist in that determination.

A miniature horse may be a service animal under this policy if (1) the miniature horse is housebroken; (2) the miniature horse is under the owner's control; (3) the premises or facility can accommodate the miniature horse's type, size, and weight; and (4) the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility or the program.

If an animal meets this definition, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or training program.

## 2. Procedures for Service Animal Requests

Student requests for disability accommodations, including requests to have a service animal accompany a student on campus and/or in classrooms or other programs of the College or to have a service animal live with a student in College housing should follow the procedures for determination of reasonable accommodations for students.

Students who are training a service animal and wish to have the animal accompany them on campus and/or in classrooms or in College Residential Housing as part of the training must register the animal with the Office of Disability Services. Service animals in training are already obedience trained and are undergoing specific training related to the tasks they will provide.

## II. Emotional Support Animals

### 1. Definition of Emotional Support Animal

ESAs provide emotional comfort or support by their mere presence, but are not specifically trained to do work or perform tasks for the benefit of an individual with a disability.

### 2. Obtaining approval to reside with an Emotional Support Animal

In order for the Office of Accessibility Services to consider eligibility of an ESA, students must submit an ESA request form along with documentation verifying (1) the student has a disability, (2) the animal is necessary to afford the student an equal opportunity to use and enjoy a dwelling, and (3) there is an identifiable relationship or nexus between the documented disability and the assistance the animal provides.

#### • Documentation requirements

Students must register with the Office of Accessibility Services at the Academic Resource Center. The student will be required to provide the office with documentation from a qualified health

provider that the student has a disability for which the animal is needed and how the animal provides support that alleviates at least one of the identified symptoms or effects of an existing disability.

Such documentation must be provided by a licensed mental health provider or physician with a thorough understanding of the student's health history, with a thorough understanding of the following:

- i. The student's mental health history; which demonstrates that the ESA is part of an ongoing treatment plan and addresses the standards identified by the Fair Housing Act.
- ii. The professional literature concerning the therapeutic benefits of ESAs for individuals with disabilities.

**ATTENTION: Incoming students looking for off-campus providers for an ESA letter should acquire this documentation from their home provider before coming to campus. The therapist cannot be someone who does not have a history and thorough understanding of their mental health.**

Reports must be on letterhead, typed, dated, and have the original signature of the evaluator. Reports must also include the full name of the student and reflect the following:

- i. There is a medically diagnosed disability (substantial limitation to a major life activity).
- ii. The animal is necessary to afford the person with a disability an equal opportunity to use and enjoy the dwelling.
- iii. There is an identifiable relationship or nexus between the disability and the assistance that the animal provides.

Students applying for an ESA are required to complete a Housing Request Form and meet with the Office of Accessibility Services prior to the Housing Request Deadlines. Timely requests for accommodations allow Ringling to better accommodate student needs.

While requests for accommodations submitted after these dates will be accepted and considered, it cannot be guaranteed that the College will be able to meet late applicants' accommodation needs, including those which may develop during the course of the semester.

All students approved for an ESA are required to complete subsequent housing procedures.

Furthermore, students approved for an ESA are required to attend an orientation training regarding their rights and responsibilities on campus.

For new incoming students for the Fall semester, the deadline for submission of required documentation is May 1. Requests after that date will be subject to availability.

#### • Steps for requesting to reside with an Assistance Animal:

1. Register with the Office of Accessibility Services at the Academic Resource Center. The student will be required to

provide documentation in compliance with the above guidelines. Accessibility Services will determine whether the documentation is sufficient and may request further information from a clinician and/or the student.

Documentation deemed sufficient will be forwarded to the Associate Dean of Students for Residence Life for review and potential housing assignment.

2. Meet with an Accessibility Services staff member to review any pertinent campus-wide policies that may relate to the animal. This includes a mandatory orientation training session.
3. Review and sign the Service or ESA Agreement.
4. Provide evidence that the animal is in good health, and has been vaccinated against diseases common to that breed of animal as recommended by the American Veterinary Medical Association, and according to Florida and Sarasota County Ordinances. Veterinary records attesting to that fact must be submitted and approved by the Associate Dean of Students for Residence Life prior to the animal taking residence.
5. Meet with a Residence Life staff member prior to the animal taking occupancy in order to review the agreement and expectations.

### III. Appeals and Reports

College Officials may make inquiries within the parameters allowed by this procedure, to determine if the animal is an assistance animal and allowed on the premises. College Officials may also make decisions related to whether an individual with an assistance animal may be asked to remove or restrain an animal.

If an individual with an assistance animal is denied access to a College facility or program, or asked to remove an animal, and disagrees with the decision, appeal of the decision may be made to the following College officials or their designee: Vice President for Human and Organizational Development if the individual is a visitor (non-affiliate of the College) or if the individual is a faculty or staff member of the College; and to the Vice President for Student Life and Dean of Students if the individual is a student.

The reviewing office or designee shall determine whether the initial decision was based on legitimate health, safety or programmatic concerns. The reviewing official or designee will also determine whether modifications to the restrictions initially imposed are possible to meet the needs of the individual with the service animal without unduly interfering with the legitimate health, safety or programmatic needs of the College.

Any person who believes a decision to restrict or deny public access to a person with an assistance animal is discriminatory based on a disability may make a Report to Vice President for Human and Organizational Development, using the procedures set out in the Non-Discrimination Policy.

### Communicable Diseases Policy

Ringling College of Art and Design's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning

the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to a student, employee or job applicant with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis. Ringling College of Art and Design may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

Ringling College of Art and Design will not discriminate against any student, employee or job applicant based on the individual having a communicable disease. Students, employees and job applicants shall not be denied access to the College solely on the grounds that they have a communicable disease. Ringling College of Art and Design reserves the right to exclude a person with a communicable disease from facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and / or the welfare of others within the College.

Ringling College of Art and Design will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

Any concerns about communicable diseases related to a student should be referred to the Vice President for Student Life and Dean of Students. Any concerns about communicable diseases related to an employee or job applicant should be referred to the Office of Human Resources.

### Drug & Alcohol Policy

Ringling College considers the abuse of drugs or alcohol by its faculty, staff and students to be unsafe and counterproductive to the educational process and the work environment. It is Ringling College's policy that the illegal possession, use, consumption, sale, purchase or distribution of alcohol, illegal drugs or illegally possessed drugs by any employee, while in the workplace, on campus or in the conduct of Ringling College-related work off campus, is strictly prohibited.

For purposes of this policy, the campus is defined as any area used for work, educational, recreational, residence hall or parking purposes, including surrounding sidewalks and



exterior areas.

Ringling College of Art and Design permits persons of legal drinking age or older to possess and consume alcoholic beverages within the confines of private units within the Bayou Village Apartments, Bradenton Apartments, Family Housing, Roy and Susan Palmer Quadrangle and residential houses subject to all Federal, State and Local laws, and the guidelines which have been established by the College.

Guests under the age of 21 are not allowed to be in a campus housing unit where alcohol is permitted, regardless of whether they are consuming alcoholic beverages or not.

This policy is not designed to interfere with the appropriate use of prescription drugs. Employees should notify their supervisors if the proper use of prescribed medication will affect work or academic performance. Abuse of prescription drugs will be treated as a violation of this policy.

#### **Disciplinary Actions To Prevent Drug Abuse**

Penalties or sanctions will be imposed by the College in accordance with procedures for disciplinary actions against employees and students as found in this Student Handbook, the Staff Handbook, the Faculty Handbook and other applicable documents.

Sanctions and penalties may range from referral to rehabilitation programs, written warnings with probationary status, to dismissal from academic programs and termination of employment.

#### **Distribution & Review Of Policy**

A copy of this policy will be given annually to each employee and to all new employees at the start of employment.

Each student registered during an academic year in any degree program will receive a copy of this policy within this Student Handbook.

The President will ensure that a biennial review of this policy will be conducted to determine its effectiveness and to implement any necessary changes.

#### **Legal Sanctions**

In addition to the disciplinary sanctions, Ringling College imposes for violations of this policy, employees and students are subject to state and / or Federal sanctions. Employees who work off-site are subject to the appropriate state and / or local sanctions for their work location.

Florida state law prohibits the possession of alcoholic beverages by persons under age 21, punishable for the first offense by a definite term of imprisonment not exceeding 60 days and / or a \$500 fine, and for a subsequent offense by a definite term of imprisonment not exceeding 1 year and a fine of \$1,000. It is similarly prohibited and punishable to distribute alcohol to minors.

State law makes it a crime for any person to possess or distribute illicit drugs (controlled substances as described in Section 893.03, Florida Statutes) under Section 893.13, Florida Statutes. Law provides certain limited exceptions. The crimes range from second-degree misdemeanors (up to 60 days imprisonment and up to a \$500 fine) to first-degree felonies (up to 30 years imprisonment and up to \$10,000 fine).

Trafficking (distributing specified large quantities of various controlled substances under Section 893.03, Florida Statutes) under Section 893.135, Florida Statutes is punishable, depending on the particular illicit drug, quantity involved and location, by a minimum term of imprisonment of 3 to 30 years and a fine of \$25,000 to \$500,000.

Federal trafficking penalties for first offenses, depending upon the illicit drug involved, range from not more than 1 year imprisonment and a fine of not more than \$100,000 for an individual, to 40 years to life imprisonment and a fine of not more than \$200,000 for an individual, to not less than life imprisonment and a fine of not more than \$8 million for an individual.

It is unlawful for any person to misrepresent or misstate his or her age or the age of any other person for the purpose of inducing any licensee or his or her agents or employees to sell, give, serve or deliver any alcoholic beverages to a person under 21 years of age, or for any person under 21 years of age to purchase or attempt to purchase alcoholic beverages.

#### **Health Risks Associated With The Use Of Illicit Drugs & The Abuse Of Alcohol**

Illicit drugs and the health risks involved in using them include, but are not necessarily limited to:

##### **Cannabis (Marijuana)**

Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Marijuana can also produce paranoia and psychosis.

##### **Inhalants (gasses or volatile liquids)**

Immediate negative effects may include nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays may also decrease the heart and respiratory rates and impair judgment. Amyl and Butyl nitrite cause rapid pulse, headaches and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage.

##### **Cocaine**

Use causes the immediate effects of dilated pupils, elevated blood pressure, increased heart rate and elevated body temperature. Chronic use can cause ulceration of the mucous membrane in the nose and produce psychological dependency. Crack or freebase rock, a concentrated form of cocaine, produces

effects within 10 seconds of administration. In addition to the above, additional effects include loss of appetite, tactile hallucinations, paranoia and seizures. Cocaine in any form may lead to death through disruption of the brain's control of heart and respiration.

#### **Other Stimulants**

These include amphetamines and methamphetamines. Users may perspire, experience headache, blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause physical collapse, very high fever, stroke or heart failure.

#### **Depressants**

Included are barbiturates, methaqualone and tranquilizers. Effects can cause slurred speech, staggering gait and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can be devastating. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs. Some show birth defects and / or behavioral problems.

#### **Hallucinogens**

Effects of hallucinogens vary depending upon the type of drug. Chronic users may experience mood disorders, paranoia, violent behavior, hallucinations, panic, confusion, loss of control and death.

#### **Narcotics (including heroin)**

Overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and death. Tolerance to narcotics develops rapidly and dependence is likely. Addiction in pregnant women can lead to premature, stillborn, or addicted infants.

#### **Designer Drugs**

These drugs have had their molecular structure changed chemically to produce analogs such as synthetic heroin and hallucinogens. These analogs can be hundreds of times stronger than the original drug, which they are designed to imitate. 1 dose can cause uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage.

#### **Abuse Of Alcohol**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident.

Moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including murder, rape, armed robbery, vandalism, spouse and child abuse and drunk driving. Moderate to high doses of alcohol can cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Heavy use may cause chronic depression and suicide, and is also greatly associated with the abuse of other drugs.

Very high doses cause respiratory depression and death. If

combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described. The use of even small amounts of alcohol by pregnant women can damage their fetus.

Long-term heavy alcohol use can cause digestive disorders, cirrhosis of the liver, circulatory system disorders and impairment of the central nervous system, all of which may lead to an early death. Repeated use of alcohol can lead to dependence, particularly in persons with 1 or more parents or grandparents who were problem drinkers. At least 15-20% of heavy users will eventually become problem drinkers or alcoholics if they continue drinking. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations and convulsions, which can be life threatening.

#### **Resources: Counseling, Treatment & Rehabilitation**

Any employee or student who believes he or she has a problem with drug and / or alcohol abuse is urged, for his or her own benefit as well as the benefit of fellow employees and students, to seek counseling and treatment through a treatment program of his or her choice. Options for assistance and referral include:

- a) On-campus referral sources. Employees may contact the Office of Human Resources and students may contact the Office of Student Life for assistance in locating a treatment program. All requests for counseling and treatment sessions, as well as referrals, will be handled in a confidential manner.
- b) The Office of Student Life has professional mental health counselors on staff to assist members of the Ringling College community. In addition, the Vice President for Student Life and Dean of Students, Associate Dean of Students, and Student Life Staff are trained in crisis intervention and may provide assistance and / or implement the necessary conduct procedures regarding student behavior.
- c) Clinics and programs that provide counseling and / or treatment in this area can be found in the yellow pages of the local telephone directory under the heading of "Drug Abuse and Addiction Information and Treatment."

#### **Guidelines For Legal Use Of Alcohol In Permitted Campus Housing**

Alcoholic beverages shall not be possessed or consumed in any outdoor area, including: balconies, hallways, stairwells, the community room, work rooms, laundry rooms or any other common area of campus housing unless all parties are 21 years of age or older. Private parties in student units at which alcoholic beverages are distributed or consumed must comply with the following:

- 1) No alcohol is allowed in any residence hall, regardless of age of resident. Private parties may not be advertised. Residents are responsible for their own behavior and that of individuals in attendance.
- 2) The number of guests at a private party in a student unit shall not exceed 12, including residents of that unit. The party may not overflow into the hallway or any adjoining areas outside the residents' unit including stairwells, work or laundry rooms, the community room or other apartments. Any alcoholic beverage must be consumed and contained within the unit of the party. Common areas are not to be obstructed in any way.
- 3) The room or unit door and windows shall be closed and noise contained and not bother-some to other residents.
- 4) The room or unit may not become the point of dispensing alcohol for the floor or hall or adjacent areas.
- 5) The sale of alcoholic beverages by either an admission ticket, on a per drink basis or by any other means is prohibited.
- 6) All guests of the party who are consuming or in possession of alcoholic beverages must be of the legal drinking age and in compliance with all applicable Federal, State and Local laws.
- 7) Common source alcohol including kegs, party balls, and punches containing alcohol are prohibited.

#### **Procedures For Events With Alcohol**

Ringling College considers the abuse of alcohol by its faculty, staff and students to be unsafe and counterproductive to the educational process and the work environment. The College does not encourage the presence and use of alcohol at College sponsored events.

The College may, however, permit the legal purchase and use of alcoholic beverages at College related events that are properly organized and scheduled only when the event will not interfere with scheduled academic activities or the normal operations of the College. If such a program will involve students, permission to provide service must be acquired from the Vice President for Student Life and Dean of Students (and the Vice President for Academic Affairs in cases where a faculty member is the sponsor).

Requests for permission to serve alcohol will only be considered if a third party vendor properly licensed by appropriate state and local authorities has been contracted to serve alcohol. A copy of the appropriate license must be submitted with the request. Requests from the faculty or staff sponsor must be made in writing by completing the Alcohol Policy Exemption Form that is available in the Office of Student Life and on the web at least 2 weeks prior to the proposed event. Furthermore, only events where the majority of the intended Ringling College attendees will be of legal drinking age will be considered for approval.

Additionally, the following are specific policies and procedures that must be followed for the use of alcohol at College events:

- 1) The only alcoholic beverages that can be served at College functions that are student-oriented are beer and wine.
- 2) 1 quarter hour prior to the approved ending time listed on the Alcohol Exemption Form, sales will stop.
- 3) College funds will not be used to pay for or sponsor a party, meal or event where alcoholic beverages are consumed, served or sold in violation of Florida law.
- 4) Any advertisements for the event (including: leaflets, invitations, posters, letters and all other forms of advertisements) cannot advertise alcohol. These advertisements can display the following information: Beverages will be available. Must have valid state-issued picture identification for verification of age.
- 5) An adequate amount of food and alternative beverages (such as: water, juice, assorted sodas, coffee and teas) must be available throughout the entire event. The amount of the food and beverages appropriate for the size of the event will be determined by the Vice President for Student Life and Dean of Students.
- 6) The sponsor is responsible for ensuring that all college policies and procedures are strictly obeyed.
- 7) Appropriate precautionary measures must be in place to ensure that beer and wine are not served to individuals under the legal drinking age (21 in the State of Florida). These measures include having a designated individual, screening persons entering the event and attaching a wristband or stamp indicating those of legal drinking age. At any time during the event, the individual screening has the option to decline identification provided by an individual. The entire staff working the event has the right to refuse service to individuals deemed as having enough alcohol prior to or during the event.
- 8) Under no circumstances should anyone be coerced to drink alcohol. This means no drinking games, contests, or events to encourage excessive drinking. Additionally, alcohol cannot be given as a prize.
- 9) No kegs, or other common source alcohol containers (such as: punch, party balls, etc.) are permitted.
- 10) Public intoxication at any College sponsored event, in any College facility or area, including common or outdoor areas in College owned residential facilities is prohibited and will be subject to disciplinary action.
- 11) An approved staff or faculty supervisor must be present at the event for the entire duration. The Vice President for Student Life and Dean of Students may require more than one supervisor depending on the size and nature of the event.
- 12) Depending on the size and nature of the event, the Vice President for Student Life and Dean of Students may require the presence of Public Safety and / or Police. This will be at the expense of the sponsor.
- 13) Violations of these guidelines during the event may result in the

closing of the event. All individual violations will be referred to the Vice President for Student Life and Dean of Students for review. The College can take disciplinary action as a result of violations of these policies and procedures.

14) Adherence to these policies and procedures applies to any College sponsored program or activity (including: field trips, gallery events, etc.) whether on or off-campus.

For further information and guidance on the policies and procedures related to events with alcohol, please contact the Vice President for Student Life and Dean of Students.

## Smoking Policy

Ringling College of Art and Design is committed to providing a safe and healthful environment for its students, faculty, staff, and visitors. Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, constitute a significant health hazard. In addition to causing direct health hazards, smoking contributes to institutional costs in other ways, including fire damage, cleaning and maintenance costs, and costs associated with employee absenteeism.

Ringling College of Art and Design therefore has set the following policy regarding tobacco use:

Smoking is prohibited on the Ringling College campus except in outdoor designated smoking areas. Smoking is also prohibited in all Ringling College vehicles including golf carts. For the purposes of this policy, smoking is defined as burning any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos and pipes, and additionally includes e-cigarettes and their associated products. Smoking materials will not be sold or dispensed within any property owned, leased, or controlled by Ringling College.

This policy applies to all persons including students, faculty, staff, visitors, contractors, subcontractors, and others on Ringling College property. Designated smoking areas are identified by signage and contain receptacles for the proper disposal of cigarette butts. All students, faculty, staff, and visitors are expected to observe these designated smoking areas and to dispose of cigarette butts safely and only in the receptacles provided.

Organizers and attendees at public events, such as conferences, meetings, public lectures, social events and cultural events that use Ringling College facilities are required to abide by this policy. Organizers of such events are responsible for communicating this policy to attendees and for enforcing this policy.

Effective enforcement of this policy depends upon the courtesy, respect, and cooperation of all members of the Ringling College community.

Information about smoking cessation programs and resources is available from the Office of Student Life or the Office of Human Resources.

### Designated Campus Smoking Areas:

- 1) Patio area behind the Ulla Searing Student Center
- 2) Bayou Village
- 3) Bayou Studios complex
- 4) Academic Center

Additional areas may be determined with campus growth.

## Intervention Policy

By enrolling in the Ringling College of Art and Design, the student acknowledges and agrees that the College has the right to be concerned about the health, safety and welfare of its students, staff and others that may be upon the College campus and other property. Accordingly, by enrolling in Ringling College, the student expressly consents to and authorizes the College to contact the student's spouse, parents, colleagues and other persons known to be associated with the student should the College, in its sole discretion, believe that the student's conduct may be potentially harmful to him or herself or others whether that conduct be caused by stress, mental disturbances or disorders, use or abuse of addictive substances or any other reason.

Furthermore, by enrolling in the College the student consents to and authorizes the College to refer the student to physicians, psychiatrists and / or other physical and / or mental health personnel of the College's choice for evaluation and / or treatment, or take such other action as the College may deem appropriate including though not limited to temporary or permanent suspension of the student's residence housing and / or enrollment in the College.

## Medical Withdrawal Policy

### For Serious Illness & / or Documented Disabilities

Medical withdrawals are not permitted at Ringling College of Art and Design except in extraordinary circumstances due to either documented serious illness or documented disabilities necessitating a medical withdrawal. A student who feels that such extraordinary circumstance exists must comply with the following requirements for consideration of a medical withdrawal:

- 1) A request for a medical withdrawal must be made in writing and directed to the Associate Dean/Director of Health Services. The writing must state the reason for the request, the particular semester or semesters for which the request is made, and the length of leave requested.
- 2) The medical withdrawal request must be accompanied by documentation supporting the reason for the request, including without limitation, documentation by any treating physician relating to any medical condition or disability which specifically relates to the requested medical withdrawal.
- 3) Following receipt of the documentation referenced above, a meeting with the Associate Dean/Director of Health Services or designee may or may not be offered or required at the discretion

of the Associate Dean/Director and / or Vice President for Student Life and Dean of Students. A recommendation will be made to the Vice President for Student Life and Dean of Students after review.

- 4) Decisions relating to medical withdrawals will be made by the Vice President for Student Life and Dean of Students, after submission of the foregoing documentation and interview.
- 5) Once medical withdrawal is granted, in order to return, the student will need to apply for readmission.

The student will need to provide a completed Provider Report Form and a letter from such student's attending physician stating that the student is able to return to College and will be able to perform the essential functions of the educational program. If the medical withdrawal is for psychological health reasons, the student will also need to follow the procedures in the Policy for Required Medical Withdrawal. See asterisk in next section.

### Policy for Required Medical Withdrawal

Ringling College of Art and Design strives to provide a safe environment in which all students are free to pursue their academic and social development. Thus, Ringling College reserves the right to require a Medical Withdrawal of any student who is believed to pose a threat to the health or safety of others.

Required Medical Withdrawals (which may or may not include grade forgiveness or other considerations) are made only after extensive involvement with a student and may be withdrawn at any future point if a student fails to comply fully with the remainder of the process. Voluntary withdrawal after alternative actions have been exhausted is encouraged. A Medical Withdrawal may be required if any of the following situations arise:

- 1) A student has a medical or psychological problem, which cannot be properly treated in the college setting.
- 2) A student engages in any behaviors, or there is reason to suspect student has an elevated risk of engaging in behaviors, that threaten or could cause bodily harm to others.
- 3) A student engages in any behaviors, or there is reason to suspect student has an elevated risk of engaging in behaviors, that seriously interferes with the student's ability to function and/or interferes with or in any way disrupts the educational pursuits of other members of the Ringling College of Art and Design community.
- 4) A student refuses or is unable to cooperate with a recommended evaluation or treatment procedure.

It is the student's responsibility to comply with all treatment recommendations and where insufficient treatment options exist on campus to identify and obtain community treatment to manage their own health. Upon the recommendations of a qualified health professional who has evaluated a student, the Vice President for Student Life and Dean of Students makes the

final decision regarding approval of a Required Medical Withdrawal for health reasons. The Vice President for Student Life and Dean of Students reviews the recommendation to ensure that procedures were followed to protect the student's rights. The student will be given oral notification of the decision immediately to be followed by appropriate written notification.

The Vice President for Student Life and Dean of Students places the student on a Required Medical Withdrawal and authorizes their return to the College after approval for the return has been granted by the health professional in an appropriate timeframe and with evidence of knowledge of the student's relevant conditions and reasons for the Required Medical Withdrawal. After a student has been granted a Required Medical Withdrawal for psychological health reasons, the student should consult a qualified mental health professional promptly. The student should initiate contact with the Counseling Center staff and Sarasota Memorial Hospital to assist with necessary and appropriate referrals.

\*Students who take a medical withdrawal or who are placed on a Required Medical Withdrawal for psychological health reasons should participate fully in the process. This includes meeting with an off-campus Mental Health Provider to complete a Provider Report Form within 15 days of the date of the medical withdrawal and again no less than 30 days prior to the start of classes during any following term for which the student intends to re-apply. Readmission after any form of medical or non-medical withdrawal is not guaranteed. Failure to follow timelines, recommendations, or submit sufficient documentation of post-treatment stability and ability to function as a student in an academic community environment may result in an unsuccessful application for readmission.

When the student is ready to return to Ringling College of Art and Design, he / she student must arrange for the health professional who has evaluated or treated him / her to forward a copy of the Provider Report Form to both the Health Services and the Vice President for Student Life and Dean of Students stating that he / she is qualified to return as a student and that their presence at the College does not pose a threat to the health or safety of self or others. The report submitted by the health professional should be comprehensive and must include the Provider Report Form. Telephone calls or brief letters simply indicating that the student has received treatment will not be sufficient and will delay the return process. The student's continued participation with the recommendation from the health care provider will be monitored by the Peterson Counseling Center clinical staff. Failure to comply with any part of the process or recommendations may result in a required medical withdrawal.

Students may also be required to schedule interviews with the Vice President for Student Life and Dean of Students, the Associate Dean/Director of Health Services, an Associate Director of Counseling Services, or designee.

## Missing Student Notification Policy & Procedure

This policy is established by Ringling College of Art and Design in compliance with the Higher Education Opportunity Act of 2008 and applies to all students at the college.

For the purposes of this policy a student may be considered to be a "missing person" if the person's absence from campus is contrary to their usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the person may be a victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation, has been with persons who may endanger the student's welfare or is overdue to return to campus and is unheard from after giving a specific return time to friends or family.

### Designation Of Emergency Contact Information

1) During the college's registration process, all students are asked to designate an individual for emergency contact purposes. That designation will remain in effect until changed or revoked by the student.

### 2) Students under the age of 18:

If a student under the age of 18 is determined to be missing, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing. The Vice President for Student Life and Dean of Students, in consultation with the Director of Public Safety, will determine if a student is to be considered missing based on the reasonable provision of concerning information and evidence.

### 3) All Students:

If a student is determined to be missing, the College will notify the appropriate law enforcement agency no later than 24 hours after the determination has been made by the Vice President for Student Life and Dean of Students.

### Missing Student Procedure

1) Any individual on campus who has information that a student may be a missing person must notify the Office of Public Safety and / or the Office of Student Life immediately.

2) The Office of Public Safety, with the assistance of the Office of Student Life, will gather all essential information about the students from the reporting person, from the student's acquaintances and from official College information sources. Such information will include description, cellular phone number, clothes last worn, where the student might be, who the student might be with, vehicle description, information about the physical and emotional well being of the student, an up to date photograph, a class schedule, etc..

3) Appropriate Office of Student Life staff and other personnel across campus will be notified to aid in the search and location of the student. Contact with the student will be attempted using text messaging, cellular phone calls, Facebook and e-mail.

4) If search efforts are unsuccessful in locating the student in a reasonable amount of time as determined by the Vice President for Student Life and Dean of Students in consultation with the Director of Public Safety OR it is apparent immediately that the student is a missing person (e.g. witnessed abduction), OR it has been determined that the student has been missing for more than 24 hours, the Office of Public Safety will contact the appropriate law enforcement agency to report the student as a missing person. Law enforcement will take charge of the investigation with assistance from College officials.

5) No later than 24 hours after determining that a student is missing, the Vice President for Student Life and Dean of Students or an Associate Dean of Students will notify the emergency contact previously identified by the student (for students 18 and over) or the custodial parent / guardian (for students under the age of 18) and advise that the student is believed to be missing.

### Communications About Missing Students

1) In accordance with established College emergency guidelines procedures, the Campus Media and Community Relations designee will be part of the College administrative response team and is the designated spokesperson to handle media inquiries concerning a missing student.

2) The local law enforcement agency in charge of the investigation and the city public information officer (PIO) will be consulted by the Campus Media and Community Relations designee prior to any information release from the College so as not to jeopardize any investigation.

3) Information provided to the media to elicit public assistance in the search for the missing person will be handled by the local law enforcement agency.

## Hazing Policy

Consistent with both the mandates of State law and the College's position on the dignity of the individual, Ringling College of Art and Design maintains that no member of the Ringling College community (faculty, staff or students) shall indulge in any physical abuse or undignified treatment of any other member of the Ringling College community through activities known as hazing.

Hazing is defined as: any action or situation, which recklessly or intentionally endangers the mental or physical health or safety of another for the purpose of initiation or admission into an affiliation with an organization. Such terms shall include, but not be limited to: any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance or any other forced physical activity which could adversely affect the physical health or safety of the individual. Also included is subjection to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme

embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual.

Students accusing other students of engaging in such practices should seek recourse through the student disciplinary code. The institution also reserves the right to investigate any rumors of alleged hazing, whether or not a direct student Report has been received.

Students, faculty or staff who have a grievance regarding hazing against any other faculty and staff member should seek recourse through the institution's Human Rights Committee.

## Environmental Health & Safety Policy

The Environmental Health and Safety (EHS) Policy for Ringling College of Art and Design (Ringling College) demonstrates the commitment that the College assigns to matters of EHS. The President recognizes the importance of maintaining the health and safety of the College's employees, students and visitors while at Ringling College. To that end, the College has adopted environmental protection procedures. The President has delegated duties to specific employees to facilitate the day to day operation of particular areas and activities.

Ringling College will establish and implement local safe working and learning procedures together with College-wide safety procedures for EHS issues

In pursuit of the overall environmental health and safety objectives, Ringling College will:

- Establish environmental health and safety procedures that relate to its academic and business objectives, as set out in the Strategic Plan and the Institution's Core Values.
- Ensure compliance with all legal requirements defined by Federal, State and local laws and regulations and commit to pursuing progressive improvements in environmental health and safety.
- Ensure that information, instruction and training is provided to its employees and students in order that those involved are aware of and can fulfill, their responsibilities safely.
- Promote communication and consultation with employees and students to develop high levels of awareness and encourage their participation in environmental health and safety matters.
- Conduct hazard assessments, inspections and monitoring programs to ensure compliance with the managerial and operational objectives.
- Provide the staffing, financial and other resources, as necessary, to meet these objectives.
- Review the Environmental Health and Safety Policy at least annually.

### Scope

The policy applies to all faculty, staff, students and visitors and to all sites under the control of Ringling College.

### Aims

The aims of this policy are to:

- a) Provide a safe working environment for employees, students and visitors.
- b) Reduce injuries and illnesses to the lowest possible level.
- c) Increase awareness and understanding of environmental health and safety arrangements and procedures.
- d) Outline duties for key personnel within Ringling College to implement this policy.

### Principles

This policy meets the requirements of Federal, State and local laws and regulations to secure the environmental health and safety concerns for the campus community. Ringling College gives the highest priority to safeguarding the health and safety of its employees, students and visitors who may be affected by its operations. Ringling College will fulfill its commitment to these goals by:

- a) Providing and safely maintaining facilities, machinery and equipment.
- b) Handling, storing, transporting and disposing of substances and objects safely.
- c) Providing information, instruction, training and supervision.
- d) Providing safe access to and egress from the workplace.
- e) Providing suitable sanitation facilities.

Ringling College recognizes the importance of making appropriate arrangements for securing safe and healthy procedures. Effective planning, organization, control, monitoring and reviewing of the preventive and protective measures will be achieved by:

- a) Working to eliminate and/or reduce hazards.
- b) Controlling the risks.
- c) Removing or reducing exposure.
- d) Replacing dangerous materials and processes with safer ones.
- e) Training and supervising.
- f) Issuing personal protective equipment.

### **Responsibilities For Environmental Health & Safety**

#### **Organizational Structure For Environmental Health & Safety**

Ringling College has established and maintains records of the procedures for the effective planning, organization, control, monitoring, and review of its preventative measures including:

- a) The appointment of appropriate staff including a Director of Environmental Health and Safety and a Director of Public Safety.
- b) Regular meetings of the Environmental Health and Safety

Committee.

c) Regular meetings of appropriate sub-committees.

The roles and responsibilities of key personnel with regard to environmental health and safety are as follows:

#### **President**

The Board of Trustees has overall oversight of policies that maintain a healthy and safe environment for employees, students and visitors to Ringling College. The Board of Trustees delegates the administration and the implementation of policy to the President. The President assigns duties and defined accountabilities to specific staff, in particular the Director of Environmental Health and Safety. The President charges and appoints the Environmental Health and Safety Committee and appoints the Vice President for Finance and Administration as chair. The President takes steps to provide sufficient personnel and resources dedicated to the implementation of the EHS Policy.

#### **Vice Presidents**

The Vice Presidents report directly to the President. They are responsible for equipment and facilities that meet the requirements for a safe and healthy work and learning environment.

#### **Director Of Environmental Health & Safety**

The Director of Environmental Health and Safety has the administrative responsibility for the development, management and enforcement of occupational, academic and environmental health and safety programs for Ringling College. The Director reports to the Vice President for Academic Affairs and has the authority to stop any activity which puts people at risk of serious injury.

#### **Director Of Public Safety**

The Director of Public Safety shall maintain the safety and wellbeing of the campus community including fire safety and first aid. The Director reports to the Vice President for Finance and Administration.

#### **Academic Program Directors & Department Heads**

Department Heads maintain the environmental health and safety for their academic areas. They have the authority to stop any work that puts people at risk of injury. The Department Heads report to the Vice President for Academic Affairs.

#### **Managers & Supervisors**

Managers and supervisors maintain the environmental health and safety of their staff and report through the normal hierarchy.

#### **Employees (Faculty and Staff)**

Employees should take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work. They should use all work items correctly and in accordance with their training. Employees also have a duty to inform the employer (supervisor or appropriate person, e.g. Director of EHS) of any work

situation that represents an immediate danger in their work environment.

#### **Students**

Ringling College implements environmental health and safety procedures to fulfill its duty of care to its students. Ringling College will train and inform students about those aspects of environmental health and safety relating to their study. Students using the buildings and facilities provided by Ringling College have a responsibility to ensure that protection given to them is not misused. Misuse may lead to disciplinary action as specified under the student code of conduct.

#### **Arrangements & Procedures For Environmental Health & Safety**

##### **General Arrangements**

The Environmental Health and Safety Policy outlines the general arrangements in place throughout Ringling College for providing a safe and healthy working environment. It is available to all employees, both full-time and part-time, students, and visitors.

##### **Safety Procedures**

The safety procedures have been produced to supplement the information contained in this policy. They are available on Ringling College's EHS website or from the department or program area. The safety procedures provide details of specific environmental, health or safety procedures. These are produced in consultation with Department Heads, Technical staff, and Administrative departments and are submitted for approval to the Health and Safety Subcommittee.

Ringling College has an emergency response plan that details the arrangements for events including accidents and incidents, hazardous spills and first aid treatment. The campus is inspected regularly by various departments including Environmental Health and Safety, Public Safety, and Residence Life. This is one of the methods used to monitor implementation of Ringling College's EHS Policy.

##### **Environmental Health & Safety Training**

The department develops and provides EHS training based upon job specific requirements. This includes general orientation training, and instruction on specific topics such as hazard communication and machine guarding. The EHS website provides a full list of available training for employees.

Training for students, which is specific to the activities occurring in the department or program areas, will be provided by faculty members.

##### **Committees**

The Environmental Health and Safety Committee will meet to review and/or recommend the adoption of policies and procedures for EHS issues. The Committee will also consider campus wide issues relating to industrial health and hygiene, security, and the campus facilities. The Health and Safety Subcommittee and Environmental Compliance Subcommittee report to Environmental Health and Safety Committee. The purpose of these committees is to assist Ringling College in



achieving the objectives set by this policy. The membership and charge for the committees are available on the Human Resources website.

### **Enforcement Of The Policy**

Ringling College will take seriously any violation of the EHS Policy by employees or students. A breach of this Policy will be investigated and where appropriate, action will be considered under the disciplinary code for employees / students.

### **Access To The Policy**

This Policy will be available in the Library and posted on the Human Resources and EHS websites.

### **Private Studio Policy**

These rules and guidelines are for all private studio spaces belonging to Ringling College. The aim of the policy is to ensure that a healthy and safe environment is provided to all students. This policy will be enforced following the disciplinary action at the end of this document. Each Department Head assigning studio spaces is responsible for ensuring that this policy is distributed and signed.

Having a private studio space at RCAD is a privilege and is intended to support and acknowledge those students who have an active studio practice need. Studios **MUST** be used on a weekly basis. Students who do not actively access and work in the space, **ON A REGULAR BASIS**, will be subject to **IMMEDIATE EVICTION**. Entry to Studio North is monitored by RCAD Campus Security via card key/student ID entry data. Each student should use their own RCAD Student ID when entering the studio.

1. Eating, drinking and smoking are prohibited in the studio. Refrigerators are not allowed.
2. The studios are **NOT** equipped with ventilation systems to dilute solvent based products. Consequently **NO** solvents are allowed to be used in the studios.
3. Flammable chemicals must be stored in a flammable cabinet. These products must be used in approved locations with suitable ventilation systems; such as a spray booth, or in a studio with a slot hood.
4. Items that are used or stored inappropriately (i.e. chemicals / canvases used with prohibited items) will be removed from the studio for possible disposal or reallocation.
5. (Material) Safety Data Sheets must be available for hazardous products that you use in the studio.
6. All aerosol products must be used in a spray booth.
7. All chemicals must be clearly labeled with the name of the chemical, the manufacturers name and any hazard warnings. Even containers into which you transfer materials for storage should be clearly marked as to its contents (name of chemical, manufacturer's name, and hazard warnings).

8. Do not pour chemicals or other harmful products into the sinks or onto the ground. Contact your departmental technician or the EHS department for disposal.
9. The personal protective equipment that you would use in the workshops and studios should also be used in the private studio when working with hazardous chemicals or equipment.
10. Sleeping in the studio is prohibited. You cannot use the studio as a living space.
11. Electrical equipment should be plugged directly into wall outlets. Avoid causing trip hazards by carefully locating the electrical cord.
12. Halogen lights are not permitted in the studios, because the intense heat can cause combustible materials to ignite.
13. No structural walls may be added to the space. Curtains, sheets or blankets may **NOT** be suspended as dividers in the studio space.
14. You must keep your area clean and organized. Avoid storage of materials on the floor, which might create a tripping hazard.
15. Exit routes must be kept clear at all times. Items left in the exit route will be moved.
16. You must remove all trash and old materials daily. Use the appropriate bins.
17. Do not suspend anything from the ceiling, light fixtures or sprinkler pipes/heads.
18. To maintain security, do not prop open external doors.
19. Music must be played at a reasonable sound level. Do not disrupt other students working in the space.
20. The hours for private studio use are from 7 am until 2 am. You may work past midnight if two or more students are working in the space. You must leave the studio building immediately if requested by a Public Safety Officer.
21. All accidents and incidents must be reported to Public Safety using the red emergency phone or by calling 359-7500.
22. Advice and assistance on these rules and guidelines are available from faculty, technicians or the EHS department (email: [ehs@ringling.edu](mailto:ehs@ringling.edu) or call 309 0027).
23. It is prohibited to place locks on personal cabinets/cupboards in the studio.
24. A community wall is provided on the east side of the large area of Studios North. Follow the rules posted on the wall to allow this privilege to be maintained.
25. When clearing and leaving the studio, all personal belongings must be removed, the space must be left tidy and the walls must be left in the same manner that you found them.

### **VIOLATING THE POLICY**

The provision of a private studio space is a privilege. The

following sequential actions will be initiated against individuals violating this policy. If a serious violation occurs, disciplinary action may be imposed without an initial or written warning. The disciplinary sanctions (Article VI) in the Student Handbook describe the list of sanctions that may be imposed.

**a) Initial Warning**

A student who violates studio conduct will receive an initial warning either from faculty, a technician or from College Staff. This will be reported to a Public Safety Officer for record keeping.

**b) Written Warning**

A repeat offense will result in a written warning that will be placed in the students file. This may be initiated by faculty, a technician or from College Staff. This could lead to loss of studio space privileges.

**c) Disciplinary Action**

Further abuse of this policy will be forwarded to the VP for Student Life & Dean of Students for disciplinary action. This could lead to a fine, suspension or expulsion from the College.

## Intellectual Property Policy

### Introduction

This document describes Ringling College of Art and Design's policy governing the ownership of intellectual property and reflects the current and past practice of the College regarding the intellectual property of the faculty, staff and students. This policy delineates the rights and responsibilities of Ringling College and those of its faculty, staff, students and others who are involved in the creation of intellectual property so that the ownership status of intellectual property can be clearly determined and understood. Ringling College faculty and students, as members of a community of scholar practitioners, serve the educational mission of Ringling College through their engagement as working artists, designers, writers and researchers. This policy affirms Ringling College's commitment to the free and open creation and exchange of creative works and scholarly information and an equitable division of ownership rights.

### Application

This policy applies to all units of Ringling College, including all majors, programs, courses, departments, centers and institutes; and to all Ringling College personnel, including all students, faculty, staff, employees and independent contractors, all of whom are covered by this policy for the duration of their relationship with Ringling College.

Employees are defined as those who receive direct or indirect compensation from Ringling College, such as wages, salaries, stipends, free housing and the like.

It is acknowledged that a single person (referred to as the "creator") may create intellectual property in different or multiple capacities from time to time (e.g., a student acting as an employee or a member of the faculty acting in a staff capacity, as referenced in Sections II.D.2 and II.E.3).

Ownership of intellectual property will be determined based on the particular capacity in which the creator is acting while creating it.

### Intellectual Property Defined

As used in this policy, the term "Intellectual Property" means:

- 1) All works of authorship subject to copyright protection (including: for example, works of art, writings, pedagogical works, photographs, musical compositions, motion pictures, audiovisual works, multimedia works, sculpture, architectural works, data, designs and software, regardless of the extent to which any of the foregoing may be patentable).
- 2) All inventions subject to patent protection (including: for example, articles of manufacture, devices, compounds, plants, biological materials, processes, business methods, patentable designs and patentable software).
- 3) All brands, logos, taglines, visual identities and other source identifiers for goods or services.
- 4) All trade secrets, know-how and other proprietary information that obtains commercial value from being kept confidential.
- 5) All proprietary and intellectual property rights that apply to the foregoing in any jurisdiction, including without limitation patents, copyrights, trademarks and the right to apply for and renew the same.
- 6) The exclusive right to make, use, license, commercialize and deal in the foregoing.

## Intellectual Property Ownership

### Policy Summary

As further described in this Section II, it is the general policy of Ringling College that:

- 1) Intellectual property created by students and faculty is owned by the creator, unless the Intellectual Property has been specially commissioned by Ringling College from the creator(s).
- 2) Intellectual property created by staff and non-faculty employees is owned by Ringling College.
- 3) Ownership of the intellectual property of the work of independent contractors for Ringling College is determined by written agreements at the time the work is contracted.

### Policy As To Staff & Non-Faculty Employees

Ringling College alone owns all intellectual property created by creators acting within their capacity as Ringling College staff and non-faculty employees within the scope of their employment by Ringling College.

### Policy As To Independent Contractors

Ringling College's policy is to enter into written agreements with each of its independent contractors describing the intellectual property to be created, if any, prior to the independent contractor's creation thereof. Independent contractors are defined as non-employees.

### **Policy As To Faculty**

Intellectual property created by faculty members acting solely within their capacity as Ringling College faculty is owned by and remains with the creator alone, and not Ringling College, unless the intellectual property is a commissioned work (as defined in Section II.H) or is created in furtherance of a faculty administrative, governance or other institutional service role (as defined in II.D.2).

### **Pedagogical Works**

Creators acting solely within their capacity as faculty shall own all pedagogical works of their own creation, including without limitation all class notes, presentations, handouts, slides, demos and lectures. Each faculty member hereby grants to Ringling College the royalty-free, perpetual, irrevocable worldwide right and license in all media to use, reproduce, record, publicly display, sublicense, distribute, and make derivative works of, all such pedagogical works as part of the Ringling College instructional program. At their discretion, faculty members may also make necessary changes to maintain the accuracy and currency of their pedagogical materials.

### **Faculty Administrative, Faculty Governance Or Other Institutional Service Roles**

Faculty members are not considered to be acting within their capacity as faculty when they act in an administrative capacity or in service to the institution through the Faculty Governance / Committee structure or other types of institutional service. Intellectual Property Rights in works created by faculty acting within the scope of these roles shall be owned by Ringling College, including without limitation curricula and curriculum development, course descriptions, policies, accreditation materials, committee and task force reports, departmental reports, correspondence, memos, evaluations of faculty and evaluations of students, regardless of the medium.

### **License To Ringling College - Faculty**

When any particular intellectual property of a faculty member is determined to be owned by the faculty member in accordance with this policy, the owner hereby grants to Ringling College the right and license to use and reproduce that intellectual property for Ringling College's reasonable administrative purposes, including, for example, in connection with events, catalogues and other materials in any media relating to marketing, admissions, fundraising and other customary Ringling College functions. The grant of this right and license to use shall be non-exclusive, perpetual, and royalty-free. Ringling College shall have the right in perpetuity to publicly claim that the intellectual property was created while the creator was affiliated with Ringling College.

### **Policy As To Students**

Intellectual property created by students acting solely within their capacity as students is owned by the creator alone, and not Ringling College, unless the intellectual property:

- 1) Is a commissioned work (as defined in Section II.H).
- 2) Is a part of a larger work that is a commissioned work,

regardless of whether the student has signed the applicable Intellectual Property Ownership Agreement.

- 3) Is created in the student's alternate capacity as a non-faculty employee or independent contractor (as defined in Section II.C.).

### **Student Class-Work**

Each Student hereby grants to the assigning faculty member the right and license to use for scholarly and educational purposes reproductions of all works created by such student at the behest of such faculty member in connection with assigned class-work.

### **License To Ringling College - Students**

When any particular intellectual property of a student is determined to be owned by the student in accordance with this policy, the owner hereby grants to Ringling College the right and license to use and reproduce that intellectual property for Ringling College's reasonable administrative purposes, including, for example, in connection with events, catalogues and other materials in any media relating to marketing, admissions, fundraising and other customary Ringling College functions. The grant of this right and license to use shall be non-exclusive, perpetual and royalty-free. Ringling College shall have the right in perpetuity to publicly claim that the intellectual property was created while the creator was affiliated with Ringling College.

### **Commissioned Work Defined**

As used in this policy, the term "commissioned work" means intellectual property that:

- 1) Is requisitioned by Ringling College pursuant to a written agreement with the creator.
- 2) Is supported by a direct allocation of Extra Consideration (as defined in Section II.I) by or through Ringling College to the creator expressly in exchange for the requisitioned intellectual property.

### **Extra Consideration Defined**

As used in this policy, the term "extra consideration" is defined to mean consideration (including extra pay, the allocation of extra resources or any release time from normal duties except faculty development grants and faculty paid study leave) provided by Ringling College to creators of commissioned works, which such consideration would not otherwise have been earned by the creators in the course of their customary relationship with Ringling College.

### **Outside Funding Exceptions**

This policy shall not limit Ringling College's or any faculty member's ability to meet any obligations for delivery under any grant, sponsored research agreement or other outside funding contract, which shall supersede this policy to the extent that they differ.

### **Negotiated Exceptions**

This policy may be superseded as it applies to any creator by written agreement entered into and duly executed by such person and an authorized representative of Ringling College. For

example, the creator of intellectual property that would normally be owned by the creator may elect to transfer ownership to Ringling College, under terms that may be agreed to in writing by the creator and an authorized representative of Ringling College.

#### **Rights Clearance**

Responsibility for assuring that intellectual property does not infringe any third party proprietary rights and is otherwise free of liens and encumbrances rests fully with the owner(s) thereof as determined under this policy.

#### **Registration**

Responsibility for applying for and obtaining statutory registration or other legal protection for any intellectual property rests with the owner(s) as determined under this policy.

#### **Authorized Uses**

In addition to the authorized right and license to use granted under this policy by faculty members and students, if a party other than Ringling College is determined to be the owner of any particular intellectual property in accordance with this policy, the owner thereof hereby grants Ringling College the non-exclusive, perpetual, royalty-free right and license to use and reproduce such intellectual property created hereunder for Ringling College's reasonable administrative purposes, including without limitation in connection with events, catalogues and other materials in any media relating to marketing, admissions, fundraising and other customary Ringling College functions. Ringling College shall have the right in perpetuity to publicly claim that the intellectual property was created while the creator was affiliated with Ringling College.

#### **Limitations On Sale & Modification**

Ringling College may not sell or materially modify any intellectual property without the prior written permission of the owner (if other than Ringling College), and only upon terms and conditions agreed to in advance.

#### **Responsibility To Declare**

When intellectual property is to be owned by Ringling College under this policy, the creator shall make good faith efforts to maintain notes or records of his or her efforts to create such intellectual property and shall inform in writing his or her immediate supervisor in a timely manner.

#### **Dispute Resolution**

Ringling College encourages open and honest communication between members of the Ringling College community, and believes that most questions and disputes can and should be resolved amicably and rationally through the forthright analysis of issues and the joint exploration of solutions. Any disputes respecting this policy which are not mutually resolved shall be referred to the Intellectual Property Advisory Committee, which shall make recommendations for resolution to the President of Ringling College.

#### **Regular Review**

This policy shall be reviewed regularly.

#### **Compliance With Law**

Notwithstanding any other provision of this policy, this policy will be modified as necessary to comply with applicable Federal or State law (e.g., to ensure Ringling College's continued status as a tax-exempt entity) or otherwise as directed by Ringling College's governing board.

#### **General Provisions / Use of Resources**

Ringling College resources are to be used for Ringling College purposes and in accordance with College policies. Use of institutional resources may result in an assertion of intellectual property ownership rights by Ringling College and creators should receive clearance to use those resources.

#### **Limitations Imposed By Resources**

Use of certain Ringling College resources, such as certain software packages, to create intellectual property may be subject to contractual obligations that impose certain limitations on use of the resulting intellectual property. (To illustrate: the educational edition of a Ringling College software package may require that the resulting intellectual property be used only for educational purposes and not for commercial exploitation, for example, or that the intellectual property not be distributed to third parties or posted to public websites.) Accordingly, owners of intellectual property as determined by this Policy may not enjoy complete freedom to use or commercially exploit the intellectual property if certain Ringling College resources were used in its creation. Such owners should confer with Ringling College administrative personnel to clarify whether such limitations apply with respect to any intellectual property intended for purposes other than educational purposes.

#### **Likenesses**

Each faculty member, staff member, and student hereby grants to Ringling College the right and license to use for promotional purposes such faculty member's, staff member's or student's likeness and right of persona.

#### **Ringling College Trademarks**

Nothing in this policy affects Ringling College's continued exclusive ownership in its name. Ringling College's registered trademarks, as well as other names, seals, logos, visual identities and other symbols and marks that are representative of Ringling College, may be used solely with Ringling College's permission. Items offered for sale bearing Ringling College's name or marks must be licensed.

#### **Nondisclosure & Other Agreements**

Prior to executing any third party nondisclosure agreement or other agreement respecting proprietary rights or intellectual property, Ringling College personnel should ensure that their doing so does not conflict with this or any other Ringling College policy.

#### **Third Party Intellectual Property**

Nothing in this policy authorizes any Ringling College personnel to make, use, sell, bring to Ringling College facilities or otherwise exploit any third party intellectual property in which such personnel does not have the necessary right or license to do so.

(Adopted by the Ringling College of Art and Design Board of Trustees, February 14, 2008.)

## **Plan For Combating The Unauthorized Distribution Of Copyrighted Material By Users Of The Ringling College Of Art and Design Network**

Ringling College of Art and Design complies with the Digital Millennium Copyright Act, the Higher Education Opportunity Act (HEOA), and intellectual property laws through its policies and protocols. Sections § 668.14 and § 668.43 of HEOA include provisions to curb the unauthorized distribution of copyrighted materials, with particular attention to unauthorized distribution of copyrighted materials on the campus network. These include, but are not limited to, movies, music, images, books, and software. The provisions of HEOA require that Ringling College of Art and Design:

- Develop and implement a written plan to effectively combat the unauthorized distribution of copyrighted material by users of the institution's network; and
- Provide an annual disclosure to students informing them of federal copyright laws and explaining institutional policies and sanctions related to violations of copyright law;
- Periodically review and, to the extent practical, offer legal alternatives for acquiring copyrighted material.

The following is Ringling College of Art and Design's plan for complying with HEOA regarding the unauthorized distribution of copyrighted materials on the College's campus networks.

### **POLICIES AND SANCTIONS**

Multiple policies of Ringling College of Art and Design address copyright/intellectual property.

The following policies are posted online for faculty, staff, students and trustees of Ringling College and included in the official Faculty, Staff and Student Handbooks, also online:

- Responsible Use of Electronic Communications Policy
- Responsible Use of Information Technology Resources
- Intellectual Property Ownership Policy
- Ringling's Position on Sharing Utilities such as Morpheus and Napster

When Ringling College faculty, students, and staff activate their network services, they must complete a Residential Data Network Connection Privilege Agreement

(<http://www.it.ringling.edu/Policies.33.o.html>)

Additionally, these policies are included in the Student Handbook

- Residential Data Network Connection Privilege Agreement
- Notebook Computer Information Grant of License

Upon entering Ringling College, students sign a statement that they understand they are responsible for reading, understanding, and abiding by the Student Handbook which is posted on-line. Ringling College of Art and Design does not monitor P2P activities on its Data Network. External entities that protect the rights of the record companies and owners, such as the Recording Industry Association of America (RIAA) and Motion Picture Association of America (MPAA), the Business Software Alliance (BSA), and the Entertainment Software Association (ESA) among others, monitor illegal downloading, copying or sharing of music, videos, commercial software and computer games using P2P programs across the Internet. When a copyright violation is discovered, copyright holders or their agents will report the alleged infringement to the Office of the President or the Office of Institutional Technology where the IP address is registered. Ringling College is required to respond to Reports from copyright holders, and entities representing copyright holders, regarding computers on campus that are illegally distributing copyrighted materials. Copyright holders or their agents will request that the Office of Institutional Technology identify the owner of the device associated with the reported IP address and relay the Takedown or DMCA Notice to the alleged copyright infringer and/or coordinate the removal of access to the infringing content.

Once Ringling College receives a valid DMCA notice, the Office of Institutional Technology disables network access for the device in question as identified in the notice.

Furthermore, the user who has violated copyright and fair use policy through downloading and sharing of copyright-protected materials must submit their device(s) to the Office of Institutional for verification that the material and applications used to download and share the materials are removed from their device(s). The responsible party must acknowledge breaching Responsible Use of Electronic Communications agreement and understanding of the federal law in order to regain network access privileges.

Repeat infringers are referred to the appropriate college authority for potential disciplinary action in accordance with campus policies and procedures, e.g., for students, the Office of Student Life will be contacted.

Once the user confirms in writing that the required actions have been completed or provides proof that they were not responsible for the infringement, IT will:

- 1.Unblock the device in question or userid and notify the user via email that their access is restored;
- 2.Notify the complainant via email that the matter has been resolved; and

3. Update and resolve the confidential ticket.

In addition, the Office of Institutional Technology monitors network activities and identifies potential violators and follows the above procedure.

Institutional Technology and Office of Student Life support staff, including student workers, are regularly trained on Ringling School's position with respect to copyright issues. Student workers provide an important channel for communicating with the student community. IT periodically briefs relevant governance bodies and the campus community on policy related to DMCA and has published Ringling College's response to infringement claims on Campus Portal.

### **ANNUAL DISCLOSURE TO STUDENTS**

At the start of each academic year, the Office of Student Life will provide a written reminder to all students, which explains that the unauthorized distribution of copyrighted materials violates federal copyright laws as well as institutional policies. The message also contains links to the sites where students can access institutional policies, protocols, and guidelines. See Addendum A.

### **EDUCATION AND AWARENESS**

Ringling College is committed to responsible use and protection of copyrighted content and educating its community in that regard.

- Ringling College employees and faculty are educated during new employee and new faculty orientation sessions by the Offices of Institutional Technology, Library Services, and Human Resources.

- When Ringling College faculty, students, and staff activate their network services, they must complete an acceptable usage agreement. The agreement includes several statements relating to copyright infringement and how it relates to Ringling College policies and the law <http://www.ringling.edu/iso/compliance/heoa/>.

- Incoming students new to Ringling College are educated during orientation sessions. Students are directed to review the Student Handbook and must sign a statement that they understand that they are responsible for reading, understanding, and abiding by the Student Handbook which is posted online.

- Annually, students are sent a notice informing them of federal copyright laws and penalties and informing them of institutional policies and sanctions related to violations of copyright law.

- A web page dedicated to copyright and fair use is published and maintained by the Offices of Institutional Technology and Goldstein Library. Links to in-house and external information and training sources are included.

- Training and awareness presentations are offered on campus by such offices as Center for Career Services and incorporated into classroom instruction by faculty, the Instructional Design Librarians, and the Director of Library Services.

### **LEGAL ALTERNATIVES**

In addition to its efforts to educate and inform the Ringling community about issues relating to copyrighted material and its procedures for handling notices and occurrences of unauthorized distribution of copyrighted material, the College provides sources of and information about legal means of downloading and acquiring copyrighted material. Goldstein Library, through its subscription licensing program and library acquisitions, provides electronic books and periodicals, sound effects and music, images, and other resources for legal download at [www.ringling.edu/library](http://www.ringling.edu/library).

### **TECHNOLOGY-BASED DETERRENTS**

Ringling College of Art and Design complies with the Digital Millennium Copyright Act and the Higher Education Opportunity Act (HEOA) and vigorously attempts to identify alleged copyright infringers. In addition, the Office of Institutional Technology has protocols that result in escalating access restrictions for alleged copyright infringers on the campus wireless network and the residence hall network, the two networks for which the majority of copyright infringement notices are received when the College is notified of such instances of infringements.

Ringling College has implemented technology based solutions to:

1. Monitor bandwidth usage of users of the campus network resources,
2. Monitor network traffic to identify the largest bandwidth users via their assigned IP number,
3. Electronically block violator's devices from the Internet,
4. Accept and respond to DMCA notices in a timely fashion

### **PERIODIC REVIEW OF THE PLAN**

The College shall review this Plan for Combating the Unauthorized Distribution of Copyrighted Material by Users of the Ringling College of Art and Design Data Network as necessary and appropriate given developments in technology, law, regulation and policy, but shall conduct a formal review of the Plan no less than every year. The review shall be led by the Office of Institutional Technology, Library, and Vice-President for Student Life and others as necessary.

### **ADDENDUM A : Annual Disclosure to Students**

#### **File Sharing and Copyright**

Ringling College of Art and Design does not monitor P2P activities on its Data Network. External entities that protect the rights of the record companies and owners, such as the Recording Industry Association of America (RIAA) and Motion Picture Association of America (MPAA), the Business Software Alliance (BSA), and the Entertainment Software Association (ESA) among others, monitor illegal downloading, copying or sharing of music, videos, commercial software and computer

games using P2P programs across the Internet. When a copyright violation is discovered, copyright holders or their agents will report the alleged infringement to the Office of the President or the Office of Institutional Technology where the IP address is registered. Ringling College is required to respond to Reports from copyright holders, and entities representing copyright holders, regarding computers on campus that are illegally distributing copyrighted materials. Copyright holders or their agents will request that the Institutional Technology identify the owner of the device associated with the reported IP address and relay the Takedown or DMCA Notice to the alleged copyright infringer and/or coordinate the removal of access to the infringing content.

### Penalties and Legal Actions

#### Penalties

A user in violation of copyright law may face the following penalties:

- 1.Suspension from Ringling Data Network.
- 2.Prosecution in criminal court or a civil lawsuit seeking damages. Civil liability for copyright infringement can be as high as \$150,000 per instance of infringement in addition to legal fees. Criminal penalties for a first offense may be as high as three years in prison and a fine of \$250,000.
- 3.Disciplinary action taken by Student Affairs or by an employees' supervisor in accordance with HR policy and procedures.

#### Legal Actions

- 1.Lawsuits - In January 21, 2004 the RIAA sued 532 people for large-scale copyright infringement.
- 2.Focusing on Higher Education Students - September 30, 2004, the RIAA Brings Lawsuits Against 762 Illegal File Sharers.
- 3.On June 18, 2009, a federal jury held an individual liable for \$1.92 million (\$80,000 per song) for copyright infringement of 24 songs using the Kazaa peer-to-peer network.

#### Using P2P File Sharing on-campus

When using P2P file sharing programs, users should be aware of what they are downloading and sharing to avoid violating copyright laws, because even accidental violations can result in penalties. If you choose to use a P2P program regardless of the risks, please take the following steps to protect yourself:

- 1.Prior to installing P2P software, make sure it provides you with the ability to restrict access to a designated shared folder. While installing the software, designate a folder that contains only the files you want others to see and access.
- 2.Turn off or disable the upload ability from your computer if you are not actively sharing documents. There may be an option in your software to "disable uploading to others", "disable file sharing" or reduce "upload rates" to zero.
- 3.Refrain from downloading files that are likely protected by the

copyright law, and do not make such files available to others. While there are cases where the legal right to copy and distribute may not be clear, items such as commercial software with a "free" or "hacked" license, current movies and music, and other items that you would normally pay for, are likely not being shared legally.

- 4.Disable your file sharing applications when you are not using them. This will limit the amount of bandwidth consumption on your computer.
- 5.Please contact Institutional Technology Help Desk if you need further assistance.

#### Recommended Practices

- 1.Disable the Simple File Sharing feature on Windows machines. You can do so, by clicking on Start, Control Panel, Folder Options, Tab View, Uncheck "Use Simple File Sharing", Apply, OK .
- 2.Install and update anti-virus and anti-spyware software frequently. Please visit Institutional Technology website on operating systems update instructions for Microsoft Windows and Mac OS X platforms.
- 3.Install and maintain your personal firewall updates.
- 4.Adhere to Ringling College of Art and Design's copyright policies and copyright violation guidelines.
- 5.For more information on how to disable file sharing on your computer, please visit the Institutional Technology Documentation page on File Sharing.

#### Addendum B: For Website

Information to Students Regarding Copyright and Technology Resources

It is the policy of Ringling College of Art and Design to comply with copyright and other intellectual property laws. As a network and Internet user, you must be aware of laws and policies concerning the use of copyrighted material, especially digital material – music, movies, software, etc.

Students agree to comply with Ringling's policies and procedures with respect to copyright, intellectual property, and use of technology resources when then enroll at the College. These may be found in the Student Handbook and include: Responsible Use of Electronic Communications Policy, Responsible Use of Information Technology Resources, Intellectual Property Ownership Policy, Ringling's Position on Sharing Utilities such as Morpheus and Napster Residential Data Network Connection Privilege Agreement, and Notebook Computer Information Grant of License.

Copyright exists in any original work which exists or is fixed in any tangible medium of expression. Images displayable on computer screens, computer software, music, books, magazines, scientific and other journals, photographs and articles are some of the things subject to copyright. A copyright notice is not

required for the work to be protected.

As provided in 17 U.S.C. §§ 107,108, and 110, it is a violation of copyright law to copy, distribute, display, exhibit or perform copyrighted works without the authority of the owner of the copyright, except for those circumstances which meet the exemptions and exceptions as specified by law. For information about copyright law and various exceptions, see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially the FAQs. In short, copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Legal penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

Institutional sanctions can include suspension of user’s access to Ringling College networks and referral to the appropriate College administrative office for disciplinary action.

Legal alternatives to illegal downloading include licensed resources provided by Ringling College’s Goldstein Library and Office of Institutional Technology and other suggested resources listed at <http://www.ringling.edu/iso/compliance/heoa/>.

## Responsible Use Of Electronic Communications

### Policy Statement

Ringling College of Art and Design provides an environment for the campus community to utilize appropriate computer and electronic information technologies in meeting the educational mission of the College. The College expects all members of its community to use electronic communications in a responsible manner. It is each individual’s responsibility to become familiar with their rights and responsibilities as outlined in this and other appropriate College documents. There are also Federal, State and Local laws governing some aspects of information use and distribution. While guidelines may be provided in the context of the classroom, each individual is responsible to remain knowledgeable about current laws and policies.

Ringling College seeks to enforce its policies regarding non-harassment and the safety of individuals; to protect the College against damage or legal consequences; to prevent the electronic posting or distributing of copyrighted material in violation of license restrictions or other contractual

agreements; to safeguard the integrity of computers, networks and data, either at Ringling College of Art and Design or elsewhere; and to ensure use of electronic communications complies with this Student Handbook, the Faculty Handbook and the Staff Handbook.

Ringling College of Art and Design may restrict the use of its computers and network systems for electronic communications in response to Reports presenting evidence of violations of Ringling College policies or codes, or Local, State or Federal laws. Specifically, the College reserves the right to limit access to its networks through Ringling College-owned or other computers and to remove or limit access to material posted on Ringling College-owned computers. Ignorance of the law or of campus policies does not exonerate one from the consequences of inappropriate or illegal behavior.

### Examples Of Violations Covered In The Handbooks

What follows is a list of some of the potential behaviors associated with computer use, which are considered violations as noted in the Student Handbook, Faculty Handbook and Staff Handbook. This list is not intended to be exhaustive; it is simply to provide examples of some of the behaviors that are considered unacceptable. Any behaviors, including those not explicitly listed here, in violation of the College policies or codes will be adjudicated accordingly.

### Examples Of Violations

A) Violations targeted at a specific individual(s) or at classes of individuals:

- Sending harassing or threatening communication by electronic mail or other electronic communications.
- Sending harassing communication that is sexual in nature by electronic mail or other electronic communications.
- Sending harassing communication or posting hate speech that is motivated by racial, ethnic, religious, gender or sexual orientations, prejudice by electronic mail or other electronic communications.
- Posting or otherwise disseminating personal or sensitive information about an individual(s).

B) Violations causing harm to the institution or its activities:

- Propagating electronic chain mail.
- Interfering with freedom of expression of others by “jamming” or “bombing” electronic mailboxes.
- Forging, fraudulently altering or willfully falsifying electronic mail headers,



electronic directory information or other electronic information generated as, maintained as, or otherwise identified as College records in support of electronic communications.

- Using electronic communications to forge an academic document.
  - Using electronic communications to hoard, damage or otherwise interfere with academic resources accessible electronically.
  - Using electronic communications to steal another individual's works or otherwise misrepresent one's own work.
  - Using electronic communications to collude on examinations, papers or any other academic work.
  - Using electronic communications to fabricate research data.
- C) Violations involving illegal, proprietary or damaging material.
- Electronically distributing or posting copyrighted material in violation of license restrictions or other contractual agreements.
  - Launching a computer worm, computer virus or other rogue program.
  - Downloading or posting illegal, proprietary or damaging material to a College computer.
  - Transporting illegal, proprietary or damaging material across College networks.

## Responsible Use Of Information Technology Resources

### Guidelines

This statement defines the guidelines governing access to and use of information technology resources at Ringling College of Art and Design. These guidelines have been implemented to clarify and simplify procedures regarding use of information technology resources and to safeguard the computing and data network equipment. Users should also refer to the "Responsible Use of Electronics Communications Policy" (above) for additional examples of misuse of campus computing and information resources. Feedback as to the effectiveness of these guidelines is encouraged.

All members of the Ringling College community are expected to utilize information technology resources in a responsible and appropriate manner, respecting the rights of other users.

Users are responsible for becoming familiar with their rights and responsibilities and applicable laws and guidelines. By utilizing these services, an individual agrees to abide by the guidelines and

procedures that govern its use.

Failure to abide by these guidelines and other applicable codes or Local, State or Federal laws may result in disciplinary actions including, but not limited to, loss or limitation of privileges in using information technology resources.

### Examples Of Violations

Misuse of computing and information resources and privileges includes, but is not limited to, the following:

- Disclosing network account credentials to anyone.
- Re-broadcasting unsolicited e-mail or USENET news (spam or electronic junk mail).
- Generating or forwarding chain letters, or participating in any kind of multilevel or pyramid scheme.
- Storing or transmitting copyrighted materials or licensed materials such as MP3 audio files without the owner's permission.
- Introducing viruses or other disruptive/destructive programs.
- Using resources such as network bandwidth or disk storage excessively.
- Attempting to evade or bypass resource quotas such as disk usage quota (logon to [www.ringling.edu/manage.html](http://www.ringling.edu/manage.html) to check your resource quotas).
- Logging into workstations in more than one campus laboratory at the same time.
- Attempting to decrypt coded information such as passwords.
- Using any Internet Protocol (IP) address inside or outside the Ringling College domain's without prior approval.
- Attempting to install or utilize a server, network analysis tool, or network management tool on the Ringling College network without authorization.
- Intercepting network traffic intended for nodes other than one's own.

### Security & Confidentiality Of Information Storage & Transmission

Ringling College of Art and Design cannot guarantee the confidentiality or privacy of electronic mail messages and other documents stored on College computers. Ringling College assumes users are aware that electronic files and transmissions are not necessarily secure.

Furthermore, electronic mail in its present form is not secured and has the potential to be vulnerable to unauthorized access, modification and forgery. Such services should be utilized with this in mind.

World Wide Web users should be aware that it is possible for software on a website to explore and retrieve information from the user's computer without the user being aware of the

invasion. Anyone who “downloads” software, certain applications or certain file types or receives email attachments should be aware of the possibility that such material could incorporate viruses, worms or other destructive materials.

#### **Guidelines Relating To Confidentiality**

- Ringling College reserves the right to conduct routine maintenance, track problems and maintain the integrity of its systems. As is the case with all data kept on Ringling College's computer systems, the content of electronic mail or user files may be revealed by such activities.
- Ringling College does not routinely monitor the contents of email. However, such monitoring may be conducted when required to protect the integrity of the systems or to comply with legal obligations
- Ringling College reserves the right to inspect the contents of email and all disk files in the course of an investigation into alleged impropriety or as necessary, to locate substantive information not readily available by other means, or to ensure compliance with institutional policy
- Authorization to investigate the contents of user files or emails must be given by the Senior Officers.

#### **Responsibilities Of System Administrators**

System administrators shall perform their duties fairly, in cooperation with the user community, the appropriate higher-level administrators and College policies. System administrators shall respect the privacy of users as far as possible and shall refer all disciplinary matters to appropriate authorities.

### **Ringling's Position On Sharing Utilities Such As Morpheus & Napster**

The official Ringling College of Art and Design position on Napster and other sharing utilities such as Scour, iMesh and Gnutella is:

- The software itself is not illegal, nor banned at Ringling College of Art and Design.
- It is illegal to share copyrighted material for which you do not hold the copyright.

The Ringling College's Internet link is a shared resource and primarily for academic use. Students who abuse this resource by generating high network traffic are tracked by Institutional Technology. The bandwidth offenders are contacted individually by the Institutional Technology. If the heavy usage is not academic related, then the student is advised on how to limit usage. Repeated offenses may result in turning over a student's case to the Dean of Students who deals with conduct violations. The student housing network is not intended to enable Ringling College students to be Internet content providers. Using Napster with file sharing enabled increases the usage on the College's Internet link to a point that the entire campus network is adversely affected. In Napster, students can turn sharing off. In other utilities, students can point to an empty folder and have

that be their sharing folder

Failure to observe these policies can result in a conduct violation, having their campus housing data network connection deactivated or in severe cases, criminal proceedings. Ignorance of these policies is not an excuse for non-compliance.

### **Student Notebook Check-out Agreement**

#### **INTRODUCTION**

This is a legal document between you as the user and Ringling College of Art and Design, the owner of this HP Z-Book notebook computer which you are agreeing to check it out as of today. Please carefully read the terms and conditions of this User Agreement. This agreement governs the use of this HP Z-Book notebook computer. You may not take possession of this HP Z-Book notebook until you have read and accepted the terms of this User Agreement and signed the Release Form.

#### **GRANT OF LICENSE**

Ringling College of Art and Design grants you as the user the personal, non-exclusive right to utilize this HP Z-Book notebook computer for the duration of your study at Ringling College of Art and Design. This notebook computer should be used primarily for your educational and scholarship activities. Any use of this computer which interferes with its primary purpose (for example using up its capacity to run a personal business) is not permitted. Unauthorized and/or illegal usages of this notebook computer can lead to forfeiting access to this HP Z-Book notebook and/or other disciplinary action. This notebook computer is a tool to help you with your studies at Ringling College.

Upon the entrustment of the HP Z-Book notebook computer into your care, you as the user assume the responsibility and liability of the HP Z-Book notebook computer. In addition, you as the user agree to return this HP Z-Book notebook computer on the scheduled or arranged date of return (see TERM section).

#### **LIABILITY**

You are fully responsible for any theft or physical damage to this notebook computer and you may be held accountable for the full repair or replacement costs. Upon return, you need to make sure that all cables and components are returned in proper working condition with this notebook computer. You are also responsible for keeping this notebook computer clean and in good condition during use and upon return to Ringling College of Art and Design. You cannot lend this notebook computer to anyone without notification and permission from Ringling College of Art and Design. Please note that if you lend this notebook computer to another person without prior permission, you are still held accountable and responsible for the replacement of this notebook computer and may be subject to the forfeiture of the notebook computer, at the sole discretion of Ringling College. Failure to report the loss of this notebook computer or failure to return this notebook

computer will result in appropriate disciplinary action by Ringling College of Art and Design and a possible police investigation.

If the computer is reported as stolen, within 24 hours you must file a police report in the jurisdiction for which the computer went missing. Furthermore, you must also immediately file an investigative report with Ringling College of Art and Design Campus Safety. Failure to report the loss will result in appropriate disciplinary action by Ringling College of Art and Design and a possible police investigation.

### SUPPORT AND SERVICE

You as the user must obtain prior written permission from the Ringling College of Art and Design Institutional Technology Help Desk to install any internal or external hardware components on this notebook computer. You as the user may only install software if you have a valid and current license for the software intended to be installed. You as the user may not un-install or erase any programs or files that were originally on this notebook computer. In addition, you as the user is strongly advised to consult the Institutional Technology Help Desk before changing any system settings. You as the user should contact the Institutional Technology Help Desk as soon as possible if there is any technical and/or physical problem with this notebook computer.

### TERM

This Agreement will terminate upon your graduation, withdrawal or dismissal from Ringling College of Art and Design or upon any other notification from Ringling College to turn in the notebook computer. Such notification of termination shall be in the sole discretion of Ringling College. Upon such termination, you must promptly return this notebook computer and all of its parts and peripherals to the Help Desk at Institutional Technology. Upon return, it is up to you as the user to make sure that any personal files are saved for further use. The Institutional Technology Help Desk will not be responsible for any files left on the computer once returned.

### OWNERSHIP

All rights, title and interest to the HP Z-Book notebook computer are the property of Ringling College of Art and Design. Your use of the HP Z-Book notebook computer is subject to the laws of the State of Florida, the United States of America, and the policies and practices of Ringling College. Nothing in this Agreement or in the conduct of Ringling College constitutes a waiver of the rights of Ringling College of Art and Design under such laws.

### DETAILED TERMS OF THE AGREEMENT

1. The HP Z-Book notebook computer, which is provided for my use with no transfer of ownership, is a fully configured notebook computer with a battery, power cord, and other appropriate accessories. I will retain possession of the

computer and accessories until I am no longer enrolled at Ringling College of Art and Design.

2. I will not remove or alter any of the identification tags attached to or displayed on this notebook computer. I understand that notebook service and support is contingent on the proper display of the identification tags.
3. I will not assign, transfer, pledge or otherwise dispose of this Agreement or any interest herein or lend the computer or otherwise permit it to be possessed or used by anyone other than me.
4. I agree to adhere to Ringling College of Art and Design's procedures and policies in effect now or in the future governing the use of this computer. I agree to comply with all applicable State and Federal law including copyright and intellectual property law pertaining to software.
5. The notebook computer is and will, at all times, remain the property of Ringling College of Art and Design. I will have no title or other ownership interest in this notebook computer.
6. I agree to use this notebook computer in a careful and lawful manner, and will not make any physical alterations, additions or hardware changes/improvements to the computer without prior written consent of Ringling College of Art and Design's Institutional Technology Help Desk. Such alterations include but are not limited to adding memory, or input/output devices. Should additions and/or enhancements be made to the computer, such enhancements will become the property of Ringling College of Art and Design. Ringling College of Art and Design reserves rights to remove any additions to and/or alterations of hardware or software components including during maintenance or computer support.
7. I am fully responsible for maintenance of software applications and hardware not provided by Ringling College of Art and Design.
8. Upon request, I agree to promptly deliver this notebook computer to the Institutional Technology Help Desk for inspection or to verify inventory/asset management information. Failure to comply by the date requested may result in a hold being placed upon my computing privileges, transcript, graduation, or other appropriate actions / sanctions.
9. I agree to take necessary and prudent care to keep the computer secure and safe.
10. I will be responsible for the risk of loss by theft, destruction, or damage of the computer from the

date I take delivery of the computer until it is returned to Ringling College of Art and Design. Ringling College reserves the right to inspect any notebook. If, during the period of this agreement, the computer is found to be damaged during inspection by the Institutional Technology Help Desk, Ringling College of Art and Design may charge me the actual cost of repairs or replacement up to \$2,100. Any subsequent incidents of damage will result in a charge for the actual cost of repairs or replacement up to \$2,100 plus an additional \$100 to process the repair work and incidental charges. These amounts will be added to my student account.

11. If any components such as HP ZBook x2 Pen are missing when I return the notebook computer to Ringling College, I will be charged full replacement cost of each missing component.
12. I must report theft (or suspected theft) or other loss of the computer within 24 hours to the Institutional Technology Help Desk. In case of theft or loss occurring on campus, Public Safety must also be contacted at (941) 359-7500. The Office of Public Safety will require me to contact the Police Department of Sarasota to obtain a written police report. If the incident occurs off-campus, the police department in the jurisdiction in which the theft or loss occurred should be notified and a copy of the written police report obtained. To receive a replacement computer, I will submit a written copy of the police report to the Help Desk at Institutional Technology. In cases of theft or loss, I will be responsible for a \$2,100 replacement fee. If I fail to record theft or loss or suspected theft or loss within 24 hours to the Help Desk at Institutional Technology and fail to contact Public Safety or police, Ringling College of Art and Design will bill me for the replacement cost of the notebook and accessories.
13. Upon my graduation, withdrawal or dismissal from Ringling College or upon any other notification to promptly turn in the notebook computer with any components, I agree to promptly deliver the computer to the Institutional Technology Help Desk or such other place designated by Ringling College of Art and Design. In the event that I do not return the notebook computer within stated time frames, Ringling College may, at its discretion, place a hold on my college record, bill me for the greater of the value of the notebook computer or a \$2,100 fee.
14. I agree that the Ringling College of Art and Design may amend the terms of this agreement (to include cancellation) upon serving me a written Notice of

Amendment. Such Notice of Amendment will be effective 10 days from the date of the mailing or delivery.

15. Ringling College of Art and Design is not responsible for any injuries, damages, penalties, or losses, including legal costs and expenses, incurred by me or any other person caused by the transportation, installation, use of or any other matters relating to this notebook computer.
16. This agreement and any amendments or supplements to it will be governed by the laws of the State of Florida and the United States of America.
17. No delay or failure to enforce any provision of this Agreement will constitute a waiver or limitation of Ringling College of Art and Design's rights of enforcement under it.
18. By agreeing below, I acknowledge that I have read and understand this information and agreement. Failing to follow the policy and procedures in this agreement or break any of the agreement will result in the termination of this agreement.

### **Figure Models In The Studio**

Drawing from life has been an essential tool in the history of the arts. Figure models are an essential part of learning to draw the human figure. The College recognizes the value of the service figure models provide to the Ringling College community. Figure models are used in studios for the study of the nude and for portrait, costume and clothed poses.

#### **Role Of The Instructor**

The instructor is responsible for overseeing the work of the figure model during the class session. The instructor communicates the objectives and / or format of the class session to the figure model and offers criteria, suggestions and / or advice for poses. Figure models are asked to direct questions, ideas and concerns regarding the condition of the studio, the classroom environment or the pose, to the instructor.

All those who work in the studio share responsibility for behaving in a professional manner, and the instructor oversees the maintenance of the professional studio environment.

#### **Role Of The Student**

Students are responsible for following the guidelines set by the instructor, behaving in a professional manner, concentrating on their work and contributing to a positive learning experience in the studio.

Students should direct questions or concerns about the pose to the instructor.

#### **Information & General Guidelines For Modeling Sessions**

Figure models are the focus of the class and their performance

and comfort level is critical to the successful fulfillment of the instructor's objectives for the class. Professionalism is expected of all students at all times in their behavior toward figure models.

The following guidelines have been set forth:

- 1) Students should be ready to work when the figure model takes the pose that has been determined by the instructor. It is impolite to continue talking or not work while the figure model is on the stand posing.
- 2) Students should not address the figure model directly regarding the pose that the instructor has determined. When students suspect that a figure model has not correctly resumed the pose or shifted out of the pose, they should inform the instructor. It is recommended that students first verify that it is not their perspective of the pose that has changed such as a shift in their view of the figure model. If the instructor asks for feedback from students about correction of a pose, students should address the figure model in a professional manner.
- 3) If the instructor will not be present for any part of a scheduled session, the designated student monitor will assume responsibility for the session. The monitor will refer to the "Standard Model Instructions" developed by the instructor at the beginning of the semester, specifically for use in the event of an instructor absence. The student monitor will handle questions and concerns from the students and / or figure model regarding the pose.
- 4) Figure models appreciate knowing they have done a good job and it is appropriate to thank them for the contribution they have made to the learning experience.
- 5) Concerns related to the figure modeling session should be directed to the instructor privately. Such concerns might include the figure model's inability to hold a pose, excessive breaks taken by the figure model or students being rude or not working while the figure model is posing.
- 6) The model stand is the figure model's private space. Students should not sit or lean on the model stand while the figure model is posing.
- 7) Figure models have been asked to avoid prolonged eye contact with students while posing, as this is distracting to all. Students should also avoid prolonged eye contact with the figure model.
- 8) Students should refrain from making comments regarding the body type or personality of the figure model that could be interpreted as derogatory.
- 9) Maintain friendly and polite interactions with figure models while on break. Figure models may want to look at student work to assist them in their posing.
- 10) Always ask for permission to work in close proximity to the model stand if required for observational detail.
- 11) The Ringling College Non-harassment Policy prohibits

forms of harassment including, but not limited to, harassment based on gender, race, national origin, religion, ethnicity, sexual orientation and disability. Students should inform the instructor about any issues they may encounter in regards to inappropriate behavior in class or during breaks.

#### **Use Of Undraped Figure Models At Ringling College Of Art and Design:**

- Undraped figure models will be used only in studios.
- Unauthorized visitors are not permitted in studios when an undraped figure model is posing.
- The instructor is responsible for authorizing access to the studio. Generally, only the instructor and students in the class may enter the studio once a class is in session. Individuals requesting entry must knock on the door and wait outside for the instructor to allow time for an undraped figure model to put on a robe.
- Unauthorized photography in the studio while the figure model is posing draped or undraped is NOT permitted. Cameras (including cell phone or PDA cameras) and photography by any parties are not permitted without prior, written approval of both the instructor AND the model coordinator. Release forms must be signed by the model and are kept on file with the model coordinator.

#### **Media & Community Relations**

<http://www.ringling.edu/news>

<http://www.ringling.edu/content/media-press>

##### Public Relations & Publicity

Ringling College documents student achievements and campus activities throughout the year for publication or public relations purposes. Students who do not wish to be photographed, video- or audio-taped, or who do not want to have their written comments reproduced in publications or publicity by the College must notify the Office of Advising, Records and Registration Services during registration.

##### Promotional Releases

When students are recording, copying, or capturing (in photos, drawings, videos, recordings, etc.) the likeness, voice, appearance or personal property of other people, for either classwork or on behalf of the College, the student must have first secured each subject's signature on an appropriate promotional release form. Once signed, release forms must be filed with a designated department on-campus (depending on the nature of the assignment, e.g., academic department etc.). For more information about the process and appropriate release forms, please contact the Editorial and Public Relations Manager at [sleder@ringling.edu](mailto:sleder@ringling.edu). or by phone at 941.309.4110.

##### Media Relations / News Releases

To present consistent and accurate institutional messaging

and information about Ringling College of Art and Design, all external communication representing Ringling College, its people, programs and events must be coordinated through Stephanie Lederer, Editorial and Public Relations Manager, 941.309-4110 (cell 502.931.0654) or [slederer@ringling.edu](mailto:slederer@ringling.edu). This includes information published by Ringling College, (such as news releases written by students to promote a student event, etc.) as well as all news coverage produced about Ringling College and its programs by outside sources, regardless of medium (print/broadcast/ digital). This also includes all news produced for outside media by students using a byline. (The only exception to this is when a student is writing about his or her own endeavors with no mention of a connection to Ringling College of Art and Design.) The Office of the President constantly strives to create opportunities to generate awareness for Ringling College and to promote the College's various events and accomplishments. The College encourages students to submit news items to Stephanie Lederer focusing on such student achievements and special class projects. The College uses this information in the form of a media calendar to plan coverage for significant events far ahead of their anticipated date as well as to pitch stories to the media on a local, regional or national level. News is also posted to the College's news and press pages on the website [www.ringling.edu/news](http://www.ringling.edu/news) and <http://www.ringling.edu/content/media-press> and distributed via Facebook, Twitter (<http://twitter.com/RinglingCollege>), Instagram, Snapchat, and Periscope. To submit news and notes or to arrange for publicity of a school-sponsored program, or to suggest a possible story idea send via email to [communications@ringling.edu](mailto:communications@ringling.edu). For the best opportunity for media placement, information is requested a minimum of 4 to 6 weeks in advance. For placement in magazines, 3 to 6 months in advance is necessary to accommodate publishing schedules. Images with accompanying photography credits and captions that illustrate the story are greatly encouraged.

### Media Policy

The Editorial and Public Relations Manager is charged with coordinating all public information provided by the College to the media and others seeking information and comment. If any member of the media contacts a student directly with requests for College-related information or comment as a representative of Ringling College, the student must contact Stephanie Lederer at 941.309.4110 (cell 502.931.0654 or [slederer@ringling.edu](mailto:slederer@ringling.edu), before speaking to the reporter about the topic. (This does not apply if the call is made in reference to the student's own work with no mention of a connection to Ringling College of Art and Design. In this case, the student should make it clear to the reporter they are speaking on their own behalf and not as a representative of Ringling College.) This allows all individuals who speak to the media on the College's behalf to be well informed and well prepared. If a student receives a general media inquiry, please refer the journalist to Stephanie Lederer and she will follow-up with them to coordinate any interviews and to ensure appropriate access to campus.

### Policy to Photo / Film on the Ringling College of Art and Design Campus

All requests from outside persons or organizations wishing to photograph or film on the Ringling College campus must have the approval of the Communications Office and be cleared through the Office of Public Safety. Outside parties must also provide a certificate of insurance prior to any authorized shoot. Please email [slederer@ringling.edu](mailto:slederer@ringling.edu) or call 941.309.4110 for more information.

### Policy For Posting / Publicity Of Programs On The Ringling College Of Art and Design Campus

All publicity, including fliers, posters and other printed announcements, must include the name of the sponsoring department(s) or organization(s). If a printed piece does not name a sponsor, the College reserves the right to remove such publicity. If materials about events held on Ringling College's campus are being distributed off campus as well, all collateral, including posters, fliers, etc., must be reviewed by the Design Center, regardless of who sponsors them. All publicity materials, including press releases and media statements, need to be reviewed and approved by the Communications Office. This policy is to assure that all external materials are in keeping with the College's standards of professionalism. All publicity must be posted on approved bulletin boards and glass showcases in approved posting areas. A complete list of these areas is provided below. Posting in other areas that are not listed below must first be approved by the Office of Student Life and will be permitted only in exceptional circumstances. Fliers and posters may not be placed on boards reserved for academic departments or other specific uses, walls in any administration buildings or the Hammond Commons, on trees, plants or on glass doors / windows where they would obstruct vision. Student organizations wishing to hang banners on campus must first obtain permission from the Office of Student Life. All fliers must display a dated stamp of approval from the Office of Student Life or they will be removed. Fliers for posting in glass showcases and in residence halls will be hung by the Office of Student Life student staff members; fliers posted on bulletin boards and / or other unrestricted spaces may be hung by department or student organization members. Material may not be of an offensive nature (e.g. language, sexist or racial, obscene). Material must state the exact date and time of the event (.i.e. "today" or "tomorrow" is not sufficient). Suitable materials must be used for adhering fliers and posters so as not to remove paint or cause any other damage. Small pins or tacks should be used rather than staples or nails. If inappropriate materials are utilized for hanging, the posting will be removed. Areas available for posting: bulletin boards and glass showcases maintained by the Office of Student Life and the Center for Career Services: Ulla Searing Student Center, Outside Lecture Hall, Roskamp Center, Hammond Commons, Academic Center, Christ-Janer Complex, Second floor of Kimbrough and Bayou Village Apartments. Bulletin boards maintained by Resident Assistants: Ulla Searing Student Center Residences, Bridge Apartments, Appleton,

Harmon, Idelson, and Keating Halls, Family Housing, the Quads, Ann and Alfred Goldstein Hall, Bradenton Road Apartments and the area adjacent to the laundry room at The Cove. Other than approved College sponsored events, “chalking” on campus is not allowed. Even for approved events, “chalking” on the colored pavement / deck / plaza area of the Ulla Searing Student Center is not allowed. Fences, gates and exteriors of buildings are not acceptable posting areas for signs or banners unless appropriate approvals are received by the Marketing and Communications Office.

## **Redress of Grievance/ Student Reports**

Ringling College of Art and Design has established procedures for addressing and resolving student Reports in a fair and professional manner. All policies and procedures for handling student Reports are detailed in this [Student Handbook](#), and are available to all students through the College website. All new students are oriented to the [Student Handbook](#) and College policies during Ringling College’s New Student Orientation. Students sign an acknowledgement during Orientation that they are responsible for reading and knowing the contents of the [Student Handbook](#). An announcement is also sent out via student email and portal to remind students of the importance of knowing the contents of the [Student Handbook](#) and how it can be accessed. Ringling College takes student grievances/Reports very seriously. Please see the Policy below.

## **Student Grievance Policy** *(See also Reporting of Incidents and Concerns)*

The primary objective of a student grievance process is to ensure concerns are promptly dealt with and resolutions reached in a fair manner. It is essential each student be given adequate opportunity to bring Reports and problems to the attention of Ringling College. The student grievance process may only be used to make a Report about a College action or decision when there is no other process to address that particular issue (e.g. Code of Conduct, Grade Appeal, Sexual Misconduct, Discrimination, etc.).

Students are encouraged to resolve concerns by first talking directly with the College representative involved. If a student has not been able to resolve his or her Report by speaking directly with the individual, he or she should discuss it with the College official responsible for that area of the College. The student should attempt to resolve the issue within 30 days of the occurrence. If the student is still not satisfied, he or she may file a written Report, using the Student Grievance Form, with the Vice President for Student Life and Dean of Students as soon as possible, but no later than 6 months from the date of the incident. The Vice President of Student Life and Dean of Students will review the Report and determine the appropriate Office or Department to respond to the Report. If the Report is about the Vice President for Student Life and Dean of Students,

the student should direct the Report to the President.

If the Report involves allegations of harassment, sexual misconduct, or any form of unlawful discrimination, the Report should be made using the procedures specific to those policies. The Vice President for Student Life and Dean of Students (Deputy Title IX Coordinator) and the Vice President for Human and Organizational Development (Title IX Coordinator) will assist the student in processing the Report.

## **Student Exhibition & Installations Policies**

Ringling College of Art and Design respects and supports the freedom of expression of artists and therefore does not restrict the contents of student, faculty or alumni professional work exhibited on the Ringling College of Art and Design campus.

All work represents the views of the individual artists and authors who created them, and are not those of Ringling College.

The institution acknowledges the difference between public spaces and formal exhibitions spaces, such as Basch Gallery, Willis Smith Gallery, and Crossley Gallery where individuals make a decision to enter for the purpose of viewing art.

Public spaces include the grounds, Library, offices, building entrances and residence halls. Since a variety of individuals use these public spaces for purposes other than viewing art, students should be aware that some work might not be suitable for display in these public spaces. All exhibition displays and installations are subject to legal and safety considerations. If there are questions about content or safety considerations, consultation with Ringling College Galleries Chief Curator is advised.

### **Best of Ringling**

The Annual Best of Ringling student competition takes place at the end of the spring semester. Students from the 2nd, 3rd and 4th year programs are eligible to submit work to their departments for jurying. A First Year student competition is usually held at the same time in other facilities within the Ringling College campus.

### **William and Marie Selby Foundation Gallery**

is located on the campus of Ringling College of Art and Design in the Arland and Sally Christ-Janer Building. Displays work related to the illustration major.

### **Patricia Thompson Gallery**

The Patricia Thompson Gallery is located in the Keating Center and features the work of Ringling College of Art and Design alumni.

### **Richard & Barbara Basch Gallery**

The Richard and Barbara Basch Gallery located off the lobby of the Larry R. Thompson Academic Center hosts a varied exhibition program that includes annual exhibitions from the

Basch Glass Collection as well as exhibitions of work by Ringling College students, faculty, alumni and other contemporary artists.

### **Richard & Virginia Crossley Gallery**

The Crossley Gallery represents an institutional acknowledgement of the professional nature of a B.F.A. in Fine Arts at Ringling College of Art and Design.

Fine artists are primarily involved in the business of exhibitions, installation and performance-based work. The Crossley Gallery is a state-of-the-art facility designed to facilitate professional aspirations and creative problem-solving.

The Crossley Gallery is primarily intended for use by the Department of Fine Arts, its students and its prospective spring graduates and alumni. Students from majors other than Fine Arts are encouraged to submit proposals for exhibitions to the student Crossley Gallery Directors.

### **Willis Smith Gallery**

The Willis A. Smith Construction Inc. Gallery, located on the ground floor of the Larry R. Thompson Academic Center, hosts rotating exhibitions of contemporary art by internationally acclaimed artists, as well as annual exhibitions of work by Ringling students, faculty, staff and community arts organizations.

### **The Lois and David Stulberg Gallery**

is located in the Richard and Barbara Basch Visual Arts Center and hosts exhibitions of contemporary art as well as faculty, alumni and student work.

### **Off-Campus Exhibition Spaces**

The Englewood Art Center (1 hour south of campus) is a Division of Ringling College. They have exhibition schedules that focus on their communities as well as the work of Ringling College alumni, faculty and students.

## **Outdoor Installations & Performances**

Outdoor art installations and performances by students are encouraged. The approval procedures are described in more detail below. An approval form with the signatures of the faculty sponsor is required to exhibit work or conduct performances in public areas of the campus. This does not apply to the studio space behind the Stanley Glen Building. This outdoor area is considered an extension of classroom space and requires only the verbal approval of the relevant studio teacher.

### **Procedures For Outdoor Installations & Performances**

Installations and performances in public areas must observe the following guidelines:

- 1) Faculty members or students may request permission to install works or conduct performance pieces in outdoor public spaces. Students must have a faculty sponsor. Proposal forms are available from the Chief Curator of Ringling College Galleries.
- 2) Completed proposals are submitted to the Faculty sponsor

and must include the following: dates of installation or performance, duration of installation or performance, exact date of removal and a drawing of the installation on the site, including sidewalks and adjacent buildings. Student requests must include the signature of the faculty sponsor.

- 3) Included in the request should be an assurance that the installation or performance will not be a safety hazard, that the individual artist will assume responsibility for the care, maintenance and de-installation of the work and that the site will be returned to its original condition.

Consultation with the Facilities Department is recommended if installation involves digging, site work, alterations, or attachments to structures, trees, etc.

- 4) All written proposals must be submitted and approved by the Chief Curator of Ringling College Galleries prior to an installation or performance. Failure to follow these procedures may result in the removal of the installation without consent of the student or faculty sponsor.

### **Ringling College of Art and Design Policies Regarding Student Work**

Ringling College is not responsible for loss or damage to student work or property.

Ringling College will not be responsible for storing student work more than 7 days after a semester has ended. Work left in studios or in the Faculty Center beyond that time will be considered abandoned and will be discarded.

## **Student Organization Fundraising**

Recognized student organizations are allowed to participate in fundraising activities. Fundraising activities include both sales and solicitation of donations. There are certain policies and procedures that need to be followed in order for an activity to be approved and allowed. All activities of this nature need to be registered and approved by the Vice President for Student Life and Dean of Students, or designee. Contact Student Life for a copy of the full policy and the registration form.

## **Skateboards, Bicycles, Tricycles, Unicycles, Roller Skates, In-Line Skates & Any Other Form Of Non-Motorized Transportation**

### **Purpose**

This policy promotes greater safety on walkways, ramps, steps and other travel ways of Ringling College of Art and Design properties and adjacent public sidewalks and streets, and to prevent physical damage to exterior surfaces owned and maintained by Ringling College.

### **Regulation**

The use of bicycles, skateboards, in-line skates and any other



non-motorized transportation shall be allowed only as a means of transportation on walkways and other vehicular travel ways of Ringling College of Art and Design and public sidewalks and streets immediately adjacent to College property. Anyone using a bicycle, skateboard, in-line skates or other non-motorized transportation on Ringling College shall give right of way to any pedestrian and shall travel at a reasonable, safe and prudent speed. Under no circumstance will bicycling, skateboarding or in-line skating be allowed on ramps, curbs, benches, steps or stairs and other such structures.

The use of bicycles, skateboards or in-line skates shall not be permitted inside any building. Other prohibited activities when using any form of non-motorized transportation, including but not limited to skateboards, bicycles, tricycles, unicycles, roller skates and in-line skates include:

- Reckless or hazardous use.
- Use that is unreasonable for existing conditions.
- Use that interferes with pedestrian or vehicular traffic.
- Use inside any Ringling College building.
- Use on ramps established for use by persons with disabilities.
- Use immediately adjacent to any building doors.
- Use on stairs, railings, landings, loading docks, benches, picnic tables and any other surfaces not intended for pedestrian or vehicular travel.
- Any use involving acrobatics or stunts or any use that causes 1 or more sets of wheels to leave the ground or other surfaces intended for pedestrian or vehicular travel.

Offenders who are not affiliated with the Ringling College of Art and Design will be issued a trespass warning by Sarasota Police.

Any subsequent violations may result in arrest for trespassing. Student offenders will be reported to the Vice President and Dean of Students and will be subject to appropriate disciplinary action.

### Hoverboard Policy

The possession and use of hoverboards or any similar device on campus is prohibited.

### Whistleblower Policy

An employee who reasonably believes that a policy, practice or activity of Ringling College of Art and Design is in violation of a Federal, State or Local law, rule or regulation may file a written

Report with the Vice President for Human and Organizational Development or with the President of the College.

It is the intent of Ringling College of Art and Design to adhere to all laws, rules and regulations that apply to the College, and the underlying purpose of this Policy is to support the Ringling College of Art and Design goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws, rules and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy or practice to the attention of the Vice President for Human and Organizational Development or the President and provides that individual with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

Ringling College of Art and Design will not retaliate against an employee who, in good faith, has made a protest or raised a Report against some practice of the College or of another individual or entity with whom Ringling College of Art and Design had a business relationship, on the basis of a reasonable belief that the practice is in violation of law, rule, regulation or a clear mandate of public policy.

Ringling College will not retaliate against an employee who discloses or threatens to disclose to an appropriate governmental agency any activity, policy or practice of the College that the employee reasonably believes is in violation of a law, a rule or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare or protection of the environment.

### Human Subject Research

When conducting human subject research, the research will need to be approved by the College prior to research activities starting. Please contact the Vice President for Student Life/Dean of Students for additional information relative to the Institutional Review Board approval process. Absences that are deemed exceptional will not affect the final grade.

### General Reporting of Incidents and Concerns

Students, faculty and staff may also report any alleged code of conduct violations or other concerns by using the Incident Report E-Form. There is the option to remain anonymous, but this may limit the college's ability to respond and take action. Please save this link. It is also available on the college's website. <https://cm.maxient.com/reportingform.php?RinglingCollege&layoutid=2>

## HOURS OF OPERATION / TELEPHONE NUMBERS

All offices are open 8:30 a.m. - 4:30 p.m., Monday through Friday when College is in session, unless otherwise noted.

#### Administrative Offices / Switchboard:

941.351.5100

#### Academic Resource Center (ARC):

941.359.7627

Weekdays

9 a.m. - 4:30 p.m.

*Special Services*

Sunday - Thursday 6 p.m. - 11 p.m.

**Advising, Records & Registration Services:**

941.359.6116

Monday – Friday 8:30 a.m. – 4:30 p.m.

*Summer hours*

Monday - Friday 9 a.m. - 4 p.m.

**Business Affairs:**

941.359.7511

Monday – Friday 8:30 a.m. – 4:30 p.m.

Closed Noon - 1 p.m.

**Cafeteria (Hammond Commons):**

941.355.8064

*Monday - Thursday*

Breakfast 7:30 am - 10:00 am

Lunch 11:00 am - 4:00 pm

Dinner 5:00 pm - 8:00 pm

*Friday*

Breakfast 7:30 am - 10:00 am

Lunch 11:00 am - 4:00 pm

Dinner 5:00 pm - 7:30 pm

*Saturday & Sunday*

Brunch 11:00 am - 1:00 pm

Dinner 5:00 pm - 6:30 pm

**Brickman Café**

*Monday - Thursday*

Breakfast 7:30 am - 10:00 am

Lunch 11:00 am - 2:30 pm

Dinner 4:00 pm - 7:30 pm

*Friday*

Breakfast / Lunch 7:30 am - 2:30 pm

*Saturday & Sunday*

CLOSED

**Outtakes**

*Monday - Friday*

8:00 am - 11:00 pm

*Saturday & Sunday*

5:00 pm - 11:00 pm

**Roberta's Cafe**

*Monday - Friday*

10:00 am - 6:00 pm

*Sunday*

5:00 pm - 11:00 pm

**Campus Activities Office:**

941.309.0202

Monday-Friday 10 a.m. - 11 p.m.

Saturday Noon - 11 p.m.

**Campus Ministry:**

941.822.0200

*Hours vary. Appointments available.*

**Center For Career Services (CCS):**

941.359.7502

Monday - Friday 8:30 a.m. - 4:30 p.m.

*Appointments by request and walk-in appointments available.*

Monday - Friday 1 p.m. - 4 p.m.

*Summer Hours*

Monday - Friday 9 a.m. - 4 p.m.

**Continuing Studies & Special Programs (CSSP):**

941.955.8866

Monday - Friday 8:30 a.m. - 4:30 p.m.

**Crossley Gallery:**

941.309.1968

*Refer to College website for current shows and hours.*

**Design Center:**

941.955.2985

Monday - Friday 8:30 a.m. - 4:30 p.m.

**Environmental Health and Safety office:**

941.309.0027

Monday - Friday 8:30 a.m. - 4:30 p.m.

**Financial Aid:**

941.359.7534

Monday – Friday 8:30 a.m. – 4:30 p.m.

Closed: Noon - 1 p.m.

*Summer hours*

Monday - Friday 9 a.m. - 4 p.m.

**Student Health Center**

**Medical Services**

941.309.4000

Monday – Friday 8:30 a.m. – 4:30 p.m.

Closed for Summer

Peterson Counseling Center

941-893-2855

*For hours and appointment scheduling, see*

*<http://health.ringling.edu>*

**Institutional Technology:**

941.359.7633

Monday – Friday 8:30 a.m. – 4:30 p.m.

**Library (Alfred R. Goldstein):**

941.359.7587

Library staffed hours:

Monday – Thursday 8 a.m. – 11 p.m.

Friday 8 a.m. – 6 p.m.

Saturday Noon – 6 p.m.

Sunday 10 a.m. – 11 p.m.

**madeby Gallery**

941.822.0442  
Monday - Friday 10:30 a.m. - 4:30 p.m.  
Saturday 10:30 a.m. - 3:00 p.m.  
Sunday Closed

**Peterson Counseling Center:**

941.893.2855  
*For hours and appointment scheduling, see  
health.ringling.edu*

**Print Services:**

941.309.4451  
Hours are posted.

**Public Safety Office:**

941.309.4121  
24 hours, 7 days a week  
24-hour Emergency Line: 941.359.7500

**Residence Life Office:**

941.309.1963  
*Regular Office Hours*  
Monday – Friday 8:30 am - 4:30 pm  
*Extended Hours Staffed by Resident Assistants*  
Monday - Friday 4:30 pm – 8:30 pm  
*Extended Hours Staffed by Resident Assistants on Duty*  
Monday - Sunday 8:30 pm - Midnight

**Ringling College Campus Store:**

941.359.7565  
Monday - Thursday 8 a.m. - 5 p.m.  
Friday 8 a.m. - 1 p.m.  
Saturday Closed  
Sunday 1 p.m. - 5 p.m.

**Student Accounts / Bursar:**

941.309.0199  
Monday – Friday 8:30 a.m. – 4:30 p.m.

**Student Life Office:**

941.359.7505  
Monday - Friday 8:30 a.m. - 4:30 p.m.

*Summer hours*

Monday - Friday 9 a.m. - 4 p.m.

**Student Mail Services:**

941.359.7572  
Monday – Friday 10 a.m. – 8 p.m.  
Saturday – Sunday Noon - 3 p.m.

*Summer hours*

Monday - Friday 10 a.m. - 2 p.m.  
Saturday – Sunday Closed

**Faculty/Staff Mail Services:**

941.309.4101  
Monday - Friday 9 a.m. - 12:00 p.m.  
1 p.m. - 3 p.m.

**Studios & Labs:**

Hours are posted.  
*Hours are subject to change during the  
academic year.*

**Susan Palmer Fitness Center:**

941.309.0193  
Mon. and Wed. 7 a.m. – Midnight  
Tue. and Thur. 7 a.m. – 1 a.m.  
Friday 7 a.m. – 9 p.m.  
Saturday - Sunday 1 p.m. – 9 p.m.

## Ringling College Administration

**PRESIDENT and SENIOR OFFICERS**

**Dr. Larry R. Thompson**

President

**Dr. Peter McAllister**

Vice President for Academic Affairs

**Ms. Christine C. DeGeorge**

Vice President for Human &

Organizational Development

**Ms. Stacey Corley**

Vice President for Advancement

**Dr. Tracy A. Wagner**

Vice President for Finance and Administration

**Dr. Tammy S. Walsh**

Vice President for Student Life and

Dean of Students

#### **ACADEMIC AFFAIRS**

**Dr. Peter McAllister**

Vice President for Academic Affairs

**Mr. David H. Jackson**

Associate Vice President for Academic Affairs and Dean of Faculty

**Mr. Jeff Schwartz**

Associate Vice President for Academic Affairs and Dean of Undergraduate Studies

#### **TBD**

Associate Vice President for Collaborative Enterprises

**Ms. Jennifer Mumford Brady**

Director of Ringling College Design Center

**Ms. Kelly J. Beachler**

Director of Assessment

**Ms. Virginia DeMers**

Director of Academic Resource Center

**Ms. Lisa Moody**

Interim Director for Marketing and Digital Strategies/ Director of ARTnetwork

**Mr. Mark Ormond**

Interim Director/Chief Curator  
Ringling College Galleries

**Mr. Tim Jaeger '02**

Campus and Community Engagement Manager

**Ms. Amy Pettengill**

Director of International Student Affairs

**Mr. Carl Powell**

Director of Environmental Health and Safety

**Dr. Kristina Keogh**

Director of Library Services

**Mr. Justin Selph**

Registrar

**Ms. Amanda Shurtleff**

Associate Director

**Ms. Barbara LeBras**

Assistant Registrar/Senior Advisor

**Ms. Holly Antoszewski '98**

Associate Director of Ringling College Design Center

**Ms. Holly Siegling**

Assistant Director of Communications

**Dr. Mona Callies**

Assistant Vice President and Director for the School of Continuing Studies

**Ms. Samantha Parkinson**

Interim Director of Englewood Art Center

#### **ADVANCEMENT**

**Ms. Stacey Corley**

Vice President for Advancement

**Ms. Lora Wey**

Assistant Vice President for Strategic Philanthropy

**Ms. Lisa C. Intagliata, CFRE**

Assistant Vice President for Constituent Engagement

**Ms. Susan Borozan**

Director of Alumni Relations and Annual Giving

**Ms. Dina Sorrentino**

Director for Advancement Services and Research

**Ms. Anne Garlington**

Senior Development Officer

#### **TBA**

Senior Development Officer

**Ms. Sarah Crittenden**

Senior Associate Director of Constituent Events and Hospitality

**Ms. Stacy Quaid**

Senior Associate Director of Fundraising Events

#### **FINANCE & ADMINISTRATION**

**Dr. Tracy A. Wagner**

Vice President for Finance and Administration

**Viron Lynch**

Assistant Vice President for Planning, Construction and Operations

**Ms. Monica Waid**

Assistant Vice President for Finance and Administration/Controller

**Mr. Lee Harrell**

Director of Financial Aid

**Ms. Ann Lacertosa**

Director of Student Accounts/Bursar

**Don Strom**

Director of Public Safety

**Ms. Ruth Chavez**

Assistant Director of Financial Aid for Operations

**Mr. Robert Graham**

Assistant Director of Public Safety/Technology Specialist

**Mr. Dan Greene**

Assistant Director of Facilities Operations

**Ms. Ashley Schreiner**

Assistant Director of Financial Aid

**HUMAN & ORGANIZATIONAL DEVELOPMENT**

**Ms. Christine C. DeGeorge**

Vice President for Human &  
Organizational Development

**Dr. Patrick Mizak**

Assistant Vice President for Planning & Institutional  
Effectiveness

**Darren Mathews**

Director of Human Resources

**Ms. Laura J. Bopp, SPHR**

Associate Director of Human Resources

**Mr. James C. Grove**

Associate Director of Human Resources

**SARASOTA MUSEUM OF ART**

**Ms. Anne-Marie Russell**

Executive Director of Sarasota Museum of Art

**STUDENT LIFE**

**Dr. Tammy S. Walsh**

Vice President for Student Life and  
Dean of Students

**Mr. A. Charles Kovacs**

Director of Career Services

**Ms. Rachel Levey-Baker**

Director of Student Volunteerism and  
Service Learning

**Dr. Erin Robinson**

Associate Dean of Student Life/Director of Student Health  
Services

**Mr. Jekeyma Robinson**

Associate Dean of Students for  
Student Development

**Mr. Christopher Shaffer**

Associate Dean of Students for Residence Life

**Erin Smith**

Assistant Director for Housing Operations

**Kristin Dunham**

Coordinator of Residence Life

**Candice Johnson**

Coordinator of Residence Life

**Katie Cuff**

Director of Student Activities and Leadership

**E Ramey**

Coordinator of Recreation and Wellness

**Rev. Melanie Kim**

Campus Chaplain

**Charles Brantley**

Mail Services Manager

**Ms. Cynthia Flanagan**

Associate Director of Career Services

**Mr. Rew Woodruff**

Associate Director of Career Services

**Ms. Nancy Long**

Associate Director of Counseling Services

**Ms. Alejandra Lance-Henterly**

Assistant Director of Career Services

**Ms. Nancy O'Neil**

madeby Manager

**ADMISSIONS**

**Mr. James H. Dean**

Dean of Admissions

**Mr. Gregg Prigerson**

Director of Admissions

**TBD**

Associate Dean of Admissions

**Ms. Krista Nemeth**

Senior Assistant Director of Admissions

**INSTITUTIONAL TECHNOLOGY**

**Dr. Mahmoud Pegah**

Director of Institutional Technology

**Ms. Kris Pegah**

Director of Administrative Computing

**Ms. Karissa Miller**

Director of Academic Computing

**Mr. Randall Alberts**

Assistant Director for Project Management