

Ringling College of Art and Design

# STUDENT HANDBOOK



**Ringling College**  
of Art + Design

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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.

Edited by Betsy Pope

## WHERE TO FIND HELP

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

### Advising, Records, & Registration

Office Of Advising, Records & Registration Services  
advising@ringling.edu

### Student Learning Center (SLC)

slc@ringling.edu  
Goldstein Library / 2nd Floor

### Student Access Services

sas@ringling.edu  
Goldstein Library / 2nd Floor

### Activities & Organizations

Office Of Student Activities & Leadership  
studentactivities@ringling.edu  
Ann and Alfred Goldstein Hall / 1st Floor

Student Government Association 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

### Address Changes

Self-Service: my.ringling.edu

### Alumni Relations

Office for Advancement alumni@ringling.edu  
Keating Center

### Books & Supplies

Ringling College Art Supply Store  
store@ringling.edu  
www.ringling.bkstr.com

### Center for Career Services

www.collegecentral.com/Ringling  
talent@ringling.edu  
www.ringling.edu/resources Ferguson Studio Building

### Center for Diversity & Inclusion

Elçin Haskollar  
941-309-4099  
Ulla Searing Student Center / 2nd Floor

### Commencement

Office of Student Life  
commencement@ringling.edu  
Ulla Searing Student Center / 2nd Floor

### Commuter Students

Office of Student Life commuters@ringling.edu  
Ulla Searing Student Center / 2nd Floor

### Development

Office for Advancement  
giving@ringling.edu  
Keating Center

### E-mail Account Information

Institutional Technology  
my.ringling.edu (click Tech Support)  
Ann and Alfred Goldstein Center / 2nd Floor

### Fax Services

Ringling Art Supply Store  
store@ringling.edu

### Galleries On Campus

Ringling College Galleries and Exhibitions  
ww.ringling.edu/galleries  
galleries@ringling.edu  
941-359-7563

William and Marie Selby Foundation Gallery  
Arland and Sally Christ-Janer Center

MadeBy Gallery  
Glen Fine Arts Building  
941-822-0442

Patricia Thompson Alumni and Skylight Galleries  
Keating Center

Richard and Barbara Basch Gallery  
Academic Center

Richard and Virginia Crossley Gallery and Judy Hughes Studio

Willis Smith Construction, Inc. Galleries  
Academic Center

Lois and David Stulberg Gallery  
Richard and Barbara Basch Visual Art Center

### Health Insurance

Health Center healthinsurance@ringling.edu  
health.ringling.edu

### Health Services

Counseling & Mental Health  
Peterson Counseling Center  
counseling@ringling.edu  
health.ringling.edu  
2712 Bradenton Road

Medical Services Health Center  
Nurse Practitioner/Physician Assistant medical@ringling.edu  
health.ringling.edu  
2712 Bradenton Road in Health Center

### Residence Life Office

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](http://www.ringling.edu/library) library@ringling.edu

## International Student Affairs

Office Of International Student Affairs  
[apetteng@ringling.edu](mailto:apetteng@ringling.edu)  
Goldstein Library

## Job Listings

Center For Career Services  
[talent@ringling.edu](mailto:talent@ringling.edu)  
[www.collegecentral.com/ringling](http://www.collegecentral.com/ringling)  
Ferguson Studio Building

## Loans, Scholarships & Grants

Office Of Financial Aid  
[finaid@ringling.edu](mailto:finaid@ringling.edu)  
Ulla Searing Student Center / 2nd Floor

## Lost & Found

Public Safety  
[dps@ringling.edu](mailto:dps@ringling.edu)  
Verman Kimbrough Building / 1st Floor

## MadeBy Gallery

[www.madebygallery.com](http://www.madebygallery.com)  
[madeby@c.ringling.edu](mailto:madeby@c.ringling.edu)

## Mail Services

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

## Faculty / Staff Mail Services

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

## Meal Plans

Office of Housing and Residence Life  
[reslife@ringling.edu](mailto:reslife@ringling.edu)  
Ann and Alfred Goldstein Hall / 1st Floor

## Media & Community Relations

Communication Strategies  
[communications@ringling.edu](mailto:communications@ringling.edu)

## New Student Orientation

Office Of Student Life  
[nso@ringling.edu](mailto:nso@ringling.edu)  
Ulla Searing Student Center / 2nd Floor

## Non-Traditional Students

Office Of Student Life  
[studentlife@ringling.edu](mailto:studentlife@ringling.edu)  
Ulla Searing Student Center / 2nd Floor

## Outdoor Installations

[galleries@ringling.edu](mailto:galleries@ringling.edu)  
Keating Center Rm. 142

## Print Services

[printservices@ringling.edu](mailto:printservices@ringling.edu)  
Academic Center

## Recreation & Wellness

Office Of Student Life  
[fitness@ringling.edu](mailto:fitness@ringling.edu)  
Ulla Searing Student Center / 2nd Floor

## Redress of Grievance, Students

Office Of Student Life  
Dr. Tammy S. Walsh  
[twalsh@ringling.edu](mailto:twalsh@ringling.edu)  
Ulla Searing Student Center / 2nd Floor

## Religious Groups & Campus Ministry

Office Of Student Life  
Dwight Henry  
[dhenry@ringling.edu](mailto:dhenry@ringling.edu)  
Ulla Searing Student Center / 2nd Floor

## Student Accounts/Bursar

Billing Questions & Tuition Payments  
[billing@ringling.edu](mailto:billing@ringling.edu)  
Ulla Searing Student Center / 2nd Floor

## Student Employment/ Career Resources

Center For Career Services  
[talent@ringling.edu](mailto:talent@ringling.edu)  
[www.ringling.edu/resources](http://www.ringling.edu/resources)  
Ferguson Studio Building

## Student ID's

Residence Life Office  
[reslife@ringling.edu](mailto:reslife@ringling.edu)  
Ann and Alfred Goldstein Hall / 1st Floor

## Student Mailbox Assignments

Student Mail Services  
[mailservices@ringling.edu](mailto:mailservices@ringling.edu)  
Ann and Alfred Goldstein Hall / 1st Floor

## Student Paychecks

Mailroom [mailservices@ringling.edu](mailto:mailservices@ringling.edu)  
Ann and Alfred Goldstein Hall / 1st Floor

## Office Of Human Resources

Verman Kimbrough Building

## Traffic Violations

Office of Public Safety  
[dps@ringling.edu](mailto:dps@ringling.edu)  
Verman Kimbrough Building/ 1st Floor

### Vehicle Registration

Office Of Public Safety

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

Verman Kimbrough Building / 1st Floor

### Veterans Benefits

Financial Aid Office

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

Ulla Searing Student Center / 2nd Floor

### Volunteerism & Service Learning

Office Of Student Life

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

Ulla Searing Student Center / 2nd Floor

### Withdrawing From School

Office of Advising, Records, & Registration Services

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

Ulla Searing Student Center / 2nd Floor

## Ringling College of Art and Design Academic Calendar Fall Semester 2023

Saturday	Aug. 12	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. 13-16	NEW International Student Orientation
Mon - Wed	Aug. 14-16	Faculty Planning and Assessment Meetings
Wednesday	Aug. 16	Move-In Day for all NEW Resident Students
Thursday	Aug. 17	-NEW Student Orientation begins -Mandatory meeting for all NEW Commuter Students
Friday	Aug. 18	-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. 19-20	NEW Student Orientation
<b>Monday</b>	<b>Aug. 21</b>	<b>Fall Semester Classes Begin at 8:30 a.m.</b>
<b>Friday</b>	<b>Aug. 25</b>	<b>Drop/Add ends at 4:30 p.m.</b> -Last day to change classes, major, or full-time/part-time status -Deadline for completion of grade reviews
Wednesday	Aug. 30	Last day to withdraw from the College with 90% tuition refund
<b>Monday</b>	<b>Sept. 4</b>	<b>Labor Day - NO CLASSES; COLLEGE OFFICES CLOSED</b>
Friday	Sept. 15	Last day to withdraw from the College with 50% tuition refund
Tuesday	Sept. 19	Last day for grade changes
Thursday	Oct. 5	Midterm (7 <sup>th</sup> week)
Monday	Oct. 9	Midterm grades to be recorded on Self-Service by 9 a.m.
Monday	Oct. 16	Last day to withdraw from the College with 25% tuition refund
Fri - Sun	Oct. 20-22	Family Weekend
Friday	Oct. 27	Last day to withdraw from classes without academic penalty
Monday	Oct. 30	Spring billing begins and continues through the end of pre-registration
<b>Tuesday</b>	<b>Oct. 31</b>	<b>Faculty Professional Day - NO CLASSES</b>
<b>Wednesday</b>	<b>Nov. 22</b>	<b>Thanksgiving Break - NO CLASSES</b>
<b>Thurs - Sun</b>	<b>Nov. 23- Nov. 26</b>	<b>Thanksgiving Break - NO CLASSES; COLLEGE OFFICES CLOSED</b>
Friday	Dec. 8	Payments for Spring Semester due in the Office of Student Accounts/Bursar
<b>Saturday</b>	<b>Dec. 9</b>	<b>Fall Semester Classes end at 3:15 p.m.</b>
Sunday	Dec. 10	Residence Halls close at 4:30 p.m. for Winter Break
<b>Sun-Sat</b>	<b>Dec. 10 – Dec. 16</b>	<b>Hurricane make-up days (if needed)</b>
Monday	Dec. 11	Final grades to be recorded on Self-Service by 9 a.m.
Mon – Wed	Dec. 11-13	Faculty Planning and Assessment Meetings
<b>Wed-Tues</b>	<b>Dec. 20-Jan. 2</b>	<b>Winter Break - COLLEGE OFFICES CLOSED</b>

## Ringling College of Art and Design Academic Calendar Spring Semester 2024

Wednesday	Jan. 3	-Offices re-open from Winter Break -Deadline for students to submit work to instructors for Incomplete grade changes
Wed-Fri	Jan. 3-5	Faculty Planning and Assessment Meetings
Thursday	Jan. 4	-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
Thursday	Jan. 4	Academic Standards Appeals Meeting
Friday	Jan. 5	Last day to withdraw from the College with 100% tuition refund
Sunday	Jan. 7	Residence Halls open at 10 a.m.
<b>Monday</b>	<b>Jan. 8</b>	<b>Spring Semester Classes begin at 8:30 a.m.</b>
<b>Friday</b>	<b>Jan. 12</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. 15</b>	<b>Martin Luther King, Jr. Day - NO CLASSES; COLLEGE OFFICES CLOSED</b>
Wednesday	Jan. 17	Last day to withdraw from the College with 90% tuition refund
Friday	Feb. 2	Last day to withdraw from the College with 50% tuition refund
Tuesday	Feb. 6	Last day for grade changes
<b>Tuesday</b>	<b>Feb. 13</b>	<b>Faculty Professional Day – Student Professional Day - NO CLASSES</b>
Wednesday	Feb. 21	Midterm (7 <sup>th</sup> week)
Monday	Feb. 26	Midterm grades to be recorded on Self-Service by 9 a.m.
<b>Sun - Sun</b>	<b>Mar. 3-10</b>	<b>Spring Break - NO CLASSES</b> - Residence Halls close at noon, Sunday, March 3 and re-open at 10 a.m., Sunday, March 10
Monday	Mar. 4	Last day to withdraw from the College with 25% tuition refund
Friday	Mar. 22	Last day to withdraw from classes without academic penalty
Fri-Fri	April 19-May 3	Best of Ringling Juried Exhibitions; Opening Reception April 19
Mon-Fri	April 22-May 3	Senior Thesis Shows; Opening Reception April 26
<b>Saturday</b>	<b>April 27</b>	<b>Spring Semester ends at 9:45 p.m.</b>
Sunday	April 28	Residence Halls close at noon for everyone except seniors
<b>Thursday</b>	<b>May 2</b>	<b>Commencement</b> (pending confirmation)
Friday	May 3	-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 6</b>	<b>President's Commencement Holiday - COLLEGE OFFICES CLOSED</b>
Wed-Fri	May 8-10	Faculty Planning and Assessment Meetings
Tuesday	May 21	Deadline for students to submit work to instructors for Incomplete grade changes
Thursday	May 23	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
Friday	May 24	Academic Standards Appeals Meeting

### Ringling College of Art and Design Academic Calendar Summer Semester 2024

Friday	May 3	Last day to withdraw from College with 100% tuition refund
Sunday	May 5	Residence Halls open at 12 noon
<b>Tuesday</b>	<b>May 7</b>	<b>Summer Semester Classes begin</b> - Last day to withdraw from College with 90% tuition refund
<b>Friday</b>	<b>May 10</b>	<b>Drop/Add ends at 4 p.m.</b> - Last day to change classes or full-time/part-time status
Friday	May 17	Last day to withdraw from College with 50% tuition refund
Wednesday	May 22	Midterm
<b>Monday</b>	<b>May 27</b>	<b>Memorial Day - OFFICES CLOSED</b>
Tuesday	May 28	Midterm grades to be recorded on Self-Service by 9 a.m.
Friday	May 31	Last day to withdraw from classes without academic penalty
<b>Friday</b>	<b>June 14</b>	<b>Summer Semester Classes end</b>
Saturday	June 15	Residence Halls close at 12 noon
Monday	June 17	Grades to be recorded on Self-Service by 9 a.m.
<b>Wednesday</b>	<b>June 19</b>	<b>Juneteenth Holiday – COLLEGE OFFICES CLOSED</b>
<b>Thursday</b>	<b>July 4</b>	<b>Independence Day Holiday– COLLEGE OFFICES CLOSED</b>
Wednesday	July 31	Deadline for students to submit work to instructors for Incomplete grade changes
Friday	Aug. 2	Grades for Incompletes from Summer Session due by 4:30 p.m. in the Office of Advising, Records and Registration

Ringling College of Art and Design reserves the right to repeal, change, or modify any calendar information at any time without advance notice.



## 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.

Visual arts and creative 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 creative and 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, national and international communities through its museum, galleries, 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 04.11.91  
Revision adopted by Board of Trustees 10.24.02  
Revision adopted by Board of Trustees 04.12.07  
Reaffirmed by Board of Trustees 02.12.15  
Revision adopted by Board of Trustees 04.15.21

## 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 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 accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate degrees. Questions about the accreditation of Ringling College of Art and Design may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

Ringling College of Art and Design is also accredited by the National Association of Schools of Art and Design.



### Schedule of Fees for Academic Year 2023-2024

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

	Fall 2023 Semester	Spring 2024 Semester
<b>Tuition</b>		
Full-time enrollment	\$25,250	\$25,250
Part-time enrollment (less than 12 hours)	\$2,350 per credit hour	\$2,350 per credit hour
Extra credit charge <sup>1</sup>		\$1,500 per credit hour
Audit (lecture classes only)	\$860 per course	\$860 per course
<b>Fees <sup>2</sup></b>		
Student Activity fee	\$460	\$460
Health Services fee	\$335	\$335
Matriculation fee (new students)	\$660	
Graduation fee (seniors)		\$610
Fine Arts fee	\$280	
Health Insurance <sup>3</sup>	\$2,305	
Returned funds/check charge	\$25 per transaction/check	
Late payment	Greater of: 10% of balance due or \$100	
<b>Technology Fees <sup>4</sup></b>		
First Year	\$1,365	\$1,365
Business of Art & Design (year 2, 3, 4)	\$780	\$780
Computer Animation (year 2, 3, 4)	\$2,290	\$2,290
Creative Writing (year 2, 3, 4)	\$780	\$780
Entertainment Design (year 2, 3, 4)	\$1,495	\$1,495
Film (year 2, 3, 4)	\$2,340	\$2,340
Fine Arts (year 2, 3, 4)	\$855	\$855
Game Art (year 2, 3, 4)	\$2,285	\$2,285
Graphic Design (year 2, 3, 4)	\$1,675	\$1,675
Illustration (year 2, 3, 4)	\$1,320	\$1,320
Motion Design (year 2, 3, 4)	\$2,290	\$2,290
Photography & Imaging (year 2, 3, 4)	\$1,220	\$1,220
Virtual Reality (year 2, 3, 4)	\$1,840	\$1,840
Visual Studies (year 2, 3, 4)	\$850	\$850
Undecided (year 2, 3, 4)	\$1,165	\$1,165
<b>Board <sup>5,6</sup></b>		
Contract required for academic year	\$3,705	\$3,705
Board (19 meal plan) * Includes \$250.00 Dining Dollars		\$2,980
Board (14 meal plan) * Includes \$200.00 Dining Dollars	\$2,980	
Board (7 meal plan)	\$1,390	\$1,390
<b>Deposits <sup>7</sup></b>		
Housing Damage Deposit	Fall 2023 Semester	Spring 2024 Semester
	\$ 400	

## Schedule of Fees for Academic Year 2023-2024 continued

	Fall 2023	Spring 2024
<b>Goldstein Hall Housing <sup>2,5,6,7</sup></b>		
Double	\$4,970	\$4,970
Double as a triple	\$4,330	\$4,330
Triple	\$4,650	\$4,650
Board required (19 meal plan)	\$3,705	\$3,705
<b>Greensboro Hall Housing <sup>2,5,6,7</sup></b>		
Single	\$5,220	\$5,220
Double	\$4,970	\$4,970
Board required (19 meal plan)	\$3,705	\$3,705
<b>Keating Hall Housing <sup>2,5,6,7,8</sup></b>		
Single	\$4,970	\$4,970
Double	\$4,650	\$4,650
Board required (choose 19 or 15 meal plan)		
<b>Ulla Searing Student Center Housing <sup>2,5,6,7,8</sup></b>		
Double	\$4,970	\$4,970
Double as Triple	\$4,330	\$4,330
Board required (choose 19, 15 meal plan)		
<b>Cove Housing <sup>2,5,6,7,8</sup></b>		
Cove Single	\$5,105	\$5,105
Cove Double/Triple/Quad	\$4,780	\$4,780
Board required (choose 19, 15 meal plan)		
<b>Bayou Village Housing <sup>2,5,7,8</sup></b>		
Single	\$5,325	\$5,325
<b>Bridge Housing <sup>2,5,7,8</sup></b>		
Single	\$5,325	\$5,325
<b>Palmer Quadrangle &amp; Other Housing <sup>2,5,7,8</sup></b>		
Single	\$4,650	\$4,650
Double	\$3,960	\$3,960

**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 & Imaging Majors**

Students will need to bring their own camera equipment. Specific recommendations will be available on the website in Summer 2023.

**Footnote Definitions**

Items listed above with superscript numerals are defined below:

<sup>1</sup> Credits that exceed the 33 academic year credit limit

<sup>2</sup> Non-refundable after registration

**Health Services Fee:** The Student Health Services Fee is a mandatory fee that all enrolled students pay which allows them access to a number of physical and mental health services that are available both in-person and remotely

**Student Activity Fee:** The Student Activity Fee is a mandatory fee that all enrolled students pay which allows them access to various in- person and online activities throughout the semester. Students who have chosen to study remotely still have the option to participate in online student activities. In addition, this fee helps cover the cost of Career Services resources that are available to all students throughout their entire career

**Technology Fee:** The Technology Fee is used to provide students with the necessary system access required to gain entry (both internally and while off campus) into various Ringling College software systems. It also pays for resources like the Helpdesk and the Information Technology Support team. This fee also contributes to the cost of hosting system access 24/7 on numerous servers so students can gain entrance into critical systems at any time

<sup>3</sup> Single coverage required unless covered by comprehensive health insurance plan. Additional coverages for children and spouses are available upon request and additional costs.

<sup>4</sup> Based on declared major for year 2, 3, 4

<sup>5</sup> Contract required for academic year

- 6 Full Board Plan (19 meal plan) required for residents assigned to Goldstein Hall and Greensboro Hall Board Plan required for residents assigned to Cove Housing, Ulla Searing Student Center Housing and Keating choose from 19 or 15 meal plan. Bayou Village, Bridge Housing, Palmer Quadrangle & Other Housing may choose from 19, 15 or 7 meal plan. Keating Hall choose from 19 or 15 meal plan.
- 7 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 and students not returning for the subsequent semester will receive a check mailed to their permanent address or eRefund (if applicable).
- 8 Available to returning students

Summer housing availability to be announced on or before April 1 and due May 1. Summer daily rate = \$34.50 and fees are subject to change at any time.

**Fee Payment Schedule:**

Fee payments are due on or before:

**Fall Semester**

- Beginning students July 7, 2023
- Returning students July 21, 2023

**Spring Semester**

December 8, 2023

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 Transact/Cashnet:** The Full Service Payment Plan provides you the ability to finance the balance due for the semester, interest free and beginning July 1, 2023. Only tuition, fees, room and required board charges may be included in the Full Service Payment Plan contract. For more information, visit [Transact FSPP- Ringling](#).

**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
10th day of semester	90%	None	50%
26th 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.

Billing statements are sent to the student in the student's name. Statements are posted online each month and could also be mailed to the student's permanent address when classes are not in session or may be delivered to their campus mailbox during the school year. All students should view their statement in their portal each month so they have the most recent information regarding their student account.

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 Full Service Payment Plan administered by Transact, 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.

International Flywire Payments -International Students Only With Flywire, you can pay online from accounts in your home country and currency, for most of the world.

#### Use Flywire to:

- Pay from your home country in your home currency for most countries. Flywire is secure, safe, and fully trusted by Ringling College.
- Use payment methods like bank transfer, credit card, and ewallet

(Alipay, PayPal), all available online from your home

- Competitive foreign exchange rates and no hidden fees with a Best Price Guarantee for bank transfers in your currency.
- Track your payment anytime via the web, Flywire mobile app, or by contacting Flywire directly. Flywire multilingual customer support is available around the clock by phone, live chat, email, and more.
- To make your payment, go to <https://help.flywire.com/hc/en-us>.

#### Bank Wire Transfers -Domestic Students Only

Ringling College of Art and Design accepts wire transfer for payment on the student account. Wire transfer of funds electronically from a U.S. 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.

#### Full Service Payment Plan (FSPP)

Administered by Transact/CashNet, FSPP provides students 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 FSPP contract. For more information, visit Transact

<https://commerce.cashnet.com/cashneti/static/epayment/ringlingpaymentplans/login>

## FINANCIAL AID

### 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. Alternative Loans must be for the entire academic year. No semester only based Alternative loans will be permitted unless the student is in their final semester.

#### 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 FSPP, 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 eRefund 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 checks will be mailed to the permanent home 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 Assistance

Ringling College of Art and Design does not provide tax advice. All decisions regarding the tax implications or benefits of your education should be made in consultation with your independent tax advisor.

For information regarding Education Credits, visit: IRS - Individuals - Students: <https://www.irs.gov/individuals/students>

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 or to opt-in to 1098T electronic delivery, visit: <https://heartland.ecsi.net/> or contact ECSI tax helpline at [www.ecsi.net/taxinfo.html](http://www.ecsi.net/taxinfo.html).

Any payments or Financial Aid received after December 31 may not be reflected on the 1098T.

1098T forms will be mailed to the student's permanent address 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.

## 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 for 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.studentaid.gov](http://www.studentaid.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). Grants awarded through the College require recipients to earn and maintain a 2.0 cumulative GPA. Federal financial aid recipients must be in good academic standing by earning a minimum of a 1.5 cumulative GPA for first year students, and a 2.0 cumulative GPA for students second year and greater. Students must also be progressing toward their degree by completing at least 67% of attempted coursework. Students may not use institutional, federal, or state financial aid to pay for courses that they audit. Review SAP section for specific requirements relating to state programs.

### 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. Federal aid requires a minimum of six credit hours to receive funds. 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. Refer to the Academic Requirements section for specific requirements related to institutional scholarships and grants.

Financial aid recipients are required to meet Ringling College's Satisfactory Academic Progress (SAP) requirements. SAP provides Qualitative (GPA), quantitative (completion rate), and incremental (Maximum Time Frame) 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), ("F"s") Credit / No Credit, Pass / No Pass and all repeated coursework. Students will be notified via email if there is an unsatisfactory academic progress status is determined. The email will outline why SAP was not attained and how to achieve a satisfactory status in the future.

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 terminate future federal financial aid. Students may appeal on the basis of injury or illness, the death of a relative, or other special circumstances. The appeal must explain why students failed to make satisfactory progress and what has changed in the situation that will allow students to make satisfactory progress at the next evaluation. If the appeal is approved, students will be placed on financial aid probation and offered federal aid for one term. If it requires more than one term to clear SAP standards, an academic plan will be created in conjunction with academic advising. SAP evaluation will occur at the end of that term. (See Appeal Process Federal)

### Qualitative Measurement for Financial Aid (GPA)

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 spring term by earning a minimum of a 1.5 cumulative GPA for first year students, and a 2.0 cumulative GPA for students second year and greater. All course grades will be taken into consideration including “I” (Incomplete), “F” (Failure) and “W” (Withdrawal).

**Quantitative Measure (Completion Rate)**

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

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.

**Incremental (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 annually.

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, 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 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. If SAP cannot be achieved after one term, the 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 and Grants**

Students must 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 a minimum of 2.0 cumulative GPA for grant funds.



#### Institutional Sponsored Scholarship and Grant

Students who do not meet the required GPA requirements for automatic scholarship and grant 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. Students will be asked to contact the Office of Financial Aid to discuss 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 (federal) 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.

The return of Title IV aid is in the following order

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct Parent PLUS Loans
- Federal Pell Grants
- FSEOG

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 for institutional programs.

#### Post-Withdrawal Disbursement

If the student did not receive all of the funds that were earned prior to withdrawing, a post-withdrawal disbursement may be due. If the student is eligible for a post-withdrawal disbursement of a grant, it must be disbursed within 45 days. If the post-withdrawal disbursement includes loan funds, the student must give permission before the funds can be disbursed. Students will be notified within 30 days of the date of the withdrawal determination of any direct loan eligibility, or a parent for a Direct Parent PLUS Loan eligibility. Permission is required to use the post-withdrawal grant disbursement for all other school charges. If a post-withdrawal disbursement from a loan results in a credit balance, the credit balance will be refunded to the student and/or the parent in the case of a Direct Parent PLUS Loan as soon as possible, but no later than 14 days after the credit balance has occurred. The school must return the Title IV funds within 45 days of the date the school determines the student withdrew.

#### Calculating Earned Aid and Notification

Though your aid is posted to the student account at the start of each semester, funds are earned upon completion of the semester. Title IV financial aid is earned by the calendar day, not

class day. This includes weekends, holidays, and breaks of less than five consecutive days. The College is required to determine the amount of Title IV aid the withdrawing student has earned and then either disburse any additional funds the student may be entitled to up to the amount earned, or return funds in excess of the amount earned which the student has already received. Once the Return to Title IV Funds calculation has occurred, the Billing Office will notify the student of the calculation and the aid that was returned by providing an updated billing statement. The outstanding balance now due to the institution, as a result, is posted on the student's account. The student may contact the financial aid office for a detailed document outlining the calculation. Funds will be returned to the appropriate federal program within 30 days of the calculation.

#### Official Withdrawals

The Office of the Registrar notifies all departments of an official withdrawal. Official withdrawals are processed within 30 days of receiving a notification of withdrawal. The withdrawal date will be determined based on the date the student completes the Withdrawal from Ringling Form.

#### Unofficial Withdrawals

Title IV aid recipients who fail to withdraw but stop attending class are considered unofficial withdrawals. The Return to Title IV Funds policy requires the College to calculate the "earned" amount based on the last day of attendance of the semester. If the student stopped attending prior to the 60% point of the term, the student will be billed for the outstanding charges as a result of the Return of Title IV funds. Unofficial withdrawals are processed within 30 days of determining the student was an unofficial withdrawal.

#### Credit Balances After Withdrawal

The school must determine the correct Title IV credit balance, considering the results from both the Return to Title IV calculation and the institutional refund calculation. If after the Return to Title IV funds and the institutional refund calculations are applied to the student's account and a credit balance results, the credit balance will be disbursed as soon as possible but no later than 14 days after the date of the Return to Title IV calculation is performed.

#### State Financial Aid

##### State of Florida Financial Aid

To receive assistance from the State of Florida, including the Effective Access to Student Education (EASE), 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 Effective Access to Student Education (EASE), 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 and other Florida scholarship continued 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.

#### Veterans Administration (VA) GI Bill® Yellow Ribbon Program

To be considered for the GI Bill® programs students are required to provide a copy of your VA Certificate of Eligibility (COE) and complete a request for certification form with the Ringling College's (VA) certifying official in the Office of Advising, Records and Registration. Once your VA COE is received and the student completes a request for certification form with Ringling College Certifying Official, Ringling College will be able to submit certification, post an anticipated amount for VA funds to your tuition bill based on the appropriate program funding.

The Post 9/11 GI Bill® Yellow Ribbon Program provides additional financial assistance to veterans and dependents who qualify for 100% of Post - 9/11 GI Bill® educational benefits. Ringling College provides yellow ribbon scholarship assistance, which is matched by the VA once VA's yearly tuition cap is paid out fully.

VA education benefits are calculated on full-time enrollment, or 12 or more credit hours. VA education benefits payments will vary depending on which benefit being used and hours of enrollment required for degree. If a student withdraw from class(es), a debt may be incurred with the Department of Veteran Affairs. Students must complete a new request for certification with the College when withdrawing from class(es) during a semester. The appeals process for VA debts differs from that of the College and students should contact the VA directly for any questions regarding that process. Eligible students must maintain satisfactory academic progress for all terms in which they are enrolled, in order to continue to receive benefits. Details of satisfactory academic progress and all military affiliated policies can be found in the Academic Catalog.

## ACADEMIC INFORMATION

### Majors

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

## 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.

## 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 major changing, adding minors, probation, readmitted students, course selection, and transfer credit. 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

### International Students

Amy Pettengill - apetteng@ringling.edu

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

### 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, advice on portfolios and target audiences. Faculty Career Advisors are appointed or re-appointed each year by major. For more information, please contact Career Services staff at 941-359-7502 or talent@ringling.edu or stop by the Center for Career Services in the Ferguson Studio Building.

The Center for Career Services

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

phone 941-359-7502

Email: 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 "withdrawal" 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 might result in an additional year of study.

## Preferred Name Process

Ringling College has established procedures which would allow you, if you so desire, to use a name different than your legal name on the following college records:

- Ringling College account name
- Student Email account

- Ringling College ID card
- Power Campus Self Service
- Canvas
- Draw
- Library Information System

Because of processes that exist between the email system, Power Campus, and the identity management system changing the Ringling College account name and the student email account can only be done during the time in-between semesters. Preferred First Name Changes can be made with the Office of the Registrar only once. Notes on legal name change:

For name change on the following Ringling College documents, a legal name change is required:

- Transcripts
- Degree Certificates
- Financial Records
- Employment and Payroll Records
- Enrollment Data
- Financial Aid Documents and Mailing Information

To change the name on these records, you must make a legal name change through state authorities.

Contact the Registrar's Office for the application form. Upon submission of your preferred first name, your choice of preferred first name will be reviewed by the Office of the Registrar. Once your preferred first name is approved, it will appear in the first section Self-Service. If your preferred first name is not approved, your legal name will remain the only name on your record at the college.

Examples of preferred first names that will not be approved:

- Names used for the purpose of misrepresentation
- Names containing non-alpha characters
- Names containing foul or inappropriate language

## Academic Probation, Dismissal, and Withdrawal

### Administrative Withdrawal

Ringling College reserves the right to administratively withdraw students who stop attending classes. Administratively withdrawn students are responsible for all financial obligations incurred for the entire semester and will not be permitted to remain in campus housing.

### Academic Probation

All undergraduate students must maintain minimum semester and cumulative grade point averages (GPA) of 2.0 (equivalent to a C) to remain in Good Standing. Students are placed on Academic Probation if their semester GPA or cumulative GPA falls below 2.0., or if they fail (grade of F) three credit hours.

### Academic Dismissal

Students falling into any of the following categories will be subject to academic dismissal:

- If a student has been placed on probation in the two previous consecutive semesters, and his or her cumulative

GPA falls below 2.0 for a third consecutive semester or if they fail (grade of F) three credit hours.

- Students who have failing grades for six or more credit hours in a semester.
- First semester, first-year students who have a cumulative GPA below 1.00.

Academically dismissed students have 10 days from receipt of notification to appeal their academic dismissal. They must appeal in writing to the Academic Standards Committee. Letters of appeal should be addressed to the Office of Advising, Records and Registration Services. The decision of the Academic Standards Committee is final. Transcripts of students who have been academically dismissed will bear the notation "Academic Dismissal," which indicates the student has been involuntarily separated from Ringling College for failure to meet minimum academic standards. Generally, academically dismissed students will not be considered for readmission for one academic year. Successful progress at Ringling College means more than just maintaining a 2.0 G.P.A. Students failing to make satisfactory academic progress may not meet the requirements for scholarships, state and federal grants, or student loans. Those students with a weak G.P.A. should check immediately with the Director of Financial Aid to review how their academic status may affect their financial aid.

### Academic Probation & Dismissal for Military Affiliated

Academic probation for two consecutive semesters or academically dismissed military affiliated students will result in the termination of VA education benefits for unsatisfactory progress. The U.S. Department of Veterans Affairs will be notified of this action.

### Military Mobilization/Activation Withdrawal

Military members, veterans, reservists and members of the National Guard who are attending Ringling College of Art and Design may receive orders for active duty, redeployment or relocation. Dependents of military personnel who receive orders also may be affected in a similar manner.

In such cases, the College must receive a copy of the student's or military personnel's activation, redeployment or relocation orders issued from the military in order to proceed with the dropping of courses for the term of activation. Activation documentation must be submitted to the School Certifying Official with the Military Withdrawal Form.

Students called to active service are guaranteed readmission upon the completion of active service. A readmission application will need to be completed through the Office of Advising, Records, and Registration when ready to return.

Depending on when the activation occurs students have two options:

- Option 1: Students called to active service prior to the last five (5) weeks of the end of the term may elect to withdraw from the college with a full refund of all out of pocket fees. No course credit and no course grades will be awarded. The financial aid office will perform the standard return of Title IV refund calculation based on the student's last date of attendance. Funds will be returned to the appropriate program as mandated by federal regulation. Students will be refunded 100% of the student's payment. Any balance created by the return of funds to appropriate programs and personal funds will be written off by the college.
- Option 2: Students called to active service within five (5) weeks of the end of the term may elect to receive Incomplete (I) grades in all courses. The time period allowed for satisfying the Incomplete grades would begin on the date of release from active service. Students who elect this alternative are not eligible for the refund of fees.

### Voluntary Withdrawal from College

Students considering withdrawing from the College must complete a "Withdrawal Form," available through the Office of Advising, Records, and Registration Services. All financial commitments to the College must be fulfilled, as stipulated in the Refund Policy in effect at the time of withdrawal. It is the student's obligation to remove their possessions from campus housing within 24 hours of withdrawing.

The refund policy does not apply if the student does not follow the withdrawal policy outlined here. Additionally, if a student abandons possessions, those items will be donated to charity.

### 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:

- A request for a medical withdrawal must be made in writing and directed to the Associate Dean/Director of Health Services or designee. 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.
- The medical withdrawal request must be accompanied by the Medical Withdrawal Provider Report Form supporting the reason for the request.
- 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.
- Decisions relating to medical withdrawals will be made by the Associate Dean/Director of Health Services or designee after submission of the Medical Withdrawal Provider Form.
- 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 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 Required Medical Withdrawal Policy.

## 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.

## 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.

Documentation must be submitted to Academic Advising within two weeks of the absence to be considered for excusing. 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.

For the courses being delivered online via Zoom, students are required to have their videocam on at all times, and the audio on when appropriate. As expected when attending a course in-person, students must be engaged, showing their entire face, and actively participating as appropriate during the scheduled class time. Students may wish to utilize an appropriate virtual background.

### 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 grade percentage up to:

1. For courses that meet twice a week:
  - Two absences may drop a final course grade 5%.
  - Three absences may drop a final course grade up to 10%.
  - Four absences may drop a final course grade up to 20%.
  - Five or more absences will result in a failing grade.
2. For courses that meet once a week:
  - One absence may drop a final course grade up to 5%.
  - Two absences may drop a final course grade up to 10%.
  - Three or more absences will result in a failing grade.

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.

The complete policy is posted to the Ringling website <http://www.ringling.edu/policies-and-procedures/>

## 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 his/her 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 his/her 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 his / her 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).

### 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 diversity and inclusion programs 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 diversity, inclusivity, 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 Minister 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.

## Center For Career Services

Career Services has Career Counselors and a wealth of resources to prepare you for what comes after Ringling. Services are available to all students and graduates for free, for life. There are events including the fall Food for Thought series of workshops on career-related topics, guest speakers, and recruiter presentations. Take advantage because these can be one-time-only events. Services are offered both virtually and in-person.

There is also a yearly networking event during the spring semester Professional Day.

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
- 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.

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 interviews.

Company presentations are open to ALL students!

Mark your calendar for the "Food-for-Thought" series and other 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 CAREER INSIGHT event, held in the spring semester on "Student Professional Day" (during Faculty Professional Day). CAREER INSIGHT ([www.ringling.edu/INSIGHT](http://www.ringling.edu/INSIGHT)) is a valuable networking opportunity and forum for inspirational guest speakers and alumni to share career insights, review portfolios, conduct practice interviews and connect with you throughout the day. No classes on Professional Day - so, no excuses - don't miss it!

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 your first year to develop a strategy for success! We are here for you from your first day on campus through graduation and beyond!

Make an appointment to meet with Career Service staff so we can get to know you and your specific career goals. Choose from 15, 30, and 60 minute appointments at: [www.Ringling.edu/CCSappointment](http://www.Ringling.edu/CCSappointment).

Please stop by the Center for Career Services (CCS) call – 941-359- 7502 or email [talent@Ringling.edu](mailto:talent@Ringling.edu)

## 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 APRN 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, and pregnancy
- After hours visit with a physician provided at any Sarasota Memorial Hospital Urgent Care Center location at no cost to students. (Costs may be incurred to the student if any additional services are provided.)
- STD Testing (Gonorrhea, chlamydia, bacterial vaginosis, trichomoniasis, yeast, and HSV culture)
- Emergency Contraception and Plan B

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
- Medical supplies such as splints and slings
- Laceration repair and incision and drainage procedures

The Peterson Counseling Center, located on-campus in the Student 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 short-term one-on-one sessions with a counselor, psychiatry, support and counseling groups, and emergency psychological services. Common concerns confronting students include anxiety, depression, relationships and communication, adjustment, and 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 register 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 941.309.4000 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. A student must be in regular therapy through the Counseling Center to meet with a psychiatrist. 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. 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 exploration of identity.

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, 8:30 am – 4:30 pm.

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 and requested through the Counseling Center.

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.

## 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 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. Club Sport organizations must follow guidelines set by the Club and Organization Handbook as well as the Club Sport Handbook.

### Esports/Ringling Rollers

The Esports program is designed to serve individual interests in different video games and competitions. 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 game.

The members of the team and/or club must follow the guidelines supported by the Director of Recreation and Wellness. Students on Varsity team will compete against Colleges across the US.

## 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 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.

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 and 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, and other ways to engage in student life and support services, 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 is 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 are available in the Office of Student Activities and Leadership Development through its help desk window near the monthly activities calendar. 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.

## RingLink

Ringlink is the campus wide software which showcases all departments, student organizations, and events on campus. Ringlink allows the College to review event submissions, fundraising requests, reservations and facilities requests, as well as register new initiatives, clubs, departments, and track involvement for an individual on campus. Check out Ringlink here [www.ringling.campuslabs.com](http://www.ringling.campuslabs.com).

## CORQ

Corq is the simplified mobile app which provides information about all items listed on Ringlink. There are no editing capabilities on the Corq app, but it is utilized to keep students, faculty, and staff up to date with information happening on campus.

## 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 during the Volunteer and Organization fair held the first Friday of school at 6:30 PM or come to the Office of Student Activities and Leadership Development in Ann and Alfred Goldstein Hall. Student can directly message active student organizations through the Ringlink software at [www.ringling.campuslabs.com](http://www.ringling.campuslabs.com).

### 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 Development and the Student Government Association.

### Resources For Organizations

The Office of Student Activities and Leadership also offers resources, support, storage space, and trainings on transition and organization structure.

### Need More Information?

The Office of Student Activities and Leadership can help students learn more about organizations and events at Ringling College of Art and Design. Call 941.309.0202 or email [studentactivities@ringling.edu](mailto:studentactivities@ringling.edu)

### Current Student Organizations

Student Organizations register and reregister through Ringlink ([www.ringling.campuslabs.com](http://www.ringling.campuslabs.com)) All active organizations are listed on the website through the organization tab.

### Student Government Association

The SGA exists to enable all college students to take part in making a positive contribution to the college and local communities. The association claims its existence in the formulation of ideas, student leadership, cooperation, and equal representation. Additionally, it develops a framework around which students shall

respond to the challenges of a democratic society through an elective Student Government.

SGA elections occur within the last month of the spring academic semester. There is an application period, a campaign period, and an election period. All positions left unfilled after the spring semester will be filled within the first 30 days of the fall semester. To contact the student government on campus, you can reach out to [sga@ringling.edu](mailto:sga@ringling.edu).

### Student Government Committees

The Vice President of Student Government Association oversees a variety of campus committees. Committees are typically chaired by a senator, but this is not always the case. All chair positions as well as general members of the committees are volunteer positions requiring no application process or election. If you are interested in any of the committees as a member or chair, email [sga@ringling.edu](mailto:sga@ringling.edu). Below you will find a list of the committees and their chairs if applicable.

- Strategic Planning: President
- Elections Committee: Election Commissioner
- Events Committee: Chair Position Open (Continued)
- Food Committee: Chair Position Open
- Safety & Security: Chair Position Open
- Sustainability: President of Green Ambassadors
- Diversity & Inclusion: Chair Position Open
- Art Supply/Bookstore: Chair Position Open
- Commencement: Chair Position Open
- Health & Wellness: Chair Position Open
- Liberal Arts At-Large Representative: Chair Position Open

### Space Reservations for Student Organizations

Classrooms and other meeting spaces must be reserved two weeks in advance with the student group advisor or the Director of Student Activities and Leadership Development 941.309.0202 [studentactivities@ringling.edu](mailto:studentactivities@ringling.edu)

### Student Organization Fundraising

Recognized student organizations have the right 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 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. This process is through event submission on the Ringlink software ([www.ringling.campuslabs.com](http://www.ringling.campuslabs.com)).

Student Activities & Leadership Development:  
941.309.0202 | [studentactivities@ringling.edu](mailto:studentactivities@ringling.edu)  
Monday-Friday 8:30 a.m. - 4:30 p.m. Weekends Closed

### 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 Opportunities), 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.

### Center for Diversity and Inclusion

#### Mission

To create a center rooted in cultivating an engaged campus climate founded on care and respect that provides all members of the college community with access, opportunity, representation, equity, and a sense of belonging.

#### CDI Values

- Student Success & Holistic development
- Artists, Complexity, and Critical Dialogue
- Advocacy, Access, and Equity
- Healing, Restorative and Transformative Justice
- Global Education and Experiential Learning
- Respect, Responsibility, and Accountability
- Love and Community

#### What We Do

The Center for Diversity and Inclusion provides the Ringling campus community with an array of programs, events, social justice and arts initiatives. These initiatives not only advance diversity and inclusion education, awareness, and action, but also foster and cultivate a welcoming and inclusive campus climate. The CDI also provides a number of resources and engaging and interactive safe and brave spaces of support for discourse and education focused on diversity, equity, inclusion, intersectionality and the arts.

#### Programs and Services

- Programming and education that engages our campus and Sarasota communities in social justice issues including race, class, oppression, sexual assault, violence, relationships, sex, gender, and

equity with critical but supportive thinking and dialogue;

- Creating and fostering multicultural, multidisciplinary arts programs and initiatives that showcase artists and community activists with a shared vision to promote, preserve and develop the cultural arts that reflect the living tradition and experiences of BIPOC, 2SLGBTQIAP+, Veterans, and Survivor Artists as well as others who hold marginalized and underrepresented identities;
- Providing student employment, internships, and volunteerism opportunities (SOCadillos, CDI Volunteers) for professional development, leadership development, education and activism;
- Supporting affiliated student organizations;
- Providing a welcoming space with free student resources, including a student lounge, Food Pantry and a Womynist Pharmacy (free personal/ hygiene items);
- Support Students, Staff and Faculty

#### Remy's Cupboard

Remy's Cupboard is Ringling College's very own food and hygiene pantry, operated by and located in the Center for Diversity and Inclusion. Remy's Cupboard is available to students currently enrolled at Ringling College of Art and Design to address food and hygiene insecurity by providing supplemental food and hygiene items to RCAD community members in need.

#### Queer Closet

CDI's Queer Closet is a donation-based free wardrobe for Ringling College's students to find clothing and accessories that match their gender identities and ultimately create an affirming experience for all genders and bodies!

## Services

### Bus Schedules

Sarasota County Area Transit (SCAT), now called Breeze Transit, serves 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)

### 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. (Adjustments may be made due to COVID-19)

### Immunization Packets

Student immunization packets are kept within the Student 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

All lost and found items are taken to Public Safety. 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. Student Mail Services staff receives and distributes student mail and packages 7 days a week. As well as any messages or notices from any faculty or staff offices. They also receive all items from (UPS) United Parcel Service, (FedEx) Federal Express, (USPS) United States Post Office, Amazon, et al.

Deliveries for students will be processed and the student will be notified by e-mail as well as a slip in their mailbox. 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 and Federal mail will be returned to the sender.

Mail Services does not receive any "Same Day" delivery items for supplies or food from Uber Eats, Door Dash, Publix, Target, Michaels, Walmart or Amazon-Whole Foods, Saywee or any other same day delivery company. It is the student's responsibility to meet the delivery driver at the Greensboro Ln Gate. Also, Students are not allowed to have any deliveries address to your dorm or house. All mail and deliveries are to be address to the address below. (Do not use your dorm room or house as an address.)

#### Student's Name

Ringling College of Art and Design Box # 1130 Greensboro Lane  
Sarasota, FL 34234-5808

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.

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:

<u>Item</u>	<u>Color Code</u>
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 Activities and Leadership at 941.309.0202.

### Student ID Cards

Every student is issued an official Ringling College identification card. This card should be displayed 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 and it provides access to certain housing and other campus facilities.

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.

### 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.

## HOUSING AND RESIDENCE LIFE

### Resident Housing

On-campus housing is currently available for approximately 1300 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.

### 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. Students found in violation of the policies outlined in the Student Handbook during Health and Safety Inspections may be subject to a conduct hearing.

### 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, first floor of Bridge Apartments, in the near-campus houses, the Cove, the Roy and Susan Palmer Quadrangle, Ann and Alfred Goldstein Hall, Greensboro Hall, and Ulla Searing Student Center. Machines are free for residents to use. Report mechanical problems by submitting a Schooldude maintenance request.

### 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:

Cove Keating  
 Family Housing Palmer Quadrangle  
 1245 North Riverside Drive  
 2714 South Riverside Drive 3015, 2340 Bradenton Road  
 3035, 3047 East Tamiami Circle  
 1107, 1123, 1133, 1143, 1159 Greensboro Lane  
 2914, 2919, 3007, 3014, 3022/3024 East Tamiami Circle  
 1160, 1142, 1158, 1132, 1131, 1161 Guilford Lane  
 1107/1113, 1147/1155, 1100, 1123 Guilford Lane  
 1136, 1172/1174, 1176/1178 Patterson Drive  
 1230, 1216 31st Street 1151 /1153 32nd Street

In compliance with this act this is to inform you: 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.

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.

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.

- 1) 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: 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) 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.

- 3) Use the preinstalled fans in their bathrooms to minimize moisture build-up.
- 4) Wipe down visible moisture accumulation on windows, walls, ceilings, or other surfaces as soon as possible. Clean kitchens and bathrooms regularly.
- 5) 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. - 7:00p.m.
- Resident Assistant on duty 7:00p.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:

\*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

Greensboro Hall  
1130 Greensboro Lane 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

Cove\*  
2210 N. Tamiami Trail 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 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.

### 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. Nothing (signs, posters, wall hangings, etc) is permitted to be displayed in windows or on exterior doors. The Office of Residence Life Office reserves the right to ask residents to remove items displayed to the community (interior or exterior facing) 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.

## 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

All guests in housing must be escorted by the resident. Overnight guests need to be registered at the Housing and Residence Life Office. Overnight guests may not stay more than three nights.

## 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).

### Student Learning Center (SLC)

The mission of the Student Learning Center is to serve all students at the Ringling College of Art and Design by providing learning support to nurture lives of learning and creativity.

Whether you're determined to maintain that 4.0 GPA or struggling to pass a class, Learning Specialists can help. They support students with projects/presentation development, reading, studying, organization/time management, writing, and conversational English. Student Tutors help students with writing, conversational English, and basic time management.

Location: Goldstein Library, 2nd Floor  
 Hours: Learning Specialists Monday-Friday, 9-4  
 Student Tutors: Sunday-Friday afternoons & evenings

To make an appointment with a Learning Specialist or a Student Tutor: Login to the Ringling Portal ([my.ringling.edu](http://my.ringling.edu)) Under Ringling Student Links, click Student Learning Center - Make Appointment. Follow the prompts on the Calendly appointment system.

#### SLC Services Offered by Learning Specialists

**Projects & Presentation Development:** Projects/Presentations are a fundamental part of Ringling's curriculum, and our Learning Specialists can help with brainstorming, research, organization, and bibliographies. Most importantly, they help develop presentation skills and share strategies for dealing with nervousness and anxiety during public speaking.

**Reading:** Develop reading strategies to avoid re-reading. No more wasting time. Whether it's a text book or pdf's, the

Learning Specialists can help you be a more active reader who scores higher on reading quizzes.

**Studying:** Tests and exams cover a vast amount of material. So study with a Learning Specialist who will share proven study tools, tips, memory devices and practice questions. Learning Specialists focus on your area of need and can help make study time more effective.

**Writing:** Work on writing assignments from any class and get support for all phases of the writing process. Learning Specialists help with 1st year Writing Studio, Art History papers, liberal arts blogs/response papers, Senior thesis projects, creative writing, and more. Learn to write papers correctly in order to avoid plagiarism.

**Organization/Time Management:** Prioritize your schedule and make the most of your valuable time to ensure you can study, socialize, eat, sleep and create. Work with the Learning Specialist to create an in-depth time management plan. Come in for a plan for the whole semester or a shorter plan for upcoming deadlines.

#### Services Offered by Student Consultants

**Writing:** Work on all phases on the writing process from brainstorming, research, organization, internal citations, bibliographies, and editing/revising.

**Conversational English:** Use current topics of interest to practice speaking and listening.

**Basic Time Management:** Have an online version of your basic time management plan made in order to tweak and revise as the semester progresses.

#### Student Access Services

Ringling College of Art and Design provides reasonable accommodations for all students with documented disabilities. Students must self disclose and submit an application and documentation for registration with Student Access Services. If you have a physical, learning or mental health impacting your academics or other college activities, you should make an appointment with the Director of Student Access Services.

To request services, students must enroll in the AIM system (Access Information Management). Documentation such as doctor's assessment and evaluation reports, IEPs 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 Student Access Services, based on documentation submitted through AIM and in conversation with the student, determination will be made on appropriate and reasonable accommodations. 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 and must be sought out by the student, and are required to be renewed every semester. Student Access Services provides equal access to classes, instruction, buildings and materials. Grading standards and workloads will not be modified or reduced.

Contact: Clair Harris, [charris2@c.ringling.edu](mailto:charris2@c.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>.

### Dining Meal Plans

#### **19 MEAL PLAN:**

- 19 MEAL SWIPES/WEEK/1 SWIPE PER MEAL PERIOD
- \$250 DINING DOLLARS/SEMESTER/NO CARRY-OVER TO NEXT SEMESTER
- ALLOWS 1 MEAL EXCHANGE PER DAY

#### **14 MEAL PLAN:**

- 14 MEAL SWIPES/WEEK/1 SWIPE PER MEAL PERIOD
- \$200 DINING DOLLARS/SEMESTER/NO CARRY-OVER TO NEXT SEMESTER
- ALLOWS 1 MEAL EXCHANGE PER DAY

#### **7 MEAL PLAN**

- 7 MEAL SWIPES/WEEK/UNLIMITED DAILY SWIPES PER MEAL PERIOD

\*The meal plans reset on Sunday.

**19 Plan Required:** Greensboro Hall and Ann and Alfred Goldstein Hall  
**14 Plan Required:** Ulla Searing, Keating, and the Cove  
**14 or 7 Meal Plans Recommended:** Bridge, Bayou Village, Palmer Quadrangle, On campus not required, and Off campus commuters.

### DINING DOLLARS

Dining dollars operate like a gift card and can be used at Cunniffe Commons, The Market, and Brickman Café. They can be used on all menu items at any time the locations are open.

\*Dining dollar balances do not carry over from semester. Be sure to use them before they expire at the end of each semester.

### MEAL EXCHANGE

The 19 meal plan and 14 meal plan allow for 1 meal exchange per day for use at The Market or Brickman Café. This means you have the ability to use your meal swipe on select “combo meals” in lieu of swiping at Cunniffe Commons.

### MEAL SWIPES

The 19 meal plan is a full meal plan providing a swipe for all breakfast, brunch, lunch and dinner designated meal periods. The 14 meal plan allows a swipe for your choice of 14 meal periods per week. Both the 19 and 14 meal plans allow 1 swipe per meal period. The 7 meal plan allows a swipe for your choice of any meal period with unlimited daily swipes.

### SPECIAL DIETARY NEEDS?

The Cunniffe Commons Pure (Delicious Without) Station is dedicated to avoiding gluten and the top 9 allergens. If you have further questions or would like to schedule a meeting with our Executive Chef about dietary needs, text our hotline 941-417-8821 or email General Manager David [david.byrne@compass-usa.com](mailto:david.byrne@compass-usa.com).

### 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 staff 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.

## Campus Store

The Ringling Art Supply 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.

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.

### MADEBY Gallery

*MADEBY* Gallery- Ringling College of Art and Design. *MADEBY* is located in the Glen Fine Arts Building. *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.madebygallery.com](http://www.madebygallery.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

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 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 Alfred R. Goldstein Library building, computer lab, and library services hours for the Fall 2021 semester are:

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, and specialized reference databases and software training tutorials from LinkedIn Learning.

LinkedIn Learning (formerly Lynda.com) is an online, self-paced, video-based training site for learning software applications.

LinkedIn Learning 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. LinkedIn Learning is free to you as a Ringling student. Link to LinkedIn Learning 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 for all print materials.

You may renew Library material by phone at 941.359.7587 or online at the Library website. Click on "Sign In." 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 and Mac 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)

## 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 the 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 on campus – building, room number and floor - and the corresponding street address:

Ulla Searing Student Center:  
1130 Greensboro Lane

Ann & Alfred Goldstein Hall:  
2745 Old Bradenton Road

Cove:  
2210 N. Tamiami Trail

Greensboro Hall:  
1130 Greensboro Lane

Keating Hall:  
2621 Old Bradenton Road

Bayou Village Apartments:  
2376 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.

Psychological Emergencies  
Visit the Peterson Counseling Center (open Monday-Friday, 8:30am-4:30pm) or contact Public Safety at (941)359-7500.

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

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.

### 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 vehicle decal 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. Non-perishable food
2. Can opener
3. Battery powered hand crank AM/FM radio
4. NOAA Weather radio with extra batteries
5. Flashlight and extra batteries
6. First aid kit
7. Prescription medications
8. Personal hygiene items
9. Blanket, pillow, and towel
10. Clothing
11. Extra set of car keys

12. Contacts or glasses
13. Cash and change (ATM's may not function)
14. Some form of personal ID (License, Passport, etc.)
15. Cell phone, chargers (consider a solar charger)

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

Ringling College Office of Public Safety is located on the first level of the Kimbrough Building and provides protection and service to the College community by foot, motorized carts, and vehicular patrol 24 hours a day, 365 days a year. Public Safety is composed of a Director, Assistant Director/Technology Specialist, and public safety and communications officers. They are charged with the responsibility of making sure federal, state, and local laws, as well as College policies and procedures are obeyed and enforced. Officers respond to emergencies and calls for general assistance; respond to fire and burglar alarms; lock and unlock campus facilities according to schedules; monitor campus activities; and coordinate response efforts in the event of an incident or emergency.

The Public Safety Office works directly with various campus offices to address security and safety concerns associated with lighting, landscaping, environmental

safety, and life safety issues. Once a concern is noted, the Office of Public Safety forwards the information to the appropriate department for corrective action.

Ringling College is located in an urban environment and the Office of Public Safety constantly considers a variety of safety initiatives in new construction or renovation planning. Initiatives may include, but not be limited to, lighting, video surveillance, electronic access control, and crime prevention through environmental design techniques to provide the highest level of safety for our students, faculty and staff.

Public Safety Officers are not commissioned law enforcement officials and do not possess the authority to make arrests. The jurisdiction of Public Safety Officers is limited to properties owned or controlled by the College. Public Safety Officers receive training in first aid, CPR/AED, and fire safety. Criminal background checks are conducted on all officers as well as preemployment education level verification, previous employment history, and motor vehicle verification checks.

The Office of Public Safety does not have any written "memorandum of understanding" (MOU) agreements with local and state law enforcement agencies for response or investigation of crimes, but maintains strong working relationships with the Sarasota Police Department; the Sarasota County Fire Department; and other state and regional law enforcement/emergency services providers.

Ringling College of Art and Design occasionally contracts with the Sarasota Police Department to provide commissioned armed law enforcement officers to patrol the campus or to staff special events. Additionally, the College on occasion will contract with an outside security vendor to provide supplemental security coverage.

Public Safety Communications Officers are available 24 hours per day at 941-359-7500 to answer your call. If you are unsure what you have witnessed or experienced is a crime, please contact the Office of Public Safety and we will assist you with your situation. In response to a call, Communications Officers will take the required action, either dispatching an officer to your location, asking you to come to our office, or assisting you in contacting another agency such as the Sarasota Police Department. Response time may be affected by various factors, such as the number and location of available personnel and/or their involvement at the time a report is received. Response to an incident may also involve other personnel, such as Office of Residential Life staff in an incident of a drug violation in a residential hall, members from the Counseling Center in the case of a sexual assault, and/or an outside police agency or other agencies if an incident requires specialized abilities beyond the capabilities of Public Safety. To contact Sarasota Police Department, who have law enforcement jurisdiction covering the Ringling campus, please dial 9-1-1.

Criminal and policy violation reports involving students are reviewed by the Office of Student Life for potential conduct action. If assistance is required from the Sarasota Police Department or the Sarasota County Fire Department, a Public Safety Officer will contact the appropriate unit.

(Communications Center Kimbrough Building)

The Office of Public Safety Communications Center is staffed 24 hours a day and is responsible for answering calls for assistance from the campus community and public; answering calls from the blue light assistance towers and red emergency phones; assists walk-ins as needed; monitors security technology; and dispatches security officers to respond for calls for service.

The Communications Center also coordinates contact with local emergency service providers.

(Security Awareness And Crime Prevention)

The Ringling College of Art and Design Office of Public Safety encourages everyone to be aware of their environment, stay alert, report suspicious activities, take precautions, and report all crimes/incidents. By being proactive, you can play an important role in not only protecting yourself, but also helping others to be safe. With your help, the Office of Public Safety can provide a safe educational environment in which the College community members can excel.

The programs outlined below if practiced could possibly reduce the odds of you falling victim to a crime. Take a moment to review the programs so you will be better prepared to stay safe.

During orientation in August and throughout the year, students are informed about a variety of services offered by the Office of Public Safety. Crime prevention programs are offered on a continual basis. Additional safety tips are available by visiting the Public Safety webpage at <http://PublicSafety.ringling.edu>

Periodically during the academic year, the Office of Public Safety, in cooperation with other College organizations and offices, will present crime prevention awareness sessions on topics such as active assailant, frauds and scams targeted at college students, residential hall security, sexual assault, stalking, theft prevention, etc.

(Safety Escort Service)

The Office of Public Safety is available to provide safety escorts to all Ringling College of Art and Design students, faculty and staff during the hours of darkness upon request.

The Security Escort Service is provided for the purpose of safety and security to all locations within the Office of Public Safety patrol area. The primary goal of the security escort service is to allow safe travel from one location to another with a greater sense of security.

Call 941-309-4121 to arrange for the escort or request additional information. In the event of an emergency, call 941-359-7500.

(Identification Cards)

All individuals need to display their ID Card while on-campus. It is the responsibility of the ID card holder to report any ID card that fails to operate correctly, is lost and/or stolen, immediately to the Residential Life Office or the Office of Public Safety.

(Video Security (CCTV System))

The Office of Public Safety strategically deploys a state-of-the-art video security system to record interior and exterior public space areas of the campus. The system provides a deterrent to criminal activity and provides valuable information for investigative purposes. The system is recorded 24 hours a day seven days a week.

## REPORTING CRIMES AND EMERGENCIES PROMPTLY

To help provide a safe and secure environment, all members of the Ringling College community, including campus visitors, are expected, requested, and encouraged to accurately and promptly report all crimes, emergencies, and public safety related incidents to the Office of Public Safety or the appropriate police agency. Reporting is strongly encouraged, even if the victim of a crime elects to, or is unable to (due to physical and mental incapacitation), make such a report. Reporting may be accomplished by contacting Public Safety directly at 941-359-7500 or in person at the Kimbrough Building (Communications Center). If there is an actual emergency requiring police, fire or medical response, please call 9-1-1 from a campus phone. In addition, blue light assistance towers and red emergency phones are located on campus. These phones automatically ring to the Public Safety Communications Center. By promptly reporting all criminal offenses described in the law, it will ensure inclusion in the annual crime statistics and will aid in providing timely warning notices to the community, when appropriate.

Crimes can be reported to the following department on campus:

### Office of Public Safety

Kimbrough Building, First Floor 2700 North Tamiami Trail  
941-359-7500

If you are a victim of sexual violence, domestic violence, dating violence, or stalking, you are encouraged to report the incident to the Title IX Coordinator or a Deputy Title IX Coordinator:

### Dr. Tracy Wagner, Title IX Coordinator

Executive Vice President  
Office location: Keating, First Floor  
941-359-7595, [twagner@ringling.edu](mailto:twagner@ringling.edu)

### Dr. Tammy S. Walsh, Deputy Title IX Coordinator (Students)

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)

### Jekeyma Robinson, Deputy IX Coordinator

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)

### Darren Mathews, Deputy IX Coordinator (Faculty and Staff)

Director Human Resources  
Office Location: Kimbrough Building, First Floor  
941-359-7619, [dmathews@ringling.edu](mailto:dmathews@ringling.edu)

If you are not comfortable reporting a crime to Public Safety, you are encouraged to make a report to the following campus security authorities:

Dean of Students Office  
Ulla Searing Student Center, Second Floor  
941-359-7510

Office of Residential Life, Goldstein Residence Hall, First Floor  
941-309-4411

**IMPORTANT RESOURCES**

Office of Public Safety (emergency)	941-359-7500
Office of Public Safety (non-emergency)	941-309-4121
Security Escorts	941-309-4121
Residence Life	941-309-4411
Student Life	941-359-7505
Title IX Faculty/Staff	941-359-7619
Title IX Students	941-359-7510
Student Health Center	941-893-2855
Peterson Counseling Center	941-893-2855
Human Resources	941-359-7619
EAP Program	1-855-365-4754
Facilities Operations	941-359-7635
Institutional Technology	941-359-7633

**Emergency Blue Light Towers**

Blue light assistance towers are located on-campus in parking lots and along walkways. The blue light assistance towers include phones which provide a 24-hour direct phone link to the Public Safety Center. Each tower has two activation buttons: one for "information" and one for "emergency." When the blue light assistance tower is activated by using the "emergency" button, the constantly burning blue light at the top of the tower flashes. A security camera is focused on each blue light assistance tower, enabling the Communications Officer on duty to see the caller while talking to the individual on the phone.

These blue lights assistance towers are not restricted to emergency situations and may be used for non-emergency purposes.

**How to Activate the Blue Light Assistance Towers**

- Step 1: Push either the Emergency or Information Button.
- Step 2: A call is immediately placed to the Office of Public Safety.
- Step 3: Speak clearly.
- Step 4: State your emergency or question to the Communications Officer.
- Step 5: Follow the Communications Officer's instructions.

**Emergency Red Phones**

Most classrooms and other areas have red emergency phones that also dial directly to the Public Safety Communications Center. Both of these devices can also be used to access Security Escorts.

When speaking to the Public Safety Communications Officer, speak in a calm and clear manner while providing as much detail as possible related to the emergency or your non-emergency request. The Public Safety Communications Officer will send Public Safety personnel and/or other emergency responders to your location based on the information you provide.

If you are in immediate danger, or are being followed, activate the nearest blue light assistance tower and if necessary keep moving activating additional blue light assistance towers as you proceed to a safe location to call 941-359-7500. A security camera is trained on each of the blue light assistance towers so that the Public Safety Communications Officer on duty will have a visual as well as verbal contact with the user.

The Office of Public Safety tests the blue light assistance towers on a regular basis to assure operational compliance. Anyone experiencing a problem regarding the condition and/or use of the blue light assistance towers should contact the Public Safety Communications Center immediately by calling (941) 309-4121.

**ACCESS TO TIMELY INFORMATION  
"TIMELY WARNINGS"**

In an effort to provide timely notice to the Ringling community, and in event of a crime which may pose a serious or on-going threat to our community, the Office of Public Safety will issue "timely warning" crime bulletins to notify members of the community about serious crimes that occur on College designated property (on campus, non-campus, and public property). The Timely Warning requirement applies to Clery Act crimes and all require a case-by-case assessment as to whether the report presents a serious or continuing threat to the campus community. Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications: murder/non-negligent manslaughter, major incidents of arson, robbery, and sex offenses. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Office of Public Safety. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other College community members and a Timely Warning Notice would not be distributed. In cases involving sexual assault, they may be reported days, weeks, months or even years after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Office of Public Safety. Cases involving property crimes will be assessed on a case-by-case basis and alerts will typically be sent if there is a discernible pattern of crime.

The Public Safety Director or Assistant Public Safety Director reviews all reports to determine if there is an on-going threat to the community and if the distribution of a timely warning is warranted. Timely Warning Notices may also be posted for other crime classifications and locations, as deemed necessary. Public Safety works to collect this information by requesting all campus security authorities (CSA's) and local law enforcement agencies to report crimes in a timely fashion so a Timely warning can be issued if necessary.

The Public Safety Director or Assistant Public Safety Director will typically draft the Timely Warning. They will review and revise the text as needed then transmit the email containing the Warning to the College community as a blast email. Members of the Communications Office may assist with the Timely Warning if needed. Updates to the college community about any particular case resulting in a Timely Warning may also be distributed electronically via blast email or posted on the College website. Public Safety may also use additional methods to distribute the Timely Warning, including using the Campus Emergency Alert System, postings in residential halls, and sending messages to department phones.

It should be noted that an institution is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor. Additionally, all Timely Warnings will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

Warnings will include the crime or incident, location, description of the perpetrators, time and date of occurrence, and any other information deemed necessary.

Anyone with information warranting a Timely Warning should report the incident to the Office of Public Safety by phone at 941-359-7500, or in person at the Public Safety Office in the Kimbrough Building.

## **EMERGENCY NOTIFICATION (IMMEDIATE)**

The College's comprehensive campus emergency preparedness and response plan includes information about the management of emergency response and operations, emergency operations center

(EOC), and communication responsibilities, including the use of electronic and cellular communication. College offices are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The College conducts announced and/or unannounced emergency response drills and exercises each year, such as tabletop exercises, functional exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Several members of the Office of Public Safety have received training in Incident Command Systems (ICS) and response to critical incidents on a college campus. When a serious incident occurs or emergency exists that causes an immediate threat to the health or safety of students and employees on campus, the first responders to the scene are usually the Office of Public Safety, Sarasota Police Department and/or the Sarasota County Fire Department, when their assistance is necessary. These agencies typically respond and work together to manage the incident. Depending on the nature of the incident, other College offices and local or federal agencies could also be involved in responding to the incident.

The institution has general evacuation guidelines, in the event that a segment of the campus needs to be evacuated. The plan would be affected by a myriad of factors, including the type of threat, the occupancy of the other buildings and areas of the campus at the time of the incident, etc. Therefore, specific information about a multi-building or area evacuation cannot be shared with the campus community in advance. Ringling expects members of the community to follow the instructions of first responders on the scene, as this type of evacuation would be coordinated on-site.

In some emergencies, you may be instructed to "shelter-in-place". If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors. To "shelter-in-place" means to make a shelter of the building that you are in until it is safe to go outside. This means that if an incident occurs and the building you are in is not damaged; stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, access cards, etc.) and follow the evacuation

procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

College community members are encouraged to notify the Office of Public Safety of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate threat to the health and safety of students and/or employees on campus. The Office of Public Safety has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, Public Safety has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community, however other offices such as Facilities, student health, etc., may be involved in the confirmation process, depending on the nature of the potential threat. If an immediate threat exists, an institution must follow its emergency notification procedures but is not required to issue a timely warning based on the same circumstances; however, the institution is required to provide adequate follow-up information to the community as needed. If Public Safety, in conjunction with other campus officials (Facilities, Student Health Center, Student Life, etc.) or local first responders (Sarasota Police Department, Sarasota County Fire Department, etc.) confirm there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of our community, Public Safety and/or designees, will collaborate, if needed, to determine the content of the message and they will initiate some or all of the systems listed below to communicate the threat to the College community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population:

- Text messaging
- Phone messaging
- Telephone tree communications
- Campus wide email messages
- Facebook
- Twitter
- Paper fliers and bulletin board posting
- Person-to-person communication, using personnel from Student Life and Public Safety
- Website postings
- Two-way radio systems

### **Shelter in Place**

Depending on the circumstances, when the College issues a campus alert calling for a shelter in place, you should:

- Move into or stay inside the nearest building.
- Go into an interior room or office with few windows, if possible.
- Turn off all lights.
- If possible, close and cover all windows and lock doors and turn off ventilation systems (including air conditioning and heat, bathroom and kitchen exhaust fans).
- If the door has a window, cover it.
- Then, stay away from windows and doors.
- Put cell phones and other electronic devices in silent mode.
- Remain in place until notified by proper College administration officials, Public Safety Officer, or any responding police or fire department personnel.

### Evacuation

There may be situations when there is a dangerous condition inside a specific building and you need to evacuate quickly to ensure your safety. If notified to evacuate, please do so in an orderly fashion, move to a safe area away from the evacuated building, and alert others in your area if possible. In situations when you are ordered to leave an area, be sure to take necessary items such as medications, keys, glasses and wallets. You may not be able to return to your residence hall, office or classroom for some time. It is best to be prepared, just in case. Call 941-309-4121 to arrange for the escort or request additional information. In the event of an emergency, call 941-359-7500.

### SAFETY TIPS

Your personal safety and the security of your property while on campus are shared responsibilities. Ringling College has made safety and security a priority through our commitment to a full-time, professional security department, security escorts, lighting, CCTV, emergency telephones, and ongoing educational safety awareness programs. The vast majority of crimes occurring on college campuses are crimes of opportunity that can be prevented. You can help by taking away the opportunity. We have prepared these safety tips to help reduce the opportunity for you to become a victim of crime.

#### *Always remember....*

- Prepare yourself physically and mentally for any emergency.
- If you have been personally threatened or if you have heard anyone at school mention the idea of committing acts of violence, take it seriously. Inform Public safety or other campus officials.
- Avoid working or studying alone in a campus building.
- Never leave your laptop computer, textbook, cellular telephone, book bag, purse, or other valuables unattended or out of your sight in dining areas, the library, common study areas, or outdoor spaces.
- Avoid isolated corridors, hallways, stairwells and restrooms.
- Keep emergency numbers in your cell phone, whether you live on-campus or off. If on campus, call 941-359-7500.

#### *Residential Security*

You can take several important steps to help protect yourself and your personal property:

- Lock your door when you are not in your room or suite.
- Lock your door while you are also in your room.
- Lock windows.
- Never prop open exterior doors. If you see a door propped, close it.
- Don't allow people you do not know to "Tailgate" behind you into the building! Every person who is authorized to be in your building should have either card

access or a key. Politely tell them that you cannot allow them in and they should go to the Office of Residential Life to gain access. If someone follows you in anyway, call Public Safety immediately when you get to a safe place.

- If you see a suspicious person or someone you don't believe should be in or around the building, call Public Safety immediately.
- Never loan your access card or keys to anyone.
- Record the serial numbers of valuable personal property

#### *Safety While Walking or Jogging*

- Use the Public Safety Security Escorts after dark by calling 941-309-4121.
- Avoid walking or jogging alone, especially after dark.
- Always walk or jog in a familiar area.
- Tell someone where you are going and when you can be expected to return.
- Always choose a well-lit path, and avoid dark or vacant areas.
- Take note of the locations of Emergency Telephones along your route.
- Carry a cellular telephone and use it if you feel uncomfortable. If you exercise outdoors on a regular basis, vary your route and schedule.
- Have your access card or keys ready when returning to your residence hall or residence.
- Try not to overload with packages or other items. Keep your hands as free as possible.
- Do not wear music headphones while walking or jogging.
- If you carry a purse, carry it close to your body, preferably in front.
- If a thief confronts you, give the thief what they want. Don't try to pursue the thief. Try to get a detailed description and call Public Safety or 9-1-1 immediately.

#### *Bicycle Security*

Most bicycles are stolen because they are not locked correctly or not locked at all. Proper use of a strong, reliable lock will make a difference!

- Always lock your bike to a fixed, immovable object like one of the bicycle racks on campus. Park it in a visible and well-lit area.
- If a "U" Lock is used, position the bicycle frame and wheels so that as much open space as possible within the U portion of the lock is filled or taken up.
- Register your bicycle with the Office of Public Safety.
- Don't lock your bike to trees, handrails, lampposts, posts, or fences.
- Don't lock your bike to itself. If a thief wants your bike, it can easily be lifted up and carried away.
- Register your bicycle with the Office of Public Safety.

#### *Additional Security Measures for Off-Campus Residents*

- Be alert to your surroundings. If you suspect you are being followed, run in a different direction; go to the other side of the street, and yell for help; or head quickly to a lighted area, a group of people, or an Emergency Telephone.
- Lock your windows. If applicable, secure sliding glass doors.
- Become acquainted with neighbors. Know who belongs in your building.
- Don't put names on your answering machine or voicemail recorded greeting.
- When you are away from your residence, leave your interior lights on.

Use a timer if you will be gone for more than one day.

- Don't hide a spare key outside your door.
- If you see a suspicious person, notify the police immediately by calling 9-1-1.
- If you arrive home to find your door ajar, hear unusual sounds, or believe your residence has been broken into, DON'T GO IN! Get to a safe place and call the police.

***Important tips to consider before, during and after driving:***

- Carry your keys when approaching your vehicle so that you can enter your car quickly. If you see someone loitering near your car, don't stop; walk to an area where there are other people.
- Try not to walk close to other parked vehicles and stay in the center of the access way. Travel and park on well-lighted streets.
- Keep your doors locked and windows closed.
- When stopping in traffic, leave enough distance between your vehicle and the one in front of you that you can pull away quickly if necessary.
- Be extra cautious if someone approaches your car.
- When returning home at night, call ahead and ask someone to watch for you while you walk from your car to your residence.
  
- Do not leave expensive property such as cellular phones, computers, cameras, purses and backpacks in plain view in your vehicle. Lock them in your trunk or take them into your residence.
- Lock your vehicle and secure the keys. Never hide a second set of keys in the vehicle.
- Never leave your motor vehicle unattended while running.
- If you are involved in an accident, call the police immediately.

***Ride Sharing Services Safety Tips***

Ride sharing services have become more popular and frequently provide a good alternative transportation method. As more and more members of our community use these services, we would like to offer the following safety tips for using these services:

***Request Your Ride Inside***

- Avoid spending unnecessary time outside alone. Wait indoors until your ride has arrived.

***Get in the Right Vehicle***

- Ensure the following descriptions match the ride share app:
  - License plate
  - Make of vehicle
  - Model

- Color
- Driver photo and name

**Ask the driver: *What's My Name?***

- If the driver cannot answer that question or the vehicle information does not match, do not get into the vehicle

**Be a Backseat Rider**

- If you are riding alone, sit in the back seat. This gives you the opportunity to safely exit the vehicle on either side if necessary.

**Remember: Ringling College Public Safety offers on campus security escorts after dark. Call 941-309-4121 to request a security escort.**

**BIKE 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 Office in Kimbrough Hall at any time. The registration decal is valid for four (4) years. There is no charge for bicycle registration or the permit sticker. The reflective registration decal must be affixed to the vertical part of the frame facing forward.

**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 and, if not claimed by the owner within 30 days, become the property of 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 or have summer jobs on campus and for faculty and staff working the summer months.

**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.

**MOTOR VEHICLE POLICY**

Each student, faculty or staff member of Ringling College who brings a vehicle onto campus must register it with the Office of Public Safety. All persons registering or driving motor vehicles on Ringling College property are responsible for knowing the rules and regulations governing traffic and parking.



#### Definitions

- A. Motor Vehicle - Every vehicle which is self-propelled and has two or more wheels.
- B. Student - Any person registered at Ringling College for one or more credit hours.
- C. Faculty and Staff - Full-time or part-time faculty, administrative officials and employees of the College.
- D. University Property - All property owned by Ringling College. Motor Vehicle Registration

#### Motor Vehicle Registration

A. All vehicles will be registered each year. No fee will be charged for parking permits. Students will be issued decals to be affixed to the exterior of the rear windshield (rear glass) on the driver's side. First year resident students are not eligible to obtain a parking permit. Faculty and staff will be issued decals to be affixed on the interior of the rear windshield (rear glass). Tickets will be issued to vehicles not properly displaying parking permits. Faculty and staff may be issued one additional permit for a non-primary use vehicle.

B. Faculty and Staff designated parking areas are limited to vehicles displaying a current Faculty/Staff permit between the hours of 7am and 5pm, Monday-Friday. Between 5 p.m. and 7 a.m., Monday - Friday, all day Saturday/ Sunday, and designated College holidays, a Student Permit is valid in Faculty/Staff designated parking areas. Visitor parking is also allowed in these areas during this time period.

Spaces restricted for Visitor Parking are not to be used by any vehicle displaying a Faculty/Staff or Student permit and are subject to being ticketed at all times.

Students are not permitted to use faculty/staff permits.

C. Permits will be valid for one academic year and will expire each year on August 1.

D. A vehicle registration form must be completed prior to issuance of any parking permit and the following information must be provided:

- Name and address (local and permanent, if student)
- Motor vehicle license number and vehicle description

E. All motor vehicles brought to the campus by faculty, staff and students must be registered at the Office of Public Safety. Visitors and guests are not required to register vehicles.

F. Faculty, staff and students who must use a vehicle other than one registered on campus will be issued temporary permits. Lost or stolen permits must be reported to the Office of Public Safety. Lost or stolen permits will be replaced and a fee of \$10 per replacement permit will be charged. Decals will be replaced free of charge when a vehicle is traded, sold or wrecked.

G. The Office of Public Safety does not accept money for replacement decals or parking fines. Payment of fines or replacement decals will be made at the Business Office.

Failure to pay for replacement decals or parking fines on a timely basis will result in transactions (grades, diplomas, transcripts, etc.) being withheld, admission being denied and/or loss of parking privileges.

#### Parking

- A. Only those vehicles properly registered with the Office of Public Safety are authorized to park on property owned by Ringling College of Art and Design. The institution reserves the right to remove any vehicle on its property which is not properly registered. The institution also reserves the right to tow to a safe place, at the owner's expense, any vehicle parked in such a manner as to be considered to be a hazard, blocking a fire lane, or otherwise impeding vehicular or pedestrian traffic. The institution assumes no responsibility for damages incurred while moving said vehicles.
- B. The institution reserves the right to deny any person, for cause, the privilege of operating and/or parking a motor vehicle on college property. That denial may be made by the President of the College upon the request of any vice president, dean or the Director of Public Safety.
- C. The institution assumes no responsibility for losses from fire, theft, vandalism, or any other cause when cars are parked on college property.
- D. City and state driving and parking rules and regulations, and all directive signs governing the use of motor vehicles, must be observed at all times.
- E. Motor vehicles are to be kept in safe driving condition while on college property. In the event of mechanical failure of a vehicle, the Office of Public Safety should be notified. The owner of any disabled vehicle is responsible for its immediate removal.
- F. Persons lending vehicles to others are responsible for tickets issued.
- G. The transfer of student parking permits from one vehicle to another is not allowed.
- H. Upon accumulation of five (5) unpaid parking tickets, parking privileges may be revoked and the offending vehicle is subject to being towed from campus at the owner's expense.

#### Definition of Offenses

- A. Faculty/Staff Parking Only. Tickets will be issued to unauthorized persons parked in spaces reserved for faculty and staff west of and behind Selby Gallery and in the Goldstein Village Lot.
- B. Visitor Parking. Tickets will be issued to students, faculty and staff parked in spaces reserved for visitors.
- C. Reserved Spaces. Tickets will be issued to anyone parked any time in spaces reserved for the President, vice presidents, Business Office, Dean of Students and Assistant Dean of Students. Tickets will be issued to anyone who removes parking cones used to reserve spaces for visitors and/or special events.
- D. Fire Lane. Tickets will be issued to anyone parked in areas designated and marked as fire lanes.
- E. Not In a Marked Space. Tickets will be issued to anyone parked in areas of parking lots not clearly marked as parking spaces. Parking on grass is not allowed except in those grass lots designated for parking and violators will be ticketed. Vehicles parked on sidewalks are subject to being towed at the owner's expense.
- F. No Parking Permit Visible. Tickets will be issued to unregistered vehicles used by students, faculty or staff. Registered vehicles without visible parking decals may be ticketed.

#### 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).

## **ANNUAL SECURITY AND FIRE SAFETY REPORT**

The Jeanne Clery Disclosure Act, the Higher Education Opportunity Act of 2008, and the Violence Against Women's Act of 2013, require U.S. colleges and universities to provide information to their campus communities about how to obtain a copy of their latest annual security and fire safety reports.

In accordance with these federal requirements, the [The Ringling College of Art and Design 2022 Annual Security and Fire Safety Report](https://www.ringling.edu/wp-content/uploads/2022/10/The-Annual-Security-and-Fire-Safety-Report-The-Jeanne-Clery-Report-2022-ASR.pdf) is now available to download online at: <https://www.ringling.edu/wp-content/uploads/2022/10/The-Annual-Security-and-Fire-Safety-Report-The-Jeanne-Clery-Report-2022-ASR.pdf>.

A paper copy may be obtained by visiting the Office of Public Safety on the first level of the Kimbrough Building at 1179 Dr. Martin Luther King Parkway, during normal business hours. Ringling College's latest report includes statistics for the previous three calendar years (2020, 2019, 2018) concerning reported crimes that occurred in the following locations:

- On campus
- In certain off-campus buildings or property owned or controlled by Ringling College
- Public property within or immediately adjacent to and accessible from the campus

The report also includes fire safety policies and statistics, emergency notification procedures, and protocols for missing persons.

Any questions can be directed to the Office of Public at 941-359-7500

## 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 plainly 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 (including dating violence and domestic violence) 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: the commission of any "Prohibited Conduct" as described in the Sexual Misconduct and Title IX Policy. Prohibited Conduct includes sexual harassment, sexual assault, fondling, incest, statutory rape, dating violence, domestic violence, stalking, sex discrimination, harassment on the basis of sex, gender, or sexual orientation, sexual exploitation, and retaliation. Note that stalking and domestic violence are prohibited even if they are not committed on the basis of sex.

More detailed information about each of these types of misconduct, as well as procedures used to address them, is available in the Policy online here:

<https://www.ringling.edu/wp-content/uploads/2020/09/Sexual-Misconduct-and-Title-IX-Policy-appr-8-14-2020-published-06-01-2021.pdf>

- 4) Retaliation: Acts or attempts to retaliate or seek retribution against any individual or group of individuals involved in any investigation and/or resolution of an allegation of other policy violation. Retaliation can be committed by any individual or group of individuals. Retaliation may include continued abuse or violence, other forms of harassment, and slander and libel. Retaliation relating to sexual misconduct is prohibited in the Sexual Misconduct and Title IX Policy, which is available online here: <https://www.ringling.edu/wp-content/uploads/2020/09/Sexual-Misconduct-and-Title-IX-Policy-appr-8-14-2020-published-06-01-2021.pdf>
- 5) 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. Drug or alcohol abuse.
  - c. Other forms of destructive behavior.

- 6) 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.
- 7) Intentional disruption or obstruction of lawful activities of the College or its members, including their exercise of the right to assemble.
- 8) Theft, damage and / or vandalism to personal or College property or services or illegal possession or use of the same.
- 9) Unauthorized entry, use, or occupation of College facilities that are locked, closed or otherwise restricted as to use.
- 10) Forgery, alteration, fabrication or misuse of identification cards, records, grades, diplomas, or other College documents.
- 11) False information/Representation: furnishing false or misleading information to College officials or misrepresentation of any kind to a College office or official.
- 12) Interference with, or willful negligence of, the security of any campus facility. This includes unauthorized duplication of keys and propping doors open.
- 13) 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.
- 14) Free Speech: Ringling College of Art and Design makes space for dialogue for students to express their viewpoints and opinions through freedom of speech. The College wants to embrace everyone's right to freedom of speech as long as it does not cross the line to hate speech and violate our Code of Conduct and/or the law. We do not condone this behavior in any way. We do not condone words of incitement, hate speech, fighting words, obscene material, or other non-verbal symbols conveying these ideas. Freedom of speech is a protected right and we at the College want all to feel comfortable to exercise this right.
  - a. Words of Incitement: speech that is intended and likely to provoke imminent unlawful action. In *Brandenburg v. Ohio* (1969), the Supreme Court of the United States held that in order to lose First Amendment protection as incitement, speech must be "directed to inciting imminent lawless action and is likely to produce such action."
  - b. Hate Speech: any form of expression through which speakers intend to vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, or national origin.
  - c. Fighting Words: words that by the very act of being spoken, tend to incite the individual to whom they are addressed to respond violently and to do so immediately, without any time to think things over.
  - d. Obscene Material: expression may be loosely understood as "hard-core" depictions of sexual acts. You do not have a First Amendment right to produce, transmit, or even, in many situations, possess obscene material on campus.
- e. Non-Verbal Speech: the action clearly conveys a specific message to anyone who sees and reads it.
- 15) Illegal purchase, use, possession or distribution of alcohol, drugs or controlled substances.
  - a. Alcohol: 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, and student houses 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, or student houses, including balconies, hallways, community room, work rooms, laundry rooms, etc.. Kegs, party balls and punches containing alcohol are strictly prohibited. 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.
  - b. 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).
  - c. 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.)
- 16) Failure to comply with directions of College officials, including public safety, administrative officials, faculty members, College staff and/ or residence staff members during the performance of

- their duties and/or failure to identify self when requested to do so by a college official.
- 17) Active or passive, willful or deliberate disruption of any class. (Refer to Classroom Policies in “Academic Policies and Procedures.”)
  - 18) Possession of firearms, explosives, fireworks or weapons on campus or in vehicles parked on College property (police definition of weapons).
  - 19) 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. Interference with or misuse of fire alarms, fire extinguishers, blue lights, elevators or other safety and security equipment or programs. See the full Smoking Policy.
  - 20) 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.
  - 21) 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.
  - 22) 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.
  - 23) 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.
  - 24) 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.
  - 25) 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.
  - 26) Conduct
    - a. Conduct will be consistent with the College rules and regulations as specified in the Student Handbook, Housing Contract, and any other official College publications.
    - b. 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.
  - 27) Damage Policy
    - a. 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.
    - b. 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.
    - c. 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.
    - d. Appeals for damage fees assessed to a student account should be emailed to [reslife@ringling.edu](mailto:reslife@ringling.edu).
  - 28) Door Propping / Hall Security
    - a. 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.

- 29) 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.
- 30) 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.
- 31) 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.
- 32) 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.

## 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.

Offenses relating to Sexual Misconduct are handled according to the College's Sexual Misconduct and Title IX Policy, which is online here: <https://www.ringling.edu/wp-content/uploads/2020/09/Sexual-Misconduct-and-Title-IX-Policy-appr-8-14-2020-published-06-01-2021.pdf>

In some circumstances, such cases may be referred back to this Conduct System as explained in more detail in that policy.

Where a case has already been subject to investigation under that Policy, it will be handled via this process as outlined beginning in Article IV of this Conduct System. Where a case has not yet been subject to investigation under that Policy, it will be handled in the same manner as any other reported student misconduct.

## 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 for Housing and Residence Life, Student Development, Diversity and Inclusion, the Director of Housing Operations, the Director of Residence Life, Assistant Directors within Housing and Residence Life, the Directors of Recreation and Wellness, and 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

- 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.
- 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.
- 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. Sanctions available in cases involving Prohibited Conduct as defined in the College's Sexual Misconduct and Title IX Policy are outlined further in that Policy. For other violations, the following is a list of sanctions, of which one or more may be imposed. 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.

Complainants and respondents involved in reports of sexual assault, dating violence, domestic violence, or stalking as defined in the College's Sexual Misconduct and Title IX Policy will be entitled to have an advisor of choice present with them at each meeting or proceeding according to this Conduct System. They may also continue this access supportive measures as explained further under that Policy. At the conclusion of such cases under this Conduct System, both parties shall be provided with simultaneous written notification of the result of the institutional disciplinary proceeding, the procedures for appealing that result, when any change to the result occurs, and when such results become final.

### 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 student to the hearing.

All students have a right to request reasonable accommodations in advance for a conduct hearing within 48 hours of the scheduled date for this hearing by emailing [sas@ringling.edu](mailto:sas@ringling.edu). Should additional documentation be required, it can be reviewed by a non-biased party, Student Access Services. Examples of reasonable accommodations include a student selected advocate to assist with situation processing and a non-biased note taker to allow for full attention. Each accommodation will be reviewed on an individual basis.

### 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.
- c) 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.
- d) 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.
- e) 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. Sanctions available in cases involving prohibited conduct as defined in the College's Sexual Misconduct and Title IX Policy are outlined

further in that Policy. For other violations, 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.

## OTHER 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, gender identity or expression, pregnancy, disability, veteran status, genetic information, or any other basis prohibited by law ("Protected Trait"), in its programs or activities.

No person, because of a Protected Trait, will be excluded from participation in, or denied the benefits of or access to any educational program or activity provided by the College, except as may be explicitly permitted by law. 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.

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, Title VI of the Civil Rights Act of 1964, as amended, the Genetic Information Nondiscrimination Act, and with Title IX of the Education Amendments of 1972, as well as other state and federal laws protecting the Protected Traits listed above. 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 assault, dating violence, domestic violence, and stalking, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. (See Ringling College of Art and Design Sexual Misconduct and Title IX Policy). 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 Dr. Tracy Wagner, 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 Discrimination Complaints**

Cases falling under the jurisdiction of the Sexual Misconduct and Title IX Policy will be handled according to that policy. All other discrimination concerns will be handled pursuant to the procedures outlined here.

Cases alleged against student respondents will be processed under the Student Code of Conduct system. Cases alleged against other respondents (including faculty, staff, and others) will be handled pursuant to the procedures outlined in the Non-Harassment Policy.

The Title IX Coordinator and Deputy Coordinators will assist any individual wishing to inquire, make a report or a complaint 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. Darren Mathews, Deputy Title IX Coordinator, oversees the administration of grievance procedures for faculty and staff and coordinates training, education and communication of College discrimination and harassment policies to employees. Dr. Tammy Walsh, Deputy Title IX Coordinator, oversees the administration of the grievance procedures for students and coordinates training, education and communication to students.

#### Title IX Coordinator

Tracy Wagner  
Executive Vice President  
Office Location: Office of the President, Keating Building, 1st Floor  
2700 N Tamiami Trail, Sarasota, FL 34234  
941-359-7595  
twagner@ringling.edu

#### Deputy Title IX Coordinator (Students)

Dr. Tammy S. Walsh  
Vice President for Student Life and Dean of Students  
Office Location: Ulla Searing Center, 2nd floor  
2700 N Tamiami Trail, Sarasota, FL 34234  
941-359-7510  
twalsh@ringling.edu

#### Deputy Title IX Coordinator

Jekeyma Robinson  
Associate Dean of Students for Student Development  
Office Location: Ulla Searing Center, 2nd floor  
2700 N Tamiami Trail, Sarasota, FL 34234  
941-309-4375  
jrobinso@ringling.edu

#### Deputy Title IX Coordinator (Faculty/Staff)

Darren Mathews  
Director Human Resources,  
Office Location: Verman Kimbrough Building, 1st Floor  
2700 N Tamiami Trail, Sarasota, FL 34234  
941-359-7619  
dmathews@ringling.edu

## **SEXUAL MISCONDUCT AND TITLE IX POLICY**

### **INTRODUCTION**

Ringling College of Art and Design ("Ringling" or "the College") is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free from discrimination. Specifically, every member of the College community should be aware that Ringling College is opposed to discrimination and harassment on the basis of sex, gender, gender expression, gender identity, pregnancy, and sexual orientation, and that such behavior is prohibited by College policy. Such discrimination includes sexual harassment, sexual assault, dating violence, domestic violence, and stalking. Together, these forms of discrimination and harassment are defined as "Prohibited Conduct" below.

Title IX of the Educational Amendments of 1972 (Title IX) is a Federal law which prohibits discrimination on the basis of sex in education, programs or activities. It provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any educational program or activity provided through the College. This is not only the policy of the College, it is also the mandate under applicable federal and state laws and applies with regard to the College's employment, admissions, academic programs, scholarship and loan programs, and other College administered programs.

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 and activities of 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 Prohibited Conduct as defined by this Policy, 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.

Any individual may report Prohibited Conduct under this Policy, regardless of whether the person reporting is the person that is reported to have experienced the Prohibited Conduct. 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. The College will respond promptly in a manner that is not deliberately indifferent when the College has actual knowledge of Prohibited Conduct in an educational program or activity of the College. Where a report is made regarding Prohibited Conduct, the Title IX Coordinator will promptly respond to such reports by offering supportive measures, following the fair and equitable grievance process outlined in this Policy to resolve allegations of Prohibited Conduct and where a Formal Complaint is filed, the Title IX Coordinator will ensure that appropriate discipline is issued when Prohibited Conduct is determined to have occurred, and take remedial action to restore or preserve equal access to the College's education and activities.

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 and its implementing regulations as amended. Sexual harassment is also prohibited under Title VII of the Civil Rights Act of 1964 and other applicable statutes.

This Policy implements the mandates of the Non-Discrimination Policy with regard to sex discrimination, sexual harassment, and other sex-related prohibited conduct as defined below.

#### SCOPE OF POLICY

The Policy applies to students, faculty, staff, visitors, vendors, independent contractors, volunteers, and others who either conduct business with the College or conduct business on College owned or controlled property.

The Policy applies to Prohibited Conduct that:

- Occurs on campus;
- Occurs in connection to any College educational program or activity, including employment and admissions, regardless of where the conduct occurred; or
- Has continuing adverse effects on campus or on any member of the College community.

The purpose of this Policy is to:

- Define the forms of Prohibited Conduct that violate this Policy;
- Identify resources and support for members of the Ringling College community who may have experienced or been accused of Prohibited Conduct;
- Identify the Title IX Coordinator, the Deputy Title IX Coordinators, and their responsibilities related to the Policy;
- Provide information as to how an individual may make a report or Formal Complaint; and
- Provide information on how a Formal Complaint will be resolved, which may include informal resolution or a formal investigation and adjudication.

#### NOTICE OF NONDISCRIMINATION AND DESIGNATION OF TITLE IX COORDINATOR

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, gender identity or expression, disability, veteran status, genetic information, or any other basis prohibited by law, in its programs or activities. The College is an equal opportunity educational institution.

Title IX prohibits the College from discrimination on the basis of sex in the education programs or activities that it operates. This prohibition extends to admission and employment. This Policy provides for the prompt and equitable resolution of complaints alleging Prohibited Conduct, and explains the process that the College will use for doing so.

The Title IX Coordinator has been designated and authorized to implement the Title IX program at Ringling College. The Title IX Coordinator has been designated and authorized to coordinate the College's efforts to address concerns relating to discrimination and harassment on the basis of sex. Any of the

Title IX Coordinator's duties may be delegated to Deputy Title IX Coordinators at the discretion of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person who experienced the conduct that could constitute sex discrimination or sexual harassment), at any time including non-business hours (941-359-7500) by contacting the Title IX Coordinator as follows:

#### Title IX Coordinator:

Dr. Tracy Wagner – Executive Vice President  
Office location: Keating Center, First Floor  
Mail: 2700 N. Tamiami Trail, Sarasota, FL 34234  
(941) 359-7595 twagner@ringling.edu

#### Deputy Title IX Coordinator (Faculty and Staff):

Darren Mathews – Assistant Vice President and Director of Human Resources  
Office location: Verman Kimbrough Bldg, First Floor  
Mail: 2700 N. Tamiami Trail, Sarasota, FL 34234  
(941) 359-7619 dmathews@ringling.edu

#### Deputy Title IX Coordinators (Students):

Dr. Tammy S. Walsh - Vice President for Student Life and Dean of Students  
Office location: Ulla Searing Student Center, Second Floor  
Mail: 2700 N. Tamiami Trail, Sarasota, FL 34234  
(941) 359-7510 twalsh@ringling.edu

Jekeyma Robinson – Associate Dean of Students for Student Development  
Office location: Ulla Searing Student Center, Second Floor  
Mail: 2700 N. Tamiami Trail, Sarasota, FL 34234  
(941) 309-4375 jrobinso@ringling.edu

Inquiries about Title IX may also be directed to the U.S. Department of Education's Office for Civil Rights by contacting 1-800-421-3481 or emailing [ocr@ed.gov](mailto:ocr@ed.gov).

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 coordinates training, education and communication to students. Additional policies that work in conjunction with this Policy include the *Non-Harassment Policy*, *Student Code of Conduct*, *Non-Discrimination Policy*, and *Whistleblower Policy*.

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.

In addition to addressing complaints against a particular party, the Title IX Coordinator also facilitates the handling of reports raised that the College's policies or practices may discriminate on the basis of sex. The Title IX Coordinator conducts an assessment of such concerns and, using procedures the Title IX Coordinator determines to be appropriate given the circumstances, works with the College to ensure that its policies and practices are compliant.

Any duties or discretion assigned to the Title IX Coordinator or Deputy Title IX Coordinator by this Policy may be assigned to a designee.

## GLOSSARY OF TERMS

**Acts of Violence:** Acts of violence may include, but are not limited to:

- Recklessly causing bodily injury;
- Attempts to cause bodily injury; and
- Causing fear of immediate, physical harm through threat of force.

**Actual Knowledge:** The College has actual knowledge of allegations of Sexual Harassment – Title IX when notice of such allegations is provided to a Title IX Coordinator or any of the following College officials who have the authority to institute corrective measures on behalf of the College: President, Executive Vice President, Vice President for Student Life and Dean of Students, and the Director of Human Resources. The actual knowledge standard is not met when the only official of the College with actual knowledge is the respondent.

**Bias:** Bias means the tendency of an individual to share the perspective of one party over another party in a way that is unfair and not dependent on evidence. The following will not be considered evidence of bias, as indicated in the U.S. Department of Education’s commentary to the Title IX regulations:

- The Title IX Coordinator’s initiation of a formal complaint;
- An individual’s decision that allegations warrant an investigation;
- An individual’s current job title, professional qualifications, past experience, identity, or sex/gender;
- Use of trauma-informed practices when such practices do not rely on sex stereotypes, apply generalizations to allegations in specific cases, cause loss of impartiality, and result in prejudgment of the facts at issue.

The College will apply an objective (whether a reasonable person would believe bias exists), common sense approach to evaluating whether a particular person serving in a Title IX role is biased, and will exercise caution not to apply generalizations that might unreasonably conclude that bias exists.

**Complainant.** A Complainant is defined as an individual who is reported to have experienced Prohibited Conduct.

**Consent.** Affirmative consent is a clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity. Consent is active, not passive. Silence or lack of resistance cannot be interpreted as consent. Seeking and receiving consent is the responsibility of the person(s) initiating each specific sexual act, regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent to any sexual act or prior consensual activity between parties does not constitute consent to any other sexual act. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression. Consent may be initially given but may be withdrawn at any time by outwardly demonstrating such withdrawal by words or actions that clearly indicate a desire to end sexual activity.

When consent is withdrawn or cannot be given, sexual activity must stop. Consent cannot be given when a person is incapacitated. Consent cannot be given when it is the result of force. Consent cannot be given by someone under the legal age to consent.

**Education Program or Activity:** Includes all of the College’s operations, including locations, events, or circumstances over which the College exercises substantial control over both the Respondent and the context in which the conduct occurs; and any building owned or controlled by a student organization that is officially recognized by the College.

**Force.** Force is the use of physical violence or physical imposition to engage in sexual activity with another person.

Force also includes the use of threat, intimidation, or coercion to overcome a person’s free will or resistance to freely giving consent. Threat, intimidation and coercion include:

1. Actual or implied declarations to inflict physical or psychological harm, to cause damages or to commit other hostile actions to obtain sexual activity from an unwilling participant, and
2. Applying unreasonable pressure to obtain sexual activity from an unwilling participant. Unreasonable pressure shall be assessed by factors such as the frequency, intensity, degree of isolation and/or duration of the pressure and must include a real or perceived attack on safety, character, values or morals.

**Formal Complaint.** A document filed in writing by a Complainant, or signed by the Title IX Coordinator, that alleges Prohibited Conduct against a Respondent and requests that the College officially investigate and resolve the allegation.

**Human Rights Committee.** A fact-finding committee whose purpose is to respond to and resolve harassment complaints that are not eligible for a hearing under this Policy, nor do they involve a student respondent (in which case they are handled through the Student Conduct process). 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 as the complainant. The Title IX Coordinator shall assist the Committee in coordinating its responsibilities under this Policy, but shall not participate in deliberations except as needed to answer questions about the Policy or the investigation process. If a member of the Human Rights Committee is unable to carry out their responsibilities in an impartial, unbiased manner, the Title IX Coordinator will designate an alternate official to serve on the Committee. If all members of the Human Rights Committee must be recused due to concerns about bias and/or impartiality, the Title IX Coordinator may appoint an external individual to perform the duties of the Committee.

**Incapacitation.** Incapacitation occurs when an individual lacks the ability to knowingly consent to sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), lack of consciousness, intermittent consciousness, being asleep, being involuntarily restrained, physical helplessness, or from temporary or permanent mental impairment. A person is incapacitated when the person’s perception or judgment is so

impaired that the person lacks the cognitive ability to make, understand or act on considered decisions.

Incapacitation is not the same as an alcohol-induced “blackout.” An alcohol-induced blackout is defined as a lack of memory for events occurring after consuming alcohol without a loss of consciousness. A blackout is memory loss during a period of impairment without the loss of other skills.

Factors that a person may use to determine incapacitation include, but are not limited to:

- Slurred speech
- Lack of motor skills or balance
- Inability to focus
- Confusion
- Vomiting
- Emotional volatility or reactivity
- Unusual behavior
- Bloodshot eyes
- Smell of alcohol on breath

A person who is incapacitated is unable to give Consent to participate in sexual activity. To engage in sexual activity with a person whom one knows or should know is incapacitated constitutes Prohibited Conduct and violates this Policy. Under this Policy, determinations as to whether a person should have known that another person was incapacitated shall be objectively based on what a reasonable sober person would have known about the condition of the incapacitated person in the same situation. Whether a person knew or should have known of another’s incapacitation requires assessment of how alcohol is affecting the other person’s:

- Ability to make decisions and exercise judgment;
- Awareness of surroundings and consequences of actions;
- Ability to appreciate the nature of any sexual acts and circumstances surrounding the acts

A party’s own intoxication or impairment by alcohol or other drugs does not excuse Prohibited Conduct or remove a responsibility to obtain consent for all sexual acts.

**Preponderance of the Evidence.** A determination based on facts that are more likely true than not true. Using this standard, where the evidence in a case is in equipoise, the preponderance of the evidence standard results in a finding that the respondent is not responsible. The College applies this standard of evidence for Formal Complaints against all respondents regardless of status, and applies the same standard of evidence to all formal complaints of Prohibited Conduct under this Policy.

**Respondent.** A Respondent is defined as an individual who is reported to have committed Prohibited Conduct.

**Supportive Measures.** Non-disciplinary, non-punitive individualized services offered to complainants and respondents as appropriate, reasonably available, and without fee or charge. This term also includes protective measures as referred to in the Clery Act.

**Title IX Threshold Requirements:** For a matter to constitute Sexual Harassment – Title IX, it must also meet all of these Threshold

Requirements:

- The complainant must have been participating or attempting to participate in the College’s education program or activity at the time the Formal Complaint was filed;
- The complainant must have been standing in the United States at the time the conduct occurred;
- The complaint must allege conduct that, if true, could constitute Sexual Harassment – Title IX; and
- The conduct must be alleged to have occurred within the College’s education program or activity.

## PROHIBITED CONDUCT

This policy addresses a broad spectrum of behavior, all of which fall under the broad definition of Prohibited Conduct. The term Prohibited Conduct includes: sexual harassment – Title IX; sexual harassment – Non-Title IX; stalking – Non-Title IX; dating violence – Non-Title IX; domestic violence – Non-Title IX; sex discrimination; harassment on the basis of sex, gender, or sexual orientation; sexual exploitation; retaliation; and false complaints and statements. Prohibited Conduct also includes actual, attempted or alleged criminal sexual abuse as defined by the State of Florida, to the extent it does not otherwise fall under one of the other categories of Prohibited Conduct.

Instructional material that is reported to form the basis for Prohibited Conduct shall not be deemed Prohibited Conduct unless the material is irrelevant to the subject of the course or the cumulative presentation of specific material is unbalanced to the degree that it rises to the level of Prohibited Conduct under this Policy.

**Sexual Harassment - Title IX** means conduct on the basis of sex that satisfies the definition of one or more of the following: *quid pro quo* sexual harassment by an employee; unwelcome conduct; sexual assault; dating violence; domestic violence; or stalking. To constitute Sexual Harassment – Title IX, the conduct must also meet all of the Title IX Threshold Requirements.

### 1. Quid Pro Quo Sexual Harassment

*Quid pro quo sexual harassment* occurs when a College employee conditions the provision of aid, benefit, or service of the College on participation in unwelcome sexual conduct.

### 2. Unwelcome Conduct

Conduct on the basis of sex that is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College’s educational program or activity.

### 3. Sexual Assault

Sexual assault is a forcible or non - forcible sex offense as classified under the Uniform Crime Reporting system of the FBI, to include:

- a. *Penetrative Sexual Assault* – penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving

consent because of their age or because of their temporary or permanent mental or physical incapacity. Attempts to commit penetrative sexual assault are also included within this definition.

- b. *Fondling* – Touching of the private body parts of another person, for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
- c. *Incest* – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d. *Statutory Rape* – Sexual intercourse with a person who is under the statutory age of consent.

#### **4. Dating Violence**

Dating Violence means an act of violence committed by a person who is or has been in a romantic or intimate relationship with the complainant. The existence of such a romantic or intimate relationship is determined by the length of the relationship, the type of relationship, and the frequency of interactions between the individuals involved in the relationship.

#### **5. Domestic Violence**

The term Domestic Violence includes felony or misdemeanor crimes committed on the basis of sex 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 person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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.

#### **6. Stalking**

Stalking is engaging in a course of conduct on the basis of sex directed at a specific person that would cause a reasonable person with similar characteristics under similar circumstances to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

A course of conduct includes two or more acts, including but not limited to, those in which the alleged perpetrator directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about the complainant, or interferes with the complainant's property. The course of conduct must be committed on the basis of the victim's sex.

#### **Sexual Harassment – Non-Title IX**

Sexual Harassment – Non-Title IX is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such conduct is an explicit or implicit condition of an individual's employment, evaluation of academic work, or participation in any aspect of a College education program or activity; or

2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e. it is sufficiently severe, pervasive, or persistent as to create an intimidating, hostile, humiliating, or sexually offensive working, academic, residential, or social environment under both a subjective and an objective standard.

Sexual Harassment – Non-Title IX does not refer to occasional compliments of a socially acceptable nature or to welcome conduct.

#### **Stalking – Non-Title IX**

Stalking – Non-Title IX is defined as stalking that meets the definition above under "Sexual Harassment – Title IX," but that does not occur on the basis of sex and/or does not meet the Title IX Threshold Requirements.

#### **Domestic Violence – Non-Title IX**

Domestic Violence – Non-Title IX is defined as domestic violence that meets the definition above under "Sexual Harassment – Title IX" but that does not occur on the basis of sex and/or does not meet the Title IX Threshold Requirements.

#### **Dating Violence – Non-Title IX**

Dating Violence – Non-Title IX is defined as dating violence that meets the definition above under "Sexual Harassment – Title IX" but that does not occur on the basis of sex and/or does not meet the Title IX Threshold Requirements.

#### **Sex Discrimination**

Discrimination that occurs when conduct or a policy has the purpose or effect of restricting or denying access to opportunities, programs, or resources in relation to sex, gender, or sexual orientation, in a manner that interferes with an individual's ability to participate in any academic, extracurricular, research, occupational training, or other College education program or activity. Sex discrimination is prohibited in connection with housing, classes, counseling, financial assistance, employment, health and insurance benefits and services, and with regard to marital or parental status.

Sex discrimination does not include behavior that differentiates between sex/gender and is explicitly permitted by federal regulations, including single-gender housing and hiring when sex/gender is a bona fide occupational qualification reasonably necessary to the normal operation of the College.

#### **Harassment on the Basis of Sex, Gender, or Sexual Orientation**

Harassment on the basis of sex, gender, or sexual orientation is defined as unwelcome verbal or physical conduct on the basis of one's sex, gender, gender identity, gender expression, or sexual orientation when:

1. Submission to or rejection of such conduct is an explicit or implicit condition of an individual's employment, evaluation of academic work, or participation in any aspect

- of a College education program or activity; or
- 2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
- 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e. it is sufficiently severe, pervasive, or persistent as to create an intimidating, hostile, humiliating, or sexually offensive working, academic, residential, or social environment under both a subjective and an objective standard.

### **Sexual Exploitation**

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 prohibited conduct 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.

### **Retaliation**

Retaliation consists of words or actions taken in response to reporting of a policy violation or participation in the College's complaint process or the follow up to a complaint. Neither the College nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the regulations

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve Prohibited Conduct, but arise out of the same facts or circumstances as a report or complaint of Prohibited Conduct for the purpose of interfering with any right or privilege secured by Title IX or the regulations, constitutes retaliation. Complaints alleging retaliation may be filed according to the grievance procedures under this Policy.

Charging an individual with a code of conduct violation for making a materially false complaint or statement in bad faith in the course of a grievance proceeding under the regulations does not constitute retaliation, as described above, provided,

however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false complaint or statement in bad faith.

### **False Complaints and Statements**

An individual found to have made a false complaint or to have knowingly and willingly given false statements during an investigation will be subject to disciplinary action. Submitting a good faith complaint, concern or report of harassment will not affect the complainant's employment, grades, academic standing, or work assignments.

### **Relationships**

Within this section, the following terms and definitions apply:

1. Affiliated Individuals. Employees, trustees, and vendors.
2. Employee. Faculty member (full-time, part-time, or adjunct; regular or visiting) or staff member (exempt or non-exempt; full-time or part-time; regular, casual, or temporary).
3. Trustees. Member or Honorary Life Member of the Board of Trustees.
4. Vendors. Organizations or individuals engaged in a contractual relationship with the College to execute a specific function such as food service, custodial service, other services or to provide temporary staffing services.
5. Student-staff. Undergraduate students enrolled in the College who are employed by the College, (e.g. resident assistant, teaching assistant, tutors).

For the purposes of this section of the policy, a "relationship" is defined as a single romantic date or sexual encounter.

Relationships between Affiliated Individuals and Students. All affiliated individuals are prohibited from initiating, engaging in, or attempting to engage in, sexual or dating relationships with any PreCollege or degree-seeking student. An affiliated individual involved in a sexual or dating relationship with a student which began prior to their engagement with the College or implementation of this policy is exempt from this prohibition, as is an employee whose spouse or domestic partner is a student. However, the relationship must be disclosed as outlined in the paragraph below (Disclosures) so that appropriate action, such as changing the reporting or grading structure, can be taken.

Relationships between Individuals in a Supervisory Relationship. All affiliated individuals and student-staff are prohibited from engaging in sexual or dating relationships with anyone under their direct supervision or whom they officially evaluate or mentor. They are further prohibited from officially supervising, evaluating, or mentoring anyone with whom they have had a relationship in the past, regardless of the consensual nature of the relationship. If such a relationship develops or exists, the relationship may be disclosed by anyone, but must be disclosed by the supervisor, evaluator, or mentor as outlined in the paragraph below (Disclosures) so that appropriate action, such as changing the reporting structure, can be taken.

Other relationships. Sexual and dating relationships in which there is a power differential, even when the differential does not fall into one of the above categories, may raise questions of sexual harassment or suspicions of unprofessional conduct (e.g. conflict of interest, abuse of authority, favoritism, and unfair treatment).

For this reason, even relationships that are not officially supervisory or mentoring in nature may require extra sensitivity where such a power differential occurs. In particular, even though student-staff may not think of themselves as being in a position of authority over other students, by virtue of their responsibilities, they should recognize their experience, role in policy enforcement, or access to tools, equipment, and studio time may result in their being viewed as having more power in a relationship. Anyone concerned that issues described in this paragraph have developed (or may develop) in a relationship they are aware of or a part of is encouraged to seek guidance from the Title IX Coordinator or Deputy Coordinators.

Disclosures. All disclosures of existing relationships and reports of concerns should be made to the Title IX Coordinator or Deputy Coordinators. The Title IX Coordinators, at their discretion, may inform the appropriate supervisor and/or the Director of Human Resources (for matters involving staff and/or student-staff), the Vice President of Student Life and Dean of Students (for matters involving student-staff), or the Vice President of Academic Affairs (for matters involving faculty) about a disclosed relationship.

Disclosed relationships will be addressed outside of this policy on a case-by-case basis unless the report contains information which would support a violation of this policy.

#### **REPORTING PROHIBITED CONDUCT AND ACCESSING SUPPORTIVE MEASURES**

Any individual who believes they have experienced Prohibited Conduct has several options for addressing Prohibited Conduct, including reporting to the Title IX Coordinator, reporting to law enforcement, seeking confidential resources, or any combination of these. These options, as well as information regarding the privacy of such reports and amnesty offered for violations of other policies, are outlined here. This section also details the supportive measures that are available to individuals who report Prohibited Conduct to the Title IX Coordinator, as well as the options for emergency removal and administrative leave.

##### **A. Reporting to the Title IX Coordinator**

The College encourages all individuals to report information about any type of Prohibited Conduct to the Title IX Coordinator. Reports may be made online using the Ringling Reporting Form. Reports may also be submitted to the Title IX Coordinator by email, mail, telephone, or in person using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving a verbal or written report. Such a report may be made at any time, including during non-business hours. Individuals may choose to make an anonymous report, however if an individual wishes to remain anonymous, it may limit the College's ability to respond.

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 Prohibited Conduct. Such mandatory reports cannot be anonymous and must include the name of the employee filing the report, as well as all known information relating to the report. Additionally, 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 must 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.

Reports may also be made 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.

The College's goal is that all students report all incidents of Prohibited Conduct so that those affected can receive the support and resources needed. To encourage reporting, the College offers amnesty. This means that personal drug and alcohol use is exempt from disciplinary action in situations where Prohibited Conduct also occurs. However, the College may require educational programs about the use of alcohol or drugs and their impact.

Complainants may choose to put respondents "on notice" that their behavior was unwelcome, but doing so is not a prerequisite to initiating a report or Formal Complaint.

Upon receipt of a report, the Title IX Coordinator will provide the complainant with a copy of or link to this Policy, offer an opportunity to discuss supportive measures, and provide information to the complainant of their rights as follows:

1. The right to contact or decline to contact law enforcement to pursue criminal charges, which may be done concurrently with, before, or after filing a Formal Complaint under this Policy. More information on law enforcement is below.
2. The right to access supportive measures under this Policy, regardless of whether the complainant chooses to file a Formal Complaint or report to law enforcement.
3. The right to file a civil action against the respondent, such as to request a protective order.
4. The right to file a complaint with the U.S. Department of Education, the U.S. Equal Employment Opportunity Commission, and other relevant legal authorities as may be applicable under the circumstances.
5. With regard to reports alleging sexual assault, dating violence, domestic violence, or stalking:
  - a. The right to receive information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for those who have experienced these types of Prohibited Conduct, including resources within the College and in the community;
  - b. The right to receive information about options for, available assistance in, and how to request changes to academic, living, transportation, working situations, and other supportive measures;
  - c. The right to receive information about the procedures used to address reports and



Formal Complaints as explained by this Policy, including disciplinary procedures.

The Colleges' response to reports may be limited if the respondent is no longer on campus or is unknown. Nevertheless, resources and assistance may still be available and the complainant is encouraged to report the Prohibited Conduct to explore those options.

#### B. Reporting to Law Enforcement

When Prohibited Conduct may also constitute criminal conduct, individuals may file a report with the Sarasota Police Department or other law enforcement agency with jurisdiction, depending on the location of the incident.

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 complaint or the outcome of the criminal investigation.

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.

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. Because the goals and objectives of the Policy differ from those of the civil and criminal justice systems, proceedings under the 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. A case not referred for criminal prosecution will still receive a College response.

To the extent permitted or required by law, the College will cooperate with law enforcement investigations. 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 Prohibited Conduct to both the College and to local law enforcement, if the alleged sexual misconduct may also be a crime.

For those reporting to law enforcement, the Sarasota County Sheriff's Office Victim Assistant Unit may be a helpful resource. The Unit may be contacted at (941) 861-4942 or [victimassistance@scgov.net](mailto: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.

#### C. Privacy and Confidentiality

Under this Policy, the concepts of privacy and confidentiality are distinct concepts.

Privacy means that the information will be shared only with other individuals who have a "need to know" such information to implement this Policy, including to provide supportive measures. The College shall protect the privacy of individuals involved in a report of Prohibit Conduct to the extent allows by law and College Policy. The College is committed to protecting the privacy of all individuals involved in a report of Prohibited Conduct, 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 Prohibited Conduct.

The College will respect, to the greatest extent possible, the privacy of individuals who choose to report to non-confidential employees of the College, including the Title IX Coordinator and Deputy Title IX Coordinator. Except for the confidential resources identified in this policy, all other College staff and faculty who receive a report of Prohibited Conduct are required to report information regarding Prohibited Conduct to the Title IX Coordinator or the Deputy Title IX Coordinator for response. Under Florida law, the College is also mandated to report any abuse of a minor (under the age of 18) to the Florida Abuse Hotline at 1-(800) 962-2873.

Confidentiality governs the information held by certain individuals who learn of such information in the context of a privileged relationship, such as a counselor-patient relationship or in the context of confidential communications with clergy. Information that is subject to confidentiality shall not be shared except in certain situations, such as where the information indicates imminent threat to the health and safety of others, or where the individual is obligated to report child abuse or neglect. Note that limitations of confidentiality may exist for individuals under the age of 18.

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. When an individual seeks medical treatment for sexual assault, medical personnel are required to report to the police, but such individuals are not required to file formal charges unless desired.

Where the College has received a report of Prohibited Conduct 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 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 pursue additional information regarding the report, file a Formal Complaint, or take other appropriate measures without the complainant's consent. If the College is unable to take action consistent with the wishes of the complainant, the Title IX Coordinator will inform the complainant about the chosen course of action.

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.

All actions to address reports of Prohibited Conduct (including Formal Complaints, if filed) are conducted in compliance with the requirements of FERPA, the Clery Act, Title IX, the Violence Against Women Act (VAWA) and College policy. 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. No information shall be released from these proceedings except as required or permitted by law and College policy.

#### D. Confidential Resources

Individuals may seek confidential resources, in addition to or instead of making reports to the College and/or law enforcement. Such confidential resources may be helpful in assisting an individual in determining whether and how to make such reports. Examples of available confidential resources include:

##### Campus Chaplain (confidential)

Office Location: Ulla Searing Student Center, Second Floor (941) 309-0200

##### Peterson Counseling Center (confidential)

Office Location: Health Center (941) 893-2855

##### Health Center (confidential except must report sexual assaults to police)

Office Location: Health Center (941) 309-4000

##### Other Resources

Employee Assistance Program (877) 240-6863

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.

HOPE Family Services [www.hopefamilyservice.org](http://www.hopefamilyservice.org)

24 Hour Help-line: 941-755-6805

Outreach Office: 941-747-8499

Manatee Glens Rape Crisis Services [www.manateeglens.org](http://www.manateeglens.org)  
Rape Crisis Hotline: 941-708-6059 Main number: 941-782-4100

Legal Aid Manasota [Legalaidofmanasota.org](http://Legalaidofmanasota.org) Legal Hotline: (800) 625-2257

Florida Council Against Sexual Violence [Fcasv.org](http://Fcasv.org)  
Statewide Hotline: (888) 956-7273

##### National Hotlines:

National Domestic Violence Hotline, 24-hours: (800) 799-SAFE (7233)

National Teen and Young Adult Dating Abuse Hotline, 24-hours:  
(866) 331-9474

National Suicide Prevention Lifeline, 24-hours: (800) 273-8255

National Sexual Assault Hotline, 24-hours: (800) 656-HOPE (4673)

Trans Lifeline, 10:00-4:00: (877) 565-8860

Crisis Text Line: text HOME to 741741

Medical Attention: Individuals who experience sexual assault should consider seeking medical attention through a local hospital or health care provider to address injuries, test for sexually transmitted infections, discuss emergency contraception options, and to preserve evidence in case the individual should choose to file formal criminal charges through law enforcement. The individual should not wash, shower, urinate, defecate, change clothes or douche prior to such medical assistance, even though that may be the immediate reaction, so as to best preserve evidence. Medical providers are required to report sexual assaults to police, and any information reported to any police official is public information and is available to the local media. It is, however, the general practice of journalists not to release names of victims of sex offenses. Sarasota Memorial Hospital provides Sexual Assault Nurse Examinations through its Emergency Department to provide specialized care and services to individuals who have experienced sexual assault.

##### Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or to deter Prohibited Conduct.

Supportive measures may include counseling, extensions of deadline or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

After a report is received, the Title IX Coordinator will offer to confer with the complainant about supportive measures. All individuals are required to report instances of another individual's failure to abide by any restrictions imposed by supportive measures, such as the violation of a mutual no-contact order. The College will take appropriate action to enforce a previously implemented interim measure, which may include a warning to the party or discipline.

Either party may access counseling services through the Peterson Counseling Center as part of Health Services or Employee Assistance

Program, or through a referral to off campus agencies. Information regarding these and other confidential resources is listed above.

#### Emergency Removal and Administrative Leave

If, after receipt of a report or Formal Complaint and an individualized safety and risk assessment, the College determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of prohibited conduct justifies removal of a respondent, the College may remove the respondent on an emergency basis. Threats must pose more than a generalized, hypothetical, or speculative risk to health and safety for emergency removal to be appropriate. The College will take steps to continue providing the removed respondent as much access to their educational activities as possible when the individual facts and circumstances of the removal are considered.

When a respondent is removed from campus through emergency removal, the Title IX Coordinator shall provide the respondent with written notice of the individual who will hear any challenge of the removal. The respondent may file a written challenge with such individual in writing within two (2) business days of the removal, and the challenge must include supporting documentation or evidence that the respondent does not pose, or no longer poses, an immediate threat to physical health or safety of any student or other individual arising from the allegations of Prohibited Conduct. The individual hearing the challenge shall be trained, impartial, and unbiased, and shall render their written decision to the respondent and Title IX Coordinator within two (2) business days of receipt of the challenge.

This section does not preclude the College from placing a non-student employee respondent on administrative leave during the pendency of a Formal Complaint. Administrative leave is not subject to the challenge procedures applicable to emergency removals.

### I. GRIEVANCE PROCESS

#### A. Formal Complaint

A Formal Complaint is a document filed in writing by a Complainant, or signed by the Title IX Coordinator, that alleges Prohibited Conduct against a Respondent and requests that the College officially investigate and resolve the allegation. The Formal Complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail, by in-person delivery, or through the online reporting form and must contain the Complainant's physical or digital signature.

In addition to the Complainant, a Title IX Coordinator can file a Formal Complaint. In the instances when the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or a party during a Formal Resolution, and must comply with requirements for any person involved in the response and/or resolution to be free from conflicts and bias. Exercising their discretion to file a Formal Complaint is not automatically an indication of a conflict or bias, and the Title IX Coordinator may still coordinate the case.

The Title IX Coordinator may dismiss a Formal Complaint if a Respondent is no longer participating in or attempting to participate in the College's education or program activity, the Complainant submits a written request to withdraw the complaint, or specific circumstances prevent the College from gathering evidence sufficient to reach a determination. Such a dismissal does not preclude the College from taking action under another college

policy. No matter the reason for the dismissal of a complaint, the parties will be notified simultaneously in writing of the decision to dismiss, including the reasoning.

The College will not restrict the ability of any party to discuss the allegations under investigation or to gather and present relevant evidence, exception where such discussions constitute Prohibited Conduct (for example, because they constitute retaliation as defined by this Policy).

#### B. Title IX Coordinator's Initial Assessment of the Formal Complaint.

When a Formal Complaint is filed, the Title IX Coordinator will conduct an initial assessment to determine whether it alleges Prohibited Conduct under this Policy. If it does not, the Coordinator may dismiss the Formal Complaint and, if appropriate, refer it to another College procedure.

A Formal Complaint may be resolved through either an Informal Resolution or a Formal Resolution. Informal Resolution for Prohibited Conduct may only be offered after a Formal Complaint has been filed, so that the parties understand what the Formal Resolution entails and can decide whether to voluntarily attempt informal resolution as an alternative. The Informal Resolution process is outlined in Section IV.

The Title IX Coordinator may consolidate Formal Complaints as to allegations of Prohibited Conduct against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Prohibited Conduct arise out of the same facts or circumstances. The same facts and circumstances means that the multiple Complainants' allegations are so intertwined that their allegations directly relate to all parties. Where multiple complainants or respondents are involved in the same investigation, the parties will only be provided with the appropriate portion(s) of the investigative documents that relate to the complaint(s) in which they are a party.

#### C. Investigation

The parties will receive written notice that a formal investigation has been initiated. The notice of investigation will include:

- the identities of the parties involved;
- the specific section/s of the policy allegedly violated;
- the precise conduct alleged to constitute the potential violation/s;
- the approximate date, time, and location of the alleged incident;
- a statement indicating that the respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process;
- a statement that the determination of responsibility will be made at the conclusion of a Formal Resolution;
- a notice that parties have the right to an advisor of their

- choice, who may be an attorney;
- the result of an initial assessment to determine whether the allegations suggest a potential violation of Sexual Harassment – Title IX with an indication that this decision will be reviewed again when the investigators prepare their report;
- the name of the investigators and the ability to challenge their participation for conflict of interest or actual bias;
- the appropriate policy language prohibiting a party from knowingly making false statements or knowingly submitting false information; and
- a notice that Retaliation is prohibited.

The notice shall be provided reasonably in advance of any interview with the investigators, with sufficient time for meaningful preparation. The Title IX Coordinator, in consultation with the investigators, may amend the charges as part of the investigative process. The Title IX Coordinator will, if appropriate, issue amended charges in writing to both parties.

Where a party is invited or expected to participate, the College will provide written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

A party's advisor is permitted to attend any meeting or proceeding relating to the Formal Complaint. The advisor's role is to provide support and assistance during the process but not to speak on behalf of their party, unless required as part of the Hearing Resolution Process. If an advisor refuses to comply with these restrictions, or is disruptive to the process, the College may require the party to use a different advisor.

### **1. Investigator roles and participants' responsibilities.**

The Title IX Coordinator will designate a trained investigator to conduct an adequate, reliable, and impartial investigation. The investigator may be an employee or an external contractor. In complex situations, the Title IX Coordinator may engage additional trained investigators to assist in gathering the information for the primary investigator. If a party has concerns that an investigator has a conflict of interest or bias, the party should follow the process for addressing these concerns outlined in the notice of investigation. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the College and not the parties.

The investigator will offer each party the opportunity to be interviewed. The parties will have an equal opportunity to present witnesses, including expert witnesses, and to submit evidence. The investigator will also gather any available physical evidence, including documents, communications between the parties, and other electronic records as relevant, appropriate, and available. The parties may submit questions to be asked of parties and witnesses. The investigator will review submitted questions and, in their discretion, may choose which questions are necessary and appropriate to the investigation and conduct any follow-up, as they deem relevant.

### **2. Use of treatment records with written permission of the parties.**

A person's medical, counseling/psychological, and similar treatment records are privileged and confidential documents that a party will not be required to disclose. Where a party provides their written permission to share medical, counseling/psychological, and similar treatment records as part of the investigation, only the portion of the records directly related to the allegations raised in the formal complaint will be included in the case file for review by the other party and for use in the investigative process.

### **3. Use of Complainant's prior sexual history and prior conduct of the parties.**

Evidence related to the prior sexual history of the complainant is generally not relevant to the determination of a policy violation and will only be considered in very limited circumstances, for example, to prove that someone other than the respondent committed the alleged conduct. Where the existence of consent is at issue, the sexual history between the parties may be relevant to help understand the manner and nature of communications between the parties and the context of the relationship. However, even in the context of a relationship, consent to one sexual act does not, by itself, constitute consent to another sexual act, and consent on one occasion does not, by itself, constitute consent on a subsequent occasion.

Information regarding other acts by a party will be permitted as relevant where the nature and means of those other acts may affect credibility of the assertions in the current case. It is not required that the party have been found responsible for policy violations related to those other acts for them to be included in the current case.

Any party seeking to introduce information about prior sexual history or other acts by a party should bring this information to the attention of the investigators at the earliest opportunity. While the investigators may explore relevant areas of inquiry, the Title IX Coordinator has the discretion to make the final determination whether evidence of prior sexual history or other misconduct is relevant and should be included in the report.

### **4. Anticipated timeframe for completing investigation and process for requesting extension of time.**

The College will seek to complete the investigation in a reasonable timeframe from the notice of investigation, typically within sixty (60) business days. This time frame may be extended for good cause with written notice to the parties of the delay and the reason for the delay. Good cause may be based on delays occasioned by the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other circumstances, all of which will likely extend the length of time it takes to complete the investigation.

The Title IX Coordinator will provide regular updates to all parties regarding the progress of the investigation.

**5. Parties' review of evidence collected during investigation**

The evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint will be made available to the parties and their advisors for review and inspection, including the evidence upon which the College may not rely in reaching a determination regarding responsibility, as well as inculpatory or exculpatory evidence. The parties will have 10 calendar days to review the evidence. The parties will be offered the opportunity to review the evidence and provide a written response that will be submitted to the investigator for consideration in their completion of the Investigation Report.

Due to the privacy of all those involved, evidence shared in an electronic format will not be printable, downloadable or electronically shareable by the parties or their advisors. Exceptions may be made in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. To protect the integrity of the process and the privacy of the parties, parties and advisors are prohibited from sharing evidence made available to them through this process.

Individuals who share evidence in violation of this prohibition may be subject to discipline or, if advisors, to removal from participation in the process.

**6. Investigators will complete an investigative report.**

Once the parties have reviewed the evidence and have submitted responses, or the time period to submit such responses has passed, the investigators will complete any follow up they deem necessary, and write the investigation report. The investigation report will include, but is not limited to, the following sections:

- overview of the complaint made and summary of the investigative methodology;
- summary of relevant information gathered, including:
  - timeline of incident being investigated;
  - complainant's account of events;
  - respondent's account of events;
  - witness accounts;
  - evidence gathered;
- areas of agreement;
- areas of disagreement;
- assessment of whether or not the complaint meets one or more of the required elements of the definition of sexual harassment under Title IX, including rationale; and
- an appendix containing all of the collected evidence.

The investigation report will not include:

- Information about the complainant's sexual predisposition or prior sexual behavior, unless:
  - The information is to prove that someone other than the respondent committed the alleged conduct; or
  - The information concerns specific incidents of the

complainant's prior sexual behavior with respect to the respondent and are offered to prove consent

- Information that is protected by a legally recognized privilege unless the person holding such privilege has waived the privilege; and

A party's medical, counseling/psychological, and similar treatment records unless the party (or, in the case of a minor, the party's parent/guardian) has given voluntary, written consent.

**Dismissal from Hearing Procedure**

The investigators will consider whether the conduct alleged, if demonstrated by a preponderance of the evidence, would constitute Sexual Harassment – Title IX within the Scope of the Policy in light of the evidence gathered during the investigation, and make a recommendation to the Title IX Coordinator regarding the same. If Sexual Harassment – Title IX is properly alleged, the investigators will further determine whether those allegations meet all three of the following jurisdictional requirements:

- The Formal Complaint was filed when the complainant was participating in or attempting to participate in the education program or activity of the College;
- The reported Sexual Harassment – Title IX occurred against a person in the United States; and
- The reported Sexual Harassment – Title IX occurred in the College's education program or activity.

The Title IX Coordinator will review the recommendation of the investigators and make the final determination as to whether the conduct alleged, if demonstrated by a preponderance of the evidence, would constitute Prohibited Conduct within the Scope of the Policy and whether all three of the above jurisdictional factors are met. This determination is consequential because only cases alleging Sexual Harassment – Title IX and meeting the Threshold Requirements above shall be eligible for the hearing process.

The Title IX Coordinator will notify the parties, in writing, of the final assessment and whether or not the complaint will proceed to a hearing or be transitioned for adjudication under another College Policy. This decision may be appealed by either party. Instructions and grounds for the appeal will be shared by the Title IX Coordinator in the cover letter for the investigation report. Parties have 3 business days after receipt of the investigative report to submit in writing an appeal of the transition to another policy or the failure to transition to another policy, and the other party will be provided with 3 business days in which to respond to such appeal

Cases that are eligible for hearing will continue using the Hearing Resolution Process outlined in this Policy. All other cases shall be handled as follows:

- Where the Respondent is a student, the investigative report shall be referred to the Office of Student Life, which will utilize the student disciplinary process for Non-Academic Conduct in the *Student Handbook* to adjudicate the case. Appeals shall be handled pursuant to that process.
- Where the Respondent is not a student, the matter shall be referred to the Human Rights Committee, which shall review the investigative report and make a determination based on the preponderance of the evidence as to whether Prohibited Conduct

occurred.

A designated member of the Human Rights Committee will prepare a report containing the Committee's findings and conclusions. Sanctions will be determined by an appropriate Vice President according to the list of potential sanctions in this Policy. The parties will receive copies of the report and notification of any sanctions that are issued. Appeals shall be handled as indicated in this Policy, except that an Appeals Panel consisting of three Vice Presidents selected by the Title IX Coordinator shall be used in lieu of a single Appeals Officer.

Where a case is not eligible for hearing but involves sexual assault, dating violence, domestic violence, or stalking allegations, the following procedural protections will be available to both parties through the Student Conduct or Human Rights Committee procedures outlined above:

- Continued access to informal resolution procedures until a determination is reached as to whether a Policy violation occurred;
- Continued access to supportive measures;
- Procedures are conducted by officials that receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability;
- Continued ability to bring an advisor of choice to any related meeting or proceeding;
- Both parties receive simultaneous written notice of the result of the disciplinary proceeding, the procedures for appeal, any changes to the result, and when such results become final.

## 7. Responses to Investigative Report

The parties have 10 calendar days beginning at the conclusion of the 3-day appeal window, if no appeal is filed, or beginning at the receipt of the appeal decision if an appeal is filed, to submit their written response to the Investigation Report. The response may include an assertion that evidence not summarized in the report, but present in the case file, should be considered as relevant.

## II. Hearing Resolution Process

A Hearing Resolution will be used to resolve cases that include charges of Sexual Harassment – Title IX and meet the jurisdictional requirements listed in the section above regarding “Dismissal from the Hearing Process.” If such cases also include other charges, all the charges in that case will be handled at the same time through the Hearing Resolution process. A Hearing Resolution includes a pre-hearing conference, a live hearing, decisions about responsibility and sanctioning by the Decision-maker, and an optional appeal process. A single Decision-maker will typically conduct the live hearing. The Title IX Coordinator chooses a trained, impartial decision-maker, who may be but is not required to be an employee. The

Decision-maker cannot be the Title IX Coordinator or the investigator(s) who investigated the case.

The Hearing Resolution Process typically concludes in thirty business days from receipt of the parties' responses to the investigative report. This time frame may be extended for good cause with written notice to the parties of the delay and the reason for the delay. Good cause may be based on delays occasioned by the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other circumstances, all of which will likely extend the length of time it takes to complete the Hearing Resolution Process.

Each party must have an advisor at the hearing. If a party does not have an advisor present at the live hearing, the College will provide without fee or charge to that party, an advisor of the College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.

### 1. Pre-Hearing Conference

Each party will have their own Pre-Hearing Conference. The Title IX Coordinator will communicate to the parties, their advisors, and the Decision-maker, the date, time, and format for their Pre-Hearing Conference. The Title IX Coordinator, the Decision-maker, and the advisor must be in attendance. While the parties are encouraged to attend, they are not required to do so.

During the Pre-Hearing Conference, the advisors must share with the Decision-maker their list of witnesses to appear at the hearing, the identity of any requested witnesses that were not questioned during the investigation, the request for any new evidence to be considered that was not submitted previously to the investigators, and the availability of the advisor and the party for hearing dates.

Evidence and witnesses may only be presented at the hearing if they were submitted to the investigators and made available to the parties for review, unless they were unavailable at the time of the investigation or the relevance was unknown until the investigative report was submitted. The Decision-maker will address any requests at the Pre-Hearing Conference to present new evidence and new witnesses.

The advisor is strongly encouraged to discuss lines of questioning with the Decision-maker at the Pre-Hearing Conference to obtain guidance from the Decision-maker on relevancy prior to the hearing. The Decision-maker will discuss the expectations and guidelines for appropriate behavior and decorum during the hearing.

After reviewing each party's witness list, the Decision-maker may, in their discretion, add names of other witnesses contained in the report for the purpose of appearing at the hearing and submitting to cross examination.

After the conclusion of the Pre-Hearing Conferences, the Title IX

Coordinator will provide each party and their advisor with written notice of the date, time, and manner for the hearing, which will typically occur no less than 5 business days after the conclusion of the final pre-hearing conference.

## 2. Live Hearing

The live hearing may be conducted with all parties physically present in the same geographic location or, at the College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually. Regardless of format, the hearing will be recorded or transcribed, and the recording or transcript will be Ringling's property, and will be made available to the parties for review and inspection upon their request during the pendency of the process.

Those persons present during the entirety or at designated portions of the hearing include: Complainant; Complainant's advisor; Respondent; Respondent's advisor; Decision-maker; Title IX Coordinator; witnesses; other appropriate individuals at the discretion of the Title IX Coordinator (for example, an interpreter or someone needed to provide reasonable accommodations due to a disability).

The Decision-maker will provide an introduction detailing the purpose of the hearing, have those present identify themselves and their role, remind all parties of the expectation to be candid and honest in their response, and provide a brief overview of the procedure and the anticipated order of the hearing.

The advisors will be responsible for orally asking relevant questions, including those questions which challenge credibility, to the other party or parties and any witnesses directly, in real-time and in a manner that, in the Decision-maker's sole discretion, is not inappropriate, harassing, intimidating, irrelevant, or redundant. Cross-examination will never be conducted by a party personally. Only relevant questions may be asked of a party or witness. Relevant questions are those tending to prove or disprove a fact at issue. The Decision-maker may ask questions and elicit information from parties and witnesses on the Decision-maker's own initiative to aid the Decision-maker in obtaining relevant evidence.

Questions that are not relevant include:

- Repetition of the same question;
- Questions related to information about the complainant's sexual predisposition or prior sexual behavior, unless:
  - The information is to prove that someone other than the respondent committed the alleged conduct; or
  - The information concerns specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent;
- Questions related to information that is protected by a legally recognized privilege; and
- Questions related to a party's medical, counseling/psychological, and similar treatment records unless the party has given voluntary, written consent.

The Decision-maker will objectively evaluate all evidence, including inculpatory and exculpatory evidence, to determine its relevance, materiality, weight and reliability. Credibility determinations will not be based on an individual's status as a complainant, respondent, or witness.

Before a party or witness answers a question by an advisor, the Decision-maker will first determine whether the question is relevant and briefly explain any decision to exclude a question as not relevant, or request rephrasing of the question. The Decision-maker is not required to give a lengthy or complicated explanation of a relevancy determination during the hearing. The Decision-maker may later send to the parties any revisions to the explanation of relevance that was provided during the hearing.

If a party or witness does not submit to cross-examination at the live hearing, the Decision-maker may still consider their statements and will determine the weight to which those statements may be entitled. The Decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

## 3. The Decision-maker will issue a written determination of responsibility.

After the hearing, the Decision-maker will issue a written determination of responsibility. This determination will be provided within twenty-one (21) calendar days of the hearing, unless an extension is required for good cause. The determination of responsibility will be based on a preponderance of the evidence and will include:

- Identification of the allegations potentially constituting sexual harassment
- A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the Policy to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions Ringling imposes on the Respondent, and whether remedies will be provided by Ringling to the Complainant, and;
- Ringling's procedures and permissible bases for the Complainant and Respondent to appeal.

The determination will lay out the evidentiary basis for conclusions reached in the case. The determination will be provided to the parties simultaneously. The determination becomes final only after the time period for appeal has expired or, if a party does file an appeal, after the appeal decision has been sent to the parties.

If an appeal is filed, the determination becomes final on the date that the College provides the parties with the written determination of the result of the appeal. If an appeal is not filed, the determination becomes final on the date on which an appeal would no longer be considered timely. The Title IX Coordinator may determine whether it is appropriate to stay the sanctions pending the determination becoming final, taking into account the safety of the complainant and the campus community, the severity of the behavior, and the effect on the College's ability to address the behavior if the sanctions are stayed.

### **III. Appeals**

Complainants and Respondents may appeal the Decision-maker's determination regarding responsibility, or Ringling's dismissal of a Formal Complaint or any allegations therein to the Title IX Coordinator who will initiate the appeal process. Ringling will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties. Both parties will have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome. The Appeal Officer, who is the decision-maker for the appeal, will issue a written decision describing the result of the appeal and the rationale for the result and provide the written decision simultaneously to both parties.

Grounds for appeal include:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter, and;
- The Title IX Coordinator, investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

All grounds for appeal will be available to all parties.

The Title IX Coordinator shall appoint a trained, impartial Appeals Officer, who shall be a Vice President of the College or shall be external to the College, depending on availability and circumstances.

When the typical or alternate Appeal Officer is unable to serve, or is not otherwise designated in this policy, the Title IX Coordinator will select a trained individual to be the Appeal Officer with notice to the parties. The Appeal Officer cannot be the same person as the Decision-maker for the hearing, the investigator, or the Title IX Coordinator.

The Appeal Officer must be a neutral and impartial decision-maker. The parties will be informed, in writing, of the specific Appeals Officer. Within 1 business day of receiving the notice of the designated Appeals Officer, the complainant and the respondent may submit a written request to the Title IX Coordinator to replace the named Appeals Officer if there are

reasonable articulable grounds to establish bias, conflict of interest or an inability to be fair and impartial.

The designated Appeals Officer will only be replaced if the Title IX Coordinator determines their bias precludes impartiality or constitutes conflict. Additionally, an Appeals Officer who has reason to believe they cannot make an objective determination must recuse themselves from the process.

A complainant or respondent must submit a written appeal to the Title IX Coordinator and within 5 business days of receipt of the Notice of Outcome. The written appeal must include the specific basis for the appeal and any information or argument in support of the appeal. Upon receipt of the appeal, the Title IX Coordinator will provide the other party notice of the appeal and the opportunity to respond in writing to the appeal. Any response to the appeal must be submitted to the Title IX Coordinator within 3 business days from the other party's receipt of the appeal. Appeal responses are shared with the other parties but no reply is permitted.

The Appeals Officer will make a decision regarding the written appeal and, within 10 business days of receipt of all appeal documents, notify the complainant and the respondent of the outcome. The Appeal Officer may affirm the finding(s); alter the finding(s); alter the sanctions; or request that additional steps be taken.

Appeal decisions are final. All appeal deadlines may be extended for good cause by the Title IX Coordinator. Any extension will be communicated to the parties.

### **IV. Informal Resolution Process**

Informal resolution permits the parties to seek resolution of Formal Complaints of Prohibited Conduct. Ringling does not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, the waiver of the right to an investigation and adjudication of Prohibited Conduct under Ringling's grievance process. Similarly, Ringling will never require the parties in a Prohibited Conduct allegation to participate in an informal resolution process, as described below. The Title IX Coordinator has discretion as to whether Informal Resolution is appropriate in any particular case, except that Informal Resolution may not be used in cases in which a student alleges Sexual Harassment – Title IX against an employee of the College.

After the report of Prohibited Conduct or after the filing of a Formal Complaint of Title IX Sexual Harassment, if the Title IX Coordinator determines Informal Resolution is appropriate and all parties voluntarily consent in writing, Ringling will assist the parties in an informal resolution process. An informal resolution process can be held at any time prior to reaching a determination regarding responsibility in the grievance process.

Before initiating an informal resolution, Ringling will: (1) provide the parties a written notice; and (2) obtain the parties' voluntary, written consent to the informal resolution process. The written notice that Ringling will provide to the parties will disclose the allegations, the requirements of the informal



resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Ringling's informal resolution process enables that, at any time prior to agreeing to a resolution, any party has a right to withdraw from the informal resolution process and resume the grievance process with respect to the report or Formal Complaint. The Title IX Coordinator will appoint a trained, impartial informal resolution officer to facilitate the informal resolution process.

Upon initiation of the informal process as described above, the informal resolution officer will attempt to resolve the dispute through meetings with the parties. Although an in-person or a restorative justice conference may be suggested, parties will never be required to meet directly with one another as part of the informal resolution process unless they mutually agree to do so.

When sexual harassment allegations can be resolved through alternate resolution by mutual consent of the parties and on a basis that is acceptable to the informal resolution facilitator in consultation with the Title IX Coordinator, the resolution process shall be considered finally decided and there will be no subsequent process or appeal.

## **V. Sanctions and Remedies**

Where a respondent is determined to have engaged in Prohibited Conduct, the Decision-maker shall determine appropriate sanctions, in consultation with an appropriate administrator based on the status of the respondent (student, employee, or other). The Title IX Coordinator will determine an appropriate administrator for consultation based on the circumstances.

Students determined to have engaged in Prohibited Conduct 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.

A student found in violation of this Policy may be sanctioned with the following, or any combination thereof: disciplinary warning, reprimand, educational interventions, assessment by the counseling staff, community restitution, denial of privileges, work projects, restitution, fines, disciplinary probation, final disciplinary probation, behavioral agreement, no contact orders, suspension, expulsion, termination of employment, and other restrictions as to access and use of College facilities, property, or activities.

Employees determined to have engaged in Prohibited Conduct are subject to disciplinary action. Such employees may be sanctioned with the following, or any combination thereof: a warning, reprimand, educational interventions, counseling, no contact orders, probation, suspension, transfer, demotion or immediate termination of an employee in accordance with the policies and procedures outlined in the Faculty or Staff

*Handbook*, as well as other restrictions as to access and use of College facilities, property, or activities.

Respondents who are neither students nor employees are also subject to sanction, including but not limited to the following, depending on the amount of control exercised by the College over the Respondent: warning, reprimand, educational interventions, restitution, no contact orders, termination of contract(s), prohibition (temporary or permanently) against future admission and/or employment; and restrictions as to access and use of College facilities, property, or activities.

Ringling will provide remedies to a Complainant designed to restore or preserve equal access to Ringling's education program or activity. Such remedies may include the same individualized services provided as supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent where the Respondent has been found to have engaged in Prohibited Conduct.

The Title IX Coordinator is responsible for effective implementation of remedies. Where the final determination has indicated that remedies will be provided, the Complainant can then communicate separately with the Title IX Coordinator or their designee to discuss what remedies are appropriately designed to preserve or restore the Complainant's equal access to education. Remedies for a Complainant which do not affect the Respondent must not be disclosed to the Respondent.

## **TRAINING**

The College will ensure the Title IX Coordinators, investigator(s), decision-makers, appeals officers, and any person who facilitates an informal resolution process receive training on the definition of Sexual Harassment – Title IX, the scope of the recipient's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Additionally, these individuals must receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

The College will ensure that decision-makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

The College will ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, appeals officers, and any person who facilitates an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

Training materials shall be posted on the College's website in compliance with the Title IX regulations.

### MAINTENANCE OF RECORDS

The College shall maintain all records and documentation for each case for seven (7) years from the date a report is received. With regard to Records of Sexual Harassment – Title IX, the records will include:

- Each investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
- Any appeal and the result therefrom;
- Any informal resolution and the result therefrom;
- All materials used to train Title IX Coordinators, investigators, decision-makers, appeals officers, and any person who facilitates an informal resolution process;
- Documentation of any supportive measures taken in response to a report or formal complaint of Sexual Harassment – Title IX, including documentation regarding the basis for any conclusion that the College's response was not deliberately indifferent;
- Documentation of why a complainant alleging Sexual Harassment – Title IX was not provided with supportive measures, including the reasons why such response was not clearly unreasonable in light of the known circumstances.

### EDUCATIONAL AND PREVENTION PROGRAMS

Ringling College offers primary prevention programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in health and safe directions. The College also offers prevention and awareness campaigns to increase understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking.

All members of the campus community are encouraged to participate in educational and prevention programs in addition to those that may be required by the College as part of student and employee training programs. More information about current programming and initiatives can be obtained from the Title IX Coordinator.

## NON-HARASSMENT POLICY

Ringling College of Art and Design strives to maintain 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, gender identity or expression, pregnancy, disability, veteran status, genetic information, or any other basis prohibited by law ("Protected Traits").

Harassment on the basis of a Protected Trait 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.

Harassment: For purposes of this policy, Harassment is defined as conduct on the basis of a Protected Trait when:

1. Submission to or rejection of such conduct is an explicit or implicit condition of an individual's employment, evaluation of academic work, or participation in any aspect of a College education program or activity; or
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e. it is sufficiently severe, pervasive, or persistent as to create an intimidating, hostile, humiliating, or sexually offensive working, academic, residential, or social environment under both a subjective and an objective standard.

Sexual Harassment: Due to the inherent complexity of sexual harassment and harassment on the basis of sex, gender, or sexual orientation, the College maintains a Sexual Misconduct and Title IX Policy to address reports and formal complaints of sexual harassment, including sexual assault, dating violence, domestic violence, and stalking. All complaints regarding Prohibited Conduct under the Sexual Misconduct and Title IX Policy, including sexual harassment and harassment on the basis of sex, gender, or sexual orientation, will be handled pursuant to that Policy. Individuals who have experienced this type of conduct are encouraged to contact a Title IX Coordinator for more information about supportive measures, available resources, reporting to law enforcement if desired, and the formal complaint process for investigating and adjudicating sexual harassment and harassment on the basis of sex, gender, or sexual orientation:

Title IX Coordinator

Tracy Wagner-  
Executive Vice President  
Office Location: Keating Building, 1st Floor  
2700 N. Tamiami Trail, Sarasota, FL 34234  
941 -359-7595 twagner@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, 2nd floor  
2700 N. Tamiami Trail, Sarasota, FL 34234  
941 -359-7510 twalsh@ringling.edu

Jekeyma Robinson-

Associate Dean of Students for Student Development  
Office Location: Ulla Searing Student Center, 2nd floor  
2700 N. Tamiami Trail, Sarasota, FL 34234  
941 -309-4375 jrobinso@ringling.edu

Deputy Title IX Coordinator

Darren Mathews-  
Assistant Vice President and Director Human Resources  
Office Location: Verman Kimbrough Building, 1st Floor  
2700 N. Tamiami Trail, Sarasota, FL 34234  
941-359-7619 dmathews@ringling.edu

Relationships: Within this section, the following terms and definitions apply:

1. Affiliated Individuals. Employees, trustees, and vendors.
2. Employee. Faculty member (full-time, part-time, or adjunct; regular or visiting) or staff member (exempt or non-exempt; full-time or part-time; regular, casual, or temporary).
3. Trustees. Member or Honorary Life Member of the Board of Trustees.
4. Vendors. Organizations or individuals engaged in a contractual relationship with the College to execute a specific function such as food service, custodial service, other services or to provide temporary staffing services.
5. Student-staff. Undergraduate students enrolled in the College who are employed by the College, (e.g. resident assistant, teaching assistant, tutors).

For the purposes of this section of the policy, a "relationship" is defined as a single romantic date or sexual encounter.

Relationships between Affiliated Individuals and Students.

All affiliated individuals are prohibited from initiating, engaging in, or attempting to engage in, sexual or dating relationships with any PreCollege or degree-seeking student. An affiliated individual involved in a sexual or dating relationship with a student which began prior to their engagement with the College or implementation of this policy is exempt from this prohibition, as is an employee whose spouse or domestic partner is a student. However, the relationship must be disclosed as outlined in the paragraph below (Disclosures) so that appropriate action, such as changing the reporting or grading structure, can be taken.

Relationships between Individuals in a Supervisory Relationship. All affiliated individuals and student-staff are prohibited from engaging in sexual or dating relationships with anyone under their

direct supervision or whom they officially evaluate or mentor. They are further prohibited from officially supervising, evaluating, or mentoring anyone with whom they have had a relationship in the past, regardless of the consensual nature of the relationship. If such a relationship develops or exists, the relationship may be disclosed by anyone, but must be disclosed by the supervisor, evaluator, or mentor as outlined in the paragraph below (Disclosures) so that appropriate action, such as changing the reporting structure, can be taken.

Other relationships. Sexual and dating relationships in which there is a power differential, even when the differential does not fall into one of the above categories, may raise questions of sexual harassment or suspicions of unprofessional conduct (e.g. conflict of interest, abuse of authority, favoritism, and unfair treatment). For this reason, even relationships that are not officially supervisory or mentoring in nature may require extra sensitivity where such a power differential occurs. In particular, even though student-staff may not think of themselves as being in a position of authority over other students, by virtue of their responsibilities, they should recognize their experience, role in policy enforcement, or access to tools, equipment, and studio time may result in their being viewed as having more power in a relationship. Anyone concerned that issues described in this paragraph have developed (or may develop) in a relationship they are aware of or a part of is encouraged to seek guidance from the Title IX Coordinator or Deputy Coordinators.

Disclosures. All disclosures of existing relationships and reports of concerns should be made to the Title IX Coordinator or Deputy Coordinators. The Title IX Coordinators, at their discretion, may inform the appropriate supervisor and/or the Director of Human Resources (for matters involving staff and/or student-staff), the Vice President of Student Life and Dean of Students (for matters involving student-staff), or the Vice President of Academic Affairs (for matters involving faculty) about a disclosed relationship.

Disclosed relationships will be addressed outside of this policy on a case-by-case basis unless the report contains information which would support a violation of this policy.

The Human Rights Committee: The Human Rights Committee is a fact-finding committee whose purpose is to respond to and resolve harassment complaints, except as otherwise indicated in the Sexual Misconduct Policy. 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 Director of Human Resources will serve as coordinator without vote. If the complaint should be against the Director of Human Resources, one of the committee members is to serve as the coordinator, with vote. If all members of the Human Rights Committee must be recused due to concerns about bias and/or impartiality, the Director of Human Resources or designee may appoint an external individual to perform the duties of the Committee.

Student to Student Harassment: Student-to-Student harassment complaints are to be processed under the disciplinary procedure established and operated by the Office of Student Life, except as otherwise indicated in the Sexual Misconduct Policy. All other

harassment complaints are to be processed by the procedures outlined in this policy.

“On Notice” Option of Complaint: 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 complaint procedures set forth in this policy, and the College will not refuse to investigate a complaint on the grounds that the complainant did not have a discussion with the offender.

In other words, the complainant always retains the right to avoid direct interaction with the offender and to initiate the complaint procedure explained in this policy.

Procedures for Informal Complaint: Individuals who believe they have experienced harassment that does not fall under the Sexual Misconduct Policy may seek an informal resolution of the problem. Use of the informal complaint procedures is not a prerequisite to initiating a formal complaint.

Informal complaints may be oral or written and directed to the Director of Human Resources or to any member of the Human Rights Committee. Informal resolution will generally involve the Director of Human Resources or the Human Rights Committee serving as facilitator in an effort to resolve the complaint. The respondent will be informed of the existence and nature of the informal complaint and will have an opportunity to respond. The Human Rights Committee or the Director of Human Resources, serving as intermediaries, will seek a resolution that both the complainant and the respondent can agree upon. If no mutually satisfactory resolution can be found, the Human Rights Committee, the Director of Human Resources, and/or the complainant can decide if further action is appropriate.

Procedures for a Formal Complaint: Harassment complaints that do not fall under the Sexual Misconduct and Title IX Policy are to be directed to the Director of Human Resources or to a member of the Human Rights Committee. The Director of Human Resources 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 complaints 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 complaint is prepared, the Director of Human Resources or the contact person on the Committee shall convene the entire Human Rights Committee to review the complaint, and to conduct an appropriate investigation of the allegations. This investigation may be limited to informal resolution and a negotiated agreement between the complainant and the respondent, which requires the approval of the Director of Human Resources or a designee. If an informal resolution is not achieved, a designated member of the Human Rights Committee will prepare a report based on the evidence collected containing

the Committee’s findings and conclusions.

Possible outcomes of the investigation are that the allegations are substantiated, or that allegations are not substantiated. A preponderance of the evidence standard is used to determine whether allegations are substantiated. In the event the allegations are substantiated, the Director of Human Resources or the Human Rights Committee may endeavor, through informal resolution, to reach a negotiated agreement of the sanctions and/or remedies to be imposed; any such sanctions or remedies must be approved by the Director of Human Resources or designee.

If a negotiated agreement 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 allegations 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 respondent, but any retaliation committed by the respondent by way of irresponsible, malicious or unfounded complaints 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.

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.

## **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 Student Access Services.

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 Services. 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 Director of Student Access Services.

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 Student Access Services or they will not provide disability-related accommodation. Furthermore, a disability accommodation is not retroactive, so students must meet with the Director of Student Access Services early in each semester if they expect to require accommodations. Accommodations are effective only for one semester, so students must renew approved accommodations 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 Director of Student Access Services and work with SAS to resolve the issue. The Director of Student Access Services 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. Student Access Services 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 the Director of Student Access Services, 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/SAS> or contact Clair Harris, Director of Student Access Services at 941-309-4013 or [charris2@c.ringling.edu](mailto:charris2@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. A Service Animal In-Training only assumes this title while in the active action of training.
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 of the handler? (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. It is required that appropriate veterinary documentation of the animal be provided to Residence Life.

## **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. When Service Animals In Training are not actively being trained, they are not Service Animals in terms of Residence Life Housing, and must be a prescribed Emotional Support Animal to meet qualifications for campus residence, and be an approved Emotional Support Animal through Student Access Services and Residence Life.

#### **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 (bed space) 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. Owners of Emotional Support Animals may not appoint others on Ringling College's campus to care for the animal in the owners' absence.

### **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, and are only labeled Service Animal in training when actively training.

**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. This documentation can be requested from Student Access Services.

**• Documentation requirements**

Students must register with the Office of Accessibility Services at the Goldstein Library. 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. There are exclusions to certain types of animals that Ringling will permit as an Emotional Support Animal.

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 lifeactivity).
- 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 in the Goldstein Library. 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 common areas (including hallways) 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, vaping, 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 and vaping is prohibited on the Ringling College main campus except in outdoor designated smoking areas. Smoking and vaping is prohibited in all areas of the Museum Campus and at the Englewood Art Center. Smoking and vaping are also prohibited in all Ringling College vehicles including golf carts. For the purposes of this policy, smoking is defined as burning and vaping any type of product including, but not limited to, cigarettes, cigars, cigarillos and pipes, and additionally includes e-cigarettes and their associated products. Smoking and vaping 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 on the main campus for smoking and vaping 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 and vaping cessation programs and resources is available from the Office of Student Life or the Office of Human Resources.

## 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.

## 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 off campus health professional who has evaluated a student, the Associate Dean/Director of Health Services or designee 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 Associate Dean/Director of Health Services or designee 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 30 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 the Associate Dean/Director of Health Services or designee 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.

### **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 safe working and departmental rules and safety guidelines 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 and 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 Advisory 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 Advisory 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 and Safety

The Director of Environmental Health and Safety has the administrative responsibility for the development, management and enforcement of occupational 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.

#### Department Heads

Department Heads are responsible for the development and management of their environmental health and safety academic programs. 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 and Supervisors

Managers and supervisors maintain the environmental health and safety of their staff and report through the normal hierarchy.

#### Employees (Faculty & 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 Environmental Health and Safety/Compliance 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 and Safety Training

The EHS 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 Advisory 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 Environmental Health and Safety/Compliance Subcommittee will report to the Environmental Health and Safety Advisory 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 posted on the Human Resources and EHS websites. If requested, a hardcopy is available from the department of EHS.

## 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. The Fine Arts Department Head will assign studio spaces and 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. 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 the spray booth.
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. 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. Students must wear closed toe shoes in the studio.
8. 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).
9. 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.
10. 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.
11. Sleeping in the studio is prohibited. You cannot use the studio as a living space.
12. Electrical equipment should be plugged directly into wall outlets. Avoid causing trip hazards by carefully locating the electrical cord.
13. Halogen lights are not permitted in the studios, because the intense heat can cause combustible materials to ignite.
14. No structural walls may be added to the space. Curtains, sheets or blankets may NOT be suspended as dividers in the studio space.
15. You must keep your area clean and organized. Avoid storage of materials on the floor, which might create a tripping hazard.
16. Exit routes must be kept clear at all times. Items left in the exit route will be moved.
17. You must remove all trash and old materials daily. Use the appropriate bins.
18. Do not suspend anything from the ceiling, light fixtures or sprinkler pipes/heads.
19. To maintain security, do not prop open external doors.
20. Music must be played at a reasonable sound level. Do not disrupt other students working in the space.
21. The hours for private studio use are from 7 am until 2 am.

You must leave the studio building immediately if requested by a Public Safety Officer. (students will be notified if access hours change)

22. It is prohibited to place locks on personal cabinets/cupboards in the studio, unless it is possible to see the contents of the cabinet (glass, clear plastic, mesh, or drilled holes).
23. All accidents and incidents must be reported to Public Safety using the red emergency phone or by calling 359-7500.
24. Advice and assistance on these rules and guidelines are available from faculty, technicians or the EHS department (email: ehs@ringling.edu or call 309-0027).
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

### I. Introduction

A. **Purpose.** 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.

B. **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.

C. **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.

## II. Intellectual Property Ownership

### A. 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.

### B. 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.

### C. 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.

### D. 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).

#### 1. 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.

#### 2. 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.

#### 3. 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.

### E. 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; or
- 3) is created in the student's alternate capacity as a non-faculty employee or independent contractor (as defined in Section II.C.).

#### **F. 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.

#### **G. License To Ringling College**

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.

#### **H. 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.

#### **I. 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.

#### **J. 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.

#### **K. 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.

#### **L. 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.

#### **M. 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.

#### **N. 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.

#### **O. 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.

#### **P. 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.

### **III. Dispute Resolution**

#### **A. General**

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.

#### **B. Regular Review**

This policy shall be reviewed regularly.

### C. 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.

## IV. General Provisions

### A. 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.

### B. 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.

### C. 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.

### D. 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.

### E. Nondisclosure and 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.

### F. 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 Technology 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 user ID 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 they 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/hea/>.

## 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 chainmail.
  - 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 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 notebook computer. You may not take possession of this 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 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 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 notebook computer into your care, you as the user assume the responsibility and liability of the notebook computer. In addition, you as the user agree to return this 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 notebook computer are the property of Ringling College of Art and Design. Your use of the 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. This equipment is provided for my use with no transfer of ownership, has been fully configured with a battery, power cords, and other accessories. I will retain possession of this equipment until I am no longer enrolled at Ringling College of Art and Design.
2. The equipment 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 equipment.
3. I am fully responsible for maintenance of personal software applications and hardware not provided as part of the equipment checkout by Ringling College of Art and Design.
4. Upon request, I agree to promptly deliver this equipment to the Institutional Technology Help Desk for inspection or to verify inventory/asset management information. I agree to take necessary and prudent care to keep it secure and safe.
5. I will be responsible for the risk of loss by theft, destruction, or damage of the equipment from the date I take delivery until it is returned to Ringling College of Art and Design. Ringling College reserves the right to inspect this equipment. If during the period of this agreement, the Institutional Technology Help Desk finds anything damaged, or non-functional due to something outside of manufacturer defects, Ringling College of Art and Design may charge me the actual cost of repairs or replacement costs. These amounts will be added to my student account.
6. If any components such as the charging block, cable, digital pen, or other accessories are missing when I return the equipment to Ringling College, I will be charged full replacement cost for each missing component.
7. 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.
8. Upon my graduation, withdrawal or dismissal from Ringling College or any other notification to turn in the equipment and accessories, I agree to deliver them promptly to the Institutional Technology Help Desk or other such place as designated by Ringling College of Art and Design. If I do not return the equipment within stated time frames, Ringling College may, at its discretion, place a hold on my college record or bill me for full replacement cost from the manufacturer.

#### MANAGED DEVICES AND REMOTE LOCKOUT/ERASURE

The notebook computers and tablets owned by Ringling College of Art and Design are considered managed devices. While Ringling College of Art and Design respects your privacy and does not actively monitor your activity, it is important to note that these devices are subject to certain circumstances that may require remote lockout or erasure.

In cases of reported loss or theft, or if the notebook computer is not returned within the allocated time frame, Ringling College of Art and Design reserves the right to initiate remote lockout or erasure procedures. These measures are implemented to safeguard the confidentiality of data and prevent unauthorized access to sensitive information.

It is crucial to understand that the notebook computers provided to you are on loan and are not available for purchase. Payment of any fines or penalties imposed on your account for failing to return the equipment will not unlock or in any way transfer ownership of the devices to you. The notebook computers, along with their associated parts and peripherals, remain the sole property of Ringling College of Art and Design.

Please be aware of your responsibilities in promptly returning the equipment according to the agreed-upon terms and conditions. Failure to comply may result in disciplinary sanction(s) per the Student Code of Conduct within the Student Handbook.

### 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 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 [sleder@ringling.edu](mailto:sleder@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 Senior Copywriter and Editorial 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 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 [slederer@ringling.edu](mailto:slederer@ringling.edu). or by phone at 941.309.4110.

### **Media Relations / News Releases**

To present consistent and accurate institutional messaging requests for College-related information or comment as a representative of Ringling College, the student must contact Chelsea Garner-Ferris, Senior Copywriter and Editorial Manager at 941.309.4110, [cferris@ringling.edu](mailto:cferris@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 Chelsea Garner-Ferris 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 [cferris@ringling.edu](mailto:cferris@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 Senior Copywriter and Editorial Manager, 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, 116 Harmon, 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 approval.

### **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 acknowledgment 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.

### **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&layout\\_id=0](https://cm.maxient.com/reportingform.php?RinglingCollege&layout_id=0).

### **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.

### **Student Exhibitions & 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.

**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.