

Ringling College of Art and Design

STUDENT HANDBOOK



Ringling College
of Art + Design

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General Information

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 Withdrawals

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 Student Success

studentsuccess@ringling.edu

941-309-4099

www.ringling.edu/campus-and-student-life/student-support-services/center-for-student-success/

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

www.ringling.edu/galleries

galleries@ringling.edu

941-359-7563

William and Marie Selby Foundation Gallery

Arland and Sally Christ-Janer Center

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 library@ringling.edu

International Affairs

Office Of International Affairs

apetteng@ringling.edu

Goldstein Library

Job Listings

Center For Career Services

talent@ringling.edu

www.collegecentral.com/ringling

Ferguson Studio Building

Loans, Scholarships & Grants

Office of Financial Aid

finaid@ringling.edu

Ulla Searing Student Center/2nd Floor

Lost & Found

Public Safety

dps@ringling.edu

Verman Kimbrough Building/1st Floor

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

Ann and Alfred Goldstein Hall/1st Floor

Media & Community Relations

Communication Strategies

communications@ringling.edu

New Student Orientation

Office of Student Life

nso@ringling.edu

Ulla Searing Student Center/2nd Floor

Non-Traditional Students

Office of Student Life

studentlife@ringling.edu

Ulla Searing Student Center/2nd Floor

Outdoor Installations

galleries@ringling.edu
Keating Center Rm. 142

Print Services

printservices@ringling.edu
Academic Center

Recreation & Wellness

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

Redress of Grievance, Students

Office of Student Life
Dr. Tammy S. Walsh
twalsh@ringling.edu
Ulla Searing Student Center/2nd Floor

Religious Groups & Campus Ministry

Office of Student Life
Rocky Hambrick-Wolfe
rhambric@ringling.edu
Ulla Searing Student Center/2nd Floor

Student Accounts/Bursar

Billing Questions & Tuition Payments
billing@ringling.edu
Ulla Searing Student Center/2nd Floor

Student Employment/ Career Resources

Center For Career Services
talent@ringling.edu
www.ringling.edu/resources
Ferguson Studio Building

Student ID's

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

Student Mailbox Assignments

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

Student Paychecks

Mailroom 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
Verman Kimbrough Building/1st Floor

Vehicle Registration

Office of Public Safety

dps@ringling.edu

Verman Kimbrough Building/1st Floor

Veterans Benefits

VAbenefits@ringling.edu

Ulla Searing Student Center/2nd Floor

Office of Financial Aid

finaid@ringling.edu

Ulla Searing Student Center/2nd Floor

Volunteerism & Service Learning

Office of Student Life

volunteerism@ringling.edu

Ulla Searing Student Center/2nd Floor

Voter Registration Information

Office of Student Life

vote@ringling.edu

Ulla Searing Student Center/ 2nd floor

Withdrawing From School

Office of Advising, Records, & Registration Services

advising@ringling.edu

Ulla Searing Student Center/2nd Floor

Ringling College of Art and Design Academic Calendar 2026-2027

[Ringling Academic Calendar - Events and Schedule](#)

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

College Vision

Ringling College of Art and Design will be the preeminent college of art and design in the world.

College Mission

Ringling College of Art and Design educates students, its community, and the world to understand art and creativity as essential dimensions to life. The College recognizes that scholars, artists, designers, and creative professionals play a significant role in society. Through its policies and practices, the College supports innovation; excellence in education; and fosters the creative, intellectual, professional, and personal development of its students and the greater community at large.

In support of this mission:

- Ringling College prepares students for successful careers that contribute positively to society.
- Ringling College strives to enroll both full and part-time students from diverse backgrounds who intend to become creative professionals.
- Ringling College provides community interaction within the complex world of cultural and artistic disciplines for cultural enlightenment, lifelong learning, artistic appreciation, and career development.
- Ringling's curriculum 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's faculty consists of professionally active and teaching-oriented artists, designers, professionals, and scholars.
- Academic programs along with Advising, Career Services, and an extensive co-curricular student life program help prepare students for a creative profession, life-long learning, and graduate level studies.
- Ringling College provides the opportunity for all students to gain professional experience prior to graduation by connecting them with leading brands and clients to develop creative solutions to business challenges.

Core Values

Fundamental to the College's mission are the following core values:

- Collaboration
- Community
- Creativity
- Diversity
- Innovation
- Integrity
- Professionalism

Collaboration: Embrace the strength of our collective talents, fostering an environment of cooperative creativity and shared success.

Community: Cultivate a vibrant, inclusive network that promotes respect, support, and shared achievement for all.

Creativity: Encourage excellence in artistic expression and creative thinking as fundamental elements of our educational identity.

Diversity: Cherish and embrace diversity, in all forms, promoting equity and inclusivity as pillars of our community.

Innovation: Commit to groundbreaking approaches in learning and technology, and equipping students for constantly evolving creative professions.

Integrity: Uphold and respect ethical values by fostering honesty, transparency, accountability, and trust.

Professionalism: Aspire to excellence and diligent practice, preparing our campus and community for success while promoting a culture of respect and lifelong learning.

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. Ringling College of Art and Design also may offer credentials such as certificates and diplomas at approved degree levels. 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).

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

Financial Information

Schedule of Fees for Academic Year 2026-2027

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

	Fall 2026 Semester	Spring 2027 Semester
Tuition		
Full-time enrollment	\$27,880	\$27,880
Part-time enrollment per credit (less than 12 hours)	\$2,600	\$2,600
Extra credit charge ¹		\$1,640
Audit (lecture classes only)	\$950 per course	\$950 per course
Fees ²		
Student Activity fee	\$545	\$545
Health Services fee	\$400	\$400
Matriculation fee (new students)	\$760	
First Year Materials Kit – (BOAD)	\$100	
First Year Materials Kit - (ED)	\$320	
First Year Materials Kit - (CA,GA,IL)	\$320	
First Year Materials Kit - (FA)	\$285	
First Year Materials Kit - (CT,GD)	\$145	
First Year Materials Kit - (MD)	\$375	
First Year Materials Kit - (VR)	\$365	
Graduation fee (seniors)		\$770
Health Insurance ³	\$2,180	
Returned funds/check charge	\$25 per transaction/check	
Late payment	Greater of: 10% of balance due or \$100	
Credit Card Service Fee (Portal Payments Only)	2.95% Domestic	4.25% International
Technology Fees ⁴		
First Year	\$1,530	\$1,530
Business of Art & Design (year 2, 3, 4)	\$875	\$875
Computer Animation (year 2, 3, 4)	\$2,570	\$2,570
Creative Writing (year 2, 3, 4)	\$875	\$875
Entertainment Design (year 2, 3, 4)	\$1,680	\$1,680
Film (year 2, 3, 4)	\$2,625	\$2,625
Fine Arts (year 2, 3, 4)	\$960	\$960
Game Art (year 2, 3, 4)	\$2,565	\$2,565
Graphic Design (year 2, 3, 4)	\$1,875	\$1,875
Illustration (year 2, 3, 4)	\$1,480	\$1,480
Motion Design (year 2, 3, 4)	\$2,570	\$2,570
Photography & Imaging (year 2, 3, 4)	\$1,370	\$1,370
Virtual Reality (year 2, 3, 4)	\$2,065	\$2,065
Visual Studies (year 2, 3, 4)	\$955	\$955
Undecided (year 2, 3, 4)	\$1,305	\$1,305

Board ^{5,6}		
Contract required for academic year		
Board 19 meal plan (includes \$250 Dining dollars)	\$3,825	\$3,825
Board 14 meal plan (includes \$200 Dining dollars)	\$3,450	\$3,450
Board 7 meal plan	\$1,655	\$1,655
Goldstein Hall Housing ^{2,5,6,7}		
Double	\$5,430	\$5,430
Triple	\$5,075	\$5,075
Board required (19 meal plan)	\$3,825	\$3,825
Greensboro Hall Housing ^{2,5,6,7}		
Single	\$6,195	\$6,195
Double	\$5,430	\$5,430
Board required (19 meal plan)	\$3,825	\$3,825
Keating Hall Housing ^{2,5,6,7,8}		
Single	\$5,700	\$5,700
Board required (choose 19 or 14 meal plan)		
Ulla Searing Student Center Housing ^{2,5,6,7,8}		
Double	\$5,430	\$5,430
Board required (choose 19 or 14 meal plan)		
Cove Housing ^{2,5,6,7,8}		
Cove Single	\$5,855	\$5,855
Cove Double/Triple	\$5,220	\$5,220
Board required (choose 19 or 14 meal plan)		
Bayou Village Housing ^{2,5,7,8}		
Single	\$6,105	\$6,105
Bridge Housing ^{2,5,7,8}		
Single	\$6,105	\$6,105
Palmer Quadrangle & Other Housing ^{2,5,7,8}		
Single	\$5,330	\$5,330
Double	\$4,325	\$4,325

Art Supplies and Books

It is estimated that a first-year student will spend an average of \$2,225 on art supplies and books the first year in addition to the kit charge. Contact the Ringling College Art Supply Store manager for information at 941.359.7565 or store@ringling.edu.

Footnote Definitions

Items listed above with superscript numerals are defined below:

1 Credits that exceed the 33 academic year credit limit

2 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. 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

3 All degree-seeking students are required to have comprehensive health insurance. You will be automatically enrolled in Student Health Insurance Plan (SHIP) and charged for the premium of \$2,180. If you wish to decline the coverage, you must complete a waiver form at www.universityhealthplans.com/ringling by Friday, August 21, 2026. Additional coverages for children and spouses are available upon request and additional costs.

4 Based on declared major for year 2, 3, 4

5 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, Keating Hall choose from 19 or 14 meal plan.

7 Charges for any damages will be applied to the student account and must be paid in full prior to registration or attendance in subsequent semesters.

8 Available to returning students

Summer housing availability to be announced on or before April 1 and due May 1. Summer daily rate = \$42.00 and fees are subject to change at any time.

Fee Payment Schedule:

Fee payments are due on or before:

Fall Semester	
All Students	July 17, 2026
Spring Semester	
All Students	December 4, 2026

Payment may be made on-line through our secure web portal which is accessible through the student's Workday 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.
- **Full Service Payment Plan, administered by Illumia/Transact:** The Full Service Payment Plan provides you the ability to finance the balance due for the semester, interest free and beginning **July 1, 2026**. To enroll, log in to your Workday Student account and type in "Make a Payment", which will direct you to Illumia to complete your enrollment.

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, or thereafter	None	None	None

In accordance with 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 provides students with information and resources to help plan and pay for Ringling College of Art and Design educational costs. Each student is responsible for meeting payment deadlines, completing financial aid requirements, and resolving any outstanding balances — even if another individual is making payments on their behalf. During registration, all students acknowledge responsibility for their student account and related expenses.

College communications regarding billing and financial obligations are directed to the student. If a parent or other individual manages the student's finances, students are encouraged to review this information with them and ensure they have access to the details they need.

Billing

The Office of Student Accounts / Bursar manages billing and collection for all tuition, fees, and charges. Students are welcome to visit the office to discuss their account or payment options. Appointments are available Monday–Friday, 8:30 a.m.–4:30 p.m. during the academic year. The office is located on the 2nd floor of the Ulla Searing Student Center.

Students and authorized users under their Friends and Family tab in Workday receive email notifications when new billing information is available in Workday. Each student is responsible for monitoring their Workday account, reviewing monthly activity, and keeping track of payment deadlines. Because notifications are directed to the student, it is the student's responsibility to share account information with anyone assisting with payment.

Payment Policy

Students admitted and registered for classes at Ringling College are financially responsible for all associated fees and charges. Full payment — or acceptable documentation demonstrating that the balance will be covered — must be submitted by the published deadline.

Acceptable documentation includes:

- Enrollment in the Full-Service Payment Plan administered by Illumia (formerly Transact)
- A Financial Aid notification letter
- An outside scholarship or third-party award letter
- A billing authorization or sponsorship letter

Alternative/Private Loans may not be deducted without certification from the Office of Financial Aid. Please include the student's name and Ringling College ID number on all payments and correspondence.

Schedule changes during the add/drop period will adjust the student account accordingly. Withdrawals after the add/drop period do not result in account adjustments.

Students who officially withdraw from all courses during the first eight weeks of the semester may receive tuition, technology fee, and board refunds according to the schedule in the Student Handbook and Schedule of Fees. In accordance with Florida law, students may receive a full refund of tuition and registration fees prior to the start of instruction if a written request is submitted within three working days of payment. Refunds are issued within 30 days of the official withdrawal date.

Past Due Accounts

Students are expected to keep their accounts current. If a student fails to meet payment obligations, a financial stop will be placed on their record. This stop may result from outstanding tuition, fees, parking fines, returned checks, or other unpaid charges.

A financial stop may prevent:

- Pre-registration
- Room lottery participation
- Registration or re-admittance
- Transcript release
- Diploma issuance

The stop is removed only when the balance is paid in full.

The College reserves the right to cancel the enrollment of students with past-due balances. Cancellation does not relieve the student of the debt. Students with unpaid balances may not attend classes, move into campus housing, register for future semesters, obtain transcripts, or receive a diploma until their account is settled.

If an account becomes delinquent, the College may report the debt to a credit bureau and/or assign the account to a collection agency. Students are responsible for all associated collection fees and costs.

Methods of Payment

- **Online Payments** — Payments may be made by credit card (VISA, MasterCard, Discover, American Express; 2.95% domestic fee or 4.25% international fee) or electronic check (ACH). Access your statement and submit payment through your Workday Student account at <https://my.ringling.edu>.
- **International Students** — Payments may be submitted through Workday by selecting **IFT – International Funds Transfer** in the payment window. **IMPORTANT NOTE:** Direct Wire payment issued manually through the Alipay app are not supported and may result in lost or delayed payments. Always start your payment process inside Workday.
- **Checks** — Personal or bank checks should be made payable to *Ringling College of Art and Design*. Include the student ID number for accurate processing.
- **Full-Service Payment Plan (Illumia)** — The Full-Service Payment Plan allows students to finance their semester balance interest-free. Books and supplies are not eligible. To enroll, log in to Workday and select **Make a Payment**, which will direct you to Illumia.

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) is contingent upon enrollment status and other requirements. It 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 canceled, 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 Workday, in the My.Ringling.edu portal.

Disbursement of Financial Aid

Not all students are at the same point in financial aid processing, therefore, not everyone will have their funds disbursed at the same time. The billing statement will reflect actually received funds applied as a credit and pending grants, scholarships and loans applied as anticipated. 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.

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 the student's portfolio 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.

With a completed FAFSA each year, the College will consider students for all need-based federal, state and institutional aid for which they are eligible. The FAFSA is available on-line at www.studentaid.gov. 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.

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. Enrolled courses must count towards the student's degree for financial aid.

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 fulltime 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 Ringling accepts, into 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)

Academic Requirements

Merit scholarships awarded through the College require recipients to earn and maintain a minimum of a 2.0 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.

Qualitative Measurement for Financial Aid (GPA)

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

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

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 Federal Direct Loan recipients who borrow have limited eligibility for Direct Loans, defined as a period not to exceed 150% of the length of the borrower's education program. All Federal loans have Annual, Aggregate and Lifetime loan limits. Details are outlined on [One Big Beautiful Bill Act-Important Definitions Federal Student Aid](#).

Financial Aid Eligibility Status

Satisfactory: Satisfactory status is achieved when all criteria explained above are being met or when a student is meeting the requirements established under an individual academic action plan.

Financial Aid Warning: A student on Financial Aid Warning may receive Title IV funds (possibly lose other assistance) for one payment period. During this payment period, the student must meet the required standards to avoid Financial Aid Suspension.

Financial aid probation: A student has been placed on probation due to an approved appeal for title IV funds. During this time student must meet required standards to avoid Financial Aid Suspension.

Financial Aid Suspension: Students on Financial Aid Suspension cannot be paid Title IV federal assistance.

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

Students who have had financial aid terminated due to SAP Suspension, may submit an online appeal form to the Office of Financial Aid. If the appeal has been approved by the Office of Financial Aid, students could be eligible for federal aid and/or Ringling aid reinstated. Students would be on Financial Aid Probation for a semester. Please note, the processing time for appeals is 2-3 weeks, regardless of any due dates with the Student Accounts office, at which point the student will receive an email of the decision reached by the Appeals Committee as to whether the appeal was approved or denied.

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.

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
- FSEO

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 postwithdrawal 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 Withdraw 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.

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.

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.

Veteran Applicant

Ringling College of Art and Design is approved for veterans' study under several GI Bill®, and participates in the Yellow Ribbon Program. Veterans and eligible dependents need to contact the School Certifying Official in the Office of Financial Aid.

In accordance with Amended Title 38 US Code 3679 subsection (f), a deferment of tuition and fees will be issued for all students who are using VA educational benefits, while payment to the institution is pending from the Department of Veteran Affairs. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students will be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Produce a completed request for certification form;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies. In some cases, discharged veterans must provide a copy of their Certificate of Release or Discharge from Active Duty (DD 214)* in order to prove eligibility for other benefits such as those provided for in State of Florida statutes, for example.

GI Bill is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

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)
- 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

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" (Withdrew Passing) recorded on the student's academic transcript.

If a student withdraws from a class after the deadline, a "WF" (Withdrew 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 or create a payment due. 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.

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 discarded or 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 Limitations

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 Senior 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", "Code of Conduct Procedures" 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. Services are offered both virtually and in-person. There are events including workshops on career-related topics, guest speakers, and recruiter presentations. Take advantage because these can be one-time-only events.

Register for an account and connect with the Center for Career Services at: www.collegecentral.com/ringling.

Your account includes access to:

- Events calendar for career events
- Job board that includes part-time, freelance, internships, and full-time work
- Resume upload with reviews by career counselors
- Career advice library, podcasts, and videos
- Career Mentoring Network with hundreds of alumni to connect with!

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.

Our annual Career Insight event is our largest event of the year! Held in the spring semester on Student Professional Day, (www.ringling.edu/INSIGHT) is a networking fair with employers, community members, 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

941-359- 7502

talent@Ringling.edu

Civic Engagement and Voter Registration

Ringling College of Art and Design recognizes the importance of civic engagement and supports students with opportunities to become well-informed about election processes, for voter registration, and getting to the polls. Ringling Votes is an initiative led by students and staff in collaboration with community partners to increase civic engagement throughout campus and provides information and opportunities for voter registration, election engagement, and support through all election cycles. There are several opportunities to register to vote throughout each semester. If you have any questions, please email vote@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 8:00 am-4:30 pm 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/urgent care](http://smh.com/urgent%20care)) 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 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 Student ID card is 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 during the regular academic year.

Counseling

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 therapist, psychiatry, support and counseling groups, and emergency psychological services. Common concerns confronting students include anxiety, depression, relationships and communication, and adjustment.

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. Appointments can be made online via the Ringling portal under the Student Links and Appointments tab.

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.

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 set up 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.

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 their hospital discharge paperwork to be reviewed by the Peterson Counseling Center before being eligible to return to their residence and attend classes. 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.

Recreation and Wellness

The Recreation and Wellness Department provides opportunities for students to stay active, build community, and support their overall well-being through fitness, outdoor adventure, club sports, and esports programming. Current hours of operation, program offerings, facility policies, waivers, and registration information can be found on the Recreation & Wellness webpage.

Susan Palmer Fitness Center

Located on the first floor of the Student Center, the Susan Palmer Fitness Center offers a variety of strength training and cardio equipment for currently enrolled students. All participants are expected to follow facility policies and safety guidelines. For current hours, access information, guest policies, and Fitness Center rules, visit the Recreation & Wellness webpage.

Group Fitness

Group Fitness classes provide students of all fitness levels with opportunities to participate in instructor-led workouts designed to improve health, wellness, and community. Class schedules, registration information, and participation guidelines are available on the Recreation & Wellness Ringlink.

Outdoor Recreation

Outdoor Recreation offers students opportunities to explore Southwest Florida through guided trips, outdoor adventures, and equipment rentals. Programs may include activities such as kayaking, rock climbing, hiking, and visits to local parks. Participants must complete any required waivers and follow all program policies and safety guidelines.

Club Sports

Club Sports provide students with opportunities to participate in organized recreational and competitive sports while developing leadership, teamwork, and sportsmanship. Club Sport organizations must comply with all Recreation & Wellness policies and applicable student organization guidelines.

Equipment & Bicycle Checkout

Students may check out recreational equipment, including bicycles and select sports equipment, **during staffed Fitness Center hours**, subject to availability. Participants are responsible for following all checkout procedures, completing any required waivers, and returning equipment on time.

Esports

The Recreation & Wellness Esports program provides opportunities for students to participate in casual gaming, competitive events, and varsity competition. Students can engage in organized tournaments, club activities, and collegiate esports while promoting teamwork, leadership, and good sportsmanship. Program information, eligibility requirements, and facility guidelines are available on the Recreation & Wellness webpage.

For the latest facility hours, policies, program schedules, waivers, and registration information, visit or contact:

[Recreation & Wellness Website](#)

941-309-0193

Fitness@ringling.edu

International Students

All international students are expected to attend International Student Pre-orientation. During orientation, international students must check in with International Affairs to ensure that their paperwork is in order. The International Affairs Office is staffed by two Designated School Officials (DSO) who keep track of immigration paperwork, check to ensure proper status is maintained, and sign I-20 forms.

The information on the I-20 Form must be kept accurate at all times and is used to validate full-time student status. Any time international students leave the United States, they must have a valid travel signature on page 2 of the I-20. Travel signatures are valid for 12 months. International students must apply for a Social Security number 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 a validation of status 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. This includes international students living in campus housing who change rooms or buildings.

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.

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](#).

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

Current Student Organizations

Student Organizations register and reregister through [Ringlink](#). 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@c.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@c.ringling.edu. Below you will find a list of the committees and their chairs if applicable.

Strategic Planning: President
Events Committee: Open Chair Position
Food Committee: Open Chair Position
Safety & Security: Open Chair Position
Sustainability: Open Chair Position
Diversity & Inclusion: Open Chair Position
Art Supply/Bookstore: Open Chair Position
Health & Wellness: Open Chair Position
Liberal Arts At-Large Representative: Open Chair Position

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

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 Senior Vice President for Student Life and Dean of Students, or designee. This process is through event submission on the Ringlink [software](#).

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 require training, the Student Volunteerism and Service-Learning staff arranges with the site to provide and/or provide such. Students must also take responsibility in choosing actions that secure their own safety.

Center for Student Success

The Center for Student Success connects students to programs, resources, and support to help them thrive at Ringling College. The Center oversees several initiatives, including Multicultural Student Engagement, Ringling Firsts, Remy's Closet, Queer Closet, the Rising Together Podcast, and DEEP Professional Development Certificate. We serve as a central hub for information and assistance for all students.

Multicultural Student Engagement

Multicultural Student Engagement enriches campus life through intercultural events, programs, and creative spaces that promote cultural awareness, leadership development, and community connection. Our work encourages dialogue, self-expression, and exploration of global and social perspectives. All events are open to everyone.

Ringling Firsts: Supporting First-Generation Students

Ringling Firsts provides support, resources, and a sense of community for first-generation college students—those who are the first in their families to earn a four-year degree in the United States. The program helps students navigate academic, social, and personal aspects of college life.

Rising Together Podcast

Rising Together is a monthly podcast exploring how art and design can shape communities, spaces, and mindsets. Each episode features a guest who shares their journey, personal stories, and insights on creating change. Episodes are available on all major streaming platforms.

Remy's Cupboard

Remy's Cupboard is a free on-campus pantry that provides supplemental food and hygiene items to any Ringling College student, faculty, or staff member in need. The pantry works to reduce food insecurity and promote wellbeing within our community.

The Queer Closet

The Queer Closet is a donation-based clothing resource. It offers free, gently used clothing to students, staff, and faculty, ensuring access to a variety of attire in a welcoming environment.

DEEP Professional Development Certificate

The DEEP Certificate Program is designed to enhance the knowledge and awareness of Ringling College faculty, staff, and students on key issues related to identity, cultural understanding, and fostering a respectful campus environment. Through a combination of workshops and participation in intercultural events, the program helps enrich our community.

Services

Bus Schedules

The Breeze Transit network, serves the Ringling College community. Students, faculty, and staff ride free with a valid college I.D.. For route maps and schedules go to: <https://www.scgov.net/government/breeze-transit/breeze-routes>

Campus Communication

Information about campus activities and events are usually posted on several bulletin boards found around campus, in Student Activities and Leadership, Cunniffe 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.

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.

Immunization Packets

Student immunization packets are kept within the Student Health Center. Strict confidentiality is maintained and HIPAA 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

Mail is delivered and may be claimed at the Mail Services window in Ann and Alfred Goldstein Hall. Student Mail Services staff receives and distributes student mail and packages 6 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. 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. Packages are not permitted to be left at the gates. Unattended packages will be considered

abandoned and donated or discarded. It is the student's responsibility to meet the delivery driver at the Greensboro Ln Gate. Students are not permitted to have any deliveries addressed to their on-campus residency or campus house.

All mail and deliveries are to be addressed to the address below. (Do not use your residence assignment as an address)

Student's Name
Box # 1130 Greensboro Lane
Sarasota, FL 34234-5808

Mail 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 should look for "Off-campus Housing information" in their ringling.erezlife.com account.

Phone Messages

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

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

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

Postage Stamps

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

Recycling / Environmental Responsibility

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

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

Trash containers are also provided for non-recyclable items, but everyone is encouraged to participate in Ringling College's Recycling Program. To improve the overall Recycling Program, all containers are color-coded as follows:

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

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

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 Residence Life immediately. A \$50 fee will be charged for its replacement.

A new student ID can be obtained from the Office of Residence Life, Monday-Friday 8:30 a.m.-4:30 p.m. After hours students may obtain a new student ID from the Office of Public Safety. 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.

Housing and Residence Life

Resident Housing

On-campus housing accommodates approximately 1 300 students and offers the convenience of living close to classes and campus resources. Residents also enjoy access to hall programs, support from Resident Assistant staff, and campus dining services.

Health & Safety Inspections

The Residence Life staff enters the individual units periodically and inspects the facility for Health and Safety hazards and / or policy violations. Staff will post signs and/or send electronic communication stating the date and time of these inspections at least 24 hours in advance of the inspection. Additionally, residences are inspected prior to break closings, as well as, for emotional support animal compliance, 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.

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.

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.

Damages, Repairs, and Billing Procedures

Damage to housing facilities and individual residence hall rooms should be reported to Residence Life.

1. After final check-out, students are responsible for locking their doors to ensure there are no thefts/ vandalism in their rooms after they leave.
2. Students will be financially responsible for any and all furnishings missing or damages in their rooms after they move out.
3. If damages are found in a student room, the amount will be placed on the student(s) account and split between roommates (where applicable).

Students are responsible for care of assigned rooms and furnishings. Charges may be assessed for damages to, unauthorized use of, or alterations to rooms, furnishings or buildings and special cleaning necessitated by improper care of rooms or furnishings.

Students are responsible for care of public areas and furnishings. Public areas are defined as hallways, stairwells, lounges, kitchens, bathrooms, etc. "Common-Billing" charges may be made to residents of a section, wing, floor, or entire building (as appropriate) for damages and/or vandalism, to public areas of a residence hall. Common damage charges will be divided equally amongst residents of a particular area. Information on damages and vandalism in a residence hall should be given to a member of the Residence Life staff.

Students are prohibited from having stolen property, including but not limited to shopping carts, street signs, etc. Billing for room damages will be posted to student's accounts within three (3) weeks of the end of each semester (last day students permitted on-campus).

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 and student IDs at all times. Keys and IDs 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. Laundry machines are provided for residents' use at no additional charge. Report mechanical problems by submitting an Asset Essentials 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 request, students will be supplied with a booklet entitled Protect Your Family from Lead in Your Home (<http://www.epa.gov/lead/protect-your-family-lead-your-home-english>) 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, they are encouraged to follow the precautions suggested in the booklet referenced 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 Residence Life reslife@ringling.edu.

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. - 4:30p.m.
- Resident Assistant on duty 7:00p.m. - 12a.m.
- Office of Public Safety 4:30p.m. - 8:30a.m. and all Saturdays, Sundays, and holidays.

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 permitted.

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, or 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

Bridge Apartments*

2715 S. Riverside Drive 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 who bring a vehicle to campus are required to register it with the Office of Public Safety. Parking on Ringling College property requires a valid parking permit, and vehicles must be parked only in designated parking areas.

Pets

Pets and unauthorized animals are prohibited in all residence halls and campus housing facilities. Service animals and approved Emotional Support Animals (ESAs) are permitted in accordance with applicable laws and institutional disability accommodation procedures.

Unauthorized animals found in campus housing may result in conduct action and/or a \$100 fine assessed at the time of discovery. An additional \$25 daily fine may be assessed for each day the unauthorized animal remains in the residence hall room or unit. Students may also be responsible for any costs associated with damages, cleaning, or repairs resulting from the unauthorized animal.

Violations of the College's pet policy may be considered as part of the review process for current or future requests to have an assistance animal in campus housing. Students are expected to follow all College policies while an accommodation request is being reviewed and after an accommodation has been approved.

Quiet Hours

Consideration of others and mutual respect are among the most important ingredients for successful residence hall living. Noise levels which negatively affect study, sleep, or other activities will not be tolerated regardless of the time of day. It is the responsibility of all residents to be considerate of fellow students living in close quarters so that an environment conducive to academic success and personal happiness is maintained.

Minimum Quiet Hours have been established between **11:00 PM – 10:00 AM** Sunday – Thursday, and **12:00 AM – 10:00 AM** on Friday and Saturday. Consideration Hours are in effect during the periods not designated as Quiet Hours. In conjunction with the residence hall staff, resident groups may decide to impose more restrictive Quiet Hours as the need/interest arises. 24-hour Quiet Hours are in effect during final exam periods.

Musical instruments (electric guitars, drums, etc.) are not to be played in residence hall rooms at any time.

Speakers are not to be placed in and played through open windows. After notification from the Office of Residence Life, repeat offenders may have their housing privileges revoked immediately for further violation of the noise policy.

Meal Plans

Students living in designated campus housing are required to select a meal plan based on their assigned residential area. Meal plans provide students with weekly meal swipes and, depending on the selected plan, Dining Dollars and meal exchange options. Meal plan changes are only permitted through the completion of the drop/add week at the beginning of the semester. Additional details about the Meal Plans can be found in Campus Dining.

Room Assignment

Attempts are made to honor mutual roommate requests and hall preferences; however, in accordance with the residence hall housing terms, housing staff reserve the right to change room assignments when necessary. Students have opportunities to select their roommate groups and rooms, based on availability through the online housing system.

Room Consolidation

All residential spaces are assigned based on their designated occupancy. Residence Life does not offer shared-occupancy spaces as single occupancy spaces or provide room buyout options.

When a vacancy occurs, Residence Life may assign a resident to the available space or reassign existing residents as needed based on housing needs, available inventory, operational needs, and approved housing accommodations.

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 and healthy relationships with others. Students experiencing challenges with a roommate or living assignment are expected to make a good-faith effort to communicate and work toward a resolution.

Resident Assistants (RAs) are trained to support students through roommate concerns, facilitate conversations, and assist with conflict resolution. Students experiencing roommate difficulties should begin by connecting with their RA for support and guidance.

Room changes require prior written approval from the Office of Residence Life and are not guaranteed. Students must complete the roommate conflict resolution process, including a Roommate Agreement when applicable, before a room change request will be considered.

A room freeze period will be in effect during the first two weeks of each semester to provide students an opportunity to adjust to living with their roommates and establish shared expectations. Exceptional circumstances arising during the room freeze period will be reviewed on a case-by-case basis by professional staff in Residence Life.

Students may be assigned to a different room as the result of a conduct sanction, administrative action, housing accommodation, or operational need.

Room Decorations

Students are encouraged to personalize their living space and make their room feel like home while living on campus. However, students may not alter, modify, or damage their room, suite, apartment, or any College-owned property. This includes, but is not limited to, painting, removing or replacing College furniture, removing carpet or flooring, installing window air-conditioning units, ceiling fans, dimmer switches, door locks, video cameras, video doorbells, or other security, surveillance, or access-control devices.

Students are responsible for using approved methods when decorating their space. Adhesive products that may damage walls, doors, or other College property, including Command Strip-style products, are not permitted. Students should use non-damaging alternatives, such as sticky tack, for hanging permitted decorations. Any damage resulting from room modifications or decorations may result in charges to the responsible student(s).

Room Entry and Inspection The College reserves the right to enter student rooms, suites, apartments, and other campus housing spaces for reasons including, but not limited to:

- Maintenance, repairs, or facility inspections;
- Health and safety inspections;
- Residence hall opening, closing, or vacation procedures;
- Responding to emergencies or situations where the health or safety of a resident or others may be at risk;
- Investigating suspected violations of College policy or applicable law;
- Addressing behavior or conditions that require immediate staff intervention.

The College also reserves the right to search a residential space when there is reasonable cause to believe that a violation of College policy or applicable law has occurred.

Any prohibited or illegal items discovered during an entry, inspection, or search may be confiscated or impounded by College staff. Such items may be retained as evidence, turned over to the Office of Public Safety or law enforcement when appropriate, or otherwise disposed of in accordance with College policy and applicable law. Unauthorized animals found in campus housing will be handled in accordance with the College's pet policy.

If violations of College policy are identified, the student(s) may be subject to disciplinary action through the student conduct process.

Room Repairs

If repairs or maintenance are needed, students should submit a work order through the College's online maintenance request system, Asset Essentials. Students should not attempt to repair or modify College property. Maintenance concerns and damages should be reported promptly to help prevent minor issues from becoming more significant and costly repairs.

Signs and Displays

Windows, balconies, patios, porches, exterior doors, and other exterior areas of College housing are visible to the campus and surrounding community. To maintain the appearance of College housing and promote a welcoming residential environment, students may not display, hang, affix, or place signs, posters, flags, banners, wall hangings, decorations, lighting, or other items in exterior-facing windows or on the exterior of any College residence, including balconies, patios, porches, exterior doors, railings, fences, or other outdoor areas.

Exterior-facing windows and outdoor areas may not be used for advertising, messaging, decoration, or storage.

The Office of Residence Life reserves the right to require the removal of any display or item that violates this policy, creates a safety concern, damages College property, or otherwise interferes with the operation of the residential community.

Housing for Next Academic Year

During the Spring semester, all enrolled 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 and approved at the Housing and Residence Life Office on eRezLife. Overnight guests may not stay more than three nights.

Guests are not permitted during times when the College is deemed not in session, such as Fall Workshop Week, extended holidays, winter and spring breaks, and summer.

The student host must accompany their guest to all areas on campus. Guests are not permitted to remain in any residence in the absence of their host.

Residents are responsible for all actions of their guest.

Withdrawing from the College

Students who voluntarily withdraw from the College or are academically withdrawn or dismissed before the end of the semester must complete the residence hall checkout process with a professional Residence Life staff member.

Students must vacate campus housing within 24 hours of the effective date of withdrawal or notification of dismissal, unless otherwise authorized in writing by the Office of Residence Life.

Campus Information & Resources

The Alfred R. Goldstein Library

Webpage: <https://www.ringling.edu/academics/campus-resources/library/>

Phone: (941) 359-7587

General Email: Email: library@ringling.edu

About the Library

The mission of the Alfred R. Goldstein Library is to promote the intellectual, creative, and personal development of all members of the Ringling community by providing access to high-quality information resources, instruction that guides the effective and ethical use of these resources, and a collaborative environment that fosters meaningful and productive connections across the College.

Information about the Library and links to the catalog, databases, and other resources are available on the [Library webpage](#). Students can access the library catalog and electronic resources both on and off campus. Electronic resources contain copyrighted material provided under specific license agreements, and a Ringling username and password are required to access these materials.

Hours Of Operation

The Alfred R. Goldstein Library building, computer labs, and library services hours are:

Monday - Thursday: 8 a.m. – 11 p.m.

Friday: 8 a.m. – 8 p.m.

Saturday: 10 a.m. – 8 p.m.

Sunday: 12 noon – 11 p.m.

Summer and break hours will be posted.

Library Collections

Goldstein Library is a uniquely curated Arts Library for Ringling students and faculty. The library's physical collections include over 70,000 books, 140 current print periodicals, 10,000 DVDs/Blu-rays, 200 videogames, 75 boardgames and a Special Collections Center with a growing collection of artists' books/projects, rare books, and ephemera. The library also provides access to approximately 20,000 online journals and 125 online databases that provide access to eBooks, newspapers, images, films, audio & video assets and a range of other materials. In addition, students may recommend items for purchase and request items held by other libraries through Interlibrary Loan.

Checking Out & Renewing Material

Students may have up to 40 items checked out at any time. Books are checked out for 21 days, bound periodicals for five days, current periodicals for one day, DVDs/Blu-rays for three days, and games (video or physical) for seven days. A valid Student ID is required at all times to check out Library materials.

Students may renew items up to three times if no items are overdue and there are no holds on their account. Renew Library material by phone at 941.359.7587 or online at the library website by clicking on "My Account."

Ringling College Graduates have lifetime check out privileges for all **print** materials.

Library Services

In addition to our growing collection, the library provides a range of services to Ringling students. These include research consultations, course research guides, course reserves, interlibrary loan, study rooms, computer labs, scanners, printers, and loanable equipment. Call the Circulation Desk at **(941) 359-7587** for general information.

Instruction in Library Use, Research, and Copyright

Come meet with a Research and Instruction Librarian! During research consultation appointments, these Librarians help with navigating the library's collection of books, media, and eResources; finding credible sources for assignments, developing search strategies, managing citations, and demystifying research.

For individual research assistance, contact Research and Instruction Librarians Kelly Lindberg at klindber@ringling.edu, (941) 359-7671 or Dan Williford at dwillifo@ringling.edu, (941) 359-7541.

Study & Conference Rooms (25Live Room Reservation System)

Study and conference rooms are available on a first-come, first-served basis. Students are not permitted to reserve study rooms for specific times.

Reserves

Items placed on reserve by course instructors (including textbooks) are usually on Open Reserve, located on a shelf on the library's 1st floor that can be independently accessed. Items on Open Reserve can be used in the library without the need to check them out. Most of these items can also be checked out for a short period of time. Circulation periods are 3-hours, 1-day, 3-days, 7-days and "in library use only," as decided by the instructor.

The Closed Reserve section is maintained at the Circulation Desk for faculty to place personal materials and library materials on restricted use for students. Students may inquire about these items at the Circulation Desk.

Equipment

The library has two computer labs with both PC and Mac workstations. There are two color printers and six scanners available on the first and second floors near the open computer labs. Digital scan rooms on the first and second floors include large format scanners which can accommodate paper sizes up to 18" x 24".

Various equipment items are available at the circulation desk for check-out or in-library use. These include portable light boxes, DVD and Blu-ray players, Wacom styluses, assorted laptop chargers, and headphones. (Note: headphones do not need to be returned.)

Brizdle-Schoenberg Special Collections Center

The Brizdle-Schoenberg Special Collections Center preserves and provides access to rare, unique, and archival materials that support learning and research at Ringling College. The collection includes artists' books, fine press and letterpress publications, rare books, archival collections, prints, zines, ephemera, as well as the institutional archives documenting the history of Ringling College. Students are encouraged to explore the collections for class projects, research, creative inspiration, and/or personal interest. The Special Collections Center also offers exhibitions, instructional sessions, workshops, and research consultations. Visits are available by appointment or during posted open hours. For more information, visit the [Special Collections website](#) or contact specialcollections@c.ringling.edu.

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. <https://chartwellshighered.com/>.

Meal Plans

Students living in designated campus housing are required to select a meal plan based on their assigned residential area. Meal plans provide students with weekly meal swipes and, depending on the selected plan, Dining Dollars and meal exchange options.

19 Meal Plan

- 19 meal swipes per week
- One swipe may be used during each meal period in Cunniffe Commons.
- \$250 in Dining Dollars per semester (Dining Dollars do not carry over to the next semester)
- Includes one meal exchange per day

14 Meal Plan

- 14 meal swipes per week
- One swipe may be used during each meal period in Cunniffe Commons.
- \$200 in Dining Dollars per semester (Dining Dollars do not carry over to the next semester)
- Includes one meal exchange per day

7 Meal Plan

- 7 meal swipes per week
- Swipes may be used during any meal period in Cunniffe Commons.

Meal plans reset every Sunday.

Meal Periods

Meal periods are available as follows:

Monday–Friday

- Breakfast
- Lunch
- Dinner

Saturday–Sunday

- Brunch
- Dinner

Meal periods and dining hours are established by Dining Services and may vary based on the academic calendar, holidays, or operational needs.

Dining Dollars and Meal Exchanges

Dining Dollars may be used for purchases at The Market, Brickman Café, or to purchase a guest meal at Cunniffe Commons.

Dining Dollars are provided as part of the meal plan, are not reloadable, and do not carry over to the next semester.

Meal exchanges allow students to use a meal swipe at designated locations:

- The Market at Cunniffe Commons
- Brickman Café (breakfast only)

Meal exchange options, availability, and locations are determined by Dining Services and may be subject to change.

Meal Plan Requirements

Ann and Alfred Goldstein Hall and Greensboro Hall

- The 19 Meal Plan required and will be automatically assigned.

Ulla Searing Student Center, Keating Hall, and The Cove

The 14 Meal Plan is the minimum required meal plan. Students assigned in these housing areas will be automatically assigned the 19 Meal Plan and may select the 14 Meal Plan during the designated meal plan selection period prior to moving into campus housing.

Bridge Apartments, Bayou Village, and Palmer Quadrangle, Campus Houses, and Commuters

Students may select from any of the available meal plans – 7, 14, or 19 meals per week.

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@compassusa.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 dinnerware is not permitted without the permission of the Director of Dining Services. 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.

www.dineoncampus.com/ringling

Cunniffe Commons Reservable Meeting Space

Cunniffe Commons offers a reservable meeting room space on the 2nd floor. Reservation of this space can be done through Julie Darner in Student Life (jdarner@ringling.edu). Since this is a Dining Hall space with full access to food and beverage upon entrance, all attendees at the meeting during these meal times, Breakfast 7:30am-10:30am, Lunch 11:00am-2:00pm and Dinner 5:00pm-8:00pm, will need to have purchased a meal, be on a meal plan, or have had the meeting sponsor make arrangements with Chartwells for their departmental/club covering of the meal cost per participant. Exceptions to this will need to be arranged in advance of the meeting with the Chartwells Dining Services Staff (Maria Mallon Maria.Mallon@compassusa.com or David Byrne David.Byrne@compass-usa.com). If an individual does not have a paid meal, NO access to food or beverage is allowed.

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.

Emergencies

Medical Emergencies

In a medical emergency requiring an ambulance, dial 911 from the nearest phone.

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:
2736 Old Bradenton Road

Bradenton Road Apartments:
2919 Old Bradenton Road

Family Housing:
2390 Old Bradenton Road

Roy & Susan Palmer Quadrangle:
2405, 2409, or 2415 Old Bradenton Road

Bridge Apartments:
2715 S. Riverside Drive

Classroom / Studio:

Students should specify whether they are calling from a location on North Tamiami Trail, Dr. Martin Luther King Jr. Way, or Old Bradenton Road. When possible, report the emergency to the Office of Public Safety (941-359-7500) after calling 911.

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

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 and open flame products are prohibited in the halls.

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 Senior 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: <https://www.scgov.net/government/emergency-services/hurricane-preparedness-6291>.

College Cancellation

If classes are cancelled, notification will be sent via the college's Emergency Notification System, by email, posted on 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. All students are required to have an individual hurricane plan that outlines several options, depending on the direction of the storm, as to where they would go to evacuate. Students without a "plan" will be taken to an area public shelter.

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). Updates will also be posted at www.ringling.edu/alert.

Information is also posted with the local media and on the College website.

Prior to any evacuation, students residing on-campus will meet with their RAs 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 and pet cage/enclosure.). Do not leave your animals behind; any animals found will be turned into local animal control officers.
9. If you have not made an evacuation plan, you will be taken to an area public 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 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.

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, website, and/or sent to the student's Ringling College e-mail account. Some notices will be sent via text message.

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 the Public Safety Office.

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.

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.

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 on-call professional Student Life staff in an incident of a drug violation, members from the Counseling Center in the case of a sexual assault, and/or an outside law enforcement 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 Transport Service

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

The Security Transport 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 transport service is to allow safe travel from one location to another with a greater sense of security.

Call 941-309-4121 to arrange for transport 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:

Lauren Frasser, Title IX Coordinator

Office of Student Life

Office Location: Ulla Searing, Second Floor

941-309-4035, lfrasser@ringling.edu

Elcin Haskollar, Deputy IX Coordinator (Students)

Associate Dean of Students for Student Success

Office Location: Ulla Searing Student Center, Second Floor

941-309-4023, ehaskoll@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

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

Office of Student Life and Housing/Residence Life Staff

Dr. Tammy S. Walsh – Senior Vice President for Student Life and Dean of Students

Office Location – Ulla Searing Student Center, Second Floor

(941) 359-7510 twalsh@ringling.edu

Dr. Erin Smith – Associate Dean for Housing and Residence Life

Office Location- 1st Floor of Goldstein Residence Hall

(941) 309-1963 esmith3@ringling.edu

Anthony Wise – Director of Housing and Residence Life

Office Location: Ann and Alfred Goldstein Hall, First Floor

(941) 309-7688 awise@ringling.edu

Katey Genrich – Assistant Director for Residence Life Operations

Office Location: Ann and Alfred Goldstein Hall, First Floor

(941) 309-0111 kgenrich@ringling.edu

Julia Vellucci – Assistant Director of Residence Life Education

Office Location: Ann and Alfred Goldstein Hall, First Floor

(941) 309-4018 jvellucc@ringling.edu

Kaitlyn Priestley - Assistant Director of Student Volunteerism & Service-Learning, & Lazarus Assistantship Program Manager

Office Location: Ulla Searing Student Center, Second Floor

(941) 893-2861 kpirest1@ringling.edu

Important Resources

Department	Phone Number
Office of Public Safety (emergency)	941-359-7500
Office of Public Safety (non-emergency)	941-309-4121
Security Transport	941-309-4121
Residence Life	941-309-4411
Student Life	941-359-7505
Title IX Coordinator	941-309-4035
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 Transport.

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 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

- Ringling Safe App
- 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

Ringling Safe App

The Ringling Safe App is the newest Public Safety Resource for the campus community. The downloaded app allows students, faculty and staff another means to communicate directly with the Office of Public Safety 24/7. The app provides the campus community with safety guidance and resource in addition to a myriad of campus resources. The Ringling Safe app provides:

- EMERGENCY CONTACTS Contact the Office of Public Safety
- MOBILE BLUELIGHT Alerts Public Safety of your location
- SAFETY TOOLBOX Safety resources—from accessing the Public Safety website to requesting a security transport or chatting with a Public Safety officer
- FRIEND WALK Share your real-time location with a friend as you walk home
- VIRTUAL WALK HOME Allows Public Safety to monitor your walk in real-time
- REPORT A TIP Find several options to report a crime to Public Safety
- CAMPUS RESOURCES Find our campus maps, emergency plans (for active shooter, bomb threat, severe weather, and more), and Ringling College's Support Resources

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 transport or request additional information. In the event of an emergency, call 941-359-7500.

Safety Tips On and Off Campus

Your personal safety and the security of your property while on campus are shared responsibilities. Ringling

College of Art and Design 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, phone, 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.
- Report anyone who behaves suspiciously to Public Safety. Take note of the suspicious person's appearance and relay it to the dispatcher.

Keep emergency numbers in your phone, whether you live on or off campus. If on campus, call 941-359-7500.

Residence Hall Security

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

- Keep your doors locked at all times especially when exiting.
- Lock all 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 Residence Life to gain access. If someone follows you in any way, call Public Safety immediately when you get to a safe place.
 - If you see a suspicious person(s) 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. If you misplace your identification/access card or key, report the loss to Public Safety and Residence Life immediately.
- Record the serial numbers of valuable personal property. Public Safety offers a handy inventory card to help you record this vital information. Give the card to your family and ask them to store the information in a safe location. Public Safety also has an available electric engraver which you may use to engrave your license number or other identifying marks on your valuables.

Additional Security Measures for Near Campus or 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 well-lit area, a group of people, or an Emergency Telephone.
- Become acquainted with neighbors. Know who belongs in your building.
- Don't put names on your 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 suspicious activity, 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, DO NOT GO IN! Get to a safe place and call the police.

Active Assailant: What to do when it happens

Every active assailant with a weapon incident is different. You will have to quickly evaluate the situation and choose the best course of action. If you become aware of an active assailant, you have three options: **RUN, HIDE, or FIGHT.**

RUN

If you become aware of someone in your building who has a weapon and is shooting or threatening to harm others:

- Get out of the building immediately if you can do so without putting yourself in harm's way. Leave your belongings behind.
- Notify anyone along the way to get out.
- Take shelter in another building or leave campus if you are able to safely do so.
- Keep your hands up and out of your purse or pockets if encountered by police.
- Call Public Safety at 941-359-7500 or dial 9-1-1 when safe to do so.

HIDE

If you are unable to leave the building:

- Lock yourself inside of a room and move furniture in front of the door.
- Cover the windows and turn off any lights.
- Silence your mobile device(s).
- Do not answer the door for anyone.
- Ignore any fire alarms as it may be a trick to draw people into the open.
- Call Public Safety at 941-359-7500 or dial 9-1-1 when safe to do so.

FIGHT

As a last resort, and only when your life is in imminent danger, try to disrupt or take down the shooter, preferably with one or more persons to "swarm" the assailant.

- Act as aggressively as possible while trying to disarm the assailant.
- Throw items at the shooter.
- Yell.
- Look for items that could be used as a weapon.
- Stay committed to your actions!

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 cell phone at all times. 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.
- 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 Guidelines and 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!

- 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 and the registration decal is valid for four (4) years. There is no charge for a bicycle permit sticker.
- All bicycles on campus must be parked or stored in a bicycle rack or in an area otherwise authorized.
- Always lock your bike to 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.
- Don't lock your bike to trees, handrails, lampposts, posts, or fences.
- Don't lock your bike to itself.

Bicycle Safety Tips

- Protect your head. Wear a helmet.
- Stay visible. Use lights when biking at night or in low light conditions.
- Look, signal, and look again. Use hand signals to let drivers know where you are going. Don't assume drivers will stop.
- Go with the flow. Bike in the direction of traffic.
- Obey all traffic laws and lights.
- Test your bike. Check your brakes and your wheels. Make sure that "quick release" wheels are properly secured.
- Stay alert. Keep a lookout for obstacles in your path.

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:

- 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/model of vehicle
- Car 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 transports after dark. Call 941-309-4121 to request a security transport.

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:

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. College Property - All property owned by Ringling College.

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.

Motor Vehicle Registration

- A. All vehicles will be registered each academic year. No fee will be charged for parking permits. Students, faculty and staff will be issued decals to be affixed to the exterior of the rear windshield (rear glass) on the driver's side. Citations will be issued to vehicles not properly displaying parking permits. Faculty and staff may be issued two additional permits for a non-primary use vehicle. A Parking Map can be found on the Office of Public Safety Website.
- 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. Information on parking permits applications can be found on the Office of Public Safety website or at the Public Safety Office (Kimbrough 1st floor). Additional information regarding parking permits can be found on the Office of Public Safety website.
- E. All motor vehicles brought to the campus by faculty, staff and students must be registered with the Office of Public Safety. Visitors and guests are not required to register vehicles. However, guests of students need to obtain a temporary parking permit from the Office of Public Safety if parking on campus overnight.
- 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 potential 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. Additional information regarding payments can be found on the Office of Public Safety website.

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. Denials will be made by the Dean of Students at request of 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

Citations will be issued to unauthorized persons parked in spaces reserved for faculty and staff.

B. VISITOR PARKING ONLY

Citations will be issued to students, faculty and staff parked in spaces reserved for visitors.

C. RESERVED PARKING ONLY

Citations will be issued to anyone parked any reserved space on campus. Citations will be issued to anyone who removes parking cones used to reserve spaces for visitors and/or special events.

D. NO VALID RCAD PERMIT

Citations will be issued to anyone parked on campus with an expired RCAD parking permit.

E. IMPROPER PARKING:

Citations 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 cited. Vehicles parked on sidewalks are subject to being towed at the owner's expense.

F. FAILURE TO DISPLAY VALID PERMIT

Citations will be issued to vehicles parked on campus that do not display a current year RCAD parking permit unless otherwise authorized.

G. HANDICAP PARKING WITHOUT PERMIT

Citations will be issued to any vehicle parked in a clearly marked Handicap Parking space on campus that does not display a valid Handicap Permit.

****The Office of Public Safety will document any vehicle seen driven in an erratic or reckless manor on any campus property. Students driving recklessly will be referred to the Dean of Students Office and staff/faculty will be referred to the appropriate department head*.**

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 Ringling College of Art and Design 2025 Annual Security and Fire Safety Report](#) is now available to download online at: [Public Safety - Ringling College of Art and Design](#).

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 (2024, 2023, 2022) 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

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: Dr. Clair Harris, charris2@c.ringling.edu

Location: Room 220 Alfred R. Goldstein Library.

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) 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 1 st 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.

Code of Conduct

Introduction

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.

Allegations of Sexual Misconduct are handled according to the College's Sexual Misconduct and Title IX Policy, which is online here: <https://studenthandbook.ringling.edu/sexual-misconduct-and-title-ix-policy-0>

Allegations of Discrimination or Harassment based on a Protected Trait are handled according to the Nondiscrimination and Anti-Harassment Policy.

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

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 stated 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.

Definitions

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.

Preponderance of Evidence

The standard of proof used to determine whether a policy has been violated is based on a preponderance of the evidence, meaning facts that are more likely true.

Student

The term student means an individual who has been accepted for admission to the college, registered for classes, enrolled at the college, or otherwise entered into any other relationship with the college to take or audit classes. Student status lasts until an individual graduates, withdraws, is dismissed, or is not in attendance for an academic semester.

Student Organization

The term "student organization" refers to any number of students who have completed the necessary requirements to be registered and recognized by the college.

Application and Jurisdiction

Ringling College of Art and Design is committed to maintaining a purposeful learning community, one that promotes intellectual inquiry through vigorous discourse and encouragement of 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:

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.

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.

Prohibited Conduct

1. 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. For additional information, please see the Academic Integrity Policy: <https://www.ringling.edu/about/policies-and-procedures/>
2. Alcohol
 1. Possession, sale, manufacturing, distribution, consumption of, and being in the presence of alcohol on campus regardless of age.
 2. Possession, sale, distribution, and consumption of alcohol off-campus for those under the legal age to possess alcohol.
 3. Sale or distribution of alcohol to those under the legal age to possess alcohol.
 4. Driving while under the noticeable effect of alcohol.
 5. Any behavior that is the direct result of alcohol consumption.
 6. Possession of any items that provide for the common distribution of alcoholic beverages on property owned, occupied, or leased by the College or in College facilities. Furthermore, empty containers of alcohol (beer cans, beer bottles, wine bottles, distilled spirits, etc.) are a violation of the alcohol policy.
 7. Consumption from or the possession of an open container of alcohol in public, off-campus locations, regardless of age, except at licensed events or establishments.

(See Ringling College Drug & Alcohol Policy in this Student Handbook)

3. Bicycles, Motorized Vehicles, Scooters, Rollerblades, Skateboards, Hoverboards:
Using any of the above items near doorways or to jump stairs or ride railings is prohibited.
4. College Property:
 1. Unauthorized Use- engages in unauthorized use of property, keys, equipment, resources, supplies, buildings, or facilities owned or controlled by the College
 2. Unauthorized Entry-engages in unauthorized entry into property owned or controlled by the college.
 3. Damage- damages, defaces, destroys, or tampers with property of the College, property belonging to any student or employee of the college, or property of a visitor of the college.
5. Discrimination: Discrimination is unequal treatment of an individual based on a Protected Trait. Further detailed information of prohibited discrimination is set forth in the College's Nondiscrimination and Anti-Harassment Policy.
6. Disorderly Conduct:
 1. Conduct that is disorderly, lewd or in- decent
 2. 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.
 3. 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.
 4. Public intoxication, lewd, indecent or obscene behavior, libel, slander or illegal gambling.
 5. Intentional disruption or obstruction of lawful activities of the College or its members, including their exercise of the right to assemble.
 6. Active or passive, willful or deliberate disruption of any class. (Refer to Classroom Policies in "Academic Policies and Procedures.")
7. Drugs:
 1. Illegal selling, manufacturing, distribution, possession, delivery, and/or medically unsupervised usage of prescription drugs, hallucinogenic drugs, and controlled substances or being in the presence of such substances.
 2. Sale, possession, and/or distribution of drug paraphernalia, including, but not limited to, hookahs, bongs, pipes, etc.
 3. Driving while under the noticeable effect of drugs.
 4. Behavior that is a direct result of drug consumption.

(See Ringling College Drug & Alcohol Policy in this Student Handbook).

8. Failure to comply:
 1. Failure to comply with the directives of any college official(s) acting in the performance of their duties, and who has the authorization to issue such directives;
 2. Failure to identify oneself to a college official(s) when requested to do so;
 3. Failure to comply with rules, regulations, procedures, policies, standards of conduct, or any other directive of the college, including but not limited to departments, studios or labs.
9. 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.
 1. 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."
 2. 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.
 3. 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.
 4. 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.
 5. Non-Verbal Speech: the action clearly conveys a specific message to anyone who sees and reads it.
10. Forgery, alteration, fabrication or misuse of identification cards, records, grades, diplomas, or other College documents.
11. Harassment- is a form of discrimination that is unwelcome verbal or physical conduct based on one or more Protected Traits. Further detailed information of prohibited harassment based on a Protected Trait is set forth in the College's Nondiscrimination and Anti-Harassment Policy.
12. Harassment, that is not based on a Protected Trait, this is an action directed toward a specific individual or individuals with the intent or effect to harass, harm, or alarm, through oral, written, graphic, physical, or social media contact. Harassment includes attempted or threatened physical contact or an act that creates the reasonable apprehension of unwanted contact, or any repeated pattern of verbal communications or nonverbal behavior, without invitation or over an individual's objection, which includes but is not limited to making telephone calls, emails, electronic communications, or sending letters or pictures.
13. Hazing:

Hazing means doing any of the following, or pressuring, causing, forcing, soliciting, or coercing any person to do any of the following, for the purpose of initiating, admitting, or affiliating an individual into or with a student group or student organization; continuing, reinstating, or enhancing an individual's membership or status in a student group or student organization; or perpetuating or furthering a tradition or ritual of a student group or student organization:

- Engage in any conduct prohibited by federal, state, and/or local law, regardless of whether an arrest is made, or criminal charges are brought;
- Take into their body any food, liquid (including alcohol), drug, or other substance that subjects the person to a substantial risk of mental or physical harm; and /or
- Cause or create a substantial risk of causing mental or physical harm to another, and/or engage in any act or omission that contributes to the death of another.

Hazing Prohibited Conduct includes the following behaviors and constitute a violation of the Hazing Policy:

1. Purposefully, knowingly, recklessly, or negligently hazing any person.
2. Involvement in the planning of hazing and/or being present during hazing.
3. Failing to intervene to prevent or stop hazing if the individual has knowledge of a planned hazing activity.
4. Failing to assist or seek assistance if the individual knows or reasonably should know that another is in danger from effects of hazing.
5. Knowingly making a false accusation of hazing.

(For additional details, see the College's Anti-Hazing Policy)

14. Hostile Conduct:
 1. Physical assault – attempting and/or physically striking another person or persons.
 2. Conduct that threatens or endangers the health or safety of any person or any act that unreasonably interferes with, impedes, or harasses other person or persons.
 3. Threatening another individual physically, verbally, or by any other means in a manner to make that individual reasonably believe that the threat or threats are likely to be carried out; harassment; intimidation; or coercion by any means, including electronic communication.
15. Improper Sales and Solicitations- Unauthorized or prohibited solicitation, sale of goods or services, fundraising or canvassing, distribution or position of any written material, email, web or printed material, door- to-door solicitations are never allowed in campus housing.
16. Retaliation: Any acts or attempted acts against an individual for the purpose of discouraging and/or exercising right(s) of an individual under the Code or other applicable college policies. 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. Retaliation related to Discrimination or Harassment based on a Protected Trait is prohibited in the Nondiscrimination and Anti-Harassment Policy.
17. 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, 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, is available in the Sexual Misconduct and Title IX Policy.
18. Weapons:
 1. Possession of firearms, explosives, fireworks or weapons on campus or in vehicles parked on College property (police definition of weapons).
 2. Possession or displays of ammunition, explosives, or other items that could be used as weapons, including but not limited to sticks, poles, clubs, swords, shields, body-armor or make shift body-armor, masks, helmets and other garments, such as sporting protective gear, that alone or in combination could be reasonably construed as weapons or body-armor on property owned or controlled by the college.
19. Abuse of the student conduct system which includes, but is not limited to:
 1. 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.
 2. Falsification, distortion or misrepresentation of information before a Conduct Board.
 3. Disruption or interference with the orderly conduct of a Conduct Official or Board proceeding.
 4. Institution of a student conduct code proceeding in bad faith.
 5. Attempting to discourage an individual's proper participating in, or use of, the Student Conduct System
 6. Attempting to influence the impartiality of a member of a Conduct Official or Board prior to, and / or during the course of, the Conduct meeting.
 7. Harassment (verbal or physical) and/ or intimidation of a member of a Conduct Officer or Board prior to, during and / or after a Conduct meeting.
 8. Failure to comply with the sanction(s) imposed under the Student Code.

9. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
20. Conduct
 1. 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.

Residence Life and Housing Prohibited Conduct

21. Alcohol:
 1. 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. 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.
22. Appliances:
 1. With the exception of housing facilities with kitchens, electrical kitchen appliances including hot plates, full-size refrigerators and any appliance with exposed elements (i.e. hot plates, Instapots, air fryer, toaster oven, rice cooker and, George Foreman Grills) are prohibited. Coffee makers and teapots with automatic shut-off are acceptable within the residence halls. Although you may bring your own, the College supplied appliances must remain in your room and may not be stored elsewhere. Prohibited devices will be confiscated and stored temporarily until they can be removed from campus. U.L. Approved microwaves less than 600 watts and mini-refrigerators less than 4.0 cubic feet are allowed. No grills are permitted in any student housing.
23. Damage Policy:
 1. 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.
 2. 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.
 3. 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 student's damage deposit. It is the student's responsibility to check their student account for any damage fee deductions. Appeals for damage fees assessed to a student account should be emailed to reslife@ringling.edu.
24. Door Propping / Hall Security
 1. 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.
25. Fire Alarm Systems & Safety
 1. 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.
26. Fire Safety:
 1. Student rooms are equipped with individual smoke detectors. If you hear a smoke detector activated in a student room, contact Public Safety immediately 941-359-7500 to investigate the alarm. Hot air, smoke, or aerosols directed toward the detector will set off the alarm
 2. Hanging objects from, or attaching to, sprinkler heads, pipes and electrical conduit is strictly prohibited. Live cut trees (such as Christmas trees) are not permitted anywhere in student housing.

3. Halogen floor lamps are not permitted as they pose a severe fire safety risk due to the intense heat generated by the high wattage bulb.
 4. The Florida Fire Prevention Code and State of Florida Electrical Code only permit extension cords with integrated UL-approved surge protectors (internal breaker – on/off switch or GFI) for use within the housing facility. All other types of extension cords (including daisy-chaining cords) are prohibited.
 5. 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.
 6. Flammable Items: Open flames such as candles, incense, and potpourri burners are not permitted in any student residence. No containers of flammable liquids or volatile toxic materials like gasoline or kerosene are permitted in housing facility.
 7. Motorized vehicles, including such items as e-bikes, scooters, hoverboards, etc. may not be kept inside any housing facility due to fire hazard.
 8. Use, operation, or storage of 3D printers within individual residence hall rooms, common areas, or any other designated residential living spaces, is strictly prohibited due to potential fire risks.
27. Guest Policy
1. 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 guest's 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
28. Smoking (cigarettes/e-cigarettes/vapes/smokeless tobacco/tobacco pouches) is prohibited within all residential units and for all persons under the age of 21. This includes all public access areas such as bathrooms, hallways, lounges and lobbies. Smoking is only approved in the official designated smoking areas. (See the full Smoking Policy.)
29. Windows/Screens/Rooftops/Ledges:
1. 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
30. Weapons
- Firearms or any sort of weapon (using police definitions), including decorative ones, and the storage of ammunition are prohibited. For this reason, even water/soft-dart guns (i.e. squirt guns, Nerf-type guns) are not allowed on campus.

Code of Conduct Procedures

Student Code of Conduct Response Procedures

Ringling College of Art and Design strives to maintain a professional work and academic environment in which all students are treated with respect and dignity. To that end, the College has a Student Code of Conduct. These procedures set out the College's Procedures for Addressing and Responding to reports and complaints of violations of the Student Code of Conduct.

Addressing and Responding to Reports of Prohibited Conduct

Any member of the College community may report an alleged violation of the College Code of Conduct. Reports may be made online using the Ringling Reporting Form. Reports may also be submitted by email, mail, telephone, in person, or by any other means that result in the College receiving a verbal or written report. Reports should be submitted as soon as possible after the alleged violation occurs. Procedures for addressing prohibited conduct, as defined in the College's Sexual Misconduct and Title IX Policy, are outlined in the policy's applicable procedures. For all other violations, the list of sanctions, of which one or more may be imposed, is included below.

Reports and Complaints of alleged violations of the Student Code of Conduct can be addressed through Student Conduct Administrators or the Dean's Panel described below.

1. Student Conduct Administrators

The Student Conduct Administrators are the persons designated by the Senior 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 Senior Vice President for Student Life and Dean of Students are the Associate Deans of Students for Housing and Residence Life, Student Development, Student Success, the Title IX Coordinator, the Senior Director of Housing and Residence Life, the Associate 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.

Code of Conduct Authority

1. Rights of the Accused

1. Students shall be considered not responsible until found in violation and given an opportunity to be heard.
2. Students shall be notified in writing of the charges against them prior to any hearings.
3. Students have the right to prepare a defense and to have the assistance of an Advisor.
4. Students shall be free from disciplinary sanctions, pending conclusion of the hearing, except in cases that an interim suspension is deemed necessary.
5. Students have the right to present evidence on their behalf.
6. Students have the right to have their case heard within a reasonable amount of time.
7. Students may request a private hearing when more than one student is accused of involvement.

2. Interim Suspension

The Senior 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 themselves. 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.

3. Extraordinary Circumstances

The Senior 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 Senior Vice President for Student Life and Dean of Students for final determination.

4. 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.

5. 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.

6. 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.

7. Preponderance of Evidence

The standard used for investigating any potential violation of the Code of Conduct is a "preponderance of evidence," meaning it is more likely than not that the violation occurred.

Non-Academic Conduct Procedures

Matters defined in the College's Sexual Misconduct and Title IX Policy, follow the procedures that are outlined in the Sexual Misconduct and Title IX procedures. Matters defined in the Student Code of Conduct, follow the below procedures.

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:

1. The time and place of hearing, with at least three (3) business days' notice (unless student waives this right or the Senior Vice President for Student Life and Dean of Students (or designee) believes "extraordinary" circumstances exist).
2. The specific College policies that have allegedly been violated.
3. The right to have an Advisor accompany student to the hearing.
4. A hearing may be held in absentia if a student fails to show for a scheduled time and does not re-schedule. Should this occur, the student would forfeit the opportunity to appeal on new evidence.

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. 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

1. Decisions rendered by the Student Conduct Administrator may be appealed to the Senior Vice President for Student Life and Dean of Students. Decisions of the Dean's Panel or the Senior 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 three (3) business days of the written notification of the decision.
2. 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.
3. The Senior 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 Senior Vice President for Student Life and Dean of Students, return the case to the Panel or Senior Vice President for further consideration or reduce or retain any sanction.
4. In all cases, the decision reached by the authority hearing the appeal is final.

Organizational Conduct

1. Decisions rendered by the Student Conduct Administrator may be appealed to the Senior Vice President for Student Life and Dean of Students. Decisions of the Dean's Panel or the Senior 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 three (3) business days of the written notification of the decision.
2. In the written appeal, it is the responsibility of the organization presenting the appeal to demonstrate grounds for the appeal. Appeals may be made on the following grounds:
 1. The accused organization has suffered a violation of rights and this violation significantly impacted the decision reached.

2. Significant and relevant new information, which could not before have been presented has since surfaced.
3. The accused organization has reason to believe the sanctions or decisions levied are unduly arbitrary or unjustified and can provide reasonable evidence or apparent cause to support this contention. The Senior 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 Senior Vice President Student Life and Dean of Students, return the case to the Panel for further consideration or reduce or retain any sanction.
3. In all cases, the decision reached by the authority hearing the appeal is final.

Nondiscrimination and Anti-Harassment, and Hazing Procedures:

The College will at its discretion designate the appropriate Investigator(s) to conduct an investigation into the allegations in the Complaint.

The Investigator will conduct an investigation, which will generally include the following:

1. The Respondent having an opportunity to submit a written response to the Complaint within five (5) business days of receiving the Notice Letter;
2. The Complainant and Respondent having an opportunity to separately participate in an interview with the Investigator and to provide the Investigator with relevant information and documents; and
3. The Investigator interviewing witnesses, collecting other information, and consulting with other individuals and departments as they deem appropriate.

The Investigator will conduct a prompt, thorough and fair investigation and may, to that end, set or modify deadlines for the Complainant, Respondent, and witnesses' participation in the investigation.

After completing the investigation, the investigator will prepare an Investigation Report with findings of fact and a determination as to whether or not the Respondent violated the applicable Nondiscrimination and Anti-Harassment Policy, or Hazing Policy (i.e., whether the allegations were substantiated or unsubstantiated). In finding facts, the investigator will apply the preponderance of the evidence standard. The report will be submitted to the applicable Student Conduct Administrator or Dean's Panel.

The applicable Student Conduct Administrator or Dean's Panel will provide the Complainant and Respondent with an Outcome Letter at the conclusion of the investigation. If the Respondent is found to have violated the Nondiscrimination and Anti-Harassment Policy or Hazing Policy (i.e., the allegations were substantiated), the Student Conduct Administrator or Dean's Panel will determine and implement the appropriate sanctions and/or remedial measures. Sanctions and remedial measures will be determined and implemented promptly after the conclusion of the investigation.

The College, at its discretion, will also implement Remedial Measures it deems appropriate, including Remedial Measures directly provided to a Complainant. Remedial Measures are designed to restore or preserve equal access to the College's education programs and activities. Remedial Measures for a Complainant that do not affect the Respondent must not be disclosed to the Respondent.

Decisions rendered by the Student Conduct Administrator or Dean's Panel may be appealed following the appeal process detailed in the Code of Conduct.

Disciplinary Sanctions

One or more of the following sanctions may be imposed on a Respondent(s) for any violation(s).

Article Review

A written review of journal articles on a specific topic designed to assist the student to explore the violations in question. Specific guidelines will be outlined in the outcome letter.

Apology

An apology reflecting an understanding of the inappropriateness of actions and the impact it had on the

letter's recipient. Specific guidelines will be outlined in the sanction letter.

Behavioral Agreement

A signed behavioral agreement to live responsibly within the Ringling College of Art and Design community outlining specific behavior guidelines that must be followed. Specific guidelines will be outlined in the outcome letter.

College Suspension

Separation of the student from the College for a definite period of time without refund, after which the student is eligible to return. Conditions for readmission may be specified in the outcome letter.

College Dismissal

Immediate and permanent separation of the student from the College without refund.

Computer Privileges Restriction

Loss or restriction from College computer network access or privileges for a stated period of time. Specific guidelines will be outlined in the outcome letter.

Contact Restriction

Restriction of personal contact with another individual or group for a stated period of time. Specific guidelines will be outlined in the outcome letter.

Counseling

An assessment or an initial counseling session either at the College Counseling Center or at an approved community mental health provider. Students are encouraged to abide by any treatment plan provided by provider.

Disciplinary Probation

Designated period that includes the probability of more severe disciplinary sanctions, which may include suspension or dismissal from the College or College housing if the student is found violating any policy during the probationary period.

Educational Bulletin Board

Design, research, and create a bulletin board on a specific topic. Specific guidelines will be outlined in the outcome letter.

Educational Community Service

Completion of a determined number of hours of educational community service. Specific guidelines and hours will be outlined in the outcome letter.

Formal Written Warning

Notice in writing to the student that they are or have violated a specific College policy and that continuation or repetition of similar misconduct, may be cause for further disciplinary action and more severe sanctions.

Organizational Probation

Designated period of time that includes the probability of revocation of organizational privileges during the probationary period.

Organizational Suspension

Prohibition of all organizational activities, formal and informal, both on and off campus for a designated period of time after which the organization is eligible for reinstatement/recognition. Conditions for reinstatement/recognition may be specified in the outcome letter.

Other Restrictions

Loss of specific privileges including, but not limited to, attendance at social events; organization participation; and access to specified College facilities for a designated period of time. Specific guidelines will be outlined in the outcome letter.

Parent/Guardian, faculty/staff, and/or on-campus Employer Notification

Notification to parent/guardian and/or on-campus employer, and/or faculty/staff concerning a specific incident, outcome and appropriate sanction(s). Notification will be in accordance with FERPA regulations. Such notification may in turn cause other non-disciplinary consequences resulting from the student's violation in relation to other campus activities.

Probationary Review Meetings

Scheduled meetings with a member of the Student Life staff. Specific guidelines will be outlined in the outcome letter.

Program Presentation

Plan, implement, and evaluate an educational program on a specific topic. Specific guidelines will be outlined in the outcome letter.

Reflection Paper

Reflective paper on a specific incident and its impact. Specific guidelines will be outlined in the outcome letter.

Research Paper

Research paper on a specific topic citing at least three sources. Specific guidelines will be outlined in the outcome letter.

Residence Hall Probation

Designated period of time that includes the probability of expulsion from campus housing and/or revocation of privileges to live in campus housing if the student is found violating any policy during the probationary period.

Residence Hall Suspension

Immediate removal from the College housing without refund for a designated period of time.

Residence Hall Dismissal

Immediate and permanent removal of the student from the residence halls without refund.

Restitution

Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

Substance Use Evaluation

A required substance use evaluation. Students are responsible to make arrangements for this evaluation in accordance with the outlined terms in the outcome letter. Students are encouraged to meet the recommendations of the certified treatment professionals as indicated in the evaluation. Results must be released to appropriate College officials as per the outcome letter.

Verbal Warning

A verbal warning highlights that the behavior is counter to the expectations in the Student Code of Conduct and a continuation or repetitive behavior in question may cause further disciplinary action. This may be issued on its own or in conjunction with additional educational or restorative sanctions.

Other Ringling College Policies

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 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 Senior Vice President for Student Life is required, according to the procedures below.
- Animals owned by professional live-on staff.

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 Senior 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 Senior Vice President for Student Life.

Exemptions must be approved by the Senior 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 Hall; Greensboro Hall; Keating Hall; Ulla Searing Student Center; The Cove; Roy & Susan Palmer Quadrangle; Bayou Village Apartments; Bridge Apartments; 2409 Bradenton Road; 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 owner's 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 life activity).
- ii. The animal is necessary to afford the person with a disability an equal opportunity to use and enjoy the dwelling.
- iii. There is an identifiable relationship or nexus between the disability and the assistance that the animal provides.

Students applying for an ESA are required to complete a Housing Request Form and meet with the Office of Accessibility Services prior to the Housing Request Deadlines. Timely requests for accommodations allow Ringling to better accommodate student needs.

While requests for accommodations submitted after these dates will be accepted and considered, it cannot be guaranteed that the College will be able to meet late applicants' accommodation needs, including those which may develop during the course of the semester.

All students approved for an ESA are required to complete subsequent housing procedures.

Furthermore, students approved for an ESA are required to attend an orientation training regarding their rights and responsibilities on campus.

For new incoming students for the Fall semester, the deadline for submission of required documentation is May 1. Requests after that date will be subject to availability.

◦ **Steps for requesting to reside with an Assistance Animal:**

1. Register with the Office of Accessibility Services 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 Senior 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 the Vice President for Human and Organizational Development, using the procedures set out in the Non-Discrimination Policy.

Anti-Hazing Policy

Anti-Hazing Policy

The College strives to promote a safe environment in which members of our learning community may participate in experiences and activities without compromising their health, wellbeing, dignity, and/or rights. Hazing can cause irreparable harm to victims, victims' families, and the college community. Hazing is a violation of Policy and antithetical to the ideals and values of our learning community related to belonging and personal growth. Prevention of hazing is the responsibility of every member of the College community.

Definition

(1) Hazing means doing any of the following, or pressuring, causing, forcing, soliciting, or coercing any person to do any of the following, for the purpose of initiating, admitting, or affiliating an individual into or with a student group or student organization; continuing, reinstating, or enhancing an individual's membership or status in a student group or student organization; or perpetuating or furthering a tradition or ritual of a student group or student organization:

- Engage in any conduct prohibited by federal, state and/or local law, regardless of whether an arrest is made, or criminal charges are brought¹;
- Take into their body any food, liquid (including alcohol), drug, or other substance that subjects the person to a substantial risk of mental or physical harm; and /or
- Cause or create a substantial risk of causing mental or physical harm to another and/or engage in any act or omission that contributes to the death of another.

Prohibited Conduct

The following behaviors are Prohibited Conduct and constitute a violation of this Policy:

1. Purposefully, knowingly, recklessly, or negligently hazing any person.
2. Involvement in the planning of hazing and/or being present during hazing.
3. Failing to intervene to prevent or stop hazing if the individual has knowledge of a planned hazing activity.
4. Failing to assist or seek assistance if the individual knows or reasonably should know that another is in danger from effects of hazing.
5. Knowingly making a false accusation of hazing.
6. Failing to report any information about past, current, or planned Prohibited Conduct if required to do so in this Policy.
7. Retaliating against or taking adverse action toward any reporting party and/or person participating in a hazing investigation or disciplinary proceeding.

Procedures for College Response

The College encourages all alleged acts of hazing to be reported promptly to College officials and/or law enforcement.

The College will determine if interim measures are needed to protect the safety and/or well-being of others. Imposition of interim measures is outlined in the Student Code of Conduct.

The College will initiate an investigation into all reports of hazing involving students, student groups, and student organizations in accordance with this Policy and the Student Code of Conduct.

Based on the information gathered during the investigation, adjudication of alleged violations of this Policy will be in accordance with the procedures outlined in the Student Code of Conduct.

Violations of this policy by students and/or student organizations will be sanctioned in accordance with the Student Code of Conduct.

Students, faculty or staff who report allegations of hazing against faculty or staff member should seek recourse through Human Resources.

Hazing Prevention

Ringling College has comprehensive education and awareness programs for students and employees on hazing awareness and prevention, and how to report a concern. Hazing prevention education is required for all incoming students to complete during their orientation. Student organization executive board members receive annual prevention training, and additional hazing prevention workshops are available upon request throughout the academic year.

Reporting and Transparency

The Office of Student Life will maintain on the College website information concerning findings of hazing misconduct by students, student organizations and student groups for the previous five (5) academic years. This will include a brief description of the alleged misconduct, the outcome/finding concerning the alleged misconduct, and any corrective action or discipline taken.

¹ Hazing is prohibited under Florida Statutes Section 1006.63, and is a criminal offense. A person who commits hazing can be charged criminally with a first-degree misdemeanor or a third-degree felony.

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 and Title IX 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 on the website and 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 Title IX Coordinator, Director of Human Resources or the Senior Vice President for Student Life as soon as possible. Public Safety, the Title IX Coordinator, Director of HR 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 Title IX Coordinator 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, Dr. Tracy Wagner, Executive Vice President at 941-359-7595, or the Deputy Title IX Coordinators, Dr. Tammy Walsh, Senior Vice President for Student Life and Dean of Students at 941-359-7510 or Darren Mathews, Director of Human Resources at 941-359-7619.

Revised October 8, 2014

Updated June 1, 2021

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.

Consensual Relationships Policy

This policy addresses consensual romantic or sexual relationships between certain individuals in the Ringling College of Art and Design community. Allegations of unwelcome sexual conduct are addressed in the College's Sexual Misconduct and Title IX Policy.

Prohibited Relationships

For the purposes of the Consensual Relationships Policy, the following relationships are prohibited (collectively, "Prohibited Relationships"):

Relationships Between Affiliated Individuals and Students: All Affiliated Individuals are prohibited from initiating, engaging in, or attempting to engage in a Relationship with any PreCollege or degree-seeking student.

An Affiliated Individual involved in a 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 Disclosures section below 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 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.

If a Prohibited Relationship develops or exists, the Prohibited Relationship *may* be disclosed by anyone, but certain individuals are mandatory reporters. To wit, a Prohibited Relationship must be disclosed by the supervisor, evaluator, or mentor as outlined in the Disclosures section below, so that appropriate action, such as changing the reporting structure, can be taken.

Other Relationships

Relationships other than those defined above as Prohibited Relationships may require attention to differential power dynamics. Sexual and dating relationships in which there is a power differential, even when the differential does not fall into one of the above defined categories as a Prohibited Relationship, may still raise legal or ethical issues (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.

In particular, even though Student-Staff may not think of themselves as being in a position of authority over other students, they should recognize, that their responsibilities, 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.

If anyone believes this Policy may apply to a Relationship they are aware of or part of, they are encouraged to seek guidance from the Assistant Vice President and Director of Human Resources, the Title IX Coordinator, or one of the Deputy Title IX Coordinators.

Disclosures

All disclosures of Prohibited Relationships and reports of concerns about Other Relationships should be made as follows.

For relationships involving Affiliated Individuals and students:

Darren Mathews

Assistant Vice President and Director of Human Resources

2700 N. Tamiami Trail

Sarasota, FL 34234-2859

Phone: 941.309.4058

Email: dmathews@ringling.edu

The Assistant Vice President and Director of Human Resources, at their discretion, may inform the Title IX Coordinator, the appropriate supervisor (for matters involving staff and/or student-staff), or the appropriate Senior Officer about a disclosed Relationship.

For relationships involving students and Student-Staff:

Lauren Frasser

Title IX Coordinator

2700 N. Tamiami Trail

Sarasota, FL 34234-2859

Phone: 941.309.4035

Email: lfrasser@ringling.edu

Disclosures of Other Relationships will be addressed on a case-by-case basis.

Violations of the Consensual Relationships Policy

The College takes allegations of violations of the Consensual Relationships Policy seriously. Anyone found to have engaged in a Prohibited Relationship under the Consensual Relationships Policy or found to have failed to disclose a Prohibited Relationship as required by the Consensual Relationships Policy will be subject to disciplinary action, up to and including expulsion or separation from the College in accordance with applicable disciplinary procedures.

The Assistant Vice President and Director of Human Resources is responsible for responding to violations of the Consensual Relationships Policy.

Glossary of Terms

For the purposes of the Consensual Relationships Policy, the following terms and definitions apply:

Affiliated Individuals: Employees, trustees, and vendors, as defined in this glossary.

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).

Prohibited Relationships: Relationships Between Affiliated Individuals and students; and Relationships between Affiliated Individuals in a supervisory relationship with Student-Staff.

Relationship: A sexual or romantic relationship, inclusive of single romantic date or sexual encounter.

Student-Staff: Undergraduate students enrolled in the College who are employed by the College, (e.g., resident assistant, teaching assistant, tutors).

Trustees: Member or Honorary Life Member of the Board of Trustees.

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.

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 Senior 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 Senior 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 Senior 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 Senior 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 Senior 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 Senior 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 Senior Vice President for Student Life and Dean of Students.

Environmental Health & Safety Policy

Environmental Health and Safety Policy Statement

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 and 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 Committee.

The roles and responsibilities of key personnel with regard to environmental health and safety are as follows:

President

The Board of Trustees has overall oversight of policies that maintain a healthy and safe environment for employees, students and visitors to Ringling College. The Board of Trustees delegates the administration and the implementation of policy to the President. The President assigns duties and defined accountabilities to specific staff, in particular the Director of Environmental Health and Safety. The President charges and

appoints the Environmental Health and Safety Committee and appoints the Vice President for Finance and Administration as chair. The President takes steps to provide sufficient personnel and resources dedicated to the implementation of the EHS Policy.

Vice Presidents

The Vice Presidents report directly to the President. They are responsible for equipment and facilities that meet the requirements for a safe and healthy work and learning environment.

Director of Environmental Health 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 and Staff)

Employees should take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work. They should use all work items correctly and in accordance with their training. Employees also have a duty to inform the employer (supervisor or appropriate person, e.g. Director of EHS) of any work situation that represents an immediate danger in their work environment.

Students

Ringling College implements environmental health and safety procedures to fulfill its duty of care to its students. Ringling College will train and inform students about those aspects of environmental health and safety relating to their study. Students using the buildings and facilities provided by Ringling College have a responsibility to ensure that protection given to them is not misused. Misuse may lead to disciplinary action as specified under the student code of conduct.

Arrangements and Procedures for Environmental Health and 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 Committee.

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.

Committee

The Committee reviews environmental, health, safety and security matters affecting employees, students and visitors to the campus. This Committee recommends improvements to the institution's programs and identifies corrective measures needed to eliminate or control recognized hazards. As required by the EHS Policy, the EHS Committee reviews and/or recommends 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.

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.

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.

Human Subject Research Policy

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.

Institutional Policy Governing CCTV

Purpose

The purpose of this policy is to provide guidelines for the use of Closed-Circuit Television (CCTV) on all college properties, along with the Sarasota Art Museum, in a way that enhances security but also respects the expectation of reasonable privacy among members of the community. This policy applies to all students, faculty, staff, schools and departments within the college and Sarasota Art Museum community.

Policy

Ringling College of Art and Design is committed to providing a safe environment for members of the college community by integrating the best practices of security with state-of-the-art technology. A critical component of a comprehensive security plan is closed-circuit television (CCTV) — a technology that can remotely monitor and record activity on college owned or controlled property. Therefore; it is the policy of the College to utilize CCTV to enhance personal safety of all College members and guests, 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, Sexual Misconduct and Title IX Policy and Harassment Policy.

The Office of Public Safety will be responsible for the maintenance, and monitoring of all cameras installed for safety and security purposes. The Office of Public Safety will also collaborate with other departments such as facilities and IT for installation, location and technological support for the CCTV infrastructure.

General Principles

Ringling College of Art + Design aims to provide its community with a secure environment enhanced by CCTV technology to monitor College owned and controlled property. Legitimate safety and security purposes include, but are not limited to the following:

1. The use of CCTV monitoring is to deter crime and to protect the safety and property of the college community. Safety and security purposes include, but are not limited to:
 - Protection of individuals, including students, faculty, staff and visitors;
 - Protection of college-owned and/or operated property and buildings, including building perimeters, entrances and exits, lobbies and corridors, receiving docks, special storage areas, labs, and cashier locations;
 - Verification of alarms and access control systems;
 - Patrol of common areas and areas accessible to the public, including transit stops, parking lots, public streets and pedestrian walks; and
 - Monitoring ATM and Blue Light locations;
 - Viewing of area prone to on-going criminal activity
 - Reviewing recorded images as part of criminal activity or investigation and/or serious disciplinary activity.

CCTV SHALL NOT be used for:

- Profiling: The practice of targeting individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications.
- Targeting of individuals
- Peering into buildings

Any diversion of security technologies for purposes other than the safety and security purposes contemplated by this policy are prohibited. Misuse will result in disciplinary action up to termination.

2. CCTV monitoring will be conducted in a professional, ethical and legal manner. Personnel involved in monitoring will be appropriately trained and supervised in the responsible use of this technology. Violations of the code of procedures set forth below may result in disciplinary action consistent with the rules and regulations governing employees of the college.
3. Monitoring will be conducted in a manner consistent with all existing college policies, including the nondiscrimination policy, the Sexual Misconduct and Title IX policy and other relevant policies. Monitoring based on the characteristics and classifications contained in the nondiscrimination policy (e.g., race, gender, sexual orientation, national origin, disability, etc.) is strictly prohibited.
4. Monitoring shall be limited to uses that do not violate the reasonable expectation to privacy. Students have a greater expectation of privacy in their personal residential rooms/suites.
5. The Director of Public Safety will review all requests to release recordings. No releases of video recordings will occur without authorization by the Director of Public Safety after consultation with the VPFA. Excluded from this review are those recordings directly related to a criminal investigation or arrest or releases required under a validly issued subpoena or other lawfully issued court order.
6. The Senior Vice President for Student Life/Dean of Students will review requests for CCTV recordings made in connection with internal investigations of student disciplinary matters. The Assistant Vice President/ Director of Human Resources will review requests [for CCTV recordings](#) made in connection with internal investigations of faculty/staff disciplinary matters. The Senior Vice President of Student Life/Dean of Students and the Assistant Vice President/Director of Human Resources will consult on conduct cases involving both student(s) and faculty/staff. The decision will be made regarding the appropriateness of releasing the recordings weighing the concerns of the disciplinary official/committee making the request against privacy interests and the safety and security of the entire community.
7. The existence of this policy does not imply or guarantee that cameras will be constantly monitored in real time.
8. CCTV recordings will be retained up to 30 days, unless there is a hold placed on the recording.
9. Recorded CCTV images may be shared with Public Safety Officers or other members of the college community, when deemed appropriate by the Director of Public Safety.
10. The recorded or monitored images may be shared with local, state or federal law enforcement or judicial entities when required by official request, subpoena, or court order. The Director of Public Safety or the Assistant Director of Public Safety may copy and share such images as necessary and advise the VPFA.

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

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.

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.)

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.

Media & Community Relations

<http://www.ringling.edu/news>

<https://www.ringling.edu/media-center/>

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 all information about Ringling College of Art and Design, all external communication representing Ringling College, its people, programs and events must be coordinated through the Office of Marketing & Communications. 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 the Office of Marketing & Communications 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 and <https://www.ringling.edu/media-center/> and distributed via Facebook, Twitter (<https://x.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. 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 Office of Marketing & Communications at communications@ringling.edu.

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 the Office of Marketing & Communications, communications@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 communications@ringling.edu for more information.

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 Senior 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 Senior 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 Senior 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 Senior 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.

Nondiscrimination and Anti-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 free of discrimination and harassment on the basis of sex, age, gender, color, race, national or ethnic origin, ancestry, religion, marital status, sexual orientation, gender identity or expression, disability, handicap, veteran status, genetic information, or any other basis prohibited by law ("Protected Trait"). The College interprets these Protected Traits broadly to include both the actual status and also any perceptions and assumptions made regarding these statuses.

Definitions of other capitalized terms can be found within this Policy and in its Glossary of Terms.

Prohibited Conduct

Consistent with its commitment to equal opportunities and the eradication of discriminatory practices, including harassment, the following conduct is prohibited under the Nondiscrimination and Anti-Harassment Policy (collectively, "Prohibited Conduct"):

Discrimination: Discrimination is unequal treatment of an individual based on a Protected Trait. Discrimination is a violation of this policy when it adversely affects the terms, conditions, or privileges of an individual's education or employment or denies the benefits of or access to any program or activity provided by the College, except as may be explicitly permitted by law.

Harassment: Harassment is a form of discrimination that is unwelcome verbal or physical conduct based on one or more Protected Traits that is sufficiently severe, pervasive, or persistent as to create an intimidating, hostile, humiliating, or offensive working, academic, residential, or social environment under both a subjective and an objective standard.

In determining whether unwelcome conduct is Harassment, the College will consider the totality of the circumstances surrounding the conduct, including its frequency, nature and severity, the relationship between the parties, and the context in which the conduct occurred. Harassment may involve a single act or ongoing behavior depending on the severity of the conduct.

Conduct that does not meet the definition of Harassment for the purposes of the Nondiscrimination and Anti-Harassment Policy may still violate other College policies or fall short of the College's Employee Respectful Conduct Policy.

Retaliation: Retaliation is an adverse action against an individual because the individual made a good-faith report of a violation of this policy, opposed conduct prohibited by this policy, or participated in an investigation into alleged conduct prohibited by this policy. For the purposes of this definition of Retaliation, an adverse action includes intimidation, threats, coercion, harassment, discrimination, or other conduct that would discourage a reasonable person for making a good-faith report of a violation of this policy.

Sexual Misconduct, and Title IX Sexual Harassment: Sexual Misconduct - including Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking - and Title IX Sexual Harassment are forms of prohibited Discrimination and Harassment. The definitions of prohibited Sexual Misconduct and Title IX Sexual Harassment are set forth in the College's Sexual Misconduct and Title IX Policy and that policy governs allegations of Sexual Misconduct and Title IX Sexual Harassment.

Scope and Applicability of the Nondiscrimination and Anti-Harassment Policy

The Nondiscrimination and Anti-Harassment Policy applies broadly to all College community members, including all students, faculty, staff, trustees, visitors, vendors, independent contractors, volunteers, and others who either conduct business with the College or conduct business on College-owned or -controlled property. All College community members are expected to avoid any behavior or conduct that could reasonably be interpreted as a violation of the Nondiscrimination and Anti-Harassment Policy; no community member, not even the highest-ranking individuals at the College, are exempt from the requirements of the Nondiscrimination and Anti-Harassment Policy.

The Nondiscrimination and Anti-Harassment Policy applies to conduct that occurs on the College 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.

Inquiries Regarding the Nondiscrimination and Anti-Harassment Policy

Inquiries regarding the Nondiscrimination and Anti-Harassment Policy, how to report a violation of the Nondiscrimination and Anti-Harassment Policy, or compliance with applicable federal, state, or local statutes or regulations may be directed to:

Darren Mathews

Assistant Vice President and Director of Human Resources

2700 N. Tamiami Trail

Sarasota, FL 34234-2859

Phone: 941.309.4058

Email: dmathews@ringling.edu

Lauren Frasser

Title IX Coordinator

2700 N. Tamiami Trail

Sarasota, FL 34234-2859

Phone: 941.309.4035

Email: lfrasser@ringling.edu

In addition, inquiries regarding applicable federal statutes and regulations may be directed 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 (phone), 1-877-521-2172 (TDD), ocr@ed.gov (email).

Reports of Violations of the Nondiscrimination and Anti-Harassment Policy

The College encourages all individuals to immediately report information about any conduct that may violate the Nondiscrimination and Anti-Harassment Policy.

Reports may be made online at https://cm.maxient.com/reportingform.php?RinglingCollege&layout_id=0 or by contacting:

Darren Mathews

Assistant Vice President and Director of Human Resources

2700 N. Tamiami Trail

Sarasota, FL 34234-2859

Phone: 941.309.4058

Email: dmathews@ringling.edu

Lauren Frasser

Title IX Coordinator

2700 N. Tamiami Trail

Sarasota, FL 34234-2859

Phone: 941.309.4035

Email: lfrasser@ringling.edu

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.

If a manager or supervisor is informed of an allegation that a College employee violated the Nondiscrimination and Anti-Harassment Policy, the manager or supervisor **must** promptly notify one of the individuals identified above.

Procedures for Addressing and Responding to Reports and Complaints of Violations of the Nondiscrimination and Anti-Harassment Policy:

There are distinct applicable procedures for addressing and responding to reports and complaints of violations of the Nondiscrimination and Anti-Harassment Policy based on the Respondent's (*i.e.*, the individual who is alleged to have committed Prohibited Conduct) relationship with the College.

For Student Respondents: Allegations of Discrimination, Harassment, or Retaliation in violation of the Nondiscrimination and Anti-Harassment Policy against student respondents will be processed under the Student Code of Conduct.

For Staff and Faculty Respondents: Allegations of Discrimination, Harassment, or Retaliation in violation of the Nondiscrimination and Anti-Harassment Policy against staff or faculty respondents will be processed under the Procedures for Addressing and Responding to Reports and Complaints of Violations of the Nondiscrimination and Anti-Harassment Policy.

Sanctions for Violations of the Nondiscrimination and Anti-Harassment Policy

The College takes allegations of violations of the Nondiscrimination and Anti-Harassment Policy seriously. Anyone found to have engaged in Prohibited Conduct under the Nondiscrimination and Anti-Harassment Policy will be subject to disciplinary action, up to and including expulsion or separation from the College, in accordance with the applicable disciplinary procedures. In addition, the College reserves the right to take reasonable remedial measures in response to reports of violations of the Nondiscrimination and Anti-Harassment Policy.

Privacy & Confidentiality

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

The College will maintain information regarding reports and complaints of violations of the Nondiscrimination and Anti-Harassment Policy as private to the greatest extent practicable and appropriate under the circumstances. The College cannot, however, guarantee confidentiality or anonymity when addressing and responding to reports and complaints of violations of the Nondiscrimination and Anti-Harassment Policy. The College is committed to protecting the privacy of all individuals involved and will balance the individual privacy with the College's obligation to respond appropriately to the alleged violations of this policy, to protect the involved individuals and the broader community, and to maintain an environment free from Prohibited Conduct.

Individuals may seek Confidential Resources, in addition to or instead of making reports to the College. Such Confidential Resources may be helpful in assisting an individual in determining whether and how to make such reports.

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.

Available Confidential Resources at the College for Students include:

Campus Chaplain (confidential)

Office Location: Ulla Searing Student Center, Second Floor

Phone: (941) 309-0200

Peterson Counseling Center (confidential)

Office Location: Health Center

Phone: (941) 893-2855

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

Office Location: Health Center

Phone: (941) 309-4000

For employees, the College provides an employee assistance program at no cost. This confidential assistance program provides the opportunity to speak with a professional counselor up to 6 times per issue and can be reached by calling (800) 624-5544.

Glossary of Terms

For the purposes of the Nondiscrimination and Anti-Harassment Policy, the following terms and definitions and apply:

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

Discrimination: Discrimination is unequal treatment of an individual based on a Protected Trait. Discrimination is a violation of this policy when it adversely affects the terms, conditions, or privileges of an individual's education or employment or denies the benefits of or access to any program or activity provided by the College, except as may be explicitly permitted by law.

Harassment: Harassment is a form of discrimination that is unwelcome verbal or physical conduct based on one or more Protected Traits that is sufficiently severe, pervasive, or persistent as to create an intimidating, hostile, humiliating, or offensive working, academic, residential, or social environment under both a subjective and an objective standard.

Parties: Complainant(s) and Respondent(s) are referred to collectively as the Parties.

Prohibited Conduct: Prohibited Conduct means Discrimination, Harassment, and Retaliation, collectively, as well as Sexual Misconduct and Title IX Sexual Harassment.

Protected Trait: Protected Trait means sex, age, gender, color, race, national or ethnic origin, ancestry, religion, marital status, sexual orientation, gender identity or expression, disability, handicap, veteran status, genetic information, or any other basis prohibited by law.

Respondent: A Respondent is defined as an individual who is alleged to have committed Prohibited Conduct.

Retaliation: Retaliation is an adverse action against an individual because the individual made a good-faith report of a violation of this policy, opposed conduct prohibited by this policy, or participated in an investigation into alleged conduct prohibited by this policy.

Sexual Misconduct: Sexual Misconduct includes Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking.

Nondiscrimination and Anti-Harassment Procedures

Procedures for Addressing and Responding to Reports and Complaints of Violations of the Nondiscrimination and Anti-Harassment Policy For Staff and Faculty Respondents

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. To that end, the College has a

Nondiscrimination and Anti-Harassment Policy. These procedures set out the College's Procedures for Addressing and Responding to Reports and Complaints of Violations of the Nondiscrimination and Anti-Harassment Policy For Staff and Faculty Respondents.

Application of the Procedures, Designation of Prohibited Conduct, Report, Complaint, Complainant, and Respondent

These procedures apply to allegations of Discrimination, Harassment, and Retaliation as defined in the Nondiscrimination and Anti-Harassment Policy (collectively, "Prohibited Conduct") made against an employee of the College.

For the purposes of these procedures, the term "Report" of Prohibited Conduct is used broadly to refer to raising a concern to the College of conduct that, if true, may violate the Nondiscrimination and Anti-Harassment Policy.

For the purposes of these procedures, the term "Complaint" is used specifically to refer to a written document used to initiate the Informal or Formal Complaint Resolution processes described below.

A Complainant is defined as an individual who is reported to have experienced Prohibited Conduct. A Respondent is defined as an individual who is reported to have committed Prohibited Conduct. The Complainant(s) and Respondent(s) are referred to collectively as the Parties.

Inquiries Regarding the Nondiscrimination and Anti-Harassment Policy

Inquiries regarding the Nondiscrimination and Anti-Harassment Policy, how to report a violation of the Nondiscrimination and Anti-Harassment Policy, or compliance with applicable federal, state, or local statutes or regulations may be directed to:

Darren Mathews

Assistant Vice President and Director of Human Resources

2700 N. Tamiami Trail

Sarasota, FL 34234-2859

Phone: 941.309.4058

Email: dmathews@ringling.edu

Lauren Frasser

Title IX Coordinator

2700 N. Tamiami Trail

Sarasota, FL 34234-2859

Phone: 941.309.4035

Email: lfrasser@ringling.edu

In addition, inquiries regarding applicable federal statutes and regulations may be directed 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.

Reports of Violations of the Nondiscrimination and Anti-Harassment Policy

Anyone who believes that they have been subject to or witnessed a violation of the Nondiscrimination and Anti-Harassment Policy should immediately make a report online at https://cm.maxient.com/reportingform.php?RinglingCollege&layout_id=0 or by contacting one of the following individuals:

Darren Mathews

Assistant Vice President and Director of Human Resources

2700 N. Tamiami Trail

Sarasota, FL 34234-2859

Phone: 941.309.4058

Email: dmathews@ringling.edu

Lauren Frasser

Title IX Coordinator

2700 N. Tamiami Trail

Sarasota, FL 34234-2859

Phone: 941.309.4035

Email: lfrasser@ringling.edu

If a manager or supervisor is informed of an allegation that a College employee violated the Nondiscrimination and Anti-Harassment Policy, the manager or supervisor **must** promptly notify one of the individuals identified above.

College Response To An Initial Report of Violations of the Nondiscrimination and Anti-Harassment Policy

All Reports describing conduct that, if true, may violate the Nondiscrimination and Anti-Harassment Policy will be responded to promptly and effectively. Upon receiving a Report, the Assistant Vice President and Director of Human Resources[^] will review the information provided and, where appropriate, seek additional information from the reporting party and anyone identified as the Complainant (if different than the reporting party). If the reported conduct does not fall within the Prohibited Conduct under the Nondiscrimination and Anti-Harassment Policy, the matter will be addressed as appropriate, including but not limited to referral to another office. If the reported conduct, if true, may violate the Nondiscrimination and Anti-Harassment Policy, the Assistant Vice President and Director of Human Resources will take appropriate steps consistent with the procedures set out herein and reasonably calculated to stop any substantiated Prohibited Conduct, prevent its recurrence, and, as appropriate, remedy its effects.

[^]In each instance where an individual is referred to by their position title, the individual holding the position or their designee may carry out the responsibilities described herein.

Supportive and Interim Measures

The College will offer and implement reasonable, available Supportive Measures for both the Complainant and Respondent. Individuals are not required to participate in a Complaint resolution process to access

Supportive Measures. Supportive Measures may, at times, constitute a resolution to a reported matter and negate the necessity to resolve the matter in accordance with the Complaint resolution processes described below.

Supportive Measures are non-disciplinary, non-punitive, individualized support services available to students, staff, and faculty who are a Party to this process. Interim Measures are non-disciplinary. They may be implemented when there is a significant behavior, or health and safety concern, and immediate action is required to preserve and support student general welfare and academic experience and/or the general welfare of the College community. The College may also implement Interim Measures prior to completing the Complaint resolution process. Interim Measures may include, but are not limited to: involuntary placement of an employee on leave, no contact orders, removal from campus, reassignment of work responsibilities or location, or other actions. Failure to comply with an Interim Measure may constitute a violation of applicable College policy and may result in disciplinary action.

Complaint Resolution Process

A Complaint is a written document, prepared by the Complainant or, where appropriate, by the Assistant Vice President and Director of Human Resources, setting out the conduct alleged to violate the Nondiscrimination and Anti-Harassment Policy. The Complaint will include, to the extent known, a brief description of the alleged conduct, including the date, time, and location, and the names of the involved individuals.

Complaints can be addressed through the Informal Complaint Resolution Process ("Informal Resolution") or the Formal Complaint Resolution Process ("Formal Resolution") described below.

Informal Complaint Resolution Process

The Informal Resolution is available in matters where the Assistant Vice President and Director of Human Resources determines it would be appropriate. Informal Resolution is voluntary and, therefore, only available upon the agreement of the Complainant and Respondent. At any time during an Informal Resolution process, the Complainant, Respondent, or College can discontinue the Informal Resolution.

Informal Resolution will generally involve the Assistant Vice President and Director of Human Resources, or their designee, serving as facilitator. The Respondent will be informed of the existence and nature of the Complaint and may, at the discretion of the Assistant Vice President and Director of Human Resources, receive a copy of the Complaint. The Complainant and Respondent will have an opportunity to participate, including by sharing information and requesting specific outcomes. The Assistant Vice President and Director of Human Resources, or designee, will seek a resolution upon which both the Complainant and Respondent can agree that is calculated to address the alleged Prohibited Conduct, prevent its recurrence, and, as appropriate, remedy its effects.

Informal Resolution is generally most appropriate where training, education, or supportive measures can be utilized to effectively address the conduct at issue. An Informal Resolution may, however, involve a disciplinary action. Once a Complaint has been resolved through Informal Resolution, the matter will be closed. Failure to comply with the terms of an Informal Resolution may constitute a violation of applicable College policy and may result in disciplinary action.

If no satisfactory Informal Resolution can be found, the matter may proceed to a Formal Resolution.

Formal Complaint Resolution Process

Initiating the Formal Complaint Resolution Process

Prior to initiating a Formal Complaint Resolution Process, the Assistant Vice President and Director of Human Resources will conduct an initial assessment to review the information provided and, where appropriate, seek additional information from the Complainant. If the conduct alleged in the Complaint does not fall within the Prohibited Conduct under the Nondiscrimination and Anti-Harassment Policy, the matter will be addressed as

appropriate, including but not limited to referral to another office. If the reported conduct, if true, may violate the Nondiscrimination and Anti-Harassment Policy, the Assistant Vice President and Director of Human Resources will proceed with the Formal Resolution process described below.

A Formal Complaint Resolution Process should be initiated as soon as possible and preferably within six months of the incident. The College recognizes, however, that some situations are difficult or sensitive, and that can lead an individual to wait longer before taking action. Where a Formal Complaint Resolution Process is requested so long after the alleged Prohibited Conduct that an investigation is not practicable, the College reserves the right to, at its discretion, modify the procedures set forth herein or determine that a Formal Resolution is not available.

Notice Letter

The Formal Complaint Resolution process is initiated by the Assistant Vice President and Director of Human Resources by providing the Complainant and Respondent with a written Notice Letter, which will include: a copy of the Complaint, the alleged Prohibited Conduct per the Nondiscrimination and Anti-Harassment Policy, and information regarding the Formal Complaint Resolution process. The Assistant Vice President and Director of Human Resource may revise the Notice Letter at any time and at their discretion to reflect additional alleged violations of the Nondiscrimination and Anti-Harassment Policy identified during the investigation.

The Respondent's supervisor will also be advised of the Formal Resolution process, although, at the discretion of the Assistant Vice President and Director of Human Resources, information provided may be redacted or otherwise appropriately limited.

Investigation & Resolution

The Assistant Vice President and Director of Human Resources will serve as, or designate an, Investigator(s) to conduct an Investigation into the allegations in the Complaint.

The Investigation will generally include the following:

- The Respondent having an opportunity to submit a written response to the Complaint within seven (7) calendar days of receiving the Notice Letter;
- The Complainant and Respondent, separately, having an opportunity to participate in an interview and to provide the Investigator with relevant information and documents; and
- The Investigator interviewing witnesses, collecting other information, and consulting with other individuals and departments as they deem appropriate.

The Investigator will conduct a prompt, thorough and fair investigation and may, to that end, set or modify deadlines for the Complainant, Respondent, and witnesses' participation in the investigation.

After completing the investigation, the Investigator will prepare an Investigation Report with findings of fact and a determination as to whether or not the Respondent violated the Nondiscrimination and Anti-Harassment Policy. In finding facts, the investigator will apply the preponderance of the evidence standard. The Investigation Report will be submitted to the Assistant Vice President and Director of Human Resources.

The Assistant Vice President and Director of Human Resources will provide the Complainant and Respondent with an Outcome Letter at the conclusion of the investigation.

Sanctions and Remedial Measures

If the Respondent is found to have violated the Nondiscrimination and Anti-Harassment Policy and after consultation with the Respondent's supervisor, the Assistant Vice President and Director of Human Resources, will determine and implement the appropriate sanctions and/or remedial measures. Sanctions and remedial measures will be determined and implemented promptly after the conclusion of the investigation and will generally not be stayed for an appeal.

Every matter will be considered on its own merits and the College will take actions it considers appropriate under the circumstances.

Sanctions for employees found to have violated the Nondiscrimination and Anti-Harassment Policy include, but are not limited to the following, or any combination thereof: a warning, reprimand, educational interventions, counseling, no contact orders, probation, suspension, transfer, demotion or immediate termination, as well as other restrictions as to access and use of College facilities, property, or activities.

The Respondent will receive written notice of the sanctions. The Complainant is not generally provided with information about the sanctions issued unless it directly affects the Complainant.

The College, at its discretion, will also implement Remedial Measures it deems appropriate, including Remedial Measures directly provided to a Complainant. Remedial Measures are actions designed to restore or preserve equal access to the College's programs and activities. Remedial Measures may include the same individualized services provided as Supportive Measures; however, Remedial Measures implemented after a finding of a violation of the Nondiscrimination and Anti-Harassment Policy may be disciplinary or punitive. Remedial Measures may also include educational interventions broadly or for targeted audiences.

Remedial Measures for a Complainant that do not affect the Respondent must not be disclosed to the Respondent.

Sanctions and Remedial Measures are not subject to appeal. although a successful appeal may lead the College to amend Sanctions and Remedial Measures as its discretion.

Appeal Process

Within fourteen (14) calendar days of receiving the Outcome Letter, the Complainant or the Respondent may appeal a finding of a violation of the Nondiscrimination and Anti-Harassment Policy. An appeal must be submitted in writing to the Assistant Vice President and Director of Human Resources. If the appeal is to proceed, the non-appealing party will be provided a copy of the appeal and will be provided fourteen (14) calendar days to submit a written response.

An appeal is limited to the following grounds:

- **Procedural Error:** Substantial procedural error that materially affected the outcome; or
- **New Evidence:** Significant relevant new evidence that was not reasonably available at the time of the investigation and could reasonably affect the outcome.

Appeals based on other grounds will not be considered.

The Assistant Vice President and Director of Human Resources, in consultation with Senior Officers, will designate an appropriate College official to review the appeal ("Appellate Officer"). In general, the Appellate Officer will strive to make a decision on the appeal within thirty (30) calendar days of receiving the submissions. The Appellate Officer will prepare an Appeal Outcome Letter with their decision and the Assistant Vice President and Director of Human Resources will provide that letter to the Complainant and Respondent.

There is no further appeal.

Consolidation of Formal Complaints

Complaints alleging multiple violations of the Nondiscrimination and Anti-Harassment Policy or including alleged violations of other College policies may be consolidated into one investigation. Complaints may be joined together, at the College's discretion, where they are factually related, including situations involving more than one Respondent or more than one Complainant. For consolidated allegations of other College policy violations, the College will generally follow these procedures with appropriate modifications.

Further, the College may take corrective action for any inappropriate conduct discovered in an investigation, even if the conduct does not violate law or this Policy.

False Statements

The College expects individuals making reports or participating in the complaint resolution processes described herein to do so in good faith and to provide truthful information to the best of their abilities. Knowingly providing false information to the College may result in disciplinary action under applicable College policies and procedures.

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.

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

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.33.0.html>)

Additionally, these policies are included in the Student Handbook:

- Residential Data Network Connection Privilege Agreement
- Notebook Computer Information Grant of License

Upon entering Ringling College, students sign a statement that they understand they are responsible for reading, understanding, and abiding by the Student Handbook which is posted on-line. Ringling College of Art and Design does not monitor P2P activities on its Data Network. External entities that protect the rights of the record companies and owners, such as the Recording Industry Association of America (RIAA) and Motion Picture Association of America (MPAA), the Business Software Alliance (BSA), and the Entertainment Software Association (ESA) among others, monitor illegal downloading, copying or sharing of music, videos, commercial software and computer games using P2P programs across the Internet. When a copyright violation is discovered, copyright holders or their agents will report the alleged infringement to the Office of the President or the Office of Institutional Technology where the IP address is registered.

Ringling College is required to respond to Reports from copyright holders, and entities representing copyright holders, regarding computers on campus that are illegally distributing copyrighted materials. Copyright holders or their agents will request that the Office of Institutional Technology identify the owner of the device associated with the reported IP address and relay the Takedown or DMCA Notice to the alleged copyright infringer and/or coordinate the removal of access to the infringing content.

Once Ringling College receives a valid DMCA notice, the Office of Institutional Technology disables network access for the device in question as identified in the notice.

Furthermore, the user who has violated copyright and fair use policy through downloading and sharing of copyright-protected materials must submit their device(s) to the Office of Institutional for verification that the material and applications used to download and share the materials are removed from their device(s). The responsible party must acknowledge breaching Responsible Use of Electronic Communications agreement and understanding of the federal law in order to regain network access privileges.

Repeat infringers are referred to the appropriate college authority for potential disciplinary action in accordance with campus policies and procedures, e.g., for students, the Office of Student Life will be contacted.

Once the user confirms in writing that the required actions have been completed or provides proof that they were not responsible for the infringement, IT will:

1. Unblock the device in question or 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.

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, 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, especially the FAQs. In short, copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Legal penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

Institutional sanctions can include suspension of user's access to Ringling College networks and referral to the appropriate College administrative office for disciplinary action.

Legal alternatives to illegal downloading include licensed resources provided by Ringling College's Goldstein Library and Office of Institutional Technology and other suggested resources listed at <http://www.ringling.edu/iso/compliance/heoa/>.

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 Cuniffe 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, Cuniffe 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 is acquired from the Office of Student Life.

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 and Wellness or designee makes the final decision regarding approval of a Required Medical Withdrawal for health reasons. The Senior 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 and Wellness 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.

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 or outdoors.
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 (SDS) must be available for hazardous products that you use in the studio.
6. All aerosol products must be used in the outdoor spray booth.
7. When not in use, chemical containers must be securely closed (capped).
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). Labels are available in the SDS folder.
9. Do not pour chemicals or other harmful products into the sinks or onto the ground. Contact 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 midnight. 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, Department Head 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 maybe imposed.

1. **Initial Warning:** A student who violates studio conduct will receive an initial warning either from faculty, a Department Head or from College Staff. This will be reported to a Public Safety Officer for record keeping.
2. **Written Warning:** A repeat offense will result in a written warning that will be placed in the student's file. This may be initiated by faculty, a Department Head or from College Staff. This could lead to loss of studio space privileges.
3. **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.

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 Senior 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 Senior 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 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.

Reservation of Right to Change 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.

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 complaints presenting evidence of violations of Ringling College policies or codes, or local, state or federal laws. Specifically, the College reserves the right to limit access to its networks through Ringling College-owned or other computers, and to remove or limit access to material posted on Ringling College-owned computers. Ignorance of the law or of campus policies does not exonerate one from the consequences of inappropriate or illegal behavior.

Examples of Violations Covered in the Handbooks

What follows is a list of some of the potential behaviors associated with computer use, which are considered violations as noted in the Student Handbook, Faculty Handbook, and Staff Handbook. This list is not intended to be exhaustive; it is simply to provide examples of some of the behaviors that are considered unacceptable. Any behaviors, including those not explicitly listed here, in violation of the College policies or codes will be adjudicated accordingly.

Examples of Violations

- A. Violations targeted at a specific individual(s) or at classes of individuals:
 - Sending harassing or threatening communication by electronic mail or other electronic communications.
 - Sending harassing communication that is sexual in nature by electronic mail or other electronic communications.
 - Sending harassing communication or posting hate speech that is motivated by racial, ethnic, religious, gender, or sexual orientations prejudice by electronic mail or other electronic communications.
 - Posting or otherwise disseminating personal or sensitive information about an individual(s).
- B. Violations causing harm to the institution or its activities:
 - Propagating electronic chain mail.
 - Interfering with freedom of expression of others by "jamming" or "bombing" electronic mailboxes.
 - Forging, fraudulently altering, or willfully falsifying electronic mail headers, electronic directory information, or other electronic information generated as, maintained as, or otherwise identified as College records in support of electronic communications.
 - Using electronic communications to forge an academic document.
 - Using electronic communications to hoard, damage, or otherwise interfere with academic resources accessible electronically.
 - Using electronic communications to steal another individual's works, or otherwise misrepresent one's own work.
 - Using electronic communications to collude on examinations, papers or any other academic work.
 - Using electronic communications to fabricate research data.
- C. Violations involving illegal, proprietary, or damaging material.

- Electronically distributing or posting copyrighted material in violation of license restrictions or other contractual agreements.
- Launching a computer worm, computer virus or other rogue program.
- Downloading or posting illegal, proprietary or damaging material to a College computer.
- Transporting illegal, proprietary or damaging material across College networks.

Responsible Use of Information Technology Resources Guidelines

This statement defines the guidelines governing access to and use of information technology resources at Ringling College of Art and Design. These guidelines have been implemented to clarify and simplify procedures regarding use of information technology resources and to safeguard the computing and data network equipment. Users should also refer to the Responsible Use of Electronics Communications policy (above) for additional examples of misuse of campus computing and information resources. Feedback as to the effectiveness of these guidelines is encouraged.

All members of the Ringling College community are expected to utilize information technology resources in a responsible and appropriate manner, respecting the rights of other users.

Users are responsible for becoming familiar with their rights and responsibilities and applicable laws and guidelines. By utilizing these services, an individual agrees to abide by the guidelines and procedures that govern its use.

Failure to abide by these guidelines and other applicable codes or local, state, or federal laws may result in disciplinary actions including, but not limited to, loss or limitation of privileges in using information technology resources.

Examples of Violations

Misuse of computing and information resources and privileges includes, but is not limited to, the following:

- Disclosing network account credentials to anyone.
- Re-broadcasting unsolicited e-mail or USENET news (spam or electronic junk mail).
- Generating or forwarding chain letters, or participating in any kind of multilevel or pyramid scheme.
- Storing or transmitting copyrighted materials or licensed materials such as MP3 audio files without the owner's permission.
- Introducing viruses or other disruptive/destructive programs.
- Using resources such as network bandwidth or disk storage excessively.
- Attempting to evade or bypass resource quotas such as disk usage quota (logon to www.ringling.edu/manage.html 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 and Confidentiality of Information Storage and 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 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.

Sexual Misconduct and Title IX Policy

This Policy specifically addresses the College's prohibition against Sexual Harassment, Sexual Exploitation, Sexual Assault, Dating Violence, Domestic Violence, Stalking, Title IX Sexual Harassment, and Retaliation against an individual for making a report of conduct prohibited under this policy. Together, these forms of discrimination and harassment are defined as "Prohibited Conduct" below.

Definitions of other capitalized terms can be found within this Policy and in its Glossary of Terms.

Every member of the College community should be aware that the College is opposed to discrimination and harassment on the basis of sex, and that such behavior is prohibited by College policy. The Sexual Misconduct and Title IX Policy reflects the College's commitment to equal opportunities and is implemented in compliance with Title IX of the Education Amendments of 1972 (Title IX); relevant provisions of the Violence Against Women Act; Title VII of the Civil Rights Act of 1964; the Jeanne Clery Campus Safety Act; their implementing regulations; and other applicable federal and state laws and regulations.

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 education 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.

Prohibited Conduct

A Complainant is defined as an individual who is reported to have experienced Prohibited Conduct. A Respondent is defined as an individual who is reported to have committed Prohibited Conduct. The Complainant(s) and Respondent(s) are referred to collectively as the Parties.

Consistent with its commitment to equal opportunities and the eradication of discriminatory practices, including harassment, the following conduct is prohibited under the Sexual Misconduct and Title IX Policy.

Dating Violence: Dating Violence is 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.

Domestic Violence: Domestic Violence includes felony or misdemeanor crimes committed on the basis of sex by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant, or by any other person against an adult or youth who is protected from that Respondent's acts under applicable law.

Sexual Assault: Sexual Assault is a forcible or non-forcible sex offense including:

- **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 Complainant, including instances where the Complainant 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.
- **Fondling[^]:**
 - The intentional touching of the clothed or unclothed genitals, buttocks, groin, breasts, or other body parts of the Complainant by the Respondent,
 - without the consent of the Complainant,
 - for the purpose of sexual degradation, sexual gratification, or sexual humiliation; or,
 - The intentional touching by the Complainant of the Respondent's clothed or unclothed genitals, buttocks, groin, breasts, or other body parts,
 - without the consent of the Complainant,
 - for the purpose of sexual degradation, sexual gratification, or sexual humiliation.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

[^]Contact with body parts is considered to be done for the purpose of sexual degradation, sexual gratification, or sexual humiliation unless: (1) the contact can be proven inadvertent; (2) the contact is for a legitimate medical (or other privileged) purpose and thus is conduct for which consent should have been sought and obtained by the provider; (3) the contact involves a Respondent who is pre-sexual, based on maturity/age (thus their intent is not sexual); (4) the contact involves a Respondent who cannot developmentally understand sexual contact or that their contact is sexual; or (5) The contact is something like butt-slapping on a team and is both minimal and unlikely to have sexual motivation or purpose, as shown by the context of the act(s).

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 under this Policy. 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”); and
- Knowingly or recklessly transmitting an STD or HIV to another person.

Sexual Harassment: Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct based on sex 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 employment or academic 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.

Conduct that does not meet the definition of Sexual Harassment for the purposes of this policy may still violate other College policies or fall short of the College's reasonable expectation for respectful conduct and professionalism.

Sexual Misconduct: Sexual Misconduct is a broad term that includes Dating Violence, Domestic Violence, Sexual Assault, Sexual Exploitation, Sexual Harassment, and Stalking as defined by this policy.

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 Complainant's sex.

Retaliation: Retaliation is an adverse action against an individual because the individual in good-faith made a report of a violation of this policy, opposed conduct prohibited by this policy, or participated in an investigation into alleged conduct prohibited by this policy. For the purposes of this definition of Retaliation, an adverse action includes intimidation, threats, coercion, harassment, discrimination, or other conduct that would discourage a reasonable person for making a good-faith report of a violation of this policy.

Title IX Sexual Harassment: Although the College broadly prohibits Sexual Harassment as defined by this policy, federal Title IX regulations require the College to follow specific processes when the College has Actual Knowledge of certain categories of Sexual Misconduct, referred to herein as “Title IX Sexual Harassment.”

For the purposes of this policy, Title IX Sexual Harassment is conduct on the basis of sex that falls under one or more of the following categories:

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; or
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 Education Program or Activity; or

3. Sexual Assault, Dating Violence, Domestic Violence, or Stalking as defined by this policy;

And, where all of the following apply:

1. At the time the Formal Complaint was filed, the Complainant was participating or attempting to participate in the College's Education Program or Activity; and
2. The alleged conduct occurred within the College's Education Program or Activity; and
3. At the time of the alleged conduct, the Complainant was in the United States.

The College must follow specific procedures when it receives a Formal Complaint alleging conduct that, if true, could constitute Title IX Sexual Harassment as defined above.

Scope and Applicability of the Sexual Misconduct and Title IX Policy

The Sexual Misconduct and Title IX Policy applies broadly to all College community members, including all students as well as faculty, staff, trustees, visitors, vendors, independent contractors, volunteers, and others who either conduct business with the College or conduct business on College owned or controlled property. Everyone is expected to avoid any behavior or conduct that could reasonably be interpreted as a violation of the Sexual Misconduct and Title IX Policy; no community member, not even the highest-ranking individuals at the College, are exempt from the requirements of the Sexual Misconduct and Title IX Policy.

The Sexual Misconduct and Title IX Policy applies to conduct that occurs on the College owned or controlled property ; occurs in connection to any College Education 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.

Inquiries Regarding the Sexual Misconduct and Title IX Policy

While compliance with the law is everyone's responsibility at the College, the College has designated a Title IX Coordinator and Deputy Title IX Coordinators to oversee its response to all reports of Prohibited Conduct as defined by this policy, and to coordinate compliance with the mandates of Title IX. The Title IX Coordinator and Deputy Title IX Coordinators are knowledgeable and trained in the College's policies and procedures and state and federal laws that apply to discrimination and harassment on the basis of sex.

Inquiries regarding the Sexual Misconduct and Title IX Policy, how to report a violation of the Sexual Misconduct and Title IX Policy, or compliance with applicable federal, state, or local statutes or regulations may be directed to:

Lauren Frasser

Title IX Coordinator

2700 N. Tamiami Trail

Sarasota, FL 34243-5895

P: 941-309-4035

lfrasser@ringling.edu

titleix@ringling.edu

In addition, inquiries regarding applicable federal statutes and regulations may be directed 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 (phone), 1-877-521-2172 (TDD), ocr@ed.gov (email).

Reports of Violations of the Sexual Misconduct and Title IX Policy

The College encourages all individuals to immediately report information about any conduct that may violate the Sexual Misconduct and Title IX Policy.

Reports to the College

Anyone who believes that they have been subject to or witnessed a violation of the Sexual Misconduct and Title IX Policy should immediately make a report online at: https://cm.maxient.com/reportingform.php?RinglingCollege&layout_id=0 or by sending an email to titleix@ringling.edu, or by contacting one of the following individuals:

Lauren Frasser	Darren Mathews	Elcin Haskollar
Title IX Coordinator P: 941-309-4035 lfrasser@ringling.edu	Deputy Title IX Coordinator; Assistant Vice President and Director of Human Resources P: 941-309-4058 dmathews@ringling.edu	Deputy Title IX Coordinator; Associate Dean of Students for Student Success P: 941-309-4023 ehaskoll@ringling.edu

Reports may also be made, at any time, 24 hours a day, 7 days a week to Public Safety (941-359-7500). A Complainant or third party can request a Public Safety Officer to respond and take a report.

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.

If an employee (with the exception of the Confidential Resources listed below) has information regarding an allegation of a violation of the Sexual Misconduct and Title IX Policy, the employee must report the information to the Title IX Coordinator or a Deputy Title IX Coordinator. 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.

Upon receiving a report, the Title IX Coordinator will respond as set forth in the applicable Procedures for Addressing and Responding to Reports and Complaints of Violations of the Sexual Misconduct and Title IX Policy set forth below.

Additional information regarding resources and support available at the College and in the community for individuals reporting Prohibited Conduct is available at www.ringling.edu/titleix.

Reports to Law Enforcement

Under Florida law, certain Prohibited Conduct as defined by the Sexual Misconduct and Title IX Policy may also be a crime. When Prohibited Conduct may also constitute criminal conduct, the College encourages individuals to file a report with the Sarasota Police Department or other law enforcement agency with jurisdiction, depending on the location of the incident.

For those reporting to law enforcement, the Sarasota County Sheriff's Office Victim Assistant Unit may also be a helpful resource. The Unit may be contacted at (941) 861-4942 or 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.

If a Complainant needs assistance in filing a report with the Sarasota Police Department, a 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 exist. To the extent permitted or required by law, the College will cooperate with law enforcement investigations.

The College's response to a report is not impacted by the Complainant's decision to file a criminal complaint or the outcome of any criminal investigation. Conduct not reported to law enforcement or not criminally prosecuted may still violate College policy. Because the goals and objectives of the Sexual Misconduct and Title IX Policy differ from those of the civil and criminal justice systems, proceedings under the Sexual Misconduct and Title IX 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.

Seeking Medical Assistance

The College encourages individuals who experience sexual assault to 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 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.

Procedures for Addressing and Responding to Reports and Complaints of Violations of the Sexual Misconduct and Title IX 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. To that end, the College has developed the Procedures for Addressing and Responding to Reports and Complaints of Violations of the Sexual Misconduct and Title IX Policy For Student and Employee Respondents. The Procedures can be found at this link: [Sexual Misconduct and Title IX Procedures](#).

Sanctions for Violations of Sexual Misconduct and Title IX Policy

The College takes allegations of violations of the Sexual Misconduct and Title IX Policy seriously. Anyone found to have engaged in Prohibited Conduct under the Sexual Misconduct and Title IX Policy will be subject to disciplinary action, up to and including expulsion or separation from the College, in accordance with the applicable disciplinary procedures. In addition, the College reserves the right to take reasonable remedial measures in response to reports of violations of the Sexual Misconduct and Title IX Policy.

Privacy & Confidentiality

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

The College will maintain information regarding reports and complaints of violations of the Sexual Misconduct and Title IX Policy as private to the greatest extent practicable and appropriate under the circumstances. The College cannot, however, guarantee confidentiality or anonymity when addressing and responding to reports and complaints of violations of the Sexual Misconduct and Title IX Policy. The College is committed to protecting the privacy of all individuals involved, and will balance the individual privacy with the College's obligation to respond appropriately to the alleged violations of this policy, to protect the involved individuals and the broader community, and to maintain an environment free from Prohibited Conduct.

Individuals may seek Confidential Resources, in addition to or instead of making reports to the College. Such Confidential Resources may be helpful in assisting an individual in determining whether and how to make such reports.

Available Confidential Resources at the College for Students 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

For employees, the College provides an employee assistance program at no cost. This confidential assistance program provides the opportunity to speak with a professional counselor up to 6 times per issue and can be reached at by calling (800) 624-5544.

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.

Educational and Prevention Programs

The 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 healthy 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.

Glossary of Terms

For the purposes of the Sexual Misconduct and Title IX policy, the following terms and definitions apply:

Act 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 Title IX Sexual Harassment 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, Senior Vice President

for Student Life and Dean of Students, and the Assistant Vice President and Director of Human Resources. The actual knowledge standard is not met when the only official of the College with actual knowledge is the Respondent.

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

Consent: Consent, also referred to as 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.

Dating Violence: Dating Violence is an Act of Violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant.

Domestic Violence: Domestic Violence includes felony or misdemeanor crimes committed on the basis of sex by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant, or by any other person against an adult or youth who is protected from that Respondent's acts under applicable law.

Education Program or Activity: The College's 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:

- 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
- 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 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.

Incapacity/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 may be used 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; or
- Ability to appreciate the nature of any sexual acts and circumstances surrounding the acts.

An individual'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.

Parties: The Complainant(s) and Respondent(s) are referred to collectively in this Policy as the Parties.

Prohibited Conduct: Prohibited Conduct includes Sexual Harassment, Sexual Exploitation, Sexual Assault, Dating Violence, Domestic Violence, Stalking, Title IX Sexual Harassment, and Retaliation.

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

Retaliation: Retaliation is an adverse action against an individual because the individual in good-faith made a report of a violation of this Policy, opposed conduct prohibited by this Policy, or participated in an investigation into alleged conduct prohibited by this Policy.

Sexual Assault: Sexual Assault is a forcible or non-forcible sex offense including:

- Penetrative Sexual Assault, Fondling, Incest, and Statutory Rape.

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, where that behavior does not otherwise constitute one of the other Prohibited Conduct under this Policy.

Sexual Harassment: Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct based on sex under certain circumstances.

Sexual Misconduct: Sexual Misconduct is a broad term that includes Dating Violence, Domestic Violence, Sexual Assault, Sexual Exploitation, Sexual Harassment, and Stalking.

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 to suffer substantial emotional distress.

Title IX Sexual Harassment: Title IX Sexual Harassment refers to Sexual Assault, Dating Violence, Domestic Violence, or Stalking, subject to the jurisdictional requirements set forth in the Prohibited Conduct section of this Policy.

Sexual Misconduct and Title IX Procedures

Procedures for Addressing and Responding to Reports and Complaints of Violations of the Sexual Misconduct and Title IX Policy For Students and Employees

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. To that end, the College has a Sexual Misconduct and Title IX Policy. These procedures are the College's Procedures for Addressing and Responding to Reports and Complaints of Violations of the Sexual Misconduct and Title IX Policy For Student and Employee Respondents.

As set forth below, there are distinct applicable procedures for responding to Reports and Complaints of violations of the Sexual Misconduct and Title IX Policy based on the Respondent's relationship with the College and the application of federal Title IX regulations.

Application of the Procedures, Designation of Prohibited Conduct, Report, Complaint, Complainant, and Respondent

These procedures apply to allegations of Dating Violence, Domestic Violence, Sexual Assault, Sexual Harassment, Sexual Exploitation, Sexual Misconduct, Stalking, Retaliation, and Title IX Sexual Harassment as defined in the Sexual Misconduct and Title IX Policy (collectively, "Prohibited Conduct") made against a student or employee of the College.

For the purposes of these procedures, the term "Report" of Prohibited Conduct is used broadly to refer to raising a concern to the College of conduct that, if true, may violate the Sexual Misconduct and Title IX Policy. For the purposes of these procedures, the term "Complaint" is used specifically to refer to a written document used to initiate the Informal or Formal Complaint Resolution Processes described below.

A Complainant is defined as an individual who is reported to have experienced Prohibited Conduct. A Respondent is defined as an individual who is reported to have committed Prohibited Conduct. The Complainant(s) and Respondent(s) are referred to collectively as the Parties.

Inquiries Regarding the Sexual Misconduct and Title IX Policy

While compliance with the law is everyone's responsibility at the College, the College has designated a Title IX Coordinator and Deputy Title IX Coordinators to oversee its response to all reports of Prohibited Conduct as defined by this Policy, and to coordinate compliance with the mandates of Title IX. The Title IX Coordinator and Deputy Title IX Coordinators are knowledgeable and trained in the College's policies and procedures, and state and federal laws that apply to discrimination and harassment on the basis of sex.

Inquiries regarding the Sexual Misconduct and Title IX Policy, how to report a violation of the Sexual Misconduct and Title IX Policy, or compliance with applicable federal, state, or local statutes or regulations may be directed to:

Lauren Frasser

Title IX Coordinator

Phone: 941-309-4035

lfrasser@ringling.edu

titleix@ringling.edu

In addition, inquiries regarding applicable federal statutes and regulations may be directed 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.

Reports of Violations of the Sexual Misconduct and Title IX Policy To The College

Anyone who believes that they have been subject to, or witnessed a violation, of the Sexual Misconduct and Title IX Policy should immediately make a report to the Title IX Coordinator online at https://cm.maxient.com/reportingform.php?RinglingCollege&layout_id=0 or by sending an email to titleix@ringling.edu, or by contacting one of the following individuals:

Lauren Frasser Title IX Coordinator Phone: 941-309-4035 lfrasser@ringling.edu	Darren Mathews Deputy Title IX Coordinator; Assistant Vice President and Director of Human Resources Phone: 941-309-4058 dmathews@ringling.edu	Elcin Haskollar Deputy Title IX Coordinator; Associate Dean of Students for Student Success Phone: 941-309-4023 ehaskoll@ringling.edu
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Reports may also be made, at any time, 24 hours a day, 7 days a week to Public Safety (941-359-7500). A Complainant or third party can request a campus safety officer to respond and take a report.

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. The College's response to reports may be limited if the Respondent is no longer a student or employee 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.

If an employee (with the exception of the Confidential Resources identified in the Sexual Misconduct and Title IX Policy) has information regarding an allegation of a violation of the Sexual Misconduct and Title IX Policy, the employee **must** report the information to the Title IX Coordinator or a Deputy Title IX Coordinator. 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.

Additional information regarding resources and support available at the College and in the community is available at www.ringling.edu/titleix. Additional information regarding reporting to Law Enforcement and seeking medical assistance is also included in the Sexual Misconduct and Title IX Policy.

Title IX Coordinator Response To An Initial Report of Violations of the Sexual Misconduct and Title IX Policy

All Reports describing conduct that if true, may violate the Sexual Misconduct and Title IX Policy will be responded to promptly and effectively. Upon receiving a Report, the Title IX Coordinator will review the information provided and, where appropriate seek, additional information from the reporting party and anyone identified as the Complainant (if different than the reporting party). If the reported conduct does not fall within the Prohibited Conduct under the Sexual Misconduct and Title IX Policy, the matter will be addressed as appropriate, including but not limited to referral to another office. If the reported conduct, if true, may violate the Sexual Misconduct and Title IX Policy, the Title IX Coordinator will take appropriate steps consistent with the procedures set out herein and reasonably calculated to stop any substantiated Prohibited Conduct, prevent its recurrence, and, as appropriate, remedy its effects.

Upon receipt of a Report, the Title IX Coordinator will generally contact anyone identified as the Complainant (if known) to:

- provide a copy of, or link to, the Sexual Misconduct and Title IX Policy and these Procedures;
- offer an opportunity to discuss Supportive and Interim Measures, including regarding access to Supportive Measures described below, regardless of whether the Report proceeds to a Complaint Resolution Process described below;
- provide information, where applicable, regarding their right to contact or decline to contact law enforcement to pursue criminal charges, which may be done concurrently with, before, or after the Complaint Resolution Processes described below;
- provide information, where applicable, regarding their right to file a civil legal action, such as to request a protective order; and
- provide information, where applicable, regarding their 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.

With regard to reports alleging Sexual Assault, Dating Violence, Domestic Violence, or Stalking, the Title IX Coordinator will also generally provide information, where applicable, 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.

Additional information regarding resources and support available at the College and in the community for individuals reporting Prohibited Conduct is available at www.ringling.edu/titleix.

Supportive and Interim Measures

The College will offer and implement reasonable, available Supportive Measures for both the Complainant and Respondent. Supportive Measures are non-punitive individualized services offered free of charge and 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, extension of deadlines 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.

Individuals are not required to participate in a Complaint Resolution Process to access Supportive Measures. Supportive Measures may at times, constitute a resolution to a reported matter and negate the necessity to resolve the matter in accordance with the Complaint Resolution Processes described below.

Interim Measures are non-disciplinary and may be implemented when there is a significant behavior or health and safety concern that requires immediate intervention to preserve and support the general welfare and academic experience of one or more students and/or the College community. Based on the nature of the alleged conduct, the College may also implement Interim Measures prior to completing the Complaint Resolution Process. Interim Measures may include, but are not limited to: involuntary placement of an employee on leave, interim suspension of a student, no contact orders, removal from campus, reassignment of work responsibilities or location, or other actions. Interim Measures are not discipline. Failure to comply with an Interim Measure may constitute a violation of applicable College policy and may result in disciplinary action.

Additional Procedures for Emergency Removal of a Student Respondent Accused of Title IX Sexual Harassment:

This section applies only to student Respondents accused of Title IX Sexual Harassment.

If, after receipt of a report or Formal Complaint alleging Title IX Sexual Harassment 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 allegation of Title IX Sexual Harassment justifies removal of the 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 the physical health or safety of any student or other individual arising from the allegation of Title IX Sexual Harassment. The individual hearing the challenge shall render their written decision to the Respondent and Title IX Coordinator within two (2) business days of receipt of the challenge.

Complaint Resolution Processes

A Complaint is a written document, prepared by the Complainant or, where appropriate, by the Title IX Coordinator, setting out the conduct alleged to violate the Sexual Misconduct and Title IX Policy. The Complaint will include, to the extent known, a brief description of the alleged conduct, including the date, time, and location, and the names of the involved individuals.

When the Complainant files the Complaint, they may do so in person, by mail, or by electronic means to the Title IX Coordinator and they must sign the Complaint. When the Title IX Coordinator files the Complaint, the Title IX Coordinator is not a Complainant or a party to the Complaint Resolution Process. Exercising their discretion to file a Complaint is not automatically an indication of a conflict of interest or bias, and the Title IX Coordinator may still coordinate the Complaint.

Under all Complaint Resolution Processes:

- Decision-Makers will apply the preponderance of the evidence standard, meaning it is more likely than not that the violation occurred;
- 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 Respondent is considered not responsible until a decision is made at the conclusion of the Complaint Resolution Process;
- The Parties will have an equal opportunity to participate; and
- 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.

Complaints can be addressed through the Informal Complaint Resolution Process ("Informal Resolution") or the applicable Formal Complaint Resolution Process ("Formal Resolution") described below.

Informal Complaint Resolution Process

Informal Resolution is available in matters where the Title IX Coordinator determines it would be appropriate. Informal Resolution is voluntary and, therefore, only available upon the agreement of the Complainant and Respondent. At any time during an Informal Resolution process, the Complainant, Respondent, or College can discontinue the Informal Resolution.

Informal Resolution will generally involve the Title IX Coordinator or their designee serving as facilitator in an effort to resolve the Complaint. The Respondent will be informed of the existence and nature of the Complaint and may, at the discretion of Title IX Coordinator, receive a copy of the Complaint. The Parties will have an opportunity to participate, including by sharing information and requesting specific outcomes. The Parties will not be required to meet directly with one another as part of the Informal Resolution, but may mutually agree to do so. The Informal Resolution process will seek a resolution upon which both the Complainant and Respondent as well as the College can agree that is calculated to stop the alleged Prohibited Conduct, prevent its recurrence, and, as appropriate, remedy its effects. If no satisfactory Informal Resolution can be found, the matter may proceed to a Formal Resolution.

Informal Resolution is generally most appropriate where training, education, or Supportive Measures can be utilized to effectively address the conduct at issue. An Informal Resolution can, however, involve a disciplinary sanction. Once a Complaint has been resolved through Informal Resolution, the matter will be closed. Failure to comply with the terms of an Informal Resolution may constitute a violation of applicable College policy and may result in disciplinary action.

Additional Procedures for Informal Resolution of Allegations of Title IX Sexual Harassment:

This section applies only to Complaints alleging Title IX Sexual Harassment.

In matters alleging Title IX Sexual Harassment, the Complainant and Respondent will receive a Notice Letter, as described in the Formal Complaint Resolution Process below, including a copy of the Complaint, prior to the Informal Resolution and will agree in writing to their voluntary participation in the Informal Resolution.

Informal Resolution is unavailable for allegations of Title IX Sexual Harassment in which the Respondent is an employee and the Complainant is a student.

Formal Complaint Resolution Process

Initiating a Formal Resolution

The Title IX Coordinator may initiate a Formal Resolution at the request of the Complainant, where attempts at Informal Resolution have been unsuccessful, or where the Title IX Coordinator deems that a Formal Resolution is appropriate.

Prior to initiating a Formal Resolution, the Title IX Coordinator will conduct an Initial Assessment to review the information provided and, where appropriate, seek additional information from the Complainant. If the conduct alleged in the Complaint does not fall within the Prohibited Conduct under the Sexual Misconduct and Title IX Policy, the matter will be addressed as appropriate, including but not limited to referral to another office. If the reported conduct, if true, may violate the Sexual Misconduct and Title IX Policy, the Title IX Coordinator will proceed with the Formal Resolution process described below.

Although a Formal Resolution should be initiated as soon as possible, preferably within six months after the alleged conduct, the College recognizes that the sensitivity involved in certain situations may cause individuals to delay taking action. Where a Formal Resolution is requested so long after the alleged Prohibited Conduct that an investigation is not practicable, the College reserves the right to, at its discretion, modify the procedures set forth herein or determine that a Formal Resolution is not available.

Notice Letter

The Formal Resolution process is initiated by the Title IX Coordinator providing the Complainant and Respondent with a written Notice Letter, which will include: the provisions of the Sexual Misconduct and Title IX Policy alleged to have been violated; information regarding the Formal Resolution process, including the name of the assigned investigator; and a copy of the Complaint. The Notice Letter will be provided reasonably in advance of any interview with the Investigator. The Title IX Coordinator may at their discretion and as appropriate provide the Complainant and Respondent with a revised Notice Letter to reflect additional alleged violations of the Sexual Misconduct and Title IX Policy identified during the course of the investigation.

For employee Respondents, the Respondent's supervisor will also receive notice of the Formal Resolution process, although, at the discretion of the Title IX Coordinator, information provided may be redacted or otherwise appropriately limited.

If, at any time after receiving the Notice Letter, the Respondent admits responsibility, the Formal Resolution will proceed to the sanctioning phase.

Additional Procedures for Allegations of Title IX Sexual Harassment

This section applies only to Complaints alleging Title IX Sexual Harassment.

Where the Complaint alleged Title IX Sexual Harassment, the Notice Letter will specifically 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 Formal Resolution;
- 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 Title IX Sexual Harassment;
- the name of the Investigator and the ability to challenge their participation for actual conflict of interest or bias;
- the appropriate policy language prohibiting a Party from knowingly making false statements or knowingly submitting false information; and
- notice that Retaliation is prohibited.

Dismissal of a Complaint

At any time during the Formal Resolution process, the Title IX Coordinator may dismiss a Complaint if the conduct alleged in the Complaint does not fall within the Prohibited Conduct under the Sexual Misconduct and Title IX Policy, a Respondent is no longer participating in or attempting to participate in the College's education program or 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.

Additional Procedures for Allegations of Title IX Sexual Harassment

This section applies only to Complaints alleging Title IX Sexual Harassment.

Where the Title IX Coordinator dismisses a Complaint alleging Title IX Sexual Harassment, the Title IX Coordinator will provide both Parties with a Notice Letter as described above with the result of the initial assessment to determine whether the allegations, if true, may be a violation of Title IX Sexual Harassment. Either Party may immediately appeal the decision. The appeal will utilize the Appeal Process set forth below.

Formal Complaint Investigation and Resolution Processes

After the Title IX Coordinator provides the Complainant and Respondent with the Notice Letter, the applicable Formal Complaint Investigation and Resolution Process depends both on the Respondent's relationship with the College and the alleged Prohibited Conduct.

As set forth below, there are three unique processes as follows:

- Formal Complaint Investigation and Resolution: Employee Respondents Accused of Non-Title IX Sexual Harassment Prohibited Conduct;
- Formal Complaint Investigation and Resolution: Student Respondents Accused of Non-Title IX Sexual Harassment Prohibited Conduct; and
- Formal Complaint Investigation and Resolution: Student and Employee Respondents Accused of Title IX Sexual Harassment.

Formal Complaint Investigation and Resolution: Employee Respondents Accused of Non-Title IX Sexual Harassment Prohibited Conduct

The Title IX Coordinator[^] will at their discretion designate the appropriate Investigator(s) to conduct an investigation into the allegations in the Complaint.

The Investigator will conduct an investigation, which will generally include the following:

- The Complainant and Respondent having an opportunity to submit a written response to the Notice Letter within five (5) business days of receiving the Notice Letter;
- The Complainant and Respondent having an opportunity to separately participate in an interview with the Investigator and to provide the Investigator with relevant information and documents; and
- The Investigator interviewing witnesses, collecting other information, and consulting with other individuals and departments as they deem appropriate.

The Investigator will conduct a prompt, thorough and fair investigation and may, to that end, set or modify deadlines for the Complainant, Respondent, and witnesses' participation in the investigation.

After completing the investigation, the Investigator will prepare an Investigation Report with findings of fact and a determination as to whether or not the Respondent violated the Sexual Misconduct and Title IX Policy . The Title IX Coordinator will provide the Investigation Report to the Assistant Vice President and Director of Human Resources. The Title IX Coordinator in consultation with the Assistant Vice President and Director of Human Resources and other individuals and departments as deemed appropriate, will determine any remedies and sanctions, as detailed in Section 8 Remedies and Sanctions.

The Assistant Vice President and Director of Human Resources will provide the Complainant and Respondent with an Outcome Letter.

[^]For Formal Complaint investigations of employee Respondents accused of non-Title IX Sexual Harassment Prohibited Conduct, the Title IX Coordinator will generally delegate to the Deputy Title IX Coordinator, Assistant Vice President and Director of Human Resources.

Formal Complaint Investigation and Resolution: Student Respondents Accused of Non-Title IX Sexual Harassment Prohibited Conduct

The Title IX Coordinator will at their discretion designate the appropriate Investigator(s) to conduct an investigation into the allegations in the Complaint.

The Investigator will conduct an investigation, which will generally include the following:

- The Complainant and Respondent having an opportunity to submit a written response to the Notice Letter within five (5) business days of receiving the Notice Letter;
- The Complainant and Respondent having an opportunity to separately participate in an interview with the Investigator and to provide the Investigator with relevant information and documents; and
- The Investigator interviewing witnesses, collecting other information, and consulting with other individuals and departments as they deem appropriate.

The Investigator will conduct a prompt, thorough and fair investigation and may, to that end, set or modify deadlines for the Complainant, Respondent, and witnesses' participation in the investigation.

After completing the investigation, the Investigator will prepare an Investigation Report with a summary of the relevant evidence gathered during the investigation and a recommendation as to whether or not the Respondent violated the Sexual Misconduct and Title IX Policy .

The Investigator will submit the Investigation Report to the Title IX Coordinator. The Title IX Coordinator will provide the Investigation Report to the Complainant, Respondent, and Senior Vice President for Student Life and Dean of Students. The Senior Vice President for Student Life and Dean of Students, in consultation with the Title IX Coordinator and others as appropriate, will refer the matter for resolution consistent with the Code of Conduct Procedures as set forth in the Student Handbook.

The Senior Vice President for Student Life and Dean of Students, or their designee, will provide the Complainant and Respondent with an Outcome Letter at the conclusion of the process.

Formal Complaint Investigation and Resolution Process: Student and Employee Respondents Accused of Title IX Sexual Harassment

Federal Title IX regulations require the College to follow specific procedures for allegations of Title IX Sexual Harassment. The College has implemented the below Formal Complaint Investigation and Resolution Process to comply with federal Title IX regulations and they will be interpreted, revised, and supplemented as necessary to do so.

Investigation

The Title IX Coordinator will at their discretion designate the appropriate Investigator(s) to conduct an investigation into the allegations in the Complaint.

The Investigator will conduct an investigation, which will generally include the following:

- The Parties having an opportunity to submit a written response to the Notice Letter within five (5) business days of receiving the Notice Letter;
- The Parties having an opportunity to separately participate in an interview with the Investigator and to provide the Investigator with relevant information and documents;
- The Investigator interviewing witnesses; gathering available physical evidence, including documents, communications between the Parties, and other electronic records as relevant, appropriate, and available; collecting other information; and consulting with other individuals and departments as they deem appropriate; and
- The Parties having an opportunity to request the investigator interview witnesses, including expert witnesses, and to request what questions to be asked by the Investigator of Parties and witnesses. The Investigator will review requested witnesses and submitted questions and, at their discretion, may choose which witnesses and questions are necessary and appropriate to the investigation and conduct any follow-up, as they deem relevant.

The Investigator will conduct a prompt, thorough and fair investigation and may, to that end, set or modify deadlines for the Complainant, Respondent, and witnesses' participation in the investigation.

Parties' Review of the Draft Investigation Record and Investigation Report

The draft Investigation Record and Investigation Report will be made available by the Investigator or the Title IX Coordinator to the Parties and their Advisors for review and inspection.

The Investigation Record is a record of the evidence obtained as part of the investigation that is directly related to the allegations raised in the Complaint, including the evidence upon which the College may not rely in reaching a determination regarding responsibility as well as inculpatory or exculpatory evidence.

The Investigation Report will generally include, but is not limited to, the following:

- A summary of the allegations in the Complaint;
- A summary of the investigation process;
- A summary of the relevant information gathered, including, as appropriate: a timeline of alleged conduct being investigated, Complainant's account of events, Respondent's account of events, witnesses' accounts of events, and a description of the evidence gathered;
- A summary of the areas of agreement (i.e., the uncontested evidence);
- A summary of the areas of disagreement (i.e., the contested evidence); and
- An appendix containing the Investigation Record.

The Parties will have ten (10) calendar days to review the draft Investigation Record and Investigation Report. The Parties will be offered the opportunity to provide a written response that will be submitted to the Investigator for consideration in their completion of the Investigation Report.

For the privacy of all those involved, the Investigation Record 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 the Investigation Record made available to them through this process. Individuals who share information from the Investigation Record in violation of this prohibition may be subject to discipline or, if Advisors, to removal from participation in the process.

Final Investigation Record and Investigation Report

Once the Parties have reviewed the draft Investigation Record and Investigation Report and have submitted responses, or the time period to submit such responses has passed, the Investigator will complete any additional investigation they deem necessary and prepare the final Investigation Record and Investigation Report.

Parties' Responses to Investigation Report

The Parties have ten (10) calendar days to submit their written response to the final Investigation Report. The response may include an assertion that evidence not summarized in the report, but present in the Investigation Record, should be considered as relevant.

Title IX Sexual Harassment Hearing Process

The Title IX Sexual Harassment Hearing typically concludes within thirty (30) business days from receipt of the Parties' responses to the Investigation Report. Each Party must have an Advisor at the hearing. If a Party does not have an Advisor present at the 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.

Hearing Decision-Maker

A single Decision-Maker will typically conduct the live hearing. The Title IX Coordinator will at their discretion designate the appropriate, trained and 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 who investigated the case.

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 regarding 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.

At the Pre-Hearing Conference, the Decision-Maker will discuss the expectations and guidelines for appropriate behavior and decorum during the hearing.

At the Pre-Hearing Conference, the Advisor is strongly encouraged to discuss lines of questioning with the Decision-Maker to obtain guidance from the Decision-Maker on relevancy prior to the hearing.

At the Pre-Hearing Conference, the Advisor must share and the Decision-Maker will address any requests to present new evidence and new witnesses. Evidence and witnesses may only be presented at the hearing if they were submitted to the Investigator 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 Investigation Report was provided to the Parties.

After reviewing each Party's witness list, the Decision-Maker may, at their discretion, identify other witnesses interviewed by the Investigator to appear at the hearing.

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 five (5) business days after the conclusion of the final Pre-Hearing Conference.

Title IX Sexual Harassment Hearing

The 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 hearing virtually. Regardless of format, the hearing will be recorded or transcribed, and the recording or transcript will be the College's property and will be made available to the Parties for review and inspection upon their request during the pendency of the process.

Participants in the Title IX Sexual Harassment Hearing include: Complainant; Complainant's Advisor; Respondent; Respondent's Advisor; Decision-Maker; Title IX Coordinator; witnesses; and 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 responses, and provide a brief overview of the applicable procedures 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 (i.e., "cross-examination"). 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, at their sole discretion, is responsible for ensuring that the Advisors are appropriately limited to asking relevant questions in a manner that is not inappropriate, harassing, intimidating, or redundant. Cross-examination will never be conducted by a Party personally. The Decision-Maker may ask questions and elicit information from the Parties and witnesses on the Decision-Maker's own initiative to aid the Decision-Maker in obtaining relevant evidence.

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 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 regarding responsibility based solely on a Party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

The Decision-Maker's Outcome Letter

After the hearing, 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.

The Decision-Maker will then issue a written determination, the Outcome Letter, as to whether or not the Respondent violated the prohibition against Title IX Sexual Harassment. The Title IX Coordinator will provide the Decision-Maker's Outcome Letter to the Parties simultaneously, generally within fifteen (15) business days of the hearing. The Outcome Letter will, as appropriate, generally include:

- A summary of the alleged Title IX Sexual Harassment;
- A summary of the procedural history;
- Findings of fact;
- A determination as to whether or not the Respondent violated the prohibition against Title IX Sexual Harassment, including the rationale for the determination;
- If the Respondent is found to have violated the prohibition against Title IX Sexual Harassment, a determination as to the appropriate sanctions, consistent with the Sanctions and Remedial Measures section below; and
- Notice of the applicable Appeal Process.

The Decision-Maker's determination in the Outcome Letter becomes final only after the time period for appeal has expired or, if a Party does file an appeal, after the Appellate Outcome Letter has been sent to the Parties.

Sanctions and Remedial Measures

If the Respondent is found to have violated the Sexual Misconduct and Title IX Policy (i.e., the allegations were *substantiated*), the College will determine and implement the appropriate disciplinary sanctions and/or remedial measures.

The Decision-Maker with respect to sanctions depends both on the Respondent's relationship with the College and the alleged Prohibited Conduct, and is as follows:

- For Employee Respondents Accused of Non-Title IX Sexual Harassment Prohibited Conduct: The Title IX Coordinator, in consultation with the Assistant Vice President and Director of Human Resources and the Respondent's supervisor, will determine and implement the appropriate sanctions;
- For Student Respondents Accused of Non-Title IX Sexual Harassment Prohibited Conduct: Sanctions will be determined and implemented consistent with the Ringling College of Art and Design Conduct System, in consultation with the Title IX Coordinator; and
- For Student and Employee Respondents Accused of Title IX Sexual Harassment: Sanctions will be determined by the Decision-Maker as set forth above and implemented by the Title IX Coordinator.

Sanctions and Remedial Measures will be determined and implemented promptly after the Complaint Resolution Process is final and will generally not be stayed for an appeal.

Every matter will be considered on its own merits and the College will take whatever actions it considers appropriate under the circumstances.

Sanctions for employee Respondents found to have violated the Sexual Misconduct and Title IX Policy include, but are not limited to, the following, or any combination thereof: a warning, reprimand, educational interventions, counseling, no contact orders, probation, suspension, transfer, demotion, immediate termination, and other restrictions as to access and use of College facilities, property, or activities.

Sanctions for student Respondents found to have violated the Sexual Misconduct and Title IX Policy include, but are not limited to, 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.

Respondents who are neither students nor employees at the conclusion of the Formal Resolution 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.

The Parties will receive written notice of the sanctions.

The College, at its discretion, will also implement any Remedial Measures it deems appropriate, including Remedial Measures directly provided to a Complainant. Remedial Measures are designed to restore or preserve equal access to the College's education programs and activities. Remedial measures may include the same individualized services provided as Supportive Measures; however, Remedial Measures implemented after a finding of a violation of the Sexual Misconduct and Title IX Policy need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. Remedial Measures may also include educational interventions broadly or for targeted audiences.

The Title IX Coordinator is responsible for effective implementation of Remedial Measures. Where the final determination has indicated that Remedial Measures will be provided, the Complainant can communicate

separately with the Title IX Coordinator or their designee to discuss what Remedial Measures are appropriately designed to preserve or restore the Complainant's equal access to education. Remedial Measures for a Complainant that do not affect the Respondent must not be disclosed to the Respondent.

Sanctions and Remedial Measures are not subject to appeal.

Appeal Process

Within fourteen (14) calendar days of receiving the Outcome Letter, the Complainant or Respondent may appeal a finding as to whether the Sexual Misconduct and Title IX Policy was violated. An appeal must be submitted in writing to the Title IX Coordinator.

An appeal is limited to the following grounds:

- **Procedural Error:** Substantial procedural error that materially affected the outcome;
- **New Evidence:** Significant relevant new evidence that was not reasonably available at the time of the investigation and could reasonably affect the outcome; and
- **Material Bias:** The Title IX Coordinator, Investigator, or Decision-Maker had an actual conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that materially affected the outcome of the matter.

The non-appealing individual will receive a copy of the appeal and be provided fourteen (14) calendar days to submit a written response.

The Title IX Coordinator will designate an appropriate College official to review the appeal, referred to as the Appellate Officer. The Title IX Coordinator, Investigator, or Decision-Maker cannot serve as the Appellate Officer.

The Appellate Officer may affirm the finding(s); alter the finding(s); or request that additional steps be taken. The Appellate Officer will prepare an Appellate Outcome Letter with their decision on the appeal, which will include the Appellate Officer's rationale for the decision on the appeal. The Appellate Officer will strive to make a decision on the appeal within twenty (20) business days of receiving the submissions. The Title IX Coordinator will provide the Appellate Outcome Letter to the Parties simultaneously.

There is no further appeal.

Consolidation of Formal Complaints

Generally, at the discretion of the College, Complaints alleging multiple violations of the Sexual Misconduct and Title IX Policy or including alleged violations of other College policies may be consolidated into one investigation and resolution process. Complaints may be joined together, at the College's discretion, where they are factually related, including situations involving more than one Respondent or more than one Complainant. For consolidated allegations of other College policy violations, the College will generally follow these procedures with appropriate modifications.

Further, the College may take corrective action for any inappropriate conduct discovered in investigating an allegation of a violation of the Sexual Misconduct and Title IX Policy, regardless of whether the conduct amounts to a violation of law or even a violation of this policy.

Advisor

A Party may have an Advisor (who may or may not be an attorney) of their choosing, and at their own expense, for the express purpose of providing advice and counsel.

The Advisor is permitted to attend any meeting or proceeding relating to the Complaint Resolution Process. The Advisor's role is to provide support and assistance during the process but not to speak on behalf of the Party, except as set forth above during of the Title IX Sexual Harassment Hearing. 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.

Privacy, Confidentiality, and Privilege

All information regarding alleged violations of the Sexual Misconduct and Title IX Policy will be kept in confidence to the greatest extent practicable and appropriate under the circumstances.

Due to the nature of the Prohibited Conduct under the Sexual Misconduct and Title IX, the College provides the additional information below regarding privacy, confidentiality and privilege. Further information is available from the Title IX Coordinator, in the Sexual Misconduct and Title IX Policy, and online at www.ringling.edu/titleix.

Complainant Requests for Anonymity and Inaction

Where a Complainant requests that their identity be withheld or the reported conduct not be investigated, the College will consider whether or not such a request can be honored while still promoting a safe and nondiscriminatory environment at the College and while conducting an effective review of the report. For example, 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 Title IX Coordinator may pursue additional information regarding the report, file a Complaint, or take other appropriate measures without the Complainant's assent. 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.

The College cannot guarantee confidentiality and cannot conduct a Formal Resolution while maintaining the anonymity of the Complainant.

Complainant's Sexual History

Regardless of the Complaint Resolution Process utilized, questions about the Complainant's sexual predisposition or prior sexual behavior will be deemed irrelevant, unless such questions and evidence are offered to prove that someone other than the Respondent committed the alleged conduct or consent between the Parties during the alleged incident.

Privileged Records

Regardless of the Complaint Resolution Process utilized, the College will not access, consider, disclose, or otherwise use a Party's records protected by a recognized legal privilege without their voluntary written consent. This includes records maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the Party's treatment.

Where a Party provides their written permission to share privileged records as part of an investigation, only the portion of the records directly related to the allegations raised in the Complaint will be included in the Investigation Report, Investigation Record, or otherwise for use in the Complaint Resolution Process.

Parties' Discussion of Allegations

The College will not restrict the ability of any Party to discuss the allegations under investigation or to gather and present relevant evidence, except where such discussions constitute Prohibited Conduct (for example, because they constitute Retaliation as defined by this Policy). The College does, however, strongly encourage the Parties to maintain the privacy of the process to the greatest extent possible.

Confidentiality

Confidentiality governs the information held by certain individuals who learn of certain 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. Note that 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.

Individuals wishing to obtain confidential assistance without making a report to the College may do so by speaking with a Confidential Resources listed in the Sexual Misconduct and Title IX Policy.

Privacy in Compliance with Applicable Laws and Policies

All actions to address Reports and Complaints of Prohibited Conduct 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 privacy, including in publicly available record-keeping (i.e., Clery Reporting) that excludes personally-identifiable information to the extent permissible by law.

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.

No information shall be released from the proceedings under these Procedures, except as required or permitted by law and College policy.

Amnesty for Drug and Alcohol Use (Student)

The College's goal is that all students and employees report all incidents of Prohibited Conduct so that those affected can receive the support and resources needed. To encourage reporting, the College offers students amnesty. This means that a student's personal drug and alcohol use may be 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.

False Statements

The College expects individuals making reports or participating in the Complaint Resolution Processes described herein to do so in good faith and to provide truthful information to the best of their abilities. Knowingly providing false information to the College may result in disciplinary action under applicable College policies.

Non-Bias and Delegation of Roles and Responsibilities

The Title IX Coordinator, Investigator, Decision-Maker, Appellate Officer, any person who facilitates an Informal Resolution, or other persons fulfilling a responsibility on behalf of the College as set forth in these Procedures (collectively, "Designated Administrators") shall be trained, neutral, impartial, and unbiased. Any of the roles and responsibilities of the Designated Administrators set forth in these Procedures may be delegated and may be performed by a College employee or an external contractor.

If a Party has concerns that a Designated Administrator has a bias or conflict of interest, the Party should submit a written request to the Title IX Coordinator to remove the Designated Administrator within one (1) business day of receiving notice of the participation of the Designated Administrator. The Party's written request must articulate reasonable grounds to establish an actual conflict of interest or bias resulting in an inability to be fair and impartial. The Title IX Coordinator will only replace the Designated Administrator if the Title IX Coordinator determines their bias precludes impartiality or constitutes an actual conflict of interest. If a Party has concerns that the Title IX Coordinator has a bias or conflict of interest, the removal decision will be made by a Vice President of the College.

Additionally, a Designated Administrator who has reason to believe they cannot make an impartial determination must recuse themselves.

The following will not be considered evidence of bias:

- The Title IX Coordinator's initiation of a Complaint;
- An individual's decision that allegations warrant an investigation;
- An individual's current job title, professional qualifications, past experience, identity, or sex/gender; or
- 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, common sense approach to evaluating whether a particular person serving in a role under these Procedures is biased and will exercise caution not to apply generalizations that might unreasonably conclude that bias exists.

Timeframes and Deadlines

The College will seek to respond to Reports and Complaints of violations of the Sexual Misconduct and Title IX Policy in a reasonable timeframe. To that end, the College will seek to complete an investigation in a reasonable timeframe from the Notice Letter to the Investigation Report, typically within ninety (90) business days.

The Title IX Coordinator will provide regular updates as appropriate to all Parties regarding the progress of the processes set forth in these Procedures. All timeframes and deadlines in these Procedures may be extended for good cause, generally 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 processes set forth in these Procedures. All extensions in deadlines will be equally available to both Parties.

Record Retention

Records relative to Reports and Complaints of violations of the Sexual Misconduct and Title IX Policy will be maintained in accordance with the College's applicable records retention policies.

Records relative to Reports and Complaints of violations of the prohibition against Title IX Sexual Harassment in the Sexual Misconduct and Title IX Policy will be maintained in accordance with the College's applicable records retention policies and will, in addition, be maintained for seven (7) years from the date a Report is received. With regard to records of Title IX Sexual Harassment, the records will include:

- Each investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript, any sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to the College'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, Appellate Officers, and any person who facilitates an Informal Resolution process;
- Documentation of any Supportive Measures taken in response to a Report or Complaint of Title IX Sexual Harassment, including documentation regarding the basis for any conclusion that the College's response was not deliberately indifferent; and

Documentation of why a Complainant alleging Title IX Sexual Harassment was not provided with Supportive Measures, including the reasons why such response was not clearly unreasonable in light of the known circumstances.

Skateboards, Bicycles, Tricycles, Unicycles, Roller Skates, In-Line Skates & Any Other Form Of Non-Motorized Transportation

Purpose

This policy promotes greater safety on the walkways, ramps, steps and other travel ways of Ringling College of Art and Design properties, as well as adjacent public sidewalks and streets. Further, it seeks 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 property 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 one 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.

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.

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

The 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. It 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.

Lois and David Stulberg Gallery

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 (one 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.

Student Equipment Check-out Agreement

1. This equipment bundle, which is provided for my use with no transfer of ownership, is a fully configured computer system with a battery, power cord, peripherals, and other accessories. I will retain possession of the equipment and its accessories until I am no longer enrolled at Ringling College of Art and Design.
2. This equipment will, at all times, remain the property of Ringling College of Art and Design. I will have no title or other ownership interest.
3. I am fully responsible for maintenance of personal software applications and hardware not provided as part of the equipment bundle 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 the equipment secure and safe.
5. I will be responsible for the risk of loss by theft, destruction, or damage of the computer and accessories 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 equipment is found to be damaged, the Institutional Technology Help Desk, Ringling College of Art and Design may charge me the actual cost of repairs or replacement not covered by warranty or accidental damage coverage. These amounts will be added to my student account.
6. If any components such as charging blocks, cables, or input devices are missing when I return the equipment to Ringling College, I will be charged the full replacement cost of each missing component.
7. I must report theft (or suspected theft) or other loss of the equipment 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 upon any other notification to promptly turn in the equipment with any components, I agree to promptly deliver the equipment to the Institutional Technology Help Desk or such other place 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 and bill me for the full replacement value of the equipment.

MANAGED DEVICES AND REMOTE LOCKOUT/ERASURE

All computers, tablets, styluses, and associated hardware accessories provided and 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 equipment 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 equipment provided to you is on loan and is 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 equipment, along with its 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 actions and further consequences as determined by Ringling College of Art and Design.

Academic Year Student Equipment Check-out Agreement

Wacom Movink Tablet Bundle

1. Scope & Term of Agreement

- **Academic Year Temporary Loan:** This equipment bundle is provided strictly on a temporary, **one (1) academic year loan** basis. **This equipment is not permanent and must be returned no later than Friday, May 28th, 2027.** Ownership always remains exclusively with Ringling College of Art and Design.
- **Return Obligation:** I acknowledge that I must return the complete equipment bundle to the Institutional Technology Help Desk on or before the specified return deadline at the end of the academic year, or immediately upon my withdrawal, leave of absence, or dismissal from Ringling College of Art and Design, whichever occurs first.

2. Financial Responsibility: Loss, Damage, Theft, & Missing Items

By taking delivery of this equipment, I accept full financial and operational responsibility for its custody, care, and timely return:

- **Damage & Misuse:** I am responsible for any damage to the equipment resulting from neglect, misuse, or accidental drops. Ringling College reserves the right to inspect returned hardware. If damage occurs, I will be billed to my student account for the **actual repair cost** or **full replacement cost** not covered by warranty.
- **Missing Components:** All original accessories (including power adapters, connection cables, styluses/pens, and carrying cases) must be returned together. If any individual components are missing upon return, my student account will be charged the **full replacement cost** for each missing item.
- **Theft or Total Loss:** In the event of loss or theft, I am responsible for the **full actual replacement value** of the entire equipment bundle.
- **Required Reporting:** Theft or suspected theft must be reported within **24 hours** to the Institutional Technology Help Desk. If the incident occurs on campus, campus Public Safety must also be notified immediately at **(941) 359-7500**.

3. Failure to Return & Deadline Violations

- **Missed Deadline Penalties:** Failure to return the equipment by the designated end-of-year deadline will result in an immediate **hold placed on my college record** (restricting registration, transcripts, and diploma release) and a charge for the **full replacement value** of the unreturned kit added to my student account.
- **Non-Purchasable Equipment:** Paying late fees, non-return penalties, or replacement charges **does not transfer ownership** of the equipment to me. Paying a fee does not purchase the item, nor will it result in unlocking remote management holds.

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 Senior 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.

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.