



Ringling College
of Art + Design

PreCollege 2021 Online Handbook

Please review this handbook thoroughly to find out:

How to stay in touch

- **ONLINE ORIENTATION SCHEDULE**
- **And much, much more...**

precollege@ringling.edu

Please use this email address for ALL questions or concerns. Once PreCollege is in session, this email account is monitored seven days a week by **multiple members** of the PreCollege staff in addition to staff in Continuing Studies. If you get an "out of office" reply from one staff member, your message is still received BY ALL STAFF MEMBERS ON CALL, and will be addressed as quickly as possible.

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Dear PreCollege Student and Family,

Welcome to Ringling College of Art and Design, a leader in higher education for ambitious and creative young artists. As a PreCollege student you will study with Ringling College faculty and be mentored by upper-class students both in and outside class time -- a winning combination can enhance student achievement.

In addition to a month of intensive academic studies, Student Life supports student success through co-curricular activities that complement the education experience and promote collaboration among peers. Within this learning community Ringling College fosters personal growth, encourages leadership, illuminates career directions, and promotes the spirit of exploration.

This PreCollege 2021 Online Student Handbook details the College's expectations of students as members of the Ringling College of Art and Design community and the services provided for students. It is our goal to provide a friendly, comfortable and supportive atmosphere on-campus and online for all PreCollege students.

We look forward to welcoming you to the PreCollege Community!

PRECOLLEGE FORMS - Required

Please go to www.ringling.edu/precollege, click on **For Accepted PreCollege Students** to complete and return the following forms as instructed below.

- **FERPA Release PC21.pdf**
- **PC21_Code of Conduct Contract.pdf**
- **PC21_Appearance Release**
- **W-9S** "Request for Student's Identification Number". Some tuition fees may be eligible for a tax credit. Only Part I of this form needs to be completed. Ringling College will request issuance of the 1098-T in January, 2022.
<https://dynamicforms.ngwebsolutions.com/Submit/Start/db21e407-55ab-4854-9c4742dab1c39b60>
- **PC21 Access-ADA.pdf**
- **Responsible Use of Electronic Communications**

DAY ONE: PRECOLLEGE ORIENTATION

Sunday, July 11, 2021

2:00-2:50 PM CHECK IN to <http://ringlingprecollege.kinsta.cloud/> for the ZOOM OPENING ORIENTATION

Parent attendance is recommended.

- **VIPs** present an overview of PreCollege, the academic curriculum, student commitment and expectations, as well as student conduct and co-curricular opportunities.
- **Parents** Q & A session takes place immediately following, with a focus on **education for careers in art and design.**

**3:00-4:00 PM STUDENT ORIENTATION ZOOM SESSION
attendance REQUIRED**

PRECOLLEGE CLOSING EVENTS

Friday evening, August 6, 2021

5:00 – 7:00 PM

ONLINE EXHIBITIONS OPENS – URL:

TBD

7:00-8:00 PM

**CLOSING CEREMONY AND AWARDS
PRESENTATIONS**

- Presentation of PreCollege Certificates of Completion
- Academic High Honors
- Ringling College Scholarship Awards

IMPORTANT CONTACT INFORMATION:

precollege@ringling.edu

Please use this email address for ALL your concerns. It is monitored seven days a week by **multiple members** of the PreCollege program. If you get an "out of office" reply from one staff member, your message will be seen BY ALL STAFF MEMBERS.

PRECOLLEGE ACADEMIC INQUIRIES:

precollege@ringling.edu or Phone: 941-955-8866

Education Program Coordinator, Continuing Studies, Diane Zorn

PreCollege Instructors are members of the Ringling College's degree program faculty.

Teaching Assistants

The Teaching Assistants (TAs) are Ringling College students from a variety of majors. They are appointed to serve as class and workshops assistants, open studio monitors and student mentors to PreCollege students.

PRECOLLEGE STUDENT LIFE INQUIRIES:

precollege@ringling.edu

Vice President for Student Life and Dean of Students, Tammy Walsh, Ed. D.
Associate Dean of Students for Student Life, Jekeyma Robinson

**AFTER REGULAR BUSINESS HOURS,
OR IN THE CASE OF AN EMERGENCY,
PLEASE CONTACT precollege@ringling.edu**

PRECOLLEGE ACADEMIC PROGRAM HIGHLIGHTS

Earning College Credit and Your Ringling College Transcript

Students receive a Satisfactory or Unsatisfactory evaluation based on the entire PreCollege program.

Students will receive a written evaluation and suggestions for improvement from the faculty for each of their four core and their two immersion courses..

Students who satisfactorily complete the program receive three elective college credits from Ringling College of Art and Design, which will automatically apply toward the BFA/BA degree upon enrollment in the College. Students may request a copy of their Ringling College transcript in the fall following PreCollege should they wish to approach other academic institutions to transfer these credits. Transcript requests are made using the link www.ringling.edu/transcripts. An Unsatisfactory evaluation does not merit college credit for PreCollege and no transcript will be issued.

Coursework

The PreCollege academic program emphasizes an immersive experience in two workshops based on one or more majors. Students will also take four core courses derived from the College's innovative first-year curriculum. Students are encouraged to stretch their knowledge, skills and creativity in an open and supportive environment. **The level of skill at the start of the program is less important than a positive attitude and desire for growth. Students are expected to bring an open mind, a genuine interest in exploring ideas and techniques and a willingness to participate and work hard.**

Class Policies

While each instructor may set additional policies regarding class conduct and requirements, the College does have a few policies that apply TO ALL classes and/or scheduled co-curricular PreCollege events.

- **CELL PHONES MUST BE TURNED OFF DURING CLASS.**
Radios, headsets, iPods or MP3 players, iPads and other audiovisual and/or personal electronic equipment are also prohibited during class time unless their use is at the express direction of the instructor.
- **DO NOT SEND OR RECEIVE TEXT MESSAGES IN CLASS.**

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

- In a fit condition to perform class work, i.e., is not under the influence of any substance/medication and is not sleeping.
- Indeed working on assignments for that particular class (rather than working on projects for another class or doing personal or freelance work).
- 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 class and may subsequently mark the student absent, which could affect the student's standing in PreCollege as stated in the attendance policies.

Class Schedule

You will receive a copy of your PreCollege schedule in your GIFT BOX and online via Canvas at Ringling College at ringling.instructure.com. This schedule lists specific information about your classes and zoom links, as well as times for Open Studios, where you will complete your studio assignments. In addition to your classes and **Open Studios**, you will have scheduled time for evening academic and co-curricular activities, and planned weekend activities including mini-workshops, e-tournaments, community service projects and more.

ATTENDANCE/TARDINESS: Ringling College's **policy on attendance** is based on the assumption that students are mature and responsible for their behavior. Students are expected to attend all classes **on time**. Attendance is taken twice during each class. ~~An alarm clock will be necessary if the student has a tendency to oversleep.~~ PreCollege morning classes BEGIN at 8:30 AM EST.

Medical and Non-Medical Excuses

Tardiness or absenteeism during the program due to a **medical problem** such as a contagious disease or debilitating illness should be reported *immediately* to your faculty, TA, or the Student Life Staff. Students are responsible for communicating with the instructor(s) whose class was missed to arrange for make-up assignments.

Based on the nature of the program, a student who misses two class days may have to withdraw from the program or be at risk of receiving no credit. For all **non-medical excuses** (e.g., death or illness in the family), the student must submit written documentation from a parent or guardian to the Dean or an Associate Dean of Students.

Unexcused Absences and/or Tardiness

If a student is absent from half of one class without written permission from the Dean or an Associate Dean of Students, he or she will be subject to disciplinary sanctions as outlined in the section titled "Disciplinary Procedures." A student who has acquired two or more unexcused absences from classes may be subject to disciplinary action including dismissal from the PreCollege program and/or failure to receive college credit.

Unexcused tardiness to class, including over-sleeping, is considered irresponsible and rude to fellow students as well as to your instructor. Lateness of more than 15 minutes will be reported. Two or more cases of unexcused tardiness may be subject to disciplinary action.

Open Studios - Expectations and Attendance

Regularly scheduled Open Studios are offered throughout the program for students to work on their assignments. Independent work and self-motivation are fundamental to the curriculum. Teaching assistants are always present to monitor each Open Studio and to assist with processes. Students are expected to attend open sessions based on their individual schedules and project deadlines. Students are required to attend at least 1 hour of their evening Open Studios.

ETHICS - Plagiarism

Plagiarism is defined as copying or handing in someone else's work as your own. It is unethical to download and/or edit without permission another student's work. Plagiarism or any other form of academic dishonesty is a serious offense against the academic ideals of the College and warrants disciplinary action, which may include dismissal from the program and/or failure to receive college credit for the program.

MATERIALS AND MODELS

Course Art Supplies: Students have been provided the required supplies for their course enrollments.

Library: The College's Goldstein Library will be open and available to students of the PreCollege program to research artists, historical periods, or for reference materials. Library information and a virtual tour are available on the PreCollege event website. For more information, please speak with your instructor.

FINAL EXHIBITION - Families, please plan to join us online! Final student artwork will be exhibited ONLINE starting Friday afternoon, August 6, 2021.

Honors List and Student Scholarships

At the closing ceremony the Academic Honors List is announced. This list recognizes those students with high artistic achievement, high level of effort, and outstanding overall contribution to the program. At least TEN students from the Honors List with the highest honors as voted by the PreCollege faculty are each awarded a \$5,000 scholarship, which can be applied toward first-year tuition at Ringling College of Art and Design. In addition, the Office of Student Life awards TWO \$5,000 Leadership Initiative Scholarships. All PreCollege students are automatically considered for these awards and no application is needed. [Students must apply and be accepted to Ringling College of Art and Design to use their scholarships.]

Special Concerns IN A CLASS

In case of a special problem or concern with a course, fellow student, or staff member, please talk to your instructor **first**. If the problem is not resolved to your satisfaction, then speak with a Faculty Coordinator of PreCollege and/or the Educational Program Coordinator for Continuing Studies and/or the Dean or Associate Dean of Student Life.

RINGLING COLLEGE POLICIES AND PRECOLLEGE CODE OF CONDUCT

Introduction

Ringling College of Art and Design is a learning community in which all members share responsibility for its continued growth and welfare. As members of the College community, students can reasonably expect that all College offices, programs, employees and organizations will respect the following rights:

Student's 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, creed, disability, marital status, national or ethnic origin, race, religion, gender identity or expression, veteran status, genetic information, sex or sexual orientation. 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 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 learning environment that is supportive of the College's mission and their own educational goals. Students have the responsibility to protect and maintain that learning environment and to protect themselves from all hazards to the extent that reasonable behavior and precaution can avoid risk.

Code of Student Conduct

Ringling College of Art and Design is dedicated to maintaining a purposeful learning community, one that promotes intellectual inquiry through vigorous discourse. Essential values, which support this purpose, include civility, dignity, diversity, respect, education, equality, freedom, honesty and safety.

When students choose to accept admission to Ringling College of Art and Design's PreCollege, 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 the Ringling College of Art and Design as stated in the Student Handbook, the College Catalog, or contained within any College publication; 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:

Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as "fighting words" and likely to cause an immediate breach of peace. This additionally includes any harassment done through electronic communications to include email, texting, facebook, etc.

Sexual Misconduct: the commission of any "Prohibited Conduct" as described in the Sexual Misconduct and Title IX Policy. Prohibited Conduct includes sexual harassment, sexual assault, fondling, incest, statutory rape, dating violence, domestic violence, stalking, sex discrimination, harassment on the basis of sex, gender, or sexual orientation, sexual exploitation, and retaliation. Note that stalking and domestic violence are prohibited even if they are not committed on the basis of sex. More detailed information about each of these types of misconduct, as well as procedures used to address them, is available in the Policy online here:

https://mk0ringlingmainicmbe.kinstacdn.com/wp-content/uploads/2020/09/Sexual-Misconduct-and-Title-IX-Policy-8-14-2020_1.pdf

Retaliation: Acts or attempts to retaliate or seek retribution against any individual or group of individuals involved in any investigation and/or resolution of an allegation of other policy violation. Retaliation can be committed by any individual or group of individuals. Retaliation may include continued abuse or violence, other forms of harassment, and slander and libel. Retaliation relating to sexual misconduct is prohibited in the Sexual Misconduct and Title IX Policy, which is available online here: <https://www.ringling.edu/titleix/>.

Threatening Conduct: Conduct which threatens the mental health, physical health or safety of any person or persons including: a) Hazing: Any action taken or situation created, intentionally, that produces mental or physical pain, discomfort, embarrassment, harassment or ridicule for the purpose of initiation or admission into, or affiliation with an organization regardless of a student's willingness to participate in the activity. b) Drug or alcohol abuse. c) Other forms of destructive behavior.

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.

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

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

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

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

False information/Representation: furnishing false or misleading information to College officials or misrepresentation of any kind to a College office or official.

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

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

Illegal purchase, use, possession or distribution of alcohol, drugs or controlled substances.

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

Active or passive, willful or deliberate disruption of any class.

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

Interference with or misuse of safety and security equipment or programs.

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

Abuse of the student conduct system which includes, but is not limited to: a) Failure to obey the notice from a Student Conduct Board or Ringling College official to appear for a meeting or hearing as part of the Student Conduct System. b) Falsification, distortion or misrepresentation of information before a Conduct Board. c) Disruption or interference with the orderly conduct of a Conduct Board proceeding.

Responsible Use of Electronic Communications

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.

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.

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

What follows is a list of some of the potential behaviors associated with computers and electronic equipment. 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 and may result in expulsion from the program.

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 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 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.

Guidelines Relating to Confidentiality

1. 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;
2. 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;
3. Ringling College reserves the right to inspect the contents of electronic mail 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;
4. Authorization to investigate the contents of user files or emails must be given by the Officers.

PRECOLLEGE DISCIPLINARY PROCEDURES

The process by which the Ringling College of Art and Design community educates students who violate the community standards is through disciplinary counseling. The goals of disciplinary counseling are as follows:

- To educate the student by explaining the reasons for the community standard.
- To bring the student's behavior into compliance with the community standard.
- To have the student maturely accept responsibility for their behavior.
- To help clarify the student's values as they are related to the behavior in question.
- To assist the student in making a more positive self-directed choice that will better enable the student to assume productive roles in the future.
- To help the student consider in advance the consequences of their behavior.
- To determine with the student the reasons for their misconduct.

Members of the College staff will handle alleged violations of misconduct. Students will meet with the Associate Dean of Students for Student Engagement. In consultation with the Educational Coordinator and/or Faculty Coordinator of the PreCollege Program, sanctions may be assigned.

Sanctions

Depending on the type of violation, students will be issued a written warning; a letter may be sent to parents, or in the case of a serious violation, the student will be immediately dismissed without refund or credit.

Involvement in illegal activities, possession of illegal substances, or other actions deemed inappropriate by the College administration will result in automatic dismissal. This includes any disruptive behavior or actions seen to be harmful to the welfare of themselves or the community regardless of the sanction policy. Failure to observe the rules and regulations of the PreCollege will also result in dismissal. If a student is dismissed from the program, there is no refund.

The College reserves the right to take necessary and appropriate action to protect the safety and wellbeing of the College community. This handbook is set forth in writing to give students general notice of appropriate and prohibited conduct. The handbook serves as a guide and is not intended to define misconduct in exhaustive terms. Students dismissed from the program at any time will not be eligible for a refund.

RINGLING COLLEGE POLICIES

Non-Discrimination Policy

Ringling College of Art and Design does not discriminate on the basis of sex, age, gender, color, race, national or ethnic origin, religion, marital status, sexual orientation, gender identity or expression, disability, veteran status, genetic information, or any other basis prohibited by law, in its programs or activities. No person, because of discrimination as defined in the Non-Discrimination Policy, will be excluded from participation in, or denied the benefits of or access to any educational program or activity provided by the College. This is not only the policy of the College, it is also the mandate under applicable federal and state laws and includes the administration of its educational policies, admissions policies, scholarship and loan programs, and other College administered programs, pursuant to the Internal Revenue Code of 1954.

The College's programs and activities are conducted in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, with the Americans with Disabilities Act of 1990, as amended, and with Title IX of the Education Amendments of 1972. The College is an equal opportunity educational institution.

The College does not discriminate on the basis of sex in its education programs and activities, or in the context of employment. Sexual harassment, including sexual assault, dating violence, domestic violence, and stalking, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. (See Ringling College of Art and Design Sexual Misconduct and Title IX Policy

https://mk0ringlingmainicmbe.kinstacdn.com/wp-content/uploads/2020/09/Sexual-Misconduct-and-Title-IX-Policy-8-14-2020_1.pdf

Title IX requires that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is also prohibited under Title VII of the Civil Rights Act of 1964 and other applicable statutes.

Anyone engaging in practices that violate the Non-Discrimination Policy, including discrimination, harassment or retaliation against someone who complains about discrimination, will be subject to disciplinary action, up to and including expulsion or separation from the College. Anyone who believes he or she has been subjected to unlawful discrimination, harassment, retaliation or other practices in violation of the Non-Discrimination policy should immediately contact the Title IX Coordinator or Deputy Title IX Coordinator, as listed below.

Inquiries

Inquiries regarding compliance with these statutes and referrals to designated coordinators under the ADA/Section 504 and Title IX may be directed to Dr. Tammy Walsh, Title IX Deputy Coordinator, or to the Director of the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100, 1-800-421-3481. TDD 877-521-2172.

Procedures for Complaints

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

Student to student complaints will be processed under the Student Code of Conduct system. For student complaints against faculty, staff or others, the procedures outlined in the Non-Harassment Policy will be used for handling reports and complaints of alleged violations of this policy.

For employees and others, the procedures outlined in the Non-Harassment Policy and the Grievance Procedures in the Ringling College Faculty and Staff Handbooks will be the mechanism for handling reports of alleged violations of this policy.

The Title IX Coordinator has the overall responsibility for the implementation of the Title IX program at Ringling College. The Coordinator oversees the administration of grievance procedures for faculty and staff and coordinates training, education and communication of all

College discrimination and harassment policies. The Deputy Title IX Coordinator oversees the administration of the grievance procedures for students and coordinates training, education and communication to students.

Deputy Title IX Coordinator

Dr. Tammy S. Walsh Vice President for Student Life and Dean of Students, Ulla Searing Center, Second floor, 2700 N. Tamiami Trail Sarasota, FL 34234

941-359-7510 twalsh@ringling.edu

Revision Approved by President Larry R. Thompson August 14, 2020

Equal Employment Opportunity Policy

The College provides equal employment opportunity to all persons without regard to sex, age, gender, color, race, national or ethnic origin, religion, marital status, sexual orientation, sexual identity, disability, veteran status, genetic information, or any other basis prohibited by law.

The policy applies to all areas of employment, including: recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, and all other conditions and privileges of employment in accordance with applicable Federal, State, and Local laws.

The College complies with all relevant and applicable provisions of the Americans with Disabilities Act of 1990 (ADA), as amended and Section 504 of the Rehabilitation Act of 1973, as amended. The College will not unlawfully discriminate against any qualified employee or job applicant with respect to any terms, privileges, access or conditions of employment because of a person's physical or mental disability. The College also will make reasonable accommodations wherever necessary for employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and provided that any accommodations made do not impose an undue hardship on the College.

Although managers and supervisors are primarily responsible for ensuring the implementation of the College's Equal Employment Opportunity policies, all members of the faculty and staff share in the responsibility for assuring that by their personal actions the policies are effective and applied uniformly to everyone.

Anyone engaging in practices that violate the Equal Opportunity Policy, including discrimination, harassment or retaliation against someone who complains about discrimination shall be subject to disciplinary action, up to and including discharge.

Anyone who believes he or she has been subjected to unlawful discrimination, harassment, retaliation or other practices in violation of the Equal Employment Opportunity Policy should immediately contact the Vice President for Human and Organizational Development.

For students, the Student Conduct system will be the mechanism for handling reports of alleged violations of these policies. For employees, the Faculty Grievance Procedures and the Staff Grievance Procedures will be the mechanism for handling reports of alleged violations of these policies.

Non-Harassment Policy

Ringling College of Art and Design maintains a professional work and academic environment in which all employees and students are treated with respect and dignity. A vital element of this atmosphere is the College's commitment to equal opportunities and the eradication of discriminatory practices including harassment, with the goal to provide an academic and institutional climate of nonharassment. Forms of harassment that are encompassed by this policy include harassment based on age, gender, color, race, national or ethnic origin, religion, marital status, sexual orientation, disability, veteran's status, or any other basis prohibited by law. Harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the College. Harassment's destructive impact wastes human potential, demoralizes employees and students, and perpetuates the tendency for further unacceptable behavior. For these reasons, the College is opposed to harassment in any form in its workplace

and activities. This policy establishes procedures to address problems and questions regarding harassment in a prompt, discreet and fair manner. All employees and students are expected to comply and cooperate with its provisions and in accordance with the code of professional ethics.

Definition of Sexual Harassment: Due to the inherent complexity of sexual harassment, the College's policy contains this special section defining sexual harassment. Sexual harassment is defined by this policy as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact; that makes rejecting such conduct the basis for employment or academic decisions affecting the individual; or that unreasonably interferes with the individual's work or academic performance by creating an intimidating, hostile, or offensive environment for work or learning.

Examples of sexual harassment are such actions as sexual attacks; sexual violence; the requesting of sexual favors accompanied by implied or overt threats concerning one's job, grade, letter of recommendation, or similar activities; verbal abuse of a sexual nature; physical contact such as patting, pinching, or unnecessary touching; subtle pressure for sexual activity; sexist remarks regarding a person's body, clothing or sexual activity; or derogatory comments about a person's sexual orientation.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or to welcome social interactions.

Instructional material shall not be the basis for discipline unless an appropriate review by the Human Rights Committee finds the material irrelevant to the subject of the course or finds that the cumulative presentation of specific material is unbalanced to the degree that it establishes an atmosphere of harassment.

A Special Note to Faculty, Teaching Assistants, Staff, and Other Persons in Positions of Power: Harassment occurs when a person who is in a position of trust or authority engages in behaviors or creates conditions that are inappropriate, unwanted and/or non-reciprocal. This is especially true in instances of sexual harassment when an unwelcome personal element is introduced into what should be a sex neutral situation. Because of the difference in power between faculty and students and supervisors and employees, a faculty member or supervisor cannot be certain that a personal relationship is truly welcome or consensual. Moreover, other individuals may be affected by such relationships. Those who abuse, or appear to abuse, their power violate their responsibility to the community. The College expects the faculty and staff to be aware of the potential for problems and conflicts of interest.

The Human Rights Committee: The Human Rights Committee is a fact-finding committee whose purpose is to respond to and resolve harassment complaints. The Committee is a standing committee appointed by the President and consists of three faculty members, two staff members, and two students. The student members of the Committee will participate only in those cases where other students are involved. The Vice President for Human and Organizational Development will serve as coordinator without vote. If the complaint should be against the Vice President for Human and Organizational Development, one of the committee members is to serve as the coordinator, with vote.

Student to Student Harassment: Student-to-Student harassment complaints are to be processed under the disciplinary procedure established and operated by the Office of Student Life. All other harassment complaints are to be processed by the procedures outlined in this policy.

"On Notice" Option of Complaint: Individuals who feel they have been harassed may choose to put the offender "on notice" that the offender's behavior is unwelcome. Often this direct communication by the individual brings a stop to the harassment, and no further action is necessary.

Use of the "on notice" option is not a prerequisite to initiating the complaint procedures set forth in this policy, and the College will not refuse to investigate a complaint on the grounds that the victim did not have a discussion with the offender. In other words, the victim always retains the right to avoid direct interaction with the offender and to initiate the complaint procedure explained in this policy.

Procedures for Informal Complaint: Individuals who believe they have been the victim of harassment may seek an informal resolution of the problem. Use of the informal complaint procedures is not a prerequisite to initiating a formal complaint. Complaints of sexual assault must be made through the Procedures for a Formal Complaint.

Informal complaints may be oral or written and directed to the Vice President for Human and Organizational Development or to any member of the Human Rights Committee. Informal resolution will generally involve the Vice President for Human and Organizational Development or the Human Rights Committee serving as mediators in an effort to resolve the complaint. The accused will be informed of the existence and nature of the informal complaint and will have an opportunity to respond. The Human Rights Committee or the Vice President for

Human and Organizational Development, serving as intermediaries, will seek a resolution that both the complainant and the accused can agree upon. If no mutually satisfactory resolution can be found, the Human Rights Committee, the Vice President for Human and Organizational Development, and/or the complainant can decide if further action is appropriate.

Procedures for a Formal Complaint: Harassment complaints are to be directed to the Vice President for Human and Organizational Development or to a member of the Human Rights Committee. The Vice President for Human and Organizational Development or the contact person on the Committee will prepare a written record of the individual's factual allegations which the complainant will then have the opportunity to review before signing. Although complaints should be brought as soon as possible, preferably within six months after an offensive incident, the College recognizes that the sensitivity involved in certain situations may cause individuals to delay taking action.

Once the initial complaint is prepared, the Vice President for Human and Organizational Development or the contact person on the Committee shall convene the entire Human Rights Committee to review the complaint, and to conduct an appropriate investigation of the allegations. This investigation may be limited to mediation and a negotiated settlement between the complainant and the accused. Based on the evidence collected, a designated member of the Human Rights Committee will prepare a report containing the Committee's findings and conclusions.

Possible outcomes of the investigation are that the allegations are substantiated, or that allegations are not substantiated, i.e. an inconclusive investigation. In the event the allegations are substantiated, the Vice President for Human and Organizational Development or the Human Rights Committee may endeavor, through mediation, to reach a negotiated settlement of the complaint.

If a negotiated settlement cannot be reached, the Human Rights Committee will refer the matter to the College's Vice Presidents for resolution. The Vice Presidents will not reopen a completed investigation unless it can be shown that the investigating individuals made specific errors in reviewing the facts. The Vice Presidents will consider the findings and recommendations of the Human Rights Committee and, in consultation with the President, render a decision.

Protection of Complainant and Others: All information regarding harassment will be kept in confidence to the greatest extent practicable and appropriate under the circumstances. The College cannot guarantee that the identity of the complainant will be concealed from the accused harasser, but any retaliation committed by the accused harasser by way of irresponsible, malicious or unfounded complaints will be investigated. If an investigation reveals that the complainant falsely accused another of harassment knowingly or in a malicious manner, the complainant will be subject to appropriate sanctions and/or discipline.

In order to ensure that a complete investigation of harassment claims can be conducted it may be necessary for the College to disclose to others portions of the information provided by the complainant. The College will try to honor any complainant's request that the College not disclose certain information provided, consistent with the College's obligation to identify and correct instances of harassment, including sexual harassment.

Penalties: Every claim of harassment will be considered on its own merits. The College will take whatever corrective action and/or disciplinary measures it considers appropriate under the circumstances, including but not limited to counseling, reprimand, probation, suspension, transfer, demotion or immediate termination of an employee or student in accordance with the provisions, policies and procedures outlined in the appropriate Faculty, Staff or Student Handbook.

Revision approved by President Larry R. Thompson, August 14, 2020

Child Protection Policy

As of 10/17/2014

It is Ringling College of Art and Design's policy to take all appropriate steps to protect the health and welfare of the children who come to the Ringling College campus and of children with whom our employees, volunteers and students interact in other locations. Ringling College of Art and Design will comply with all applicable reporting laws.

Under Florida law, all faculty and staff are required to report suspected abuse, abandonment, or neglect of a child under age 18 by any individual, regardless of if the person is a parent, legal guardian, or unknown individual to include but not limited to a parent, legal custodian, caregiver or other person responsible for the child's welfare which includes a person who has permanent or temporary care or custody or responsibility for the supervision of such child (including any

employee of the College) or any household or family member of the child. Additionally, faculty and staff are further required to report if a child is in need of supervision and care and has no parent, legal custodian, or other person responsible for the child's welfare.

Abuse, abandonment, or neglect includes:

1. Physical injury, whether visible or not, under circumstances that indicate that a child's health or welfare is harmed or at substantial risk of being harmed;
2. Mental injury, meaning the observable, identifiable and substantial impairment of a child's mental or psychological ability to function, under circumstances that indicate that a child's health or welfare is harmed or at substantial risk of being harmed;
3. The failure to provide essential care and attention to a child (e.g., leaving a child unattended), under circumstances that indicate that the child's health or welfare is harmed or there is a substantial risk of harm, or that there is mental injury to the child or a substantial risk of such injury; and
4. Any act that involved sexual molestation or exploitation of a child (e.g. any sexual contact or conduct with a child), regardless of whether physical injuries are present.

This policy applies to all faculty, staff, volunteers and students of Ringling College of Art and Design. Additional individuals or organizations doing business at or with the College may also be required to acknowledge and comply with provisions of this policy, as determined by the College. The policy applies to the Ringling College of Art and Design campus, all properties owned or leased by the College, and all off-campus sites at which students, faculty, staff and volunteers participate in college-sponsored activities.

Please also refer to the Ringling College of Art and Design Sexual Misconduct Policy, which prohibits sexual misconduct and requires reporting of known or suspected incidents of sexual misconduct of any person, regardless of age. This policy can be found in the student and employee handbooks.

Ringling College sponsors a number of programs for children. The College requires that children in these programs be appropriately supervised by adults with the proper training and credentials, and subject to criminal background check clearances as required by Florida state law and the College. All program adults (paid staff or volunteers) must receive appropriate information in maintaining professional boundaries at all times when working with children in the program (See Appendix A below).

REPORTING REQUIREMENTS

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.

A. In addition to making the reports required by Florida law, any employee or student of Ringling College of Art and Design who has reason to believe that a child has been subjected to abuse, abandonment or neglect on the Ringling College campus, any properties owned or leased by the College, or during an event/ function sponsored by the College must notify Public Safety (941-359- 7500), the Vice President for Human and Organizational Development in the Office of Human Resources or the Vice President for Student Life as soon as possible. Public Safety or the Vice President will immediately notify the President. Any employee or student who has reason to believe that a child has been subjected to neglect or abuse at any off-campus sites at which students, faculty, or staff participate in college- sponsored activities must immediately notify the

director of the off-campus site and the Ringling College program director. The Ringling College director will notify the Vice President for Human and Organizational Development as soon as possible.

B. 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.

C. "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, 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 Deputy Title IX Coordinator, Dr. Tammy Walsh, Vice President for Student Life and Dean of Students at 941-359-7510.

PreCollege 2021 Online Refund Policy

Formal withdrawal notification and refund requests must be made in writing, to the attention of, and received by the Educational Program Coordinator, Diane Zorn at precollege@ringling.edu. Refunds, minus the application fee (\$50.00) are issued through May 15. From May 16 on, refunds are subject to the schedule below and are issued in the form of the original payment made to Ringling College of Art and Design. Allow up to 10 business days for processing, and additional time for mailing if paid by check.

Dates	Tuition (including \$500 tuition deposit)
Thru 5/15	100% refund minus the \$50 application fee
5/16/2021 - -	minus the \$50 application fee and the \$500 tuition deposit

STUDENT LIFE SUPPORT SERVICES

Student Life provides a variety of programs and services designed to support the student's academic success and personal growth, and the wellbeing of the student body. Committed to encouraging learning and growth beyond the classroom, Student Life provides students with opportunities to participate in leadership roles, to lead a healthy and balanced lifestyle, to engage in service learning projects, and to celebrate diversity. Support networks, creative programs, and social activities make it possible to bring new perspectives to concepts studied in class and otherwise help to broaden horizons. Full participation in student life and enjoying the rights and responsibilities students are afforded as a member of the Ringling community is considered an integral part of the PreCollege experience.

Student Activities, Leadership, Recreation and Wellness, Diversity and Inclusion, Career Services and Volunteerism

You will be introduced to a multitude of opportunities for engagement through the Offices of Student Activities and Leadership, Recreation and Wellness, Diversity and Inclusion, Career Services and Volunteerism. Students also have access to online hangouts and e-programs, activities and tournaments. All opportunities will be posted online.

EMERGENCY PREPAREDNESS – Tropical Storms and/or Hurricanes

When our 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 ERT and make decisions regarding the cancellation of classes, closing the college digital services and campus and securing facilities, based on the strength, location, and predicted path of the storm. Note: A storm occurrence may impact the ability to deliver remote programming.

DISABILITY ACCOMMODATIONS

Ringling College of Art and Design classes, programs, events and services are accessible for those with documented disabilities in accordance with Federal law whenever reasonable, and when a thorough and timely request is provided to the College.

IF YOU HAVE A DISABILITY OF ANY KIND AND ARE REQUESTING ACADEMIC ACCOMMODATIONS – medical, mobility, hearing learning, attention, psychological or other – and are requesting accommodation in classroom and/or remote learning, please submit the [Student Access Services form](#) to contact Clair Willrich, Student Access Coordinator at 941-359-4013 or by email at SAS@ringling.edu to discuss *reasonable* accommodation options.

Information included in this Handbook are correct at the time of printing. Portions of this publication may be subject to change without notice.

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