



ROCKY MOUNTAIN COLLEGE OF ART + DESIGN

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# STUDENT HANDBOOK

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2016-2017

Cover Art by RMCAD Alumni Cassandra Zook  
"Autonomy of Form v the Unreality of Automation"  
Oil on canvas | Diptych | 6'5" x 4'5" each

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This Student Handbook is a general guide to students' rights, responsibilities, and resources. As members of the RMCAD community, all students are responsible for reading, understanding, and adhering to the policies and procedures listed in this Student Handbook. The RMCAD Student Handbook serves as a companion to the RMCAD College Catalog, which details academic policies and procedures. The policies, regulations, procedures and fees published in the Student Handbook are subject to change without prior notice. The College reserves the right to change the regulations, policies, fees, and any other requirements stated herein without prior notice. It is not assumed that the information presented in this Student Handbook is complete or designed to serve indefinitely. Additions and amendments will be made as changes in circumstances and practices may dictate. Similarly the courses stated in the RMCAD college catalog are subject to change without prior notice and the College reserves the right to change the offered courses. This Student Handbook replaces and supersedes all Student Handbooks previously issued by Rocky Mountain College of Art + Design.

## MISSION STATEMENT

Rocky Mountain College of Art + Design is an innovative, rigorous and community-oriented global learning environment that inspires passion for critical thinking, preparing learners to be forces of change in their industries, communities and the world.

## VISION

RMCAD will be a major university known as a destination for a diverse student body that impacts the world.

## VALUES

Our students come first

- We work toward creating a financially sustainable model of higher education that considers the interests of our multiple stakeholders
- We are a campus of professionals, innovators and educators
- We welcome individuality and self-reflection
- We appreciate and celebrate our community
- We communicate our campus pride and excitement
- We are committed to consistent business processes and systems while fostering innovation
  
- We embrace a culture of leadership, trust and communication
  
- We understand the importance of risk-taking and being adaptable to change
  
- We value professionalism and role modeling

## ACCREDITATION

Rocky Mountain College of Art + Design is accredited by The Higher Learning Commission and a member of the North Central Association (HLC)

Chicago, IL 60602-2504  
Telephone: 800.621.7440 or 312.263.0456  
Fax: 312.263.7462  
[www.ncahlc.org](http://www.ncahlc.org)

Rocky Mountain College of Art + Design is an accredited institutional member of National Association of Schools of Art and Design (NASAD). RMCAD's degree offerings in Art + Design are accredited by the National Association of Schools of Art and Design (NASAD).

11250 Roger Bacon Drive, Suite 21  
Reston, VA 20190-5248  
Telephone: 703.437.0700  
Fax: 703.437.6312  
Email: [info@arts.accredit.org](mailto:info@arts.accredit.org)

The campus Interior Design Program leading to the BFA is accredited by Council for Interior Design Accreditation (CIDA)  
206 Granville Avenue, Suite 350  
Grand Rapids, MI 49503  
Telephone: 616.458.0400  
Fax: 616.458.0460  
[www.accredit-id.org](http://www.accredit-id.org)

The Online Interior Design Program is not accredited by CIDA at this time.

The Art Education Program leading to the BFA is approved by Colorado Commission on Higher Education (CCHE) and Colorado Department of Education (CDE)

State Office Building  
201 East Colfax Avenue  
Denver, Colorado 80203-1799  
CDE Main Phone: 303.866.6600  
CDE Main Fax: 303.830.0793  
[www.cde.state.co.us](http://www.cde.state.co.us)

## DIVERSITY: AN IMPERATIVE FOR CULTURAL EVOLUTION

Rocky Mountain College of Art + Design (RMCAD) maintains a policy of inclusiveness that recognizes, values, and reflects the diversity of the community it serves. As an academic institution, the College fosters a dynamic learning and working environment that encourages multiple perspectives and the free exchange of ideas. Diversity encompasses multiple dimensions, including but not limited to race, culture, nationality, ethnicity, religion, ideas, beliefs, geographic origin, class, sexual orientation, gender, gender identity and expression, disability, and age. Rocky Mountain College of Art + Design continually strives to build an inclusive and welcoming community of individuals with diverse vision, talents, and skills from a multitude of backgrounds who are committed to creativity, academic excellence, societal and cultural evolution and betterment, civility, mutual respect, social justice, and the free and open exchange of ideas. Rocky Mountain College of Art + Design commits itself to these tenants of change, growth, and action, which embrace diversity as an integral part of the academic and professional community.

## STUDENT RIGHT-TO-KNOW INFORMATION

Rocky Mountain College of Art + Design complies with the federal legislation known as the Student Right-To-Know Act. The following list provides an overview of the information that institutions are required by law to provide to current and prospective students and interested parties. Much of the information is contained in this student handbook, college catalog, or on the website, with links to sections that contain more specific information. If you would like to receive a paper copy of any of the following information please contact the Registrar at registrar@rmcad.edu.

Accreditation and Licensing

Alcohol and Drugs

Campus Security Report

Degree Programs

Disability Services

Educational Costs

Rights with Respect to your Educational Records (FERPA)

Financial Aid

Graduation Rate

Refund Policy

Withdrawal Policy and Procedures

## SECTION 1: GENERAL COLLEGE POLICIES

### **1.1 ADDRESS CHANGE**

It is the student's responsibility to update any change of name, address, telephone number or billing address by notifying the Registrar's Office as soon as possible. Students may submit these changes via the student portal.

### **1.2 ALCOHOL/DRUG ABUSE PREVENTION**

RMCAD is committed to creating and maintaining an environment that fosters responsible attitudes and behaviors. In recognition of this commitment and by upholding federal, state and local mandates, as well as College policies, the College prohibits persons under the age of 21 from possessing or consuming alcohol or marijuana on campus or at College events and actively discourages persons 21 and over from abusing alcohol and marijuana. The following are prohibited on campus or at College functions held off campus:

- The possession of alcohol or marijuana by those under the age of 21, unlawful manufacture, distribution, sale, purchase or use (or misuse) of a controlled substance (alcohol or illegal drugs), or legal drugs used illegally.
- The possession, manufacture, distribution, sale, purchase or use (or misuse) of marijuana of any kind, nature or description used for medicinal purposes.
- Verbal threats or disruptive, disorderly or threatening behavior while under the influence of alcohol or drugs
- Being in an intoxicated condition.
- The possession, unauthorized manufacture, distribution, sale, purchase or use (or misuse) of a controlled substance while in classrooms, studio spaces or on campus grounds.
- Any federal, state, or local law pertaining to alcoholic beverages or controlled substances, including those governing the transportation, possession, and consumption of alcohol, marijuana and/or controlled substances.

Student(s) appearing to be in an intoxicated condition on campus or at College events may be asked to leave and/or subject to intervention by law enforcement to ensure their safety and the safety of the general populace.

#### **1.2.A College Sponsored Events Held Off Campus, Where Alcohol May Be Served**

The College sponsors social, cultural and educational programs for students as well as curricular and extracurricular field trips to events where alcohol may be served legally by the venue (community events, galleries, entertainment venues, etc.). The College requires students to adhere to College policies and state, local and federal law. Behavior at these events which is irresponsible or which poses a threat to the health or safety of the student or others will be subject to disciplinary action and addressed through the College's conduct process. Additionally, faculty or staff chaperones have the authority to require students to refrain from use while participating in the event.

#### **1.2.B Disciplinary Sanctions Related to Alcohol or Other Drugs**

The College will impose disciplinary sanctions on students who violate the College policy relating to alcohol, marijuana and/or controlled substances. Violations will be addressed through the College's conduct process. Sanctions may include, but are not limited to: warning, probation, fines, loss of privileges, suspension, or expulsion and referral for prosecution. Violations of the College policy by employees may result in warning, termination and referral for prosecution. The College may require completion of a rehabilitation program as part of a disciplinary sanction. Failure to comply with or adhere to RMCAD imposed sanctions may result in further punitive action or intervention by law enforcement.

### **1.2.C Legal Sanctions Related to Alcohol or Other Drugs**

The acquisition, possession, transportation and consumption of alcoholic beverages are governed by RMCAD policy, statutes of the state of Colorado, regulations of the Colorado Liquor Enforcement Code, and federal regulations. Applicable state and federal laws are available for examination in the Liquor Enforcement Division of the Department of Revenue and the Division of Highway Safety offices. Important legal provisions include:

- The minimum age in Colorado for the purpose of purchase, consumption or possession of alcoholic beverages is 21 years. It is illegal to furnish or serve alcoholic beverages to any person under 21.
- Local law prohibits carrying or consuming alcoholic beverages in open containers while operating a motor vehicle, regardless of age.
- No group that is not licensed by the Liquor Enforcement Division, Department of Revenue, may sell alcoholic beverages.
- Driving under the influence of alcohol, illegal drugs, or legal drugs if they impair the ability to operate a motor vehicle is illegal.

### **1.2.D Health Risks Associated with Use of Controlled Substances**

Alcohol abuse and drug use problems have become a national health concern. Both alcohol and drugs are chemicals, and potentially harmful to a person. Some of the health risks associated with alcohol and drugs are specified in the list below. In order to obtain additional information about health risks associated with the use of controlled substances, you may contact the Student Life Coordinator, the College Personal Counselor, or community, state and federal agencies and organizations.

Risks include:

1. Slowing down of brain function, judgment, alertness, coordination and reflexes.
2. Attitude and/or behavioral changes such as uncharacteristic hostility, or increased risk taking such as driving recklessly. Alcohol taken with other drugs can intensify the drug's effects; alter the desired effect of the drug; and cause nausea, sweating, severe headache and convulsions.
3. Addiction or chemical dependency.
4. Memory blackout.

### **1.2.E Resources And Programs**

The problems associated with abuse of alcohol and drugs are preventable and treatable. The College is concerned about students' physical and mental health and welfare. Treatment settings may vary from an individual outpatient setting to a therapeutic inpatient community. Medical attention may be necessary to address acute and chronic, mild and/or potentially fatal complications of substance abuse. In order to assist students with alcohol and drug counseling, treatment, and assistance, the College provides information on available resources through the Student Life Division and the Counseling Office. Students are also encouraged to make an appointment with the Counseling Office to discuss treatment and additional community resources. Students may contact the Academic Dean at 720.525.7102, the Director of Student Affairs at 303.999.5468 or the College Counselor at 303.225.8573 with questions, concerns or the need for assistance with the aforementioned.

## **1.3 ATTENDANCE**

Rocky Mountain College of Art & Design is an attendance taking institution and attendance is a required component of participation and successful completion of course work.

RMCAD students are required to attend class, to be on time, and to have the required supplies as consistent attendance offers the most effective opportunity to gain command of the knowledge, skills and aptitudes for the course of study. Due to Federal Financial Aid Guidelines, all attendance must be documented for all students. Students are responsible for completing all missed coursework. Students who demonstrate poor attendance, regardless of the attendance policy in the syllabus, will be contacted by the Office of Student Services or the Office of Academic and Financial Aid Advising. Students may also be directly contacted by their faculty member and/or the Academic Program Chair, as well as an Enrollment Advisor. There are two types of excused absences: sanctioned anticipated situations and documented emergency situations. Anticipated situations (e.g., participation in jury duty, religious observances, or military duty) must be submitted in writing to the instructor as soon as possible, but not less than one week prior to the anticipated absence. Emergency absences (e.g., student illness, injury or death of immediate family member) must be documented in writing with supporting evidence by the student to their instructors.

Students must attend class during week one of the term. Students who anticipate missing the first week of class must submit an exception to policy petition to the Registrar seven (7) days before the first day of the term. The College does not guarantee approval of the absence.

### **Campus Attendance Policies:**

Students who arrive fifteen minutes or later after the start of class are counted tardy. Three tardies equal one absence. Students who arrive 30 minutes or more after the start of class are counted absent, unless they have advance instructor approval.

### **8 Week STUDIO Classes:**

For classes that meet TWICE a week, students receive two absences for the semester. On the third absence occurring prior to the Withdraw deadline, students will be considered an "unofficial" withdraw (see "Unofficial Withdrawals" in the catalog). On the third absence occurring after the Withdraw deadline, students will automatically fail the course receiving a "FN" (Failure for Non-Attendance) grade.

For classes that meet THREE times a week, students receive three absences for the semester. On the fourth absence occurring prior to the Withdraw deadline, students will be considered an "unofficial" withdraw (see "Unofficial Withdrawals" in the catalog). On the fourth absence occurring after the Withdraw deadline, students will automatically fail the course receiving a "FN" (Failure for Non-Attendance) grade.

### **8 week LECTURE Classes:**

For classes that meet TWO times a week, students receive two absences for the semester. On the third absence occurring prior to the Withdraw deadline, students will be considered an "unofficial" withdraw (see "Unofficial Withdrawals" in the catalog). On the third absence occurring after the Withdraw deadline, students will automatically fail the course receiving a "FN" (Failure for Non-Attendance) grade.

For classes that meet THREE times a week: Students receive three absences for the semester. On the fourth absence occurring prior to the Withdraw deadline, students will be considered an "unofficial" withdraw (see "Unofficial Withdrawals" in the catalog). On the fourth absence occurring after the Withdraw deadline, students will automatically fail the course receiving a "FN" (Failure for Non-Attendance) grade.

## Online Attendance Policies

Online attendance is recorded twice each week on Thursdays and Mondays. Online students are considered present for mid-week attendance when they log into the LMS and submit their initial discussion post due on Wednesdays by 11:59 PM. To be considered present for the end-of-week attendance they must log into the LMS and submit their follow-up discussion post or a weekly assignment no later than Sunday at 11:59 PM of that week. Failure to meet the requirements for attendance will result in the instructor marking them absent. Failure to attend class may result in a "FN" (Failure for Non-Attendance) grade as online attendance is often directly tied to weighted activities.

## Automatic Withdrawal from Courses

Week One: The Registrar's Office will verify attendance for each registered campus and online class. Students who have failed to attend as defined in the attendance policy will be administratively withdrawn from the course. If the student feels that their attendance record inaccurately reflects their attendance, they must contact the instructor and have the instructor verify with the Registrar's office that the student was marked as "absent" by error. If a student attends during week one, but does not subsequently attend week two, the student will be automatically withdrawn from class (see Unofficial Withdrawal).

## Unofficial Course and College Withdrawal

The Registrar's Office will verify attendance for each registered campus and online class weekly. Students who have failed to attend for a continuous time period of 14 consecutive days are considered to have "unofficially" withdrawn from the course and are subject to withdrawal from RMCAD if the absences have occurred on or prior to the Withdraw deadline (see "Unofficial Withdrawal" for further information). Students who fail to attend course for a continuous time period of 14 consecutive days after the Withdraw deadline will receive a "FN" (Failure for Non-Attendance) grade, will be removed from the course and subject to withdrawal from RMCAD.

If after attending during the first term of a semester, a student stops attending and they do not provide a written "Statement of Intent" that they wish to continue their studies in the second 8-week term of their 16-week semester, they will be withdrawn from the college. If the student fills out a "Statement of Intent" to return and then does not return in the second term of the semester they will be withdrawn from the college.

If the student feels that their attendance record inaccurately reflects their attendance, they must contact the instructor and have the instructor verify with the advising office that the student was marked as "absent" by error. Please note that both course and college withdrawals may have financial implications and students who are withdrawn from the College will need to reapply to attend future terms.

## 1.4 ATTIRE

Shoes and shirts must be worn at all times. Shoes with wheels may not be worn in any part of the College.

## 1.5 BICYCLES AND OTHER MODES OF TRANSPORTATION

Without RMCAD prior approval, bicycles, skateboards, scooters, and other modes of transportation with an outside use purpose are not permitted inside College buildings. The College encourages those who bring these items to campus to lock them on the racks provided. The College is not responsible for lost and/or stolen bicycles, skateboards, scooters or other modes of transportation. Individuals with mobility restrictions or concerns that require use of such modes of transportation in College buildings are required to self-identify as a person with a disability and request accommodations through the Student Disability Services Coordinator (sds@rmcad.edu).

## 1.6 CAMPUS SAFETY AND THE CAMPUS SAFETY REPORT

A Campus Safety Report is created annually and submitted to relevant parties. The report contains information regarding all instances of crime on campus, including but not limited to: theft, vandalism, sexual assault, domestic violence, dating violence, and stalking, wherever applicable (see definitions of Sexual Misconduct in section 4.2.Q).

The college offers support services in the event any of the aforementioned is experienced by a member of the RMCAD Community (theft, vandalism, sexual assault, domestic violence, dating violence, or stalking). Any of the aforementioned should be reported to college officials (contact the Academic Dean at 720.525.7102, the Director of Student Affairs at 303.999.5468, the Reception Desk at 303.753.6046 or Campus Security at 303.567.7271) and local law enforcement by dialing 911. Additionally, the college hosts regular workshops regarding self-defense, sexual assault awareness and prevention and personal protection through the office of Student Services.

In the event a sexual assault, domestic violence dating violence, and/or stalking occurs on campus or is experienced by a member of the RMCAD Community, the college, once made aware, will follow the established investigation procedure (as detailed in section 4.3 below). Additionally, the college may contact law enforcement.

The RMCAD Community shall be made aware of any crime that occurs on campus via Safety and Awareness Bulletin sent via email by Campus Operations. This is intended to help members of the community protect themselves through awareness and the sharing of information.

## 1.7 CAMPUS SUSTAINABILITY

RMCAD is committed to environmental sustainability throughout our 23-acre campus and within our academic departments. We are proud that RMCAD has been certified as a sustainable campus by the Association for Advancement in Higher Education: <https://stars.aashe.org/>.

### RMCAD's Sustainability Mission guides this effort:

"The natural and built environments within and beyond RMCAD are fundamental aspects of our unique campus community. As a local and global environmental citizen, RMCAD recognizes its responsibility to lead by example by sustainably developing and maintaining our campus environments to provide safe, healthy, inspiring learning and working conditions for students, faculty and staff. "RMCAD believes that understanding and concern for sustainability issues and environmental responsibility provide the foundation for a dynamic sense of campus cohesion and community. The College is committed to promoting environmental awareness through its academic programs as well as through its activities on campus and beyond, enabling RMCAD to become an institution where all students, faculty, and staff are provided opportunities to become environmentally literate and where environmental leadership is seen as a continuous, participatory process of learning. Achieving these goals will be an ongoing challenge that will evolve as we become more environmentally aware and educated as a community."

## 1.8 CONFLICT RESOLUTION PROCEDURE AND GRIEVANCE AND APPEALS COMMITTEE

RMCAD is committed to providing the best possible educational environment for its students. We encourage an open and frank atmosphere in which any conflict, complaint, suggestion or question receives a timely response from RMCAD staff and/or faculty. RMCAD strives to ensure fair and, honest, and equal treatment of students. Students, faculty and staff are expected to treat each other with mutual respect at all times. When students have issues of concern that do not fall under the discrimination or harassment policies or the grade appeal procedure in the Student Handbook, they should follow the Conflict Resolution procedure to resolve any other issues that occur between them and the faculty or staff of the College.

### 1.8.A Conflict Resolution Procedure

If a situation occurs when a student believes they have been treated unfairly or a decision affecting them is unjust or inequitable, they are encouraged to do the following:

1. The student presents the concern to the faculty or staff member with which the issue is of concern, after the incident occurs.
2. If the faculty or staff member is unavailable or the student believes it would be inappropriate to contact that person, then the student should present the conflict to the Director of Student Affairs (for general issues at 303.999.5468) or to the Academic Dean (for faculty issues at 303.525.7102) or to Human Resources (for staff issues at 303.225.8552).
3. Students may present the issue to the Director of Student Affairs and the Academic Dean, although RMCAD encourages students to present issues as promptly as possible so administration may take appropriate remedial or investigatory measures, if required.
4. Whichever party is contacted—Director of Student Affairs, the Academic Dean, or Human Resources—would then apprise the other of the situation.
5. If the issue of concern is with a faculty member, then the Academic Dean will bring the issue to the Department Chair and notify Human Resources of the concern. Human Resources will work with the faculty member, Department Chair, and Academic Dean as needed to resolve the issue. The Director of Student Affairs and the Academic Dean will be kept apprised of the progress and involved on an as-needed basis to best resolve the issue.
6. If the issue of concern is with a staff member, then Human Resources will apprise the staff member's supervisor of the situation and work through the situation with the staff member and the supervisor as needed. The Director of Student Affairs and the Academic Dean will be kept apprised of the progress and involved in an as needed basis to best resolve the issue.
7. If the issue concerns college policy or procedure and/or other issues/complaints regarding any aspect of the college it will be addressed by appropriate administrators overseeing relevant departments in concert with the Academic Dean and Director of Student Affairs. The resolution of the Conflict Process will be finalized in written form and sent to the student.

### 1.8.B Grievance Committee

In the case that a student is dissatisfied with the resolution, he or she may submit the grievance in writing, including all relevant documentation/evidence as applicable or requested by the committee, to the Registrar, who Chairs the Grievance Committee. The Grievance Committee also hears Exception to Policy Petitions.

1. The committee reviews all documentation and renders a decision to the student in writing.
2. If the student is dissatisfied with the resolution, he or she has one opportunity to appeal the decision. The Registrar submits the grievance or petition to the Executive Committee for review. This decision is final and binding.

Not every conflict can be resolved to everyone's total satisfaction, but only through understanding, open communication and discussion of mutual conflicts can students, faculty and staff develop confidence in each other. This confidence is important to the operation of an efficient and harmonious educational environment. The student, where appropriate, will be notified of the conclusion of the conflict resolution process.

## 1.9 DISCRIMINATION AND HARRASSMENT

RMCAD does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship

status, veteran status, or any other protected class recognized by local, state, or federal law in matters of admission, employment, or services or in the educational programs or activities it operates. Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would perceive as an intimidating, hostile, or offensive environment. Prohibited sex discrimination includes sexual harassment and sexual violence, discussed in more detail in Sections 1.23 and 4.2.Q, respectively.

### Examples of discrimination may include:

- Refusing to hire or promote someone because of the person's protected status  
Demoting or terminating someone because of the person's protected status
- Teasing or practical jokes directed at a person based on his or her protected status
- Displaying or circulating written materials or pictures that degrade a person or group
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group

### 1.9.A Investigation and Confidentiality

All reports describing conduct that is inconsistent with these policies will be promptly and thoroughly investigated. Complaints about violations of these policies will be handled discreetly, with facts made available only to those who need to know to investigate and resolve the matter.

### 1.9.B Retaliation

RMCAD prohibits retaliation against someone for registering a complaint pursuant to these policies, assisting another in making a complaint, or participating in an investigation under these policies. Anyone experiencing any conduct that he or she believes to be retaliatory should immediately report it to of the individuals in Section 1.9.F, below.

### 1.9.C Resolution

If a complaint of harassment, discrimination, or sexual harassment is found to be substantiated, appropriate corrective action will follow, up to and including separation of the offending party from RMCAD, consistent with RMCAD procedure.

### 1.9.D Your Responsibility

All members of RMCAD community are responsible for creating a working, learning, and living environment that is free of discrimination and harassment, including sexual harassment. It is important to contact one of the individuals in Section 1.9.F below, if any of the following occurs:

- You believe you have been subjected to conduct or comments that may violate these policies;
- You believe you have been retaliated against in violation of these policies; or
- You hold a supervisory, management, or teaching position and have been told about or witnessed conduct that may violate these policies.

### 1.9.E Vendors, Contractors and Third Parties

RMCAD's policies on discrimination, harassment, and sexual harassment apply to conduct of vendors, contractors, and third parties. If a member of RMCAD community believes that he or she has been subjected to conduct by a vendor, contractor, or third party that violates these policies, the community member should contact one of the individuals in Section 1.8.F, below.



### 1.9.F Reporting Harassment and Discrimination

To report any instances of Harassment and/or discrimination you may contact

Academic Dean | 720.525.7102  
1600 Pierce Street | Texas Building  
Lakewood, CO 80214

The Director of Student Affairs (Title IX Coordinator) | 303.999.5468  
1600 Pierce Street | Rotunda Building  
Lakewood, CO 80214

The Mental Health/Personal Counselor | 303.225.8573  
1600 Pierce Street | Rotunda Building  
Lakewood, CO 80214

### 1.9.G Title IX Statement

It is the policy of RMCAD to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the RMCAD's educational programs and activities. Title IX also prohibits retaliation for asserting claims of sex discrimination. In addition to contacting the individuals in Section 1.9.F, above, a person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

RMCAD is committed to creating and maintaining a community in which all members can work and learn together in an atmosphere free of unlawful discrimination. Discrimination on the basis of race, color, national origin, gender, age, disability, creed, religion, veteran status or sexual orientation is not tolerated. The College reserves the right to take all necessary and appropriate action to prevent, correct and, if necessary, discipline individuals engaging in unlawful discrimination. Complaints of discriminatory behavior by employees (faculty and staff) should be reported to the Director of Human Resources, who will determine the appropriate next step for investigation and resolution. Complaints of discriminatory behavior by students should be reported to the Director of Student Affairs 303.999.5468 (who serves as the Title IX Coordinator), who will initiate the appropriate student discipline process to address the complaint. (See section 1.6 Campus Safety and the Campus Safety Report)

## 1.10 EMERGENCIES

Any member of the RMCAD community encountering an emergency situation should call the appropriate authorities immediately. Dial 9-911 from any campus phone for police, paramedics, fire or other emergency service referrals. Also contact the Reception Desk (dial 0 from any campus phone) to apprise staff of the nature of the emergency situation. For all other emergencies or for an escort to your vehicle, please call our security team directly at 303.567.7271 or the Reception Desk (303.753.6046) during posted business hours.

### 1.10.A Action And Authority

In the event of an unforeseen emergency situation or disaster, it is imperative that all persons adhere to guidelines and instructions for the safest response. All RMCAD classrooms and administrative buildings are equipped with instructions on how to proceed in a variety of emergency situations. Faculty, who are acting on behalf of the College, serve as the authority on response action within a classroom setting until the appropriate community emergency response unit has arrived on the scene. In the interest of safety, all students are expected to comply with instructions given from faculty, College staff or emergency response units.

### 1.10.B Transportation

Ambulance

1. Any student, staff, faculty member or campus visitor may call for an ambulance to respond to an emergency situation.
2. The Reception Desk (303.753.6046) should be notified when a call for an ambulance is made, or to assist in calling for an emergency vehicle.
3. Sometimes it is necessary for the officers of a group, RMCAD faculty or Staff to seek assistance from emergency officials. The College reserves the right to initiate a call for an ambulance on the campus or at College events held off campus.
4. Individuals refusing ambulance transportation to a medical facility will be responsible for their decision. The College does not assume responsibility for consequences resulting from refusal of ambulance transportation.
5. Individuals refusing ambulance transportation are responsible for their own transportation to a medical facility.
6. The College may require individuals refusing ambulance transportation to vacate the premises until appropriate medical treatment is sought.
7. The College will not assume payment for ambulance transportation.

### 1.10.C RMCAD Crisis Intervention Protocol for Mental Health Emergencies

1. Rocky Mountain College of Art & Design (RMCAD) constituent identifies a student who has posed a threat of harm/danger to self/others (e.g., self-mutilation, suicide attempt, evidence of psychosis, etc.). First responder contacts Campus Security.
2. Campus Security assesses situation and (if necessary) consults with Director of Student Affairs or Mental Health Counselor to determine whether to:
  - a) Transport student to Emergency Room
  - b) Contact EMS for transport
  - c) Contact on-call clinician services for consultation (Metro Crisis Line 888.885.1222)
3. On-duty Campus Security staff/Student Affairs Staff facilitate transport to hospital and notifies Mental Health Counselor if call has not already been made by Campus Security.
4. Director of Student Affairs and Mental Health Counselor check in and exchange information about situation and student.
5. Mental Health Counselor serves as key contact for RMCAD regarding student mental health crisis.
6. Mental Health Counselor will check in with student as soon as possible and remain updated on student situation.
7. Mental Health Counselor and Director of Student Affairs will manage other student concerns if students and friends of effected party are in attendance at hospital.
8. Mental Health Counselor seeks updates as the situation evolves. Mental Health Counselor will share info from student/hospital staff with Director of Student Affairs, who will relay pertinent information to relevant Executive Team personnel.
9. Director of Student Affairs will make decisions regarding contacting parents and updating them about student if a decision has to be made by the college.
10. Mental Health Counselor authorized by the Director of Student Affairs will discuss parent/guardian notification plan with student.
11. Student Affairs personnel will be available to answer parent/guardian questions.
12. If student is not capable of calling parents, or refuses, Director of Student Affairs determines by whom contact will be made to

parents/guardians to update them of current situation. Director of Student Affairs gets them in touch with relevant college resource (Student Affairs staff, member of Executive Team) to address questions and facilitates explanation of basic RMCAD policies regarding follow-up care and procedures to parents/guardians. Mental Health Counselor works to understand immediate treatment plan and to communicate college procedures to student.

13. Once the student is out of immediate danger and a plan has been established, Student Affairs personnel work together to assess whether someone should remain at the hospital (with a purpose for staying, e.g., meet parents who are on the way soon, wait for parents if still in the process of being contacted, student is not out of immediate danger and parents are not on site yet, friends are in the reception area and are in need of support, or student waiting for student to be transported to alternate aftercare facility.
14. Mental Health Counselor keeps Director of Student Affairs updated as the situation evolves.
15. Mental Health Counselor initiates communication with treating professionals as needed as part of assessment and consultation process for the college.
16. Upon request, Mental Health Counselor will notify faculty of medical emergency. Student is responsible for contacting faculty when able and arranging how and if work may be made up, etc.
17. The Student Success and Outreach Committee (SSOC) (consisting of various college units and including the Director of Human Resources and Chief of Campus Security on an as-needed basis) convenes prior to providing student with a written explanation regarding next steps for student enrollment status following the event. Student is to return to College Mental Health Counselor for an assessment upon release from the Emergency Room or hospital. The student will be placed on the Threat Assessment and Behavioral Intervention Scale (See section 5.5) and scheduled for regular, mandated sessions with the Mental Health Counselor in the event they remain enrolled with the College. A safety plan is put in place.
18. Once student is released from hospital, student should remain in care of parents until:
  - Student has been assessed by the SSOC or documentation from other medical professionals, hospital, etc. has been received.
  - A safety plan addressing the impact on community in addition to harm to self and ongoing campus status has been discussed by the SSOC.
  - College professionals have met with student/parent(s)/guardian(s) to discuss status of student, facts of situation, concern for student and safety plan.
  - If there is concern regarding student remaining on campus, Crisis Management Team makes recommendations/discusses situation with Executive Team.
  - If decision is that student is not safe to remain in school, Dean of Program & Curriculum Development, upon conferring with SSOC, relays decision to student and remains available for a discussion of facts, status, community implications, safety plan and resources associated with administrative mandate for student to be medically withdrawn from school.
19. If a medical withdrawal is not recommended and the student remains on campus, the SSOC follows up with student regarding general well being, progress and safety plan concepts.
20. Member(s) of the SSOC follow(s) up with friends, community impacted by behavior as needed.
21. If student does not remain in school, Crisis Management Team sends letter (authorized by Dean of Program & Curriculum Development) summarizing concerns, as well as criteria to be met prior to re-enrollment at a later time.

## 1.11 EMERGENCY CLOSINGS

Notices of campus closures will be placed on the College's website. In the event that inclement weather, power/utility failure, fire, flood or some other "Act of God" keeps the College from operating, the College's website and voice mail recording will be updated to reflect closures. Students are encouraged to call the campus, 303.753.6046, and check the website for updates.

## 1.12 THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. FERPA rights apply to students who are in attendance at RMCAD, as well as former students. Students are "in attendance" the day they first attend a class.

### These rights include:

1. The right to inspect and review education records within 45 days of the date the College receives a request for access.

Students should submit written requests to the Office of the Registrar (1600 Pierce Street - Robinson Building, Lakewood, CO 80214) that identify the record(s) they wish to inspect. The Office of the Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of their education records if the student believes them to be 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.

EXCEPTION 1: 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, research or support staff position (including law enforcement unit personnel); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees or the Board of Directors; a student serving on an official committee, such as a disciplinary or grievance committee; or a student 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.

EXCEPTION 2: Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

EXCEPTION 3: Rocky Mountain College of Art + Design may release the educational records of a student to a parent, provided the student is claimed as a dependent for tax purposes and the individual seeking education records meets the definition of "parent" under FERPA. Under

FERPA, a “parent” is defined as “a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.” Parents are required to submit a copy of their most recently filed federal income tax return. Copies must include the signature of one or both parents and the student’s name must be indicated as a dependent on the return. A new release will be required each term; the release must be obtained from, completed and filed with the office of the Registrar 1600 Pierce Street - Robinson Building, Lakewood, CO 80214.

EXCEPTION 4: In accordance with FERPA, the College will disclose to third parties information from the educational records of a student provided the information is disclosed due to an “articulable and significant threat to the health and/or safety of the student or other individuals.”

EXCEPTION 5: As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

1. Federal law permits a student’s parent(s) or legal guardian(s) to be informed regarding the student’s use or possession of alcohol or a controlled substance if there has been a determination by RMCAD that the student’s use or possession of alcohol or a controlled substance constitutes a violation of RMCAD rule or regulation and the student is under 21 at the time of the disclosure to the parent(s) or legal guardian(s)
2. The right to file a complaint 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, DC 20202-4605

**What is DIRECTORY INFORMATION?**

Under the terms of FERPA (section 99.37) “an educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency of institution of:

1. The types of personally identifiable information that the agency or institution has designated as directory information;
2. A parent’s or eligible student’s right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and
3. The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information.
4. Rocky Mountain College of Art + Design has established the following as directory information:
  - 1. Student’s name
  - 2. Student’s address
  - 3. Student’s phone number
  - 4. Student’s home town
  - 5. Student Identification Number
  - 6. Name of student’s academic advisor
  - 7. Full-time/part-time status
  - 8. Number of credit hours enrolled
  - 9. Dates of attendance
  - 10. Academic class
  - 11. Photographs
  - 12. Email address
  - 13. Previous institutions attended
  - 14. Major field of study
  - 15. Awards
  - 16. Honors
  - 17. Degree(s) conferred
  - 18. Past and present participation in officially recognized sports and activities

**PLEASE NOTE:**

Students are given the opportunity to restrict directory information. As a result, it is RMCAD’s practice not to release any information, directory or non-directory, without first checking with the Office of the Registrar.

The student should carefully consider the consequences of any decision to withhold directory information. Regardless of the effect upon a student, RMCAD assumes no liability that may arise out of its compliance with a request that such information be withheld.

It will be assumed that the failure on the part of a student to request the withholding of directory information indicates the student’s consent to disclosure. A student may request the withholding of directory information at anytime by submitting a written request to: RMCAD/Office of the Registrar 1600 Pierce Street-Robinson Building, Lakewood, CO 80214.

College personnel may use a student’s records only in conducting their normal business. They may not disclose non-directory information to third parties without written consent from the student.

Financial aid providers and auditors may see student records only to determine and enforce the terms of financial aid.

In the case of an emergency, confidential records may be released to protect the health and safety of students and others.

**1.13 FIREARMS, EXPLOSIVES, WEAPONS**

Possession of firearms, explosives or other weapons, and unauthorized use of dangerous chemicals or substances on College premises, is prohibited. Possession of weapons, including concealed weapons for which a permit has been obtained, is prohibited on RMCAD premises. This includes parking lots, off-campus College events or while representing the College.

### **1.14 GAMBLING**

Gambling, for money or stakes, is not permitted on College premises or off campus at College events. Using College-owned or -controlled technology equipment for gambling is prohibited. Students and student organizations involved in gambling-related incidents may face legal and disciplinary actions.

### **1.15 HEALTH HAZARDS IN THE ARTS**

Health hazards are inherent in some art-making processes. Students should be aware of the health hazards involved in the use of certain art materials and take measures to protect themselves from hazardous materials. Studio coordinators maintain and update Material Safety Data Sheets (MSDS) for substances and materials that the Health Department provides. For all other substances, students must provide the Instructor with an MSDS for any material or substance that the student brings on campus. These sheets describe the health hazards as well as recommended safety precautions for each substance.

### **1.16 MODELS**

Models being utilized or photographed on campus, including use in classrooms, and/or studios must be 18 years of age and are required to complete a RMCAD model release form at the TECHBAR. The model is required to provide the TECHBAR with a government issued ID which will be photocopied and filed with the completed release form. This policy also applies to RMCAD students being used as models. For sensitive material (such as nudity) a "Model in session. Do Not Enter" sign must be displayed on the exterior of the studio door (sign provided by the TECHBAR). For models under 18, the parent or guardian must complete the release form and must be present for the duration of the model's utilization on campus.

### **1.17 PARENT AND GUARDIAN INFORMATION/ STUDENTS' PRIVACY**

Rocky Mountain College of Art + Design is committed to protecting the privacy rights of its students, and communicates directly with students on matters that affect their college careers.

The Federal Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. FERPA requires that the College not release protected information, including grades and other academic records, to a third party, including parents or guardians, without the student's written and specific permission. In addition, RMCAD policy requires that both the College and parents or guardians communicate with students directly, rather than through intermediaries.

Sometimes parents or guardians have concerns about their student. In such cases, RMCAD personnel may discuss general policies and procedures, as well as suggest questions they may wish to ask their student. RMCAD personnel can also let the student know of the concern.

If parents or guardians have questions or concerns about a student's academic record they should contact the Director of Academic Advising or the Registrar; College policy precludes parents or guardians communicating directly with members of the faculty or Department Chairs. Questions about financial concerns should be addressed to the Financial Aid Office or the Business Office. Other questions about a student's life and progress at RMCAD should be directed to the Director of Student Success.

### **1.18 PARKING**

RMCAD, one of the most intimate campuses in Colorado, provides free student parking in three designated lots.

Tickets are issued for unauthorized vehicles and for vehicles parked in unauthorized areas, parking lots or parking spots. Parking areas designated as "reserved" or "faculty/staff" are reserved for faculty and staff only. RMCAD visitor parking areas are also off limits for student parking. Work Study participants do not qualify for parking in faculty/staff lots.

All student vehicles must display a valid RMCAD student parking pass hanging from the rearview mirror.. Student parking passes do not expire.

Students must stop by the Reception Desk in the Texas Building during the first week of each fall term, or the term in which they begin at RMCAD, to complete a vehicle registration form and to pick up their RMCAD student parking pass. Students must update their vehicle record when they change vehicles. Students may register up to two vehicles. The vehicle may be towed off campus at the owner's expense by a third party towing company unless parking tag is visible. Temporary, date-specific "visitor" passes are available for RMCAD guests. RMCAD visitors should pick up and display a date-specific visitor parking pass at the Reception Desk when they arrive on campus and sign in. Visitors to the Philip J. Steele Gallery and the Rotunda will receive special visitor parking pass that are valid for that lot only. Any vehicle parked in the fire lanes will be towed.. Any vehicle parked in handicapped spaces not displaying a handicapped placard is strictly prohibited. Vehicles will be towed at owners expense.

### **1.19 PETS**

For health and safety reasons, pets of any kind are prohibited on College property. Service animals for individuals with disabilities are permitted.

### **1.20 PUBLICATION, INTELLECTUAL PROPERTY & PERPETUAL LICENSE**

Student agrees to grant Rocky Mountain College of Art & Design (RMCAD) perpetual license to all materials including but not limited to art, i.e.: paintings, drawings, design, illustration, animations, character design, images, video, film, computer media, audio recordings, and other creative work created in the course of a school project or activity. Use of these materials by RMCAD will be limited to promotional and education activities for the benefit of the school and its students and not for any commercial use whatsoever. STUDENT furthermore agrees to grant RMCAD the right to use his or her likeness and/or voice in RMCAD advertising or promotional pieces. Students who do not wish to have their likeness and/or voice in RMCAD advertising or promotional pieces must submit advanced written request to the Office of Registrar located at: 1600 Pierce Street - Robinson Building, Lakewood, CO 80214.

Throughout the year, the College also photographs campus activities for publication and public relations purposes. Students who do not wish to have their photographs published must notify the Office of the Registrar in writing.

### **1.21 PUBLICITY, POSTING AND LITERATURE DISTRIBUTION**

RMCAD requires that posting of promotional materials (poster, fliers, etc.) and/or distribution of literature on campus conform to the following guidelines:

1. Notices posted in RMCAD buildings may promote RMCAD-sponsored activities, educational opportunities and employment only.
2. Notices promoting the sale of goods or property, or services that compete with the College, are not permitted.
3. Notices of "general student interest" (e.g., room for rent, bicycle for sale, etc.) may be posted on the bulletin boards near the student lounge and/or near the Underground Café.
4. Notices must be posted on bulletin boards only and a limit of one notice per bulletin board is permitted. Notices are not to be taped or tacked on doors, mirrors, elevators, painted walls, fire escapes, windows, fences, lampposts or trees.
5. Notices are not to be left on desks, on the Reception Desk counter or affixed to vehicles parked on RMCAD premises.
6. All notices must be removed by the posting organization/ department within 24 hours after a scheduled event, with the

exception of weekend events. In the case of weekend event, the notices must be removed by 5 pm on Monday.

7. Notices that are defaced may be removed from bulletin boards at the discretion of staff or faculty.
8. The sponsoring organization/department assumes the responsibility that all its notices will be posted and removed according to these regulations. Notices must clearly state the name of the sponsoring organization/department.
9. Posters, fliers or emails advertising any activities at bars, restaurants or other establishments serving alcohol are not allowed to be posted on campus; unless it is an event sponsored by a club or organization and the event is recognized by the College.
10. Distribution of handbills, newspapers, fliers or publications not produced by RMCAD is not allowed on campus unless prior permission is given by the Campus Operations Department.
11. RMCAD reserves the right to remove any items not in keeping with the institution's goals, philosophies, or policies and procedures. RMCAD further reserves the right to remove any items which violate any local, state, or federal law. Questions about this policy should be directed to the Senior Manager of Operations at 303.962.7916.

### 1.22 RECORDING OF CONVERSATIONS OR IMAGES

The tape, video or digital recording of any conversations, including those in person or otherwise, that occur between faculty, staff, students or visitors to the College, is prohibited unless all parties agree to the recording. The use of electronic devices (such as cell phones) for the purpose of photographing images or people is prohibited without the person's prior consent. Utilizing these devices in a manner which violates the academic integrity policy is prohibited. Photographing individuals in secured and/or private areas is prohibited. Recording in the online learning environment without the awareness and consent of all involved individuals is prohibited.

### 1.23 SEXUAL HARASSMENT

RMCAD's ability to achieve its mission and provide quality educational services is dependent on the cooperative efforts of its staff, faculty and students. For cooperation to exist, an atmosphere of professionalism, marked by mutual trust and respect, is essential. It is imperative that members of the RMCAD community be able to pursue their scholarly, creative and occupational endeavors in reliance on those common attributes. That atmosphere is damaged whenever the expectation of trust and common interest is abused in pursuit of personal interests that are not in concert with the interests of the College or the best interests of co-workers and fellow students.

In addition to Section 1.9 above, It is the policy of RMCAD that no member of the RMCAD community - students, faculty, administrators, staff, vendors, contractors, or third parties - may sexually harass any other member of the community. Sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature constitute harassment when any of the following occurs:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or

Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive is an intimidating, hostile, or offensive employment, educational, or living environment.

### Some examples of sexual harassment may include:

- Pressure for dating, romantic, or intimate relationship;
- Touching, kissing, hugging, or massaging;
- Pressure for forced sexual activity;
- Unnecessary references to various parts of the body;
- Remarks about a person's gender or sexual orientation;
- Sexual innuendos or humor;
- Obscene gestures
- Sexual graffiti, pictures, or posters;
- Sexually explicit profanity;
- Stalking or cyberbullying;
- Email and Internet use that violates this policy;
- Ssexual assault.

Any person or entity that engages in sexual harassment will be subject to discipline or sanction, in accordance with the policies and procedures of the institution.

Students are required, as a condition of their enrollment at or participation in activities of RMCAD, to abide by this policy statement and prohibitions against sexual misconduct contained in the Student Code of Conduct. Students have the right to be free from sexual harassment during the pursuit of their educational and social activities at RMCAD. Students are encouraged to report incidents of sexual harassment to the Director of Student Affairs.

Individuals who believe they have been the subject of sexual harassment may obtain redress through the established procedures of the College. Complaints about sexual harassment will be responded to promptly. Confidentiality will be provided to the extent possible. Clubs, associations and other organizations (and their members) affiliated with or partaking of the benefits, services or privileges afforded by the College are required to abide by this policy in the conduct of their College-related programs and activities.

#### 1.23.A Reporting

To report any instances of Harassment and/or discrimination you may contact:

Academic Dean - 720.525.7102  
1600 Pierce Street - Robinson Building  
Lakewood, CO 80214

The Director of Student Affairs (Title IX Coordinator) - 303.999.5468  
1600 Pierce Street - Rotunda Building, Lakewood, CO 80214  
The Mental Health/Personal Counselor - 303.225.8573  
1600 Pierce Street, Lakewood, CO 80214

### 1.24 SHOP SAFETY

ALL students must pass a written safety exam and follow all shop rules. Students taking vital medications, which may affect their ability to use shop tools and machines safely, are strongly encouraged to volunteer a list of these medications. To ensure privacy, students are asked to place and seal the list in an envelope with his or her name written on the outside. Students may give the envelope directly to the shop manager, course instructor, or place it in the Carpenter drop box. The information in this envelope will be revealed only to a first responder/paramedic and faculty and/or shop manager in the case of a medical emergency.

### 1.25 SMOKING

Smoking is prohibited in RMCAD buildings. Smoking on campus is ONLY permitted in the two designated smoking spots, one behind the EPiC building and the second next to the Texas building. Smoking on campus anywhere outside of the designated smoking areas is prohibited. Smoking is also permitted in personal vehicles, however, no cigarette butts may be thrown on the ground in parking lots or any other part of RMCAD property. Please be sure to always dispose of all

cigarette remains in appropriate waste areas.

Tickets will be issued to any student, faculty member, staff or guest who does not comply with the smoking policy. A tobacco use ticket represents a violation of the RMCAD smoking policy and will be added to the student's bill.

## 1.26 SOCIAL MEDIA

Social media are media for social interaction using electronic, web based technologies to communicate user-generated content and interact with others engaged in the same or similar activities. Social media include, without limitation, LinkedIn, Twitter, Facebook, YouTube, Instagram, Flickr, Vine, and MySpace. Students must follow the same behavioral standards online as they would in other forms of communication. The College Code of Conduct, laws, ethical rules, professional expectations, and guidelines apply online. The following guidelines must be observed at all times:

**COPYRIGHT:** Recognize and respect others intellectual property rights, including copyrights. Never use more than short excerpts from other's work, and always attribute content to its original source.

**RMCAD IMAGE:** Do not use RMCAD's logos or any other university images on personal social media sites. Do not use RMCAD's name to promote a product, cause, or political party or candidate.

**RMCAD AFFILIATION:** If you identify yourself as a member of the RMCAD community on any site, either directly or by implication, do not state or imply that you speak for the College unless you have been given express permission to do so. In any communications in which your affiliation with the College is apparent, you must state explicitly that any views you express are your own and do not represent the views of the College.

**RMCAD PROPERTY:** College computers are considered a college resource; any posts you create, including posts on personal or pages unrelated to the college and/or accounts, using college property or while on college grounds must adhere to the College Code of Conduct.

**OBJECTIONABLE OR INFLAMMATORY POSTS:** Do not post anything profane, obscene, threatening, harassing, discriminatory, abusive, hateful or embarrassing to another person or entity. Such conduct is subject to RMCAD's Code of Conduct and anti-discrimination and anti-harassment policies.

**NON-DISPARAGEMENT:** Do not make false, misleading or defamatory statements about RMCAD, its faculty, staff, students or competitors.

**DISCLOSURE OF PRIVATE MATTERS:** Do not disclose private facts about RMCAD or its faculty, staff, students or competitors. This includes conversations or statements the parties intended as private, and disclosure of internal management, operational and personnel discussions communicated to limited audiences in the course of operating the College.

**TERMS OF USE:** Read, know and comply with the terms of use of any sites you use.

Any violations of this policy may, in the discretion of the College lead to disciplinary action, up to, and, including expulsion.

## 1.27 SOLICITATION

In order to preserve the integrity and enhance the mission of the College, this policy has been developed to clarify and provide guidelines for any activities that may be interpreted as solicitation on campus.

As used in this handbook, solicitation is defined as any form of communication or distribution of material that is a request to buy, sell or rent anything; a request for a gift or contribution; any

form of political campaigning; or an appeal to support or join an organization other than an officially recognized College organization. Officially recognized College organizations include those that have been approved by the Student Government (SG); those that are a department within the College; the Alumni Association; the Philip J. Steele Arts Education Foundation; and those professional organizations that are recognized and supported by a specific academic department. Only officially recognized College organizations may solicit on campus for causes that advance the mission of the College as a whole, support their own activities or support specific charitable community events. All solicitation materials must be approved by the Marketing Department and clearly indicate which officially recognized College organization is supporting that cause or event.

Organizations with a mission and purpose related to the visual or performing arts may request that their events be advertised at RMCAD. The event must be related to and support education in the arts. These organizations must request approval from the Campus Operations Department.

Members of the campus community may request that items that they have for sale, lease or rent be advertised only on specific College bulletin boards designated for this purpose.

THE COLLEGE RESERVES THE RIGHT TO MONITOR AND REMOVE POSTINGS OR OTHER FORMS OF SOLICITATION WHICH DO NOT COMPLY WITH THE PARAMETERS LISTED HERE, OR AT THE DISCRETION OF THE MARKETING DEPARTMENT.

## 1.28 STUDENT EXPRESSION

As a community dedicated to visual art and design, RMCAD places great value on free expression and discourse. Through its curriculum and related programs, the College seeks to create an atmosphere that encourages and supports intellectual and artistic freedom; both outside of the classroom and gallery setting as well as within. Therefore it is the purpose of this policy to provide a guiding framework for student expression outside of the classroom and gallery setting, where the capacity of faculty and staff to maintain direct oversight is lessened.

To this end, the College fosters ongoing discussion about the larger ethical and legal issues related to artistic and creative expression, and looks to resolve conflicts over the application of this and any related policy through established resolution procedures outlined in this section. The College seeks to balance individual freedom of expression with the need to maintain a safe, secure and productive community that is conducive to fulfilling its educational mission.

### 1.28.A Demonstrations

RMCAD, as an educational institution, strongly supports the tenets of free speech by all members of the College community. Students are free to express opinions publicly and privately so long as the expression does not disrupt classes, special events or other normal functions of the College and surrounding community. RMCAD strives to promote intellectual and artistic inquiry and exchange in a respectful and civil manner. The safety of all demonstration participants, College community members and other involved persons is of the utmost importance.

Students may not demonstrate during any special events, including but not limited to Student Activities, On Campus Exhibitions, Student Organization Events and other College Community or Academic Events. Demonstrators may not threaten or inflict harm or violence to themselves or others; may not make personal physical, verbal or emotional attacks on members of the RMCAD community; and may not conceal their identity. Demonstrations may not inflict damage to College or personal property. Participation is limited only to current members of the RMCAD community.

When expected participation exceeds 20 people, the demonstration organizers are responsible for notifying the Director of Student Affairs in advance so that appropriate safety precautions can be taken.

### **1.28.B Art, Installations and Performance Art In Public Space**

Student work that is created in or for a RMCAD class must be displayed or installed in the classroom spaces according to the Department Chairs' direction. All interior and exterior installations that are not part of a RMCAD class, or installations or art that may be placed on buildings or on the grounds, must be approved by the Student Installation Committee through the Student Installation Application process.

The "Student Installation Application" can be found by contacting your Department Chair or the Gallery Director.

The application is for submission of a proposal to install artworks on the RMCAD campus in a public space. Public space is defined as any space on the RMCAD campus - inside or outside of buildings - that is not contained as classroom, student studio or gallery space. This includes, but is not limited to, hallways not designated for a specific department; space within buildings not designated for classes, restrooms, lounges, fields and grounds; building exteriors; the Café; the network and shared computer systems; and parking lots.

The Student Installation Committee meets to review applications. All approved projects must abide by the student handbook guidelines as well as American with Disabilities Act (ADA) and Lakewood Fire Code. Please note that:

1. All proposed installations must have a faculty sponsor. Faculty sponsors acknowledge this role by signing the signature page on the application.
2. In addition to the application form, a complete application must include an image or sketch.
3. All proposals must be typed; no handwritten applications will be accepted.
4. Evaluation of the applications includes health issues, safety issues, the potential for property or environmental damage, building, fire, ADA, student handbook codes, and any other relevant local, state, or federal law or regulation.
5. The piece must be removed by the date approved. The space is to be restored in as good, or better condition than you found it. Pieces left after the indicated end date will be discarded by maintenance and you will be billed for time and materials.
6. A flat fee of \$75.00 will be imposed upon students who fail to clean up their belongings by the agreed date. Any work abandoned in campus buildings or on campus grounds for over 7 days will become the property of the Rocky Mountain College of Art + Design. Additionally, any student who fails to fully de-install their work from a campus space will be fined \$35 per day for the labor necessary to remove the belongings and/or restore the space to its original state.
7. Students must allow for two weeks to process your paperwork in light of the following Process:

Process for requesting a Student Installation at RMCAD:

1. Fill out the application on the following application and sign.
2. Obtain faculty sponsorship and approval.
3. Submit to [pjsgallery@rmcad.edu](mailto:pjsgallery@rmcad.edu)
4. You may be contacted via email if any questions or conflicts come up in examination of your proposal application.
5. Once your proposal is approved by the committee you and your faculty sponsor will receive an email of acceptance with installation and de-installation dates.
6. Pick up required Student Installation display label from the Reception Desk in Texas.

Install your art!

The College reserves the right to regulate work displayed in public space and remove work at the discretion of the institution. Student work may also be subject to disciplinary action for any violations of the Student Code of Conduct outlined in this handbook in Section 4.2, below.

The following are not permitted in public spaces: profane language; pornography; violence or work depicting violence; physical, verbal or emotional attacks on members of the RMCAD community; work that victimizes individuals or groups based on gender, race, ability, sexual orientation, religion, or any other legally protected class; or work that could be perceived as harrasing or hostile. Additionally, work is not permitted in public space that exposes others to hazardous or offensive materials or creates a disruption or disturbance to normal College functions.

### **1.28.C The RMCAD Student Expression Wall**

To be bestowed annually upon the incoming spring class, the Expression Wall serves as a perpetual collaborative art piece for the student body. Each spring, summer, and fall, students may create works of art on the wall, which will be photo documented as testament to their time at the college. Then, each spring the wall will be painted white once more, in a symbolic passing from upperclassmen to the new incoming students.

Students must adhere to the RMCAD Student Code of Conduct and respect the work of fellow students. Material must be non-toxic and environmentally safe. Work must be two-dimensional and rest flat against surface of the Expression Wall. The RMCAD Student Expression Wall may not be damaged or dismantled.

### **1.29 STUDENT WORK**

A flat fee of \$75.00 will be imposed upon students who fail to clean up their belongings by the last day of each term. Any belongings abandoned in campus buildings or on campus grounds for over 7 days will become the property of the Rocky Mountain College of Art + Design.

Additionally, any student who fails to fully de-install their belongings from a campus space will be fined \$35 per day for the labor necessary to remove the belongings and/or restore the space to its original state.

### **1.30 TELEPHONE MESSAGES**

The staff at the Reception Desk will take messages if calls are received for students and then will attempt to reach the student through the RMCAD email system. Only in emergency situations will staff attempt to locate students on campus to deliver a message.

### **1.31 VISITORS**

All visitors to campus must sign in and out and obtain a visitor badge at the Reception Desk located in the Texas Building. Visitors wishing to park on campus must comply with the visitor parking policy (see Section 1.18 of this handbook). Students hosting visitors on campus take responsibility for the actions and conduct of their guests.

## SECTION 2: RMCAD ONLINE

### 2.1 RMCAD'S ONLINE CLASSES AND PROGRAMS

RMCAD holds its online programs and classes to a high standard and expects online students to meet the same learning outcomes for online as for ground classes. While there are some specific guidelines for students taking online classes or enrolled in an online program, the rules, policies, and procedures detailed in this handbook apply equally to online and ground.

All classes are situated in different media; just as ground classes taught in different rooms on campus create different logistical demands, online classes are contextualized in a different medium. All classes at RMCAD are held to high academic standards regardless of where and how they are taught. As such, online programs and online classes should not be thought of as easier or less involved than any other type of class context.

### 2.2 TECHNOLOGY

RMCAD's online classes are housed in a software system called a Learning Management System (LMS). The LMS is a system that organizes courses, houses the content for courses, and provides a space for students to interact with faculty and other students. In a sense, the LMS is the building in which the classes are held. The access point for the LMS is a secured webpage that requires all users to log in. Once in, students are able to see their classes and the content of the classes.

While a great deal of communication between students and faculty happens in the LMS, other software will sometimes be required for communications. RMCAD's email system is the most important one and students must be able to access their RMCAD email (@rmcad.edu) to communicate with faculty. Occasionally other software such as Citrix GoToMeeting will be needed for presentations and web conferencing.

The ability to work with a group of geographically dispersed people is an important skill in today's workplace, and to help develop students' skills in this area some online classes have group assignments. Students are encouraged to use whatever additional software they need to facilitate group meetings and communication, such as Skype, G-Chat, or Google Hangouts.

### 2.3 STARTING OUT

#### 2.3.A. Orientation

Before incoming students can take online classes they must complete the online orientation class. This class runs prior to the start of every term and helps students learn to navigate the LMS and other systems. Students only have to take this class once. Any problems with online orientation should be addressed immediately. Technical issues should be reported to RMCAD GO and questions about content should be directed to the facilitator of the orientation class.

#### 2.3.B. Technical setup

Students must be able to meet the minimum technical requirements listed in the Catalog in order to participate in online classes.

Technical Requirements:

- A secure, reliable, broadband internet connection;
- A download speed of 15 Mbps or higher;
- A short ping time to prevent pages from timing out; The Gearbox computer or a computer that meets the technical, software, and hardware requirements of the program of study.

Sometimes technical issues with the LMS or other software can be easily solved by updating plugins like Flash and Java or by trying a different web browser. Firefox, Chrome, and Safari all work well with the LMS and other RMCAD systems.

Students should contact RMCAD GO for any technical issues they experience in the LMS. Issues that prevent a student from completing assignments and discussions should be reported to RMCAD GO first, and if they cannot fix the problem immediately, the student should contact their instructors and apprise them of the situation.

Technical issues are not excuses for missing assignments. It is the responsibility of the student to work to resolve issues quickly using RMCAD's resources. Keeping in contact with the faculty will help ameliorate concerns about late work. Students must understand that resolving problems such as these requires effort on their part and a willingness to work professionally and constructively with the technical support team, faculty, and staff. In online communication and problem solving, students must adhere to all tenants of the Code of Conduct.

### 2.4 PARTICIPATION AND ATTENDANCE

Learning is a social process and only by participating in discussions and groups will students develop their critical thinking skills. The same rule applies for ground and online courses; in the online courses, participation in class is marked particularly in the discussion boards. Lack of participation will lower students' grades and reduce the likelihood of passing the class.

### 2.5 ATTENDANCE

Attendance in online classes is taken differently than in the ground classes. Faculty enter attendance for a week at a time. Substantial posts in the classroom discussion forum count towards attendance. Students must post in the discussion boards to be marked present for the week. During the first week of classes, students must post their introduction before Wednesday or they will be administratively dropped from the class.

### 2.6 DISCUSSION FORUMS

The discussion forums in the LMS are the main source of student-student and student-faculty interaction and are a key part of the online learning experience. The forums are asynchronous meaning that people do not have to check into the forums at a schedule time. For undergraduate classes, students must make one substantial post to the discussion forum by Tuesday and reply to at least two other students by Saturday.

### 2.7 SYNCHRONOUS COMMUNICATION

Students are encouraged to talk to their instructors live whenever possible. Faculty post office hours in their classes and will be available for calls and web conferencing during those times and by appointment. Sometimes synchronous sessions are required, such as capstone presentations, and these will be scheduled at a mutually acceptable time.

### 2.8 CAMPUS CLOSURES

RMCAD's online campus does not observe the same campus closure schedule as the ground campus; events that may close the ground campus do not necessarily close the online campus. When in doubt, students should contact their instructors about course requirements if a question arises about a campus closure.

#### 2.8.A. Holidays

During the American national holidays of New Years Day, Martin Luther King Day, Memorial Day, Independence Day (July 4), Labor Day and Thanksgiving plus the Friday after, online students should assume that their instructors are unavailable for those days. Likewise, faculty should expect students to be away those days and adjustments to assignment deadlines will be communicated by the faculty members to the students. Students should also expect campus resources (academic and financial aid advisors, registrar, department chairs and heads, and others) to be limited or unavailable during these holidays.

#### 2.8.B. Campus Closures Due to Weather

Snow, extremely heavy rain, storms, and other acts of nature will sometimes close the college campus (see Section 1.10 Emergency



Closings). Students should consider RMCAD's online campus open during these times, but be understanding of delayed responses from the services located on campus (SLC, Registrar, Advising, Financial Aid, Counseling). Faculty will be available for students during these types of campus closures but may have delayed responses as well.

### **2.8.C. System Outage**

No computer system runs perfectly all the time and as such some RMCAD services, such as the LMS, may experience planned and unplanned outages. Planned outages are typically scheduled at times when students are least likely to use the systems. Unplanned outages do happen and in these cases RMCAD staff will work diligently to resolve the issue. Students should pay close attention to their emails for notifications and updates about the outage.

Students should not assume a system outage if they cannot log in to the LMS or other services. Closing the browser completely (not just the window) and trying to log in again will sometimes help. If this does not work and the problem persists longer than 30 minutes students should call RMCAD GO.

## **SECTION 3: COLLEGE RESOURCES**

### **3.1 BOOKS + SUPPLIES**

#### **3.1.A Spectrum, the On-Campus Store**

The on-campus store, Spectrum, carries the majority of supplies necessary for classes and fuel to keep you going. We have combined the café and store into one convenient location! Now you can pick up your morning coffee and that item needed for class at the same time. We now have an online store for our remote student population. Please visit us at <https://spectrumrmcad.lightspeedwebstore.com> to order official RMCAD Merchandise to show your school spirit!

Spectrum's knowledgeable team will gladly assist students with any questions regarding art supplies. Some art supply items not carried in the store may be special ordered. A 75% deposit is required for all special orders. The Spectrum team takes into consideration frequently requested items and may begin to carry an item based on such requests. Please fill out this form to let us know about the items you would like to be considered for store inventory: <http://tinyurl.com/jx3bsxm>

Please keep in mind, not all items carried in the store are visible; simply ask store associates if there is an item that cannot be found. Spectrum accepts the following forms of payment: cash; personal checks from enrolled students in good standing; MasterCard, Visa, Discover or American Express; and Apple Pay Prepaid Student Store Accounts are also available. For details, contact the Spectrum staff. They can set up your pre-paid account today!

Most supplies required for the first day of class can be found at Spectrum. Instructors will inform students of additional materials needed for projects or assignments and labs. The hours of operation are posted on the doors of Spectrum. Spectrum is in the basement of the Texas building.

Merchandise purchased at Spectrum: A one-week return period applies for clothing and other non-course related merchandise. A full refund will be given in original form of payment if supplies are returned with the original detailed receipt within 30 days. No refunds without a receipt. Merchandise must be in original condition – Original package unopened, if applicable. Spectrum reserves the right to decline returns on items that do not have seals or are not easily discernible if the product has been used. We currently do not accept returns on web store purchased items.

#### **3.1.B Books and Supplies for Online and On-ground Courses**

All students are required to purchase required textbooks for their applicable courses.

### **3.2 THE RECEPTION DESK**

The Reception Desk is located inside the north entrance on the 1st floor of the Texas building and is staffed during normal business hours. The Reception Desk is the central hub for information and a variety of student and employee services.

Students can drop off pre-stamped mail, pick up lost and found items, communicate with Security or gather current information such as events, galleries and directions. Students can pick up booklets, pamphlets and other RMCAD and local information at the desk.

Students are urged to approach the desk with any questions. Students may also drop off class assignments and projects for their instructors. However, it is the student's responsibility to inform their instructor that a class assignment/project has been dropped off at the Reception Desk. All assignments/projects must be in an envelope or properly labeled with the student's and instructor's names. These assignments/projects will be placed in an internal mailbox or on a shelf in the mailroom by the Reception Desk staff member. Students may not access the campus mailroom.

The Reception Desk is staffed during normal business hours as well as limited hours on weekends during the academic year. To communicate with the Receptionists, chat or email [resources@rmcad.edu](mailto:resources@rmcad.edu).

### 3.3 CAREER + ALUMNI SERVICES

The Career + Alumni Services Office is a resource for students and alumni that provides information, strategies, skills, guidance, and support that will assist them in successfully meeting their career objectives.

The office also collaborates with employers developing mutually beneficial relationships resulting in internships and employment opportunities (part-time and full-time) for students and alumni. In addition, the office maintains a student's connection with RMCAD after graduation through Alumni Association services, programs, and events.

#### 3.3.A Career Empowerment

The following is an overview of just some of the lifelong services offered to RMCAD graduates free of charge. RMCAD students may also use any of these services while attending the college.

- Personalized one-on-one career coaching
- Cover letter and resume reviews
- Interview tips and evaluations
- Access to Career services software tools included in RMCAD's Career Services Portal-Passport (<https://rmcad-csm.symplicity.com>) Please contact Career Services for instructions on account activation.
- Job search tips, strategies, and planning
- Links to a network of employers and professional organizations
- Updated job openings, locally and nationally
- Networking events, Career Fairs, and guest speakers
- Career-related programming and workshops
- Internship opportunities
- Long- and short-term career planning tools

Please contact Career + Alumni Services to set up an appointment at [careerservices@rmcad.edu](mailto:careerservices@rmcad.edu).

#### 3.3.B Alumni Association

Membership in the RMCAD Alumni Association and related benefits are automatically granted once a student successfully attains graduate status.

Benefits Include:

- Free admission to all on-campus career workshops and events.
- Discounts at the RMCAD Supply Store and the bookstore
- Website (currently 5% off books and 10% off other supplies). Ability to audit (not for credit) RMCAD courses in your major with no tuition fees through the RMCAD Renew Program (some restrictions apply; please contact Career + Alumni Services for details).
- Access to RMCAD Research Library (some exclusions apply).
- RMCAD email address and access to the Alumni Dome, a community where you can get information on the Alumni Association, upcoming events and fellow alumni.
- Continued or new access to RMCAD's Career Services Portal-Passport. Please contact Career Services for instructions on account activation. Participation in alumni social media pages.
- Opportunity to exhibit work in the alumni gallery.
- Limited access to RMCAD computer labs for portfolio development. Access is only available during regular RMCAD business hours and a RMCAD Alumni ID (\$10 one-time fee) is required. Campus access and attainment of the Alumni ID must be coordinated through the Office of Career + Alumni services. Please note, NO work can

be done on campus for commercial purposes, financial gain, or professional outcomes; and alumni are not able to check out any equipment from the TechBar. Alumni are no longer permitted to work in the woodshops, ceramics studios (including work in the kilns), and printmaking studios. RMCAD is working to create partnerships with local companies so our Alumni will have those resources available again in the future.

### 3.4 COUNSELING

The College offers personal counseling to students on campus. Counseling is confidential, free of charge. The Counseling Office can refer students to external mental health facilities. Students should call the Counseling office to make an appointment.

### 3.5 DISABILITY SERVICES

In compliance with the Americans with Disabilities Act (ADA), and Section 504 of The Rehabilitation Act, the College affirms its commitment to seek to achieve reasonable accommodations for students who have documented disabilities. Prior to admission acceptance, the College will provide general information upon request.

Once enrolled, students are responsible for initiating a request for accommodations by disclosing their disability to the Student Disability Services ([sds@rmcad.edu](mailto:sds@rmcad.edu)) and providing the required supporting documentation. The Student Disability Services will provide additional information to students requesting accommodations, such as standards for required documentation and specific policies regarding use of accommodations. An individual's needs must be communicated to the Student Disability Services before accommodations will be made. For more details please review the complete Student Disability Services Handbook, available from the office of Disability Services.

#### 3.5.A Pets

A "pet" is any animal kept for ordinary use and companionship. Assistance animals (service and support), as defined below, are not considered pets. RMCAD specifically prohibits pets anywhere on campus with the exception of approved assistance animals for individuals with disabilities.

#### Assistance Animals

This policy applies to assistance animals that may be used by individuals with disabilities. The term "assistance animal" is the overarching term that refers to both service animals as well as support animals as defined below. Therefore, an assistance animal is an animal that either (1) works, provides assistance, or performs tasks for the benefit of a person with a disability; or (2) provides emotional or other type of support that alleviates one or more identified symptoms or effects of a person's disability.

#### Service Animals

A "service animal" means any dog that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the person's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition. Species other than dogs or, in some cases, miniature horses, are not considered service animals for the purpose of this definition of a service animal. Additionally, RMCAD cannot ask about the nature or extent of a person's disability to determine whether a person's animal qualifies as a service animal. However, when it is not readily apparent that a dog is a service animal, RMCAD employees may make two inquiries to determine whether the dog qualifies as a service animal, which are:

1. Is the dog required because of a disability?
2. What work or task has the dog been trained to perform?

A service animal must be housebroken (i.e. trained so that it controls its waste elimination, absent illness or accident) and must be kept under control by a harness, leash, or other tether, unless the person

is unable to hold those, or such use would interfere with the service animal's performance of work or tasks. In such instances, the service animal must be kept under control by voice, signals, or other effective means. RMCAD and SDS will assess requests for the use of miniature horses by people with disabilities on a case-by-case basis.

Requests should be submitted to the Student Disability Services (SDS) Committee and, consistent with applicable laws, RMCAD may make modifications in its policies to permit their use if they meet certain criteria and have been individually trained to do work or perform tasks for the benefit of people with disabilities.

### **Emotional Support Animals (ESA)**

An "emotional support animal" is an animal that provides emotional or other support that ameliorates one or more identified symptoms or effects of a person's disability. Unlike service animals, support animals are not required to be trained to perform work or tasks, and they include species other than dogs and miniature horses. Support animals are generally not allowed to accompany persons with disabilities in all public areas in the same manner that a service animal is allowed to. While support animals are generally not allowed in campus facilities or on the grounds, people with disabilities may request approval from the Student Disability Services office to have the support animal accompany them to campus. Such requests will be considered on a case-by-case basis consistent with applicable laws.

### **Guide and Hearing Trainees**

Colorado law states the following with respect to animals in training and will be allowed on campus:

§ 24-34-803. Rights of persons with assistance dogs  
A trainer of a service animal, or an individual with a disability accompanied by an animal that is being trained to be a service animal, has the right to be accompanied by the service animal in training without being required to pay an extra charge for the service animal in training in or on the following places or during the following activities:

- a. Any place of employment, housing, or public accommodation;
- b. Any programs, services, or activities conducted by a public entity;
- c. Any public transportation service; or
- d. Any other place open to the public.

### **Responsibilities of People with Disabilities Using Assistance Animals**

RMCAD is not responsible for the care or supervision of assistance animals. People with disabilities are responsible for the cost, care, and supervision of assistance animals, including:

- Compliance with any laws pertaining to animal licensing, vaccination, and owner identification;
- Keeping the animal under control and taking effective action when it is out of control; and
- Feeding and walking the animal, and disposing of its waste. RMCAD will not require any surcharges or fees for assistance animals. However, a person with a disability may be charged for damage caused by an assistance animal to the same extent that RMCAD would normally charge a person for damage caused. People with disabilities who are accompanied by assistance animals must comply with the same campus rules regarding noise safety, disruption, and cleanliness as people without disabilities.

### **3.6 EMAIL**

All students are assigned a RMCAD email account. Official college communication is conducted via the RMCAD email system, and students are required to check and use their RMCAD email account regularly. RMCAD email is accessible at gmail.rmcad.edu or from The Dome.

Each student is included in the RMCAD On-Campus or Online Student Body email list and in the appropriate major department list. Email addresses are the first name, a period, and the complete last name. The only exception to this would be in cases which would result in duplication. Assigned passwords are the first four characters of their email address followed by the last four digits of each student's ID number. Students should not correspond with faculty or administration using email accounts other than RMCAD's.

Students should not ever give out a username or password via email. The RMCAD IT Department will never ask for this information via email. Students who are unable to use or are not receiving RMCAD email should contact the TECHBAR immediately at 303.225.8529. RMCAD reserves the right to monitor emails for troubleshooting and violations of College policy, and by request from law enforcement.

## **3.7 STUDENT BANKS**

### **3.7.A Food Bank**

The College operates a food bank for all enrolled students. Students may select up to 5 items a week. Food items are free and the service is confidential. Students needing access to the Food Bank should see the Student Life Coordinator (303.225.8607).

### **3.7.B Supply Bank**

The college operates a supply bank for enrolled students. Students may exchange art supplies and materials. Art supplies and materials are free and confidential. Students needing access to the Supply Bank should see the Student Life Coordinator (303.225.8607).

## **3.8 GALLERIES**

Rocky Mountain College of Art + Design maintains four gallery spaces on campus, which provide the continuous display of diverse artwork for students, faculty, staff and the public. These exhibition spaces are open to RMCAD students, the regional art community and the general public.

The Philip J. Steele Gallery is located in the historic Mary Harris Auditorium Building on the east end of the RMCAD campus. The mission of the Philip J Steele Gallery is to enhance RMCAD's position as a place for current dialogues, using contemporary art as a vehicle for critical discourse. The Gallery presents exhibitions of challenging, educational, and historically significant art. As a publically open space, the gallery's exhibitions bridge the gap between the RMCAD community and the public. By providing direct connection to original artworks and focusing on relevant contemporary artists and their work, the exhibitions enliven the visual environment on campus and foster a culture of experimentation and change.

The Philip J. Steele Gallery is open Monday – Saturday, 11 – 4 pm, except on major holidays and during school breaks. Hours during the summer term are subject to change - please phone ahead to confirm. No admission is charged and group tours are available if arranged in advance by contacting the gallery director or the gallery coordinator. The exhibitions provide a public venue for learning by experience. Gallery talks often supplement the exhibitions by giving the public and the RMCAD community an in-depth look at the process and philosophy behind the work.

The Rude Gallery is located at the top of the stairs in the Rude building. This intimate gallery showcases student installations as well as works from faculty and regional artists.

The third place to find rotating exhibitions on campus is the Alumni Gallery. The Alumni Gallery is located in the Texas building lobby. This gallery exhibits the exemplary talent that springs from RMCAD from across all departments.

Students are encouraged to apply for exhibition space in the RMCAD Student Gallery which is located in the EPiC building on the East end of campus. To apply, email a proposal to the Student Installation Committee (pjsgallery@rmcad.edu). The proposal guidelines can be

found on The Dome under Form + Documents: Galleries. Additionally, the hallways of Shore, TriBoro, Neusteter, and the basement of Rude can be reserved through the installation application provided by the gallery coordinator. Contact [revans@rmcad.edu](mailto:revans@rmcad.edu) for a link to the guidelines and online application. The Gallery Director and Gallery Coordinator are also available to provide additional information about any of the College's gallery spaces or to answer questions.

### Graduation Exhibitions

Each term, all on ground students graduating with a Bachelor in Fine Arts degree have the opportunity to participate in an on-campus exhibit. This group exhibition is open to all of the college's departments (including animation, art education, commercial photography, fashion design, fine arts, game art, graphic design, illustration, and interior design). The Graduation Exhibition is college tradition and a privilege that brings all students, faculty, staff, and community together for a celebration of the talent and hard work of the students graduating with a BFA.

The graduation exhibition opens with a reception that is free and open to the public. The exhibition is open to the public for approximately two weeks. Gallery hours are Monday through Saturday from 11am – 4pm (summer hours may vary, please check [rmcad.edu/exhibitions](http://rmcad.edu/exhibitions) for the most updated information).

Students must attend the Mandatory Graduation meeting that is scheduled for the 2nd week of their graduating session and turn in all paperwork by assigned deadlines to participate. Please contact the Gallery Director/Coordinator or your Department Chair for the BFA Graduation Exhibition Handbook and/ or additional information.

### The Annual Student Exhibition

The Annual Student Exhibition brings all students, faculty, staff, and departments together once a year for a celebration of the talent and hard work of our students each March. The Annual Student Exhibition is a College tradition that has happened each spring since the College was founded in 1963.

All students who are enrolled are eligible and strongly encouraged to submit work. It is our largest exhibition of the year, consisting of work representing a wide diversity of media, content, and scale. The exhibition is a juried competition; student work is juried in categories against other work of the same level. Department Chairs with their respective faculty identify a panel of jurors and select the Best of Department Awards. Professionals working in the field who are not immediately affiliated with the College select the Gold, Silver, and Bronze Award winners. After work is selected the gallery staff curate the exhibit within the space.

Information about the process to participate in the exhibition is emailed to the Student Body each spring term. Please keep an eye on your inbox for details.

## 3.9 TECHNOLOGY REQUIREMENTS AND SOFTWARE ACCESS

As student success is of the utmost importance, RMCAD has set degree specific technology requirements. The most current technology requirements by degree program are listed on the website here: <http://www.rmcad.edu/admissions/technology-requirements> Please use these requirements as a guide when purchasing the hardware for your degree program.

Students are charged a technology fee, which includes access to specific applicable software for their degree. The school does not provide some of the program specific software; students are required to purchase this software on their own. New students are given access to provided software during the week after the add/ drop period has ended. An email will be sent to new students with instructions on downloading their software. If you have any questions about the software, please email [gearbox@rmcad.edu](mailto:gearbox@rmcad.edu).

## 3.10 HEALTH INSURANCE/MEDICAL SERVICES

RMCAD requires that all students enrolled in nine or more on-campus credits carry medical insurance coverage. Unless the online Health Insurance Waiver Form ([http://www.collegiateinsuranceresources.com/sip/health\\_ins\\_registration.asp?assnid=816](http://www.collegiateinsuranceresources.com/sip/health_ins_registration.asp?assnid=816)) and accompanying information about current external insurance coverage is provided annually, students enrolled for nine or more credits are automatically enrolled in the College-sponsored plan. Students who carry their own external medical insurance may waive the College-sponsored plan by submitting the online Health Insurance Waiver Form, along with the policy information about their external coverage. The waiver form must be submitted annually to waive the College-sponsored plan. All students enrolled in the College-sponsored plan are billed automatically in the fall and spring term for 12 months of coverage. Students registered for less than nine credits at the end of the add/drop period during the fall and spring terms may be ineligible for the health insurance plan and their student account will be adjusted accordingly. Refunds for health insurance fees will be subject to the College's tuition and health insurance refund policy, as published in this handbook.

Detailed information about the College-sponsored plan, including plan benefits and exclusions, is available on the student portal, The Dome, or through the Office of Student Accounts.

Nearby area hospitals and emergency rooms include:

### ST. ANTHONY HOSPITAL-CENTRAL

11600 West 2nd Place  
Lakewood, CO  
720.321.0000  
Just off Union on 2nd

### EXEMPLA LUTHERAN MEDICAL CENTER

8300 W. 38th Ave.  
Wheat Ridge, CO  
303.425.4500  
Between Wadsworth and Kipling on 38th Avenue

## 3.11 PROFESSIONAL ORGANIZATIONS

RMCAD students have the opportunity to belong to a variety of professional organizations. Students are encouraged to be involved with the following groups, as applicable for the individual program of study. Many of these organizations visit campus at the beginning of the fall term as part of the annual resource fair, or throughout the academic year.

- Association Internationale du Film d'Animation
- American Institute of Graphic Arts
- American Society of Interior Designers
- Art Directors Club of Denver
- Colorado Alliance of Illustrators
- Colorado Art Education Association
- Colorado Council of the Arts and Humanities International
- International Interior Design Association
- Museum of Contemporary Arts
- Denver Art Museum

## 3.14 SAFETY

RMCAD faculty and administrators exercise great care in regards to student safety and health. However they are not responsible for personal injury or contact with contagious illness that may occur on College property or in connection with a College sponsored event/activity, or in transit to or from a RMCAD scheduled class or event. Faculty and staff members who accompany student groups on field trips, cultural tours, and some social/cultural events are not responsible for the actions of students, personal injury or loss of property during a RMCAD sponsored/ approved trip or gathering or in any of the same that might occur in transit to or from the above.

All too often, people fall victim to crimes that could have easily been prevented by taking simple precautions. Below are several safety suggestions which the College encourages all to consider.

- Be aware of your surroundings. A confident, purposeful attitude may lessen the chance of being victim.
- Avoid dark streets. Walk on busily traveled and well-lit streets.
- Do not accept rides from strangers.
- Maintain a secure grip on your belongings.
- Walk near the curb and avoid passing close to shrubbery, dark doorways and other places of concealment.
- Have your keys ready so that your house or car door can be opened immediately.
- If accosted by someone driving a vehicle, leave the area in the opposite direction. Use a cell phone to call police or immediately go to the nearest residence or business to call for help.
- Do not post personal information, such as addresses and schedules, online on public websites
- Hitchhiking is extremely dangerous. Don't do it.

### **3.12.A Emergency Call Boxes**

There are six emergency call boxes located on campus.

They are located:

- In the Student Parking Lot
- In the Staff and Faculty Parking Lot
- Behind the Rotunda Building
- Behind the Boiler Room
- In the Texas Building Elevator
- In the Epic Building Elevator

*\*Call boxes should be used for emergency purposes only—they will ring directly to the Lakewood Police Department*

### **3.12.B Safety Escort**

The College provides a walking safety escort for students who are on campus after dark. To take advantage of this service, students should contact the Reception Desk or Campus Security to arrange for an escort to a vehicle parked on campus, another campus building, or the RTD bus stop located at the corner of Pierce and Colfax.

### **3.12.C Safety Reporting**

Upon observing suspicious or potentially dangerous behavior or persons, any member of the College community should call the authorities. Likewise, a report should also be made immediately with the Reception Desk or Campus Security.

The victim or observers should formally report all crime or safety-related incidents to the College. Students should contact the Campus Operations department to file an Incident Report. The College's Safety Committee reviews the Incident Reports.

In compliance with Public Law 10-542, the Federal Campus Security Act, RMCAD reports campus crime statistics annually and publishes the report on the College's website. Paper copies are also available to interested parties from the Campus Operations department. (See section 1.5 Campus Safety and the Campus Safety Report)

### **3.12.D Threats**

Students who are the victims of threats, or who observe threatening behavior, in emergency situations should dial 911. In addition, students should make a report immediately to the Reception Desk or Campus Security. Threats will be referred to the Student Success + Outreach Committee (SSOC), which will assess the situation and make recommendations regarding the safety concerns present. Consultation may also be sought from legal, health, and safety professional on a case-by-case basis.

## **3.13 STUDENT ACTIVITIES**

The Office of Student Life actively pursues the development of a positive, supportive and inclusive sense of campus community at RMCAD. Through programs, activities, events and organizations, the Office of Student Life strives to meet the social, intellectual and cultural needs of current students. To meet this goal, activities offered provide a diverse range of experiences for students. Students are highly encouraged to get involved and share their ideas for programs and activities. Students interested in providing input or planning activities should speak with the Student Life Coordinator.

### **3.13.A Student Government**

The Student Government is composed of all students attending Rocky Mountain College of Art + Design, represented by an elected Executive Cabinet and Senate. The Student Government works to support and improve the academic and social experience for the RMCAD student body. Executive Cabinet representatives are elected each spring and the Senate is elected in the fall to serve as the voting membership of the Student Government. The elected students represent their peers on matters that are brought to the attention of the Student Government including proposed programs and policies, departmental concerns, campus facilities and technology, and much more. The Student Government encourages all current RMCAD students to attend meetings and to bring ideas and concerns to the attention of the Student Government. Students interested in obtaining information about Student Government meeting times and locations, or who have other questions related to the Student Government, should contact the Student Life Coordinator.

### **3.13.B Student Organizations**

Students sharing common interests or hobbies can come together as recognized student organizations at RMCAD. Student organizations may be eligible to receive funds from the RMCAD Student Government and may plan events or programs for fellow RMCAD students. Organizations must be established for purposes that are legal, consistent with the educational aims of and mission of the College, and in accordance with the regulations, guidelines and policies of Rocky Mountain College of Art + Design and the Rocky Mountain College of Art + Design Student Government. Recognition of a student organization does not, however, imply College endorsement of the organization's purposes, nor does the College assume sponsorship of any of the group's activities on or off College property.

Student organizations which receive or utilize College resources (including, but not limited to, funding, technology and advisement) must operate and conduct themselves in line with all College policies, as stated in this handbook. Likewise, student organizations must operate in accordance with the mission and values of the College and may not intend to or actually do harm to the interests or reputation of the College.

Any RMCAD student can start working on the formation of a new student organization. Students who would like to start this process should meet with the Student Life Coordinator or attend a Student Government meeting to inquire.

### **Student Organization Event and Attendance Policy**

Any on ground RMCAD sanctioned student club or organization planning an event or activity for fellow RMCAD students must present their proposal before the Student Life Coordinator for approval. Outside visitors are not permitted to attend any student run club or organization, including alumni, and former employees, during the club or organization's regular weekly meetings, events, or activities, unless otherwise notified.

### **Alumni:**

Alumni wishing to participate in a RMCAD club or organization's event or activity must seek approval from the Student Life Coordinator prior to the event. Alumni will only be considered for approval providing they are in possession of a valid Alumni ID, and are in good standing with the college.

### **Guest Speakers:**

Guest speakers and educators may only be permitted to attend a student run club or organization if approved prior to the event or program in question, on the condition that they are hired from a professional outside resource and are considered a key component in the case of an event, presentation, or activity for educational purposes.

### **3.13.C Community Service**

Service to the surrounding community is important to RMCAD at many levels. Students are encouraged to participate in volunteer work that appeals to their specific interests and passions. Volunteer work is an excellent way to become involved with the College as well as the community outside of our campus. Volunteer work is an extremely rewarding experience that often leads to strong personal and professional connections. The Office of Student Life serves as a resource for students who have an interest in participating in community service projects. The Office of Student Life provides information about a variety of service projects; from a single day spent working to preserve Colorado's environment, to ongoing placements working with needy children. Additionally, the Office of Student Life sponsors group trips to local agencies that serve the Denver Metro community. These trips are designed to expose students to the diverse range of volunteer possibilities. Interested students should look for information about such projects via campus communication or inquire with the Student Life Coordinator.

### **3.14 STUDENT IDENTIFICATION**

All enrolled on ground students are issued a RMCAD student identification (ID) card. Photographs for student ID cards are initially taken during New Student Orientation and students are expected to retain the card for the duration of their enrollment at the College. Onground students should expect a \$10 replacement fee for new ID cards, which may be ordered through the TECHBAR. At the start of each academic term in which they are enrolled, students must obtain a validation decal from the TECHBAR to be affixed to the ID card. Students in financial arrears with the College may be denied the validation decal, and subsequently the privileges associated with the student ID card. A valid student ID card is necessary to check out technology materials from the TECHBAR and checking out books or other materials from the Library/Resource Center. Additionally, several art supply stores, museums, sporting venues, movie theaters and other business offer reduced rates or discounts for individuals presenting a valid student ID card.

### **3.15 THE STUDENT PORTAL**

All enrolled students have an online account with the College's student portal. The RMCAD student portal is accessible at studentportal.rmcad.edu. An initial registration is required. Students are responsible for reviewing the information stored in the student portal. Students are able to view and print many portions of their student records. The following is a list of information currently available to students:

- Academic forms
- Class schedule
- Grades (current and past terms; midterm and final grades)
- Billing information (current and past terms)
- Account holds
- Advisor assignment
- Financial aid award letter
- Financial aid missing documents
- RMCAD unofficial transcripts

Additionally, students will work with their assigned Advisor to register for classes using the student portal.

### **3.16 STUDENT STUDIOS IN SPIVAK**

All students are eligible for a Spivak studio space. The application and information is announced prior to the start of each term through student email and on The Dome.

### **3.16.A Spivak Studio Clean-Up**

At the end of each term, students must return their Spivak studio space and common areas to the condition they were in at the time of initial occupancy. Students who do not return their studio and/or common areas to the condition it was at the time of initial occupancy may be fined \$150.00 to their Student Account, or charged more if repairs for damages exceed \$150.00; their account may be put on hold, which may prevent registration for the next term and other restrictions; and they may not be recommended for future occupancy of Spivak studios.

### **3.17 RMCADGO/TECHBAR/TECHNOLOGY SUPPORT**

Students have access to multiple methods of technology support on campus.

Students enrolled in online courses are assigned the RMCADGO support network. RMCADGO supports RMCAD's learning management system (LMS), as well as provide support for laptops and front-end applications. They can be contacted by calling 888-RMCADGO (888.762.2346), or by email at: RMCADGO@rmcad.edu.

Students enrolled in hybrid or onground classes can utilize the TECHBAR. The TECHBAR is designed to be the first point of contact for hybrid or onground students requiring technical assistance with digital technology, software questions, wireless connectivity, email, student portal access, printing and any other technical needs. The TECHBAR is staffed during all open hours. Technical support is available by calling 303.225.8529, by email at TECHBAR@rmcad.edu or on the web at: support.rmcad.edu.

The TECHBAR also provides digital items such as digital cameras and digital video cameras on loan for hybrid or onground student checkout on a first-come, first-served basis. A current student ID must be shown, students must not have fines greater than \$30.00 and their account must also be in good standing. Fines are incurred for items turned in late.

### **3.17.A Technology Policies and Procedures**

The following technology policies are to be followed by ALL Students, Faculty, Staff, Alumni, and Guests of RMCAD. You will be held accountable for following these policies so it is important that you read and understand our policies regarding technology as you start your school year.

#### **Emergency Notification:**

All campus emergency notifications are sent via email, broadcasted over the phone system, and displayed on lab computer screens across the campus.

Students and Faculty may optionally have text messages sent to their cell phone by request. You can sign up for this service by signing into the student portal and clicking on MY INFORMATION > SMS.

#### **Computer Labs:**

There are many computers on campus for student use. If you encounter a class in session, please ask the instructor if you may work on a vacant workstation without disturbing the class. It is up to the instructor to allow you to work. Please respect the instructor's wishes. Students are welcome to use the labs with some recommendations and restrictions.

#### **Library and Resource Center (Tri-Boro):**

- No restrictions (Mac stations + 1 Windows Station)
- Shore Annex: Recommended for Illustration and Fine Arts Majors (Mac)
- Rude Garden Level: Recommended for Fine Art Majors (Mac)
- Rude Overflow Lab (RD003): Windows and Mac
- Animation Lab (TX006, TX004): Recommended for Animation Students (Windows)

- Stop Motion Lab (TX007): Stop Motion Animation Students (Windows)
- Game Art Lab (TX107): Game Art Students (Windows)
- Texas Overflow Lab (TX108): No restrictions Windows and 1 Mac
- Interior Design Lab (TX104): Restricted to Interior Design Majors
- Graphic Design Lab (TX204, TX205, TX222, TX223): Recommended for Graphic Design Majors (Mac)
- CAD lab (TX115, TX112): Restricted to Interior Design Majors (Windows)
- Epic lab (Epic205): No Restrictions (Mac)

Personal projects or belongings are collected from labs at the end of each week and either discarded or placed in "Lost and Found" located at the Campus Resource Center.

#### **Computer Lab Files:**

Personal onground student files for classroom use may be stored on the public data server "Galba." No files are "secure" since this is a public server. The address for Galba on Windows is \\galba using Windows Explorer or on a Mac at smb://galba from the Finder using GO > CONNECT TO SERVER.

- Students who use the "Student Data" Storage on Galba are required to use their folder created with their full name.
- Loose files or folders outside of students' designated folders are deleted regularly.
- Personal files stored on the school's server must not exceed 10 GB (Gigabytes) in size.
- You are encouraged to always make a personal backup of your work onto an external hard drive of your own purchase.
- The Data Server Galba is wiped clean of student data at the end of every term so please plan accordingly.

#### **Computer Lab Software:**

Some software is specific to course work. This includes animation software and AutoCAD software. These are enrollment-based applications that become available upon a student taking and completing the necessary classes. Please see the TECHBAR for details.

- Installing software OF ANY KIND is strictly prohibited as is un-installing existing software on Lab machines as well as booting a machine using a personal hard drive.
- Fonts are the property of the College. Do not copy fonts. Do not add fonts from home to a RMCAD workstation.
- Using school equipment for gaming, online gaming and questionable entertainment use is strictly prohibited. (Exceptions will include curriculum-based game design classes, school-approved LAN parties and gaming events approved by RMCAD IT Admin staff and Campus Operations.)
- Do not attempt to access secure areas of RMCAD's information network.
- Viewing content deemed offensive and which falls under RMCAD policy or local, state, or federal law as harassing or discriminatory to others is prohibited at RMCAD.
- It is unlawful for any person enrolled at RMCAD to use academic software to create for-profit media of any kind.
- Data on Windows computers is cleared when the machines are turned off. Data on Macs is cleared weekly. Students must back up their files on a portable hard drive or Galba.

#### **Computer Lab and Campus Guidelines:**

- Lab computer equipment is not to be modified. Do not unplug or change hardware in any way. This includes but is not limited to: power cables, monitor cables, keyboards, mice, network cables, speakers, and scanners. Do not remove chairs from labs.

- Food and Drinks are not allowed inside of computer labs except on designated tables.
- Computer labs and key areas of campus are under monitored and recorded surveillance.
- The acquisition, downloading, and illegal viewing of copyrighted material/content (i.e. illegally streaming movies, video, BitTorrent, etc.) using any RMCAD resources is prohibited. Violators will be subject to punitive action, up to, and, including expulsion.

#### **Equipment Checkout:**

- The TECHBAR offers many digital devices for onground student checkout, including digital and analog video cameras, digital SLRs, audio recording devices, lighting kits, tripods and more.
- Game Art equipment is only checked out to select students in the appropriate onground Game Art classes.
- Students must have a Student ID and current term TECHBAR sticker and have less than \$30 in late fines from the TECHBAR.
- By checking out any device, Students assume replacement/repair costs if the device is damaged, lost, stolen or missing any components.
- Items that are not returned within 15 days after their due date will incur a full retail replacement charge plus a service fee.
- Fines are \$5 dollars a day each day beyond checkout duration.

**Alumni actively enrolled in the RMCAD Renew Program are eligible to check out TECHBAR equipment with a special Alumni ID.**

#### **Printing:**

- Printers are located throughout the campus and computer labs, maps are located at each printer.
- RMCAD provided printing is considered an "at cost" printing solution. Initially all students are given \$1.00 for printing.
- Printing allotments carry over to the next semester.
- Additional money for printing can be added at the RMCAD Supply Store.
- Students are required to enter a username and password to print.
- RMCAD does not currently support color accuracy for color printing on any of the printers offered on campus. Please take this into account when designing and preparing final projects.
- At the end of the term printing gets very heavy and Murphy's Law takes effect. Allow time to use a service bureau like OfficeMax or Kinko's as a backup for final output. RMCAD has a discount with OfficeMax—see the TECHBAR for details.
- The TECHBAR offers 42" wide-format color printing and 36" wide-format color printing on Canvas. We require 72 hours for all orders. Students may pick up a printing form at the TECHBAR.
- Printing flyers on RMCAD copiers for non-RMCAD related events or for profit is prohibited.

#### **Sound Recording Studio and Turn-Key Stage:**

The sound recording studio and Turn-Key Stage are reserved for scheduled classes and reserved use through the TECHBAR. Students who wish to use either location outside of scheduled classes must complete the TECHBAR's training requirements.

#### **Laptops:**

Student and faculty use of laptops is encouraged with the following guidelines:

- All laptops must include current antivirus software and/or current security software updates to access RMCAD's network.
- Laptops may be used in labs but not at computer workstations during class time. Some classrooms have appropriate provisions for their use.

- Students may not use equipment or cables from a lab workstation for their laptops.
- The TECHBAR can answer questions regarding proper laptop etiquette.
- RMCAD is not responsible for the theft, loss or damage to personal equipment. Do not leave laptops or other possessions unattended. We recommend purchasing anti-theft / recovery software to protect your investments.

#### **RMCAD Laptop Loaner Program:**

Students and faculty that purchase a laptop through RMCAD's laptop program with AppleCare and CDW (or previously ServiceNet) service coverage and have installed/registered the LoJack for Laptops security software are entitled to utilize the program.

Laptop loaner program laptops are only to supplement damaged or stolen Gearbox program equipment.

Damaged laptops must be first taken to any Apple Store for review (This will require an appointment with your nearby Apple Store via the Apple Store Genius Bar website (<http://conciierge.apple.com/reservation/us/en/techsupport/>)), if AppleCare coverage is active then they will allow you to turn the hardware in for repair (limited only by excessive damage). Bring the supporting repair receipt from the apple store to the TECHBAR to retrieve a loaner laptop; a loaner laptop will not be issued without this documentation.

To be eligible to utilize a loaner laptop if your laptop is stolen, you must provide a police report from the incident. After 15 days, if your stolen laptop still has not been returned, you will need to request an extension by submitting a support ticket through [support.rmccad.edu](http://support.rmccad.edu). Students who have not received their personal laptops after 30 days will be required to turn in the laptop loaner and purchase new equipment.

Laptop loaner computers are only built with the operating system and basic software, all other software will need to be installed by the student for their use. Do not misplace your software installation media after first installation. The laptops will be completely wiped after they're returned so ensure you protect your data prior to dropping the equipment off or sending it back.

The Laptop Loaner Program is subject to availability and we cannot guarantee equipment will be in stock and available at all times.

#### **Wireless Internet:**

The entire campus is setup with WiFi or Wireless Access. Students and Faculty who own a laptop can visit the TECHBAR to get configured to access the wireless network.

#### **Alumni, Family, Friends and Co-Workers Usage:**

Alumni Association members have limited access to computers when not enrolled in the Renew Program. Contact Alumni Services for details: 303.225.8569.

Family, friends and non-RMCAD co-workers are not authorized to use school equipment. Visitors and Students may be asked to show a valid student ID at any time.

Failure to follow the RMCAD Technology Policies and Procedures outlined above will result in fines and disciplinary action as defined in the RMCAD Student Handbook, Employee Handbook and school policies. Software, hardware, or equipment theft is enforced by RMCAD, the Jefferson County Sheriff's Department and the Lakewood Police Department.

### **3.18 TRANSPORTATION**

RMCAD offers a free shuttle service between the College and events or activities located off campus. Those interested in signing up for an event and the shuttle service should sign up at the Student Activities Board or contact the Student Life Coordinator, as space is sometimes limited.

All students are provided with an all-access pass to use on Denver's public transportation system, the Regional Transportation District (RTD). The College Pass program provides local, regional, light rail, and SkyRide (airport shuttle) service to currently enrolled RMCAD students. Students must pick up their RTD College Pass from the Techbar to access RTD services using the College Pass program.

RMCAD offers a Shuttle Service between the College and the Regency Student Housing during the Fall and Spring semesters. There is a one-time fee for utilizing this service, which must be paid in full within the first month of each semester. Students must also complete the Shuttle Service Agreement provided by the Office of Student Life and must pick a decal for their student ID for the corresponding term prior to utilizing the service. If students fail to make the payment, sign their Shuttle Service Agreement, or pick up their decal from the Office of Student Life, they will be denied access to the service.

### **3.19 VISITING ARTIST, SCHOLAR, AND DESIGNER PROGRAM**

The Visiting Artist, Scholar, and Designer (VASD) Program explores critical, diverse, and creative inquiry. This interdisciplinary initiative enriches the academic experience at RMCAD and serves the greater Denver-metro community. The VASD Program fosters curiosity and innovation by bringing leading national and international artists, scholars, and designers to RMCAD. The Program is structured around a yearlong theme. Past VASD Program series themes include Ethics, Interventions, Identity, and most recently, Humor. In the fall 2016/spring 2017 semesters the Program will investigate The Senses.

The VASD Program provides RMCAD students with unique opportunities and direct access to creative thinkers from a variety of disciplines, regions, and ethnic backgrounds, and creates a forum for diverse and challenging artistic visions. While visiting, the Program's artists, scholars, and designers present a public lecture or performance. Visitors also engage with RMCAD students in private events such as workshops, studio visits, small group discussions, critiques, on-site installations, and more. A variety of other events such as the Program's Next Day Q+A Sessions or film screenings are also offered.

The VASD Program enhances all academic departments at RMCAD and is integrated into the classroom whenever possible. Past Program guests include John Waters, Lucy Lippard, Golan Levin, Rick Poyner, Will Vinton, Simon Critchley, Daniel Eatock, Judy Chicago, Lynda Barry, Ian Bogost, and Miranda July. Learn more about the VASD Program and see past lectures and Program archives at [vasd.rmccad.edu](http://vasd.rmccad.edu)

### **3.20 VOTER REGISTRATION**

Voter registration information and materials are available through the Office of Student Life and online.



## **SECTION 4: STUDENT CODE OF CONDUCT + STUDENT CONDUCT PROCESS**

The general principles governing community life at Rocky Mountain College of Art + Design are shaped by the Mission Statement of the College and the College's core values. The following Student Code of Conduct and subsequent conduct process is designed to create a responsible intellectual community; to promote the respect of the College and individual property; to treat all members of the community with respect and dignity; and sustain an environment that facilitates personal, intellectual, artistic and creative growth and development. The Student Code of Conduct and related policies and procedures are developed to foster each student's freedom to learn and to protect the rights of all College community members. RMCAD is committed to creating an interactive, supportive campus environment that is conducive to education, work, study and artistic development. When you enroll at the College, you assume the responsibility of observing the policies outlined in the Student Code of Conduct. A "student" includes all individuals taking courses at the College, either full-time or part-time, both on-ground and online, and includes those individuals who are not seeking a degree. Persons who withdraw from the College after allegedly violating the Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the College, or who have been notified of their acceptance for admission, are considered students.

### **4.1 GENERAL PRINCIPLES OF THE STUDENT CODE OF CONDUCT**

#### **4.1.A Personal Integrity**

RMCAD is committed to creating a learning community in which all members participate in the free pursuit of truth and honesty. The College has established an atmosphere of mutual trust in which members of the community abide by ethical standards in conduct and in the exercise of responsibilities.

#### **4.1.B Respect for the Rights and Concerns of Others**

RMCAD strives to provide an environment that nurtures the growth and development of students, demonstrating respect for one another, sensitivity to differences, and fair and just interactions with one another. All members of the College community are entitled to and responsible for maintaining an environment of civility that is free from disparagement, intimidation, harassment and violence of any kind. Students, faculty and staff are expected to treat each other with mutual respect at all times.

#### **4.1.C Respect for Property**

College community members are expected to respect College property, the property of other members of the College community, and the property of the global community in which we live.

#### **4.1.D Respect for the Law and College Policies**

RMCAD operates within the boundaries of federal and state laws, in addition to governing itself. Members of the College community are expected to demonstrate respect for the laws of the State of Colorado, federal laws and regulations, as well as respect for College policies, regulations, procedures, their administration and the processes for changing those laws, policies and regulations and procedures.

### **4.2 STUDENT CODE OF CONDUCT – STANDARDS OF CONDUCT**

The Student Code of Conduct reflects the College's commitment to creating and sustaining an environment that fosters the academic, creative and personal development of students and other members of the College community, and to promote a safe and civil campus environment.

RMCAD expects students to maintain standards of personal integrity that are in harmony with the educational goals of the College; to assume responsibility for their actions; to observe national, state and local laws and College regulations; and to respect the rights, privileges and property of the College. To protect these privileges and opportunities, the student assumes the personal responsibility for upholding standards reasonably imposed by the College relevant to its mission, processes and functions. Foundational principles of academic honesty, personal integrity, tolerance, respect for diversity, civility, freedom from violence, and pursuit of a lifestyle free of alcohol and drug abuse are examples of these standards.

The Director of Student Affairs is responsible for administering the Student Code of Conduct and will represent the College in student disciplinary matters. Violations of these standards of conduct may result in disciplinary action. Likewise, assisting or encouraging another person to engage in violations of these standards is grounds for disciplinary action. Failure to report a violation when one has direct or indirect knowledge of circumstances may be considered endorsement of misconduct and may also be subject to disciplinary action. The following definitions are not designed to be an exhaustive list and must not be interpreted to include all potential violations. Any student that engages in the following misconduct may be subjected to disciplinary proceedings and sanctions outlined in section 4.3.

#### **4.2.A Abuse**

Abuse includes, but is not limited to, physical fighting, sexual harassment, sexual abuse (including, but not limited to, violent sexual misconduct), verbal or emotional abuse, threats of violence or other inappropriate conduct, intimidation, stalking, coercions and/or other conduct which threatens or endangers the physical or mental health, well-being or safety of another person or oneself.

#### **4.2.B Alcohol**

Possession, use, manufacture, distribution or sale of alcoholic beverages as an individual or recognized College organization in violation of the local, state, or federal law or College policies is prohibited. See the College's complete alcohol policy for details in Section 1.2 above.

Students exhibiting intoxicated behavior will be asked to leave the campus. Students suspected of intoxication will not be permitted to operate a vehicle and must instead use public transportation, request a taxi (student will be responsible for fees), or phone a contact to transport them off premises. Law enforcement may be contacted on an as-needed basis depending on the specifics of the situation.

#### **4.2.C College Policies**

The violation of published College policies, rules and regulations found in, but not limited to, the Student Handbook and the College Catalog may result in disciplinary action.

#### **4.2.D Dishonesty**

Academic dishonesty is conduct or behavior including, but not limited to: cheating; plagiarism; unauthorized possession or disposition of academic materials; falsification; collusion; or other forms of dishonesty affecting the academic environment. Other forms of dishonesty include, but are not limited to: furnishing false information to any College official, faculty member or office; and forgery, alteration or misuse of any College document, record or instrument of identification.

Such conduct also includes intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency. Additionally, the use, possession, manufacturing, and or distribution of identification cards or devices that are false or fraudulent or that misrepresent any individual's identity, age, or other personal characteristic, including using another individual's identification is prohibited.

#### **4.2.E Disorderly Conduct**

Disorderly conduct is defined as any act or summary of actions that is disruptive, lewd, indecent or otherwise breaches the peace; regardless of intent. Disorderly conduct includes, but is not limited to yelling, shouting, or cursing, when such conduct is disruptive to others. In addition, such conduct shall include, obstruction or disruption of teaching, research, administration, hearing procedures, or RMCAD activities or of other authorized activities, including studying, learning, and emergency services.

#### **4.2.F Drugs**

The use (or misuse), possession, manufacture or distribution of illegal drugs, drug-related paraphernalia, narcotics or other controlled substances (except as expressly permitted by law) is prohibited. The abuse or sale of prescription drugs for persons or purposes other than for which the substance has been prescribed is prohibited. Likewise, the misuse or abuse of legal over-the-counter drugs or medicine is prohibited. A student may be removed from class in the event of excessive or irresponsible substance/drug use; the use of prescription, legal or illicit drugs in an excessive or irresponsible manner may result in disciplinary action and/or removal from classes and suspension pending investigation. Irresponsible and excessive drug use may be defined as, but not limited to, the student appearing to be in an intoxicated or altered state, or exhibiting conduct or behaviors which disturb or disrupt the learning environment or campus culture and community. In the event of disciplinary action and/or suspension the student may be expected to submit to a toxicology test or provide documentation of their treatment for drug/substance use at their expense.

Students exhibiting intoxicated behavior or in situations where drug use may be suspected will be asked to leave the campus. Students suspected of being intoxicated or in an altered state will not be permitted to operate a vehicle and must instead use public transportation, request a taxi (student will be responsible for fees), or phone a contact to transport them off premises. Law enforcement may be contacted on an as-needed basis depending on the specifics of the situation. For more information, see Section 1.2, above

#### **4.2.G Failure to Clean Up and Remove Belongings**

Failure to clean-up and/or remove belongings from campus buildings and grounds

A flat fee of \$75.00 will be imposed upon students who fail to clean up their belongings by the last day of each term. Any belongings abandoned in campus buildings or grounds for over 7 days will become the property of the Rocky Mountain College of Art + Design. Additionally, any students who fail to fully de-install their belongings and/or work from a campus space will be fined \$35.00 per day for the labor necessary to restore the space to its original state.

#### **4.2.H Failure to Comply**

The failure to comply with written or verbal instructions or directions of members of the College faculty, administrators, emergency or service personnel acting in the performance of the official duties and/or failure to identify yourself to these persons when requested to do so.

#### **4.2.I False Reporting and Disruption of Disciplinary Proceedings**

False reporting is defined as intentional falsification, distortion or misrepresentation of information in reports or information presented as part of a student disciplinary proceeding or otherwise reported to the Director of Student Affairs and/or the Dean of Program & Curriculum Development. Disruption of disciplinary proceedings is defined as disrupting or interfering with the student disciplinary process or failure to obey a notice to appear for an administrative meeting related to disciplinary proceedings or a meeting with the Conduct Review Board.

#### **4.2.J Firearms, Explosives, Weapons, Dangerous Substances and Devices**

Possession of firearms, explosives or other weapons, or unauthorized use of dangerous chemicals or substances and devices (including ammunition, air or pellet guns, paintball guns, slingshots, knives, weapons of any description, firecrackers, fireworks, or any other object designed to inflict a wound or cause injury, or imitations or replicas of any such item) on College premises, including RMCAD sponsored activities, is prohibited. Possession of weapons, including concealed weapons for which a permit has been obtained, on RMCAD premises, including parking lots, or in public while representing the College, or while attending campus events or trips off campus is prohibited. In addition, use of brandishing any firearm, explosive or other weapon, even if legally possessed, in a manner that harms, threatens or causes fear to, or otherwise endangers others is strictly prohibited.

#### **4.2.K Guests**

Students are responsible for the behavior of their guests. Any violation of the Student Code of Conduct or College policies by a guest may result in a complaint and sanction against the hosting student.

#### **4.2.L Harassment and Discrimination**

Harassment is behavior or conduct that objectifies a personal attribute, singling it out for ridicule, attack or disparagement. Students may not engage in conduct or behavior that serves to degrade the status of another person. The attributes of such behavior or conduct include, but are not limited to, degradation or objectification related to the following: race or ethnic origin; gender; physical or mental disability; age; religion; economic class; and sexual orientation.

Conduct indicative of harassment includes, but is not limited to, conduct that would place a reasonable person in fear of his or her personal safety through words or actions, physical contact, written or verbal comments, or suggestions expressed through email, posting or other mediums, hostile or threatening gestures or other forms of degradation. See Sections 1.9 and 1.23 for additional information.

#### **4.2.M Interference, Obstruction, or Disruption**

Interference, obstruction and disruption includes behavior that interferes with, obstructs or disrupts any normal College activity such as teaching, recreation, meetings, public events, disciplinary proceedings, the freedom of expression, and movement of students or other members of the College community and their guests.

Participation in activities that threatens the safety of the College community and/or infringes on the rights of its members is prohibited.

#### **4.2.N Models in the Classroom**

RMCAD hires models to pose for studio classes, and in many instances the models work nude. As per course syllabus, instructor direction and the Code of Conduct, students are required to treat models in a professional and respectful manner. Students under the age of 18 will be required to submit written permission from their parent or guardian allowing them to attend classes in which nude models are utilized.

#### **4.2.O Online Conduct and Written communication (Specific to discussion boards)**

All written communication between students and faculty must be professional, respectful, and urbane. Students should avoid using sarcasm and jokes as interpretation may vary based on recipient/viewer. Emails to faculty must adhere to basic grammatical tenets and be free of spelling errors. Students may not use crass language and abbreviated spelling in a collegiate email; institutional emails are not text messages and should not be treated as such.

As is custom with many forms of written communication over the Internet, words and sentences written in all caps (E.g. LIKE THIS) will be considered aggressive and as such are inappropriate in written communication with RMCAD faculty, staff, and students. Students

who wish to emphasize a point must use grammatically appropriate methods such as italics or quotation marks.

Students should neither post nor reply to written communication designed to incite angry responses. This type of intentional provocation will be considered a violation of the Code Of Conduct. Students should always be respectful and realize that written communication and sent email cannot be edited or recalled. If a student is upset after reading a post, draft your response in a private medium (such as a word processor or similar medium) and pause before replying or reacting. Ensure that you are calm and contemplate your response before sending or posting and remember that the person who wrote the original comment may not have intended it to be offensive or inciteful.

#### **Discussion boards**

Discussion boards are the online equivalent of a live classroom discussion. The policies detailed throughout Section 4 (Student Code of Conduct) also apply to the online discussion boards. Students should exercise more caution in the discussion boards, as tone gets lost in written communication, and posts are immediately discoverable, documentable communications.

Students should only post messages to the class discussion forums that are germane to the topic of the class. Communication about personal topics should be discussed outside of class. The Q&A discussion forum (if used) is for topics related to the class' procedures, assignments, topics, and other information that might be helpful for other students. Students are prohibited from posting criticism of RMCAD faculty, staff, policies, procedures, or other subjects not related to the class in the discussion forums. Criticisms such as these need to be brought through the appropriate venue--typically the Department Chair (See section 1.7 CONFLICT RESOLUTION PROCEDURE).

Faculty have the right to censor students' posts to the discussion forum if they feel the post violates the policies in this handbook or are otherwise inappropriate for class. Properly cited, outside sources such as current articles and stories about the topic are welcome but may be censored by the faculty member at his/her discretion. Students can contest a censored or deleted post with the faculty member in private communication realizing that the instructor makes the final decision.

#### **4.2.P Plagiarism**

Plagiarism is a form of cheating. To plagiarize is "to steal and pass off the ideas or words of another as one's own, use a created production without crediting the source, commit literary theft, or present as new and original an idea or product derived from an existing source" (Merriam-Webster's Collegiate Dictionary, 1993). Plagiarism is intellectual theft, a serious academic offense with serious consequences.

Plagiarism may be considered but is not limited to:

1. Cheating, which is defined as the giving or taking of any information or material with the intent of wrongfully aiding oneself or another in academic work considered in the determination of a course grade or the outcome of a standardized assessment;
2. Plagiarism, which is defined as the act of stealing or passing off as one's own work the words, ideas or conclusions of another as if the work submitted were the product of one's own thinking rather than an idea or product derived from another source; or
3. Any other form of inappropriate behavior which may include but is not limited to falsifying records or data, lying, unauthorized copying, tampering, abusing or otherwise unethically using computer or other stored information, and any other act or misconduct which may reasonably be deemed to be a part of this heading.
4. Presenting the visual media, intellectual property or creative efforts of another as your own.

#### **4.2.Q Sexual Misconduct**

In the event sexual assault, domestic violence, dating violence, and/or stalking occurs on campus or is experienced by a member of the RMCAD Community, the college, once made aware, will follow the established investigation procedure (as detailed in section 4.3). Additionally, the college may contact law enforcement.

##### **Definitions:**

- Domestic Violence: an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. Domestic violence also includes any other crime against a person or against property or any municipal ordinance violation against a person or against property, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.
- Dating Violence: the physical, sexual, or psychological/emotional violence within a dating relationship, as well as stalking. It can occur in person or electronically and may occur between a current or former dating partner
- Sexual Assault: any act, attempted act, or threatened act of unlawful sexual behavior.
- Stalking: an individual directly, or indirectly through another person, makes a threat, physical action, or repeated conduct that causes you to be in fear for your safety or the safety of your immediate family or intimate partner. As a way of making you fearful, the stalker must do one of the following to you, your immediate family or intimate partner: repeatedly follow, approach, contact or put under surveillance; or repeatedly make any form of communication (i.e., phone calls, texts, emails). Note: it does not matter if any words are spoken or not – for example, the stalker can keep calling and hanging up. An individual directly, or indirectly through another person, repeatedly follows, approaches, contacts, places under surveillance, or makes any form of communication with you, your immediate family or intimate partner that causes you, your immediate family or intimate partner to suffer serious emotional distress (pain).

##### **Consent in Reference to Sexual Activity:**

Circumstances in which a person, CANNOT, by law, give consent (no matter what s/he might verbalize):

- The person is severely intoxicated or unconscious as a result of alcohol or drugs
- The person is physically or mentally disabled
- Once a person says "no". It does not matter if or what kind of sexual behavior has happened previously in the current event, early that day, or daily for the previous six months. It does not matter if it is a current long-term relationship, a broken relationship, or marriage. If one partner says, "NO," and the other forces penetration it is rape.

If consent is not obtained prior to each act of sexual behavior (from kissing leading up to intercourse), a student risks violation of the College Sexual Misconduct Policy.

##### **What does consent mean in intimate relationships?**

Consent is when one person agrees to or gives permission to another person to do something. It means agreeing to an action based on your knowledge of what that action involves, its likely consequences and having the option of saying no. The absence of "no" does not mean "yes". When it comes to sex in your relationship, consent is really important. You both have a responsibility to make sure you both feel safe and comfortable every step along the way. Remember, your actions towards the person you're with can greatly affect the way they feel about you, themselves, the relationship and sex in general. Consent is an important part of healthy sexuality and both people should be involved in the decision to have sex.

The age of consent in Colorado is 17, a close in age exception to Colorado's age of consent law allows those aged 15 and 16 to engage

in acts with those less than ten years older and those younger than 15 to engage in acts with those less than four years older. However a 17-year-old can not legally consent to a person that is in position of trust. Any actor who inflicts sexual penetration or intrusion on a victim commits sexual assault if the victim is less than fifteen years of age and the actor is at least four years older than the victim and is not the spouse of the victim; or at the time of the commission of the act, the victim is at least fifteen years of age but less than seventeen years of age and the actor is at least ten years older than the victim and is not the spouse of the victim.

#### **Consent is:**

- A voluntary, sober, imaginative, enthusiastic, creative, wanted, informed, mutual, honest, and verbal agreement
- An active agreement: Consent cannot be coerced
- A process, which must be asked for every step of the way; if you want to move to the next level of sexual intimacy, just ask
- Never implied and cannot be assumed, even in the context of a relationship. Just because you are in a relationship does not mean that you have permission to have sex with your partner

#### **Bystander Intervention:**

Suggestions and strategies to stop these incidents before they occur.

1. Bystander Notices the Incident - Bystanders must first notice the incident taking place. Obviously, if they don't take note of the situation, there is no reason to help.
2. Interpret Incident as Emergency - Bystanders also need to evaluate the situation and determine whether it is an emergency -or at least one in which someone needs assistance. Again, if people do not interpret a situation as one in which someone needs assistance, then there is no need to provide help.
3. Assume Responsibility - Another decision bystanders make is whether they should assume responsibility for giving help. One repeated finding in research students on helping is that a bystander is less likely to help if there are other bystanders present. When other bystanders are present, responsibility for helping is diffused. If a long bystander is present he or she is more likely to assume responsibility.
4. Attempts to Help - Whether this is to help the person leave the situation, confront a behavior, diffuse a situation, or call for other support/security.

The best way bystanders can assist in creating an empowering climate free of interpersonal violence is to diffuse the problem behaviors before they escalate.

- Educate yourself about interpersonal violence and share this info with friends.
- Confront friends who make excuses for other peoples abusive behavior.
- Speak up against racist, sexist and homophobic jokes or remarks.

#### **Tips for Intervening:**

- Approach everyone as a friend
- Do not be antagonistic
- Avoid using violence
- Be honest and direct whenever possible
- Recruit help if necessary, contact the Reception Desk at 303.753.6046 or Campus Security at 303.567.7271
- Keep yourself safe
- If things get out of hand or become too serious, contact the police

Please remember that any situation that threatens physical harm to

yourself or another student should be assessed carefully. Contact Campus Security if needed to assist to defuse the situation. It is important to preserve any evidence in sex related offenses, this evidence may be tested to substantiate guilt and protect the victim. Any instance of Sexual Misconduct may be reported to The Academic Dean, Director of Student Affairs/Title IX Coordinator, The Personal/Mental Health Counselor, Campus Security, or any college resource the victim feels comfortable with. The College encourages the victim to contact law enforcement to document the situation.

The College may also contact law enforcement on behalf of the student or in tandem with the student, depending on situational specifics and/or the student's wishes. If the victim chooses, they may decline to contact law enforcement, however a no-contact order may be issued between the victim and alleged perpetrator, and other necessary action taken.

In the event of an official College investigation, the College will follow established procedures and will make every effort to ensure the confidentiality of the event and of those involved in the proceedings.

The College shall work with students who experience acts of Sexual Misconduct to address class scheduling, studio use, work-study location and scheduling concerns where possible and applicable. The College shall provide, in writing, documentation of any solutions of the aforementioned.

A member of the RMCAD Community who experiences Sexual Misconduct will be provided with a written explanation of the Student's rights and options.

#### **4.2.R Social Media**

Any postings, comments or interaction on college media including but not limited to forums, email, text, critique zone, online learning environments and the college's sanctioned or official social media pages must adhere to all aspects of the college Code of Conduct (see section 1.26 for more details).

#### **4.2.S Theft/Damage**

Theft, attempted theft of, or unauthorized use or possession of property, services or software owned or controlled by the College or an individual is prohibited. Damage includes, but is not limited to: vandalism and graffiti to property of the College; property that belongs to a member of the College community; or other personal or public property.

Theft or attempted theft from the college supply store is subject to disciplinary sanctions detailed herein. Law enforcement may also be called, in which case the college reserves the right to pursue prosecution to the fullest extent applicable.

#### **4.2.T Abuse of the Student Conduct Process**

Abuse of the student conduct process includes, but is not limited to, failure to obey the notice to appear for a meeting or a hearing; falsification, distortion or misrepresentation of information; disruption or interference with the orderly conduct of a hearing; failure to comply with any requirements or sanctions agreed to in a disciplinary action; harassment or intimidations of any person involved in a conduct proceeding.

In addition, the institution of a frivolous or malicious student conduct proceeding, the unauthorized release or disclosure of information related to a student conduct proceeding, and any failure to comply with any sanction(s) or outcome(s) imposed for violations of this Code or other RMCAD rules, regulations, or policies is strictly prohibited.

#### **4.2.U Violation Of The Law**

Violation of any federal, state or local law is prohibited.

#### **4.2.V Failure to Comply**

Failure to comply or cooperate with RMCAD officials or law

enforcement officers acting in their official capacity within established guidelines (provided that no students shall be required to furnish information that would be self-incriminating), including to provide identification when asked or to surrender, upon request, one's RMCAD identification card until an incident is

#### **4.2.W Unauthorized Use or Entry of RMCAD Facilities**

Accessing, entering, or using RMCAD facilities, property, systems, or services without authorization is prohibited.

#### **4.2.X College Computer, Network, and Telecommunications**

The unauthorized use of facilities, services, equipment, account numbers or files is prohibited. Additionally, it shall be a violation of this Code for any student to read, copy, change, delete, tamper with, or destruct any other user's files, software, programs and accounts without permission of the owner.

#### **4.2.Y Hazing**

RMCAD forbids hazing and all other activities that interfere with the personal liberty of an individual. RMCAD defines hazing as any action taken or situated created, whether on or off RMCAD property, to produce physical or mental discomfort, embarrassment, harassment, or ridicule for the purpose of initiation into, affiliation with, or admission to, or as a condition for continued membership in, a group, team, club, or other organization.

Acceptance of an activity on the part of a new member or Individual does not justify participation in or sponsorship of the activity. Any violation of this policy should be reported to: The Academic Dean at 303.525.7102 and/or the Director of Student Affairs at 303.999.5468.

### **4.3 THE STUDENT CONDUCT PROCESS**

#### **4.3.A Authority and Jurisdiction**

The Director of Student Affairs is responsible for administering the Student Code of Conduct, and will represent the College in student disciplinary matters. However, the authority to enforce College policies, rules and regulations rests with the Director of Student Affairs, the Academic Dean and the Dean of Program & Curriculum Development, as well as other College administrators, faculty, students, committees and organizations. All members of the RMCAD community are responsible for upholding the Code of Conduct and for holding others accountable to its principles by reporting violations in a timely fashion. The ability of the College to take appropriate remedial action is limited by the timeliness of a reported incident or violation, the comprehensiveness of the report, and the willingness of those involved to assist in all stages of any investigations and disciplinary proceedings.

The Student Code of Conduct applies to any person taking a course at the College on a full- or part-time, on-campus or online, or non-credit basis. Disciplinary actions may affect anyone who partakes in the benefits and privileges of the College. Disciplinary action may be initiated as a result of conduct which occurs on the College premises in any capacity, as well as at off-campus events and activities sponsored, organized or participated in by the College or College-recognized student organizations or student groups. RMCAD may also address off-campus conduct through the student conduct process when the reported behavior may adversely affect the interests of the College community. This includes, but is not limited to, posting information in violation of College policies on websites, journals or blogs. The College reserves the right to report any perceived violations of civil or criminal law to the proper authorities. Students may be held accountable to both civil authorities and the College for violations of law that also violate the College's policies. The College may pursue disciplinary action at the same time as criminal proceedings and encourages the reporting of any criminal activity to the local police department.

The College views the conduct process as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within the College community. It is not

intended to be a substitute for civil or criminal legal proceedings, so therefore outside legal representation of a student by counsel is not permitted. This process is designed to provide a fair evaluation of whether or not a student has violated College policies. Formal rules of evidence do not apply in the College's conduct process. The College uses the preponderance of evidence when determining responsibility for alleged violations of the Code of Conduct. A preponderance of evidence means that what is alleged to have happened is, more likely than not, what actually happened. This shall be the standard of proof used in all conduct proceedings under this code.

In an emergency situation, the College reserves the right to take administrative action, apart from the student conduct process. Such action may be taken when conduct poses an unreasonable threat to the student(s) engaged in the conduct, or other individuals or the College. The Director of Student Affairs, Academic Dean and the Dean of Program & Curriculum Development or designee must approve all such administrative action. Possible dispositions may include, but are not limited to, mandatory evaluation, temporary or indefinite withdrawal from the College, and/or other administrative action.

In cases of non-consensual, forcible or non-forcible sexual conduct, students are advised to seek medical attention immediately in order to preserve any physical evidence in case the individual wishes to prove criminal sexual assault. Students are also advised to obtain counseling support from campus or community resources.

#### **4.3.B Initiating a Complaint**

Any member of the College community may file a written complaint against a student for an alleged violation of the Student Code of Conduct to the Director of Student Affairs.

All complaints must be in writing. Anonymous complaints and informal reports will be accepted primarily for informational purposes and will be acted on to the extent necessary and appropriate under the circumstances.

#### **The complaint should include:**

- The name of the student(s) alleged to have violated the code
- A clear statement surrounding the nature and circumstances of the complaint (date, time, place, witnesses)
- The identification of the specific part of the code allegedly violated
- The names, addresses and telephone numbers of those filing the complaints

Upon receipt of the written complaint, the Director of Student Affairs decides whether there is substance to the complaint; whether the complaint falls within the jurisdiction of the Student Code of Conduct; and whether to charge the student(s) with a violation.

In some cases, alternative dispute resolution, such as mediation, may be offered by mutual consent of the parties involved and on a basis acceptable to the Director of Student Affairs, the Academic Dean and the Dean of Program & Curriculum Development. A written summary of these agreements are provided to all parties. These agreements are binding and once entered are not subject to appeal. Failure to abide by the agreements could result in the situation being returned through the conduct process for possible disciplinary action.

#### **4.3.C Notice of Charges**

Students will be given written notice of charges of alleged violation of the Student Code of Conduct. The notice will describe the alleged policy violations and will inform the student of the requirement of an administrative conference. As needed to protect any involved parties, the letter of notice may also contain certain restrictions, pending the resolution of the matter through the hearing process. If the student fails to schedule a conference, the College reserves the right to make a decision in the case without the benefit of the student's participation.

#### 4.3.D Administrative Conference with Hearing Officer

An administrative conference is a preliminary meeting between the Director of Student Affairs and the accused. The following may occur during an administrative conference:

- An explanation of the discipline process
- A discussion of the student's rights
- A review of the charges with the student
- The accused student will be given an opportunity to respond to the charges. The accused student must submit information to the Director of Student Affairs within five business days of the Administrative Conference; failure to respond within the aforementioned timeframe will result in the College making the decision.

The Director of Student Affairs decides to hear the case and render a decision or refers the matter to a Conduct Review Board hearing. In every case, the facts are to be reviewed and decisions made based upon a preponderance of evidence.

After reviewing the information contained in the letter of notice and following the conference with the Director of Student Affairs, the student has the following options:

- Accept responsibility for the charges, and the Director of Student Affairs will determine the appropriate level of discipline and other sanctions or restorative resolution outcomes. In cases where academic dishonesty is the infraction, the Director of Student Affairs will consult with the Academic Dean to determine the appropriate level of disciplinary action.
- Dispute the charges, and request a hearing with the Conduct Review Board. The Director of Student Affairs may also refer the case to the Conduct Review Board for adjudication.

#### 4.3.E Disposition By Hearing Officer

Following an administrative conference, the Director of Student Affairs may investigate the incident further when information is insufficient, or when the student does not agree with the charges and elects to request a hearing with the Conduct Review Board.

After a decision has been rendered, the student will receive a notice in writing summarizing the findings of the conference, and informing the student of subsequent actions in a timely manner.

#### 4.3.F Conduct Review Board

The Conduct Review Board (CRB) will hear cases referred to it by the Director of Student Affairs and any appeals from the administrative conference. It will also consider appeals following a disposition by a student who has received disciplinary sanction(s). Reports of behavior that may result in suspension or expulsion may be referred to the Conduct Review Board. The Board is comprised of the Academic Dean, student ombudsman, faculty ombudsman, and one staff member. A minimum of four members must be present to hear a case.

#### 4.3.G Proceedings of the Conduct Review Board

The Chair of the Conduct Review Board (Academic Dean) will convene the panel, have all in attendance introduce themselves, and explain proceedings. All proceedings shall be conducted in a manner which is informal and at the same time assures fundamental fairness. The proceedings shall be closed to the public. Cases of a sensitive nature will be reviewed by the Director of Student Affairs, Academic Dean, and Dean of Program & Curriculum Development. The student may be accompanied by a student representative (a senior student in good academic and institutional standing), who is not the aforementioned Student Ombudsman. Since the direct interaction with the students involved is essential to the educational relationship with the College, the role of the advisor (additional student representative) is limited to ensuring the conduct review process is conducted in a fair and objective manner.

Comments/statements must be restricted to matters directly relevant to the case. Formal rules of process, procedure or evidence, as established and applied in the civil or criminal justice system, do not apply in this process.

In every case, the facts are to be reviewed and decisions made based upon a preponderance of evidence.

Any person disrupting, interfering with or not abiding by the rulings of the Chair may be dismissed. The Chair will be responsible for reading the complaint and stating the charges against the accused student. The Chair (Academic Dean), Director of Student Affairs or a designee directs the presentation of the College's evidence and witnesses. The Chair will ask the accused student to respond to the charges, present evidence on his/her behalf, and call any witnesses. The CRB may ask questions of or recall any hearing participants to address specific issues or questions at the request of either the accused student or a CRB member.

The Chair will conclude the hearing and dismiss the accused student and advisor, if applicable, prior to the CRB entering a closed-session deliberation. During deliberation the CRB will decide whether or not the accused student has violated the Student Conduct Code, and render an appropriate sanction; or in the case of an appeal, will decide to uphold, modify or reverse the original sanction. The Conduct Review Board has the authority to determine the appropriate level of disciplinary action taking into consideration the severity of the infraction, impact on individuals or the community, and the past record of discipline. In addition to the sanctions detailed in 4.3.K, the CRB may place limits or conditions, require relocation, restitution, community service, and/or specify participation in educational programs and interventions including, but not limited to, those related to alcohol or drug use, ethical decision making, personal counseling, and restorative justice. The student will receive written notice of the CRB's decision in the case within three business days of the hearing or appeal. Decision letters that include information identifying persons listed as victims may not be released by the student to unauthorized third parties. Failure to comply with this requirement could result in additional disciplinary charges.

#### 4.3.H Rights of Accused Students

Throughout his or her involvement in the conduct process, the accused student has the following rights:

**Right to Notice:** The student shall receive written notice of charges. This notice may be sent via email.

**Right to Prepare:** The student shall be given reasonable time to prepare for a hearing or appeal by the CRB.

**Right to an Advisor:** The accused student may be accompanied by an additional student representative. The role of the advisor (student representative) is limited to ensuring the conduct review process is conducted in a fair and objective manner.

**Right to Present Information:** The student will have the opportunity to present information by witness, affidavit, and/or personal testimony that he/she feels is important for consideration with regard to the complaint. All information must be submitted to the Director of Student Affairs within five business days of the Administrative Conference with the Director of Student Affairs.

**Right to Hear Testimony:** The student has the right to hear all information presented at a hearing and to be involved in the entire hearing except for the period of deliberation.

**Right to Disciplinary File:** The student has the right to review the contents of his/her disciplinary file at any time, as well as request copies.

**Right to Appeal:** The student has the right to request an appeal if circumstances meet the conditions outlined in the appeal process of Section 4.3.J.

#### **4.3.I Rights of Victims**

Throughout his or her involvement in the conduct process, the victim of any alleged student misconduct has the following rights:

**Right to Be Informed:** The victim shall be informed of the progress and outcome of the conduct proceedings, subject to requirements imposed by the Campus Security Act, as amended by the Higher Education Amendments of 1992.

**Right to an Advisor:** The victim may be accompanied by an additional student representative. The role of the advisor (student representative) is limited to ensuring the conduct review process is conducted in a fair and objective manner.

**Right to Provide a Statement:** The victim may provide a written statement in place of or in addition to giving testimony at the hearing, for consideration during the disciplinary proceedings. The statement shall describe the circumstances attendant to the harm that the victim sustained as a result of the alleged misconduct.

**Right to Reasonable Efforts to Ensure Safety:** A victim has the right to demonstrate that steps should be taken to prevent unwanted contact or proximity with the accused student(s).

#### **4.3.J Appeals Process**

A decision reached by the Director of Student Affairs or the CRB may be appealed by the student within five business days of the date of the decision letter. Accused students are entitled to one stage of appeal. Request should be made in writing and submitted to the Director of Student Affairs. The basis for appeal is limited to: a significant procedural error to the rights of the student; compelling new evidence not available at the time of the hearing, which when considered, may alter the decision; or the imposition of a sanction that was arbitrary and capricious.

The CRB will hear appeals of administrative conferences. Appeals of the CRB will be heard by the Director of Student Affairs. The possible outcomes of an appeal are:

- Denial of the appeal
- Remand the case back to the Assistant Provosts to reconsider the new information and/or sanction
- Hear the case and uphold, modify or reverse the original sanction

#### **4.3.K Sanctions**

RMCAD is concerned with the individual student and will consider all of the circumstances in a particular case when assigning sanctions. This includes past disciplinary record, nature of the violation, and severity of damage, injury or harm. Sanctions are intended to be educational in nature, with a goal of preventing future violations from occurring. One or more of the following sanctions may be imposed for violating the College policies.

##### **No Action**

It may be found that the charges against the student are unsubstantiated and the student is exonerated. In this case, the decision letter specifies that the charges are cleared and no disciplinary action is taken.

##### **Warning**

A warning is a written or oral communication that further misconduct may result in more severe disciplinary action.

##### **Disciplinary Probation**

As a result of several minor violations, or a more serious violation of the College policies, a sanction of disciplinary probation may be imposed. The student is given a specific time period in which to show changes in behavior. Violations of the terms of probation or subsequent misconduct are grounds for further disciplinary action, including suspension or expulsion.

##### **Restitution or Fines**

Fines or restitution may be imposed as a sanction to offset damage caused or potentially caused by misconduct. The student is required to make payment, either in money or services, to the College or to other persons, groups or organizations that may be affected by the misconduct.

##### **Discretionary Sanctions**

These include, but are not limited to, alcohol or drug education, recommendation for counseling, required mental health assessment, or a special educational project designed to assist the student in better understanding the overall impact of his/her conduct.

##### **Loss of Privileges**

The student may be denied specific privileges for a specific period of time. Privileges may include, but are not limited to, guests, computer use or participation in activities.

##### **Interim Suspension**

The Director of Student Affairs in concert with the Academic Dean and Dean of Program & Curriculum Development, or a designee, may suspend a student for an interim period prior to a CRB hearing or administrative conference. An interim suspension will be effective immediately, without prior notice, when the Director of Student Affairs or their designee(s) determines that the continued presence of the student on the campus poses a substantial threat to himself/herself, any member of the community, or the stability and continuance of normal College functions.

A CRB hearing or administrative conference will take place as soon as reasonably possible following an interim suspension. If the student requests a meeting with the suspending authority prior to the scheduled hearing, only the following issues will be discussed:

- Whether the information concerning the student's conduct is reliable
- Whether the conduct and surrounding circumstances reasonably indicate a threat as described above

##### **Suspension**

Suspension is separation of the student from the College for a defined period of time, after which the student is eligible to re-enroll or re-apply for admission. Re-admission or re-enrollment is not guaranteed. Specific criteria may be imposed during the conduct process as conditions for re-enrollment or re-admission. During a period of suspension, the student may be barred from visiting campus or participating in College-sponsored events and programs off campus.

##### **Expulsion**

In the case of expulsion, the student is required to permanently leave the College. The student will be denied access to the College campus or designated portions of campus.

##### **Grading Penalty**

When a student is found responsible for engaging in academic dishonesty, the faculty member may impose a grading penalty, which could include failure for the assignment in question, a reduction in grade, or failure in the class. If the faculty member reduces a grade based on the finding of academic dishonesty, that action would be reported and kept on file in the Office of the Registrar.

##### **Other Sanctions**

Other sanctions may be imposed instead of, or in addition to, those specified above. For example, students may be referred to the Counselor for evaluation or restricted from certain College buildings.

##### **Refund Policy**

In the event of suspension, expulsion or removal from enrollment at the College for cause, tuition is forfeited.

#### **4.3.L Record Of Discipline**

Student disciplinary records will be maintained in keeping with the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) and subsequent amendments and the guidelines for implementation. The record of disciplinary actions will be kept in file in the Office of the Director of Student Affairs. Disciplinary records are maintained for a period of seven years from the date of the last decision. Information regarding a student's disciplinary record is available to persons or offices internal to the College, who have a demonstrated need to know.

## **SECTION 5: STUDENT SERVICES**

### **5.1 ACADEMIC ADVISING**

#### **Undergraduate and Graduate Advising**

The Office of the Registrar and Academic Advising can help students understand program requirements, course sequence, prerequisites, Foundations, and Liberal Arts. Academic advising is a collaboration between the student and the advisor, designed to assist students in reaching their academic goals.

### **5.2 STUDENT LEARNING CENTER**

The Student Learning Center is a student-oriented academic support resource that offers course content assistance for all departments on campus or online. Trained peer tutors are available on an appointment, walk-in or online basis to assist students with writing, math, art history, academic success strategies (note-taking strategies, time management, etc.) study sessions, computer programs (Photoshop, Illustrator, etc.) or other academic issues. There is no charge to RMCAD students for any of the services. The SLC also helps coordinate the Academic Success Plan program (ASP).

### **5.3 STARFISH EARLY ALERT**

Starfish Early Alert is a tool used by RMCAD faculty and staff to help promote the academic and personal success of RMCAD students. The main goal for using this software program is to identify student concerns early on and provide the student with supportive, helping resources before the concern impedes the student's ability to be successful at RMCAD. Concerns raised in Starfish Early Alert are wide-ranging and include, but are not limited to: academics, personal health and well-being, conduct and behavior, careers, and student dissatisfaction. Starfish Early Alert has been configured intentionally with regard to student privacy laws (FERPA), so information in Starfish Early Alert is only shared with other faculty and staff who have a "legitimate educational interest" in the given concern.

Additionally, Starfish is used to document and track students placed on the College's Threat Assessment scale.

Although Starfish Early Alert helps faculty and staff to ensure that each and every student is getting the help they need, the ultimate responsibility lies with the students to take advantage of the resources and help being offered to them.

### **5.4 STUDENT SUCCESS AND OUTREACH COMMITTEE**

The Student Success and Outreach Committee (SSOC) is comprised of a small group of faculty and staff from across the College who are committed to the academic and personal success of RMCAD students. The SSOC meets weekly to confidentially discuss student concerns and collaborative outreach strategies, to proactively reach out to students with low attendance, and to contact students with strategies for low grades at midterm. The Director of Student Affairs and Mental Health Counselor comprise the College's Threat Assessment Team and act in concert with the SSOC, intervening as necessary for the safety and well-being of the RMCAD community.

### **5.5 THREAT ASSESSMENT SCALE and BEHAVIORAL INTERVENTION PROCESS**

The Behavioral Intervention Team utilizes a nationally recognized level system for flagging, documenting and responding to threats and behavioral disruptions. The system is based on the NaBITA Scale (National Behavioral Intervention Team Association). The Director of Student Affairs, and Personal/Mental Health Counselor comprise the Threat Assessment/Behavioral Intervention Team, within the structure of the SSOC. Students who violate the Code of Conduct in relevant capacities, exhibit aggressive and/or disturbed/disturbing behaviors or are perceived as a threat to themselves or the campus will be placed on the College's Threat Assessment scale; they will be required to meet with the College's Personal/Mental Health



Counselor throughout the duration of their time with the college and their progress will be appropriately documented, adhering to privacy standards where possible and appropriate. Further action (additional assessment measures, suspension, expulsion, additional safety measures, collaboration with outside resources and involvement of law enforcement) may be taken.

## 5.6 ACADEMIC SUCCESS PLAN (ASP)

Applicants who are admitted with a cumulative grade point average below 2.0 or a GED with a score less than 165 taken in 2016 or 500 or higher if taken prior to 2016 will be required to participate in the Academic Success Plan (ASP). Students participating in the Academic Success Plan (ASP) will create an individualized plan with their Enrollment Advisor and an Academic Mentor from the Student Learning Center (SLC) who will assist them in their success at RMCAD. Students admitted under the requirement to participate in Academic Success Plan (ASP) are considered admitted in probationary status and may be suspended at the end of the term if they do not achieve a 2.0 CUM GPA.

## 5.7 CLASSROOM DISRUPTIONS

If a classroom disruption is due to specific student behaviors, Faculty have the right to dismiss the student(s) from the class session. If the student(s) refuse to leave upon request, security will be called to escort them from the classroom. Faculty are not authorized, however, to remove a student from the course entirely. Student dismissals from a class session will be treated as absences by the Faculty. Faculty has the authority to enforce consequences for the student's absence(s), in accordance with the class syllabus. This does not, however, limit the ability of Faculty or a fellow student from reporting or filing formal complaints concerning disruptive behavior occurring within the classroom.

All communications with Faculty or other students, whether in class, face-to-face, on paper, or by telephone, email or other electronic means, are subject to the same standards of conduct, behavior and discipline as classroom behavior. All Standards of Conduct outlined in this Handbook apply with equal force.

## 5.8 INSTITUTIONAL AND DEPARTMENT ASSESSMENT

LiveText is an assessment tool used by RMCAD for internal evaluation of curricula and planning. Assignments uploaded into the system by students will not be disseminated or used for purposes other than assessment.

As such, each student is required to submit work as directed by the Instructor in order to support this process of curricular assessment. Failure to provide work as required jeopardizes individual student success and limits the College's ongoing mission to improve the educational opportunities it provides students.

Failure to submit required assignments to LiveText as indicated will result in a grade of F for the assignment.

### Institutional Outcomes

RMCAD developed the following Institutional Outcomes to set undergraduate and graduate standards. These outcomes are derived from the Mission of the College and used as guiding principles for program and course level outcomes. In this way, RMCAD ensures that learning is guided by the Mission.

#### Institutional Outcome 1: Cultural Competence

Cultural competences includes fostering collaboration in a diverse community, integrating ideas sensitive to cultural foundations and a global context, contextualizing knowledge to stimulate awareness of ethics and diverse viewpoints, and incorporating sustainable practices.

#### Institutional Outcome 2: Communication Competence

Communication is a prepared, purposeful presentation designed to increase knowledge, to foster understanding, or to promote change in the listeners', viewers, and/or participants' attitudes, values, beliefs, or behaviors.

#### Institutional Outcome 3: Design Competence

Design Competence is the application of technology, tools, and skills as they relate to art and design. It includes the ability to identify, locate, evaluate, and effectively and responsibly use technology, tools, and skills for sustainable practice

#### Institutional Outcome 4: Critical Thinking

Critical thinking is a practice characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion. It includes the ability to challenge assumptions, contextualize information, identify problems, and conceptualize responses.

## 5.9 GRADES AND RECORDS

Students are graded on the basis of prompt and satisfactory completion of assignments, attitude, attendance and individual progress. Students are expected to have materials and supplies necessary for the successful completion of assignments. Grade reports reflect standard letter grades. RMCAD uses a 4.0 scale to calculate grade point averages.

Letter Grade	GPA Value
A+	4.0
A	4.0
A-	4.0
B+	3.0
B	3.0
B-	3.0
C+	2.0
C	2.0
C-	2.0
D+	1.0
D	1.0
D-	1.0
F	0.0
R (repeat)	0.0
W (withdraw)	0.0
I (incomplete)	0.0
AU (audit)	0.0
P (pass)	0.0
TR (portfolio/transfer)	0.0
N*	0.0

\*grade not received from instructor; not computed into GPA

Students who are unable to access their grades via the student portal by the end of the first week of the following term should contact the Office of the Registrar.

## **5.10 LIBRARY**

### **The On-Campus Library:**

The Library is located in the Tri-Boro Building and has electronic resources accessed online through the RMCAD Dome, then from the Quick Links under “Library + Academic Research”. It provides services, materials, and equipment to support and enhance the curriculum and learning needs of the RMCAD community. Services include individual and group training in locating and using appropriate materials and information. Materials include books, course-required textbooks and reserve readings, print magazines and journals, visual images, and DVDs. Our electronic print catalog can be accessed through the “Library Catalog” and online subscription databases can be accessed through “Academic Databases” areas of our library website via the RMCAD Dome.

To use Library materials and equipment, students must present a valid RMCAD student identification card. All our Library policies are specified under the library website areas of “Library + Academic Research” and then “Library Policies”. There are specific fines established for late and replacement materials. Student grades and transcripts will be held until fines are paid and materials are returned or replaced.

### **The Online Library:**

The RMCAD Library is committed to providing state-of-the-art information and online services to all of our students, faculty, and staff. Our main electronic resources include subscriptions to many scholarly full text databases specific to art and design, business, current electronic books, education, fashion design, interior design, instructional video tutorials and the liberal arts.

To assist with completing writing assignments and course work, the Library’s online resources offer assistance in the research and writing process with many helpful tips and guidelines from University Writing Centers through the website areas of “Citation Guidelines” “Writing Guidelines” and “Research Resources”.

There are helpful visual image websites links located in the “Images, Sounds + Films” section. The Library has gathered carefully chosen recommended websites to support each of our departments located through “Website Recommendations”.

We also now offer 24/7 reference assistance via our Ask a Librarian chat service as well as support using email or phone systems. To contact the Library use the library@rmcad.edu email address.

## **5.11 REGISTRATION**

All new students register through the Admissions Office. Thereafter, all students register for classes with their Academic Advisor each term. Registration is on a first-come, first-serve basis by class. Students who do not register early may find that the classes they want or need are full. Prior to enrolling in online courses, students must complete and pass the Online Student Orientation.



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