Brown | RISD Dual Degree Program

Student Handbook
2017-2018
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Student Handbook

This handbook is intended to provide a general overview and summary of the policies, procedures, practices, and benefits associated with the Brown|RISD Dual Degree program and is accurate as of the date of its publication. However, it is not all-inclusive and is intended to serve as a supplement to the regular publications put out by Brown and RISD. Moreover, Brown and RISD reserve the right to modify or discontinue any of the policies, procedures, practices, and benefits described in this handbook at any time, with or without notice. Please consult the relevant publications from either institution if you have specific questions or concerns; for the most detailed and current information about a particular matter, contact the department indicated or the Assistant Director of the Brown|RISD Dual Degree Program and Academic Advising Cassie Caragale (cassie_bower@brown.edu, chower@risd.edu, 401-863-9836). Questions may also be directed to the Dual Degree Joint Committee Co-Chairs. Brown’s Committee Chair is Deputy Dean of the College Christopher Dennis (Christopher_Dennis@brown.edu, 401-863-6244) and RISD’s Committee Chair is Professor of Philosophy and HPSS Concentration Coordinator Barbara Von Eckardt (bvonecka@risd.edu, 401-709-8580).

August 2017
Purpose of the Program

The Brown|RISD Dual Degree program is a five-year program of education across multiple disciplines, utilizing both institutions as its campus. The Program confers upon the successful graduate a Bachelor of Arts degree or, less commonly, a Bachelor of Science degree from Brown and a Bachelor of Fine Arts degree from RISD. It is offered to a select number of students who apply to and are accepted by both institutions, and who are, additionally, accepted to the Program by the Brown|RISD Dual Degree Admission Committee.

RISD and Brown offer different but complementary strengths. RISD provides specialized education in extensive categories of fine arts, design, and the liberal arts. Brown offers comprehensive concentrations in the physical and biological sciences, social sciences, mathematics, and the humanities. The purpose of these rigorous courses of study is to bring together these strengths and make them available to highly capable, talented and self-motivated students who wish to integrate diverse spheres of academic work. In the process they will have access to a broader range of faculty and resources than would be available if pursuing an individual degree at an individual institution.

Description of the Program

The Brown|RISD Dual Degree Program is a five-year program in which students earn a degree at each institution. The specific degrees available through the Dual Degree Program are as follows:

- The Brown degree earned by students in the Program will ordinarily be a Bachelor of Arts (AB) degree. In some cases, earning a Bachelor of Science (ScB) degree may be possible, though the feasibility of doing so will be determined on a case-by-case basis.
- The RISD degree earned by students in the Program will in all cases be a Bachelor of Fine Arts (BFA) degree. The five-year RISD degree in Architecture is excluded from the program.
Students are expected to finish both degrees within the allotted five years, or ten (fall/spring) semesters, of the Program. Students in the Program must complete at least 156 credit hours. Of those, at least 60 credit hours (15 course credits) must be taken at Brown during a fall/spring term; Courses taken at Brown during a summer session, credits earned through a study abroad program, and shared credits from RISD do not count towards this requirement. In addition to their RISD major requirements, students must also satisfy RISD’s Liberal Arts distribution requirements. In many cases, courses taken at Brown may be counted towards these requirements.

**Curricular Requirements at Brown:**
- Complete 40 enrollment units (including RISD courses)
- Take 15 courses in residence (does not include Brown study abroad programs)
- Complete one WRIT course
- Take five Brown courses during the 2nd year
- Declare Concentration in Fall of Third Year
- Complete all Concentration Requirements

**Curricular Requirements at RISD:**
- Declare Major in spring of First Year and in spring of Second Year
- Complete all Major Requirements

*Note: Students are NOT required to complete Non-Major Student Electives, or NMSEs.*
- Complete typical RISD Liberal Arts Distribution
  - 3 Literary Arts (LAS)
  - 4 History of Art and Visual Culture (HAVC)
  - 3 History, Philosophy, & Social Science (HPSS)
  - 4 Liberal Arts Electives (LAEL)
- Beginning with the Class of 2020, at least three of BRDD liberal arts courses must be taken at RISD during their five years:
  - One in History of Art and Visual Culture, scheduled in the fall of Year One
  - One in Literary Arts
  - One in History, Philosophy, & Social Science

Not all combinations of a Brown concentration and a RISD major may be possible to achieve within these parameters. Both Brown concentrations and RISD majors require varying numbers of credits. Brown Concentration Requirements can be found on Focal Point or within the Brown Course Bulletin. Information on RISD Major requirements can be found here. Due to the time and logistical constraints inherent in the program, students who undertake more than one major or concentration at
each institution or who consider Brown concentrations with more than 12 required courses will need to exercise considerable care in creating their plans for program completion.

Students will spend Year One of the Program mainly at RISD but will attend both the RISD and Brown Orientations, as well as a special Dual Degree Pre-Orientation. Students in Year One will also be invited to participate in many of the programs offered by Brown for its first year students. Participation in the Brown First Year Seminar Program will be available to Dual Degree students in Year One. Depending on space availability and the feasibility of combining with the RISD First-Year schedule, first-year students will take one FYS in their first semester and may choose to take up to two courses at Brown in their second semester. Students who are STEM-intending may select to complete an introductory STEM course during their fall semester, thus moving their required FYS to spring. Students will also informally declare their major at RISD in the spring of Year One.

For a full description of the First-Year at RISD, please consult the following resources:

**RISD EXPERIMENTAL AND FOUNDATION STUDIES**

(401) 454-6176 [http://efs.risd.edu/](http://efs.risd.edu/)

For information on the Brown First-Year Experience and the Brown Writing Requirement, please consult the publication Guide to Brown and visit the Dean of the College website below. Dual Degree students are required only to fulfill the first half of the writing requirement.

**OFFICE OF THE DEAN OF THE COLLEGE** (401) 863-9800

[http://www.brown.edu/academics/college/](http://www.brown.edu/academics/college/)

During Year Two, students will typically take most of their courses at Brown. Students are required to complete a minimum of 5 courses at Brown during Year Two. Throughout the program, students will report to the RISD Registrar which Brown courses they wish to use towards RISD degree requirements, subject to the approval of RISD departments. Students must formally declare their RISD major in the spring of Year Two and their Brown concentration in the fall of Year Three. In preparation for these declarations, students will work with the Dual Degree advisor and faculty advisors from their anticipated major at RISD and concentration at Brown to develop a comprehensive plan of study, known as a “five-year plan,” that includes a year-by-year description of their planned coursework. Once this plan is approved, students will work with faculty advisors from their major and concentration and the Dual Degree advisor to coordinate scheduling and registration for classes and assure completion of all graduation requirements for the program.
In addition to their RISD and Brown faculty advisors and the BRDD advisor, students will be assigned a peer advising team to help in the adjustment to academic life and to assist in navigating the two institutions. These peer advisors will be selected from students in the Dual Degree program.

With approval, Dual Degree students may study away from campus, including study abroad. Students should be aware that a year or semester away might be difficult to work into the five-year plan. (See section on “Study Abroad.”)

Students should bear in mind that the Brown and RISD calendars vary both in semester format and dates. It is imperative that students stay apprised of these differences, especially when constructing their academic plan.

**B R O W N** [http://www.brown.edu/about/administration/registrar/academic-calendar](http://www.brown.edu/about/administration/registrar/academic-calendar)
[http://events.brown.edu/](http://events.brown.edu/)

**RISD** [http://www.risd.edu/academics/calendar/](http://www.risd.edu/academics/calendar/)

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**Admission**

For admission to the Dual Degree program, applicants must apply to both Brown and RISD separately, following the guidelines and requirements of each institution. In addition, students will submit to each institution a copy of their supplemental essay for review by the Dual Degree Admission Committee. Students cannot transfer into the Dual Degree program or apply for consideration for admission to the Program after they have matriculated at either Brown or RISD. Applicants may choose to apply to either Brown or RISD under their respective Early Decision Programs, with the understanding that if they are admitted via Early Decision, they agree to matriculate regardless of the outcome of their applications to the other institution and the Dual Degree program. These standards apply, too, for students who are matched with Brown through college access programs, including QuestBridge.

In mid-March of the application year, the Dual Degree Admission Committee will convene to discuss the applications of any Regular Decision applicants to the program and the applications of any Early Decision applicants who have been admitted or deferred. Final decisions will be mailed in late March or early April, immediately following the regular decision mailing date. For the foreseeable future,
the program will aim to admit a cohort of 15 students per class year. The program will maintain a small waitlist for students interested in the program but not immediately admitted. Admitted students will matriculate at both Brown and RISD for all five years, regardless of where they are taking classes in any given semester.

Orientation

First-year students will move into their first-year residence hall at RISD. They will attend both the RISD and Brown Orientations, as well as a special Dual Degree Orientation organized jointly by RISD and Brown. Students are invited to participate in first-year group activities at Brown during Orientation and throughout the year. Additionally, students will participate in Brown’s First Reading Seminar Program and in Brown first-year advising meeting. Students entering their second year in the program are encouraged to take advantage of Brown orientation programs as appropriate since this is their first experience living on Brown’s campus.

B R O W N  http://www.brown.edu/academics/college/orientation/
RISD http://orientation.risd.edu/

Program Planning and Advising

The Dual Degree Joint Committee Chair at Brown is Deputy Dean of the College Christopher Dennis (Christopher_Dennis@brown.edu, 401-863-6244), and the Joint Committee Chair at RISD is Professor of Philosophy and HPSS Concentration Coordinator Barbara Von Eckardt (bvonecka@risd.edu, 401-709-8580).

Students in the Dual Degree Program may avail themselves of the full range of advising resources at Brown and RISD. The Assistant Director of the program, Cassie Caragale (cassie_bower@brown.edu or cbower@risd.edu), serves as the program advisor, and she works jointly with Brown and RISD on issues of relevance to students’ academic and residential experience. In addition, Dual Degree students are assigned an individual faculty advisor on each campus in keeping with the existing practices of each institution.
Because completion of the Dual Degree involves fulfilling the degree requirements for both Brown and RISD in an accelerated fashion, it will be essential for students to work closely with their academic advisors on planning and scheduling issues from the very beginning of the program. During Year One students will be assigned a faculty advisor from the Foundation Studies Program at RISD, a Faculty Advisor at Brown, and a Brown|RISD Dual Degree peer advising team. Both students’ Brown Faculty Advisors and BRDD peer advising teams will work with them until they declare their concentration in the fall of Year 3. They will also meet with the Dual Degree advisor to discuss their overall academic plan.

In the middle of their second semester, students will make a “soft” declaration of their RISD major, which will afford them the resources of a student in this major but will not bind them to this decision. At the time of this soft declaration, students will be assigned a faculty advisor from their anticipated major. Students must solidify their RISD major in the spring of Year Two. Students declare their Brown concentration in the fall of Year Three. After declaration at Brown, they will be advised by a concentration advisor as well.

In preparation for these declarations, students will work with the Dual Degree advisor and faculty advisors from their anticipated major at RISD and concentration at Brown to develop a comprehensive plan of study that includes a year-by-year description of their planned coursework. Once this plan is approved, students will work with faculty advisors from their major and concentration and the Dual Degree advisor to coordinate scheduling and registration for classes and assure completion of all graduation requirements for the program. Years Three through Five will be spent between the two institutions in course distributions to be determined by students, academic advisors, and the Dual Degree advisor. Students must consult individual department web pages for detailed descriptions of specific concentration and major requirements. During their final year, students will also be required to deliver a synthetic Capstone presentation which will draw from their studies at both schools. The Capstone presentation is a formal graduation requirement for the program.

**DEGREE REQUIREMENTS FOR BROWN**

[http://www.brown.edu/academics/college/degree/](http://www.brown.edu/academics/college/degree/)

**DEGREE REQUIREMENTS FOR RISD**

[http://www.risd.edu/academics/](http://www.risd.edu/academics/)
Registration and Enrollment

Course Selection and Registration Procedures

During Year One of the program, students will take most of their classes at RISD. They will be pre-registered into their fall-semester courses over the summer and into their spring-semester studio classes in late December. In late October or early November, students will register for RISD Wintersession electives, and in January, students will choose their remaining liberal arts or elective courses according to the RISD registration process.

All students will have the opportunity to enroll in a fall First Year Seminar at Brown in their first year of the Program. These course assignments will be made during the summer before students arrive on campus. Students may take up to two courses at Brown in the spring of their first year in consultation with their faculty advisors at Brown and their Foundation Studies advisors at RISD. Requests to take the two additional Brown courses in spring should be discussed with RISD’s Dean of Experimental and Foundation Studies in mid-November to ensure scheduling for spring foundation courses is compatible. Registration for these courses will be in accordance with the Brown registration process.

In April of Year One, after consulting with their faculty advisor at Brown, students will preregister online for their Semester III courses at Brown. In consultation with their RISD departmental advisor, students will determine which sophomore courses in their major they will preregister for at RISD. In early November of Semester III, students will preregister for Semester IV courses at Brown and for RISD Wintersession courses. Registration for RISD’s spring term occurs in December. Since students are required to devote much of their first year to studies at RISD, they must complete a minimum of five Brown courses between Semesters III and IV in order to stay on track with their studies at Brown. With permission, some exceptions can be made to this rule with the recommendation of faculty advisors.

In all subsequent years, students will choose courses at both institutions and will follow the registration procedures for the institution offering each course taken. In order to remain in good standing, all students prior to their 8th semester must maintain at least a 12-credit load (equivalent
to four Brown courses) each semester. Students who are unable to attempt 12 credits should petition for an exception of policy. For information on each institution’s registration process and course schedule, please check the web site for the Office of the Registrar of each school.

In Years Two through Five, students may register for a maximum of five Brown and/or RISD courses each fall/spring semester. Any RISD course may count as one of the five courses, regardless of whether the course bears 3 or 6 credits. Students will be allowed to take the maximum number of RISD Wintersession courses permitted in each year according to RISD policy.

Students may not register for courses whose meeting times overlap, except with the permission of both professors. This includes overlaps between courses during RISD Wintersession and Brown spring semester. Additionally, students are encouraged to pay close attention to final exam schedules and must seek special accommodations if there is a time conflict.

**BROWN: OFFICE OF THE REGISTRAR**

J. Walter Wilson Hall, Box K (401) 863-2500
[http://www.brown.edu/about/administration/registrar/](http://www.brown.edu/about/administration/registrar/)

**RISD: OFFICE OF THE REGISTRAR** (401)
454-6151 [https://risdregistrar.wordpress.com/](https://risdregistrar.wordpress.com/)

**Academic Policies and Standing**

Students must complete all relevant work for both degrees in order to remain in good academic standing at both institutions. Courses may be added or dropped based upon the standard practices at each institution.

**Brown** [http://www.brown.edu/academics/college/degree/policies](http://www.brown.edu/academics/college/degree/policies)

**RISD** [https://risdregistrar.wordpress.com/academic-policy/graduate/academic-standing-probation-and-dismissal/](https://risdregistrar.wordpress.com/academic-policy/graduate/academic-standing-probation-and-dismissal/)

**Student Records and Transcripts**

Each institution will keep a separate record of student academic progress and completion in accordance with its standard practices and procedures. Brown and RISD will share information concerning the registration of their Dual Degree students, and notations may be made on one
transcript based upon information from the other. Institutional honors will be unique to each school. All courses will be reflected on the Brown transcript unless a student takes fewer than three one-credit workshops at RISD. The RISD transcript will reflect all RISD courses and only the Brown courses the students selects to fill requirements.

Brown [http://www.brown.edu/about/administration/registrar/ - ordering]

RISD [https://risdregistrar.wordpress.com/]

**GPA and Honors**

GPA is calculated by RISD but not by Brown. Brown courses will factor into the RISD GPA calculation only if they are being counted towards RISD degree requirements, and students must declare shortly after each term begins which Brown courses approved by RISD departments will count toward RISD degree requirements. Semester honors and graduation honors will be awarded in accordance with the standard practices of each institution. Students are required to complete a Capstone presentation that draws upon their experience at both institutions. A faculty member from each institution in the student’s respective areas of study will advise on this project.

Brown [http://www.brown.edu/academics/college/advising/concentrations/capstone]

RISD [https://risdregistrar.wordpress.com/]

BRDD [http://portfolios.risd.edu/BRDD_Capstones]

**Wintersession**

In order to complete graduation requirements, all Dual Degree students are required to take at least one RISD Wintersession course in both Years One and Two.

**Registration**

Dual Degree students will be assigned a registration time in accordance with RISD’s policy for Wintersession course selection and will be given a priority level consistent with their semester standing (i.e. Year Two BRDD students will register with RISD sophomores, Year Three students with juniors, Year Four students with seniors, and Year Five students with fifth years). Students should be aware that there is an overlap of two to three weeks between the end of Wintersession
and the start of Brown’s spring semester. Therefore, students are encouraged to carefully consider their plans for the spring semester when registering for Wintersession to avoid overlapping schedules and to ensure a manageable workload. Registration for Wintersession at RISD and registration for the spring semester at Brown occur around the same time. Students should consult with their advisors at both schools at this time if they plan to take a Wintersession class.

BRDD students exempted from taking a RISD Wintersession course may opt to take a Brown Wintersession course, for which a separate tuition charge is made. Pre-registration for Brown Wintersession courses takes place in October. See the Brown Wintersession webpage for more information: https://www.brown.edu/academics/college/special-programs/wintersession/brown-wintersession

Wintersession Abroad
Dual Degree students may participate in any of the Wintersession course offerings, including those courses conducted abroad. Students will be responsible for paying the additional fees associated with RISD travel courses. Brown Wintersession courses offered through the GELT program include all associated travel costs within the cost of tuition, and financial aid may cover these costs depending on student eligibility. Those students receiving financial aid may apply for assistance to offset these costs. Students should be aware that some Wintersession travel courses have schedules that differ from the normal Wintersession dates. For example some courses spend only a couple of weeks abroad and then return to Providence for the duration of the class. Students planning to take courses at Brown in the spring semester must make sure that they are back in Providence in time for the start of the spring semester.

Total Course Load
Throughout the program, students may register for a maximum of five Brown and/or RISD courses each fall/spring semester and will be allowed to take Wintersession courses in each year.

Housing
Students living in RISD residence halls, in Littlefield at Brown, or living off-campus will be able to remain in their assigned housing during Wintersession. Students living in any of the other Brown dormitories will be required to make other housing arrangements, with the help of the Dual Degree advisor, during the overlap of Wintersession and Brown’s winter break (a period of approximately three weeks).

Students can also choose to stay with peers at RISD or off campus. If choosing to stay with peers at RISD, all arrangements must be made in advance through RISD Residence Life.
Dining

Students on the Brown|RISD Dual Degree meal plan or on a RISD meal plan will receive uninterrupted dining service during Wintersession. Regular semester Brown meal plans are not available during Wintersession; however, students may purchase a separate Brown meal plan for this time. Alternatively, students who are on Brown meal plans are invited to eat at RISD during the overlap of Wintersession and Brown’s winter break by adding risdbucks to their account.

Leaves of Absence, Withdrawal, and Other Forms of Separation from the Program

A separation of active enrollment status at either institution, including leaves of absence, suspension, or dismissal, will be treated as a separation from the program at both institutions. This includes separation from either school for failure to meet financial obligations or any academic or non-academic reason. Moreover, students need to complete requirements for graduation from both Brown and RISD in the same graduation cycle in order to remain a Dual Degree student. Students should direct inquiries about any form of separation to Brown’s Deputy Dean of the College and RISD’s Student Affairs Office. The process for readmission to the program involves application to the BRDD Committee on Academic Standing.

At any time, a student may choose to withdraw from the Program but remain enrolled in one or the other of the institutions, provided the student meets the selected institution’s requirements for continuing. A student considering such withdrawal should consult with academic advisors to ensure the viability of completion of a degree at the selected institution and must obtain approval from the Program Joint Committee Chairs.

Brown https://www.brown.edu/academics/college/degree/policies/leaves-absence
http://www.brown.edu/about/administration/bursar/policies

RISD http://www.risd.edu/Policies/Academic/Leaves_of_Absence/

Leaves of Absence and Financial Aid

Aided students who are considering taking a leave are strongly encouraged to meet with a counselor at Brown’s Office of Financial Aid to discuss the financial consequences of taking a leave upon their financial aid package. Brown’s tuition refund policy and institutional refund calculation will apply
for any period of leave. Students seeking financial aid upon their approved return as an active student must meet published deadlines.

Study Abroad

With approval and careful planning, students may study away from campus, including studying abroad. Students should be aware that a year or semester away may be difficult to work into the five-year plan. Any course taken abroad will not be included in the minimum 15 course requirement for Brown. However, courses may be counted towards concentration requirements at Brown and/or major or liberal arts requirements at RISD as approved by the respective departments.

With the exception of Wintersession and summer travel courses, study abroad is an option only in Years Three through Five with the assumption that all required coursework in the first two years has been completed. Students have the ability to participate in study abroad programs through either institution, although, again, credit earned through any Brown study abroad program will not count toward the 15 course residency requirement at Brown.

Students who choose to go abroad with the RISD European Honors Program (EHP) are enrolled in RISD coursework and can receive up to 18 credits towards some RISD major and liberal arts requirements. Other RISD abroad programs provide transfer credit, and available credits vary with each program. Students must consult with their major Department Head in order to understand if studying abroad is compatible with their RISD course of study. Students are encouraged to research this possibility, as additional costs of this program may not be covered by students’ financial aid package. Fees for available programs vary, and interested students should consult with the Advisor and Program Coordinator as well as RISD Global to clarify.

Students studying abroad via a Brown program must complete all study abroad procedures with Brown’s Office of International Programs. Students interested in one of RISD’s programs must complete all procedures through RISD Global. A maximum of 4 courses can be counted at Brown. Courses completed satisfactorily are recorded as S, not as transfer credits (T) but again, the courses cannot count towards the minimum course requirement of 15 courses to be completed on Brown’s campus. With approval from their concentration advisor, students can use credits earned abroad towards concentration requirements, and RISD may accept courses towards major or liberal arts requirements.

B R O W N http://www.brown.edu/Administration/OIP/
Summer Study

Students may choose to pursue summer study at Brown, RISD, or at another domestic or international university. Any course taken during the summer will not be counted towards the 15 course residency requirement for Brown, including courses taken through the Undergraduate Summer Session at Brown. However, these courses may be counted towards concentration requirements at Brown and/or major or liberal arts requirements at RISD as approved. Students expecting credit from from either institution for summer courses must get pre-approval using the form available at the appropriate Registrar's office.

Summer Study and Financial Aid

Aided students in the program who wish to study during the summer are strongly encouraged to meet with a counselor at Brown’s Office of Financial Aid. For the purposes of assigning financial aid, RISD Continuing Education courses are not eligible for financial aid.

Campus Life

Students enrolled in the Brown|RISD Dual Degree program are considered active students at both institutions throughout their five years. As noted in “Access to Facilities and ID Cards,” below, students will be issued ID cards for both schools that will grant access to the resources and services of both institutions. Students in the Program may also access support resources at either institution, including the support of staff members in the Office of Student Life at Brown or the Office of Student Affairs at RISD. At Brown, Deans in Student Life and, at RISD, Deans in Student Affairs can assist with personal/family issues, health or emotional concerns, and to some degree academic struggles, and they will direct students to other resources when appropriate.

Both the Brown Office of Student Life and the RISD Office of Student Affairs oversee their respective institution’s non-academic judicial systems and can answer Student Code of Conduct or procedure questions. At both institutions there is always someone available during the day for crisis appointments and at other times through a staff on-call rotation schedule. For urgent situations, students may reach Brown’s Administrator-on-call (401-863-3322) during evenings and weekends. At RISD, the Department of Public Safety (401-454-6376) will be able to reach the appropriate staff member to assist students during an emergency.
Housing and Dining

Year One: During the first year of enrollment in the Dual Degree Program, all students will reside in RISD housing. At RISD, all first-year students live together. In addition, Dual Degree program students will be housed together within the first-year buildings to provide an additional opportunity for mutual support. Students are required to be on RISD’s Foundation Meal Plan and will automatically have seventy dining points on their Brown ID card to spend at Brown dining facilities.

Year Two: Students will live in Brown housing. Students will be placed together in Littlefield, which houses other Brown sophomores, and will be able to remain in their rooms during RISD Wintersession. Students are required to be either on a Brown Meal Plan with seventy dining points on their RISD ID card to spend at RISD dining facilities or on the Brown|RISD Dual degree meal plan.

Year Three through Five: During their third year, students must be in residence on campus at either Brown or RISD unless they request and receive permission for off-campus housing through Brown Residential Life in the fall of their sophomore year. Those applying for off-campus permission are warned that approval is not guaranteed and students should not sign off-campus leases prior to receiving written approval.

Students planning to stay on campus should express their preference during their sophomore year prior to the start of the housing selection process on the campus of their choice. Students can live on or off-campus for Years Four and Five. For on-campus housing, they will participate in the lottery for selection of housing through the campus of their choice. For RISD housing, this is accomplished by paying the housing deposit before the advertised deadline. Dual Degree students looking to participate in room selection at RISD must request a time-slot prior to housing selection. Once a student requests a time-slot, they are required to live on campus. Cancellation fees apply if students do not choose housing or cancel their bookings after making a selection. Students who are living at Brown in housing other than Littlefield or Graduate Center will be unable to remain in their rooms during Wintersession. (See section on Wintersession for
additional details on housing.) Students who choose to live at RISD and are taking Brown courses in the fall semester will be able to move in early.

Students may apply for RA or RPL positions at either institution. Before applying, students are encouraged to consult with Stacey Pettella, Asst. Director of Financial Aid, to determine how their financial aid may be impacted.

Students living at RISD must adhere to RISD’s meal plan participation requirements based upon housing types. Students living at Brown in Years Three through Five are not required to participate in a meal plan. Alternatively, students in Years Two through Five of the Program may choose to participate in the Dual Degree Meal Plan. The Dual Degree Meal Plan splits meals and declining balance points between Brown and RISD, allotting slightly more meals and points to RISD Dining to accommodate for Wintersession at RISD. Students on the Dual Degree Meal Plan will be billed through Brown and cannot transfer meals or points from one school to another. However, students may add points to either plan directly with either Brown’s or RISD’s dining offices.

Although Dual Degree students may be residing on one campus or the other throughout their enrollment, they always have access to all campus facilities at both schools.

**Brown**
http://reslife.brown.edu/
http://brown.cafebonappetit.com/

**RISD**
www.risd.edu/Students/Residence_Life/
www.risd.edu/Students/Dining/

**Access to Facilities and ID Cards**

Students in the Brown|RISD Dual Degree program have access to the buildings, facilities, and grounds at both schools in the same way as other undergraduate students at either institution regardless of residence. Students will be issued ID cards from both schools that will reflect their status as Dual Degree Program students; ID cards are used for access to buildings, library privileges, and dining services, and both cards also function as a RIPTA bus pass. When at either campus, students should use the card relevant to that school, as the Brown-issued card will work only at Brown and the RISD-issued card will work only at RISD. Students should carry their ID cards at all times when on campus and present their IDs when requested to do so. To avoid fraudulent card use, lost or stolen ID cards should be reported to the Department of Public Safety.
and/or Card ID Services at both institutions. Card replacement fees will be handled independently by each institution.

**Brown ID card:** Bear Bucks is an optional debit account that allows students to use their Brown ID at the Brown Bookstore, Computer Store, Campus Shop, campus dining centers, and snack locations. Using a Value Port III machine, students can transfer funds from their declining balance or add cash directly to their Brown ID card to take advantage of vending options on campus, including snacks, beverages, laundry, and copy machines.

**RISD ID card:** risdbucks allows the RISD ID card to function as an optional prepaid debit account for use on campus and at participating merchants. Students can deposit funds online or by presenting their RISD ID to a cashier at a RISD dining location for vending, laundry machines, copy machines, and printing.

**Brown Card Office,** J. Walter Wilson, 5th Floor, 69 Brown Street, 863-2273
http://www.brown.edu/about/administration/brown-card/

**RISD Campus ID Card Services,** 48 Waterman Street, 454-6664
http://info.risd.edu/card-services-risdbucks/

**Disciplinary Codes and Processes**

Students in the Program will be subject to and responsible for the academic and non-academic codes for student conduct at both Brown and RISD at all times during the Program and so should acquaint themselves thoroughly with both sets of expectations and protocols. Although there are many areas of overlap and commonality between the two sets of codes, there are also areas of divergence, and Dual Degree students will be expected to understand and adhere to both.

**Brown Principles of the Brown Community & Academic Code:**
www.brown.edu/Administration/Dean_of_the_College/curriculum/principles.php

**RISD Conduct & Disciplinary Code and Procedures:**
http://www.risd.edu/policies/

Any infractions of academic policy will ordinarily be addressed by the school at which the offense is said to have occurred, regardless of where the student is a resident. Any infractions of non-academic policy will ordinarily be addressed by the school at which the student is a resident,
regardless of where the infraction is said to have occurred. Students will live at RISD in Year One, at Brown in Year Two, and at the institution of the student’s choice or off-campus thereafter. A student who chooses to live off-campus will be deemed for this purpose to be a resident of Brown during Year Three or Four and a resident of RISD during Year Five. The relevant offices of Brown and RISD that handle disciplinary matters will consult and coordinate with one another as necessary and appropriate. In contrast to Student Conduct violations, alleged violations of the Academic Code in a particular class will be handled by Brown for Brown courses and RISD for RISD courses.

Disciplinary actions taken by either school will be accepted by the other. For example, a student suspended by Brown is suspended from RISD on the same terms and for the same length of time. A student dismissed from RISD is also dismissed from Brown. A prior offense at either school may be considered in subsequent disciplinary proceedings by the other school, if and to the extent permitted under the other school’s disciplinary rules.

**Disciplinary Records**: Brown will keep case materials for incidents handled at Brown, and RISD will keep case materials for incidents handled at RISD, but those materials are fully available to appropriate officials at the other institution upon request. This includes the outcome and any sanctions. Students are required to give consent to this in writing as a condition of their enrollment.

In the case of an academic code violation, transcript notations initiated by one institution will appear on that institution’s transcript only. However, one institution may have a notation on its transcript to refer to the other institution’s record.

**Public Safety**

Students may use the Public Safety services of either institution, regardless of where the student resides. If a crime or incident occurs on either campus, students are advised to call the Public Safety Department where the crime or incident occurs.

**Brown Department of Public Safety**: 75 Charlesfield Street, 863-3322, 24 hours a day, 7 days a week or 863-4111 in the event of an emergency
www.brown.edu/Administration/Public_Safety/

**RISD Department of Public Safety**: 30 Waterman Street, 454-6376, or in the event of an emergency 454-6666, 24 hours a day, 7 days a week
www.risd.edu/Students/Public_Safety/Overview/
Health and Counseling

Students may use the health and counseling services of either institution, regardless of where the student resides. Students will pay Brown’s health services and health insurance fees. Student health and counseling information at each school will be accessible to the other school and its employees. Students are required to give consent to this in writing as a condition of their enrollment.

**B R O W N**

**Health Services:** Andrews House (Brown and Charlesfield), 863-3953, www.brown.edu/Student_Services/Health_Services

**Counseling and Psychological Services:** J. Walter Wilson, 5th Floor, 69 Brown Street, 863-3476, www.brown.edu/Student_Services/Psychological_Services/

**Student and Family Crisis Support:** Office of Student Life (OSL) provides crisis services 24 hours a day for students with personal or family emergencies. Dean of the Day (8:30am – 5pm), 863-3145 and Administrator--on-Call (evenings and weekends), 863-4111, [http://www.brown.edu/about/administration/student-life/student-support-services](http://www.brown.edu/about/administration/student-life/student-support-services)

**Sexual Assault, Harassment, and Relationship Violence Support:** Support is available through multiple on-campus offices, including CAPS (863-3476), Health Services (863-1330), Brown Emergency Medical Services (863-4111), and Brown's Sexual Harassment & Assault Resources & Education (SHARE) Advocate. Students in need of immediate assistance should contact Brown's Sexual Assault Response Line at 863-6000.

**Sexual Harassment & Assault Resources & Education (SHARE) Advocate:** 3rd floor of Health Services, 863-2794. Available to help students affected by sexual violence and abuse in a relationship. Confidential services include support for a survivor or the friends of a survivor and help exploring options to address the incident.

**Title IX Office:** 3rd floor of J. Walter Wilson, 863-2216. Committed to responding to sexual and gender-based harassment within the Brown community. Information on resources, complaint process, prevention and education, and policy: [https://www.brown.edu/about/administration/title-ix/](https://www.brown.edu/about/administration/title-ix/)
Discrimination/Harassment by Faculty, Staff, or Other Students: Contact Associate Dean for Student Life Yolanda Castillo-Appollonio, 863-9579, or the Office of Student Life, 863-3145.

RISD

Health Services: 55 Angell Street, 454-6625
www.risd.edu/Students/Wellness/Health_Services/

After Hours Emergencies: Call Department of Public Safety, 454-6666

Counseling and Psychological Services (CAPS): Thompson House, 63 Angell Street, 454-6637.
https://risdcounseling.wordpress.com/ Email: counserv@risd.edu
After Hours Emergencies: call Department of Public Safety, 454-6666, and the officer on duty will notify the On-Call Counselor

Sexual Misconduct and Title IX Support: Students affected by sexual misconduct are encouraged to reach out for support. Assistance is offered through the Title IX Office. Contact Sydney Lake, Title IX Coordinator, at 427-6919. Support is also available from RISD CAPS (454-6637), Public Safety and/or the 24/7 On-Call Counselor (454-6666), Office of Student Affairs (454-6600), or Health Services (454-6625).

Accessibility Support Services
Students may use the disability support services of one or both institutions, regardless of where they reside. Disability support information at each school will be accessible to the other school’s disability support employees. Students are required to give consent to this in writing as a condition of their enrollment.

Brown Student and Employee Accessibility Services (SEAS):

RISD Disability Support Services: Carr House, 210 Benefit St. 709-8460,
http://info.risd.edu/disability-support-services-dss/ Email: bboyne@risd.edu

International Students
All immigration, student visa, employment authorization, and social security administration issues are handled through Brown’s Office of International Student & Scholar Services: www.brown.edu/Administration/OISSS/

International students may also access advising and a range of other supports through Brown’s center for International Student and Visitor Experience. https://www.brown.edu/campus-life/support/international-students/

While all documentation and administration questions should still be directed through Brown’s OISSS office, international students may also find a network of support at RISD via the International Student Services within the Office of Intercultural Student Engagement. http://www.risd.edu/about/offices/international-student-services/

**Transportation**

A full range of transportation options makes it easy to get around the campuses and Providence without a car.

**Brown University Shuttle:** Brown operates a shuttle transportation service known as Brown University Shuttle (B.U.S.) free to Brown and RISD ID holders. B.U.S. operates day and nighttime transport around campus and across downtown Providence. Brown onCall service is available to all Brown community members for point-to-point transportation during evenings until 3:00 a.m. For available services and schedules visit: http://www.brown.edu/about/administration/transportation/brown-university-shuttle

**RISD Rides:** RISD operates an evening transportation service called RISD Rides, providing fixed route service for RISD and Brown ID holders from 7:00pm to 12:00 Midnight. Late Night To-Your-Door service is available for RISD ID holders. For more information and route maps visit: http://www.risd.edu/student-life/safety/

**RIPTA:** Students may ride RIPTA trolleys and regular route buses free, yearround, with their RISD or Brown ID. For schedules and more information call (401) 781-9400 or visit ripta.com.

**ZipCar:** Zipcar vehicles are available for hourly rental by Brown and RISD ID holders. For more information on this nationally known service, please visit www.zipcar.com/brown or www.zipcar.com/risd/
**Parking:** Brown and RISD are located in the heart of a densely populated residential area with little available parking. Overnight parking is not permitted on Providence streets and private parking in the vicinity of the campuses is both scarce and expensive. Students’ campus residency determines which parking policy they can take advantage of.

**B R O W N**
In Years One and Two, students may not bring automobiles to campus. In Years Three through Five, students may participate in the parking lottery to obtain one of the limited number of off-campus parking spaces that are accessible by safeRIDE and/or RIPTA.

**RISD**
On-campus parking is limited to faculty and staff. Limited student parking is available at Charles Landing, with priority given to residents of Charles Landing. Permits must be purchased through RISD Residence Life. Students are not permitted to park in any other RISD lots.

**Bicycles:** RISD and Brown recommend that all bicycles used on campus are registered with the Department of Public Safety. For more information:

**B R O W N** [http://www.brown.edu/about/administration/public-safety/operation-identification-id](http://www.brown.edu/about/administration/public-safety/operation-identification-id)

**RISD** [http://www.risd.edu/Students/Public_Safety/Crime_Prevention/](http://www.risd.edu/Students/Public_Safety/Crime_Prevention/)

**Walking:** Brown provides Safewalk, a student-run service providing on-campus point-to-point walking escorts for Brown community members.

**Student Government**
As Dual Degree students, Program participants are entitled to participate in the student government of both institutions without restriction.

**Brown Undergraduate Council of Students (UCS):**
www.brownucs.org/

**RISD The Alliance:**
[http://csi.risd.edu/alliance](http://csi.risd.edu/alliance)
Clubs, Organizations, and Activities

Students will have access to all student activities at both schools at all times during the Program.

Student Groups:

**B R O W N** brown.edu/bearsync


**RISD**

Center for Student Involvement: Carr Haus, 2nd Floor, 454-6602

List of Student Clubs: http://csi.risd.edu/

Athletics

All athletic opportunities are available to Dual Degree students. Students may participate in intercollegiate varsity athletics at Brown while they are enrolled in the Dual Degree Program. Eligibility is governed by NCAA and Ivy League rules; for example, students are eligible to play for four years only, must be enrolled full-time, and must pass a minimum of 12 semester hours of credit each semester. In cases of conflict with academic scheduling, such as for example RISD Wintersession, the academic program will take precedence over joining in the sport. Students interested in participating in intercollegiate varsity athletics should contact the Associate Director for Student Services in Brown’s Department of Athletics and Physical Education for further information, including information on eligibility.

Brown athletics and facilities: www.brownbears.com, 863-2211

RISD athletics: http://csi.risd.edu/

Communication Services

Students participating in the Program will have access to all computing and electronic services available to students at both institutions, including online storage, library e-resources, and more. In addition, students will be provided with e-mail addresses from both institutions, and institution-sponsored communications will be delivered to those addresses, so students will be responsible for
checking both routinely. If desired, students can forward e-mail to either institution or to another service external to both institutions.

**Computing Resources and Support:**

**B R OWN** Computing and Information Services  
CIS Help Desk, 15 Waterman St., Lobby,. Telephone: (401) 863-HELP (4357)  
https://it.brown.edu/

**RISD** OIT Service Desk, 20 Washington Place, 1st Floor, 454-6106, servicedesk@risd.edu  
https://itservices.risd.edu/

**Telephone:**

**B R OWN** Campus and local calling (Providence area) will be available to students in Residence Halls upon arrival and the cost is included in the room rate. Long-distance service is available by using a prepaid calling card. https://it.brown.edu

**RISD** On-campus RISD students receive local and 800 telephone access free of charge with the exception of those living in Charles Landing.  
https://itservices.risd.edu/OIT/Pages/Telephones.aspx?11=OIT&12=9MORE&13=TEL&14=&15=

**Mail:** Students will receive mail at Brown and RISD but will identify a primary mailbox (likely where in residence) at one institution. All mail communications will be forwarded to the primary mailbox.

**Alumni Services**

Dual Degree students may use the alumni services of both institutions.

**B R OWN** www.alumni.brown.edu/

**RISD** : Alumni Relations and Special Events  
123 Dyer St., 401-454-6794, http://www.alumni.risd.edu/
Financial Information

Tuition Rates and Requirements

All tuition and financial aid for Dual Degree students will be figured at Brown rates for the duration of the program, and students enrolled in the Program must pay for no fewer than ten semesters of Brown tuition. If a student leaves the program and continues at Brown, Brown tuition and financial aid will continue to apply; if a student leaves the program and continues at RISD, RISD tuition and financial aid will apply.

Associated refunds of tuition/fees will follow the Brown policy/schedule of refunds (see second website below). Refunds will be based on the withdrawal date versus the first day of class in which the student has enrolled at either institution.

Tuition and fee schedule: http://www.brown.edu/about/administration/financial-aid/undergraduate/applying-continuing-students

Refunds: http://www.brown.edu/about/administration/bursar/policies
Tuition Refund Insurance (students enrolled in the Program have the option through Brown to participate in a private insurance program designed to extend and enhance Brown University’s published refund policy): http://www.brown.edu/about/administration/policies/tuition-refund-plan

Fees, Books, and Materials

Health Insurance: Students enrolled in the Program will be charged the Brown rates for the health services and health insurance fees. Students may waive participation in the student health insurance program if they are covered under a parental or private plan that provides comparable coverage. Student health insurance plan: www.brown.edu/insurance

Fees for Courses, Materials, and Labs: Many RISD courses carry associated course and/or material and supplies fees. See the RISD Course Announcement Catalogue for details. These fees will be charged to the student account bill in aggregate with a generic description each semester. Students can then request additional financial aid if necessary for fees included on the student's account bill. Specific details supporting the total charge will be maintained by RISD and can be obtained by calling the Office of Student Accounts/Accounts Receivable (401/454-6445). Students
should be aware that RISD projects often entail students purchasing materials and supplies beyond those specifically attached to the course and should plan accordingly.

**Bookstore Charges and Accounts:**
Students automatically receive a charge account that bills directly to the Brown University student account.

Students may open a charge account at the RISD Store and risd: store 3D. Charges incurred will be billed directly to the student and will not appear on the Brown student account bill.


**Other Fees:** The student activity fee, late course or pre-registration fees, and re-enrollment fees will be charged at Brown rates (see above tuition and fee schedule). Orientation and graduation fees are charged by RISD and will be applied to the Brown student account.

**Financial Aid**

**B R OWN (ONLY)**
Stacey Pettella, Office of Financial Aid
J Walter Wilson, Second floor, 69 Brown Street, Campus Box 1827
Phone: (401) 863-2721
Fax: (401) 863-7575
www.financialaid.brown.edu/

Dual Degree students will be eligible for no more than ten semesters of financial aid consideration under Brown’s financial aid procedures, and eligibility for financial aid will be calculated on the same basis as for other Brown students. Any petitions for additional terms of financial aid consideration will require the approval of both the Office of the Dean of the College at Brown and the Office of the Provost at RISD, and any such additional financial aid will maximize federal aid, including federal student loans, prior to awarding any institutional scholarships or grants.

Students who need financial assistance must reapply for consideration each year through Brown’s Office of Financial Aid in line with published deadlines. Assuming that eligibility continues, financial aid is renewable for all five undergraduate years. Renewal forms and procedures are distributed at the end of the fall semester. [http://www.brown.edu/about/administration/financial-aid/](http://www.brown.edu/about/administration/financial-aid/)

**Financial Aid Overview and Philosophy:** Eligibility for financial aid is based strictly upon financial need, as determined by Brown’s needs analysis formula.
http://www.brown.edu/about/administration/financial-aid/needs-analysis-calculating-expected-family-contribution-efc

Costs of Education: Costs of education for an academic year are comprised of tuition and fees, room and board, books and supplies, personal expenses, and travel. Additional considerations include:

Books and Supplies: This budget component is equivalent to the allocation determined by Brown, with an additional $500 per academic year added to reflect the greater anticipated supply costs students participating in the Dual Degree Program will incur. Supply costs in excess of $500 can be covered with additional loan funding upon submission of receipts and documentation to Brown’s Office of Financial Aid.

Excess Fees: Any additional class or lab fees specifically related to coursework may be added to the costs of education and covered with additional University Scholarship funding with adequate documentation.

Computer: The cost of one computer can be added to a student’s budget during the student’s five years of enrollment in the Program and can be covered with additional loan funding.

- Unless required to participate in the RISD academic laptop program, students should follow the Brown computer purchase policy.
  
  http://www.brown.edu/about/administration/financial-aid/buying-computer-or-laptop

- Students who are required to participate in the RISD academic laptop program and have not yet used financial aid to purchase a computer can have the cost of the laptop added to their budget and spread across five semesters to coincide with the five-semester payment plan.

- Students who formerly used financial aid to purchase a computer and who are now required to participate in the RISD academic laptop program may provide documentation of the additional costs for the necessary software and component upgrade to be covered with additional loan funding.

Types of Financial Aid/Scholarships: The types and sources of financial aid granted to eligible students follow Brown awarding policies and procedures. Students will be eligible to receive endowed scholarships from Brown, including the Sidney Frank and National Scholarships. Endowed scholarships are already factored into the financial aid package and do not represent additional funding. For more information on types of financial aid and scholarships see:

http://www.brown.edu/about/administration/financial-aid/educational-financing
Note that there may be additional fees or expenses required of particular programs at either RISD or Brown.

**Campus Employment Award:** Most financial aid awards contain an academic year work component, referred to as campus employment. This award carries an expectation that, in most cases, students will work during the academic year to earn funds to help meet the indirect expenses of the cost of attendance (i.e. books, supplies, and personal expenses). Students are able to earn campus employment funds at either Brown or RISD and receive semi-monthly paychecks depending on the hours worked. The campus employment portion of the award will not show as a credit on the billing statement from the University.

Students may research and apply for campus employment via the web. International students are eligible for on-campus positions; those seeking employment off-campus or outside of the academic year are encouraged to speak with Brown’s Office of International Student and Scholar Services (OISSS) [https://www.brown.edu/about/administration/international-student-and-scholar-services/](https://www.brown.edu/about/administration/international-student-and-scholar-services/).

Brown [brown.edu/studentemployment](http://brown.edu/studentemployment)

RISD [https://studentemployment.risd.edu/](https://studentemployment.risd.edu/)

Students who are unable or choose not to work may have the option of converting the campus employment award to loan. Contact the Office of Financial Aid at Brown for additional information.

**Financial Aid for Study Abroad Programs:** Brown’s tuition and financial aid policies will apply during any study-abroad program participation.

Brown [https://www.brown.edu/academics/college/special-programs/international-study/](https://www.brown.edu/academics/college/special-programs/international-study/)

[RISD](https://gpp.risd.edu/)

**Graduation Awards:** Students will be eligible for RISD graduation awards.

**Billing**
Brown University will be responsible for the billing and collection of the Program tuition and fees. All processes and policies relating to billing, payment and collection will proceed in accordance with existing Brown practice and can be found on the Bursar’s Office website:

http://www.brown.edu/about/administration/bursar/
Cassie Caragale  
Asst. Director Brown|RISD Dual Degree Program & Academic Advising  
J. Walter Wilson, Brown University  
Box 1828  
Providence, RI 02912  
401 863-9836  
brdd_advising@brown.edu

Christopher Dennis  
Deputy Dean of the College, Brown University  
University Hall  
Box 1828  
Providence, RI 02912  
401 863-6244 christopher_dennis@brown.edu

Barbara Von Eckardt  
Professor of Philosophy & HPSS Concentration Coordinator, RISD  
Rhode Island School of Design  
2 College Street  
Providence, RI 02903  
401-709-8580 bvonecka@risd.edu

Brown University  
Admission Office  
45 Prospect Street  
Box 1876  
Providence, RI 02912  
401 863-2378 admission@brown.edu

Rhode Island School of Design  
Admissions Office  
2 College Street  
Providence, RI 02903  
401 454-6300 admissions@risd.edu