



Brown | RISD Dual Degree Program



Student Handbook



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Brown | RISD Dual Degree Program

Student Handbook

This handbook is intended to provide a general overview and summary of the policies, procedures, practices, and benefits associated with the Brown University / Rhode Island School of Design (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 Dual Degree Program coordinators.

Brown's program coordinator is Deputy Dean of the College Stephen Lassonde (Stephen_Lassonde@brown.edu, 401 863-6244) and RISD's program coordinator is Associate Provost for Academic Affairs David Bogen (dbogen@risd.edu, 401 454-6417).

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Purpose of the Program

The Brown/RISD Dual Degree Program is a five-year program of interdisciplinary education, utilizing both institutions as its campus. The program confers upon the successful graduate a bachelor of arts degree (or, more exceptionally, 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, visual media, architecture, design, and the liberal arts. Brown offers comprehensive concentrations in the physical and biological sciences, social sciences, mathematics, and the humanities. The purpose of this rigorous course 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 they pursued an individual degree at one 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 degree programs are as follows:

- The Brown degree earned by students in the program will ordinarily be a bachelor of arts (A.B.) degree. In some cases, earning a bachelor of science (Sc.B.) 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. Other degrees offered at RISD ordinarily take five years – the bachelor of architecture (B.Arch.), bachelor of industrial design (BID), bachelor of graphic design (BGD), and bachelor of interior architecture (BIA) – and so are excluded from the program. The BFA in industrial design and the BFA in graphic design are four-year degrees and are included in the program.

Students are expected to finish both degrees within the program's allotted five years, or 10 semesters. 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; transfer credits from RISD will not be accepted for this 60-credit hour minimum. Not all combinations of Brown concentration and RISD major may be possible to achieve within these parameters. Brown concentrations require varying numbers of credits. Due to the time and logistical constraints inherent in the program, students are strongly advised not to undertake more than one major or concentration at each institution, and to consider selecting Brown concentrations that require 12 or fewer course credits.

For the foreseeable future, the program will be limited to 10 to 20 students per class year. Students will be matriculated at both Brown and RISD for all five years, regardless of where they are taking classes in any given semester.

Students will spend year one of the program at RISD but will attend both the RISD and Brown orientations, as well as a special dual degree orientation organized jointly by RISD and Brown. 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.

For a full description of the first year at RISD, please consult the following resources:

RISD Foundation Studies

401 454-6176

www.risd.edu/firstyear_overview.cfm

www.risd.edu/foundation_overview.cfm

During year two, students will take most of their courses at Brown while in residence at Brown. In some ways, this year of the program will mirror the first-year experience at Brown. Dual Degree students in year two will again have the potential to be involved in programs geared toward first-year students at Brown, including numerous pre-orientation programs, orientation, and the First Year Seminar Program. In addition to their program advising coordinators and RISD and Brown faculty advisors, during years one and two of the program students will be assigned a peer advisor to help in the adjustment to academic life at Brown.

For information on the Brown first-year experience, please consult the publication *Guide to Brown* and visit the dean of the College Web site:

Office of the Dean of the College

401 863-9800

http://brown.edu/Administration/Dean_of_the_College/

In March of year two, students must declare their RISD major. Prior to December of year three, students must declare a Brown concentration. Years three through five will be spent between the two institutions in course distributions to be determined by students, academic advisors, and Dual Degree advising coordinators.

Only with the approval of the Dual Degree advising coordinators may students study away from campus, including abroad, and 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 15 course-credit requirement for Brown. Study abroad is an option only in years three through five, with the assumption that all the course work expected 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 study abroad program will not count toward the 15 course-credit requirement at Brown.

Brown's Office of International Programs:

www.brown.edu/Administration/OIP/

RISD's Office of International Programs:

www.risd.edu/international.cfm

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 supplemental essay for review by the Dual Degree admission committee.

Applicants may apply simultaneously to Brown under its Early Decision Program and to RISD under its Early Action Program, with the understanding that if they are admitted to Brown, they agree to matriculate regardless of the outcome of their applications to RISD and the Dual Degree Program.

In February of the application year, at the close of RISD's Early Action season, the Dual Degree admission committee, which consists of two faculty members and one admission officer from each institution, will convene to discuss early applications. Early applicants admitted to both Brown and RISD will receive a decision on their admission to the Dual Degree Program in early February.

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 applicants who have been deferred. Final decisions will be mailed in late March or early April, immediately following the regular decision mailing date.

Program Planning and Advising

Students in the Dual Degree Program may avail themselves of the full range of advising resources at Brown and RISD. Each institution will designate a Dual Degree advising coordinator for students in the program through the Office of the Dean of the College at Brown and the Office of Academic Affairs at RISD. The advising coordinator at Brown is Deputy Dean of the College Stephen Lassonde (Stephen_Lassonde@brown.edu, 401 863-6244), and the advising coordinator at RISD is Professor / Advising Coordinator Christina Bertoni (cbertoni@risd.edu, 401 454-6263). In addition, Dual Degree students will be assigned an individual advisor on each campus.

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. They will also meet with the Dual Degree advising coordinators at both institutions to discuss their overall academic plan.

Students must declare their RISD major in March of year two and their Brown concentration prior to December of year three. In preparation for these declarations, students will work with the Dual Degree advising coordinators 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 advising coordinators to coordinate scheduling and registration for classes and assure completion of all graduation requirements for the program.

Degree requirements for Brown:

http://brown.edu/Administration/Dean_of_the_College/degree/degree_reqs

Degree requirements for RISD:

www.risd.edu/undergraduate.cfm

Students must consult individual departmental Web pages for detailed descriptions of specific concentration and major requirements.

Registration and Enrollment

During year one of the program, students will ordinarily 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 one First Year Seminar at Brown (depending on availability) and may petition to take a second course in consultation with their faculty advisors at Brown and their Foundation Studies advisors at RISD. In April of year one, after consulting with their faculty advisors at Brown, students will preregister online for their Semester I courses at Brown.

In early November of year two, they will preregister for Semester II courses at Brown, again in consultation with appropriate 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. 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.

Course Selection and Registration Procedures

BROWN UNIVERSITY: Office of the Registrar

J. Walter Wilson Hall, Box K

401 863-2500

www.brown.edu/Administration/Registrar/

RISD: Office of the Registrar

401 454-6151

<http://intranet.risd.edu/SiteMap/Default.aspx> (see Registrar's Office)

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://brown.edu/Administration/Dean_of_the_College/academic_standing/

RISD: <http://intranet.risd.edu/SiteMap/Default.aspx> (see Registrar's Office)

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. Students must order a transcript from both schools, since each school's degree will appear on the transcript of only that school.

BROWN: <http://brown.edu/Administration/Registrar/guidelines/records/index.html#ordering>

RISD: <http://intranet.risd.edu/SiteMap/Default.aspx> (see Registrar's Office)

GPA and Honors

The grade-point average (GPA) is calculated by RISD, but not by Brown. Semester honors and graduation honors will be awarded in accordance with the standard practices of each institution.

Students are required to complete a capstone project that draws upon their experience at both institutions. A faculty member in the student's major / concentration from each school will advise on this project, and a review committee with membership from both schools will evaluate the completed project. Dual Degree honors may be awarded by the review committee in exceptional circumstances. Dual Degree honors citations will occur independently of any honors awarded within a concentration at Brown or a degree program at RISD.

BROWN: http://brown.edu/Administration/Dean_of_the_College/degree_reqs/ (honors)
http://brown.edu/Administration/Dean_of_the_College/advising/capstone.php (capstone)

RISD: <http://intranet.risd.edu/SiteMap/Default.aspx> (see Registrar's Office)

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. The process for readmission to the program involves application to the Academic Oversight Committee, as well as to the Committee on Academic Standing at Brown.

A student may choose to withdraw from the program but remain enrolled in one or the other of the institutions, provided he/she meets the selected institution's requirements for continuing eligibility. A student considering such withdrawal should consult with his/her advisor to ensure the viability of degree completion at the selected institution and must obtain approval of the advising coordinator at Brown.

BROWN: http://brown.edu/Administration/Dean_of_the_College/academic_standing/cas.php
http://brown.edu/Administration/Financial_Services/Bursar/Information/refund_policy.html

RISD: <http://intranet.risd.edu/SiteMap/Default.aspx> (see Registrar's Office)

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 on a financial aid package of taking a leave. 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. Visit http://financialaid.brown.edu/Cmx_Content.aspx?contentId=70&mode=0&cpid=70#loa

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” on the next page, students will be issued ID cards for both schools that will grant access to the resources and services of both institutions. Program students 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 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. At RISD, the Office of the Associate Provost for Student Affairs can direct students to appropriate support from a number of offices within the Division of Student Affairs, such as Counseling and Student Development, Academic Advising, Health Services, Residence Life, and Student Life. Both the Brown Student Life Office and the RISD Student Affairs Office oversee their respective institutions’ 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 you during an emergency.

BROWN: Office of Student Life, 20 Benevolent Street, 863-3145,
www.brown.edu/Student_Services/Office_of_Student_Life/

RISD: Office of Student Affairs, 20 Washington Place, 1st floor, 454-6600,
<http://intranet.risd.edu/SiteMap/Default.aspx> (see Student Affairs)

Residence Life

Program participants will be housed at RISD during year one of the program and Brown during year two. During year three, students will need to satisfy Brown’s residency requirement by living on campus, but this may be accomplished by residing at either Brown or RISD, according to individual preference and availability.

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.

Year Two: Students will live in Brown housing. They will participate in Brown's housing lottery in the spring of year one and will have an opportunity to select housing through the same process as all Brown rising sophomores.

Year Three: Students must be in residence on campus at either Brown or RISD. During year two, students should express their preference on the campus of their choice prior to the start of the housing selection process. For RISD housing, this is accomplished by paying the housing deposit before the advertised deadline.

Years Four and Five: Students can live on- or off-campus (with permission) for years four and five. For off-campus permission, they must get approval through Brown's Office of Residential Life. For on-campus housing, they would participate in the housing lottery through the campus of their choice.

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.

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.

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. 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.

Both Brown and RISD will send ID forms to students before school begins. Students can return them with photos, and their ID cards will be ready upon arrival.

Brown ID card: The Brown Card Declining Balance Account 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 Card Value Center (CVC) 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: In addition to building access, library privileges, and dining services, the RISD ID card is encoded to work like an ATM or credit card for debiting a prepaid dining option or at the RISD Store. Cash-to-card machines allow funds to be deposited for vending, laundry machines, copy machines, and printing.

BROWN: Card Office, J. Walter Wilson Hall, 69 Brown Street, 863-2273, http://brown.edu/Administration/Financial_Services/Browncard/

RISD: Campus ID Card Services, 48 Waterman Street, 454-6664, <http://intranet.risd.edu/SiteMap/Default.aspx> (see Campus ID Card Services)

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 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 and Academic Code:

www.brown.edu/Administration/Dean_of_the_College/curriculum/principles.php

RISD Conduct and Disciplinary Code and Procedures:

<http://intranet.risd.edu/SiteMap/Default.aspx> (see Student Affairs); also see *RISD Student Handbook*

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, at the institution of the student's choice in year three, 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 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.

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 similarly 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.

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 office or department where the crime or incident occurs.

Brown Department of Public Safety

Faunce House Arch, 75 Waterman Street
863-3322, x3-3322, 24 hours a day, seven days a week
www.brown.edu/Administration/Public_Safety/

RISD Department of Public Safety

30 Waterman Street
454-6376, x4848 or x6376, 24 hours a day, seven days a week
<http://intranet.risd.edu/SiteMap/Default.aspx> (see Public Safety)

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 employees of its health and counseling services staff. Students are required to give consent to this in writing as a condition of their enrollment.

BROWN: Health Services, Andrews House (Brown and Charlesfield streets), x3-3953 (863-3953), www.brown.edu/Student_Services/Health_Services/Medical_Services.htm

Psychological Services, Rhode Island Hall, Room 213, x3-3476 (863-3476), www.brown.edu/Student_Services/Psychological_Services/

Brown Crisis Services, Office of Student Life (OSL) provides crisis services 24 hours a day for students with personal or family emergencies. Dean of the day (8:30 a.m.–5 p.m.), 863-3145; and dean on call (evenings and weekends), 863-4111, www.brown.edu/Student_Services/Office_of_Student_Life/support_services

Psychological Emergencies and Sexual Assault Crisis Support: 863-3476 (business hours), 863-3953 (after hours)

Sexual Assault Advocates: 863-1781.

Discrimination/Harassment by faculty, staff, or other students: contact dean for student life, 863-3529; director of student life, 863-3145; or director of institutional diversity, 863-2617. When a student is harassed by another student, contact a dean in the Office of Student Life, 863-3800.

RISD: Health Services, 55 Angell Street, 454-6625

Emergencies: call Department of Public Safety, x4848 (277-4848) or x6376, <http://intranet.risd.edu/SiteMap/Default.aspx> (see Health Services)

Counseling and Disability Services, Student Development Office and Counseling Services, College Building, first floor, 454-6637. Emergencies during non-office hours, call Department of Public Safety, x4848 (277-4848); officer on duty will notify appropriate RISD staff member. E-mail: counserv@risd.edu. Visit <http://departments.risd.edu/depts/counsel/>.

Day One: Sexual Assault and Trauma Resource Center, 421-4100 for confidential support and an advocate to meet you at hospital or police station.

Disability Support Services

Students may use the disability support services of either institution, 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: Disability Support Services, 20 Benevolent Street, 863-9588, www.brown.edu/dss

RISD: Counseling and Disability Services, Student Development Office and Counseling Services, College Building, first floor, 454-6637, <http://departments.risd.edu/depts/counsel>

International Students

Immigration and student visa issues are handled through Brown's Office of International Student and Scholar Services. Visit www.brown.edu/Administration/OISS/

Transportation

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

SafeRIDE (Brown) – Brown operates a shuttle transportation service known as safeRIDE, free to Brown and RISD ID holders. SafeRIDE operates day and night-time transport around campus and across downtown Providence. For available services and schedules, visit www.brown.edu/Administration/Finance_and_Admin/saferide/

RISD Rides – RISD operates an evening transportation service called RISD Rides, providing fixed route service for RISD and Brown ID holders from 7 p.m. to midnight. Late Night To-Your-Door service is available for RISD ID holders. For more information and route maps, visit <http://intranet.risd.edu/SiteMap/Default.aspx> (see Transportation).

RIPTA – Students may ride RIPTA trolleys and regular route buses free, year-round, with their RISD or Brown ID. For schedules and more information, call 401 781-9400, or visit www.ripta.com. <http://intranet.risd.edu/SiteMap/Default.aspx> (see Transportation).

ZipCar – Zipcar vehicles are available for hourly rental by Brown ID holders who are 21 years of age or older. For more information on this nationally known service, please visit www.zipcar.com/brown.

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.

BROWN: Freshmen and sophomores may not bring automobiles to campus. Juniors and seniors 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.

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

BROWN: www.brown.edu/Administration/Public_Safety/programs/operation.html

RISD: <http://intranet.risd.edu/SiteMap/Default.aspx> (see Transportation)

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

Student Government

Dual Degree students are entitled to participate in the student government of both institutions without restriction.

BROWN: **Brown Undergraduate Council of Students (UCS)**, <http://brown.edu/Students/UCS/home>

RISD: **RISD Student Alliance Association**, <http://alliance.risd.edu>

Clubs, Organizations, and Activities

Students will have access to all student activities at both schools at all times during the program. Student groups are identified at the following sites:

BROWN: <http://mygroups.brown.edu>

Student Activities Office: www.brown.edu/Administration/Student_Activities/

RISD: <http://intranet.risd.edu/SiteMap/Default.aspx> (see Student Involvement)

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, commencing in the first academic year of enrollment; must be enrolled in 12 semester hours of courses credited toward the Brown degree; and must pass a minimum of 12 semester hours of credit each semester. In cases of conflict with academic scheduling, such as RISD Wintersession, the academic program will take precedence over 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, www.brownbears.com or 401 863-2211.

Communication Services

Students 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; therefore, students will be responsible for checking both e-mails routinely. If desired, students can forward e-mail to either institution or to another service external to both institutions.

COMPUTING RESOURCES AND SUPPORT

BROWN: Computing and Information Services, CIS Help Desk, located in CIT, Room 101, 401 863-HELP (4357), www.brown.edu/cis/index.php

RISD: Refer to the Office of Information Technology for all communication and computing information: <http://intranet.risd.edu/SiteMap/Default.aspx> (see Office of Information Technology)

TELEPHONE

BROWN: Campus and local calling (Providence area) will be available to students in residence halls upon arrival; the cost is included in the room rate. Long-distance service is available (at a cost) through a long-distance provider. www.brown.edu/Facilities/CIS/Communications/Voice/stuphone.html

RISD: On-campus RISD students receive local and 800 telephone access free of charge. Long-distance service is available (at a cost) through a long-distance provider – www.campuslink.paetec.com, 800 962-4772. Visit <http://intranet.risd.edu/SiteMap/Default.aspx> (see Office of Information Technology)

MAIL

Students will receive mail at Brown and RISD but will identify a primary mailbox (likely the residence location) 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.

BROWN: <http://alumni.brown.edu/>

RISD: Alumni Relations and Special Events, Woods-Gerry Building, 62 Prospect Street, 401 454-6794, www.risd.edu/alumni.cfm

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 no fewer than ten semesters of Brown tuition. If a student leaves the program and continues at Brown, Brown tuition and financial aid will 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 Web site 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://brown.edu/Administration/Financial_Services/Bursar/Information/tuition_fee.html

Refunds: http://brown.edu/Administration/Financial_Services/Bursar/Information/refund_policy.html

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://brown.edu/Administration/Financial_Services/Bursar/Information/tuition_refund_plan.html

Fees, Books, and Materials

HOUSING

See section on “Residential Life” for further information about housing during each year of the Dual Degree Program. Dual Degree students will follow housing procedures for the campus on which they reside. The regular housing rates for that campus will apply.

Information on current housing rates at RISD and Brown:
http://financialaid.brown.edu/Cmx_Content.aspx?cpld=78
<http://www.risd.edu/housing.cfm>

Dual Degree students will pay the usual RISD housing deposit, required for participation in the room choice lottery, directly to RISD for any year they participate in RISD’s housing lottery. The RISD first year housing deposit is waived for Dual Degree students.

DINING

The selection of a meal plan will follow residency requirements. If residing at RISD, students may participate only in RISD meal plans. If residing at Brown, students may participate only in Brown meal plans. If living off-campus, students may choose either school’s off-campus/commuter plan. Fifty points from either school’s plan will be available to spend at the other school’s dining locations.

Year One: RISD meal plan required at RISD rates

Year Two: Brown meal plan required at Brown rates

Years Three-Five: Meal plan follows residency

- Students must adhere to RISD’s meal plan participation requirements for certain residence hall choices on the RISD campus.
- Students must live off of both campuses to be eligible for either school’s off-campus/commuter plan.

BROWN: www.brown.edu/Student_Services/Food_Services/

RISD: www.risd.edu/dining_onsampus.cfm

HEALTH SERVICES AND HEALTH INSURANCE

Students enrolled in the program will be charged the Brown rates for health services and health insurance fees (see tuition and fee schedule above). 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

LAB AND MATERIAL FEES

Many RISD courses carry associated lab 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. 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; therefore, they should plan accordingly.

BOOKSTORE CHARGES AND ACCOUNTS

The Brown Bookstore – Students automatically receive a charge account that bills directly to the Brown University student account.

The RISD Store and the Metcalf Supply Store – Students may open a charge account at the RISD Store and Metcalf Supply Store. Charges incurred will be billed directly to the student and will not appear on the Brown student account bill. Visit www.therisdstore.com

LAPTOP PROGRAM

Students pursuing a major at RISD in a department that participates in the RISD laptop program are required to purchase a laptop and suite of software through RISD. The full cost of the purchase will be billed, interest free, to the student account on a five-semester payment plan. Detailed laptop program information is available through the academic departments.

OTHER FEES

The student activity fee, fees for international programs, late course or pre-registration fees, and re-enrollment fees will be charged at Brown rates (see above tuition and fee schedule). Graduation fees are charged by RISD and will be applied to the Brown student account.

Financial Aid

Brown University: Office of Financial Aid

J. Walter Wilson, Second floor, 69 Brown Street, Campus Box 1827

Phone: 401 863-2721; Fax: 401 863-7575; <http://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.

Visit http://financialaid.brown.edu/Cmx_Content.aspx?cpld=272

FINANCIAL AID OVERVIEW AND PHILOSOPHY

Eligibility for financial aid is based strictly upon financial need, as determined by Brown's needs analysis formula. Visit http://financialaid.brown.edu/Cmx_Content.aspx?cpld=60

COSTS OF EDUCATION

Costs of education for an academic year are composed of tuition and fees, room and board, books and supplies, personal expenses, and travel. Most of these costs are described in pages 18–20. 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.

Students who are ineligible for the RISD laptop program follow the Brown computer purchase policy. See http://financialaid.brown.edu/Cmx_Content.aspx?cpld=229

Students who are eligible for the RISD 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 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. Students will not be eligible for merit scholarships from RISD. For more information on types of financial aid and scholarships, see: http://financialaid.brown.edu/Cmx_Content.aspx?cpld=77#types or http://financialaid.brown.edu/Cmx_Content.aspx?cpld=66#endowed

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.

BROWN: <http://brown.edu/studentemployment>

RISD: <http://intranet.risd.edu/SiteMap/Default.aspx> (see Work-Study)

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. See <http://www.brown.edu/Administration/OIP/> and https://financialaid.brown.edu/Cmx_Content.aspx?cpld=334

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 Web site: http://brown.edu/Administration/Financial_Services/Bursar/index.html



<http://risd.brown.edu>

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