

RHODE ISLAND SCHOOL OF DESIGN

Office Student Conduct and Compliance

TWO COLLEGE STREET PROVIDENCE, RHODE ISLAND 02903-2784 TELEPHONE 401-454-6653



RESPONDANT CONDUCT BOARD CHECKLIST

The following is a summary of the steps you should take to prepare for your Student Conduct Board meeting.

- ☐ **REVIEW** the Code of Conduct, available on-line at: <http://policies.risd.edu>
- ☐ **REVIEW CHARGES IN LETTER:** Review the charge(s) outlined in your letter and familiarize yourself with the referenced sections from the Code of Conduct.
- ☐ **APPOINTMENT OF ADVISOR:** You have the right to have one advisor to guide you through the entire student conduct process. Please submit the name of your advisor to the Coordinator of Student Conduct (1) business day prior to your meeting date. The advisor is not permitted to speak or to participate directly in the hearing. The advisor cannot be a witness. If you need an advisor please email the Conduct Office at conduct@risd.edu and request the list of advisors.
- ☐ **STATEMENT COMPLETE:** You must submit a formal written statement to the office of student conduct in response to the charges presented against you. This statement will be included in your case file and should address your account of the incident, why you feel you are/not in violation, and what the outcome if any should be. You should try and keep your statement to no more than 2-4 pages.
- ☐ **MATERIAL REVIEW:** Once you have submitted your statement, you have the right to review any of the materials being presented to the board. You may not remove the file/contents of the file from the designated office, nor are you allowed to make photocopies or take pictures of the materials. You may take your own notes pertaining to the materials for reference during your meeting.
- ☐ **WITNESSES:** Contact as soon as possible any witnesses who plan to have speak on your behalf. NOTE: Character witnesses are not allowed to appear before the Conduct board, but may submit a letter on your behalf. It is your responsibility to inform your witnesses of the date, time and location of the hearing. You must forward the names of your witnesses to The Coordinator of Student Conduct no later than 48 hours prior to the hearing.
You should prepare your witnesses for the hearing. Each witness will be asked:
 1. to make a statement about their knowledge of the incident
 2. to answer questions from the hearing administrator/board
 3. to wait in a designated area until the chair of the hearing indicates the hearing has been closed. Witnesses may be called back to repeat portions of their account or to respond to new questions of the hearing board prior to the hearing being closed.
- ☐ **ACCOMMODATIONS:** Are there Disability related accommodations you need for your hearing? If yes, are you registered with the Office of Disability Support Services? If so you must make those requests to the Office of Disability Support Services by calling [401-709-8460](tel:401-709-8460) or emailing disabilitysupportservices@risd.edu within 48 hours of being notified of your hearing.

If you do not appear for the hearing, the hearing will proceed in your absence. Be prepared to address the facts of the case and the particular incident being addressed. If you have additional questions please contact the Office of Student Conduct + Compliance.