



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 Interim Associate Provost for Academic Affairs Patricia Phillips (pphillip02@risd.edu, 401/454-6417).

April 2012

## 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 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. Five-year degrees offered at RISD, including the Bachelor of Architecture (BArch) and the Bachelor of Industrial Design (BID) are excluded from the Program. The BFA in Industrial Design can be pursued by students in 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; transfer credits from RISD will not be accepted for this 60 credit hour minimum. Courses taken at Brown during the summer, or through a study abroad program, will not count towards this requirement. In addition to their RISD major requirements, students must also satisfy RISD's Liberal Arts distribution requirements. Courses taken at Brown may be counted towards these requirements.

Not all combinations of Brown concentration and RISD major may be possible to achieve within these parameters. Both Brown concentrations and RISD majors 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 Brown concentrations that require 12 or fewer course credits.

For the foreseeable future, the Program will be limited to 10-20 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 mainly 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/Academics/Foundation\\_Studies/](http://www.risd.edu/Academics/Foundation_Studies/)

For information on the Brown First-Year Experience, please consult the publication *Guide to Brown* and visit the Dean of the College website:

**OFFICE OF THE DEAN OF THE COLLEGE**

(401) 863-9800

[www.brown.edu/Administration/Dean\\_of\\_the\\_College/](http://www.brown.edu/Administration/Dean_of_the_College/)

During Year Two, students will take most of their courses at Brown while in residence at Brown. Students are required to complete a minimum of 5 courses at Brown during Year Two.

In addition to their Program advising coordinators and RISD and Brown faculty advisors, students will be assigned a peer advisor 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.

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 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.

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. (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.

**BROWN** [www.brown.edu/Administration/Registrar/calendar.html](http://www.brown.edu/Administration/Registrar/calendar.html)  
<http://events.brown.edu/>

**RISD** [www.risdregistrar.wordpress.com/academic-calendar/full-academic-calendar/](http://www.risdregistrar.wordpress.com/academic-calendar/full-academic-calendar/)

## 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.

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.

## Orientation

Students will move into their first-year residence hall at RISD at the same time that Brown first-year students move into housing at Brown. 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.

**BROWN** [www.brown.edu/Administration/Dean\\_of\\_the\\_College/orientation/](http://www.brown.edu/Administration/Dean_of_the_College/orientation/)

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

## Program Planning and Advising

The Dual Degree Program Coordinator at Brown is Deputy Dean of the College Stephen Lassonde (Stephen\_Lassonde@brown.edu, (401) 863-6244), and the Program Coordinator at RISD is Interim Associate Provost for Academic Affairs Patricia Phillips (pphillip02@risd.edu, (401) 454-6417).

Students in the Dual Degree Program may avail themselves of the full range of advising resources at Brown and RISD. The Advising Coordinator for the Program

is Michele Zager (mzager@risd.edu or Michele\_Zager@brown.edu), 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 Advisor. Both students' Brown Faculty Advisors and BRDD Peer Advisors will work with them through the first two years. They will also meet with the Dual Degree Advising Coordinator to discuss their overall academic plan.

At the beginning 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, they will be advised by a concentration advisor.

In preparation for these declarations, students will work with the Dual Degree Advising Coordinator 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 Coordinator 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 Advising Coordinator. Prior to their final year, students will also be asked to outline a synthetic, capstone project which will draw from their studies at both schools.

Students must consult individual department web pages for detailed descriptions of specific concentration and major requirements.

**DEGREE REQUIREMENTS FOR BROWN**

[www.brown.edu/Administration/Dean\\_of\\_the\\_College/degree/degree\\_reqs.php](http://www.brown.edu/Administration/Dean_of_the_College/degree/degree_reqs.php)

**DEGREE REQUIREMENTS FOR RISD** [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 petition for permission to take a second course at Brown in the spring of their first year in consultation with their faculty advisors at Brown and their Foundation Studies advisors at RISD. Petitions to take a second course will be reviewed by RISD's Dean of Foundation Studies and Dean of Liberal Arts in mid-November.

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 what, if any, courses they will preregister for at RISD. In early November of Year Two, students will preregister for Semester IV courses at Brown, and for Wintersession courses. Registration for RISD's spring term occurs in January. Since students are required to complete a majority of their course work at Brown in the second year, they must complete a minimum of five courses between Semesters III and IV.

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.

In Years Two through Five, students may register for a maximum of five Brown and/or RISD courses each fall/spring semester (the 5 course total is regardless of 3 or 6 credit course bearings at RISD). Students will be allowed to take a maximum of two Wintersession courses in each year.

Students may not register for courses whose meeting times overlap, except with the permission of both professors and the permission of Brown's Deputy Dean of the College. 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  
[www.brown.edu/Administration/Registrar/](http://www.brown.edu/Administration/Registrar/)

**RISD: OFFICE OF THE REGISTRAR**

(401) 454-6151  
[www.risd.edu/registrar/](http://www.risd.edu/registrar/)

## 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** [www.brown.edu/Administration/Dean\\_of\\_the\\_College/academic\\_standing/](http://www.brown.edu/Administration/Dean_of_the_College/academic_standing/)

**RISD** [file://localhost/RISD/](http://localhost/RISD/) <http://www.risd.edu:registrar:R>

## 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** [www.brown.edu/Administration/Registrar/guidelines/records/index.html#ordering](http://www.brown.edu/Administration/Registrar/guidelines/records/index.html#ordering)

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

## 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. 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 from each institution in the student's respective major/concentration will advise on this project, and a review committee with membership from both institutions will evaluate this 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** [www.brown.edu/Administration/Dean\\_of\\_the\\_College/advising/capstone.php](http://www.brown.edu/Administration/Dean_of_the_College/advising/capstone.php) (capstone)

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

## Wintersession

In order to complete graduation requirements, all Dual Degree students are required to take at least one Wintersession course in Years One and Two. Dual Degree students can follow RISD Registrar policies to petition out of the Wintersession requirement if determined unnecessary in their course of study.

### 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.

### **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 these programs. 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**

In Years Two through Five, students may register for a maximum of five Brown and/or RISD courses each fall/spring semester, and will be allowed to take two Wintersession courses in each year.

### **Housing**

Students living in RISD residence halls, in the Graduate Center Towers or Miller Hall 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 move in order to be housed during the overlap of Wintersession and Brown's winter break (a period of approximately three weeks).

In Year Two, Brown will facilitate this process by offering designated rooms on campus, which students can move into.

In Years Three through Five, students living at Brown in housing other than the Graduate Center Towers or Miller Hall will be required to coordinate WinterSession Housing on an individual basis to sublet a room in the Graduate Center Towers or Miller Hall. Students must identify a student who is currently living in one of these rooms, who will agree to allow them to sublet. Students must report to Residential Life in South Wayland to return the necessary paperwork and to be given card access. The winter break sublet agreement can be found under "forms" on the Brown Office of Residential Life website at: <https://reslife.brown.edu/forms/index.html>. 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 a RISD meal plan will receive uninterrupted dining service during Wintersession. All of Brown's dining services are closed for the duration of winter vacation. Students who are on Brown meal plans are invited to eat at RISD during

the overlap of Wintersession and Brown's winter break, and may add dining dollars to their balance at RISD if they run out. Students should plan ahead if they want to bill this fee to their student account (i.e. for financial aid), since the Brown Bursar Office is closed for the first half of Wintersession.

## 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. Students should direct inquiries about any form of separation to the Program Coordinators.

The process for readmission to the Program involves application to the Committee on Academic Standing at both institutions.

At any time, 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 completion of a degree at the selected institution and must obtain approval of the Program Coordinators.

**BROWN** [www.brown.edu/Administration/Dean\\_of\\_the\\_College/academic\\_standing/cas.php](http://www.brown.edu/Administration/Dean_of_the_College/academic_standing/cas.php)

[www.brown.edu/Administration/Financial\\_Services/Bursar/Information/refund\\_policy.html](http://www.brown.edu/Administration/Financial_Services/Bursar/Information/refund_policy.html)

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

### 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 a 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.

[www.financialaid.brown.edu/Cmx\\_Content.aspx?contentId=70&mode=0&cpid=70#loa](http://www.financialaid.brown.edu/Cmx_Content.aspx?contentId=70&mode=0&cpid=70#loa)

## Study Abroad

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. However, courses may be counted towards concentration requirements at Brown, and/or major or liberal arts requirements at RISD.

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 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.

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. Students must consult with their major Department Head in order to understand if EHP 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.

Students on an exchange program through RISD or Brown (EHP excluded) must complete all study abroad procedures with Brown's Office of International Programs. 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. RISD may accept additional courses past the 4 course maximum towards major or liberal arts requirements.

**BROWN** <http://www.brown.edu/Administration/OIP/>

**RISD** [http://www.risd.edu/Academics/International\\_Programs/](http://www.risd.edu/Academics/International_Programs/)

## 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-credit 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.

### 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 will be considered a domestic study away option and will be aided accordingly.

## 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 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.

**BROWN** Office of Student Life, 20 Benevolent Street, 863-3145  
[http://www.brown.edu/Student\\_Services/Office\\_of\\_Student\\_Life/](http://www.brown.edu/Student_Services/Office_of_Student_Life/)

**RISD** Office of Student Affairs, Carr Haus, 3rd floor, 454-6600  
[http://www.risd.edu/Students/Deans\\_Office/](http://www.risd.edu/Students/Deans_Office/)

## Housing and Dining

Program participants will be housed at RISD during Year One of the Program and Brown during Year Two of the Program. During Year Three of the Program, 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. In Years One and Two dining options and requirements follow residency.

**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 fifty dining points on their Brown ID card to spend at Brown dining facilities.

**Year Two:** Students will live in Brown Housing. Students have the opportunity to participate in Brown's housing lottery in the spring of Year One to select housing through the same process as all Brown sophomores. Alternatively, students may choose to participate in a pre-lottery process to participate in program housing at Brown, to be pre-placed in a suite in the Graduate Center Towers, or to live in a double room in Brown First-Year housing with another Dual Degree student or an assigned first-year Brown student. Students who are living at Brown, in housing other than the Graduate Center Towers, will be unable to remain in their rooms during Wintersession at RISD. Students living in any of the Brown residence halls will be required to move in order to be housed during the overlap of Wintersession and Brown's winter break (a period of approximately three weeks). In Year Two, Brown will facilitate this process by offering designated rooms on campus, which students can move into. Students are required to be on a Brown Meal Plan, and will automatically have fifty dining points on their RISD ID card to spend at RISD dining facilities.

**Year Three:** Students must be in residence on campus at either Brown or RISD. During their sophomore year, students should express their preference prior to the start of the housing selection process on the campus of their choice. For RISD housing, this is accomplished by paying the housing deposit before the advertised deadline. However, as a rising junior, students are eligible to apply for off-campus permission. This petition process occurs through Brown in the fall of 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 who are living at Brown, in housing other than the Graduate Center Towers, 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 living at RISD, must adhere to RISD's meal plan participation requirements based upon housing types. Students living at Brown, in Year Three, are not required to participate in a meal plan. Alternatively, Students in Years Three 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 evenly 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.

**Years Four and Five:** 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. Students who are living at Brown, in housing other than the Graduate Center Towers, 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 living at RISD, must adhere to RISD's meal plan participation requirements based upon housing types. Students living at Brown, in Year Four or Five, are not required to participate in a meal plan. Alternatively, Students in Years Four and 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 evenly 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. Students must live off of both campuses to be eligible for either school's Off-Campus/Commuter Plan.

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/>  
[www.brown.edu/Student\\_Services/Food\\_Services/](http://www.brown.edu/Student_Services/Food_Services/)

**RISD** [www.risd.edu/Students/Residence\\_Life/](http://www.risd.edu/Students/Residence_Life/)  
[www.risd.edu/Students/Dining/](http://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. 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, 5th Floor, 69 Brown Street, 863-2273  
[www.brown.edu/Administration/Financial\\_Services/Browncard/](http://www.brown.edu/Administration/Financial_Services/Browncard/)

**RISD** Campus ID Card Services, 48 Waterman Street, 454-6664  
[www.risd.edu/templates/content.aspx?id=4294974080](http://www.risd.edu/templates/content.aspx?id=4294974080)

## 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](http://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, 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 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.

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, 24 hours a day, 7 days a week  
[www.brown.edu/Administration/Public\\_Safety/](http://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/](http://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.

### **BROWN**

**Health Services:** Andrews House (Brown and Charlesfield), x3-3953 (863-3953), [www.brown.edu/Student\\_Services/Health\\_Services](http://www.brown.edu/Student_Services/Health_Services)

**Psychological Services:** J. Walter Wilson, 5th Floor, 69 Brown Street, x3-3476 (863-3476), [www.brown.edu/Student\\_Services/Psychological\\_Services/](http://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 (8:30am – 5pm), 863-3145 and Dean-on-Call (evenings and weekends), 863-4111, [www.brown.edu/Student\\_Services/Office\\_of\\_Student\\_Life](http://www.brown.edu/Student_Services/Office_of_Student_Life)

**Psychological Emergencies and Sexual Assault Crisis Support:** 863-3476

**Coordinator of Sexual Assault Prevention and Advocacy:** 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.

**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  
[www.risd.edu/Students/Wellness/Health\\_Services/](http://www.risd.edu/Students/Wellness/Health_Services/)

**After Hours Emergencies:** call Department of Public Safety x6666 (454-6666) or x6376 (454-6376)

**Student Development and Counseling Services:** Thompson House, 63 Angell Street, 454-6637. [http://www.risd.edu/Students/Wellness/Counseling\\_Services/](http://www.risd.edu/Students/Wellness/Counseling_Services/)  
Email: [counserv@risd.edu](mailto:counserv@risd.edu)

After Hours Emergencies: call Department of Public Safety x6666 (454-6666); officer on duty will notify appropriate RISD Staff member.

**Sexual Assault Response Team (SART):** hotline number 519-0300

### **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 Student and Employee Accessibility Services (SEAS):**  
20 Benevolent Street, 863-9588, [www.brown.edu/dss](http://www.brown.edu/dss)

**RISD Student Development and Counseling Services:** Disability Services Support Coordinator, Thompson House, 63 Angell St. 454-6637, [www.risd.edu/Students/Wellness/Disability\\_Support/](http://www.risd.edu/Students/Wellness/Disability_Support/), Email: [counserv@risd.edu](mailto:counserv@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/](http://www.brown.edu/Administration/OISSS/)

## 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/](http://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 7:00pm to 12:00 Midnight. Late Night To-Your-Door service is available for RISD ID holders. For more information and route maps visit: [www.risd.edu/Students/Public\\_Safety/RISD\\_Rides/](http://www.risd.edu/Students/Public_Safety/RISD_Rides/)

**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 [ripta.com](http://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](http://www.zipcar.com/brown) or [www.zipcar.com/risd/](http://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.

**BROWN** 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:

**BROWN** [www.brown.edu/Administration/Public\\_Safety/programs/operation.html](http://www.brown.edu/Administration/Public_Safety/programs/operation.html)

**RISD** [www.risd.edu/Students/Public\\_Safety/Overview/](http://www.risd.edu/Students/Public_Safety/Overview/)

**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/](http://www.brownucs.org/)

**RISD Student Alliance Association:**

[www.risd.edu/Students/Student\\_Involvement/Student\\_Government/](http://www.risd.edu/Students/Student_Involvement/Student_Government/)

## Clubs, Organizations, and Activities

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

**Student Groups:**

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

**Student Activities Office:** Stephen Robert '62 Campus Center at Faunce House, 2nd Floor, 863-2341, [www.brown.edu/Administration/Student\\_Activities/](http://www.brown.edu/Administration/Student_Activities/)

**RISD**

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

**List of Student Clubs:** [www.risd.edu/Students/Student\\_Life/Clubs\\_Organizations/](http://www.risd.edu/Students/Student_Life/Clubs_Organizations/)

## 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 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.

**Brown athletics and facilities:** [www.brownbears.com](http://www.brownbears.com) (401) 863-2211

## 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:

**BROWN** Computing and Information Services

CIS Help Desk, CIT, Room 101. Telephone: (401) 863-HELP (4357)

[www.brown.edu/cis/index.php](http://www.brown.edu/cis/index.php)

**RISD** Refer to: [www.sites.google.com/a/risd.edu/student-campus-computing-risd/](http://www.sites.google.com/a/risd.edu/student-campus-computing-risd/) for all communication, computing resources and support information.

Help Desk, 20 Washington Place, 1st Floor, 454-6106, [helpdesk@risd.edu](mailto:helpdesk@risd.edu)

<http://computing.risd.edu>



## Telephone:

**BROWN** 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 (at a cost) through a long-distance provider.

[www.brown.edu/Facilities/CIS/Communications/Voice/stuphone.html](http://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](http://www.campuslink.paetec.com) 1 (800) 962-4772.

<http://computing.risd.edu>

**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.

**BROWN** [www.alumni.brown.edu/](http://www.alumni.brown.edu/)

**RISD:** Alumni Relations and Special Events

20 Washington Place, 3rd Floor, (401) 454-6794,

[www.risd.com/cfm/alumni.cfm](http://www.risd.com/cfm/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 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:** [www.brown.edu/Administration/Financial\\_Services/Bursar/Information/tuition\\_fee.html](http://www.brown.edu/Administration/Financial_Services/Bursar/Information/tuition_fee.html)

**Refunds:** [www.brown.edu/Administration/Financial\\_Services/Bursar/Information/refund\\_policy.html](http://www.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): [www.brown.edu/Administration/Financial\\_Services/Bursar/Information/tuition\\_refund\\_plan.html](http://www.brown.edu/Administration/Financial_Services/Bursar/Information/tuition_refund_plan.html)

## Fees, Books, and Materials

**Housing:** See section on "Housing and Dining" 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:

**BROWN** [www.brown.edu/Administration/Financial\\_Services/Bursar/UndergraduateStudents.html](http://www.brown.edu/Administration/Financial_Services/Bursar/UndergraduateStudents.html)

**RISD** [www.risd.edu/Students/Residence\\_Life/Dining/](http://www.risd.edu/Students/Residence_Life/Dining/)

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:** In Years One and Two 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. When participating in a meal plan at either school, students in the Program will automatically have fifty dining points pre-loaded onto their ID card to spend at the other school's dining locations. Additional funds can be added in cash at any time. These charges can be billed to the student's bursar account at Brown only during the fall/spring term. Therefore, students receiving financial aid will need to budget ahead of time in order to incorporate this fee into their aid package.

*Year One:* RISD Foundation Meal Plan required at RISD rate, plus fifty dining points at Brown.

*Year Two:* Brown Meal Plan (any level) required at Brown rates, plus fifty dining points at RISD.

*Years Three-Five:*

- Students living at RISD must adhere to RISD's meal plan participation requirements for certain residence hall choices on the RISD campus.
- Students living at Brown, are not required to participate in a meal plan.
- Regardless of residence, students may choose to participate in the Dual Degree Meal Plan. The Dual Degree Meal Plan splits meals and declining balance points evenly 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.
- Students must live off of both campuses to be eligible for either school's Off-Campus/Commuter Plan.

Information on meal plan rates:

**BROWN** [www.brown.edu/Student\\_Services/Food\\_Services/mealplans/index.php](http://www.brown.edu/Student_Services/Food_Services/mealplans/index.php)

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

**Health Services and Health Insurance:** Students enrolled in the Program will be charged the Brown rates for the 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](http://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 and 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 risd: store 3D – 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. [www.risd.edu/Students/Our\\_Stores/](http://www.risd.edu/Students/Our_Stores/)

**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). Orientation and graduation fees are charged by RISD and will be applied to the Brown student account.

## Financial Aid

**BROWN** 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/](http://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.

[www.financialaid.brown.edu/](http://www.financialaid.brown.edu/)

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

**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. Most of these costs are described in sections A and B above. 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. [www.brown.edu/about/administration/financial-aid/purchasing-computer](http://www.brown.edu/about/administration/financial-aid/purchasing-computer)
- 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:

[www.brown.edu/about/administration/financial-aid/undergraduate/educational-financing/educational-financing](http://www.brown.edu/about/administration/financial-aid/undergraduate/educational-financing/educational-financing)

<http://www.brown.edu/about/administration/financial-aid/undergraduate/frequently-asked-questions/financial-aid-programs-unique-brown#ens>

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

**RISD** <http://apps.risd.edu/workstudy/>

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.

[www.brown.edu/Administration/OIP/](http://www.brown.edu/Administration/OIP/)

[www.brown.edu/about/administration/financial-aid/study-away-overview](http://www.brown.edu/about/administration/financial-aid/study-away-overview)

**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:

[www.brown.edu/Administration/Financial\\_Services/Bursar/](http://www.brown.edu/Administration/Financial_Services/Bursar/)



<http://risd.brown.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