Summer Transition Program (STP) is pleased that you will be participating this summer. We anticipate this program to be enjoyable, informative, and a positive learning experience. To assist you in preparing for your arrival to campus and to ensure that your experience is positive, we are communicating the following policies and guidelines that apply to STP. Complying with these guidelines will help to ensure that all participants treat one another, themselves, and RIT with respect and consideration. In addition to RIT’s policies and guidelines, we expect that you, as a participant, will comply with all federal, state, and local laws. Please read this form with your parents/guardian, sign it and email it to step@rit.edu.

**Attendance:** STP participants are required to attend 90% of all STP activities for the duration of the program. Accrued absences cannot exceed 48 hours or 2 days.

- **Excused Absences** - prior agreement and/or arrangement made between STP participants and STP staff and notifying staff they’re feeling unwell.
- **Unexcused Absences** - missing classes/events for no specific reason(s) and making plans without notifying STP staff member(s)

**Leaving Campus:** STP participants are not allowed to leave campus during the program unless the activity is part of STP’s program. Any exceptions must be made between the participant, parent/guardian and the STP Staff.

**Guest/Visitor Policy:** No off-campus visitors are allowed on campus during the six-week program. Additionally, no non-STP participants or personnel are allowed on the residence hall floor for the duration of the program.

**Leaving Residence Halls:** participants are not allowed to leave residence hall rooms between 11:00 p.m. and 7:00 a.m. All entrances to the residence halls will be locked for safety, and guests will not be issued main-door access or the room keys.

**Quiet Hours:** Quiet hours are established between 11:00 p.m. and 7:00 a.m. Any conduct in violation of these established quiet hours is forbidden. The STP staff and RC/RA/PA (resident coordinator, resident advisors/program assistants) team shall determine when conduct is in violation of these quiet hours and have the right to suspend free-time and lower curfew if deemed necessary.

**Residence Hall Room Assignments:** STP participants must use the room to which they have been assigned and shall not occupy, sleep, or live in any other room for the duration of the program. Any activity in violation of RIT’s policies and guidelines, including but not limited to, RIT’s Student Conduct Process and Student Gender-Based and Sexual Misconduct Policy - Title IX, federal, state, or local laws shall be strictly prohibited.
**Smoking/vaping:** Smoking/vaping is prohibited at all times for the duration of the program. Unless you are over the legal age of 21 in New York State. You are expected to smoke in designated areas on RIT campus. Smoking in the dorm or within two feet of any campus buildings is prohibited.

**Electronics:** Use of cell phones during class and organized program activities (both social and educational) is prohibited, unless specifically allowed for educational purposes at the discretion and instruction of an instructor. Violation of this policy could result in confiscation of the device.

**RIT Conduct Code (excerpts):**

**Alcohol:** The consumption or possession of alcoholic beverages is prohibited in all RIT residence halls regardless of age or circumstances.

**Drugs:** RIT explicitly prohibits use, possession, sale, manufacturing, or trafficking of illegal drugs on RIT property.

**Theft:** Attempted or actual unauthorized possession of RIT property or other personal or public property is prohibited.

**Vandalism:** Attempted or actual damages to or alteration of RIT property or other personal or public property is prohibited.

**Fire Safety:** Setting a fire, causing a false fire alarm, or causing an unreasonable situation that creates a fire-safety hazard is prohibited. This will result in conduct action and possibility being expelled from the university.

**Sexual Misconduct:** All forms of sexual activity not based on affirmative, mutual, knowing, and freely given consent, are expressly prohibited. Individuals who are incapacitated by prescribed medication, alcohol or other chemical drugs, or who are not conscious or awake are unable to provide consent to sexual activity.

**Endangering Behavior:** Conduct that threatens or endangers the health and/or safety of (a) person(s) is prohibited.

**COVID - Safety Plan:** The latest policies and procedures are available at RIT Ready website, please visit the site to get the latest information. At this time RIT is requiring all students to be fully vaccinated and boosted. The face mask mandate remains in effect. All attendees 5 years of age and older (including RIT faculty, staff, students, their families and campus visitors) must provide proof of vaccination for indoor public events and activities.

Any participant exhibiting any of the behaviors listed above may be subject to one or more of the following actions:

- The parent(s) or guardians(s) may be contacted.
- The participant may be asked to leave the program.
- Notification to a local law enforcement agency should the nature of the behavior dictate such action.

---

*I have read (1) the Code of Conduct/Responsibilities and (2) the STEP Program Values and will agree to abide by them.*
Student/Participant Signature: ___________________________ Date: __________
Parent/Guardian Signature: ___________________________ Date: __________