

Precollege Programs Student Conduct Guidelines and Program Protocols

I. Introduction

The Fashion Institute of Technology (FIT) is committed to ensuring that FIT's Precollege Programs provide a safe and orderly environment which fosters student learning and individual growth. A supportive and secure atmosphere depends upon the efforts of all members of the Precollege community, including students, parents/guardians, and FIT faculty and staff, to uphold standards of behavior, mutual respect and professionalism.

To fulfill this mission, FIT sets clear expectations for student behavior, emphasizing kindness and compassion as fundamental values that reflect FIT's core principles. As part of this commitment, FIT expects its Precollege students to refrain from actions that could jeopardize the health, safety, and overall well-being of the Precollege community and FIT, as a whole.

II. Parents'/Guardians' Role as Precollege Partners

- A. When parents/guardians enroll their child in an FIT's Precollege program, their child should understand that they are making a commitment to use their best efforts to learn and succeed in the program, and to conduct themselves in an appropriate manner at all times. Parents/guardians are encouraged to discuss with Precollege staff and their child's instructors any issues that may affect student behavior and strategies that might be effective in working with the student.
- B. Precollege staff and the child's instructors are responsible for informing parents/guardians about any behavioral issues, for nurturing the skills that students need to succeed in the program, and for engaging them as partners in addressing areas of concern.
- C. When deemed necessary, outreach to parents/guardians may include a phone call, an in-person or virtual conference, and written communications via email.

III. Standards of Student Behavior / Violations

- A. Precollege students are expected to behave in a mature and respectful manner both in class and while on the FIT campus. Accordingly, students are prohibited from displaying or engaging in the following behavior, in both in-person and online learning environments:
 - 1. Threatening, harassing, bullying, or intimidating a person, either verbally, in writing, or through electronic or other means.
 - 2. Discrimination, sexual misconduct, theft, and drug or alcohol use.
 - 3. Conduct that is dishonest, deceptive, or misleading.
 - 4. Conduct that substantially disrupts the FIT campus community and / or Precollege programs and activities.
 - 5. The use of inappropriate, disrespectful, or offensive language.
 - 6. Unauthorized use or misuse of electronic devices, including cellular phones, laptops, and tablets. Such devices may not be used in a manner that causes disruption or for unauthorized purposes,

including photographing, videotaping or audio recording, without the express prior approval by Precollege faculty or staff.

- B. Parents/guardians of students who fail to meet these standards of behavior will be contacted in a timely fashion to ensure that issues are resolved in the best interest of their child and the program.
- C. Students found to have violated these standards may be disciplined, up to and including removal from the Precollege program.

IV. Academic Integrity

- A. Precollege students are expected to demonstrate a steadfast commitment to academic integrity and refrain from any type of academic dishonesty. Accordingly, students must adhere to the following requirements:
 - 1. Each student is required to produce assignments, projects, reports, papers, examinations or any other coursework that is entirely their own work, unless otherwise authorized by the instructor (e.g., group projects).
 - 2. Collaboration with fellow classmates should be conducted in accordance with the guidelines provided by the Precollege instructor.
 - 3. Plagiarism and the unauthorized use of artificial intelligence platforms (e.g., ChatGPT) is prohibited. This includes the copying or using ideas or verbatim text from fellow students or external sources without appropriate citations or attribution.
 - 4. Students found to have demonstrated any form of academic dishonesty may be disciplined, up to and including, removal from the Precollege program.

V. Cyber-Security Protocols

- A. Security in the online environment is a paramount concern. FIT takes various measures to protect personal data and records, including fulfilling its obligations under all applicable laws. Students, in this context, are bound by adherence to federal, state, and local laws, and must comply with the following protocols:
 - 1. Students should treat their passwords as a critical defense against online “phishing” attempts or other potential security breaches. Students may not share their passwords with other students. If there is any suspicion that someone else may have knowledge of their password, it should be changed promptly.
 - 2. Students should log out when they have completed their use of FIT’s computer resources. This practice ensures the protection of their personal information and prevents unauthorized access.
 - 3. Unauthorized use of, or tampering with, another person's data or files, or creating or activating a computer virus is strictly prohibited and may constitute a crime.
- B. Students who fail to comply with cybersecurity protocols may be disciplined, up to and including, removal from the Precollege program.

VI. Attendance / Student Participation

- A. In-person Instruction
 - 1. On the first day of the program, students must arrive at the designated check-in area forty-five (45) minutes prior to the class start-time to receive their FIT Precollege ID card.
 - 2. Students must present their ID cards when entering campus buildings. Students who do not have their ID cards with them must obtain a visitor's pass in the Feldman Center lobby.
 - 3. Students arriving more than ten (10) minutes late to class must sign in at the Precollege Office.
 - 4. There is a fifteen-minute break during class sessions. Students must return to class promptly after the break.

- B. Online Instruction
 - 1. Students should log into their classes fifteen (15) minutes before the scheduled start-time.
 - 2. Students may be expected to participate in class using a computer equipped with a webcam that is turned on.
- C. In both in-person and online modalities, students may leave class early provided an early dismissal authorization form has been signed by their parent/guardian and submitted to the Precollege Office before class begins. Instructors will be notified of approved early dismissals. Students may not leave class early without the written permission of their parent/guardian.
- D. Students are expected to arrive on time, attend all classes, remain present for the entire class, and bring all required supplies. Homework assignments, papers, and projects should be submitted on time.
- E. Lack of preparedness, or failure to participate in classroom assignments or discussions, may be reported to Precollege staff for early intervention with the student and their parent/guardian.
- F. There are no "excused" absences. Students enrolled in ten-day programs may not miss more than two sessions in order to receive a grade of "Pass." Three or more absences may result in a WD, at the discretion of the instructor. Students enrolled in four-day programs may not miss more than one session in order to receive a grade of "Pass."