Annual Campus Security and Fire Safety Report 2014/15
# TABLE OF CONTENTS

1. **MISSION STATEMENT** 3
2. **DEVELOPMENT, DISCLOSURE AND IMPLEMENTATION OF POLICIES** 3
3. **YOUR RIGHT TO KNOW** 3
4. **CAMPUS SAFETY AND SECURITY ENFORCEMENT AUTHORITY** 4
5. **TIMELY WARNINGS** 4
6. **MASS EMERGENCY COMMUNICATION SYSTEM** 4
7. **CAMPUS EMERGENCY PROCEDURES GUIDE** 5
8. **EMERGENCY CONTACT INFORMATION** 14
9. **MISSING STUDENT NOTIFICATION POLICY** 14
10. **FACILITY ACCESS** 15
11. **CORNISHCARD** 15
12. **SECURITY AWARENESS PROGRAMS** 17
13. **CRIME PREVENTION PROGRAMS** 18
14. **CRIME PREVENTION AND AWARENESS** 18
15. **DAILY CRIME LOG** 23
16. **ADDRESSING CRIMINAL ACTIVITY OFF CAMPUS** 23
17. **HATE CRIMES POLICY** 23
18. **ANNUAL DISCLOSURE OF CRIME STATISTICS** 24
19. **CONFIDENTIAL REPORTING** 29
20. **FEDERAL CAMPUS SEX CRIMES PREVENTION ACT** 29
21. **DOMESTIC/DATING VIOLENCE/STALKING/SEXUAL MISCONDUCT POLICIES** 29
22. **ALCOHOL/DRUGS POLICIES AND SUBSTANCE ABUSE EDUCATION** 62
23. **FIRE SAFETY/REPORTING STATISTICS** 78
1. **Mission Statement**

Campus Safety & Security at Cornish College of the Arts believes in providing a safe and welcoming environment to enhance the well-being of students, faculty, staff and visitors, along with the protection of all college assets. Our Office of Campus Safety & Security is committed to working with all members of the campus community to achieve this goal. We are located in a downtown urban environment; therefore every member of our campus community is expected to take reasonable precautions to protect themselves and their property.

2. **Development, Disclosure and Implementation of Security Policies**

In compliance with Cornish College’s Title IV Program Participation Agreement and specific components of the Clery Act, the College has developed a **Campus Security Policy**. The components of this policy will accurately reflect how the policies are implemented. A requirement of Clery Act compliance is disclosing the College’s policy statements in the College’s annual security report. This policy is in effect at all times and is managed by the Director of Campus Safety and Security. This policy is to be reviewed and updated annually by October 1.

3. **Your Right to Know**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (referred to as the “Clery Act.”) is part of the Higher Education Act. It requires institutions of higher education that receive federal financial aid to report specified crime statistics on College campuses and to provide other safety and crime information to members of the campus community.

The Higher Education Act requires, among other things, that Colleges and universities:

- publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms;
- provide “timely warning” notices of those crimes that have occurred and “pose an ongoing threat to students and employees”;
- describe the College’s missing student notification policy that allows students to confidentially register a contact person and missing student notification procedures;
- disclose in a public crime log “any crime that occurred on campus or within the jurisdiction of the campus security department and is reported to the Office of Campus Safety and Security”;
- describe the College’s emergency response and evacuation procedures including how the institution will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to safety of students or employees occurring on the campus;
- publish an annual fire safety report that includes fire statistics and maintain a fire log.
4. **Campus Safety and Security Enforcement Authority**

Cornish College vests in its Office of Campus Safety and Security responsibility for overall campus safety and also investigation of any alleged crime. It is also required that any office, department or employee of the College that receives information related to alleged crimes immediately report that information to the Office of Campus Safety and Security.

Criminal incidents may be referred to the Seattle Police Department (SPD), which has jurisdiction on the campus. The Office of Campus Safety and Security maintains a highly professional working relationship with the Seattle Police Department and other law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report any crime to the Office of Campus Safety and Security and the Seattle Police Department. The Office of Campus Safety and Security will facilitate and provide support to any student or employee desiring to report a crime to the Seattle Police Department. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

Additionally, Cornish College of the Arts security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. Cornish’s officers have the authority to issue parking tickets. Security Officers do not have arrest power.

5. **Timely Warnings**

If a situation arises, either on or off campus, that the Director of Campus Safety and Security judges to constitute an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the College e-mail system to students, faculty and staff and via the College’s mass cell phone text emergency communication system.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director of Campus Safety and Security may also post a notice on the College’s web site www.cornish.edu providing the College community with additional immediate notification. In such instances, a copy of the notice will be posted in each residence hall and academic building. Anyone with information warranting a timely warning should report the circumstances to Campus Safety and Security, by phone (726 5038) or in person at the Security Office, 3rd floor, MCC or Kerry Security, 1st Floor.

6. **Mass Emergency Communication System**

The College utilizes a text messaging system as a communication tool used to notify the campus community about any situation or condition that could threaten the safety of individuals on campus. In the event of an actual emergency, this system allows Cornish officials to send instant messages via cell phone text messaging. The College can also simultaneously send e-mail messages to all students and employees.
7. **Campus Emergency Procedures Guide**

To report an emergency, members of the campus community should call Safety and Security at **206.726.5038** (extension **5038** on campus) or **9-911** to reach the Seattle Police Department. In the event you do not have immediate access to a phone, several phones are located around campus in or near the residence halls and in many of the student rooms. These phones are colored red and will connect you directly to Safety and Security.

**CAMPUS EMERGENCY PROCEDURES GUIDE**

**EMERGENCY PROCEDURES**

Cornish College of the Arts is committed to the safety and security of all members of the campus community. In an emergency, Cornish College of the Arts will provide appropriate campus-wide response to assure life safety and minimize disruption to normal activities.

All faculty, staff and students should take the time to read and become familiar with the contents of this guide before an emergency occurs.

**THE OFFICE OF SAFETY AND SECURITY**

Cornish College of the Arts believes in providing a safe and welcoming environment to enhance the well-being of students, faculty, staff & visitors, along with the protection of all college assets. The Office of Campus Safety & Security is committed to working with all members of the campus community to achieve this goal. We are located in a downtown urban environment; therefore every member of our campus community is expected to take reasonable precautions to protect themselves and their property.

**CAMPUS EMERGENCY ALERT SYSTEMS**

Cornish has the technology to quickly reach students, faculty, and staff through mass mobile telephone text notification system.

In those rare cases of inclement weather, power outages, delayed openings or early closures, or any other event that represents a danger to the community, the College will be able to issue a text notification simultaneously to all persons who elect to participate in the program. The College can also simultaneously send e-mail messages to all students and employees.

**TEXT MESSAGE NOTIFICATION SYSTEM**

You can sign up for this program by visiting

[www.cornish.edu/campus/emergency_notification/](http://www.cornish.edu/campus/emergency_notification/)

Those who do not have a mobile telephone or who choose not to participate will continue to find information by venues listed on the Emergency Notification page at:

[www.cornish.edu/campus/emergency_notification/](http://www.cornish.edu/campus/emergency_notification/)
REPORTING EMERGENCIES

WHAT TO DO:

To report an emergency OFF CAMPUS, dial 911. If the off-campus emergency involves a College activity, make a report to The Office of Safety and Security when the emergency is over.

To report an emergency ON CAMPUS, members of the campus community should call Safety and Security at 206.726.5038 (ext. 5038 on campus) or 9-911 to reach the Seattle Police Department.

• Say “This is an emergency” and give the dispatcher the following information:
  o Your name
  o Your Location
  o The nature of your emergency
  o Phone number from which you are calling
  • Stay on the line until you are sure no further information is required
  • After notifying emergency personnel, notify building staff
  • Watch for the arrival of emergency personnel and direct them to the appropriate location

CAMPUS OFFICE & CLASSROOM BUILDINGS

7th Avenue Residence Hall  2205 7th Avenue
8th Avenue Residence Hall  2213 8th Avenue
9th Avenue Studios        427 9th Avenue North
The Annex                 1020 Virginia Street
Beebe Building            2014 9th Avenue
Centennial Lab            1000 Virginia Street
Cornish Commons           2002 9th Avenue
Cornish Playhouse at Seattle Center  201 Mercer Street
Cornish Scene Shop        621 2nd Ave N
Notions Building          1001 Lenora St.
Kerry Hall                710 East Roy Streets
Main Campus               1000 Lenora Street
**Evacuation Locations**

Suggested Assembly Areas

<table>
<thead>
<tr>
<th>Building</th>
<th>Primary Location</th>
<th>Secondary Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7th Avenue Residence Hall</td>
<td>Parking Lot – Hurricane</td>
<td>Parking Lot – 7th and Bell</td>
</tr>
<tr>
<td>8th Avenue Residence Hall</td>
<td>Parking Lot – Hurricane</td>
<td>Parking Lot – 7th and Bell</td>
</tr>
<tr>
<td>9th Avenue Studios</td>
<td>8th/Republic St</td>
<td>8th /Harrison St</td>
</tr>
<tr>
<td>The Annex</td>
<td>Centennial Entrance</td>
<td>UPark Lot –</td>
</tr>
<tr>
<td>Beebe Building</td>
<td>Terry /Lenora</td>
<td>Virginia/9th Ave</td>
</tr>
<tr>
<td>Centennial Lab</td>
<td>Notion – Terry and</td>
<td>UPark Lot –</td>
</tr>
<tr>
<td>Cornish Commons</td>
<td>Corner of 9th</td>
<td>Terry/Lenora</td>
</tr>
<tr>
<td>Cornish Playhouse</td>
<td>Mercer/2nd Ave</td>
<td>Southside – Rehearsal</td>
</tr>
<tr>
<td>Kerry Hall</td>
<td>Roy St/Boylston</td>
<td>Harvard/Roy St</td>
</tr>
<tr>
<td>Main Campus Center</td>
<td>Lot B</td>
<td>Lot E</td>
</tr>
<tr>
<td>Notion Building</td>
<td>Lot E</td>
<td>Lot B</td>
</tr>
<tr>
<td>Raisbeck Performance Hall</td>
<td>Annex – Exterior</td>
<td>Lot E</td>
</tr>
<tr>
<td>Scene Shop</td>
<td>Roy St/2nd Ave N</td>
<td>Roy St/Warren Ave</td>
</tr>
</tbody>
</table>

**When evacuating a building or work area:**

Stay calm; do not rush and do not panic; safely stop your work

Gather your personal belongings if it is safe to do so.

Reminder – please take prescription medication out with you if at all possible; it may be hours before you are allowed to re-enter the building or work area.

If safe, close your office door and window, but do not lock them. Use the nearest safe stairway (if applicable) and proceed to the nearest exit.

Do not attempt to use the elevator (if applicable).

Once at a safe location, wait for instructions from Emergency Responders. Do not re-enter the building or work area until you have been instructed to do so by Emergency Responders or Safety and Security.
MEDICAL EMERGENCY

WHAT TO DO:

- Report all medical emergencies to 911 (or 9-911 if using a campus phone) and Safety and Security at 206.726.5038
- Look for an emergency medical bracelet
- Indicate your location, the nature of the medical problem, and your name
- Remain with the victim until Cornish Officials or emergency personnel arrive
- If you are trained, give first aid

WHAT NOT TO DO:

- Do not move the victim unless there is an immediate threat to safety

HAZARDOUS MATERIAL SPILL

WHAT TO DO:

- In the event of a chemical spill: Evacuate the area
  - Call 911 (9-911 on a campus phone)
  - Call Safety and Security
- If a spill is discovered and actions have not been taken: Do not touch spilled substance
  - Keep people away from the area
  - Call Safety and Security. Security will contact Operations

WHAT NOT TO DO:

- Do not attempt to clean up a spill
- Do not touch or step in spilled materials

FIRE OR EXPLOSION

ALWAYS CALL SAFETY & SECURITY @ 206.726.5038

WHAT TO DO:

If it is a small fire (no larger than a wastebasket):
- Alert people to evacuate area
- Activate nearest fire alarm
- Smother fire or use appropriate fire extinguisher
- Always maintain accessible exit
- Avoid smoke or fumes
- Be prepared to evacuate building if fire grows

*If it is a large fire (larger than a wastebasket):*

- Alert people to evacuate area
- Activate nearest fire alarm
- Evacuate building using fire evacuation plan
- Close doors to contain fire
- Move people to a safe distance

**WHAT NOT TO DO:**

- Do not use elevators
- Do not ignore alarms or assume they are false alarms
- Do not return to your building until you are notified that it is safe to do so

**EARTHQUAKE**

**HOW TO PREPARE:**

Make sure you know the designated evacuation site where the occupants of your building are to assemble following an earthquake. Look at your surroundings and think about where you could seek shelter from falling objects. Keep a few supplies in your desk - flashlight, emergency-contact phone numbers, a pair of comfortable walking shoes and a battery powered radio. Become familiar with all the exits in your building.

**WHAT TO DO:**

- If indoors, take cover under a freestanding desk or table.
- Hold on to whatever you are under
- Stay away (and face away) from glass and other items on the walls
- Do not leave cover until shaking has completely stopped
• If outdoors, stay in the open and keep away from buildings, trees and electrical poles and wires.

**WHAT NOT TO DO:**

• Do not rush outside

• Do not use elevators

• Do not use the telephone and do not call 911, unless a real emergency exists (fire, injuries, or serious damage)

• Do not use matches, lighters, or other open flames and do not turn on lights or electrical equipment

**WHAT TO DO AFTER:**

• If inside: Evacuate the building. Remember, additional shocks or tremors may occur. Watch for falling debris or electrical wires when leaving the building

• If outside: Do not enter buildings until it is determined that they are safe.

**CRIME IN PROGRESS**

**HOW TO PREPARE:**

Follow these anti-crime tips: Do not walk alone in isolated areas. Do not open residence hall doors to strangers. Keep all doors closed and locked. Do not leave doors propped open or leave valuables unattended. Thieves know to look in your desk drawers. At night, look inside your car before entering or stay in your car if there are strangers around. Be aware of your surroundings.

**WHAT TO DO:**

• Call Safety and Security at 206.726.5038

• Give your name, location and nature of crime in progress

• If safe to do so, remain where you are until contacted by Cornish Official

• If safe to do so, note the criminal’s height, weight, age, sex, race, hair, and eye color, tattoos or facial hair, clothing, weapons and method and direction of travel. If a motor vehicle is involved, note license plate number, make and model, color and outstanding characteristics

**WHAT NOT TO DO:**

• Do not try to apprehend or interfere with the criminal except in case of self-protection or the protection of others
ARMED INTRUDER

WHAT TO DO:

Notify Safety and Security if you are aware of any threats or have other information that makes you suspect an event involving an armed intruder might be possible. If you are a Resident student, also notify your Residence Life Coordinator. Trust your instincts. Better to be wrong than to ignore warning signs of possible tragic events.

- Determine what action gives you the best chance to survive – quickly evaluate and then act.

- **Run**: If you can get to a safer location, then do so immediately. Do not wait for others to validate your decision, yet help them if possible. Leave your belongings behind. Attempt to prevent people from entering an area where the shooter may be. Keep your hands visible once Law Enforcement arrives.

- **Hide**: If you cannot get out safely, then find a place to hide. Look for a place that provides some protection, is well hidden, and offers options for movement. Lock or barricade the door if possible. Turn off all lights, silence cell phones. Do not huddle in large groups. Remain quiet. Keep your hands visible once Law Enforcement arrives.

- **Fight**: As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter. Be committed toward your actions. Yell loudly. Use items in your immediate area to protect yourself. If possible, work as a team with others to overwhelm the shooter. Keep your hands visible once Law Enforcement arrives.

WHAT NOT TO DO:

- Do not leave your room to try to “see what’s happening”

- Do not confront or try to apprehend the intruder unless you must defend yourself

- Do not assume that someone else called Safety & Security/911

WHAT TO DO AFTER:

- Attempt to stay calm

- Keep your hands visible at all times

- Avoid screaming, pointing, and/or yelling

- Follow all instructions provided by Emergency Responders

- If you witness any injuries or deaths, identify yourself to authorities as soon as it is safe to do so.
**BOMB THREAT**

**WHAT TO DO:**

- Take all bomb threats seriously
- A person receiving a telephoned bomb threat should:
  - Remain calm
  - Keep the caller on the line. Obtain as much information as possible
  - Call 911 (9-911 on campus). If possible, have someone else report the call while you keep the caller on the line. Call Safety and Security if told to do so, evacuate the building.
  - To avoid panic, do not announce that it is due to a bomb threat
  - Leave any search to police and other trained people
- Suspicious Packages or Devices
  - Do not touch the package or device
  - Evacuate the area immediately
  - Call 911 (9-911 on a campus phone). Indicate that a suspicious package or device has been found
  - Call Safety and Security
  - Wait a safe distance away from the area until advised that the device has been examined and/or disposed of

**WHAT NOT TO DO:**

- Do not assume a bomb threat is a prank. Assume it’s real
- Do not touch, move or cover a suspected bomb
- Do not use walkie-talkie devices or cell phones in the area
- Do not activate the building alarm
- Do not turn on/off electrical devices or switches
- Do not use elevators
TERRORIST ATTACK

WHAT TO DO:

Stay alert and aware of your surroundings. Become familiar with emergency responses to chemical, biological, nuclear/radiological, and explosive events.

WHAT TO DO:

- Notify Safety and Security at 206.726.5038 if you notice any suspicious activity
- Obey all instructions if quarantine is determined to be necessary by the College or local health officials
- Be wary of mail from an unknown person, especially if the envelope or package appears to contain any sort of powder, stain or unusual odor. Do not open, instead, report it to Safety and Security 206.726.5038
- If you do open mail that contains an unusual substance, leave your room immediately, tell others in or near your room to evacuate the building

ADDITIONAL INFORMATION

Q: What do I do if there is an emergency or I see something suspicious?

A: Any threat or real risk that puts lives in immediate danger should be reported to Safety and Security at 206.726.5038. If you are off campus, call 911.

Q: What types of activities should I be looking for?

A: In addition to obvious criminal activity or emergencies such as an explosion, examples of suspicious activity can include:

- A package or bag left unattended
- Overhearing someone use or threaten to use a gun or other weapon, place a bomb, or release a poisonous substance into the air.
- Someone you do not recognize in is a non-public area of a building.
- In general, trust your intuition. If you are aware of a possible terrorist threat, you will be alert to unusual activity. If you have a gut reaction, nagging suspicion, or general concern, do not discount your feelings. Contact Safety and Security (206-726-5038) who can investigate the situation.

Q: How will we be told when an emergency is over or it is safe to leave?

A: During an emergency, notifications, updates and instructions will be sent via email, and the text notification system that the College has.
8. **Emergency Contact Information**

All Cornish constituents are encouraged to add or update their Emergency Contact Information. While the Mass Emergency Communication System identifies how to contact the community member in the event of a campus emergency, the Emergency Contact Information identifies who should be contacted if something happens to the community member. Students should update this information with the Registrar. Employees should update their information with Human Resources.

Students also have the option to identify confidentially an individual to be contacted by Cornish in the event the student is determined to be missing for more than 24 hours.

9. **Missing Student Notification Policy**

In compliance with the Missing Student Policy and Procedures (Higher Education Opportunity Act of 2008), it is the policy of Cornish College of the Arts to actively investigate any report of a missing student who is enrolled at the College as either a full or part-time student.

**Definition**

Most missing person reports in the College environment result from students changing their routines without informing roommates and friends of the change. For purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, friend, family member or other campus person has not seen or heard from the person in a reasonable amount of time.

In general a reasonable amount of time is 24 hours or more, but may vary with the time of day and information available regarding the missing person’s daily schedule, habits and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concern for their safety.

**Investigation and Notification**

If a member of the College community has reason to believe that a student is missing, that person is responsible for notifying one or all of the following individuals:

- Director of Campus Safety and Security 315 5824
- Dean of Student Affairs 726 5111

Any missing student report must be referred to Cornish’s Office of Campus Safety and Security. All efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well-being.

Actions that will be taken by Campus Safety and Security include (but are not limited to):

- Call or text the student’s home/cell phones or other numbers on record
- E-mail the student
- Contact the student’s roommates and neighbors (residential students only)
- Contact the student’s faculty or academic advisors
- Contact any other on-campus or off-campus friends or contacts that are made known
- Review the student’s network print or email accounts to determine most recent activity
- Review the student’s access and meal card usage
- Check a student’s social networking sites such as Facebook, MySpace and Twitter
If after investigation a student is determined missing for at least 24 hours, the appropriate law enforcement agencies and the student’s emergency contact will be notified within 24 hours.

If a student is under age 18 and not an emancipated individual, or has failed to designate an emergency contact, Cornish is required to notify a parent or guardian. If a student is over age 18, Cornish is required to notify the emergency contact the student identified to the College.

**Designating Emergency Contacts**

In order to accurately assess if a student is indeed missing, all students at Cornish College of the Arts are strongly encouraged to register contact information in two ways. The first designee is denoted as the “emergency contact.” The second is denoted as the “missing person contact.” The privacy of this information is protected under Family Educational Rights and Privacy Act (FERPA.)

In the instance of both the emergency and missing person contact, each student is solely responsible for the accuracy of the contact phone number and for update of information should the contact person(s) and/or number(s) change.

The emergency contact and missing person contact for all students are maintained by the Registrar.

**10. Facility Access**

During business hours, certain campus buildings will be open to students, parents, employees, contractors, guests and invitees. During non-business hours and on weekends, access to all College facilities is by access card or fob. In the case of an extended closing, the College will admit only those with authorized 24/7 access.

Residence halls are secured 24 hours a day. Over extended breaks when the halls are closed, key card access will be temporarily suspended.

Emergencies may necessitate changes or alterations to posted building access schedules.

**11. CornishCard**

**Policy Statement**

Photo identification cards for all faculty including substitutes, staff and students, as well as guest artists, directors, vendors, et al, are required at Cornish College of the Arts and must be visible upon your person at all times. You cannot gain access to most buildings Monday-Friday and all buildings on weekends without this identification card, your CornishCard.

It is strictly prohibited to loan your CornishCard to anyone. It is your responsibility to let Security know if your card is not working correctly or is lost.

Students enrolled at Cornish College of the Arts are issued these photo identification cards that are used for various purposes including:

- Gaining access to College facilities via this “electronic key”
- Checking out materials from the Library
- Food service plan at Nellie’s

**Procedures**

Appropriate display of the CornishCard
The College will provide through the office of Campus Safety and Security at no charge either a lanyard or clip-on attachment.

**How to obtain a CornishCards**

The Department of Campus Safety and Security issues all Cornish identification cards. All cards will have proper photo and accurate name. Do not tamper with or alter this card in any fashion. There is no charge for the first CornishCard.

Security can only issue these cards when they have:

- appropriate documentation from either Human Resources or the Registrar in the form of an assigned Jenzabar number,
- an individual department has submitted a request for a proxy CornishCard to the Director of Campus Safety and Security,
- written request from a supervisor to issue a key to a substitute

**Card issuance Fall and Spring semesters**

MCC, Security Office, 3rd floor, or Kerry Hall Security, Monday-Friday 8:00 a.m. to 4:00 p.m.

**Card Issuance Summer semester**

MCC, Security Office, 3rd floor, Monday-Friday, 8:00 a.m. to 4:00 p.m.

**Non-Employee Proxy CornishCards**

- Vendors - On a very limited basis, a CornishCard can be assigned to a highly trusted vendor. A vendor would only need a card when it is imperative they have access to a building that is locked at all times, e.g. 9th Ave. Studios. A specific example of a trusted vendor would be the company which needs access on a regular basis to fill the vending machines at 9th Ave. Studios or the piano tuner. If a department feels they need a vendor card, they must apply for this card to the Director of Campus Safety and Security.
- Guest artists, directors, et al – If an individual is not being paid via payroll at Cornish and therefore not being issued a Jenzabar number by Human Resources, a department must apply for a proxy CornishCard to the Director of Campus Safety and Security.

**Access Permissions**

Access permissions will be established based on an individual’s employment/enrollment status, residential status (for students in residence halls) and as approved by department chairs to access buildings under special circumstances. (See “non-employee proxy Cornish Cards.”)

- Coordination with Building Operating Calendar – Certain buildings are not accessible during the summer months, except by specific request of a Department Chair, e.g. the scene shop.
- Departmentally restricted spaces – Certain buildings and/or rooms are only accessible to specific individuals, e.g. art and design senior studios, scene shop.
Card utilization over the summer

Students registered for Fall Semester are requested to retain their current identification cards. These cards over the summer will facilitate access to only Kerry and MCC. Identification cards for faculty, who have received an employment letter for the fall, will give them access over the summer to MCC and Kerry, as well as the Notion H&S offices for H&S faculty.

Deactivation of Student Cards

- Graduates’ access cards will be deactivated three days after the Art and Design BFA Shows conclude.
- Students who have not registered by July 1 for the following fall semester will have their cards deactivated.

What should Faculty and Staff do when leaving employment or for a leave of absence or sabbatical at Cornish?

It is critical that your CornishCard, fob and/or physical keys be returned to Security at MCC, Monday-Friday, 9:00 a.m. to 4:00 p.m. In the instance of faculty, if you have not received an employment letter for the succeeding semester, you must return these items. Human Resources will determine if there are any exceptions to this procedure as it relates to a sabbatical or leave of absence on a case by case basis.

CornishCard Replacement

Lost

Community members who lose their CornishCard must report the loss to Campus Safety and Security without delay. Replacement CornishCards are issued by Campus Safety and Security for a non-refundable fee of $25.00 to cover administrative costs.

Stolen

Community members whose CornishCard is stolen must report the loss to Campus Safety and Security without delay and present a copy of the police report detailing this theft. A replacement card will be issued by Campus Safety and Security for no fee.

Damaged

If a community member’s CornishCard becomes defective or is damaged through normal use, it will be replaced free of charge. CornishCards that are damaged as a result of abuse will be replaced for a non-refundable fee of $25.00. Examples of an abused card would include folded cards, cards with holes in them or cards tampered with to change information. The damaged card must be presented at the time a replacement is being requested.

12. Security Awareness Programs

During New Student Orientation in September and January, students are informed of services offered by the Office of Campus Safety and Security. This presentation outlines ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees at time of hire. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis.

Periodically during the academic year Campus Safety and Security and the Office of Student Affairs present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), dating and domestic violence, stalking, theft, and vandalism, as well as educational sessions on personal safety and residence hall security.
A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos and articles on the Cornish web site.

When time is of the essence, information is released to the College community through security alerts posted prominently throughout campus, through computer memos sent over the College’s e-mail system and its electronic text messaging system.

13. **Crime Prevention Programs**

Crime Prevention Programs on personal safety and theft prevention are sponsored by Student Affairs and Campus Safety and Security throughout the year. Campus Safety and Security facilitates programs for students, parents, faculty, and new employees in addition to programs each semester for resident students. The programs provide a variety of educational strategies and tips on how to protect oneself from sexual assault, theft and other crimes.

14. **Crime Prevention and Awareness**

**Awareness & Prevention**

The safety and security of our students, faculty and staff are matters of great concern at Cornish College of the Arts. Our staff makes every possible attempt to keep the campus both safe and secure; the success of our security program, however, depends upon the awareness and cooperation of every member of the community. We hope you will read this reference information with care, and will use the information provided to help foster a safe environment for yourself and others at Cornish.

Campus Safety and Security informs the campus community about crime awareness and safety. When we receive a report about crime that may have an impact on the College community, a “General Advisory Report” with information about the specific crime and tips on avoiding similar crimes is distributed to the College community via broadcast email.

The effectiveness of any security program depends on the degree of cooperation and support it receives from those it is designed to protect. Your role in preventing crime is to keep yourself, your apartment, your car, your classroom, and your office safe by incorporating safe behavior into your daily routine.

During New Student Orientation, Campus Safety and Security offers a crime prevention presentation to develop crime prevention awareness and distributes educational crime prevention and awareness materials. Discussions on crime prevention are held throughout the year and are open to all members of the community.

There is no perfect way to protect yourself, but there are some simple things you can do to minimize your risk of being a victim of crime.

**Personal Safety Tips**

The key to a safe college begins with self-education, taking precautions and becoming aware of prevention methods. At Cornish, Campus Safety and Security, staff, faculty and students continue to work together and take responsibility for their own safety and are ready to assist others in time of need. This strategy is effective and works! Most incidents on campus can be avoided if we recognize that we’re “potential victims” and take basic precautions.
such as walking in pairs when out at night or during high-risk periods, locking offices and car doors, and not leaving personal valuables unattended. Campus Safety and Security is always available to meet with individuals, groups, clubs, etc., to discuss safety, crime prevention methods and related issues.

**Reporting a Crime or Suspicious Person**

The key to a safe environment begins with self-education, taking precautions and becoming aware of prevention methods. At Cornish, Campus Safety and Security, staff, faculty and students continue to work together and take responsibility for their own safety and are ready to assist others in time of need. This strategy is effective and works! Most incidents on campus can be avoided if we recognize that we are “potential victims” and take basic precautions such as walking in pairs when out at night or during high-risk periods, locking offices and car doors, and not leaving personal valuables unattended. Campus Safety and Security is always available to meet with individuals, groups, clubs, etc., to discuss safety, crime prevention methods and related issues.

Your initial response to a crime or emergency will depend on the urgency of the situation. For all police/fire/medical emergencies which are life or property threatening you should immediately call 911 (9-911 from campus phones). After you have given the information to the 911 operator, immediately call Security and relay the same information. Campus Safety and Security works closely with local emergency responders and they depend on us to meet them on campus and provide assistance. If there is no immediate threat, call MCC Security and advise the security officer of your circumstances. An officer will be dispatched to make contact with you. The situation will be assessed to determine if Seattle Police need to respond. The security officer will gather relevant information and write a report. That report is then reviewed by Campus Safety and Security and Cornish administrators and an appropriate response is formulated.

Cornish encourages the reporting of all crimes that you witness or have information about, even minor crimes, incidents, and/or suspicious activity. It is your observation and willingness to help that makes a difference. Campus Safety and Security views a “false alarm” much more valuable than missing a real crime because someone didn’t think it was important to report. We need your help. If we don’t know or aren’t informed about crime, we can’t inform the community and shift our resources and/or patrols to high-risk areas. Please report all crimes!

All reports will be investigated by the appropriate authorities. Reports made to licensed counselors are exempt from reporting requirements; however, if and when they deem it appropriate, they may file voluntary, confidential reports with the Campus Safety and Security.

To report an incident that is not a life threatening situation or crime in progress to the Police Department, contact the Seattle Police Department’s Non-Emergency Line. For more information about your local Police Department including crime statistics and a link to file an online police report, please visit Seattle Police Department.

**Property Protection**

There are common-sense reminders for protecting your property. Crime prevention denies opportunity. Please remember and practice these tips at all times.

- Never leave personal belongings unattended, whether in an office, classroom, library, or studio. Wallets, backpacks, and pocketbooks are prime targets for the “hit and run” thief. If you must leave belongings in your car, lock them out of sight in the trunk.
- Even if you are going to be gone for “just a minute,” take your belongings with you.
- Don’t leave large sums of money in your room.
• Write down the serial numbers of all valuables (stereos, TVs, computers) and keep the list in a safe place. These are critical to property recovery.
• Engrave your driver’s license number and the issuing state on all valuables, and make it clearly visible.
• Do not engrave valuables with your Social Security number. Those numbers are federally protected, and law enforcement agencies are unable to learn an owner’s identity if property is recovered.

Laptop & Electronics

When leaving your residence hall room, home or classroom, lock doors and windows even if you will be gone for just a minute. Never leave purses, wallets, or valuables exposed; store them out of sight.

Computers, especially if they are portable, are primary targets of theft. Be sure to record the serial number, brand name and description of all of your personal electronic devices. Consider the purchase of a locking device which will secure the computer to a desk. Do not leave unattended.

Bicycle & Vehicle Safety

When you leave your car, always remove the ignition key and lock all doors. Do not leave valuables in the car, but if you must, lock them in the trunk. When parking at night, park in well-lit, well-traveled areas.

Consider installing tamper-proof door lock buttons and/or a car alarm. Also consider using a lockable car cover.

Always lock your bike regardless of how long you plan to leave it unattended. We recommend a U-shaped locking system, since cables and chains can be easily cut. Secure or remove any bags or accessories that can be stolen, and lock your bike to campus provided bicycle parking only. Bicyclists may be ticketed for locking bikes in unauthorized locations.

Residence & Work Area Protection

Follow these tips to protect your belongings on and off campus.

Protection in On Campus Residences

• Always lock your door! Even if you are stepping out of your apartment, studio, or office for just a minute. Lock Your Door. Nearly all residential burglaries occurring on campus involve entry through an unlocked (though often closed) door.
• Be wary of bringing casual acquaintances to your room or home.
• Take care of your keys. Don’t leave them in your “cubby” or other hiding place.
• Close and lock all doors and windows. Even if you leave for a few minutes. Don’t leave an open invitation to crime.
• Do not prop doors open. If you find a door open on campus, close it or report it to security.
• Write down the serial numbers of all valuables (stereos, TVs, computers) and keep the list in a safe place. These are critical to property recovery.
• Engrave your driver’s license number and the issuing state on all valuables, and make sure it is clearly visible.
• Do not engrave valuables with your Social Security number. Those numbers are federally protected, and law enforcement agencies are unable to learn an owner’s identity if property is recovered.
• Never leave your wallet, purse, studio equipment, art supplies, or any other valuables unattended! Practice one of the following safety practices. Lock it, hide it, or watch it.
• Notify Campus Safety and Security immediately of any emergency, accident, criminal activity, suspicious person, or conditions.
If you are on campus room has been burglarized or you suspect that something is missing, contact Campus Safety and Security. Do not touch anything. It is very important that you report all thefts, no matter how small, to Campus Safety and Security.

If you live in off campus housing, follow the same procedures, but call the Seattle Police Department at 911.

**Protection in Off Campus Residences**

- Have a peephole installed.
- Do not open your door unless you know who’s on the other side. Be aware of strangers seeking help. Offer to call the police for them, but do not let them in.
- Use only your last name and first initial on doorbells/mailboxes or in the phone book.
- Leave lights and a radio tuned to a talk-radio station on when not at home.
- Ask the landlord to keep shrubbery away from doors and windows.

**Identity Theft**

Identity theft is the act of someone else taking information which personally identifies someone else — a social security number, driver’s license, birth certificate, etc. Unfortunately, the person responsible for these charges is the victim himself and it can often take years to clear up the resulting problems.

The consequences of identity theft are dire. In most cases, the victim is left with a large amount of debt, and may be denied a job, loans for a house or car, and have their credit rating damaged irreparably. This is not a good way to start what should be the beginning of a new life after receiving a college education.

**Why College Students are Particularly Vulnerable**

In order for a thief to steal someone’s identity, they must first obtain the necessary information which allows them to “become” someone else, at least in the eyes of lending institutions and other financial companies. How easy this task is depends on how vigilant a person is about protecting their personal information.

More than half of all college students receive multiple pre-approved credit offers monthly. Those mass-mailed forms, usually partially filled out with the recipient’s information such as name, address, and other personal data is fantastic opportunity to steal a person’s identity.

If the recipient is not interested in the offer and simply throws away the form, it is one of the most common documents used by identity thieves. By picking the offer out of the trash can, the thief can then fill in the rest of the blanks and send it in or simply call the toll free phone number provided on the form, allowing them near instant access to one aspect of the victim’s identity.

Another manner in which identity theft occurs is when thieves get their hands on personal banking account information, such as a checking or savings account statement. Anyone who does not balance their account is at risk of incurring fraudulent charges, simply because they do not keep track of what charges are legitimate. Oftentimes, the thief steals by withdrawing money in small increments — not enough to stand out as a glaring error to the casual observer but enough to build up to a large amount over time.

Another danger to college students is their Social Security Number. Many college courses require a student to use their Social Security Number to log in to websites used to post homework assignments and other course communications. The university may also use that number as an identifying number in the administration office.
It is very easy to forget to exercise caution when using a Social Security Number, particularly when it is used so often. Lax computer security or even something as simple as a criminal watching a student enter the number, allows a thief can quickly and easily gain access to the Social Security Number, which is the key to obtaining additional information about an individual.

Computers and laptops also pose a threat that many students don’t think about. Many students use a laptop every day in class to take notes and organize coursework documents. But what if that computer is stolen? What would a thief find inside?

Most students in today’s world use their computers to access online banking, pay bills, order merchandise, and communicate in just about every other aspect of their lives, too. If personal and account information is stored on the hard drive, the thief has instant access to very information that makes it possible for them to assume the student’s identity.

Of course, students also shouldn’t overlook one of the most common ways to steal someone’s identity — stealing a wallet, purse, or backpack. This can even occur in the student’s dorm room, particularly if parties or unfamiliar guests are common, and they usually are in college dorms. Students should exercise the same security at home as in any unfamiliar environment.

**How to Stay Safe from Identity Theft**

The best way to deal with the prospect of identity theft is to avoid it by employing safe practices in everyday life. Here are some tips and best practices to prevent identity theft.

- Shred all important documents, such as bank statements, credit card offers, and any pieces of paper which contain an account number or social security number. Remember prescription drug containers, too, as they usually have an account number and other personal information printed on the label.
- Don’t let mail pile up and lay around where anyone could gain access to it. Be sure that anything which goes in the trash bin does not contain any usable information — shred or tear documents into small pieces if necessary.
- Always log out of secure sites, such as online banking, before exiting the program. Also ensure your web browser does not save login and password information associated with sensitive sites.
- Never store personal information or username and password combinations on your computer’s hard drive. If you must write them down somewhere, make sure the document is stored in a safe location, such as lock box. But it’s best to memorize them no written record that could be compromised.
- Use secure passwords which are not composed of obvious numbers such as date of birth, phone numbers, anniversaries, or addresses. Using a long string of numbers and letters in a random combination is best to avoid hacking.
- Ensure that the web sites you use for buying merchandise or services are secure. Oftentimes, the URL will be preceded by https:// and it will bear the logo indicating a Secure Sockets Layer (SSL) certificate.
- Be wary of emails which are “phishing” for information, or trying to get you to respond to what looks like a legitimate site but redirects you to a thief’s site where your personal information will be recorded. Learn how to spot these phishing emails.
- Be very careful in giving out your social security number. There are few instances when it is the only number you can use to access or open an account (even at the university). Use a driver’s license to prove identity and do not carry your social security card with you; instead keep in a safe place. The same applies to a student ID card, particularly if it contains your social security number.
**What to Do If You Suspect You Have Become a Victim of Identity Theft**

Not just an inconvenience or a detriment to your credit rating, identity theft is classified as a federal crime. According to the Identity Theft and Assumption Deterrence Act of 1998, it is a federal crime if someone “knowingly transfers or uses, without lawful authority, a means of identification of another person with the intent to commit, or to aid or abet, any unlawful activity that constitutes a violation of the Federal law, or that constitutes a felony under any applicable State or local law.”

If you suspect that you’re identity has been compromised, the first step is to notify all your financial institutions that may have been affected. Ensure that all accounts are closed immediately and ask that any new accounts be flagged for possible fraudulent charges in the future.

Next, notify your local law enforcement office of the crime. They will be able to advise you of further steps as well as begin an investigation. Also contact the three credit reporting bureaus and notify them of the theft of your identity. They can put a fraud alert in your file with a date so that charges occurring after this date will not negatively affect your credit rating.

The time spent going to college is, for most students, one of the best and most memorable periods in their life. Make sure it is not memorable, however, because of the trauma and suffering which result from the theft of your identity. Be vigilant about protecting your information and never assume that such a crime cannot happen to you. Chances are, there is already someone you know who has had it happen to them.

**15. Daily Crime Log**

Any crime reported to the Office of Campus Safety and Security will be entered into the Daily Crime Log. This crime log must include all crimes reported to Security, not just Clery Act crimes. The crime log will explain the nature of the crime, the date the crime was reported and the date and time it occurred, the general location of the crime, and disposition of the complaint, if known. The crime log for the most recent 60-day period must be open to public inspection, upon request, during normal business hours. Any portion of the log older than 60 days must be made available within two business days of a request for public inspection. The College will provide its students and employees with a description of the log, noting its location and availability. The crime logs will be kept for three years following the publication of the last annual security report to which they apply (in effect, seven years.)

**16. Addressing Criminal Activity Off Campus**

When a Cornish student is involved in an off-campus offense, Cornish College will cooperate, when requested, with local law enforcement in investigation of that possible crime through its Office of Campus Safety and Security.

**17. Hate Crime Policy, Reporting and Resources**

The Office of Campus Safety and Security is responsible for collecting and reporting hate motivated statistics. Anyone receiving a report or information of hate violence is required to notify the Director of Campus Safety and Security to ensure that an appropriate report is completed, the perpetrator is held accountable (if possible), and statistics are collected disseminated and the victim and/or communities are provided with assistance/referrals.

**Criteria for Reporting Hate Motivated Crimes and Incidents**

Reports of hate motivated incidents are taken because there is a potential for recurrence and/or escalation into a criminal act. The key criterion in determining whether or not any crime or incident fits into the definition of a hate crime or incident is the motivation behind the incident.
The following criteria are to be used in determining whether or not an incident is motivated by bias based on race, ethnicity, gender/perceived gender, sexual orientation, religion or disability. The list is not all inclusive.

A criminal act may include any of the following: burning cross or religious symbol; explosives, bomb threats; assault, disorderly conduct; interrupting or disturbing religious, ethnic, cultural political or other meetings; unlawful use of the telephone.

A non-criminal act or incident, while not criminal, is done with the apparent intention to harass, intimidate, retaliate, create conflict, because of any person’s race, religion, ethnic background, etc.


The Director of Campus Safety and Security prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the College’s web site. This report is prepared in cooperation with local law enforcement agencies, Housing & Residence Life, and the Dean of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime and referral statistics include those reported to the Office of Campus Safety and Security, designated campus officials (including but not limited to directors, chairs, deans, HRL staff, et al) and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses. Counseling Services staff shall inform their clients of the procedures to report crime to the Office of Campus Safety and Security on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

The College will make a good faith effort to collect crime statistics for all Clery Act crimes committed in applicable geographic locations from all police agencies with jurisdiction for the College.

Each year, an e-mail notification is made to all enrolled students providing access to this report. Faculty and staff receive similar notification via e-mail. Copies of the report may also be obtained at the Office of Campus Safety and Security, 3rd floor, MCC. All prospective employees may obtain a copy from Human Resources, 7th floor MCC, and the web site will be attached to the College’s employment applications.

How to report a crime

Emergencies dial 9-1-1. Non-emergencies call Campus Security at 726 5038. Any suspicious activity or person in the residence halls or academic buildings should be reported to Security.

For off campus options, you may also call the Seattle Police Department West Precinct directly at 206 684 8917.

The Director of Campus Safety and Security attends regular meetings with SPD to exchange ideas and problems that may be of concern for the College community.
## On Campus

<table>
<thead>
<tr>
<th>Criminal Offenses</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offense – Forcible</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offense – Non-Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Arrest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations – Referred for Disciplinary Action</td>
<td>33</td>
<td>27</td>
<td>13</td>
</tr>
<tr>
<td>Drug Law Arrest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violations - Referred for Disciplinary Action</td>
<td>39</td>
<td>30</td>
<td>23</td>
</tr>
<tr>
<td>Illegal Weapons Possessions/Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Possessions/Arrests - Referred for Disciplinary Action</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

*There are no Hate Crimes to report during this period.

*Statistics combined with incidents reported to Campus Authorities and/or the Seattle Police Department
### Residential Facilities

<table>
<thead>
<tr>
<th>Criminal Offenses</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offense – Forcible</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offense – Non-Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Arrest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations – Referred for Disciplinary Action</td>
<td>33</td>
<td>27</td>
<td>11</td>
</tr>
<tr>
<td>Drug Law Arrest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violations - Referred for Disciplinary Action</td>
<td>38</td>
<td>29</td>
<td>23</td>
</tr>
<tr>
<td>Illegal Weapons Possessions/Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Possessions/Arrests - Referred for Disciplinary Action</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

*There are no Hate Crimes to report during this period.

*Statistics combined with incidents reported to Campus Authorities and/or the Seattle Police Department
### Non-Campus Property

<table>
<thead>
<tr>
<th>Criminal Offenses</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offense – Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offense – Non-Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Arrest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations – Referred for Disciplinary Action</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Arrest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violations - Referred for Disciplinary Action</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Possessions/Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Possessions/Arrests - Referred for Disciplinary Action</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*There are no Hate Crimes to report during this period.*

*Statistics combined with incidents reported to Campus Authorities and/or the Seattle Police Department*
### Public Property

<table>
<thead>
<tr>
<th>Criminal Offenses</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offense – Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offense – Non-Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>3</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>6</td>
<td>11</td>
<td>5</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Arrest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations – Referred for Disciplinary Action</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Arrest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violations - Referred for Disciplinary Action</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Possessions/Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Possessions/Arrests - Referred for Disciplinary Action</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*There are no Hate Crimes to report during this period.

*Statistics combined with incidents reported to Campus Authorities and/or the Seattle Police Department
19. Confidential Reporting

Victims of crime that do not want to pursue action with the College system or the criminal justice system may still want to consider making a confidential report. The Office of Campus Safety and Security can file a report on the details of the incident without revealing the victim’s identity. The purpose of a confidential report is to comply with the victim’s wish to keep the matter confidential, while taking steps to ensure the future safety of themselves and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are only counted and disclosed in the annual crime statistics of the College.

20. Federal Campus Sex Crimes Prevention Act

This act requires states to ask every registered sex offender if they are enrolled at or employed by a College or university. In addition, pursuant to Washington State law, any such adult or juvenile offender who is admitted to a public or private institution of higher education shall, within ten days of enrolling or by the first business day after arriving at the institution, whichever is earlier, notify the sheriff for the county of the person’s residence of the person’s intent to attend the institution. Students and employees can find out information about registered sex offenders in their area through the King County Sheriff’s office website, http://www.icrimewatch.net/index.php?AgencyID=54528

21. STUDENT RIGHTS & RESPONSIBILITIES

A CODE OF STUDENT CONDUCT

SECTION 1: MISSION

The College community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the Office of Student Life is committed to an educational and developmental process that balances the interests of individual students with the interests of the College community.

A community exists on the basis of shared values and principles. At the College, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Code of Student Conduct. These standards are embodied within a set of core values that include integrity, social justice, respect, community, and responsibility.

Each member of the College community bears responsibility for their conduct and to assume reasonable responsibility for the behavior of others. When members of the community fail to exemplify these five values by engaging in violation of the rules below, campus conduct proceedings are used to assert and uphold the Code of Student Conduct.

The student conduct process is an educational process that is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students’ moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.
Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections afforded by the courts. Fair process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of College policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

The following statement of students’ rights and responsibilities is intended to reflect the base upon which The Code is built.

Student’s Rights

- A student has the right to participate in a free exchange of ideas, and there shall be no College policy that in any way limits the rights of freedom of speech, expression, petition, and peaceful assembly in accordance with applicable federal, state, and local laws.

- Each student has the right to be free from unlawful discrimination on the basis of sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status.

- A student has the right to personal privacy except as otherwise provided by law and College policy and this will be observed by students and College authorities alike.

- Each student is subject to sanctions arising from alleged violations of The Code and will be assured due process.

Student’s Responsibilities

- A student has the responsibility to be acquainted with the published Code of Student Conduct in its entirety and to comply with the policies as well as all federal, state, and local laws.

- A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire College community.

- A student has the responsibility to recognize the College’s obligation to provide an environment conducive to learning.

- A student has the responsibility to conduct oneself in accordance to these standards.

Student’s Relation to College Community

- Cornish College of the Arts, as an institution of higher education, has rights and responsibilities of its own, including:

  - To provide opportunities for students of the College to present and debate public issues.

  - To require persons on College-owned or -controlled property to present appropriate identification.

  - To establish reasonable standards of conduct for all persons on the campus in order to safeguard the educational process and to provide for the safety and welfare of its students, visitors, and College property.
• To restrict students of the College from using its name, its finances, or its physical and operating facilities for commercial activities, except in cases involving registered students, staff and faculty groups as provided for in policies governing use of the campus facilities and fund-raising activities.

• To provide, for registered student groups of the College, the use of campus facilities under the policies of the campus.

Student’s Relation to External Community

Students attending the College take on responsibilities not only of campus citizenship but also community citizenship. When community standards are not respected and upheld by students, conflicts between students and other community members may result. Such conflicts are destructive to relationships in the community and reflect poorly on the College, as well as the reputation of the student body.

Student Employee Responsibilities

When students act in their capacity as student employees, they remain subject to The Code as well as other potential personnel actions resulting from misconduct.

Community Standards

Students are expected to engage in Bystander Intervention when in the presence of a potential code violation: Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Responsibility to Others

A student has responsibility for ensuring the well being of their guests and fellow students. If an individual needs emergency medical attention, the student is required to call an ambulance or other appropriate emergency response personnel (College Safety & Security, ambulance, police, fire, etc.) to gain assistance. If a student fails to carry out this responsibility, the student may be subject to College sanctions and may potentially be subject to additional civil and/or criminal liability.

Non Retaliation

Students who bring legitimate concerns to the attention of Cornish faculty or administrators should not fear that they will be retaliated against for their efforts. If students perceive that retaliation is occurring, they should report this immediately to the Dean of Student Life.

SECTION 2: JURISDICTION

Students at the College are provided a copy of the Code of Student Conduct annually in the form of a link on the College website at http://www.cornish.edu/student_life/conduct/. Hard copies are available upon request from the Office of Student Life. Students are responsible for having read and abiding by the provisions of the Code of Student Conduct.
The Code of Student Conduct and the student conduct process applies to the conduct of individual students. For the purposes of student conduct, the College considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the college.

The College retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student’s ability to re-enroll (and/or obtain official transcripts and/or graduate) and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the College may invoke these procedures and should the former student be found responsible, the College may revoke that student’s degree.

The Code of Student Conduct applies to behaviors that take place on the campus, at College-sponsored events and may also apply off-campus if conduct affects a substantial College interest. A substantial College interest is defined to include:

- Any situation where it appears that the student’s conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and /or
- Any situation that is detrimental to the educational mission and/or interests of the College.

The Code of Student Conduct may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The college does not regularly search for this information but may take action if and when such information is brought to the attention of College officials.

The Code of Student Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. (The Code may also be applied to resident non-students and continuing education programs by contractual agreements). Visitors to and guests of the College may seek resolution of violations of the Code of Student Conduct committed against them by members of the College community.

There is no time limit on reporting violations of the Code of Student Conduct; however, the longer someone waits to report an offense, the harder it becomes for College officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the College’s ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Life and /or to Campus Safety & Security. (A responding student facing an alleged violation of the Code of Student Conduct is not permitted to withdraw from the College until all allegations are resolved.)

College email is the College’s primary means of communication with students. Students are responsible for all communication delivered to their College email address.
SECTION 3: VIOLATIONS OF THE LAW

Alleged violations of federal, state and local laws may be investigated and addressed under the Code of Student Conduct. When an offense occurs over which the College has jurisdiction, the College conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

The College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint. Interim suspensions are imposed until a hearing can be held, typically within two weeks. (Within that time, the suspended student may request an immediate hearing from the Dean of Student Life (or designee) to show cause why the interim suspension should be lifted). This hearing may resolve the allegation, or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and the College may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, the College will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay will be no longer than two weeks from notice of the incident unless a longer delay is requested in writing by the complaining complainant to allow the criminal investigation to proceed before the College process.

Students accused of crimes may request to take a leave from the College until the criminal charges are resolved. In such situations, the College procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

SECTION 4: EXPECTATIONS

A. Core Values and Behavioral Expectations

The College considers the behavior described in the following sub-sections as inappropriate for the College community and in opposition to the core values set forth in this document. These expectations and rules apply to all students. The College encourages community members to report to College officials all incidents that involve the following actions.

Integrity

College students exemplify honesty, honor and respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

1. Falsification. Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments.

2. Academic Dishonesty. Cheating, plagiarism, or other forms of academic dishonesty.

33 | P a g e
3. Unauthorized Access. Unauthorized access to any College building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any college building or failing to timely report a lost College identification card or key.

4. Collusion. Action or inaction with another or others to violate the Code of Student Conduct.

5. Trust. Violations of positions of trust within the community.

6. Taking of Property. Intentional and unauthorized taking of College property or the personal property of another, including goods, services and other valuables.

7. Stolen Property. Knowingly taking or maintaining possession of stolen property.

Community

College students build and enhance their community. Behavior that violates this value includes, but is not limited to:

8. Disruptive Behavior. Substantial disruption of College operations including obstruction of teaching, research, administration, other College activities, and/or other authorized non-College activities which occur on or off campus.

9. Rioting. Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, disrupts the normal operations of the college and/or infringes on the rights of other members of the community, causes physical harm to others, or damage and/or destruction of property.

10. Unauthorized Entry. Misuse of access privileges to College premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a College building.

11. Trademark. Unauthorized use (including misuse) of College or organizational names and images.

12. Damage & Destruction. Intentional, reckless and/or unauthorized damage to or destruction of College property or the personal property of another.


14. Gambling. Gambling for money or other things of value on college owned or controlled property or at College sponsored activities is prohibited, except as permitted by federal, state, and local law.

15. Weapons. Possession, use, or distribution of explosives (including fireworks and ammunition) guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade in excess of three inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on College property.

NOTE: For academic authorization, please contact the Theater Department for a copy of the Theater Stage Combat and Weapons Policy.
16. Smoking. Smoking outside of designated smoking areas on campus is prohibited. Smoking is not permitted within 25 feet of any building entrance, exit, window that opens, or ventilation intake.

17. Fire Safety. Violation of local, state, federal or campus fire policies including, but not limited to:
   a. Intentionally or recklessly causing a fire which damages College or personal property or which causes injury.
   b. Failure to evacuate a College-controlled building during a fire alarm;
   c. Improper use of College fire safety equipment; or
   d. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on College property. Such action may result in a local fine in addition to College sanctions;

18. Animals. Only service animals are permitted in campus buildings. Additionally, approved emotional support animals are permitted in the residence halls. All other animals are prohibited in campus buildings.

19. Wheeled Devices. Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside College buildings, residence halls or on tennis courts. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities and individuals may be liable for damage to College property caused by these activities.

**Social Justice**

Students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing college community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:

20. Discrimination. Any act or failure to act that is based upon an individual or group’s actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the College’s educational program or activities.

21. (Unwelcome) Harassment. Any unwelcome conduct based on actual or perceived status including (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status). Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the complainant and community.
   a. Hostile Environment. Sanctions can and will be imposed for the creation of a hostile environment only when (unwelcome) harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the College’s educational or employment program or activities.

22. Retaliatory Discrimination or Harassment. Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant (or
supporter of a participant) in a civil rights grievance proceeding or other protected activity (under this Code).

23. Bystanding.
   
   a. Complicity with or failure of any student to (appropriately) address known or obvious violations of the Code of Student Conduct or law:
   
   b. Complicity with or failure of any organized group to (appropriately) address known or obvious violations of the Code of Student Conduct or law by its members.

24. Abuse of Conduct Process. Abuse or interference with, or failure to comply in, College processes including conduct and academic integrity hearings including, but not limited to:
   
   a. Falsification, distortion, or misrepresentation of information;
   
   b. Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
   
   c. Attempting to discourage an individual’s proper participation in, or use of, the campus conduct system;
   
   d. Harassment (verbal or physical) and/or intimidation of a member of a conduct proceeding;
   
   e. Failure to comply with the sanction(s) imposed by the campus conduct system;
   
   f. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

**Respect**

College students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

25. Harm to Persons. Intentionally or recklessly causing physical harm or endangering the health or safety of any person.

26. Threatening Behaviors:
   
   a. Threat. Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
   
   b. Intimidation. Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.

27. Bullying & Cyber bullying. Bullying and cyber bullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally.

28. Hazing. Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the
person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to report those acts may also violate this policy.

29. Intimate Partner/Relationship Violence. Violence or abuse by a person in an intimate relationship with another;

30. Stalking. Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear;

31. Sexual Misconduct. Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation (See Sexual Misconduct Policy for further information);

32. Public Exposure. Includes deliberately and publicly exposing one’s intimate body parts, public urination, defecation, and public sex acts.

Responsibility

College students are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes but is not limited to:

33. Alcohol. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations), being knowingly in the presence of alcohol, or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age. No alcoholic beverages are allowed in the Residence Halls

34. Drugs. Use, possession, providing, sale, or distribution of narcotics or other controlled substances (illegal drugs) except as permitted by law; or being in the presence of narcotics or other controlled substances in Cornish sponsored housing. The possession or use of marijuana – for any purpose – on college property or at official university functions is prohibited. Therefore, even students with valid documentation under Washington’s medical marijuana law may not possess, store, provide, or use marijuana on college property (including but not limited to residence halls, academic buildings, athletic facilities, and parking lots) or at official college functions, regardless of the location.

35. Prescription Medications. Abuse, misuse, sale, or distribution of prescription or over-the-counter medications.

36. Failure to Comply. Failure to comply with the reasonable directives of College officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

37. Financial Responsibilities. Failure to promptly meet financial responsibilities to the institution, including, but not limited to; knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.

38. Arrest. Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Office of Student Life within seventy-two hours of release.

39. Other Policies. Violating other published College policies or rules, including all Residence Hall policies;
40. Health & Safety. Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.)

41. Violations of Law. Evidence of violation of local, state or federal laws, when substantiated through the College’s conduct process.

SECTION 5: OVERVIEW OF THE PROCESS

This overview gives a general idea of how the College’s campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of College rules.

Notice: Once notice is received from any source (complainant, RA, 3rd party, online, etc.), the College may proceed with a preliminary investigation and/or may schedule an initial educational meeting/conference with the responding student to explain the conduct process to the responding student and gather information.

A. Step 1: Preliminary Inquiry and/or Educational/Administrative Conference

The College conducts a preliminary inquiry into the nature of the incident, complaint or notice, the evidence available, and the parties involved. The preliminary inquiry may lead to:

1. A determination that there is insufficient evidence to pursue the investigation, because the behavior alleged, even if proven, would not violate the Code of Student Conduct, (e.g.: for reasons such as mistaken identity or allegations of behavior that falls outside the code);

2. A more comprehensive investigation, when it is clear more information must be gathered;

3. A formal complaint of a violation and/or an educational conference with the responding student.

When an initial educational meeting/conference is held, the possible outcomes include:

- A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed and records should so indicate;

- A decision on the allegation, also known as an “informal” or “administrative” resolution to an uncontested allegation (see immediately below);

- A decision to proceed with additional investigation and/or referral for a “formal” resolution.

If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the Code, the process will end. (The party bringing the complaint may request that the Dean of Student Life (or designee) and the Title IX Coordinator reopen the investigation and/or grant a hearing. This decision shall be in the sole discretion of the Dean of Student Life (or designee) and the Title IX Coordinator and will only be granted for extraordinary cause). If the College’s finding is that the responding student is in violation, and the responding student accepts this finding within three days, the College considers this an “uncontested allegation.” The administrator conducting the initial educational conference will then determine the sanction(s) for the misconduct, which the responding student may accept or reject. If accepted, the process ends.
If student accepts the findings, but rejects the sanction, the College will conduct a sanction-only hearing, conducted by a panel, or hearing administrator who recommends a sanction to the Dean of Student Life (or designee). The sanction is then reviewed and finalized by the Dean of Student Life (or designee) and is subject to appeal (see Appeal Review Procedures in Section 7 - pg 60) by any party to the misconduct. Once the appeal is decided, the process ends.

If the administrator conducting the educational conference determines that it is more likely than not that the responding student is in violation, and the responding student rejects that finding in whole or in part, then it is considered a contested allegation and the process moves to Step 2.

B. Step 2: Formal Hearing

In a contested allegation, additional investigation may then be commenced and/or a hearing may be held when there is reasonable cause to believe that a rule or rules have been violated. A formal notice of the complaint will be issued, and a hearing will be held before a panel, or a hearing administrator. A finding will be determined and is final except in cases that involve Title IX or other discrimination allegations. In those cases, the hearing results serve as a recommendation to the Dean of Student Life (or designee) and, where appropriate, the Title IX Coordinator, who review and finalize the finding. If the finding is that the responding student is not responsible, the process ends, except for appeal. Applicable appeals options are described below.

C. Step 3: Review and Finalize Sanction(s)

If the student is found in violation(s), sanctions will be recommended by the panel or hearing administrator to the Dean of Student Life (or designee) [and Title IX Coordinator when applicable], who will review and finalize the sanctions, subject to College appeals process by any party to the complaint.

SECTION 6: STUDENT CONDUCT AUTHORITY

A. Authority

The Dean of Student Life is vested with the authority over student conduct by the President of the College. The Dean of Student Life (or designee) manages the student conduct process. The Dean of Student Life (or designee) may appoint administrative hearing/conference and appeals officers as deemed necessary to efficiently and effectively supervise the student conduct process.

The Dean of Student Life (or designee) will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

B. Gatekeeping

No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a complainant’s statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing.

C. Conflict Resolution Options

The Dean of Student Life (or designee) has discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and to be bound by the decision with no review/appeal. Any unsuccessful conflict resolution can be forwarded for formal processing and hearing; however,
D. Composition of the Hearing Panel

The Dean of Student Life (or designee) will be responsible for assembling the Hearing Panel according to the following guidelines:

1. The membership of the panel is selected from a pool of at least 3 students, 3 faculty, and 3 staff/administrative members appointed and trained annually by the Dean of Student Life (or designee).

2. For each complaint, a panel will be chosen from the available pool, and is usually comprised of one student, one faculty member, and one staff member or administrator. Availability may determine a different composition for the Panel, and in complaints involving discrimination, sexual misconduct, or other sensitive issues, the Dean of Student Life (or designee) will usually use three administrative/staff members for the panel. The Dean of Student Life (or designee) appoints the non-voting chair of the Hearing Panel, who assures that College procedures are followed throughout the hearing.

E. Administrative Hearing [or Conference] Officers

Administrative Hearing Officers (AHO or ACO) are chosen from a pool of annually trained administrators or staff members selected by the Dean of Student Life (or designee).

F. Panel Pool and the Appeals Panel

Three-member Appeals Panels are drawn from the panel pool, with the only requirement being that they did not serve on the Panel for the initial hearing. Appeals Panels review appeal requests submitted by the Dean of Student Life (or designee). If an all administrative/staff panel is used to hear a sensitive issue, the Appeals Panel will also be comprised of only administrative/staff members. To serve in the panel pool, students must:

1. Be in academic good standing and have completed 15 hours of academic credit with a cumulative GPA of at least 2.0.

2. Be in good standing with the conduct process throughout the semester in which they serve. Good standing is defined as having no record of misconduct during the semester(s) in which a student wishes to serve on the panel. A serious history of misconduct could disqualify a student for service.

3. Submit a letter of recommendation from a faculty member or administrator from within the College community.

The Dean of Student Life (or designee) will have final authority to approve all those serving on the panel. The non-voting advisor to the panel is the Dean of Student Life (or designee) with responsibility for training the panel, conducting preliminary investigations, and ensuring a fair process for the party bringing the complaint and responding student. In the event of a resignation from the panel, the Dean of Student Life (or designee) will solicit a replacement from the group from which the representative came. Decisions made, and sanctions imposed, by the panel or an AHO will be final and implemented, pending the normal appeal process. At the discretion of the Dean of Student Life (or designee), implementation of sanctions may be stayed pending review.

G. Interpretation and Revision
The Dean of Student Life (or designee) will develop procedural rules for the administration of hearings that are consistent with provisions of the Code of Student Conduct. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The Dean of Student Life (or designee) may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Code. The Dean of Student Life (or designee) may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the Code of Student Conduct will be referred to the Dean of Student Life (or designee), whose interpretation is final. The Code of Student Conduct will be updated annually under the direction of the Dean of Student Life with a comprehensive revision process being conducted every (3-5) years.

SECTION 7: FORMAL CONDUCT PROCEDURE

A. College as Convener

The College is the convener of every action under this code. Within that action, there are several roles. The responding student is the person who is alleged to have violated the Code. The party bringing the complaint, who may be a student, employee, visitor, or guest, may choose to be present and participate in the process as fully as the responding student. There are witnesses, who may offer information regarding the allegation. There is an investigator(s) whose role is to present the allegations and share the evidence that the College has obtained regarding the allegations.

B. Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization’s leaders or officers; or
- Were known or should have been known to the membership or its officers.
- Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

C. Amnesty

1. For Complainants: The College provides amnesty to complainants who may be hesitant to report to College officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result.

2. For Those Who Offer Assistance: To encourage students to offer help and assistance to others, College pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Dean of Student Life (or designee), amnesty may also be extended on a case-by-case basis.
to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.

3. **For Those Who Report Serious Violations:** Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the College are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.

Abuse of amnesty requests can result in a decision by the Dean of Student Life (or designee) not to extend amnesty to the same person repeatedly.

4. **Safe Harbor:** The College has a Safe Harbor rule for students. The College believes that students who have a drug and/or addiction problem deserve help. If any College student brings their own use, addiction, or dependency to the attention of College officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

**D. Notice of Alleged Violation**

Any member of the College community, visitor or guest may allege a policy violation(s) by any student for misconduct under this Code.

Notice may also be given to the Dean of Student Life (or designee) and/or to the Title IX Coordinator, when appropriate. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a complainant or a third party, and should be submitted as soon as possible after the offending event occurs. The College has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

The Dean of Student Life or the Title IX Coordinator (or designee) will assume responsibility for the investigation of the alleged violation as described in the sub-section below.

**E. Investigation**

Investigation guidelines are available for reference in the Office of Student Life on the 3rd Floor of MCC. The Dean of Student Life (or designee) will appoint an investigator(s) for allegations under this Code.

**F. Findings**

The following options (1-3) describe how to proceed depending on whether the responding student is found responsible and whether the Responding Student accepts or rejects the findings and/or the sanctions either in whole or in part.

**The Responding Student is Found “Not Responsible”**

Where the responding student is found not responsible for the alleged violation(s), the investigation will be closed. The party bringing the complaint, if any, may request that the Title IX Coordinator and/or Dean of Student Life (or designee), as applicable, review the investigation file to possibly re-open the investigation or convene a hearing. The decision to re-open an investigation or convene a hearing rests solely in the discretion of the Title IX Coordinator or the Dean of Student Life (or designee) in these cases, and is granted only on the basis of extraordinary cause.
1. The Responding Student Accepts a Finding of “Responsible”...

   a. The Responding Student Accepts a Finding of “Responsible” and Accepts the Recommended Sanctions.

   Should the responding student accept the finding that they violated College policy, the Investigator will recommend appropriate sanctions for the violation, having consulted with Director of Student Life (or designee) and/or Title IX Coordinator, as appropriate. In cases involving discrimination, recommended sanctions will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the College community. If the responding student accepts these recommended sanctions, the sanctions are implemented by the Dean of Student Life (or designee) and the process ends. There will be a three-day period for review between the date of acceptance and when the resolution becomes final. Should the responding student decide to reject the sanctions within that time period, Option 2b, below, will apply. This outcome is not subject to appeal.

   b. The Responding Student Accepts a Finding of “Responsible” and Rejects the Sanctions Recommended.

   If the responding student accepts the “responsible” findings, but rejects the recommended sanctions, there will be an administrative conference on the sanction, only. Administrative conference procedures are detailed below.

2. Responding Student Rejects the Findings Completely or In-part

   a. Responding Student Rejects the Findings Completely

   Where the responding student rejects the finding that they violated College policy, a formal hearing will be convened within seven business days, barring exigent circumstances.

   At the hearing, the investigator(s) will present their report to the panel, the panel will hear from the parties, and any necessary witnesses. The investigation report will be considered by the panel, which renders an independent and objective finding. Full panel procedures are detailed below.

   If the panel finds the responding student not responsible for all violations, the Dean of Student Life (or designee) will timely inform the parties of this determination and the rationale for the decision in writing. This determination is subject to appeal by any party to the complaint. Appeal review procedures are outlined below.

   If the panel finds a violation, it will recommend a sanction/responsive action to the Dean of Student Life (or designee), who will confer with the Title IX Coordinator as necessary and, render a decision within seven days of the hearing and timely notify the parties in writing. An appeal of sanction(s) may be filed by any party to the complaint as detailed below.

   b. Responding Student Accepts the Findings in Part and Rejects in Part

   Where the responding student rejects in part the finding that they violated College policy, there will be a panel hearing solely on the disputed allegations within seven days, barring exigent circumstances. For all findings holding a responding student responsible for a violation, the College will follow the sanctioning process detailed in subsections K(8) and K(9), below. If the Panel finds the responding student “Not Responsible” on any of the contested allegations, the process will move to the Sanctioning Phase on only the uncontested allegations, as detailed in subsections K(8) and K(9), below.
G. Special Hearing Provisions for Sexual Misconduct, Discrimination and Other Complaints of a Sensitive Nature

All hearings under this sub-section will be conducted by a three member administrative panel drawn from the panel pool. For sexual misconduct, discrimination and other complaints of a sensitive nature, whether the alleged complainant is serving as the party bringing the complaint or as a witness, alternative testimony options may be provided, such as placing a privacy screen in the hearing room or allowing the alleged complainant to testify from another room via audio or audio/video technology. While these options are intended to help make the alleged complainant more comfortable, they are not intended to work to the disadvantage of the responding student.

The past sexual history or sexual character of a party will not be admissible by the other parties in hearings unless such information is determined to be highly relevant by the Panel Chair. All such information sought to be admitted by a party or the College will be presumed irrelevant until a showing of relevance is made, in advance of the hearing, to the Chair. Demonstration of pattern, repeated, and/or predatory behavior by the responding student, in the form of previous findings in any legal or campus proceeding, or in the form of previous good faith allegations, will always be relevant to the finding, not just the sanction. The parties will be notified in advance if any such information is deemed relevant and will be introduced in the hearing.

The party bringing any complaint alleging sexual misconduct, other behavior falling with the coverage of Title IX and/or a crime of violence will be notified in writing of the outcome of a hearing, any sanctions assigned and the rationale for the decision.

H. Notice of Hearing

Once a determination is made that reasonable cause exists for the Dean of Student Life (or designee) to refer a complaint for a hearing, notice will be given to the responding student. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Dean of Student Life (or designee); mailed to the local or permanent address of the student as indicated in official College records; or emailed to the student’s College-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. The letter of notice will:

1. Include the alleged violation and notification of where to locate the Code of Student Conduct and College procedures for resolution of the complaint; and

2. Direct the responding student to contact the Dean of Student Life (or designee) within a specified period of time to respond to the complaint. This time period will generally be no less than two days from the date of delivery of the summons letter.

A meeting with the Dean of Student Life (or designee) may be arranged to explain the nature of the complaint and the conduct process. At this meeting, the responding student may indicate, either verbally or in writing, to the Dean of Student Life (or designee), whether they admit to or deny the allegations of the complaint.

I. Interim Action

Under the Code of Student Conduct, the Dean of Student Life (or designee) may impose restrictions and/or separate a student from the community pending the scheduling of a campus hearing on alleged violation(s) of the Code of Student Conduct when in the sole discretion of the Dean of Student Life a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve College property and/or to prevent disruption of, or interference with, the normal operations of the College. Interim actions can include separation from the institution or restrictions on participation in the community for no more than
ten (10) business days pending the scheduling of a campus hearing on alleged violation(s) of the Code of Student Conduct. A student who receives an interim suspension may request a meeting with the Dean of Students (or designee) to demonstrate why an interim suspension is not merited. Regardless of the outcome of this meeting, the College may still proceed with the scheduling of a campus hearing.

During an interim suspension, a student may be denied access to College housing and/or the College campus/facilities/events. As determined appropriate by the Dean of Student Life (or designee), this restriction may include classes and/or all other College activities or privileges for which the student might otherwise be eligible. At the discretion of the Dean of Student Life (or designee) and with the approval of, and in collaboration with, the appropriate Department Chairs/Faculty, alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

J. Hearing Options & Preparation

The following sub-sections describe the College’s conduct hearing processes. Except in a complaint involving failure to comply with the summons of the Dean of Student Life (or designee), no student may be found to have violated the Code of Student Conduct solely as a result of the student’s failure to appear for a hearing. In all such instances, conduct hearings will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the Dean of Student Life (or designee), AHO or panel presiding over the hearing.

Where the responding student admits to violating the Code of Student Conduct, the Dean of Student Life (or designee) may invoke administrative hearing procedures to determine and administer appropriate sanctions without a formal hearing. This process is also known as an administrative conference. In an administrative conference, complaints will be heard and determinations will be made by the Dean of Student Life (or designee).

Where the responding student denies violating the Code of Student Conduct, a formal hearing will be conducted. This process is known as a panel hearing. At the discretion of the Dean of Student Life (or designee), a request by one or more of the parties to the complaint for an administrative conference may be considered. Students who deny a violation for which a panel hearing will be held will be given a minimum of three (3) days to prepare unless all parties wish to proceed more quickly. Preparation for a formal hearing is summarized in the following guidelines:

1. Notice of the time, date and location of the hearing will be in writing and may be delivered by one or more of the following methods: in person by the Dean of Student Life (or designee); mailed to the local or permanent address of the student as indicated in official College records; or emailed to the student’s College-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.

2. If there is an alleged complainant of the conduct in question, the alleged complainant may serve as the party bringing the complaint or may elect to have the College administration serve as the party bringing the complaint forward. Where there is no alleged complainant, or the alleged complainant is unwilling to proceed, the College administration may in its discretion serve as the party bringing the complaint forward.

3. If a responding student fails to respond to notice from the Dean of Student Life (or designee), the Dean of Student Life (or designee) may initiate a complaint against the student for failure to comply with the directives of a College official and give notice of this offense. Unless the student responds to this notice within two days by answering the original notice, an administrative conference may be scheduled and held on the student’s behalf. As a result, the student may be administratively withdrawn from attending classes or a disciplinary hold may be placed on their College account, deeming them ineligible to register for courses or College housing until such time as the student responds to the initial complaint.
4. At least three (3) days before any scheduled formal hearing, the following will occur:

   a. The responding student will deliver to the Dean of Student Life (or designee) a written response to the complaint;

   b. The responding student will deliver to the Dean of Student Life (or designee) a written list of all witnesses for the College to call at the hearing;

   c. The responding student will deliver to the Dean of Student Life (or designee) all physical evidence the student intends to use or needs to have present at the hearing and will indicate who has possession or custody of such evidence, if known, so that the Dean of Student Life (or designee) can arrange for its presence;

   d. The party bringing the complaint will deliver to the Dean of Student Life (or designee) a written list of all witnesses for the College to call at the hearing;

   e. The party bringing the complaint will deliver to the Dean of Student Life (or designee) all items of physical evidence needed at the hearing and will indicate who has possession or custody of such evidence, if known, so that the Dean of Student Life (or designee) can arrange for its presence;

   f. The party bringing the complaint and the responding student will notify the Dean of Student Life (or designee) of the names of any advisors/advocates who may be accompanying the parties at the hearing.

5. The Dean of Student Life (or designee) will ensure that the hearing information and any other available written documentation is shared with the parties at least three (3) days before any scheduled hearing. In addition, the parties will be given a list of the names of all the panelists in advance. Should any party object to any panelist, that party must raise all objections, in writing, to the Dean of Student Life (or designee). Hearing officers will only be unseated if the Dean of Student Life (or designee) concludes that their bias precludes an impartial hearing of the complaint. Additionally, any panelist who feels they cannot make an objective determination must recuse themselves from the proceedings.

K. Panel Hearing Procedures

The Dean of Student Life (or designee) will appoint one panelist as the Chair for the hearing. The parties have the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend the hearing, it is that student’s responsibility to notify the Dean of Student Life (or designee) no less than three (3) days prior to the scheduled hearing to arrange for another date, time and location. Except in cases of grave or unforeseen circumstances, if the responding student fails to give the requisite minimum three (3) day notice, or if the responding student fails to appear, the hearing will proceed as scheduled. If the party bringing the complaint fails to appear, the complaint may be dropped unless the College chooses to pursue the allegation on its own behalf, as determined by the Dean of Student Life (or designee).

The Dean of Student Life (or designee), the Chair and the Panel will conduct panel hearings according to the following guidelines:

1. Hearings will be closed to the public.

2. Admission to the hearing of persons other than the parties involved will be at the discretion of the panel chair and the Dean of Student Life (or designee).
3. In hearings involving more than one responding student, the standard procedure will be to hear the complaints jointly; however, the Dean of Student Life (or designee) may permit the hearing pertinent to each responding student to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding student.

4. The parties have the right to an advisor/advocate of their own choosing, not including attorneys. Typically advisors are members of the campus community. The advisor may not make a presentation or represent the party bringing the complaint or responding student during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the chair and suggest questions to their advisee.

5. The party bringing the complaint, the responding student, and the panel will have the privilege of questioning all present witnesses and questioning all present parties by routing their questions through the Chair. Unduly repetitive witnesses can be limited at the discretion of the (Chair and/or the Dean of Student Life, (or designee)).

6. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the panel and the Dean of Student Life (or designee). Formal rules of evidence are not observed. The (Panel Chair and/or the Dean of Student Life, or designee) may limit the number of character witnesses presented or may accept written affidavits of character instead.

7. All procedural questions are subject to the final decision of the Dean of Student Life (or designee) or Panel Chair.

8. After a panel hearing, the panel will deliberate and determine, by majority vote, whether it is more likely than not that the responding student has violated the Code of Student Conduct. The Dean of Student Life (or designee) will be present and available as a resource during all deliberations. Once a finding is determined, if the finding is that of a policy violation, the panel will determine an appropriate sanction(s). The Dean of Student Life (or designee) is responsible for informing the panel of applicable precedent and any previous conduct violations or other relevant pattern information about the responding student.

9. The Dean of Student Life will consider the recommendations of the panel, may make appropriate modifications to the panel’s report and will then render a decision and inform the responding student and party bringing the complaint (if applicable by law or College policy) of the final determination seven (7) days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person by the Dean of Student Life (or designee); mailed to the local or permanent address of the student as indicated in official College records; or emailed to the student’s College-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. In cases of sexual misconduct and other crimes of violence, notice of the outcome will be delivered to all parties simultaneously, meaning without substantial delay between the notifications to each.

10. There will be a single verbatim record, such as an audio recording, for all panel hearings. Deliberations will not be recorded. The record will be the property of the College and maintained according to the College’s record retention policy.

L. Conduct Sanctions

One or more of following sanctions may be imposed upon any student for any single violation of the Code of Student Conduct:
1. **Warning:** An official written notice that the student has violated College policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the College.

2. **Restitution:** Compensation for damage caused to the College or any person’s property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

3. **Fines:** Reasonable fines may be imposed.

4. **Community/College Service Requirements:** For a student or organization to complete a specific supervised College service.

5. **Loss of Privileges:** The student will be denied specified privileges for a designated period of time.

6. **Confiscation of Prohibited Property:** Items whose presence is in violation of College policy will be confiscated and will become the property of the College. Prohibited items may be returned to the owner at the discretion of the Dean of Student Life (or designee) and/or Campus Police.

7. **Behavioral Requirement:** This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.

8. **Educational Program:** Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.

9. **Restriction of Visitation Privileges:** May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.

10. **College Housing Probation:** Official notice that, should further violations of Residence Life or College policies occur during a specified probationary period, the student may immediately be removed from College housing. Regular probationary meetings may also be imposed.

11. **College Housing Reassignment:** Reassignment to another College housing facility. Residential Life personnel will decide on the reassignment details.

12. **Housing Suspension:** Removal from College housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to College housing may be specified. Under this sanction, a student is required to vacate College housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Housing and Residence Life. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for College housing, the student must gain permission from the Director of Housing and Residence Life (or designee). This sanction may include restrictions on visitation to specified buildings or all College housing during the suspension.

13. **Housing Expulsion:** The student’s privilege to live in, or visit, any College housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.
14. College Probation: The student is put on official notice that, should further violations of College policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

15. Eligibility Restriction: The student is deemed “not in good standing” with the College for a specified period of time. Specific limitations or exceptions may be granted by the Dean of Student Life (or designee) and terms of this conduct sanction may include, but are not limited to, the following:

   a. Ineligibility to hold any office in any student organization recognized by the College or hold an elected or appointed office at the College; or

   b. Ineligibility to represent the College to anyone outside the College community in any way including: participating in the study abroad program, attending conferences, or representing the University/College at an official function, event or intercollegiate competition as a player, manager or student coach, etc.

16. College Suspension: Separation from the College for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Dean of Student Life (or designee). During the suspension period, the student is banned from college property, functions, events and activities without prior written approval from the Dean of Student Life (or designee) This sanction may be enforced with a trespass action as necessary. (This sanction will be noted as a Conduct Suspension on the student’s official academic transcript)

17. College Expulsion: Permanent separation from the College. The student is banned from university property and the student’s presence at any College-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. (This sanction will be noted as a Conduct Expulsion on the student’s official academic transcript).

18. Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean of Student Life (or designee).

The following sanctions may be imposed upon groups or organizations found to have violated the Code of Student Conduct:

One or more of the sanctions listed above; and/or

Deactivation, de-recognition, loss of all privileges (including status as a College registered group/organization), for a specified period of time.

M. Parental Notification

The College reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

N. Notification of Outcomes
The outcome of a campus hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or nonforcible sex offense, the College will inform the alleged complainant/party bringing the complaint in writing of the final results of a hearing regardless of whether the College concludes that a violation was committed. Such release of information may only include the alleged student’s/responding student’s name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where the College determines through the student conduct process that a student violated a policy that would constitute a “crime of violence” or nonforcible sex offense, the College may also release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

1. Arson
2. Assault offenses (includes stalking)
3. Burglary
4. Criminal Homicide—manslaughter by negligence
5. Criminal Homicide—murder and nonnegligent manslaughter
6. Destruction/damage/vandalism of property
7. Kidnapping/abduction
8. Robbery
9. Forcible sex offences
10. Non-forcible sex offences

O. Failure to Complete Conduct Sanctions

All students, as members of the College community, are expected to comply with conduct sanctions within the timeframe specified by the Dean of Student Conduct (or designee) or Administrative Hearing Conference Officer. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the College. In such situations, resident students will be required to vacate College housing within 24 hours of notification by the Dean of Student Life (or designee), though this deadline may be extended upon application to, and at the discretion of, the Dean of Student Life (or designee) and Residence Life. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Dean of Student Life (or designee).

P. Appeal Review Procedures

Any party may request an appeal of the decision of the Panel/Administrative Conference by filing a written request to the Dean of Student Life (or designee), subject to the procedures outlined below. All sanctions imposed by the original hearing body remain in effect, and all parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.
Grounds for Appeal Requests

Appeals requests are limited to the following grounds:

1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.);

2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;

3. The sanctions imposed are substantially outside the parameters or guidelines set by the College for this type of offense or the cumulative conduct record of the responding student.

Appeals must be filed in writing with the Dean of Student Life (or designee) within five (5) business days of the notice of the outcome to the hearing, barring exigent circumstances. Any exceptions are made at the discretion of Dean of Student Life (or designee) and, when appropriate, the Title IX Coordinator.

The Dean of Student Life (or designee) will share the appeal by one party with the other party (parties) when appropriate under procedure or law (e.g., if the responding student appeals, the appeal is shared with the complainant, who may also wish to file a response, request an appeal on the same grounds or different grounds). The Dean of Student Life (or designee) will refer the request(s) to the College’s designated Appeal Review Officer. The Dean of Student Life (or designee) will also draft a response memorandum to the appeal request(s), based on the Appeal Review Officer’s determination that the request(s) will be granted or denied, and why. All request-related documents are shared with all parties prior to submission to the Appeal Review Officer.

The Appeal Review Officer will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. They may consult with the Dean of Student Life (or designee) and/or Title IX Coordinator on any procedural or substantive questions that arise.

If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. If the appeal has standing, the Appeal Review Officer determines whether to refer the appeal to the Appeals Panel or to remand it to the original decision-maker(s), typically within 3-5 business days. Efforts should be made to use remand whenever possible, with clear instructions for reconsideration only in light of the granted appeal grounds. Where the original decision-maker may be unduly biased by a procedural or substantive error, a new panel will be constituted to reconsider the matter, which can in turn be appealed, once. Full re-hearings by the Appeals Panel are rarely used. Where new evidence is presented or the sanction is challenged, the Appeals Review Officer will determine if the matter should be returned to the original decision-maker for reconsideration or if it should be reviewed by the Appeals Panel with instruction on the parameters regarding institutional consistency and any applicable legal guidelines. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear error. The Appeals Panel must limit its review to the challenges presented.

On reconsideration, the Appeals Panel or original decision-maker may affirm or change the findings and/or sanctions of the original hearing body according to the permissible grounds. Procedural (or substantive) errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student’s cumulative conduct record.
All decisions of the Appeals Panel are to be made within five (5) days of submission to the Panel and are final, as are any decisions made by the original hearing body, Dean of Student Life (or designee) or Title IX Coordinator as the result of reconsideration consistent with instructions from the Appeal Review Officer.

The Appeals Panel

Three-member Appeals Panels are drawn from the hearing panel pool, with the following requirements to serve:

1. they did not serve on the Panel for the initial hearing
2. they were not involved in the investigation in any way
3. they have been properly trained in appeals procedures

If the institution allows for students to serve in the panel pool, they must:

1. Be in academic good standing and have completed 15 hours of academic credit with a cumulative GPA of at least 2.0.
2. Be in good standing with respect to the conduct process throughout the term in which they serve. Good standing is defined as having no record of misconduct during the semester(s) in which a student wishes to serve on the panel, as well as not currently being on any probation. A serious history of misconduct could disqualify a student for service.

The Appeal Review Officer will have final authority to approve all those serving on the panel. The parties may challenge a panelist(s) on the basis of potential bias, and any panelist who cannot render an impartial decision must recuse themselves. The Appeals Review Officer will make the determination as to the validity of any challenge or need for recusal. In the event of a recusal from the panel, the Appeals Review Officer will solicit a replacement from the pool of panelists.

The Dean of Student Life (or designee) serves as the non-voting advisor to the panel, with responsibility for training the panel, conducting preliminary investigations, and ensuring a fair process for the complainant and responding student.

The presumptive stance of the College is that all decisions made and sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the Dean of Student Life (or designee), and in consultation with the Title IX Coordinator when necessary, implementation of sanctions may be stayed pending review only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood, as determined by the Appeals Review Officer and Dean of Student Life (or designee), in consultation, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions.

Other Guidelines for Appeals

- All parties will be timely informed seven (7) work days of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original decision-maker for reconsideration (remand) should be pursued;
• Appeals are not intended to be full re-hearings of the complaint. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal; Witnesses may be called if necessary.

• Appeals are not an opportunity for appeals panelists to substitute their judgment for that of the original decision-maker merely because they disagree with the finding and/or sanctions. Appeals decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

Q. Disciplinary Records

All conduct records are maintained by the College for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely.

CORNISH COLLEGE OF THE ARTS STUDENT SEXUAL MISCONDUCT POLICY & PROCEDURE

Introduction

Cornish College of the Arts strives to create a respectful, safe, and non-threatening environment for its students. This Sexual Misconduct Policy applies to all students of Cornish College of the Arts and is designed to promote the well-being of individuals and the community as a whole.

Sexual Misconduct Policy

Cornish College of the Arts affirms the values of respect, responsibility, and caring between all persons. Sexual offense, rape, acquaintance rape and sexual assault, will not be tolerated. Behavior of this nature is inconsistent with our values, and is a violation of the Code of Student Conduct, College policy and state and federal law. Students or employees committing a sexual offense may be prosecuted under the Washington State Criminal Code (Title 9A RCW) and/or disciplined under the Code of Student Conduct.

This policy sets forth the resources available to students, describes prohibited conduct, and establishes procedures for responding to sexual misconduct incidents that include sexual assault, sexual harassment and other unwelcome behaviors as explained below. This policy identifies prohibited behavior for two important reasons: first, so that victims of prohibited behavior can easily recognize what happened to them as misconduct and comfortably seek assistance; and second, so that all students are aware of these expectations and can make appropriate decisions, knowing there will be consequences for violating this policy. The College makes this policy readily available to all students and other members of the College community and provides periodic education to students regarding sexual misconduct. The Division of Student Life, Counseling Office, Wellness & Health Promotion, Campus Safety & Security, and community agencies offer sexual misconduct education and information upon request. Creating a respectful, safe and non-threatening environment is the responsibility of all members of the college community and Cornish encourages students and student organizations to take advantage of these educational opportunities and to learn about this policy.
Policy Scope and Jurisdiction

Scope

This policy covers all Cornish students, and in particular students who are:

- Victims of any form of sexual misconduct, including sexual assault and sexual harassment, by any other person (student, employee, or others outside of the college community);
- Accused of engaging in behavior prohibited by this policy.

The term “student” includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate studies. Persons who withdraw or take a leave of absence after allegedly violating The Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students”. The Code of Student Conduct applies at all locations of the College.

Jurisdiction

This policy covers on-campus and off-campus conduct, as those terms are described below.

On-Campus Violations: The campus includes the geographic confines of the college, including its land, institutional roads and buildings and leased premises of the College (such as student housing).

Off-Campus Violations: Off-campus violations that represent a clear and distinct interest of the College may be subject to disciplinary sanctions. For example, sexual misconduct and harassment are within the college’s interests when the behavior:

- Involves conduct directed at or by a College student or other member of the College community (e.g., private house party, outside employment);
- Occurs during a College-sponsored event (e.g., field trip, social or educational function, college-related travel, internship and/or service learning experience);
- Occurs during an event of a student organization;
- Occurs during a Study Abroad program or other international travel; or
- Poses a disruption or threat to the College community.

Confidentiality

Cornish College of the Arts is committed to creating an environment that encourages students to come forward if they have experienced any form of sexual misconduct. The College works to safeguard the identity and privacy of students who seek help or who report sexual misconduct. However, people in different positions, have different obligations with regard to confidentiality. Under Washington law, communications with some individuals are confidential. Students should always confirm whether confidentiality applies to the communication. Generally, confidentiality applies when a student seeks services from the following persons:

- Psychological counselor (Including Counselors in the Cornish Counseling Office)
• Personal attorney;
• Religious/spiritual counselor.

Any other College employee cannot guarantee confidentiality though information is disclosed only to select officials who have an essential “need to know” in order to carry out their College responsibilities. As is the case with any educational institution, the College must balance the needs of the individual student with its obligation to protect the safety and well-being of the community at large. Therefore, depending on the seriousness of the alleged incident, further action may be necessary, including a campus security alert. However, further action would never contain any information identifying the student who brought the complaint.

**Sexual Misconduct**

Sexual misconduct is a broad term encompassing any non-consensual behavior of a sexual nature that is committed by force or intimidation or that is otherwise unwelcome. The term includes sexual assault, sexual exploitation, sexual intimidation, and sexual harassment as those behaviors are described later in this section.

Sexual intimacy requires that all participants consent to the activity. Consent between two or more people is defined as an affirmative agreement—through clear actions or words—to engage in sexual activity. The person giving the consent must act freely, voluntarily, and with an understanding of his or her actions when giving the consent. Lack of protest or resistance does not constitute consent, nor does silence mean consent has been given. Relying solely on non-verbal communication can lead to misunderstanding. Persons who want to engage in sexual activity are responsible for obtaining consent—it should never be assumed. A prior relationship or prior sexual activity is not sufficient to demonstrate consent.

Consent must be present throughout the sexual activity—at any time, a participant can communicate that he or she no longer consents to continuing the activity. If there is confusion as to whether anyone has consented or continues to consent to sexual activity, it is essential that the participants stop the activity until the confusion can be clearly resolved.

In addition, under Washington law the following people are unable to give consent:

• Persons who are asleep or unconscious;
• Persons who are incapacitated due to the influence of drugs, alcohol, or medication;
• Persons who are unable to communicate consent due to a mental or physical condition;
• Minors under the age of 16.

Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can occur between members of the same or different sex and can also occur while individuals are fully clothed. Sexual misconduct includes, but is not limited to, the following examples of prohibited conduct:

**Sexual Assault**

Sexual assault is an extreme form of sexual misconduct and represents a continuum of conduct from forcible rape to nonphysical forms of pressure that compel individuals to engage in sexual activity against their will. Examples of sexual assault under this policy include, but are not limited to, the following behaviors when consent is not present:
• Sexual intercourse (vaginal, anal, oral);
• Oral sex;
• Rape or attempted rape;
• Penetration of an orifice (anal, vaginal, oral) with the penis, finger, or other object;
• Unwanted touching of the genitals, buttocks, breast, or other body part;
• Coercion or forceful efforts to make someone else touch one’s genitals, buttocks, breast, or other body part;
• Inducing consent through drugs or alcohol;
• Engaging in sexual activity with a person who is unable to provide consent due to the influence of drugs, alcohol, or other condition.

Sexual Exploitation

Sexual exploitation involves taking non-consensual sexual advantage of another person, even though the behavior might not constitute one of the other sexual misconduct offenses. Examples can include, but are not limited to the following behaviors:

• Invading sexual privacy;
• Prostituting another student;
• Recording a non-consensual video or audio-taping of sexual activity;
• Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
• Knowingly transmitting an STD or HIV to another student;
• Sexually-based stalking and/or bullying may also be forms of sexual exploitation;
• Engaging in voyeurism - Voyeurism involves both secretive observation of another’s sexual activity and secretive observation of another for personal sexual pleasure.

Sexual Harassment

Sexual harassment is a form of discrimination. Sexual harassment can include unwelcome behavior (verbal, written, physical) that is directed at someone because of that person’s sex, gender, or gender identity and meets either of the following criteria:

• Submission or consent to the behavior is believed to carry consequences for the student’s education or employment.
  o Examples can include pressure to engage in sexual behavior to further the student’s education or employment; real or perceived threat that rejecting the behavior would carry a negative consequence for the student.
• The behavior creates a hostile, intimidating or demeaning environment that is sufficiently severe, pervasive and objectively offensive to substantially interfere with or deny participation in a student’s educational activities and benefits or employment opportunities.

  o Examples can include persistent efforts to develop sexual relationship; bullying/cyber-bullying of a sexual nature or for a sexual purpose; stalking; unwelcome commentary about an individual’s body or sexual activities; unwanted sexual attention; repeated and unwelcome sexually-oriented teasing, joking or flirting; verbal abuse of a sexual nature. Comments or communications could be verbal, written or electronic.

Determination as to whether the alleged conduct constitutes sexual harassment should take into consideration all of the circumstances, including the context in which the alleged incidents occurred.

**Reporting Sexual Misconduct, Including Sexual Assault and Sexual Harassment**

In addition to supporting individual students affected by sexual misconduct, the College takes all incidents seriously and has a responsibility to address misconduct. When sexual misconduct involves criminal behavior, students are strongly encouraged to report the situation to law enforcement. The Dean of Academic Services and Title IX Coordinator or the Dean of Student Life will assist the student in notifying Campus Safety & Security or local law enforcement if the student so requests. An incident/witness report can be completed even if the student has not decided whether to take legal action. Nonetheless, students are always free to report and are encouraged to share instances of such behavior regardless of whether or not they choose to press formal criminal charges.

Students are strongly encouraged to report incidents of, or share information about, sexual misconduct as soon as possible. This is true even if the student with a complaint or a witness may have concern that his or her own alcohol or drug use, or other prohibited activities were involved. The College/Office of Student Life will not pursue disciplinary violations against a student with a complaint or a witness for his or her improper use of alcohol or drugs if the student is making a good faith report of sexual misconduct.

The College strongly encourages prompt reporting of complaints and information rather than risking any student’s well-being. Since the College can take action only if the College is made aware of the behavior, if a College administrator becomes aware of a complaint or other violation of this policy, the administrator should bring the information to the Dean of Academic Services and Title IX Coordinator or the Dean of Student Life so that concerns are heard and services can be offered to the affected students. Although there is no time limit on the reporting of formal charges with the College, the College may ultimately be unable to adequately investigate if too much time has passed or if the accused student has graduated. Factors that could negatively affect the College’s ability to investigate include the loss of physical evidence (e.g., prompt medical examinations are critical to preserving the physical evidence of sexual assault), the potential departure of witnesses, or loss of memory.

In all cases, the Dean of Academic Services and Title IX Coordinator or the Dean of Student Life strives to respond promptly and effectively by investigating the allegations and addressing the effects of the conduct. Typically, investigations can take approximately sixty (60) calendar days following receipt of the complaint. Factors that could impair the timing of the investigation include the complexity and severity of the conduct, the number and availability of witnesses, or the need to identify and acquire physical or other evidence.

The College strongly encourages students to report concerns to either or both of the following offices:

• For emergencies, contact 911.
For non-emergencies, or if criminal behavior is involved, students are encouraged to contact Cornish Safety & Security by telephone at 206.726.5038 or in person 3rd floor, MCC. Contacting Cornish Safety & Security does not mean you must pursue charges. Cornish Safety & Security can advise you of your options and can also preserve evidence while you consider your options.

To seek assistance and support, or to report misconduct, contact the Dean of Academic Services and Title IX Coordinator at 206.726.5021 or the Dean of Student Life (3rd floor, MCC, 206.726.5111, jhekkel@cornish.edu).

In all situations, the College’s goals are to provide a prompt and effective response and to treat the student who reports misconduct with sensitivity and fairness, while also ensuring the accused individual receives due process if any disciplinary action is to be imposed.

For complaints against other students, the Code of Student Conduct governs the complaint, investigation, and adjudication process through the Office of Student Life. See Student Rights & Responsibilities: A Code of Conduct.

For complaints against faculty or staff, the investigation and adjudication will be handled by the College’s Human Resources Office.

In situations where an accused student faces both a disciplinary complaint and a criminal charge, the College reserves the right to move forward with disciplinary investigation and adjudication processes while the criminal process is proceeding.

Disciplinary Procedures - On-Campus Sexual Misconduct

The accused and the accuser will both be notified of the charges, and the coordinating hearing officer will set a date for a hearing.

- The accuser and the accused will have the right to bring witnesses and others to be present at the hearing. Individuals from outside the College community, including legal representation, will not be permitted to speak unless testifying as a witness to the incident in question. The accused and the accuser will be entitled to the same opportunities to have others present during the proceedings, and both the accused and the accuser will be informed of the outcome of the hearing, including any sanctions imposed.

- Both the accused and the accuser in a sexual misconduct case may make an appeal to the Provost of any decision rendered by the Dean of Student Life. The appeal must be by written letter and, unless an extension is expressly provided in writing by the Dean of Student Life, received within five (5) working days of the original decision. The Provost may choose to meet with the accused and/or the accuser or may choose to make a decision based upon the record of the original hearing, and will notify both parties within a reasonable time period (typically five working days) of the outcome. The decision of the Provost is final.

- The accused and the accuser of sexual misconduct offenses may receive assistance through the Dean of Student Life in changing academic schedules and on-campus living arrangements.

Retaliation

The College prohibits retaliation against an individual for making a complaint of sexual misconduct (including sexual assault and sexual harassment), for resisting such behavior, or for otherwise using or participating in the complaint resolution process. Prohibited behavior includes any form of intimidation, threats, or harassment and
includes retaliatory behavior by the individual accused of misconduct or her/his friends, family or other persons acting in support of or on behalf of the accused. Acts of retaliation are cause for separate disciplinary action. Concerns of retaliation can be communicated to the Dean of Academic Services and Title IX Coordinator at 206.726.5021 or the Dean of Student Life (3rd Floor, MCC, 206.726.5111, jhekkel@cornish.edu) or Campus Safety & Security at 206.726.5038.

False Complaints

The College also prohibits an individual from knowingly filing a false complaint or making misrepresentations of sexual misconduct (including sexual assault and sexual harassment). However, a complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of sexual misconduct or sexual harassment. Acts of knowingly filing false complaints are cause for separate disciplinary action.

Immediate Actions by the College

The Dean of Student Life and Campus Safety & Security may take immediate interim actions to protect the safety of the College community, to enable students with complaints and witnesses to continue studies, and to ensure the integrity of an investigation. These actions may include:

- Interim suspension of an accused student;
- Issuances of a no-contact notice;
- Modification of class or work schedules;
- Establishment of alternate interim housing arrangements.

Resources and Services for Students

Campus and community services are available to students even in the absence of a College or criminal report. The College strongly encourages students to seek assistance to care for themselves emotionally and physically through confidential crisis intervention, health care, and counseling. As students tend to their health, they should keep in mind that medical examinations are time-sensitive, and are critical in preserving evidence of sexual assault so that options can be considered at a later time.

Campus Resources

Cornish Counseling Office

Students can meet with a confidential mental health counselor.

3rd Floor, Main Campus Center, Room 308, 206.726.5027 or 206.726.5047

If a student would like to talk with someone after hours or on a weekend/holiday when Student Counseling Services is not open, the student may call the Crisis Line (206.461.3222 or toll-free at 866.427.4747)

Campus Safety & Security

Contacting Safety & Security does not mean a student must pursue criminal charges. Campus Safety & Security can advise students of their options, help preserve evidence while they consider options, and assist students in safety planning.
Dean of Student Life

The Dean of Student Life can assist a student in filing formal complaints or, if the student is not ready to file a formal complaint, the Dean will work with him or her to address their concern(s). The Office of Student Life can also assist the student in notifying Campus Safety & Security and/or local law enforcement, if the student so requests, or referring the student to resources such as counseling or a confidential advocate.

Title IX Coordinator

The Dean of Academic Services & Registrar (Adrienne Bolyard) has been designated as the College’s Title IX Coordinator to handle inquiries regarding non-discrimination and harassment policies and complaint procedures.

Community Resources

Seattle Police Department Emergency phone
911

Harborview Center for Sexual Assault
206.521.1800

Seattle Crisis Clinic (24 hour access)
206.461.3222 or toll-free at 866.427.4747

Domestic Violence 24-Hour Hotline
1-800.562.6025

King County Sexual Assault Resource Center
1.888.998.6423

Countywide Social Service Referral
dial 211

NON-DISCRIMINATION & HARASSMENT POLICIES

Cornish admits students of any race, color, gender, religion, national and ethnic origin, disability, sexual orientation, veteran status, or age to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, disability, sexual orientation, veteran status, or age in administration of its educational policies, admissions policies, scholarship and loan programs and other school administered programs.
Discriminatory Harassment

Harassment is a verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his or her race, color, gender, religion, national or ethnic origin, disability, sexual orientation, veteran status or age. Harassment may be subtle or overt, but it is intolerable in whatever form it takes. Examples of harassment are the following: verbal abuse; racial, ethnic, and religious epithet slurs or jokes; graffiti) remarks written or drawn on walls or other structures); obscene gestures; and hazing. Even derogatory remarks between friends may be deemed overt acts of discrimination.

Sexual Harassment

Cornish maintains a strict policy prohibiting sexual harassment in any form, including verbal and physical sexual harassment. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or any other visual, verbal, or physical conduct of a sexual nature under the following circumstances:

When submission to such conduct is made an explicit or implicit term or condition of employment or enrollment;

When submission or rejection of such conduct by an individual is used as a basis for an employment or enrollment decision affecting such individual; or

When such conduct has the purpose or effect of substantially interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment.

Local, State, and Federal Laws Concerning Civil And Human Rights

Cornish complies with all local, state and federal laws concerning civil and human rights. Educational programs, admissions, housing, and employment practices are free of any type of discrimination based on race, color, gender, religion, national or ethnic origin, disability, sexual orientation, veteran status, or age (Titles VI and VII of the Civil Rights Act of 1964). Discrimination on the basis of sex is prohibited by Title IX of 1972 Education Amendments. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as amended prohibit discrimination on the basis of disability. The Age Discrimination Act of 1975 prohibits age discrimination.

Filing a Discrimination Or Harassment Complaint

Students who feel that their rights have been violated due to discrimination or harassment (including sexual harassment) should seek assistance from Adrienne Bolyard, the Dean of Academic Services who serves as the Title IX coordinator or Jerry Hekkel, Dean of Student Life. The Dean of Academic Services can be reached at 206.726.5021 or abolyard@cornish.edu. Jerry Hekkel, the Dean of Student Life can be reached at 206.726.5111 or jhekkel@cornish.edu. Cornish reserves the right to pursue all sexual harassment reports filed, whether verbally or in writing, regardless of the complainant’s decision to pursue charges.
22. Alcohol and Drugs

Substance Abuse Prevention and Policies Handbook

Introduction

The information in the Substance Abuse Prevention and Policies Handbook is directed towards all matriculated students and all employees (including staff, faculty, and administration) at Cornish College of the Arts. The handbook was designed as a way to assist students and employees in making informed decisions about the use of alcohol and other drugs. This handbook includes information about campus and community resources, campus policies and procedures, and Washington State legal sanctions related to alcohol and other drugs.

Cornish College of the Arts recognizes each student, faculty and staff member to be adults and, as such, they are expected to follow the law and these policies. The College expects that individuals take personal responsibility and accountability for their choices and behavior. The College does not assume the responsibility to protect its students or employees from their own abuse of drugs or alcohol beyond providing educational programs and enforcing the laws and policies explained within this booklet.

The College views substance abuse as detracting from the health and productivity of the individual and college community. Thus the College is dedicated to providing programs, resources and education about alcohol and other drugs with regard to the prevention of abuse and treatment for addictions.

The policy and program explained in this guide have been adopted by Cornish College of the Arts in order to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. Portions of this guide were reprinted and adapted with permission from “Substance Abuse Policies and Prevention Program,” published by the Wellness and Prevention Center at Seattle University, 1997.

Various offices on campus coordinated efforts to implement the Substance Abuse Prevention and Policies Handbook including: Human Resources, Provost, Student Wellness and Health Promotion Services, and Student Counseling. Initial comments or questions can be directed to Student Life.
Substance Abuse General Prevention

Wellness and Health Promotion Services at Cornish College of the Arts cares about the overall health and well being of the campus community. We invite you to take your personal health into consideration in support of reaching your academic and career goals. We are dedicated to providing programs, resources, and education about the following college health-related issues.

- Alcohol and Other Drugs
- Eating Disorders
- Fitness and Recreation
- General Health and Wellness
- HIV/AIDS
- Nutrition
- Sexual Health
- Stress Management
- Suicide Prevention
- Tobacco Cessation

Specifically, in regards to alcohol and other drugs, Wellness and Health Promotion Services is prepared to conduct:

- Prevention Education: To educate students about the effects of alcohol and other drugs through programs, workshops, meetings, and literature.
- Resource and Referral Services: To assist students in seeking appropriate avenues of assessment and treatment for substance abuse and to provide referrals to treatment centers and support-groups designed to help a person stop abusing alcohol and/or other drugs.
- Policies and Procedures: To review and revise college policies and procedures regarding alcohol and other drugs to ensure fair and consistent implementation supportive of the mission of the college and of this program, as well as of federal, state and local guidelines.
- Evaluation and Research: To assess and evaluate these services, as well as campus norms, and make appropriate program changes to adapt to evolving needs. Assessment will take the form of yearly evaluations of student, faculty and staff attitudes and behaviors towards alcohol and other drugs.

Alcohol and Drug General Resources

On-Campus Student Resources

Student Life/Wellness and Health Promotion Services:

This program at Cornish College of the Arts cares about the overall health and well being of the campus community. We invite you to take your personal health into consideration in support of reaching your academic and career goals. We are dedicated to providing programs, resources, and education about a variety of college health-related issues.

Phone: 206.726.5174

Student Life Office, Main Campus Center, 3rd Floor

Student Counseling:
Student Counseling Services available at Cornish College of the Arts emphasizes brief and short-term therapy, crisis intervention and referral to appropriate community resources. The frequency of appointments, methods and duration of services are determined by the needs of each student.

Director Counseling Services
Lori Koshork
Phone: 206.726.5027
MCC – Room 308

Counselor
Jessica Thomson
Phone: 206-726-5047
MCC – Room 308

**Off-Campus Employee Resources**

Faculty and Staff who suspect they may have a drug or alcohol abuse problem are encouraged to seek assistance through their own efforts before the problem affects their work performance or employment status. The Employee Assistance Plan offers a referral service for alcohol and other drugs, as well as other needs. The Employee Assistance Plan is available 24-hours per day.

**Fully Effective Employees**
Phone: 1.800.648.5834
Website: www.fee-eap.com

**King County Sexual Assault Relief Line**
1.888.998.6423

**King County Alcohol and Other Drug Prevention**
206.205.0551

**Emergency Numbers**

**24-Hour Crisis Line**
206.461.3222
866.427.4747

**Local Self-Help Groups**
Alanon/Alateen/Alatot
206.625.0000

**Alcohol and Drug 24-Hour Help Line**
206.722.3700
800.562.1240

**Alcoholics Anonymous**
206.587.2838

**Cocaine Anonymous**
425.244.1150

---

64 | Page
Marijuana Anonymous
206. 414.9270

Narcotics Anonymous
206.790.8888

Tobacco Quit Line (Toll Free) – 5am-9pm
1-800-QUIT-NOW (1-800-784-8669)

Websites
Alcoholics Anonymous
www.aa.org

Blood Alcohol Level Chart
www.depts.washington.edu/mcsurvey/bal/index.php

Community Resources Online
www2.ci.seattle.wa.us/crisisclinic

Drug/Alcohol and Treatment Resources
www.metrokc.gov/health/atodp/links.htm

King County Sexual Assault Relief Center
www.kcsarc.org
**Alcohol and Drug Treatment Resources**

These treatment centers have not been personally screened by Cornish College of the Arts and therefore no specific endorsement or recommendations can be made to any one program.

**Greater Seattle**

<table>
<thead>
<tr>
<th>Alcohol &amp; Drug 24-hr Help Line</th>
<th>Recovery Centers of King County</th>
</tr>
</thead>
<tbody>
<tr>
<td>206.722.3700</td>
<td>464 12th Ave Suite 300</td>
</tr>
<tr>
<td>800.562.1240</td>
<td>Seattle, WA 98122</td>
</tr>
<tr>
<td>Crisis Intervention/Referral Information</td>
<td>206.322.2970</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Addiction Recovery Services</th>
<th>Schick Shadel Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swedish Medical Center/Ballard</td>
<td>12101 Ambaum Blvd. S.W.</td>
</tr>
<tr>
<td>5300 Tallman Ave. NW</td>
<td>Seattle, WA 98146</td>
</tr>
<tr>
<td>Seattle, WA 98107</td>
<td>1.800.500.6395</td>
</tr>
<tr>
<td>206.781.6209</td>
<td></td>
</tr>
<tr>
<td>Detox Facility Only</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Consejo Counseling and Referral</th>
<th>Seattle Indian Health Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>3808 South Angeline</td>
<td>611 12th Ave. South</td>
</tr>
<tr>
<td>Seattle, WA 98118</td>
<td>Seattle, WA</td>
</tr>
<tr>
<td>206.461.4880</td>
<td>206.324.9360</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A Positive Alternative</th>
<th>Therapeutic Health Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women’s Recovery &amp; Men’s Recovery Center</td>
<td>1116 Summit</td>
</tr>
<tr>
<td>100 23rd Avenue South</td>
<td>Seattle, WA 98101</td>
</tr>
<tr>
<td>4649 Sunnyside Ave North</td>
<td>206.323.0934</td>
</tr>
<tr>
<td>Seattle, WA 98103</td>
<td></td>
</tr>
<tr>
<td>206.547.1955</td>
<td>Veterans Admin Medical Center</td>
</tr>
</tbody>
</table>

---

66 | Page
Substance Use Disorders Program
1660 South Columbian Way
Seattle, WA 98108
206.762.1010

North King County
Valley General Hospital
Alcoholism & Drug Recovery Center
14701 179th Ave SE
Monroe, WA 98272
(360) 794-7497
Inpatient/Outpatient

The Eastside
Eastside Recovery Center
1412 140th Place NE
Bellevue, WA 98005
(425) 747-7892
Outpatient

Everett Treatment Services
Substance Abuse Services
7207 Evergreen Way, Suite M
Everett, WA 98203
(425) 450-6711

South King County
Recovery Options Northwest
9714 3rd Ave. NE, Suite 103
Auburn Youth Resources
Seattle, WA 98115
816 F Street SE
(206) 361-4707
Auburn, WA 98002
(253) 939-2202
Lakeside Milan Recovery Center, Inc.
721 45th St. NE, Suite C
Information about Commonly Abused Substances

Alcohol

How much is one drink?

A standard drink is:

- One 12-ounce bottle of beer* or wine cooler
- One 5-ounce glass of wine
- 1.5-ounce shot of liquor

* Different beers have different alcohol content. Malt liquor has higher alcohol content than most other brewed beverages.

Alcohol consumption causes a number of marked changes in behavior.

- For some people, alcohol is addictive. Tolerance can develop. Withdrawal symptoms may include nervousness, tremors, seizures and hallucinations.
- Long-term abuse can damage the liver, brain and other organs, and can result in severe mental and physical problems.
- Consuming too much alcohol at once can cause death through acute alcohol toxicity. “Drinking games” are especially dangerous as they can easily lead to overdoses.
- Alcohol impairs vision and motor coordination. Driving drunk is illegal and endangers yourself and others.
- If a woman drinks too often during pregnancy, her baby may develop Fetal Alcohol Syndrome (FAS).
- In the United States, it is illegal to purchase alcohol if you are less than 21 years of age.
- Mixing alcohol with over-the-counter medications, prescription medications, or illegal drugs is dangerous and can lead to medical emergencies. It can also render your prescription medication ineffective.

Risks of alcohol derived from Dance Safe: Promoting Health & Safety Within the Rave and Nightclub Community. For more information visit www.dancesafe.org.

Psychoactive Drugs

All psychoactive drugs (including alcohol) can produce negative health risks associated with long-term use. The chart on the following page is a list of some possible health risks associated with commonly abused substances.
### Health Risks Associated with Commonly Abused Substances

<table>
<thead>
<tr>
<th>Category</th>
<th>Drug</th>
<th>Possible Effects</th>
<th>Complications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>Beer, wine, liquor</td>
<td>Muscle relaxation; impaired motor control, memory, and judgment; depression; intoxication</td>
<td>Severe impairment of all physical and mental functions; risk of choking or injury from falls or accidents; loss of consciousness; respiratory failure; coma; death due to anesthesia of brain centers controlling breathing and heart rate</td>
</tr>
<tr>
<td>Cannabis</td>
<td>Marijuana, hashish, hashish oil</td>
<td>Altered sense of time and visual perception; euphoria; memory interference; reduced coordination and reflex response capacity</td>
<td>Fatigue; reactions ranging from mild anxiety to panic and paranoia; confusion; disorientation; hallucinations and distortion of sense perceptions</td>
</tr>
<tr>
<td>Sedatives</td>
<td>Barbiturates, tranquilizers, methaqualone, other depressants</td>
<td>Drowsiness; slurred speech; disorientation; impaired motor coordination</td>
<td>Shallow respiration; weak and rapid pulse; coma; possible death from depression and central nervous system functions</td>
</tr>
<tr>
<td>Hallucinogens</td>
<td>LSD – acid, psilocybin, peyote, mescaline, many other natural and synthetic hallucinogens</td>
<td>Altered sense of time, space and visual perception; disorientation; hallucinations; nausea; dilated pupils; cross sensory perceptions; dizziness; increased blood pressure and heart rate; sweating and chills.</td>
<td>Impaired judgment leading to impulsive actions; paranoia; rapid mood swings; “bad trip” – fear, anxiety, paranoia, panic and hallucinations to match; exhaustion after use, depression; fears – often of death, of their mind not working right or of flashbacks</td>
</tr>
<tr>
<td>Narcotics</td>
<td>Heroin, codeine, opium, morphine, percodan,</td>
<td>Euphoria; drowsiness; nausea; respiratory depression</td>
<td>Shallow and slow breathing; dizziness; vomiting; sweating;</td>
</tr>
<tr>
<td>Schedule II Drugs</td>
<td>Effects</td>
<td>Schedule III Drugs</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>---------</td>
<td>-------------------</td>
<td></td>
</tr>
<tr>
<td>Percocet, Fentanyl</td>
<td>Convulsions; coma; possible death</td>
<td>Steroids</td>
<td></td>
</tr>
<tr>
<td>Anabolic Steroids</td>
<td>Acne; aggressive behavior; anger management problems; cholesterol imbalance; impotence; psychosis</td>
<td>Aggressive behavior; psychosis; reduced fertility; stroke; liver damage; increased cancer risk</td>
<td></td>
</tr>
<tr>
<td>Stimulants</td>
<td>Cocaine, crack, speed, amphetamines</td>
<td>Increased alertness; pulse and blood pressure; euphoria; pupil dilation; insomnia; loss of appetite</td>
<td></td>
</tr>
<tr>
<td>Nicotine</td>
<td>Cigarette, cigar, pipe, smoking, chewing tobacco</td>
<td>Increased heart rate and blood pressure; irritation of the eye and nose and respiratory tract; shortness of breath; decreased sensitivity of taste buds; depression.</td>
<td></td>
</tr>
</tbody>
</table>

### Information About Moderate Drinking

If you are making a choice to drink alcoholic beverages, there are some strategies to consider adopting that will lessen the chance of a negative consequence occurring. You are encouraged to:

- **Plan ahead:** Set a limit before you start drinking. Consider how you will get home and your plans for the next day. Be aware of your health and mood.
- **Eat first:** With food in your stomach, alcohol gets absorbed more slowly and you will keep from getting intoxicated as quickly. Avoid eating salty foods.
- **Monitor:** Pour your own drinks and measure them. Keep track of how much you drink.
- **Slow down:** Think about drinking for quality, not quantity. Slow down, sip your drink, and make it last awhile. Substitute or alternate non-alcoholic drinks. Space your drinks and have no more than one per hour.
- **Avoid drinking games:** Drinking games, pounding, and/or funneling your drink promotes getting drunk fast. Try to avoid the pressure to keep up with your friends.
• Self-Awareness: Learn more about how alcohol affects you. Be aware of cues that can influence you to drink more (i.e., people, places, emotions, thirst, stress).

• Educate: Brochures are available in the Student Affairs and Student Counseling offices. Blood Alcohol Content (BAC) guides are available to help you understand how alcohol affects someone of your size and gender.

• Remember: You can choose to keep yourself safer by drinking responsibly.

**Recognizing Abuse of Alcohol and Other Drugs**

Listed below are some common signs of the abuse of alcohol or other drugs. Of course, these signs may develop from any number of causes, but enough of these signs occurring together should raise the suspicion of chemical dependency.

• Physical signs: Red, puffy, or glassy eyes; sudden weight change; coughing or chest pain; fatigue; loss of motor coordination (staggering, slurred speech); frequent intoxication or hangovers; physical injuries or complaints, unprotected sex resulting in pregnancy and sexually transmitted diseases (including HIV and AIDS).

• Behavioral signs: Constantly late; work not completed; worsening grades; frequently absent from school or work; secretiveness; fatigue; changes in sleep or eating habits; frequent job changes; missing money or possessions; dramatic change in personal hygiene; memory loss; unusual defensiveness; inappropriate laughter; hyperactivity or restlessness.

• Social signs: Unusual changes in peer group; loneliness/isolation; withdrawal from friends; poor social skills; low tolerance for frustration; verbal/physical abuse of others; disregard for family; legal problems (DUI, assault, damage to property).

• Personality changes: Severe mood swings; depressed feelings much of the time; irresponsible toward appointments and everyday tasks; decreased interest in activities; tendency toward dishonesty; anxiety/paranoia.

Substance abuse by friends and family members is also of concern to students. Patterns of risk-taking behaviors and dependency not only interfere in the lives of these abusers, but can also have a negative impact on students’ academic work, emotional well being, and adjustment to college. Students, faculty and staff concerned with their own health or that of a loved one should consult a college counselor, a physician or one of the other resources listed previously for more information and assistance.

**Cornish Alcohol and Drug Policies and Procedures**

Cornish College of the Arts expresses its continued commitment:

• To ensure a campus environment in which students, faculty and staff can work, study, and relax in safety.
• To address the abuse of alcohol and other drugs and the academic, social, health, and legal consequences thereof.

• To reach out to campus, community, and state-level groups to develop and implement a comprehensive strategy for prevention.

• To ensure that the prevention of the abuse of alcohol and other drugs remains a priority of our campus life and health promotion.

When individuals misuse alcohol or other drugs, their performance, health, personal relationships and safety suffer. These individuals usually find their ability to study or work impaired. Absences from the classroom or workplace increase threefold. They tend toward emotional and financial instability, often making poor decisions in their personal lives and relationships. These behaviors can cause them to lose their jobs, their academic career, their families and friends, even their lives.

I. Policies

A. General

1. Substance Abuse

a) The administration of Cornish College of the Arts desires to promote the health and well being of students and college personnel. The college is committed to an ongoing substance abuse prevention, education, and assistance program. Specific procedures relating to substance abuse prevention education, identification, constructive intervention, information, assistance, and referral shall be developed by the college, consistent with existing law and the best interests of all concerned.

b) These procedures shall be reviewed and published annually and updated when necessary to comply with current law and to reflect current medical knowledge and abuse prevention practices.

c) Cornish employees, while at work or when acting on behalf of Cornish College of the Arts, must be free from the effects of illicit drugs and alcohol. College policy prohibits employees from consuming alcohol on campus except for sponsored events. Intoxication is a violation of college policy.

d) Cornish students have the responsibility to know the risks associated with the use and abuse of alcohol and other drugs. Students are expected to assist the College in creating an environment that promotes health-enhancing attitudes and activities.

e) Cornish College of the Arts strictly forbids students from appearing in any public place distinctly under the influence of alcohol or other illicit drugs. These substances will not be allowed to interfere with college housing, co-curricular activities, campus safety, or classroom learning.

f) Cornish College of the Arts has the right to refer suspected unlawful drug or alcohol-related incidents to appropriate federal, state or local legal authorities.

2. Alcoholic Beverages
a) The use of alcoholic beverages on campus and at college events sponsored by the Board, alumni, faculty, staff or students is prohibited except as otherwise set forth herein. (See Section II. Application for Consideration for the Use of Alcoholic Beverages)

3. Marijuana:

a) While I-502 decriminalized the possession and use of small quantities of marijuana for those 21 and over, it is important to note that under federal law, the possession and use of even small amounts of marijuana remain a federal crime. Though voters in the state passed Initiative I-502 allowing for possession of 1 ounce or less of marijuana for citizens 21 years or older, possessing and using marijuana on or in any College property will remain against the law.

b) As a recipient of federal funds, such as financial aid, Cornish College of the Arts must comply with the Safe & Drug Free Schools and Communities Act and the Drug-Free Workplace Act. Compliance requires maintaining a drug-free campus. If the College does not comply with federal laws and regulations on marijuana possession and use on campus, it risks losing federal funds.

c) Accordingly the passage of I-502 will not change current Cornish College of the Arts policies prohibiting production, distribution, possession or use of marijuana on College property or during College-sponsored activities. A violation of these policies may lead to sanctions under the student conduct code, the general code of conduct or the University rules applicable to faculty and staff.

d) If you are convicted of possessing or selling illegal drugs, including marijuana, during a period of enrollment for which you are receiving aid you could forfeit your financial aid eligibility indefinitely.

i) One conviction of possession of any illegal drug makes you ineligible to receive financial aid for one year from the conviction date.

ii) Two convictions make you ineligible for two years from the date of the second conviction.

iii) Three or more convictions make you ineligible indefinitely.

iv) One conviction of selling any illegal drug makes you ineligible to receive financial aid for two years from the conviction date. Two or more convictions make you ineligible indefinitely.

4. Any violation of this policy will result in disciplinary action up to and including termination of employment or expulsion for students.

B. Drug/Alcohol Use

While at Cornish College of the Arts students, faculty and staff have the responsibility to engage in their jobs and educational studies in a safe, conscientious, and effective manner. In order to do this Cornish College of the Arts students, faculty and staff must be
able to study and work in a drug and alcohol free environment and be free from the effects of drugs and alcohol.

Accordingly:

1. Drugs

   a) The manufacture, sale, possession, distribution, dispensing or use by a student, faculty member or staff person at the college of a controlled substance or drug not medically authorized is strictly prohibited.

   b) The use by a student, faculty member or staff person of a controlled substance or drug not medically authorized which affects their work or poses a hazard to the safety and welfare of the person, or other students, faculty, or staff is strictly prohibited.

2. Alcohol

   a) Being under the influence of alcohol or engaging in the sale, transfer or distribution by any student, faculty member or staff person while on the college premises is strictly prohibited except at functions where a legal permit and advance consent has been obtained.

   b) Violations of the Drug/Alcohol Use Policy may result in disciplinary action up to and including expulsion or termination as described in the Student Handbook or Staff Handbook or in applicable collective bargaining agreement. Such disciplinary action may include a requirement of successful completion of a licensed drug or alcohol rehabilitation program and suspension until such time as the college determines that the person is able to participate in their job or education in a safe and effective manner. In addition, the college has the right to refer violations of its Drug/Alcohol Use Policy for criminal prosecution.

   c) Furthermore, each student, faculty member or staff person who observes or has knowledge of other student, faculty member or staff person in a condition which affects their ability to engage in their job or educational studies or poses a hazard to the safety and welfare of others are encouraged to report such condition to their supervisor, Department Chairperson, Director of Student Affairs, or the Director of Human Resources. All reports will be investigated. To the extent possible, confidentiality will be protected, except to the extent necessary to investigate the report.

   d) Cornish College of the Arts takes its commitment to provide a drug and alcohol free environment seriously. All students, faculty members or staff persons who suspect they may have a drug or alcohol abuse problem are encouraged to seek assistance through the Counseling Office or Human Resources Office at the college.

To comply with the Federal Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act Amendments of 1989, the College’s Human Resources
Office and the Counseling Office maintain a list of agencies which provide rehabilitative and counseling services.

A drug conviction may impact your federal financial aid eligibility

For purposes of this policy the following definitions apply:

1. “Drug” means any drug which has not been legally obtained, or is not being used for its intended purpose, or as prescribed, or is defined as a controlled substance by the Controlled Substance Act (21 U.S.C. & 812 et seq.) or section 2.1 of subpart “B” of Workplace Drug Testing Programs (53 FR 11980 April 11, 1988), which also includes marijuana.

2. “Under the Influence of Alcohol” means that the student, faculty member or staff person manifests symptoms which preclude performing their job or educational exercises in a safe and efficient manner or has a level of alcohol in the blood considered to be impaired under applicable state law. Such symptoms may include, but not be limited to, misbehavior, odor of alcohol and/or impairment of physical or mental ability.

II. Application for Consideration for the Use of Alcoholic Beverages

On very rare occasions, under extenuating circumstances, an event may warrant the consideration of allowing alcohol to be served at a college event. In such cases the event and reason must first be recommended for approval by the immediate supervisor. If the supervisor recommends approval, the written application for consideration must then be completed by the appropriate member of the President’s Cabinet and presented for review and approval or denial by the President. The President’s decision is final.

If approved, the serving of alcohol must comply with the following:

1. Approval for alcoholic beverages on campus or at a college related event must be requested at least fourteen (14) working days prior to the date of use. Each program event will be limited to beer and wine service provided in conjunction with food.

2. The application for use of alcoholic beverages on campus must be completed by an authorized representative of the organization who accepts responsibility for compliance with the college and other governmental rules and regulations, where applicable, and agrees to be present at the specific function.

3. A banquet permit may be required.

4. The approving administrative official or designee must be available at functions where alcoholic beverages are served, and has the authority to make decisions that might arise concerning college policies or procedures.

5. The approving administrative official must ensure that an adequate number of administrators are present at the function to effectively monitor the proceedings, to ensure that college policies and procedures are followed, and to prevent guests from driving under the influence. All events where alcoholic beverages
are served will be approved in accordance with Washington State Liquor Control Board guidelines which permit the consumption of alcoholic beverages at such events.

6. The approving college official shall designate the specific location for the distribution of alcoholic beverages at approved events. A driver’s license with picture or a Washington State identification card will be the only acceptable forms of identification to obtain access to the designated distribution locations.

7. A professional bartender will be present at designated events to handle the distribution of alcohol, and will be authorized and required, if necessary, to refuse service.

8. Alcoholic beverages will be served and consumed only in a designated area.

9. No person will be allowed more than one drink at a time.

10. All sales and use of alcoholic beverages will be covered by the Washington State Law, as interpreted by the Washington State Liquor Control Board.

11. Nonalcoholic beverages will be available to persons under legal age at all college events where alcoholic beverages are served.

12. The college reserves the right to require that security be provided at any function where alcoholic beverages are being served. No person who is under the influence of alcohol or dangerous substances, or who is disorderly in conduct, shall be allowed to serve, consume, or dispense alcoholic beverages.

**Washington State Legal Sanctions**

When making decisions about consuming alcohol, it is important to consider the following Washington State laws. The punishment for a person convicted of violating any of the state laws described below may include imprisonment and/or fines.

Regarding Minor in Possession (MIP) and Use:

- As prescribed by state law, no person under 21 may acquire, possess, or consume any alcoholic beverage. It is illegal to sell alcohol without a permit. It is also unlawful for any person to provide alcoholic beverages to someone under 21.

- Persons under 21 may not be in a public place or in a vehicle in public while exhibiting the effects of having consumed alcohol. A public place includes city streets and any buildings and grounds used for college purposes.

- Persons under 21 may not purchase or attempt to purchase alcohol.

- Possession of a false identification card is a misdemeanor.

- Alcohol may not be opened or consumed in a public place.
There are numerous local, state and federal statutes related to the manufacture, distribution, dispensation, possession and use of controlled substances*. Legal sanctions may be imposed for both felony and misdemeanor convictions. Legal sanctions range from fines to multi-year prison terms to loss of financial aid. More severe penalties are provided for persons convicted of providing controlled substances to minors and for repeat offenses.

- It is unlawful to manufacture, deliver, or possess an illicit drug. For minors, the possession of 40 grams or less of marijuana is a misdemeanor. A person 21 years or older may possess not more than 1 ounce of marijuana, or 16 ounces if infused in a solid (e.g. 16 oz of marijuana infused cookies). Possession of marijuana on the College campus or grounds is prohibited.

- It is unlawful to possess or use drug paraphernalia for purposes relating to the manufacture, delivery, possession, or use of an illicit drug.

* A partial list of drugs considered to be controlled substances in Washington state: Narcotics (opium and cocaine as well as all drugs extracted, derived, or synthesized from opium and cocaine, such as crack cocaine and heroin); marijuana; methamphetamine; barbiturates; and hallucinogenic substances (LSD, peyote, mescaline, psilocybin, PCP, THA, MDA, STP).

Regarding Driving:

Any minor in possession (alcohol or drug) offense will result in loss of your driver’s license for one year (1st offense) or for two years (2nd offense).

- Underage Driving Under the Influence (DUI) with a .02-.07 Blood Alcohol Content (BAC) has the following penalties: 1st Offense: 90-day license suspension, $1,000 fine, maximum 90 days in jail.

- 2nd Offense: License revoked until age 21 or at least one year, $1,000 fine, maximum 90 days in jail.

Any age Driving Under the Influence (DUI) with a BAC of .08 or higher has the following penalties:

- 1st Offense: 90-day license suspension, $8,125 fine, one day jail or 15 day electronic home monitoring, possible ignition interlock.

- 2nd Offense: License revoked for minimum of two years, $8,125 fine, minimum 30 days in jail and 60 days electronic home monitoring, possible five year ignition interlock.
23. **Fire Safety Reporting**

In accordance with the 2008 change to the Higher Education Opportunity Act, institutions that maintain on-campus housing, shall, on an annual basis, publish a fire safety report. Reporting a fire is everyone’s responsibility. All fires that present a risk to persons or property both on and off campus should be reported immediately to 9-1-1 and the Office of Campus Safety and Security (726 5038). Additionally, concerns that are not considered an emergency may be reported to Residence Life Staff, or Facilities Management in addition to the Office of Campus Safety and Security.

Inspections for the fire extinguishers, smoke alarms and fire control monitoring systems are done as required by City regulations and College policies for all Cornish facilities. Because of the risk of burning incense or an open flame left unattended, the use of such is prohibited in residence halls. Candles or lanterns may not be used even in the event of a power outage. Residents are encouraged to have flashlights or similar devices to provide emergency lighting. Accessory heating or cooking units are prohibited in residence hall rooms.

Smoking is prohibited in all Cornish facilities.

Legitimate fire alarms save lives. When activated, the alarm sounds in the entire building and everyone must evacuate immediately. Campus Safety and Security works with residence hall staff to conduct fire drills for each residence hall each semester. Students are instructed on evacuation procedures during this process.

**General Fire Evacuation Procedures**

All students should be familiar with the fire evacuation route in their residence hall. The College asks all students to read the evacuation procedures for people with disabilities (below) in case they need to assist a person with a disability in an emergency.

1. When the building alarm sounds, residents should roll out of bed to the floor, get down on hands and knees and crawl to the door and touch it. No one should stop for clothes, papers or jewelry.
2. If heat is detected after a few seconds, residents should not open the door. They should immediately call 911 to report their location and hang a sheet or towel out the window to attract attention. If residents feel no heat from the door, they should open it just a crack to check for smoke. If no smoke is detected, they should exit and proceed out of the building. Residents should keep low to the floor if smoke is present.
3. Residents should exit the building quickly and calmly, using the designated stairwells.
4. Once outside, residents should move away from the building to allow the fire and police personnel to respond to the alarm.

Any fire alarm is to be reported to the Office of Campus Safety and Security.

Cornish College maintains a fire log that records any fire that occurs in an on-campus student housing facility. The fire log includes the date the fire was reported, time, nature of the fire and general location of each fire. Entries are made within two business days of receipt of the information. Fire log for the most recent sixty-day period is open to public inspection during normal business hours, Monday-Friday, at the Office of Campus Safety.
and Security, 3rd Floor, MCC. Any portion of the log older than 60 days is available within two business days of a request for inspection.

Cornish College publishes as part of the Annual Security and Fire Safety Report, statistics for the three most recent complete calendar years pertaining to on-campus student housing only.

<table>
<thead>
<tr>
<th>Location</th>
<th>Year</th>
<th>Fire</th>
<th>Injuries</th>
<th>Deaths</th>
</tr>
</thead>
<tbody>
<tr>
<td>7TH AVE RESIDENT HALL</td>
<td>2011</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2205 7TH AVE</td>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2013</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>8TH AVE RESIDENT HALL</td>
<td>2011</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2213 8TH AVE</td>
<td>2012</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2013</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

7TH AVE and 8TH AVE Resident facilities each have a fire notification system that is continuously monitored by a third-party company. Both facilities contain hardwired smoke detectors with battery backups.