INTRODUCTION

The Cornish Community extends to you a warm welcome! Your time here should be one of tremendous growth, exploration, and learning within the boundaries of guidelines that protect your rights as well as those of your fellow community members.

This handbook describes the expectations for behavior and conduct in the Cornish community and outlines the procedures to be followed when those expectations are not met. It contains the policies and procedures that will guide you as a student while you live and grow in our community of artists, citizens, and innovators.

A College is a community where individuals come together to share in learning, creativity, and civil discourse. It is a place where individuals accept their obligations to others and where well-defined governance procedures guide behavior for the common good.

Once again, welcome to Cornish College of the Arts!

CORNISH COLLEGE OF THE ARTS MISSION STATEMENT

The mission of Cornish College of the Arts is to provide students aspiring to become practicing artists with an educational program of the highest possible quality, in an environment that nurtures creativity and intellectual curiosity, while preparing them to contribute to society as artists, citizens, and innovators.

Cornish realizes this mission by offering baccalaureate studies in the performing and visual arts and by serving as a focal point in the community for public presentation, artistic criticism, participation and discussion of the arts.

CORE THEMES

- Develop Student Core Competencies
- Develop Student Agency
- Foster Experimentation and Innovative Practice among Students
- Foster a Campus Community Conducive to Learning and Positive Growth

CORE VALUES

Cornish College of the Arts is committed to the following core values:

- Providing an educational environment that offers personalized attention and acknowledges the whole person, cultivating artistic potential and individual voice.
- Supplying a rigorous and balanced arts education that encourages experimentation and innovation while providing a solid grounding in technique and craft.
- Providing a fine arts education that develops imaginative and critical thinking capacities grounded in knowledge, producing not just trained, but educated artists.
- Creating a college environment that demonstrates respect for equal opportunity for all persons and the inclusion of diversity in the curriculum and in the ranks of the student body, faculty, staff, and Board of Trustees.
- Offering a faculty of practicing artists whose accomplishments serve to inspire and inform students seeking a professional career in the arts.
- Contributing meaningfully to the cultural vitality of the community.

DISCLAIMER

The College reserves the right to change the information contained in this Handbook at any time. When changes are made, students will be notified via their Cornish email address.

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THE COMMUNITY AT CORNISH

One goal of a college education is to help you develop as a unique individual, to be educated as a whole person (intellectually, emotionally, creatively, socially, ethically, and spiritually). Your development and learning occur, in part, when you engage in relationships with others and in activities that optimally challenge you. To enhance your growth and learning, we encourage you to become actively involved in the Cornish community. Engage your fellow students, faculty, staff, and the Seattle community in order to form relationships that both challenge and support your growth.

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. These standards are embodied within a set of core values that include integrity, social justice, respect, community, and responsibility. As a member of the community, you agree to uphold your responsibility to create a place where:

- Individual differences and unique perspectives are respected;
- Disagreement and conflict are acknowledged in respectful discourse;
- Our common humanity is the basis for community relations;
- Integrity and honesty are expected; and
- Unique cultural practices are affirmed.

Statement of Difference and Inclusion

Cornish College of the Arts is enriched by a diverse population of students, bringing their unique personalities and voices to their art forms. Placed in the vibrant city of Seattle, artists thrive among the wide variety of people and broad spectrum of creative thought that surrounds us.
The college supports and engages the many cultural, personal, and spiritual facets of our community.

Cornish commits to demonstrating respect for individual expression and integrity; to promoting the equality of opportunity and rights of all persons within the community and to actively encouraging and maintaining the representation and inclusion of diverse cultures and backgrounds within the student body, faculty, staff, and curriculum.

We believe that diversity refers to a number of human qualities and characteristics. National origin, race, gender, age, socioeconomic background, religion, sexual orientation, and disabilities are characteristics that combine in unique ways, forming the multiple identities we all hold. Those diverse characteristics contribute positively to the environment of Cornish and to an education that accurately reflects and contributes to the complex interplay of art, culture, and society.

We hold ourselves responsible to fulfill the mission of Cornish by preparing students “to contribute to society as artists, citizens, and innovators,” and believe that the mission is best served by actively cultivating a positive environment in which to explore and express the diverse perspectives of a pluralistic society.

Rights and Responsibilities of the Cornish Community

Becoming a member of the Cornish community is a privilege that carries with it prestige and respect. The College affords students a number of rights that are fundamental to membership in our shared community. Along with these privileges and rights, membership also requires students to meet and uphold community standards. Remaining a member of the Cornish community requires a student to continuously comply with policies governing students’ academic progress, social interactions, and personal behavior.

College-enacted policies are found in several sources, including, but not limited to, the Cornish Undergraduate Catalog, the College’s website, departmental bulletins, the residence hall contract, notices disseminated by the College, and this Student Handbook.

The exercise of individual rights by students and other members of the Cornish community may not abridge the following rights, subject, in appropriate circumstances, to the College’s right to take actions to protect the health and safety of the Cornish community and its members, guests, and visitors.

1. The right of a faculty or staff member to exclude from a classroom or other College premises, during the progress of a class or other College-sponsored program or activity, persons not enrolled in the class or other unauthorized persons.

2. The right to privacy of a student or faculty or staff member in his or her office or other work area or lodging.
3. The right of the College to take actions reasonably determined to secure the rights outlined above and to assure that students, faculty, and staff may pursue their legitimate goals on College premises or at College functions without interference.

**Policy Statement on Student Rights and Responsibilities**

This policy statement has been formulated in the spirit of cooperation and community, and is a living document that is subject to change through participation of representatives of students, faculty and administration.

1. Cornish College of the Arts does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, or genetic information on matters of admissions, employment, housing, or services in the educational programs or activities it operates.

2. The student has the right to participate in a free exchange of ideas, expression, petition, and peaceful assembly in accordance with applicable federal, state and local laws.

3. The student has freedom of research, of legitimate classroom discussion, and of the advocacy of alternative opinions to those presented in the classroom.

4. The 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.

5. The student will be evaluated on knowledge and academic performance for purposes of granting academic credit and not on the basis of personal or political beliefs.

6. Students’ records may be released to persons outside the College only on request of the student or through compliance with applicable laws.

7. Information on rules, rates, and regulations deriving from contractual agreements between students and the College will be made available to students on request.

8. Students have a right to be secure in their possessions provided that the items they possess are not in violation of the law or a College policy. The College will not unreasonably search or take possession of students’ belongings.

9. Students will be free from censorship in the publication and dissemination of their views as long as these are not represented as the views of Cornish College of the Arts and do not violate any College policies.

10. Students are free to form, join, and participate in any group for intellectual, religious, social, economic, political, or cultural purposes.

11. A student is free, individually or in association with other individuals, to engage in all campus activities, exercising the right of a citizen of the community, state, and nation, provided he or she does not in any way purport to represent the College.

12. Students are free to use campus facilities for meetings of registered student organizations, subject to policies as to time and manner governing the facility.

13. Students may invite and hear speakers of their choice on subjects of their choice, and approval will not be withheld by College officers for the purpose of censorship.
14. Students will have their views and welfare considered in the formation of College policy and will be consulted by or represented on College committees that affect students as members of the Cornish community.

15. Students are free to assemble, to communicate, and to protest, recognizing that freedom requires order, discipline, and responsibility and further recognizing the right of all faculty and students to pursue their legitimate goals without interference.

16. Students will be exempt from disciplinary action or dismissal from the College except for academic failure, failure to pay a College debt, or violation of a student or College policy. Policies shall be fully and clearly communicated in advance of the alleged violation. The College has no authority over a student when outside College property, except where the student is on the property of a College-affiliated institution, where the student is engaged in a project, seminar or class for academic credit, or as otherwise provided in College policies and procedures or on property that falls within the jurisdiction of Campus Security. A student is subject to local, state, and federal statutes.

17. A student is free to be present on campus and to attend classes pending action on criminal or civil charges, except for reasons relating to his or her physical and emotional safety and wellbeing or for reasons relating to the safety and wellbeing of students, faculty, staff, or College property.

18. It is recognized that every member of the community has the responsibility to conduct him or herself in a manner that does not violate the rights and freedoms of others and has the responsibility to read and recognize the principles within this Student Handbook.

ACADEMIC CONDUCT POLICIES

The following policies relate to academic conduct for students enrolled at Cornish. The college also has established academic requirements and standards which must be met for successful completion of a baccalaureate degree. For these official academic policies, please see the Undergraduate Catalog.

Academic Freedom

Students have the following rights regarding academic freedom:

- Students are guaranteed the rights of free inquiry, expression, and assembly upon and within College facilities that are generally open and available to the public.
- Students are free to pursue appropriate educational objectives from among the College’s curricula, programs, and services.
- Students shall be protected against prejudicial or arbitrary and capricious academic valuation. At the same time, students are responsible for maintaining the standards of academic performance established by each of their instructors as outlined in the course syllabus.
- Students have the right to a learning environment which is free from unlawful discrimination, inappropriate, and disrespectful conduct, and any and all harassment.
• Students are protected against improper disclosure of their views, beliefs, and political associations that instructors acquire in the course of their work as instructors, advisers, and counselors. Such information is considered confidential.

• Students have the right to privacy of all student records according to the Family Educational Rights and Privacy Act (FERPA) of 1974.

**Academic Integrity**

**Overview**

The faculty, students, administration, and staff of Cornish College of the Arts commit ourselves to integrity as an essential principle of education, scholarship, artistic practice, campus life, and citizenship. We realize this value when each of us fulfills our responsibility to be respectful, fair, and honest. We recognize that our actions reflect on each of us as individuals, and on the College as a whole.

We use the term “integrity” because integrity is a broader, holistic concept. Integrity applies to a consistency among values, principles, methods, measures, expectations, outcomes, and behaviors, such as honesty, fairness, respect, courage, and responsibility. Integrity, character, and personal responsibility are essential to our personal, professional, creative, and civic lives while at College and beyond. The absence of integrity deprives one or more persons of their right to fairness.

Integrity is exhibited within the classroom, studios, performance spaces, and on the college campus as a whole when we take credit only for work we have completed ourselves and give credit to the work of others. Integrity is demonstrated when we treat one another with fairness and respect. Cultivating a community culture of integrity benefits us all. We contribute to the community by holding ourselves accountable for our actions or inactions, engaging in equitable and just processes, ensuring mistakes are addressed with support and opportunity for growth, and accepting consequences for violations of the policy.

**Academic Integrity Policy**

All members of the College community are expected to maintain the highest levels of integrity. Earning a degree should represent genuine learning, and how students learn is as important as what they learn. This is why the College expects all students to demonstrate the highest level of integrity in their academic pursuits and abide by its Academic Integrity Policy.

Students violate the Academic Integrity Policy when they:

1. Violate the terms of an assignment, project or exam. Examples include but are not limited to:
   a. giving or obtaining assistance in completing an academic assignment, project, or exam without prior authorization from faculty
   b. using books, electronic language translator, cellphone, or other devices to retrieve or share information during an exam, or to complete a project or assignment, unless faculty has specifically authorized their use;
   c. allowing others to do your work for you without prior authorization from faculty;
d. possessing or using pre-prepared notes or other resources, in any form, during a quiz or examination unless authorized by faculty; or

2. Copy material from an external source (such as the internet) without crediting the source

3. Look at someone else’s answers during an exam or permit others to use your answers as their own

4. Steal examination questions

5. Substitute one person for another at an examination, in person or online

6. Permit others to login and engage as the enrolled student in any online or hybrid class, such as Canvas, Compass or College email

7. Substitute a work of art not their own in a critique session

8. Submit someone else’s work as their own

9. Destroy, tamper with, or steal a computer program, software, hardware, or file

10. Plagiarize, which means using as their own, without proper attribution or documentation, the ideas, writings, or work of another person to complete a project or assignment. Plagiarism may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.

11. Forge, alter, or falsify data, information, or citations in completing an academic project or assignment

12. Forge, alter, falsify, or misuse college documents, records, or instruments of identification

13. Tamper with an election conducted by or for students

14. Fail to furnish correct information in response to the request or requirement of faculty or staff.

15. Provide false or deceptive information in conversations with faculty/staff during scheduled meeting, office hours, or in class, not necessarily in response to a request for information.

Rights and Responsibilities
Members of the College community have rights and responsibilities. Students have the right to be treated fairly and to have support and representation if accused of violating the Academic Integrity Policy, as described in the Student Handbook. Students have the responsibility to exhibit honest behavior and to encourage others to as well. Students are expected to ask faculty for help with problems related to fulfilling course assignments, including questions about attribution of sources.

Faculty and administrators are responsible for helping students to understand other people’s ideas and how to use resources and conscientiously acknowledge them. Students are expected to develop and clarify their own thinking based on faculty and administrator feedback, support, and discussion. Students are expected to know what constitutes effective and honest scholarship, correct citation practices, and formats for assignments or projects for each course.
The Dean of Student Life oversees the Student Code of Conduct, located in the College’s Student Handbook. The Vice President of Human Resources oversees the Staff Handbook. The Provost with the Faculty Senate oversee the Faculty Handbook. The Academic Standards Committee oversees student academic grievances and appeals, is chaired by the Registrar/Dean of Academic Services and includes membership of all academic department Chairs, Dean of Student Life, Vice President of Enrollment Services, and Provost.

**Faculty Procedures**

Faculty who suspect students of falling short of required standards of academic integrity must address the issue with the student by use of these College procedures.

1. When you suspect a student in class of violating the academic integrity policy, speak immediately with the student in person to describe the alleged violation.
2. Provide the student an opportunity to respond.
3. Report the alleged violation via the online reporting form, which notifies the Chair and Dean of Student Life.
4. In your report, note the student response.
5. In your report, state any recommendations you may have.
6. With your report, provide copies of assignments, exams, or projects and any other supporting documentation.
7. Review again with the student practices and resources for avoiding additional possible violations.

Faculty must officially report violations of the Academic Integrity Policy.

Reporting allegations of violation initiates the process of adjudication by a trained conduct administrator as described in the Student Handbook Code of Conduct. This process provides students opportunity for representation, due process, and an ability to appeal the violation to the Academic Standard Committee. Reporting incidents enables Chairs to support faculty and students, and provides an official record.

**Student Procedures**

If students suspect a classmate of violating the Academic Integrity Policy, they are encouraged to speak with the faculty member, who will report it to the department Chair. The department Chair will speak with students to determine further actions. Reporting the incident provides classmates an opportunity for due process, representation, and appeal. If faculty or department Chairs are unavailable, students are asked to speak with the Provost, whose office is located on the Main Campus Center’s 7th floor and may be contacted via provost@cornish.edu.

**Consequences**

Violation of the Academic Integrity Policy will result in disciplinary action in accordance with the Student Code of Conduct and Academic Standards policies available in the Student Handbook. The College may issue a range of sanctions that may be imposed for violations of the policy. Examples include, but are not limited to, a failing grade for the assignment or exam, a failing grade for the class, or others, as described in the Student Handbook.

**Appeal**
Students who have been accused of, or found responsible for, violating the Academic Integrity Policy may file with the Registrar/Dean of Academic Services an appeal no later than 5 work days after receiving an outcome for their case. The Registrar/Dean of Academic Services chairs the Academic Standards Committee. The committee adjudicates appeals. Its decisions are final.

**Academic Grievance Policy**

Cornish College of the Arts holds the relationship between faculty and students to be essential to teaching and learning. The purpose of the student academic grievance policy is to support students and faculty in resolving academic issues and disputes. The goals are for the parties to work respectfully and cooperatively toward maintaining productive and positive learning environments and to ensure the actions of faculty and students are evaluated fairly and equitably.

The College as a whole is ultimately responsible for the integrity of academic processes, such as curricula, evaluation of student learning, and delivery of instruction. By virtue of their expertise and responsibility, faculty serve as agents of the College in evaluating students’ academic performance and in determining assignment, project or exam grades and course grades. They carry out this responsibility without undue internal or external influence.

The Student Handbook, in the Academic Freedom section, states:

- **Students are free to pursue appropriate educational objectives from among the College’s curricula, programs and services.**
- **Students shall be protected against prejudicial or arbitrary and capricious academic valuation. At the same time, they are responsible for maintaining the standards of academic performance established by each of their instructors.**

The following procedure guides College response to allegations of arbitrary or capricious evaluation of academic performance. Students may engage this process for disagreements with faculty about evaluation of projects, exams, courses or other activities in which faculty evaluate student academic performance in a course. The procedure does not apply to mathematical errors in calculating grades, academic or conduct dismissals from the College, or questions of professional judgment about course content or instructional methods. Students may consult with faculty, department Chair and/or the Dean of Student Life at any point to assist them.

**Step One: Speak with Faculty**

Whenever possible, students are asked to discuss their academic performance and evaluation directly with faculty involved as soon as they arise. Students are asked to schedule a meeting with faculty as soon as possible, no more than 20 work days after the issue of concern. Either student or faculty may request another faculty member be present. The longer students wait to discuss their concerns or questions with faculty, the more the faculty are limited in their ability to respond and resolve the matter. After meeting, faculty will email a summary of the meeting outcomes to the student and faculty for confirmation no more than 5 business days after the
meeting. Ideally, disputes can be resolved at this level. If the issue is resolved, the matter is closed.

**Step Two: Meet with Chair**
If Step One does not resolve the issue, students may contact the faculty’s supervisor, the department Chair. Students are asked to make an appointment with the Chair to discuss issue of concern. Students must complete Step 1 prior to meeting with the Chair. The Chair will obtain information from all involved parties and prepare a written summary of the meeting to be confirmed by faculty and student, with copies provided to each, no later than 5 business days after meeting with the student. If the issue is resolved, the matter is closed.

**Step Three: File written grievance**
If the issue remains unresolved, students may prepare and submit a written grievance to the Dean of Student Life, no more than 7 work days after meeting with the Chair in Step Two. These may include but are not be limited to: syllabi, relevant assignments, relevant faculty responses to assignments, emails, grading criteria, project descriptions, rubrics, tests, quizzes or exams, or portfolios. In order to submit a written grievance, students must have attempted Steps 1 and 2.

The Dean of Student Life will follow the procedure for addressing grievances as described in the Student Handbook. These include but are not limited to addressing questions about the process, communicating with and collecting documentation from all relevant parties, and initiating the adjudication processes overseen by the Academic Standards Committee.

**Step Four: Appeal**
Students may appeal the decision reached in Step Three by following the appeal process described in the Student Handbook. Appeals are considered by the Academic Standards Committee, chaired by the Registrar/Dean of Academic Services. Appeals must be submitted no later than 5 business days from the outcome of Step Three. The committee adjudicates appeals. The committee meets once per semester and may be convened by the committee chair for additional meetings as deemed necessary. Its decisions are final.

Faculty have the right to appeal a decision rendered by their supervisor, the Chair, in Step Two, in accordance with the Faculty Handbook, and where applicable, the Faculty Collective Bargaining Agreement.

**OTHER COLLEGE RESOURCES, POLICIES, AND PROCEDURES**

**Access to Facilities**
Building doors are always locked. Students access buildings with their campus ID card. For safety purposes, do not prop doors open.
**Alcohol and Drugs**

Cornish College of the Arts is committed to a drug and alcohol free community. The manufacture, sale, possession, distribution, dispensing, consumption, or use of either alcohol or drugs is subject to Washington State and federal laws as well as regulations established by the College. Violations of federal law or any college policy may result in disciplinary sanctions as described in the Student Code of Conduct.

Cornish is subject to the requirements of the federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989. Cornish strongly supports each act. Cornish 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 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.

The State of Washington sets the age of 21 as the minimum age to purchase or possess any alcoholic beverage. Washington initiative 502 sets the age of 21 as the minimum age to purchase or possess marijuana for recreational use. Specific ordinances regarding violations of drug and alcohol laws, including driving while intoxicated, are available from the Office of Safety and Security.

The Application for the Use of Alcoholic Beverages specifically outlines how alcohol may be dispensed at an event on campus. Students, faculty, and staff are responsible for conducting themselves as responsible members of the academic community in accordance with this policy.

**Animals on campus**

Only service animals are permitted in campus buildings. Additionally, approved emotional support animals are permitted in the residence halls when outlined specifically in an approved accommodation from the Office of Student Life. All other animals are prohibited in campus buildings.

**Bicycles and Bicycle Safety**

Bicycles may be parked in the racks on the covered walkway at Kerry Hall and at several locations at the Main Campus Center. Bike storage is also available in the Cornish Commons.

Bicycles should not block doors, fire exits, walkways or access ramps. Bicycles are not allowed in any building on campus. Leaving bicycles out overnight is not recommended. The College cannot be held responsible for the theft or vandalism of student property on campus, although all such instances should be reported to Campus Safety & Security.
Copy Machines

Copy machines are available for student use in the Main Campus Center Library and at Kerry Hall in the photocopy room on the first floor. The Library’s photocopy machine may also be used to scan to USB drive free of charge.

Commercial Activities

College activities are not to be used for commercial solicitation except when such activities clearly serve College educational objectives. These exceptions include but are not limited to: display of books of interest to the academic community or the display or demonstration of technical or research equipment, and when such solicitation relates to educational objectives and are conducted under the sponsorship or the request of a College department or the Office of Student Life, provided that such solicitation does not interfere with or operate to the detriment of the conduct of College affairs or the free flow of pedestrian or vehicular traffic. For the purpose of this regulation, the term “commercial activities” does not include handbills, leaflets, newspapers, and similarly related materials.

Computer Labs

Computers are available in the library computer lab and in various areas throughout campus. Access is first come, first served, and students have first priority. Certain computer labs may be limited to department majors only. Labs can be found in the following locations:

- Kerry Hall Computer Lab
- Music Notation Lab (Kerry)
- Art and Design Lab (MCC)
- General Computer Lab (MCC)
- Library (MCC)
- Visual Arts/Performance Production Print Center and Lab (MCC)
- Performance Production Lab (MCC)
- LUI Lab
- Writing Center (MCC)
- Student Lounge (Cornish Commons)

Computers and Networks

Use of all Cornish computer equipment and networks is considered a privilege. Failure to respect the rules outlined in the Acceptable Use and Network Policies will result in loss of privilege and/or suspension. All software and equipment available for use is the property of Cornish College of the Arts. Illegal copying of software is prohibited. It is highly recommended that all portable media can be scanned regularly for viruses.

Acceptable Use Policy

Cornish College of the Arts provides technology resources to meet the College's purpose, to support our educational and community values, and to support our programs and initiatives. The goal of the Information Technology group is to provide high quality services to the campus community. To ensure that our high standards are met, we have certain expectations regarding the use of technology resources at the College.
Access to Cornish’s technology resources—computing facilities, telecommunications and network services, servers, equipment, software, applications, information resources, printing and scanning services, and user and technical support provided by Information Services staff—is a privilege, not a right. This privilege is extended to all users—faculty, staff, students, trustees, alumni, affiliated individuals, and organizations. Accepting access to this technology carries an associated expectation of responsible and acceptable use.

The Acceptable Use Policy describes activities that Cornish College of the Arts considers violations of use of technology resources. The examples listed are not exhaustive and may change from time to time as technology and applications change. The examples are provided solely for guidance to users. If you are unsure whether any use or action is permitted, please contact the IT Help Desk at 206-726-5092 for assistance.

Cornish reserves the right to enforce applicable penalties and/or immediately terminate access to College systems and network services to any user in cases where technology resources have been used in a manner that is disruptive or is otherwise believed to be in violation of "acceptable use" or other College policies or law. Instances of inappropriate use of technology resources will be referred to the appropriate official for disciplinary action by the College and will be subject to this policy as well as to other applicable College policies and guidelines. In addition, individuals may be subject to civil suit, and/or local, state, and federal prosecution depending on their actions. Among sanctions that can be imposed for violation of this or other applicable College policies, the College reserves the right to restrict an individual's access to technology resources.

The College retains control, custody, and supervision of all Computer Technology. The College reserves the right to monitor the use of Computer Technology activity by any user.

User Responsibilities

As a user of Cornish College of the Arts’ technology resources, you have a shared responsibility with the College technologies staff to maintain the integrity of our systems, services, and information so that high quality services can be provided to everyone. Your responsibilities include:

- To use the College's technology resources responsibly and appropriately, respecting the rights of other users to system, services, and information access 24 hours per day, 7 days per week.
- To respect all contractual and license agreements, privacy of information, and the intellectual property of others.
- To comply with College, federal, state, and local regulations regarding access and use of information resources (e.g., College policies regarding the Institutional Information System and dissemination of information outside the campus, FERPA, Federal Copyright Act, The Family Education Rights and Privacy Act, Gramm-Leach-Bliley Act, codes of professional responsibility, etc.).
- To maintain your own system accounts (to include files, data, and processes associated with those accounts); for PC files, data, and processes, this includes taking appropriate action to backup your PC system.
- To exercise due diligence in protecting any computer you connect to the Cornish College of the Arts network from viruses, worms, and security vulnerabilities by regularly using anti-virus software and installing available security updates/patches for your operating system and any applications you use, and avoiding the installation of untrusted programs on your computer.
- To keep your technology accounts (computer, network, voice/voice mail) secure. If you suspect unauthorized access, report it to the IT Help Desk.
- To not share your privileges with others. Your access to technology resources is not transferable to another member of the Cornish community, to family members, or to an outside individual or organization. If someone wishes access to Cornish’s technology resources, they should contact Cornish IT.
- To comply with posted policies governing use of public computing facilities.
- To understand the implications of sharing personal information or data via the Internet, WWW, e-mail, Instant Messaging, or other services that either are open to access by others on and off-campus, or that can be forwarded to others.
- To keep all institutional data in safe-keeping. Information containing any personal data of students, staff, or other should not leave the institution unsecured.

**Examples of Violations of Acceptable Use**

**Authorized Access/Accounts**
- Attempting to obtain unauthorized access, or circumventing user authentication or security of any host, network, or account ("cracking"). This includes accessing data not intended for the user, logging into a server or account the user is not expressly authorized to access, or probing the security of systems or networks.
- Supplying or attempting to supply false or misleading information or identification in order to access Cornish’s technology resources.
- Sharing your passwords or authorization codes with others (computing, e-mail, Internet etc.)
- Logging onto another user's account; sending e-mail for example from another's or from an anonymous account.

**Services**
- Attempting to interfere with service to any user, host, or network. This includes "denial of service" attacks, "flooding" of networks, deliberate attempts to overload a service, port scans, and attempts to "crash" a host.
- Use of any kind of program/script/command designed to interfere with a user's computer or network session.
- Damaging a computer or part of a computer system.
- Knowingly spreading computer viruses.
• Modifying the software or hardware configuration of College technology resources, including dismantling computers in the lab for the purposes of connecting a notebook computer to the peripherals.

• "Hacking" on computing and networking systems of the College or using the College’s network to “hack” other networks.

• Users are prohibited from accessing, submitting, publishing, displaying, or posting any defamatory, abusive, obscene, profane, threatening, racially offensive, harassing, or illegal material.

Prohibited Devices and Sharing Protocols
Personal routers and switches. Personal wireless access points, and torrenting or running peer-to-peer (P2P) sharing programs is prohibited.

Software, Data, & Information
• Inspecting, modifying, distributing, or copying software or data without proper authorization, or attempting to do so.

• Violating software licensing provisions.

• Installing software on public access and other College machines without appropriate authorization (from Technologies Services or the department to which the machines belong).

• Installing any diagnostic, analyzer, "sniffer," keystroke/data capture software, or devices on College technology resources.

• Breaching confidentiality agreements for software and applications; breaching confidentiality provisions for institutional or individual information.

Email/Internet Messaging
• Harassment or annoyance of others, whether through language, frequency, or size of messages.

• Sending email to any person who does not wish to receive it, or with whom you have no legitimate reason to communicate. If a recipient asks to stop receiving mail, the user must not send that person any further mail.

• Sending unsolicited bulk mail messages ("junk mail" or "spam") which, in the College’s judgment, is disruptive to system resources or generates a significant number of user complaints. This includes bulk mailing of commercial advertising, informational announcements, political tracts, or other inappropriate use of system email distribution lists.

• Malicious email, such as "mailbombing" or flooding a user or site with very large or numerous items of email.

• Forging of email header information.

• Forging email from another’s account.
**Network Policy**

Cornish College of the Arts computing facilities and network are provided as a service to students, faculty and staff. The College strives to provide fair access to computing and network facilities for a large number of users. Proper use follows the same standards of common sense, courtesy, and restraint in the usage of shared resources that govern the use of other campus facilities.

Improper use violates those standards by preventing others from accessing shared facilities. All members of the College community are responsible for any use of computer access accounts assigned to them and any computers connected to the College network registered to them.

This policy applies to all computers connected to the campus network, including those in all campus buildings and facilities, wireless access and those using remote access connections. Use of the computing facilities and network is a privilege, not a right.

The College provides uncensored access to information on the Internet. Each individual is responsible for selecting, viewing, and utilizing appropriate resources and avoiding excessive use of the system that could interfere with the College’s purpose.

In addition to access to its own system, the College provides access to other networks (such as library databases) or computers. Each network or system has its own set of policies and procedures. Users must abide by the policies and procedures of these other networks and systems.

The College does not guarantee the confidentiality of any information entering or residing on the system. It also reserves the right to access and examine any information on the system.

**User Guidelines**

- All use should be consistent with the academic, professional, and ethical standards of the College community.
- All users must respect the integrity of the physical computing facilities and controls, and respect all pertinent policies, laws, licenses, and contractual agreements.
- Individuals should not share computer access accounts assigned to them with individuals or divulge passwords on those accounts to anyone else.
- All use of the College computer and computer network facilities must comply with applicable city, state, and federal laws.
- All computers connected to the College network should have an active anti-virus program installed with current virus definition files.

**Unacceptable Use**

- Do not engage in activity that would cause congestion of the networks or otherwise interfere with the work of others (file sharing programs, bit torrent, etc.)
● Do not install programs on another person’s computer without permission.
● Do not create, disseminate, or run a self-replicating program (‘virus’ or ‘trojans’) whether or not it is destructive.
● Do not tamper with the switch settings, move, reconfigure, or otherwise damage terminals, computers, printers or other equipment.
● Do not collect, read, or destroy output without the permission of the owner.
● Do not use the computer account of another person with or without permission unless the account is designated for group work.
● Do not copy any copyrighted software provided by Cornish College of the Arts. Users should be aware that it is a criminal offense to copy any software that is protected by copyright.
● Do not use licensed software in a manner inconsistent with the licensing arrangement as provided by Cornish College of the Arts.
● Do not access or attempt to access a host computer, either at Cornish College of the Arts or through a network, without the owner’s permission, or through the use of log-in information belonging to another person.
● Do not make use of the facility for commercial purposes or financial gain except where related to your Cornish studies.
● Do not use computers or the network to harass others in any way.

Non-compliance
The College shall investigate alleged violations of policy. With due regard for the right of privacy of users and the confidentiality of their data, the College reserves the right to suspend or modify computer access privileges, monitor network access, examine files, passwords, and accounting information, printouts, tapes, and any other material which may aid in an investigation of possible violation. Whenever possible, the cooperation and agreement of the user will be sought in advance.

Those individuals found to be in violation of policy may have their user privileges revoked. Violation of local, state or federal statutes may result in civil or criminal proceedings. For questions about this policy, contact Information Technology.

Crime and Safety information (Clery Act)

The Clery Act mandates publication of an annual report by October 1 of each year that includes a 3-year summary of crime statistics, campus security policy, the law enforcement authority of campus security, and where students should go to report crimes. Campus Safety & Security posts this information. The Annual Report is located on the website.

Email Policy

Email is considered an official channel of communication at Cornish College of the Arts. All students are assigned a Cornish email account and are responsible for checking their email on
a regular basis. In order to ensure that electronic communications are received, email will not be forwarded to a secondary address.

The content and maintenance of a user’s electronic mailbox is the user’s responsibility. Users are expected to check their electronic mail frequently.

As an alumni, the student email account will remain active after graduating from Cornish. If a student is on an extended leave of absence, the email account will still be accessible. The account will be deactivated should the student withdraw from the College.

The College does not provide facilities for sending or receiving confidential messages, as outlined in the Electronic and Communications Privacy Act of 1989, Title 18, United States Code, Sections 2150 and following. This means that electronic mail messages are not completely secure and their confidentiality cannot be guaranteed.

Messages sent or received via the College email system are considered College property. The College reserves the right to set protocol for use of the system, to determine, grant, or limit access to the system, and to review messages sent or received at any time. Because of the electronic mail of students may constitute “education records,” it is subject to the provisions of the federal statute known as the Family Educational Rights and Privacy Act of 1974 (FERPA). The College will access, inspect, and disclose such records only under conditions set forth by that statute.

Students are responsible for any and all use made of your Cornish College network/email account. To minimize unauthorized use of your account:

- Use passwords that are not easy to guess.
- Change your password frequently and protect it by not sharing your login name or password, allowing someone else to create an account in your name, or typing your password while someone is watching.
- Immediately report any suspected unauthorized use of your account by notifying it@cornish.edu.

Students are prohibited from:

- Opening up access to their own account so that people not affiliated with the College can use its resources. An example of prohibited activity would be allowing a family member who is not affiliated with the College to use the email service or to access online information services through the student account, even if these services are publicly available.
- Attempting to obtain unauthorized access to other user’s account, data, or files.
- Attempting to crack, capture, or use other user’s passwords.
- Creating or maintaining a file of passwords for any system or network on Cornish College computers.
- Sending email messages of a harassing, intimidating, offensive, or discriminatory nature.
● Sending messages that are likely to result in the loss of a recipient’s work or data.
● Sending “chain letters” or “broadcast messages” to lists of individuals.
● Forging or misrepresenting one’s identity in electronic communication for any purpose.

Students who receive any email that raises concerns pertaining to safety or security or that contain harassing, intimidating, offensive or discriminatory language must report it immediately to Campus Safety & Security and/or the Office of Student Life.

Violation of the College Email Policy will result in disciplinary action as outlined in the Student Code of Conduct.

Emergency or Inclement Weather Procedures

All buildings, offices, and classrooms have Emergency Procedures posters which contain important information about procedures in the event of emergencies, including but not limited to fires, bomb threats, and earthquakes. Students are expected to familiarize themselves with this information.

There are several first aid kits on campus. First aid kits are located in each building, including Kerry Hall and the Cornish Playhouse. Students should ask a Department Coordinator or Campus Security for the nearest location before an emergency occurs.

In the event of inclement weather such as snow, students are advised to check the Cornish Emergency Notification page listed on the website or check the local TV and radio stations to see if the College has been closed. Otherwise, students are expected to attend classes, unless a particular class has been canceled by the instructor. Text messages will be sent to students who have signed up to receive them.

Employee - Student Relations

Cornish College employees provide service and support to students. All employees are to conduct themselves in a professional manner when interacting with students at all times. They shall not engage in relationships of a romantic or sexual nature with Cornish College students, use harassing or inappropriate language, etc. Employees found in violation of this policy will be subject to disciplinary action up to and including termination.

Equal Opportunity Policy

Cornish College of the Arts does not discriminate in education or employment on the basis of gender, gender identity, race, national origin, religion, age, marital status, sexual orientation, disability, or veteran status. This policy is consistent with relevant federal regulations and statutes, including those pursuant to Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Questions regarding the application of this policy may be referred to the Dean of Student Life of Vice President of Human Resources.
Hours of Operation

During the academic year, campus buildings are typically open from 6:15am-12:00 am Monday-Friday and 8:30am-12:00am Saturday and Sunday. College offices are open from 8:30am - 5:00pm Monday - Friday, unless otherwise posted. Building hours may change for holidays and university closures. For all building hours information, as well as closures, please visit Compass.

Family Educational Rights and Privacy Act

In compliance with the Family Educational Rights and Privacy Act (FERPA), Cornish College of the Arts has established procedures to protect the privacy of academic records, ensure the right of students to inspect and review these records and provide guidance for the correction of inaccurate or misleading data.

Students may inspect and review their educational records upon request to the Office of Registration and Records. Students should submit a written request specifically identifying the records in question. The Registrar will make needed arrangements for access to the records as soon as possible and no more than 45 days from the receipt of the request.

Cornish College of the Arts will disclose information to other parties from the student’s educational records only with the written consent of the student, with certain exceptions.

Cornish College of the Arts will release to third party inquiry information that is defined as directory information. Directory information consists of: student name, phone number, Cornish email address, photographs, video, department and major, dates of attendance, degrees, and awards. Students may request that directory information remain confidential at any time by submitting a privacy preference request on Compass. The request for confidentiality will be honored until the student submits a request for change. Graduating students are urged to review their directory preference before exiting.

In accordance with the Solomon amendment, Cornish College of the Arts is required to disclose name, address, phone number, date of birth, major, and class level of all enrolled students upon request by any branch of the military. The 1996 Solomon Amendment provides for the Secretary of Defence to deny federal funding to institutions of higher learning if they prohibit or prevent ROTC or military recruitment on campus.

Students have the right to file complaints concerning any alleged failures to comply with this act. See the Office of Registration and Records for a copy of the Family Educational Rights and Privacy Act.

Freedom of Assembly and Association

Students have the right of assembly upon College facilities that are generally available to the public provided that such assembly shall:

● Be conducted in an orderly manner;
● Not interfere with vehicular or pedestrian traffic;
● Not interfere with classes, schedules, meetings, or ceremonies, or with educational and/or administrative functions of the College;
● Not interfere with the regular activities of the College; and
● Not cause damage or destruction to College property or private property on College facilities.

A student or student organization that conducts or participates in an assembly that violates any provision of this policy shall be subject to disciplinary action. Non-students who participate in or aid or abet any assembly or assemblies in violation of this section shall be subject to possible prosecution under the state criminal trespass law and/or other possible civil or criminal remedies available to the College. Assemblies which violate these rules may be ordered to disperse by the College in accordance with Washington State statutes.

Students are free to organize and join associations to promote any legal purpose whether it be religious, cultural, political, educational, recreational, or social. Student organizations must be registered with the Office of Student Life before they may be officially recognized. Procedures for becoming recognized are available from the Office of Student Life.

Freedom of Expression

Students are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes, provided they do so in an orderly manner which does not disrupt the regular essential operations of the College or violate the Student Code of Conduct.

It must be made clear to the College and to the community that in public expression and demonstration, students speak only for themselves. The instructor, in class and in conference, should encourage free discussion, inquiry, and expression relative to the subject of the course. Students are free to take exception to data or views offered and to reserve judgement about matters of opinion, but they are responsible for learning the content of the course and for completing all assignments of any course of study in which they are enrolled.

Grievance Policy (Non-Academic Concerns)

Any student who has a serious concern or complaint should present their concern to the Dean of Student Life.

Guests and Visitors

Knowingly allowing guests or visitors to violate College policies or the Student Code of Conduct, or failing to monitor the behavior of visitors or guests to assure they adhere to such standards may result in student conduct action for the host(s).

Identification Cards

All matriculated students are issued ID cards once they have completed registration. It is mandatory for students, student, and faculty to wear or carry Cornish ID cards when on campus. ID cards are needed to enter all campus buildings. Staff are instructed to ask students in the
buildings after hours to show their ID cards. Staff in the Cornish Commons are instructed to ask everyone to show identification prior to boarding elevators to the residence hall floors.

A $25 fee is charged for replacing lost ID cards. Damaged or malfunctioning cards will be replaced for free.

**Leave of Absence/Medical Leave of Absence**

For complete information on the Leave of Absence process, contact Registration and Records and/or visit Compass.

For complete information on the Medical Leave of Absence process, contact the Office of Student Life and/or visit Compass.

**Lost and Found**

The Campus Safety & Security office keeps a lost and found in the offices at Main Campus Center and Kerry Hall. Items unclaimed after the end of each semester will be donated.

**Mailboxes and Mail**

Faculty and staff department mailboxes are located in the photocopy room of Kerry Hall and on the 3rd floor of the Main Campus Center.

Students should contact their Department Coordinators for the location of student academic mailboxes.

Students may sometimes need to send mail from Kerry Hall to offices located at the Main Campus Center or Cornish Commons. To do this, place the item in the appropriate intercampus mail box located in the photocopy room on the first floor of Kerry Hall. Be sure to clearly mark which office the item goes to.

Residents also receive a private locked mailbox for all standard mail, located on the third floor of the Main Campus Center.

**Non-Retaliation Policy**

The College welcomes feedback from our students. Students who bring legitimate concerns to the attention of Cornish faculty, staff, 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 Office of Student Life.

**Off-Campus Speakers**

Student organizations officially recognized by the College shall have the right to invite outside speakers to speak on campus subject to the availability of campus facilities, funding, and in compliance with College procedures. Speakers are subject to the legal restraints imposed by the laws of the United States and the state of Washington.
The appearance of an invited speaker on College facilities does not represent an endorsement, either implicitly or explicitly, of views or opinions of the speaker by the College, its students, its faculty, its personnel, its administration, or its board.

**ORCA Cards and Public Transportation**

The Seattle Metro area has an extensive public transportation system. All students are provided with an ORCA card to access the local public transportation system.

ORCA cards are valid for full fare and unlimited rides on:
- Bus-Community Transit, Everett Transit, Kitsap Transit, Metro Transit, Pierce Transit, and Sound Transit
- Rail-Sound Transit Link light rail and Sound Transit Sounder train (including Rail Plus partnership with Amtrak Cascades)
- Streetcar-Seattle Streetcar
- Ferry-King County Water Taxi, Kitsap Local Ferries, and Fast Ferries
- Access Transportation-Service on Kitsap Transit and Metro Transit

The ORCA card is not valid for fare payment on transportation services not specified here and the student is responsible for paying any additional fares required for services not covered, or not fully covered, by their assigned ORCA card.

The ORCA card is owned by Cornish College of the Arts and it has been issued to the student for their use only. Students may not sell or transfer their assigned ORCA card to another person. If a student violates these terms of use, their ORCA card may be blocked for further use.

Students are responsible for keeping their assigned card in good condition and will immediately report a lost, stolen, or damaged ORCA card to the Office of Student Life. An ORCA card can be replaced by paying a $10 fee at the Cashier’s Office and then providing a receipt to the Office of Student Life.

The ORCA card is valid during the 9 month academic year. In the summer months, ORCA cards are not active for student use unless a student is enrolled in a summer class.

Students will return assigned ORCA cards upon request or when they depart from the College. If the ORCA card is not returned, it may be blocked for further use.

Students are discouraged from loading any additional ORCA products onto their assigned ORCA cards. Any additional products loaded onto the card become the property of the College and the College cannot refund any additional products loaded onto the card.
The ORCA system will record data each time a student uses their assigned card. This data will include the date, time, and location of the card when it is presented. This data is owned by the transit agencies and is accessible to the College.

The ORCA card must be “tapped” on a card reader to show proof of fare payment or issuance of a valid fare. Merely showing the ORCA card on a bus, train, ferry, or light rail vehicle does not constitute proof of fare payment or issuance of a valid fare. Students may be subject to a fine if the ORCA card is not “tapped” and students will be personally responsible for any fines that may be imposed.

For the correct fare to be recorded, students must “tap” off on a card reader when exiting some transit systems, e.g. when exiting from a Sounder train or Link light rail.

Parking
Parking in all Cornish lots is by permit only. Student parking is only available on campus between the hours of 4pm and 1am Monday-Friday and 8am-1am Saturday and Sunday. To apply for this permit, students should bring vehicle registration, proof of insurance and a valid driver’s license to the Cashier’s Office. This permit must be renewed every semester.

Personal Protection or Restraining Orders
Any student who has applied for or obtained a protective or restraining order which lists the premises of the College as protected areas, must provide Campus Safety & Security a copy of the petition and declaration used to seek the order, a copy of any temporary protective or restraining order that is granted, and a copy of any protective or restraining order that is made permanent. The sensitivity of the information requested is understood and the College is responsible for treating such information in a manner that recognizes and respects the privacy of the reporting person.

Posting Guidelines
Departmental bulletin boards are maintained by the departments they serve. Permission from the individual departments must be secured prior to posting items on their boards.

Boards not specifically designated as departmental bulletin boards are considered general posting areas. These are located at various locations throughout the campus. Posting of any kind is not allowed on general access doors, stairwells, restrooms, or the exterior of buildings.

The College reserves the right to remove any notices that are deemed inconsistent with the educational mission of the College.

Religious Holidays
Cornish College of the Arts recognizes that our community is diverse in background and religious affiliation and wants to ensure that our students are supported in the practice of their personal religious faith. Students are excused on major religious holidays of their faith should they wish to observe such holidays. These include, but are not limited to: the Christian holidays of Christmas and Easter, the Jewish holidays of Yom Kippur, Rosh Hashanah, and the evening
of the first night of Pesach, and the Muslim holidays of Eid al-Fitr and Eid al-Adha. Students who observe religious holidays during class times are responsible for informing their teachers in advance and for making up any missed class work.

Residence Hall Policies and Procedures

Students living in or visiting the Cornish Commons Residence Hall are responsible for abiding by the policies and procedures found in the Resident’s Guide located on Compass.

SafeRide Evening Shuttle

The College operates a free evening shuttle that serves students needing to travel home or to a bus stop in the neighborhoods where Cornish holds classes, rehearsals, and performances. The evening shuttle van will pick up students at Main Campus Center, Cornish Playhouse, or Kerry Hall and operates within a 1-mile radius from those locations for drop offs. Evening shuttle services run from 6pm to 12:30am, for the last pick-up. Shuttle pick ups are first-come, first-serve. In order to request a pick up, students can contact Campus Safety & Security.

Smoking

Smoking outside of designated smoking areas on campus is prohibited. Smoking it not permitted within 25 feet of any building entrance, exit, window that opens, or ventilation intake.

Student Artwork

Any original work of art or other forms of intellectual property shall belong to the student(s) who created them. The College reserves the right to photograph, reproduce, and use for display the works of art produced by students enrolled in its academic programs. Cornish does not insure student work nor is it responsible for work stored or exhibited in Cornish-owned or rented facilities.

Student Code of Conduct

Students are responsible for reading and familiarizing themselves with the Student Code of Conduct. The full document is located in Appendix A of this document. This document outlines the behavioral expectations of all students and the policies and procedures that describe what happens when students allegedly violate these community standards. If you have questions about the Student Code of Conduct, please contact the Office of Student Life.

Sexual Misconduct Policy and Procedures

Students or employees committing a sexual offense in any form can be prosecuted under the Washington State Criminal Code (Title 9A RCW) and/or disciplined under the Student Code of Conduct.

Students who believe they have been a victim of sexual misconduct may report this to the Title IX Coordinator. Students will be informed about their options and assisted in accessing services. When an allegation of sexual misconduct is reported to any school official, the incident may be investigated by the College. The student who reported the allegation may choose not to participate in any action taken by the College. The College, however, may opt to proceed with an investigation.
The complete Sexual Misconduct Policy and Procedures are located in Appendix B of this document.

**Space Usage Policy and Procedures**

The primary function of all facilities at Cornish College of the Arts is the support of the academic mission of the College. Cornish curricular and co-curricular activities have first priority in the scheduling of all College facilities. Extracurricular activities will have secondary priority. Any request must be in compliance with this Space Usage Policy and is subject to availability.

Internal and external groups may use and rent space if their activities are consistent with the Cornish Statement of Difference and Inclusion and Core Values. For these policies the following will be defined:

**Internal User** - Internal users are defined as currently enrolled students, and currently employed faculty and staff requesting space in accordance with their job responsibilities or academic requirements. These requests must fall under Cornish curricular, co-curricular, and extracurricular activities.

**External User** - External users are defined as alumni, trustees, or outside users who are not current students or employees. Currently enrolled students, and current employees requesting space for projects/events outside the scope of their job responsibilities or academic requirements are also considered as external users.

**Procedure to Request Space**

**Internal Users** - Any class use request beyond regularly scheduled classes must be submitted for approval through the College’s EMS space use system at ems.cornish.edu. For performance space request see below. There is no facilities fee for internal users; however other associated costs such as labor, piano tuning, equipment rental, etc. may incur an added charge.

RSO’s (Registered Student Organizations) - Request for non-performance space must be submitted through the College’s EMS space request system and clearly marked as an RSO event in the request.

Performance space request (Cornish curricular and co-curricular): RSO’s, BFA shows, Senior Project, Recitals, etc.

1. Students must submit the request through EMS.
2. If space is available, the head of the facility will set up a meeting. This meeting is required, and its purpose is to get the rough average cost of any associated fees and clarify questions. a. The space use itself is free.
3. If the space is available, a hold will be placed on those dates for 7 days. During this time, the student submits a request to the Department Chair or Office of Student Life.

4. If approved, the Department Chair or Office of Student Life sends an email to the head of the requested facility confirming the student request. This action moves the space status from hold to booked.

5. Every planning email and subsequent communication must include students’ Faculty/Staff representative copied until the conclusion of the space use. Only one student must be assigned as the lead in email and meeting communications. Others are always welcome to be copied or attend meetings.

**External Users** - All external rental requests, excluding Alumni, must be submitted to the External Rentals Manager. Rental fees and other associated costs will apply. Proof of insurance coverage is required.

**Alumni**

1. Email request to the College Alumni Relations Manager
2. Alumni Relations will contact the Rentals Manager to set up connection for booking space. a. Alumni Relations will verify the individual is an alumnus of Cornish College.
3. To receive the discount, the Alumni must be the generator and lead of the project. a. Groups who have an Alumni do not automatically receive a discount. b. Space request must not be for a company, organization, or affiliation of a larger group.
4. The Alumni who reserved the space are responsible for paying insurance and all other fees.

**Current employees & students, or retired from Cornish employees**

1. Contact Cornish Rentals Manager
2. In order to receive the discount, the employee or student must be the generator and lead of the project. a. Groups that include an employee or student do not automatically get a discount.
3. The Renter must pay all insurance and all other fees.

**Third Party Renters**

1. Contact Cornish External Rentals Manager.
2. External Rentals Manager will contact and coordinate booking and contracting.
   a. Rate structure
      i. Commercial rate is applied to any person or entity that is not a registered non-profit.
      ii. Non-profit rate requires proof of current non-profit status.
3. Alumni, current employees & students, or retired from Cornish employees are eligible for non-profit rate. Additionally, space use must contribute to the College fulfilling its mission.
Text Message Notification System

In addition to the website and local TV and radio announcements, the College has acquired the technology to reach students, faculty, and staff through mobile telephone text messaging.

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.

Students can sign up for this program by visiting the main Cornish website.

Veterans Information

Any student who is eligible for and planning to use Chapter 30, 33, 35, 1606, 1607, or Vocational Rehabilitation benefits at Cornish should contact the Registration & Records office. Students who anticipate receiving Chapter 30, 35, and 35 education benefits must submit a Certificate of Eligibility to the Registration & Records office in advance of their first term of attendance. This certificate is issued through the Office of Veterans Affairs (VA) and all determination of benefits is made through the VA.

Any student who is uncertain regarding their eligibility for benefits may contact the Department of Veteran Affairs directly.

Voter Information

To register to vote in the state of Washington, an individual must be:

- A citizen of the United States
- A legal resident of Washington state
- At least 18 years old by election day

Washington vote registration forms are available by contacting the Office of Student Life.

In the state of Washington, an individual does not have to register by political party or declare political party membership to vote in the state’s general elections. Individuals may register to vote at many government offices, including the Department of Licensing, or by using the registration form provided by the Washington Secretary of State at https://www.sos.wa.gov/elections/register.aspx

Voter information for all states can be found at https://www.eac.gov/voters/register-and-vote-in-your-state/.

Weapons Policy

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, but not limited to, arrows, axes, machetes, nunchucks, throwing stars, or knives with a blade in excess of three inches, including the storage of any item that falls within the category of weapon in a vehicle parked on College property.
For academic authorization, please contact your academic department.

**Wireless Network Access**

Secured wireless access is available at all buildings. In order to create a secure network, students have their laptops configured before they can gain access. Students also need to meet the minimum specifications of either having Windows XP or MAC OS 10.5 or later already installed on the laptop, and wireless G capable network card.

Setup for wireless access is conducted through Information Technology, which is located in Room 106 of the Main Campus Center (MCC) building. Students with questions or that would like to schedule a set-up time, can email helpdesk@cornish.edu.

**COLLEGE OFFICES, RESOURCES, AND SERVICES**

**Campus Safety & Security**

The College is staffed with personnel who protect the campus during the day, evening and weekend hours, but it is the student’s responsibility to exercise caution and use good judgement.

The Campus Safety & Security staff respond to various emergencies, accidents, injuries, and serious illnesses that may occur on campus. Offices are located on the first floor of Kerry Hall and the third floor of the Main Campus Center.

Cornish telephones are located on every floor in the hallways of both Kerry Hall and Main Campus Center. These designated telephones should be used for emergency purposes only with the exception of the first floor lobby telephone in Kerry Hall.

Students injured on campus should contact a faculty member, staff member, or Campus Safety & Security immediately.

Classrooms and studios can be a target for crime, particularly early in the semester before students learn to recognize each other. Never leave valuables unattended in a classroom or studio. Report any thefts to Campus Safety & Security. Wear your ID Card or have it on your person at all times. Observe and report any suspicious persons or behavior. Walk with someone at night to vehicles, home, or ride shares.

**Counseling Services**

Students have up to 15 free counseling appointments available to them per academic year. The Counselors also provide crisis intervention, consultation, and referral to community resources. The frequency of appointments, methods, and duration of services are determined by the needs of each student.
Counseling sessions are scheduled for 50 minutes, with the exception of intake sessions, which are scheduled for 90 minutes. If you are unable to keep your appointment, please give your counselor 24 hours advance notice. If you think you will arrive more than 10 minutes late, please contact your counselor so that your appointment is held exclusively for you.

All counseling communication is confidential. A record of services provided and student contacts is kept using the secure software designed specifically for college and university counseling centers. Other documents pertaining to clients are kept in the locked file cabinet in the Counseling Services office. Records are kept for a minimum of seven years.

Counseling Services is located on the first floor of the Cornish Commons. More information on Counseling Services can be found on the Cornish website and on Compass.

**Housing & Residence Life**

The Housing and Residence Life main office is located on the 3rd floor of the Cornish Commons. The department is here to assist residents with all aspects of their on-campus living experience. Staff are on call 24 hours a day for urgent needs such as room lockouts, maintenance emergencies, or medical needs.

**Information Technology (IT)**

The IT department is the center of technology resources for the College and is responsible for all data communication and telecommunications. This department maintains the College computer labs, internet, email, and telephone system, and can provide basic maintenance of hardware. IT support students as well as College faculty and staff. IT is located on the first floor of the Main Campus Center.

**Library**

The library is located on the second floor of the Main Campus Center. The hours of operation during the fall and spring semester are Monday-Thursday 8am-9pm; Friday 8am-6pm; and Saturday-Sunday 1pm-5pm. Hours change between semesters and holidays. Check the library website for current hours.

Cornish Library extends borrowing privileges to current students, faculty, and staff. Your Cornish ID is your Library Card. You must present your Cornish ID to check out library materials. Students needing special assistance transporting library items may be eligible to appoint another person as a proxy.

Librarians are available at the front desk during the day, Monday-Friday, for questions and research assistance. They teach Information Literacy sessions in coordination with classes and also offer Library orientations.

Library items remain the property of the Cornish College of the Arts and must be returned even if replacement charges have been paid. If a student has not cleared their library account
by graduation or withdrawal their diploma and/or transcripts will be held by the Registrar. It is the responsibility of the patron to verify replacement charges have been paid in order to reinstate borrowing privileges. Rebinding or replacement costs are due if library items are returned damaged or defaced.

For additional information on the available services and resources in the Library, please visit the Cornish website and/or Compass.

**Office of Financial Aid**

The Office of Financial Aid is located on the 3rd floor of the Main Campus Center building. Staff members can provide on information of the Free Application for Student Aid (FAFSA), student loans, scholarships and work study employment opportunities. For additional information, please visit the website and/or Compass.

**Office of Student Life**

The Office of Student Life is located on the first floor of the Cornish Commons and can be reached at (206) 726-5003 or by email at studentlife@cornish.edu. The Office of Student Life is dedicated to enhancing and complementing Cornish College of the Arts students’ educational experience through programs, services, and opportunities that aid in their personal development.

The Office of Student Life is committed to the following principles:

- **Community building**: Providing programs that encourage, enhance, and maintain a sense of community on campus.
- **Co-curricular learning**: Providing experiences that complement in-class learning and development.
- **Student support**: Providing programs and services to ensure student success and persistence towards graduation.
- **Student engagement**: Providing opportunities for students to actively participate in College community, and in the extended Seattle community.

**Accommodations and Accessibility**

Cornish College of the Arts makes its programs accessible to qualified students with disabilities (consistent with state and federal laws). The Office of Student Life works cooperatively with College programs to encourage compliance with the Americans with Disabilities Act (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973.

Staff members coordinate accommodations for students with disabilities in academic and non-academic programs. Accommodations may include, but are not limited to: accessible facilities, alternate education media, alternate testing, interpreters, mobility assistance, note taking, specialized equipment, and/or access to audio versions of print materials.
Staff members also promote and teach self-advocacy for students with disabilities. Please see the Cornish website and Compass for more information or to inquire about arranging for accommodations.

**Cornish Student Union**
The Cornish Student Union is comprised of democratically elected student leaders across all departments who represent the interests of the student body as a whole. The Cornish Student Union seeks to enrich campus life for students and develop future leaders. In order to do so, the Cornish Student Union advocates on behalf of student needs and plans community-centered programs. Contact the Office of Student Life for more information.

**Registered Student Organizations (RSOs)**
Student organizations provide opportunities outside the classroom for students to participate in educational, intellectual, interdisciplinary, and cultural events and/or activities and to develop leadership and citizenship skills. For more information on how to develop and participate in such groups, please see the website and/or Compass for additional information.

**Student Success Coaches**
Student Success Coaches provide proactive, intensive, and personalized support to students by referring and connecting students to resources, working with the student to develop realistic goals that will contribute to academic and personal success in college, and planning and facilitating academic support and programming. Coaches also provide support to students through the planning and implementation of student-centered programming. Coaches are assigned to all students based on degree program. For more information, visit the website and/or Compass.

**Registration & Records**
Registration & Records is located in the 3rd floor of the Main Campus Center (MCC) building. Staff members assist students with a wide variety of information and support services to help students progress successfully through their Cornish degree program. Staff members provide information about course enrollment procedures, academic policies, how to get a transcript, what happens at commencement and much more. For more information, visit the website and/or Compass.

**Student Accounts**
Student Accounts is located on the 3rd floor of the Main Campus Center (MCC) building. Staff members assist students and families to manage charges for each student. Tuition, housing, meals plans, and payments plans are among the fees managed by the office. Bills are published to the online student portal at least 30 days prior to the due date. Payment plan information is included in billing emails. Full details on payment plan registration and costs are available on Compass.

**Writing Center**
The Writing Center provides Cornish students with free, personalized writing support. Writers can visit the Center for a conference on essays for courses, resumes and cover letters, artist
statements, or anything else that includes writing. And there’s no need to have a draft for an in-person conference because staff can also help students brainstorm. Individual conferences are 30 minutes long and focus on the students goals and concerns, provide practical feedback by asking questions, and help students think through solutions. The Writing Center also offers an Online Response Service via Compass.

The Writing Center is located on the 2nd floor of the Main Campus Center (MCC) building. Writers may drop-in during posted drop in hours or schedule an appointment. For more information visit the Cornish website and/or Compass.

APPENDIX A: STUDENT CODE OF CONDUCT

Introduction

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. Principles of restorative justice also guide the practice of those serving as hearing officers in determining appropriate sanctions for violations of policy.

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 Student Code of 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 behavior and to assume reasonable responsibility for the behavior of others. When members of the community fail to exemplify these five values, campus conduct proceedings are used to assert and uphold the Student Code of Conduct.

Students are expected to engage in bystander intervention when in the presence of a potential code violation. Bystander interventions are 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 harm.

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 values or 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 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 with 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 it is more likely than not that the policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

Jurisdiction

The Student Code of Conduct and the student conduct process apply to the conduct of individual students, as well as student organizations. 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. A responding student facing an alleged violation of the Student Code of Conduct who takes leave, withdraws and/or graduates prior to the resolution of an alleged violation must have their case resolved prior to returning to the College. If sanctioned, a hold may be placed on the student’s records, impacting 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 Student Code of 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 themselves of 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 Student Code of Conduct may be applied to behavior conducted online, via email, social media, or other electronic mediums. Students should also be aware that online postings such as blogs, web postings, chats, and social networking sites are in a public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations are 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 Student Code of Conduct applies to guests of community members whose hosts may be accountable for the misconduct of their guests. The Student Code of Conduct 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 Student Code of Conduct committed against them by members of the College community.

There is no time limit on reporting violations of the Student Code of Conduct; however, the longer someone waits to report an alleged violation, 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.

Alleged violations of federal, state and local laws may be investigated and addressed under the Student Code of 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 2 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 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 the notice of the incident unless a longer delay is requested in writing by the 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 absences are 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 College conduct process and must comply with all sanctions that are imposed.
**Student Conduct 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 officers, hearing board officers, and appeals officers as deemed necessary to efficiently and effectively supervise the student conduct process. Administrative hearing officers, hearing board officers, and appeals officers are chosen from a pool of College employees who have been trained and selected by the Dean of Student Life. 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.

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 allegation, even if that information is merely a credible witness or a complainant statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing.

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 and/or appeal. Any unsuccessful conflict resolution can be forwarded for an administrative hearing or hearing board. At no time will complaints of sexual misconduct or violence be mediated as the sole institutional response; it is the position of the College that mediation is never appropriate in sexual misconduct cases. The Dean of Student Life (or designee) may also suggest that complaints that do not involve a violation of the Student Code of Conduct be referred for other appropriate conflict resolution.

The Dean of Student Life (or designee) will develop procedural rules for the administration of hearings that are consistent with provisions of the Student Code of 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 the Student Code of Conduct. 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 Student Code of Conduct will be referred to the Dean of Student Life (or designee), whose interpretation is final. The Student Code of 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.

**Findings**

Campus investigations and hearings conform to basic rules of fairness and are conducted by individuals who receive training on conducting such processes. A campus hearing is not a court
The main purpose of any investigation and/or hearing is to consider allegations and determine the likelihood of a violation of College policy by considering the evidence presented. The administrative hearing officer and/or the hearing board will use a preponderance of the evidence standard (in other words, “more likely than not”) to determine whether a student is or is not responsible for a violation.

**Amnesty Policy**

The College provides amnesty to complainants, students who offer help or assistance to others, and others who report serious violations who may be hesitant to report to College officials because they fear that they themselves may be accused of minor policy violations (e.g. underage drinking) at the time of the incident. Educational options will be explored but no conduct proceedings or conduct 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.

**Safe Harbor Policy**

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 by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct proceedings will be initiated.

**Retaliation Policy**

Retaliation of any kind in response to an individual’s participation in an investigation or hearing is strictly prohibited and will result in an immediate response from the College, which may involve temporarily separating the responsible individual from the campus community. Any concerns about retaliation should be addressed promptly with the Dean of Student Life.

**Group Violations**

A student group or organization and its officers and/or membership may be held collectively and/or 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/or individually and will be proportionate to the involvement of each individual and the organization.
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.

FERPA & Conduct Records

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 non-forcible sex offense, the College will inform the alleged complainant/party bringing the complaint of the final results of a hearing regardless of whether or not the responding student is found responsible. Such release of information may only include the responding student’s name, the finding regarding the alleged violation, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and the 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 non-forcible sex offense, the College may also release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

- Arson
- Assault offenses
- Burglary
- Criminal Homicide (manslaughter by negligence)
- Criminal Homicide (murder and non-negligent manslaughter)
- Destruction/damage/vandalism of property
- Kidnapping/abduction
- Robbery
- Forcible sex offenses
- Statutory rape
- Incest

Disciplinary Records Retention Policy

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

Core Values & Behavioral Expectations

The College upholds the following core values: Integrity, Community, Social Justice, Respect and Responsibility. Behavior that is in opposition to these core values is considered inappropriate by the College.
Integrity: Students at Cornish College of the Arts exemplify honesty, honor and respect for the truth in all their dealings.

Behaviors that violate this value include, but are not limited to:

- Falsification: Knowingly furnishing or possessing false, falsified and/or forged materials, documents, accounts, records, identification and/or financial instruments.
- Academic Dishonesty: Cheating, plagiarism, and/or other forms of academic dishonesty as outlined in the College academic policies.
- Unauthorized Access: Unauthorized access to any College building and/or unauthorized possession, duplication and/or use of means of access to any college building and/or failing to report the loss of, or damage to, a College identification card or key.
- Collusion: Action or inaction with another or others to violate the Student Code of Conduct.
- Violation of Trust: Violations of positions of trust within the community.
- Taking of Property: Intentional and/or unauthorized taking of College property or the personal property of another, including goods, services and/or other valuables and/or knowingly taking and/or maintaining possession of stolen property.
- Use of Trademark: Unauthorized and/or misuse of College or organizational names and images.

Community: Students at Cornish College of the Arts build and enhance their community.

Behaviors that violate this value include, but are not limited to:

- 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.
- Rioting: Causing, inciting and/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 upon the rights of other members of the community, causes physical harm to others, and/or damage and/or destruction of property.
- Unauthorized Entry: Misuse of access privileges to College premises or unauthorized entry to and/or use of buildings, including but not limited to, trespassing, propping and/or unauthorized use of alarmed doors for entry into or exit from a College building.
- Damage & Destruction: Intentional, reckless and/or unauthorized damage to and/or destruction of College property or the personal property of another.
- Gambling: Gambling for money or other things of value on College-owned or College-controlled property and/or at College sponsored activities, except as permitted by federal, state and local law.
- Weapons: Possession, use and/or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and/or pellet guns),
and/or other weapons and/or dangerous objects such as arrows, axes, machetes, nunchucks, throwing stars, and/or knives with a blade in excess of three inches, including the storage of any item that falls within the category of weapon in a vehicle parked on College property, except as permitted by College stage combat and production weapons policies.

- **Smoking**: Smoking outside of designated areas on campus and/or within 25 feet of any building entrance, exit, window that opens and/or ventilation intake.
- **Fire Safety**: Violation of local, state, federal and/or campus fire policies including, but not limited to: intentionally or recklessly causing a fire which damages College and/or personal property and/or which causes injury; failure to evacuate a College-controlled building during a fire alarm; improper use of College fire safety equipment; and/or tampering with and/or improperly engaging a fire alarm or fire detection/control equipment while on College property.
- **Animals**: Possession of animals on campus, with the exception of animals that provide assistance (e.g. service animals and emotional support animals) as approved by the Office of Student Life and/or as permitted by law.
- **Wheeled Devices**: The use and/or unauthorized storage of skateboards, roller blades, roller skates, bicycles and/or other wheeled devices inside College buildings, and/or use of wheeled devices that may be damaged by these activities (e.g. riding on railings, curbs, benches and/or other fixtures).

**Social Justice**: Students at Cornish College of the Arts 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.

Behaviors that violate this value include, but are not limited to:

- **Discrimination**: Any act or failure to act that is based upon an individual or group’s actual or perceived status (sex, gender, gender expression or identity, race, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status) that is sufficiently severe that it limits and/or denies the ability to participate in or benefit from the College’s educational programs or activities.
- **Harassment**: Any unwelcome conduct based on actual or perceived status (sex, gender, gender expression or identity, race, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status) and/or creation of a hostile environment that is sufficiently severe, pervasive, persistent and/or objectively offensive that it unreasonably interferes with, limits and/or denies the ability to participate in and/or benefit from the College’s educational or employment program or activities.
● Retaliation: 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 grievance or conduct proceeding or other protected activity under the Student Code of Conduct.

● Bystanding: Complicity with or failure of any student to appropriately address known or obvious violations of the Student Code of Conduct and/or law and/or complicity with or failure of any member of an organized group to appropriately address known or obvious violations of Student Code of Conduct and/or law by the group and/or its members.

● 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: falsification, distortion or misrepresentation of information; failure to provide or destruction or concealment of information during an investigation of an alleged policy violation; attempting to discourage an individual's proper participation in, or use of, the campus conduct system; harassment (verbal or physical) and/or intimidation of a member of a conduct proceeding; failure to comply with the sanction(s) imposed by the College conduct process; and/or influencing, or attempting to influence another person to commit an abuse of the College conduct process.

Respect: Students at Cornish College of the Arts show positive regard for each other and for the community.

Behaviors that violate this value include, but are not limited to:

● Harm to Persons: Intentionally or recklessly causing physical harm and/or endangering the health and/or safety of any person.

● Threatening Behaviors: Written or verbal conduct that causes a reasonable expectation of injury to the health and/or safety of any person and/or damage to any property.

● Intimidation: Explicit or implicit threats or acts that cause a reasonable fear of harm in another.

● Bullying & Cyberbullying: Repeated and/or aggressive behaviors that intimidate and/or recklessly or intentionally harm or control another person physically or emotionally.

● Hazing: Any 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 condition for continued membership in a group or organization and/or failure to intervene to prevent and/or report acts of hazing.

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

● Stalking: Unwanted or obsessive attention by an individual or group towards another person and/or conduct directed at a specific person that is unwelcome and would cause a reasonable person to fear for their health and/or safety.

● Sexual Misconduct: Any violation of the Sexual Misconduct Policy.

● Public Exposure: Deliberately and publicly exposing one's intimate body parts, public urination, defecation and/or public sex acts.
Responsibility: Students at Cornish College of the Arts are given and accept a high level of responsibility to self, to others and to the community.

Behaviors that violate this value include, but are not limited to:

- Alcohol: Use, possession, manufacturing, and/or distribution of alcoholic beverages, especially to those under the age twenty-one (21); being knowingly in the presence of alcohol; and/or public intoxication, except as permitted by law and/or College policy.
- Drugs: Use, possession, manufacturing, and/or distribution of controlled substances, including marijuana, especially to those under the age twenty-one (21); being knowingly in the presence of controlled substances; and/or public impairment, except as permitted by law and/or College policy.
- Prescription Medications: Abuse, misuse, sale or distribution of prescription or over-the-counter medications.
- 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.
- Financial Responsibilities: Failure to promptly meet financial responsibilities to institution, including, but not limited to: failure to pay parking tickets or library fines; 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.
- 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 (72) hours of release.
- Health & Safety Violations: Creation of health and/or safety hazards including, but not limited to, dangerous pranks, hanging out of or climbing from, on, or in windows, balconies or roofs.
- Violations of Law: Evidence of violation of local, state or federal laws, when substantiated through the College’s conduct process.
- Violation of Residence Hall Policies: Any violation of residence hall policies.
- Violation of Other College Policies: Any violation of other published College policies or rules.

Overview of Process

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

A. STEP 1: An incident occurs and a report is submitted indicating a student has allegedly violated the Student Code of Conduct. If there is reasonable cause to believe a policy
has been violated, a hearing administrator is assigned to hear the case. In some cases, additional fact-finding may take place to determine reasonable cause prior to the assignment of a case to the hearing administrator.

B. **STEP 2:** A notification of hearing letter is sent electronically to the student at their Cornish email address by the hearing administrator. The letter informs the student of the allegation(s), the date, time and location of the hearing, and of the students rights and responsibilities.
   a. The student is instructed that if the student desires to have witnesses testify at the hearing they must respond to the hearing administrator within 24 hours of the initial notification.
   b. The student has an option of an administrative hearing with only the hearing administrator or a hearing board. If the student prefers a hearing board, they must respond to the hearing administrator within 24 hours of the initial notification to request the hearing board. In these cases, the date, time and location of the hearing will be subject to change in order to assemble a hearing board.

C. **STEP 3:** A hearing is held. A finding will be determined by the hearing administrator or hearing panel.
   a. If the student is found responsible for a violation of the Student Code of Conduct, sanctions will be determined by the hearing administrator. Students are informed of their right to appeal, grounds for appeal and where to direct their appeal.
   b. If the student is found not responsible for a violation of the Student Code of Conduct, the process ends.

**Formal Conduct Procedures**

**Roles**
The College is the convener of every action under this code. Within that action, there are several roles:

1. The responding student is the person who is alleged to have violated the Student Code of Conduct. A student group or organization and its officers and/or membership may also be a responding party.
2. The party bringing the complaint, who may be a student, employee, visitor, and/or guest.
3. Witnesses who may offer information regarding their specific, first-hand knowledge of the allegation.
4. Support persons are members of the college community that may serve as an advocate for the responding student and/or complainant during the hearing process. They may not make a presentation or represent the party bringing the complaint or the responding student during the hearing. They may confer quietly, exchange notes, clarify procedural questions with the administrative hearing officer and suggest questions to their advisee. Where a violation of the sexual misconduct policy is alleged, students may have also have a lawyer present. See the Sexual Misconduct Policy for additional information.
5. The investigators and/or fact-finders whose role is to present the allegations and share the evidence that the College has obtained regarding the allegations.
6. The administrative hearing officer who is assigned to hear the case. Administrative hearing officers are appointed by the Dean of Student Life (or designee). If a hearing board is assembled, this person serves as the chair of the hearing board and is a non-voting member, charged with assuring that the College procedures are followed throughout the hearing.

7. Hearing board members that may be assembled to hear a case. The membership of the board is selected from a pool of employees appointed and trained by the Dean of Student Life (or designee) on an annual basis. A hearing board of three members is typically assembled.

8. Appeals officers that are designated to review and make a determination on submitted appeals.

**Reporting an 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. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. Allegations 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 the convener of the subsequent campus conduct process.

The Dean of Student Life (or designee) will assume responsibility for the investigation or fact-finding of the alleged violation. Investigators and/or fact-finders may be appointed by the Dean of Student Life (or designee).

**Interim Action**

Under the Student Code of Conduct, the Dean of Student Life (or designee) may impose restrictions and/or separate a student from the community pending the scheduling of an administrative hearing on alleged violation(s) of the Student Code of Conduct when a student represents a threat of serious harm to others, is facing allegations of a major violation of the Student Code of Conduct and/or serious criminal activity, to preserve the integrity of the 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 institutions or restrictions on participation in the community for no more than ten (10) business days pending the scheduling of an administrative hearing on alleged violations(s) of the Student Code of Conduct. A student who receives an interim suspension may request a meeting with the Dean of Student Life (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 hearing.

During an interim suspension, a student may be denied access to College housing and/or the College campus/facilities/events. 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, coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

**Notice of Hearing**

Once a determination is made that reasonable cause exists, the Dean of Student Life (or designee) assigns an administrative hearing officer to the case. The administrative hearing officer sends the hearing notification to the student's College-issued email account. Students will be given a minimum of three (3) days to prepare for the hearing unless all parties wish to proceed more quickly.

The notification of hearing will include information regarding the alleged policy violation.

The responding student, within 24 hours of receiving the hearing notification, may opt to have the case heard by a hearing board. Otherwise, the case will be heard by the administrative hearing officer and will not be eligible for appeal.

When a hearing board is assembled, the responding student (and complainant when participating in the hearing) will be given a list of the administrative hearing officer and hearing board members in advance. Should any party object to the administrative hearing officer and/or hearing board members, that party must raise all objections, writing, to the administrative hearing officer. The administrative hearing officer or hearing board members 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 administrative hearing officer or hearing board member who feels they cannot make an objective determination must recuse themselves from the proceedings.

**Preparation for Hearing with Administrative Hearing Officer**

At least two (2) business days before any scheduled hearing, the following will occur. In extenuating circumstances, the administrative hearing officer or responding student may request less than two (2) business days.

1. The responding student (and complainant when participating in the hearing) will deliver to the administrative hearing officer a written list of all their witnesses for the College to call at the hearing.

2. The responding student (and complainant when participating in the hearing) will deliver to the administrative hearing officer all written and/or physical evidence they intend to use or have present at the hearing and will indicate who has possession or custody of such evidence, if known, so that the administrative hearing officer can arrange for its presence.

3. If a student cannot attend the hearing, it is the student’s responsibility to notify the administrative hearing officer within 24 hours of receiving the notification of the hearing to arrange for another date, time and location.
Preparation for Hearing with Hearing Board
At least two (2) business days before any scheduled hearing, the following will occur. In extenuating circumstances, the administrative hearing officer or responding student may request less than two (2) business days.

1. Any objections to the appointed members of the hearing board must be raised in writing within 24 hours of receiving notification of the members serving on the board.
2. The responding student (and complainant when participating in the hearing) will deliver to the administrative hearing officer a written list of all their witnesses for the College to call at the hearing.
3. The responding student (and complainant when participating in the hearing) will notify the administrative hearing officer of any chosen support person and/or legal representation that will be attending the hearing.
4. The responding student (and complainant when participating in the hearing) will deliver to the administrative hearing officer all written and/or physical evidence they intend to use or have present at the hearing and will indicate who has possession or custody of such evidence, if known, so that the administrative hearing officer can arrange for its presence.
5. The administrative hearing officer will ensure that the hearing information and any other available written documentation is shared with the parties before any scheduled hearing. Arrangements to review the available written documentation must be made with the administrative hearing officer in advance. In most cases, available documentation must be reviewed in person and will not be sent electronically in order to protect the privacy of the records and parties associated with the case.
6. If a student cannot attend the hearing, it is the student’s responsibility to notify the administrative hearing officer within 24 hours of receiving the notification of the hearing to arrange for another date, time and location.

Hearing Procedures with an Administrative Hearing Officer
The administrative hearing officer will hear the case and make a determination of responsibility and assign sanctions as necessary.

The administrative hearing officer will conduct administrative hearings according to the following guidelines:

1. Hearings will be closed to the public.
2. Hearings will be audio and/or video recorded. All persons present will be notified of the intent to record.
3. A copy of the incident report submitted alleging the violation will be read out loud. In some cases, portions of the incident report may be redacted if necessary to protect privacy or other sensitive information. Such redactions are not intended to work to the disadvantage of the responding student.
4. Admission to the hearing of persons other than the individuals involved will be at the discretion of the administrative hearing officer and/or the Dean of Student Life (or
Witnesses and/or support persons must be submitted to the administrative hearing officer in advance of the hearing as outlined in this code and/or in written notification of the hearing. Witnesses should have first-hand knowledge of the allegation(s).

5. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the administrative hearing officer. The administrative hearing officer may limit the number of character witnesses presented or may accept written affidavits of character instead.

6. After the hearing, the administrative hearing officer will deliberate and determine whether it is more likely than not that the responding student has violated the Student Code of Conduct. Once a finding is determined, the administrative hearing officer will render a decision on sanctions and inform the responding student of the final determination within seven (7) business days of the hearing. The hearing outcome notification will be delivered to the student’s College-issued email account. Once emailed such notice will be presumptively delivered.

**Hearing Procedures with a Hearing Board**

The administrative hearing officer will serve as a non-voting member and serve as chair of the hearing board. The responding and complaining parties have the right to be present at the hearing; however, they do not have the right to be present during the deliberations.

Except in cases of grave or unforeseen circumstances, if the responding student fails to give the requisite minimum 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 administrative hearing officer and the hearing board will conduct board hearings according to the following guidelines:

1. Hearings will be closed to the public.
2. Hearings will be audio and/or video recorded. Deliberations will not be recorded. Audio and/or video recording will re-commence to note the outcome of the deliberations. All persons present will be notified of the intent to record.
3. Admission to the hearing of persons other than the individuals involved will be at the discretion of the administrative hearing officer and/or the Dean of Student Life (or designee). Witnesses, support persons, and/or legal representation must be submitted to the administrative hearing officer in advance of the hearing as outlined in this code and/or in written notification of the hearing.
4. The individuals(s) bringing the complaint, the responding student, and the Hearing Board will have the privilege of questioning witnesses by routing their questions through the administrative hearing officer.
5. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the board and the administrative hearing officer. Witnesses should have
first-hand knowledge of the allegation(s). The administrative hearing officer may limit the number of character witnesses presented or may accept written affidavits of character instead.

6. All procedural questions are subject to the final decision of the administrative hearing officer.

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

8. The administrative hearing officer will consider the recommendations of the board, then render a decision on sanctions and inform the responding student (and complainant, when appropriate) of the final determination within seven (7) business days of the hearing. The hearing outcome notification will be delivered to the student’s College-issued email account. Once emailed such notice will be presumptively delivered.

**Additional Provisions for Alleged Violations of Title IX/Sexual Misconduct Policy/Crimes of Violence**

1. During an investigation or hearing, the administrative hearing officer may separate the complainant and respondent, or any witnesses, from the other party in order to provide an orderly and emotionally safe environment for the proceedings.

2. The complainant and the respondent will have the right to have witnesses speak on their behalf to the investigators and/or administrative hearing officer. If a hearing is held, witnesses or other individuals may be invited to speak to the hearing board during the hearing at the discretion of the administrative hearing officers. Witnesses may be in the room only when testifying.

3. The complainant and the respondent have the right to have legal counsel with them during any portion of the investigation or hearing; however, individuals from outside the college community, including legal representation, will not be permitted to speak (other than giving private advice to their client) unless asked a direct question by the investigator, the administrative hearing officer or the hearing board.

4. At its discretion, the College may impose immediate and temporary remedies to protect any individuals involved during the time that the investigation and hearing is underway. In particular, the complainant or the respondent may receive assistance through the Title IX Coordinator in changing academic schedules and on campus living arrangements.

5. In the absence of an involved party at a hearing, the administrative hearing officer will decide whether to continue the hearing without the missing individual present. Failure to attend a meeting or hearing may affect the outcome and the sanctions imposed. A student’s absence, without sufficient reason, may be grounds for disciplinary action as well.
6. The past sexual history or sexual character of a party will not be admissible by the other parties in hearing unless such information is determined to be highly relevant by the administrative hearing officer. 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 administrative hearing officer. 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.

7. Both the complainant and the respondent will be informed of the outcome of any investigation and hearing, including the finding and any sanctions imposed, within a timeframe (typically 5-7 business days) by email sent to their College-issued email address. Additionally, some faculty or staff members be informed of the outcome if the information is necessary for them to conduct their responsibilities.

8. Both the complainant and the respondent may appeal the initial findings and/or sanctions from a sexual misconduct investigation/hearing process.

**Appeal Process**

A student may appeal a sanction to the Dean of Student Life (or designee) by letter within five (5) business days of their receipt of the hearing outcome letter, unless otherwise noted in the letter. Appeal 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 records of the responding student.

Generally, findings and sanctions remain in effect during the appeal process.

The Dean of Student Life (or designee) may make a direct decision on the appeal, convene a new hearing panel, or remand the decision back to an investigator for further consideration. The decision of the Dean of Student Life (or designee) is final.

**Completing Conduct Sanctions**

All students, as members of the College community, are expected to comply with conduct sanctions within the timeframe specified by the administrative hearing 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, though this deadline may be extended upon application.
to, and at the discretion of, the Dean of Student 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).

Conduct Sanctions

These are examples of sanctions that may be imposed upon any student for violations of the Student Code of 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 the property destroyed, damaged, consumed, or stolen.
3. **Community/College Service Requirements**: For a student or organization to complete a specific supervised College service.
4. **Loss of Privileges**: The student will be denied specified privileges for a designated period of time.
5. **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 and/or Campus Safety & Security.
6. **Behavioral Requirement**: This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, reflection paper, alcohol assessment, writing a letter of apology, etc.
7. **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.
8. **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.
9. **College Housing Reassignment**: Reassignment within College housing. Housing & Residence Life personnel will decide on the reassignment details.
10. **College 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 Dean of Student Life. This
sanction may be enforced with a trespass action if deemed necessary. Prior to re-application for College housing, the student must gain permission from the Dean of Student Life.

11. **College 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.

12. **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.

13. **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: ineligibility to hold any office in any student organization recognized by the College or hold an elected or appointed office at the College.

14. **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 may be noted as a Conduct Suspension on the student's official academic transcript.

15. **College Expulsion**: Permanent separation from the College. The student is banned from college 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.

16. **Other Sanctions**: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense by the administrative hearing officer with approval of the Dean of Student Life.

**Approval and Implementation**

This Student Code of Conduct was approved on August 19, 2016. Revisions and updates made on September 29, 2017 and August 17, 2018.

**APPENDIX B: SEXUAL MISCONDUCT POLICY AND PROCEDURES**

**Introduction**
Cornish College of the Arts is committed to creating and providing a learning, living and working environment free from gender-based discrimination. Gender-based discrimination, including sexual misconduct (as defined in this policy), committed by members of our community, guests and visitors will not be tolerated. All members of our community, including guests and visitors, are expected to conduct themselves in a manner that does not infringe on the rights of others.

The College complies with all applicable state and federal statutes, including Title IX of the federal Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex under any education program or activity receiving federal financial aid. Sexual assault and sexual harassment are forms of discrimination prohibited by Title IX.

Any student, faculty or staff member who has concerns about gender-based discrimination, including any concerns pertaining to sexual misconduct, is encouraged to seek assistance from the College Title IX Coordinator or Deputy Title IX Coordinator.

The Title IX Coordinator provides information about resources for assistance and about options for addressing concerns. Those options may vary depending on the nature of the complaint, whether the complainant is a student, faculty of staff member, the wishes of the complainant regarding confidentiality, and whether the complainant prefers to proceed formally or informally. This process plays an integral role in fulfilling the College’s commitment to provide a positive learning, teaching and working environment for the entire community.

Title IX Coordinator
Brittany Henderson, Dean of Student Life
Office of Student Life, 1st Floor, Cornish Commons
206-726-5174
bhenderson@cornish.edu

Deputy Title IX Coordinator
Joe Canfield, Vice President of Human Resources
Human Resources, 7th Floor, Main Campus Center
206-726-5004
jcanfield@cornish.edu

Due to the sensitive nature of sexual misconduct concerns, as well as federal requirements, the following definitions, policies and procedures pertain specifically to sexual misconduct matters at the College.

The College strictly prohibits sexual misconduct of any kind. Incoming students and employees are informed about ways to prevent sexual misconduct through new student orientation and new employee orientation programs. Additionally, ongoing campus-wide programs to prevent such incidents are conducted during the academic year through informational campaigns, events and workshop opportunities.
Requirement of Consent

- Consent for sexual contact must be clearly understood and obtained prior to sexual activity, including at each step in the escalation of any ongoing sexual activity.
- Consent for sexual contact is an active state that is informed, knowing and voluntary.
- Someone who is incapacitated (due to use of drugs/alcohol, when asleep or unconscious, or because of intellectual or other disability that prevents the ability to give consent), cannot consent.
- Silence, or an absence of resistance, cannot be interpreted as consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person.
- Consent can be given by words or actions, as long as those words or actions create clear and mutually understandable permission regarding the conditions of sexual activity.
- Consent to one form of sexual activity cannot imply consent to other forms of sexual activity, even within the same intimate situation.
- Previous relationships or consent cannot imply consent to future sexual acts.
- Consent cannot be procured by use of physical force, threats, intimidating behavior or coercion.
- Consent can be withdrawn at any time.

Sexual Misconduct Definitions

Violations of sexual misconduct under the College policy include, but are not limited to the following prohibited behaviors:

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence:** A pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Washington State additionally defines domestic violence as physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; sexual assault of family or household member by another; or stalking of one family or household member by another family or household member.
- **Non-Consensual Sexual Intercourse:** Non-consensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another regardless of gender, without consent.
• Non-Consensual Sexual Contact: Non-consensual sexual contact is any sexual touching, however slight, with any object, by a person upon another regardless of gender, without consent.

• Relationship Violence: See Dating Violence and/or Domestic Violence

• Sexual Assault: Any type of sexual contact or behavior that occurs by force of without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to give consent either due to age or lack of capacity.

• Sexual Exploitation: A form of sexual harassment, sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other Sexual Misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:
  ○ Prostituting another person.
  ○ Recording images (e.g. video, photography) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent.
  ○ Distributing images (e.g. video, photography) or audio of another person’s sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure.
  ○ Viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without the person’s consent, and for the purpose of arousing or gratifying sexual desire.

• Sexual Harassment: Sexual harassment is gender-based verbal or physical conduct that unreasonably interferes with or deprives someone of educational access, benefits or opportunities. There are three types of sexual harassment:
  ○ Hostile Environment: This includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent and/or patently/objectively offensive that it alters the conditions of education, employment, or residence from both a subjective (e.g. the complainant’s) and an objective (e.g. reasonable person’s) viewpoint.
  ○ Quid Pro Quo: This exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and/or submission to or rejection of such conduct results in adverse educational or employment action.
  ○ Retaliatory: This includes any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation.
● Sexual Intimidation: A form of sexual harassment, sexual intimidation involves, without limitation, threatening another person with a sex act against them, stalking (including cyber stalking), and/or engaging in indecent exposure.
● Stalking: A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Reporting an Allegation to Campus Authorities

Students who believe they have been a victim of sexual misconduct (including sexual assault, harassment of discrimination) should tell someone. A report may filed with any or all of the following:

○ The Office of Student Life, Housing & Residence Life, Human Resources and/or Campus Safety & Security. This could lead to an internal investigation, hearing and/or findings related to a violation of the Student Code of Conduct.
○ The Title IX Coordinator or Deputy Title IX Coordinator. This could lead to an internal investigation, hearing and/or findings related to a violation of the Student Code of Conduct.
○ Seattle Police Department. This could lead to a criminal investigation and legal proceedings.

All faculty and staff (with the exception of professional counselors), desk assistants, resident assistants and administrators are responsible employees who are obligated to report allegations of sexual misconduct to campus authorities. All responsible employees are obligated to report such information to the Title IX Coordinator. If the Title IX Coordinator or Deputy Title IX Coordinator is not available, faculty and staff may complete an online incident report or provide a witness statement to Campus Safety & Security.

The College has both an Amnesty Policy and Safe Harbor Policy to encourage reporting in situations where students are hesitant to report as it may bring to light minor policy violations at the time of the incident. Please refer to the Student Code of Conduct for additional information on these policies.

Evidence Collection

Victims of sexual violence can have evidence collected up to 96 hours after a sexual assault. All Seattle-area hospital emergency departments can provide evidence collection and call for a survivor advocate to be with the victim. Evidence collection does not mean the victim has to file a report or press charges; it does, however, secure any evidence in the event that the victim would like the option of filing/pressing charges in the future.

The emergency department will have to call law enforcement to file a report, but the victim has the option to remain anonymous or not talk to law enforcement personnel. If a victim would like to wait and thing about evidence collection, brushing teeth, wiping from the bathroom,
showering, smoking and eating can damage evidence. It is recommended that the victim bring any clothes that may have evidence on them from the assault.

**Resources and Options for Students Impacted by Sexual Violence**

Survivors are entitled to protective measures, support and access to resources for healing regardless of whether a formal report is filed. Survivors also have the right to be free from retaliation for reporting and act of sexual assault or harassment. The College strictly prohibits anyone from retaliating (which includes intimidating, threatening, coercing or in any way discriminating) against an individual for reporting sexual assault or harassment, or participating in a related investigation or hearing process. Anyone who engages in retaliation will be subject to discipline, up to and including dismissal from school or termination of employment.

The College encourages individuals to seek assistance if they believe they have been sexually harassed, assaulted or subjected to sexual misconduct or retaliation by a student or employee. The College provides a variety of options, so that each person may choose a path of response best suited to their particular situation. College procedures are intended to protect the rights of the complaining party (“the complainant”), the accused (“the respondent”) and other participants in investigations of complaints.

Survivors have the right to file reports both on and off campus. For example, reports can be filed with a Title IX Coordinator and also the Seattle Police Department. Offices designated as “confidential” (i.e. Counseling Services) will not report any information to the Title IX Coordinator(s). These conversations are kept strictly confidential and, except in rare, extreme circumstances, nothing will be shared without permission.

Offices designated as “private” will keep the conversation as confidential as possible, but information from these offices about incidents of sexual misconduct must be shared with the Title IX Coordinator so that the College can take action if necessary for reasons of safety. In planning any response, the wishes of the person initiating the conversation will be given full consideration.

**Confidential Resources at Cornish (for students)**
Counseling Services, 1st Floor, Cornish Commons, 206-726-5027

**Private Resources at Cornish include:**
Title IX Coordinator
Brittany Henderson, Dean of Student Life, 1st Floor, Cornish Commons, 206-726-5174

Deputy Title IX Coordinator
Joe Canfield, VP of Human Resources, 7th Floor, Main Campus Center, 206-726-5004

Campus Safety & Security
3rd Floor, Main Campus Center, 206-726-5038
Officers are available 24/7 and they can also provide assistance with filing a report with Seattle Police Department

Office of Student Life
1st Floor, Cornish Commons, 206-726-5003

Housing & Residence Life
3rd Floor, Cornish Commons & Welcome Desk, 1st Floor, Cornish Commons, 206-315-5852
Staff are also available on-call 24/7.

Additional Support Services
Seattle Police Department Emergency Phone: 911
Seattle Crisis Hotline (24 hour access) 206-461-3222 or toll-free at 866-427-4747
King County Sexual Assault Resource Center 425-226-5062
National Domestic Violence Hotline 1-800-799-SAFE
National Sexual Assault Hotline 1-800-656-HOPE

Duty to Investigate & Limits of Confidentiality
When an allegation of sexual misconduct comes to the attention of any school official, the incident may be investigated by the College. The College will investigate allegations of sexual misconduct, whether communicated verbally, in writing, or through hearsay. The College may investigate whether or not the impacted party chooses to pursue charges or to participate in the investigatory process because of potential impact on other community members. Incidents involving sexual assault may be reported to local law enforcement authorities, but the College will not disclose the name(s) of those involved individual(s) to law enforcement authorities. The impacted party or any other reporting individual may choose not to participate in any action taken by the College. If the impacted party chooses to file a complaint, they will be referred to as the Complainant.

Requests for anonymity, while not guaranteed, will be respected to the greatest extent possible; however, a request for anonymity may result in conditions that make it difficult for the College to conduct a full and proper investigation. Students who desire strict confidentiality may discuss their concerns with a licensed counselor in the Counseling Services office at the College. Counselors are exempt from legal requirements to report the incident to other college administrators or law enforcement personnel, except in cases where the individual or others are at significant risk of harm.

Overview of Investigation & Hearing Process
This overview gives a general idea of how the College’s sexual misconduct investigation and hearing proceedings work, but it should be noted that not all situations are of the same severity of complexity. Thus, these procedures are flexible, and the College may modify the process when, in the College’s sole discretion, changes are necessary to provide prompt and equitable adjudication of complaints.
A. STEP ONE: Under the direction of the Title IX Coordinator, investigators will be assigned to conduct a fact-finding investigation with involved individuals or those that may have relevant information to share about the incident.

B. STEP TWO: After conducting the investigation, the investigators will present the case file to the Title IX Coordinator and/or the Deputy Title IX Coordinator. The Title IX Coordinator will either make an administrative finding based on the evidence presented in the investigative report or assign an administrative hearing officer and hearing board to convene a hearing. The Title IX Coordinator reserves the right to add or change the administrative hearing officers and/or hearing board members, if deemed necessary.

C. STEP THREE: A hearing is held in accordance with the procedures outlined in the Student Code of Conduct. A finding is determined and sanctions assigned, as appropriate. Both complainant and respondent have a right to appeal the initial findings and/or the sanctions.

Rights of Complainant and Respondent

Throughout the investigative and hearing process, the College endeavors to treat both the complainant and respondent fairly and equitably, in accordance with the procedures developed by the College. Both the complainant and the respondent are entitled to the following:

- Notification of Investigation: Notice of an investigation will be provided as soon as practicable. This notice will be sent to the student’s College-issued email account.

- Notification of Hearing: Written notice of the date, time and place for any hearing will be provided. The notice will include a general description of the alleged policy violation(s). This notice will be sent to the student’s College-issued email account at three (3) business days prior to the scheduled hearing. The student(s) may agree to shorter notice.

- Disclosure of Review Documents: Students must submit all written information they want considered by the administrative hearing officer and hearing board prior to the start of the hearing, except that written materials offered in strict rebuttal of information offered during the hearing may be received and considered when, in the sole discretion of the administrative hearing officer, such consideration is necessary to maintain fairness. Each student will have the opportunity to review each document before the meeting if that is reasonably possible under the circumstances, as determined by the administrative hearing officer, in their sole discretion and subject to disclosure restrictions imposed by law, and if not, then at the time of the hearing. A student may request a copy of each document from the administrative hearing officer. Requests will be considered in light of FERPA requirements.

- An Orderly Meeting: Students are entitled to an orderly meeting to review and discuss the complaint submitted. In special circumstances as determined by the Title IX Coordinator in their sole discretion, hearings may be conducted via a phone conference or other electronic means. In circumstances where safety may be a concern, determined by the Title IX Coordinator in their sole discretion, any student, regardless of their role in the hearing, may be required to attend via phone conference or other electronic means.
• Witnesses: Witnesses with firsthand and relevant information about the incident may be asked to participate in the hearing. Witnesses may only be in the room only when testifying.
• To Speak on Their Own Behalf: Students may present their own account as to what happened regarding the incident in question.
• Support Person or Lawyer: The complainant and the respondent may have a support person present during the hearing process. Students may select one support person per conduct process and this support person must be a member of the Cornish community. A student may have a lawyer present rather than a support person, but must follow the same rules as a support person. A support person who accompanies a student is present for emotional support only and neither the support person or the lawyer may speak on the student’s behalf. The student and the support person (or lawyer) may confer at reasonable times as determined at the sole discretion the administrative hearing officer. A request should be made via email to the administrative hearing officer at least 24 hours prior to the scheduled hearing. If the student’s request is approved, the other party involved in the hearing will be afforded the same opportunity to have a support person or lawyer present. The support person may not also serve as a witness.
• Fair and Impartial Decision Makers: Students have the right to fair and impartial decision makers serving in the role of administrative hearing officer and the hearing board. Should any party object to any administrative hearing officer and/or hearing board member, that party must raise all objections, in writing, to the administrative hearing officer, at least 24 hours prior to the hearing. The administrative hearing officer will only be unseated if the Title IX Coordinator concludes that their bias precludes an impartial hearing of the complaint. Additionally, any administrative hearing officer or hearing board member who feels they cannot make an objective determination must recuse themselves from the proceedings.
• Written Outcome Decision: The hearing outcome notification will include a summary of facts, decision(s), and sanction information, if applicable.
• Opportunity for Appeal: The initial findings and/or sanctions may be appealed by other party as outlined in the appeal process in the Student Code of Conduct.

Approval and Implementation
This Sexual Misconduct Policy was approved on August 19, 2016. Revisions and updates made on September 29, 2017 and August 14, 2018.
APPENDIX C: DANCE DEPARTMENT POLICIES AND PROCEDURES

Introduction

Welcome to the Dance Department! This appendix to the student handbook summarizes a number of departmental procedures and policies that you need to know. Please take the time to read this handbook thoroughly and remember that you should keep it to hand for reference. Many of the questions you might have throughout the year about your program could be answered by referring to the relevant section. If you have any questions, please speak to your Department Chair.

1.1: Dance Department Mission Statement

The mission of the Cornish College Dance Department is to provide a stimulating environment for talented and committed students in which they will develop proficient dance technique, versatile performance skills, integrity, a creative voice, a willingness to take risks and a clearer sense of their own artistic purpose.

To accomplish this mission, the Dance Department:

· emphasizes dance education with an emotionally and physically healthy approach to the art of dance
· fosters both personal and professional growth
· fosters both technical/performance education and choreographic development
· provides a bridge between the department and the Seattle professional dance community, taking full advantage of the extended educational opportunities available
· encourages students to participate in interdisciplinary and collaborative projects

1.2: Department Values, Goals, and Expectations

Our guiding values and goals in the Dance Department reflect those of Cornish College of the Arts: discipline, mastery, and passion. Our educational philosophy emphasizes both artistic and personal development. To prepare students for professional opportunities and fulfilling lives, we commit to these core values:

Excellence

Strive for excellence. Challenge yourself to develop to your fullest potential in every aspect of your work: physically, intellectually, emotionally, imaginatively, and artistically. Take the risks necessary for growth, embracing failures as an essential path to success. Invest your whole self in your work for the reward of knowing you have done your best. Commit to a process of change. Support extraordinary efforts, your own and others.

Exploration
Explore your body, cultivating awareness. Explore all possible connections to the world and embrace the breadth and variety available to you in dance. Learn about dance through live performance, film, videos, books, electronic media, and other resources. Explore your potential as a generative artist as well as an interpretive one, reaching beyond your discipline to embrace collaboration, interdisciplinarity, and multicultural perspectives.

**Inquiry and Reflection**
Be curious. Seek out the widest range of educational resources that are available to you within this college and throughout the world at large. Question deeply your relationship to your art form and your own artistic purpose. Take time to reflect about what you have learned in order to integrate new insights into your work as an artist. Synthesize information from multiple sources.

**Openness**
Seek and welcome feedback. Be willing to evaluate your own work unsparingly. Develop the ability to generously, constructively, and specifically critique the work of your fellow artists and connect your critique of others to your own ongoing development.

**Responsibility**
Assume responsibility for your learning and your progress by drawing on self-discipline and motivation. Develop a diligent and consistent approach to your education. Take responsibility to care for yourself: body, mind, and soul. Embody these values by physically manifesting your knowledge and intentions.

**Trust**
Trust your faculty and their knowledge. Trust your body and its wisdom, your process of growth and change. Trust your ability to succeed. Trust your peers and their creative energy. Dare to be authentic, dancing truthfully from who you are.

**Respect**
Practice respect for yourself, your peers, your instructors, your dance musicians, all Cornish staff, and your artistic community. Respect your art form, the process of creation, the space in which you do your work, the audience who receives your work, the history of dance, its traditions, and its legacy. Respect your body, developing a healthy approach to your art form. Respect cultural diversity, learning from those whose experiences differ from yours.

**Humility**
Be humble. Practice empathy, patience, and compassion. Recognize that in dance we commit to being lifelong learners, always students of our art form. Be of service to the work and people involved in the work.

**Passion**
Remember why you are here. Celebrate your love of dance and the joy that it brings you. Share that joy with others and support them in their passions. Draw inspiration from others’ growth and challenges.

1.3: Degree Learning Outcomes
At the completion of their program of study, graduates of the Dance Department at Cornish College of the Arts are able to:

- Integrate mastery of a range of dance techniques in service of creative enquiry as performers and choreographers
- Synthesize their personal research with key transferable skills in relation to projects in the dance field, culture industries, and wider professional world
- Demonstrate an emergent personal aesthetic practice across their roles as performers, choreographers, teachers, producers, administrators, and leaders
- Implement advanced professional practice strategies as appropriate to the dance field and wider world
- Articulate the complex cultural, historical, social, and economic contexts that shape, and are shaped by, dance practices
- Communicate with precision, nuance, and intentionality in writing, orally, and across diverse media

1.4: Professional Conduct
Professional conduct in all areas of work is a necessity for students. Acting professionally will prepare you for the expectations of your chosen field. Professional conduct is not limited to the classroom or formal rehearsals. Students are expected to follow these guidelines at all times in class and in supervised and unsupervised rehearsals, both at Cornish and when representing Cornish at other locations.

In accord with professional expectations, students are expected to adhere to the following:

**Class Etiquette**

- Be punctual, present, and prepared for all commitments: classes, rehearsals, and performances.
- Demonstrate a focused work ethic through self-motivation, self-discipline, and active participation in all activities.
- Once class begins, you may not leave or enter the studio or classroom without permission or acknowledgment from the instructor. Any behavior that may disrupt concentration during class or rehearsal is unacceptable (conversation, gum chewing, inattentiveness, etc.).
- No class or rehearsal may be video- or audio-taped without prior written permission from both the instructor and the dance musician. Permission should be requested for any visitors observing class.
- Do not eat food while observing class.
**Master Class Etiquette**

Attendance at master classes is a privilege. Through master classes, you will meet highly respected and well-known dance professionals and will have the opportunity to impress them with your professionalism and proficiency. The dance world is small, so a positive or negative impression made in a master class can affect your entire professional future.

- Demonstrate your respect for and interest in the teacher’s knowledge by being attentive, responsive, and appreciative.
- Treat master classes as you would auditions, dressing as attractively as possible and doing everything you can to make a positive impression on the teacher.
- Dress code for master classes is leotards and tights or form-fitting dance clothes. Remove all warm-up clothes prior to the beginning of the class.
- Attendance at master classes is mandatory when the master class replaces a customarily scheduled class.

**Physical Safety and Respect**

As dancers, your bodies are your most important asset. You need to take care of your own body and respect the bodies of your peers by treating them with care and consideration. In most studio situations, you should ask permission before touching other people and/or manipulating their bodies in any way.

In improvisation classes, it may not be possible to obtain advance permission before physically interacting with another dancer. When making improvisational choices, you should consider the effect of your actions and choices on other dancers. Make initial contact through the eyes or gentle physical touch to avoid surprising another dancer. Do not pull, push, or jump on another dancer. Considerate and thoughtful interactions will allow everyone to explore creative possibilities in an environment of physical and emotional safety.

**Dress Code and Hygiene**

Respect for your classmates demands that you adhere to basic standards of hygiene. Students must come to class clean and in fresh attire.

- All students are required to wear a leotard and tights or form-fitting dance clothes (preferably solid-colored) to all technique classes.
- Permission to wear any additional garments (sweat pants, oversized T-shirts, warm-ups, socks and sweatshirts) must be granted by the individual instructor.
- Hair must be clean and secured away from the face and neck.
- Jewelry must be kept to a minimum and you may be asked to remove it.
- Ballet shoes must be worn by all students from the start of ballet class.

**Respecting Dance Musicians**

Dance musicians have some basic needs that all students must respect. They need to be able to see and hear the teacher and to feel that students respect the space surrounding them and their instrument(s). Here are some basic rules to observe:
Do not talk near the piano while the musician is playing.
Do not block the musician’s view of the teacher when the teacher is demonstrating combinations.
Do not block the musician’s view of the class while the musician is playing.
Do not whistle or clap rhythmically during exercises.
Leave several feet between you and the musicians at all times: stop dancing before encroaching on this space.
All trash cans should be placed away from the dance musicians’ work area.
If a trash can is near a musician, do not spit into it.
Do not touch the musician’s instruments without permission.

If you would like to provide feedback on a dance musician’s performance, you can do so by communicating with your teacher, who may share your feedback with the Department Chair if appropriate.

**Analgesic Ointments**
Several of our dance musicians are sensitive to the strong odors present in analgesic ointments such as Tiger Balm and Ben Gay, to the point where it affects their ability to play for classes. If you use one of these ointments, please do one of the following:
- Consider substituting odorless products such as Myoflex, Arnica, Mobisyl, or, for cold therapy, Biofreeze
- Use the product after class
- Choose to stand in a location as far away from the class musician as possible

If you forget and stand near the musician while wearing a strong odor product, the musician may ask you to stand elsewhere in the room. Please comply with this request.

**Recording Dance Musicians**
Please respect the artistic property of the Cornish College dance musicians, as well as the privacy of enrolled students. Recordings made in classes accompanied by our musicians may only be used for private personal use as per United States Copyright and Intellectual Property Laws. These recordings may not be used for any public or commercial use and may not be placed on unsecured public and social networks or shared venues (such as YouTube and any other unsecure social network) without the written consent of all constituents. For more information please visit [www.copyright.gov/laws](http://www.copyright.gov/laws). Please see Section 3.9: Copyright Responsibility.

**Studio Cleanliness**
The dance facilities are cleaned on a regular schedule. Floors are swept and mopped nightly. Barres are disinfected nightly and mirrors are cleaned several times each week. Despite this care, we each bring dirt into the studio with us: on our shoes and clothing, in the food we eat. If you find it necessary to clean the floor during the day, a large broom and dustpan are available for your use. They are stored in the small hallway next to the Dance Faculty Lounge.
No food or beverages are allowed in the studios. Do not leave any litter in the studio such as hair pins, Band-Aid wrappers, tape, lamb’s wool, etc. Do not brush hair in the studio or classroom. Take off street shoes before entering the studios.

When leaving a studio or classroom, always turn off the lights.

Please report any cleanliness problems immediately to the Department Manager. Also notify us immediately if the bathrooms need additional paper supplies. Finally, we ask that you assist us in cleaning Kerry 305 by folding and placing all chairs in the chair rack if your class is the last class of the day.

**Pianos**

Do not move the pianos for any reason whatsoever. Treat the pianos and piano benches as musical instruments, not as furniture or props. Keep food and beverages away from the instruments. Do not stand on the piano benches as they are very fragile and will break. Use the boxes and seating benches provided rather than the piano benches if you need a prop for a class assignment.

If you are collaborating with a musician on student choreography, you may obtain permission from the Dance Department Manager for the musician to use the piano in rehearsals.

**Studio Temperature**

The heat and ventilation system in the dance studios is designed to maintain a consistent temperature of 74º Fahrenheit. The system provides heat when the temperature in the studios drops below a set point and cools when it rises above that point. Opening the windows to cool the room off or increase air motion will disable this system. Therefore, please do not open the windows at any time, including during evening rehearsals. All temperature fluctuations should be reported to the Dance Department Manager.

**Section 2: Syllabi, Grading, and Attendance Policies**

**2.1: Course Syllabi**

For each of your courses in the Dance Department a syllabus is posted on the relevant Canvas site. Course syllabi all contain information about course requirements, grading, and attendance policies. Be sure to read these carefully, and always consult the course syllabus before approaching your faculty with questions about assignments, due dates, attendance, etc. If there is anything in the syllabus that you do not understand, please ask your instructor for clarification early in the semester.
2.2: Course Requirements and Expectations

You are expected to participate in classes with focus and commitment, to be open to feedback and instructions, and to assume responsibility for your own learning and growth by applying all group and personal feedback. You are expected to strive toward department and industry standards for excellence and also to work to your fullest potential for the joy and fulfillment of knowing you have done your best work.

Please see section 1.4 “Professional Conduct”. Individual instructors will communicate expectations for class participation in the event of illness and injury.

2.3: Academic Etiquette

· Arrive on time
· Cell phones off
· No checking email, text messaging, or internet browsing during class
· Participate respectfully

2.4: Teaching Methods

The faculty employs a variety of teaching methods to emphasize an emotionally and physically healthy approach to dance that fosters both personal and artistic growth. In providing appropriately challenging technique classes based on anatomically sound principles, instructors may choose from among the following strategies to achieve the desired outcomes:

· Physical demonstration and verbal explanation
· Hands-on work with instructors and peers
· Group feedback and discussion
· Proprioceptive and sensory awareness exercises
· Intensive focus on a specific concept
· Solo demonstration and analysis
· Self-analysis of personal technique issues
· Dissection of movement exercises to observe separate components

Students are expected to participate in these activities with openness and commitment.

2.5: Attendance

Across all your courses, but especially for anything requiring studio practice, good attendance is a key component in being able to make progress, meet the learning outcomes, and achieve your best. Our field predominantly uses oral and kinesthetic means to transmit information. That is to say, your faculty explain with words, provide demonstrations, give you tactile feedback and encourage you to explore and practice physically in order for you to achieve your learning goals. It is very hard to access the course content—the knowledge and understanding your faculty share—if you are not in class.
The Dance Department maintains standards for attendance in order to support your learning while in college and to encourage good habits for your transition to the professional world. Your course syllabi detail the specific requirements for each class and the impact poor attendance may have on your grade.

Your faculty realize that ‘life happens’ and for a variety of reasons sometimes you need to prioritize other things over coming to class. For example, if you are feeling under the weather, have a domestic emergency, or need to attend to a personal matter, you might choose not to come to class. You are generally permitted one week’s worth of absences with no penalty to use when such need arises. In other words, across the semester you could miss up to 4 Contemporary Techniques classes and 3 Ballet classes to cover these small incidents – no questions asked.

If you are absent for any of the following reasons and are willing to communicate clearly with your instructor about your absence, your instructor may ‘excuse’ an absence and give you permission to make up classes at the end of the semester.

- Hospitalization / documented medical emergency
- Bereavement
- Documented mental illness
- Exceptional circumstances as documented by Student Life

Up to 5 excused absences may be made up during Finals Week. Students seeking to make up any excused absences are responsible for initiating communication with their instructor about their intention to make up the class and should follow the procedure below.

- Via email, confirm with their instructor/s the number of excused absences they have
- Via email, outline how many classes they intend to make up
- Fill in the Absence Conversion slip and ask the technique teacher in the make up class to sign it at the end of class
- Leave the slip in the mailbox of the instructor for whom the class is being made up

**Technique Class Participation Options During Injury**

Injuries will sometimes prevent from you from participating physically in classes. The dance technique faculty are skilled at offering students a variety of methods to modify class participation and continue learning when injured. These include floor barre, mental visualization techniques, guided written class observations and more. Please ask your teacher for participation options if you sustain an injury. Read the technique course syllabus for the grade reductions associated with partial participation and class observation.

Acute injuries may prevent you from all physical participation, in which case you are expected to observe classes and complete written descriptions of your observations by using the
department’s guided observation forms. We recognize that observing classes for a long period of time can become frustrating and on occasion depressing. While observing classes can be deeply informative, research suggests that observing classes for more than two consecutive weeks may be counterproductive.

Dance faculty recommend the following options for students with acute injuries lasting longer than one week:

Week 1: Observe class or do other activities as suggested by your teacher.
Week 2: Observe class or conduct other activities suggested by your teacher while researching alternative training options (see below). Your teacher may invite you to observe another level than your own to enhance your learning.
Week 3: Continue observing classes, begin alternative training or write a research paper on your injury (discuss guidelines with your course instructor).

If you are still unable to participate physically after three weeks, your technique teachers will collaboratively evaluate your situation and advise you of your options.

When you are able to return to technique classes after a lengthy injury, your teachers may ask you to attend a lower level class to facilitate your healing and return to dancing.

**Alternative Training Option**
If you are still unable to participate at all in a technique class after two weeks, you are permitted to substitute one week of an alternative conditioning or somatic training activity such as Gyrotonics, Pilates, Yoga, Feldenkrais and Alexander techniques. Each alternative training class serves as the equivalent of one technique class. You may substitute alternative training for a maximum of four Contemporary Techniques classes and 3 Ballet classes each semester. The alternative activity will be recorded on the technique course attendance sheet as full participation rather than watching or partial participation.

It is your responsibility to ensure that the alternative training class is recorded on the technique course attendance sheet by your instructor. The process for having an alternative class recorded is:
1. Complete an Alternative Training Tracking Form and have the instructor of the alternative training class you are taking sign it.
2. Bring it to the instructor of your regular technique course. If the instructor is unavailable during the final week of classes, bring the form to the Dance Department Manager in the Dance Office.
3. The instructor will record the alternative training class on the attendance sheet and sign the Tracking Form.

For more information, please see Section 8 “Injury Management Policy”.
**Finals Week Attendance**
During final exams week in the Dance Department, you are not required to attend Ballet and Contemporary Techniques classes. The Dance Department offers one technique class per day, should you wish to continue your technical training. Attendance is not taken and absences do not affect your grades. Technique electives classes do not meet during finals week. The dance faculty hope that this approach will reduce student stress during finals week and encourage dance students to succeed academically in Humanities and Sciences courses.

**Master Class Attendance**
Attendance at master classes is mandatory when the master class replaces your regularly scheduled class.

**Performance Week Attendance**
During performance weeks for CDT and the BFA Concerts, participants will be notified of revised attendance requirements. At a minimum, all performers must attend the scheduled warm-up classes. On the Monday following CDT performances, CDT participants are excused from both Contemporary Techniques and Ballet technique classes.

Students are required to attend all other courses that do not conflict with scheduled rehearsals and performances. It is your responsibility to make sure your technique attendance records are accurate by informing faculty of an excused absence.

Students are expected to attend all regularly scheduled technique classes during the New Moves performance week.

Participation in department performances does not excuse you from attendance at any course outside the Dance Department. If, for example, your production week schedule means that you cannot attend one or more of your H&S classes, you should communicate with your instructor about your anticipated absence as soon as you think you might need to miss class. You should plan to use any allowed absences that instructor permits for the purpose of accommodating your performance schedule. You should apologize for your unavoidable absence and ask ahead of time if there is any make-up work you can do. The better able you are to communicate in a professional and timely manner with your instructor, the more positive this negotiation about make-up work is likely to be.

**2.6: Department Academic Expectations for Performance**
Cornish College of the Arts maintains academic policies requiring minimum GPAs for all students. Failure to meet these standards may result in college probation or suspension.

In addition, in order to help you manage your time and prioritize effectively the Dance Department maintains an additional minimum GPA that must be met in order to be permitted to
participate in performance opportunities such as Cornish Dance Theater and New Moves. This policy is intended to support student success.

If your term GPA is below 2.7 (a B- average) you will not be permitted to participate in Cornish Dance Theater during the subsequent semester. By not participating in CDT, you will have more time to dedicate to your core curriculum requirements and other life commitments. You will work with your faculty advisor and/or your student success coach on a plan to help you achieve at your potential. When your term GPA returns to 2.7 or above, your performance privileges in CDT will be reinstated.

Should your term GPA remain below 2.7 for a consecutive semester, you will meet with the Department Chair to discuss further measures to support your achievement in the core curriculum. In addition to not participating in CDT, the Chair may also veto participation in New Moves/Terpsichore’s Landing alongside restricting other performance opportunities within the college.

2.7: Technique Classes

Studio Rotation
The Dance Department Ballet and Contemporary Techniques classes change studios each week. In addition to the Kerry studios, technique classes meet at Dance Underground (340 15th Ave E). Signs will be posted the first week of classes informing you where your level will begin. The following week, move to the next studio in a clockwise manner, moving from 300 to 301, from 301 to 311, etc. Imagine that Dance Underground is located between 311 and 300 where the dressing rooms are. If your class begins in 311, you move to Dance Underground the next week and 300 the week after that.

Please see section 9.6 “Alternative Studios” for further information on class times and locations of Dance Underground.

Senior Participation in Technique Classes
Seniors who are registered for 18 credits including one Ballet/Contemporary Techniques course but who are unable to register for a second technique course due to the need to fulfill graduation requirements are permitted to take supplemental technique classes under the following conditions:
1. They must attend the technique level to which they are assigned by the faculty.
2. They must make a commitment for the whole semester.
3. If unable to attend all weekly classes, participation will require the instructor’s permission.

Technique Level Assignments
Technique level assignments are based on technical proficiency, knowledge of the specific movement vocabulary, alignment, core support, movement mechanics and ability to learn
movement sequences. Students are assigned to technique levels based on their auditions (for new students) and participation in ongoing technique classes (for continuing students). The technique faculty discuss student technique level assignments at the end of the first week of each semester. Based on the faculty’s observations of student performance during that first week, they may recommend moving students to another level. The faculty evaluate students again at the end of each semester, making recommendations for changes for the following semester. Students are invited to ask each technique faculty with whom they study for feedback about their current technique level assignment.

**Technique Change Petitions**
Dance Department technique level placements are intended to give you the optimal learning experience. Faculty assign your technique level based on an assessment of your technical proficiency and specific learning needs. Once placed in a technique level, you are expected to attend that level for the entire semester.

Each technique level is taught by two teachers/semester, giving you the opportunity to study with four Contemporary Techniques and four ballet instructors/year. The variety of teachers exposes you to a variety of movement perspectives and gives you the opportunity to learn how to receive instruction within different teaching styles.

The department encourages you to take responsibility for your own learning processes by developing self-awareness and a deep understanding of your body and of your mental processes. We hope that this approach will help you discover how you work best and how to make good choices for yourself. However, you are expected to do this within the existing structure, especially in the first three years in the program.

Once you are a senior, the faculty will consider petitions to specialize with a particular teacher. Should you wish to petition to change level due to choice of teacher, you should submit the “Petition to Change Technique Level Due to Personal Preference” (available on Compass) to the Department Chair for faculty consideration. In evaluating your petition, the faculty will consider your past history of work ethic, your age and number of years at Cornish, and the relative size of the technique levels. If granted, you may be asked to participate in classes as a teacher’s assistant when attending classes at a lower level.

**Credit By Exam for Advanced Technique Placement**
Entering students who are assigned to a ballet and/or Contemporary Techniques level higher than Level 1 during their first semester at Cornish and have received less than 6 transfer credits in that technique form are eligible to receive credit for their advanced standing through Credit by Exam.

Students placed in Level 2 may receive a maximum of 3 credits for each technique form in which they have advanced standing.
· Students placed in Level 3 and 4 may receive a maximum of 6 credits for each technique form in which they have advanced standing.

· The maximum number of credits a student may receive for technique courses through Credit by Exam is 12.

The students may apply for the credit during their second semester at Cornish College and must complete the Credit by Exam paperwork, paying all associated fees, by the end of their second semester at Cornish. This policy does not apply to students admitted to the Professional Dancers Program.

Students may not receive credit for technique level promotions that occur after the first semester, even if they skip a technique level.

**Technique Electives Participation**
The majority of technique elective courses offered by the department are structured on the assumption that the enrolled students have participated fully in a preceding ballet or Contemporary Techniques class, arriving at the technique elective fully warmed-up and prepared to attempt complex movement challenges. Courses such as pointe, partnering, jazz and male technique all provide either a limited warm-up or no warm-up at all. Consequently, students in technique elective courses may not participate unless they have completed the preceding technique class. Students who have not participated in the technique class should observe the technique elective.

The only exception to this requirement is for somatic courses which do not require prior warm-up. Teachers of these courses may permit students to participate without a preceding technique class.

**Technique Elective Courses: Special Considerations**

**Ballet Partnering**
Women enrolled in Ballet Partnering must be at the Pointe 2 level and must simultaneously enroll in Pointe 2. Participation in Ballet Partnering is by permission of the instructor who may deny permission if it appears that the student lacks the technical strength to participate in the class safely.

**Pointe 1**
DA 207/208 Pointe 1 is an intermediate level pointe class, open to all students by audition. Students registering for this course must have had at least two years of pointe training, sufficient proficiency to participate in the class, an appropriate foot structure for pointe and strong enough alignment and core support to ensure safe participation. Students should not take the course if they have or are recovering from a foot or ankle injury.
The first class of the semester will serve as an audition class. At this class, the instructor may ask students to withdraw from the course due to insufficient technique, inappropriate foot structure and/or injuries.

Section 3: Performances
The performance opportunities at Cornish are varied, including student and faculty concerts and interdepartmental performances.

3.1: Department Performance Opportunities

Cornish Dance Theater (CDT)
CDT is a fully-produced concert at the Cornish Playhouse occurring each semester, with choreography by faculty members and visiting professional choreographers. Participants are selected by audition. The curricular purpose of Cornish Dance Theater is to provide a professional caliber performing experience that reflects the highest level of proficiency developed within the studio classes.

New Moves
New Moves is a fully-produced concert showcasing student choreography, held at Velocity Dance Center. All students are eligible and encouraged to participate as performers and/or choreographers. In order to ensure sufficient choreographic opportunities for students at all stages of the program, the faculty restrict the number of works by seniors on this concert. Students indicate their interest in performing by adding their names to a posted roster of available performers, attending student choreographer auditions, and through informal student contact. A faculty committee selects the works to be performed on the New Moves concert through a critique and audition process. Any piece not selected for the concert may be adjudicated for Terpsichore’s Landing, or other informal studio concert. The purpose of the New Moves Concert is to provide performance and choreographic opportunities for Dance Department students.

Senior Project (BFA) Concerts
The BFA Showcase presents the culminating choreography or performance of department seniors in fully-produced concerts at the Cornish Playhouse. Students indicate their interest in performing in senior choreography by adding their names to a posted roster of available performers, attending senior choreographer auditions, and through informal student contact.

Studio Concerts
These are produced by students in the department studios with minimal lighting. There is usually a concert of student choreography produced during the spring semester called Terpsichore’s Landing, which can occur in the studios or PONCHO Concert Hall. However, there can be as many studio concerts as you have the drive and energy to make happen!
Screendance Showings
These are informal showings in which students share their digital video projects (with or without choreography) with other students and faculty. These often take place during the Department’s Final Showings (see below), but can be scheduled by students or faculty anytime.

Final Showings
At the end of each semester the department holds Final Showings to share the work created in courses and celebrate the semester’s accomplishments. Typically, this includes a selection of final projects from creative process classes and excerpts of class activity from technique electives. Screendance and film projects may also be shown. A member of the faculty coordinates program order and refreshments. Departmental awards are also presented to students.

Interdepartmental
Interdepartmental performance opportunities may include faculty collaborations across departments, guest artist workshop performances, as well as student collaborative projects. Frequently there are interdepartmental collaborations as well, such as a musical or opera. Information about audition and rehearsal processes is posted in the department as it becomes available.

Original Works Concentration
This opportunity offered through the Theater Department is designed for artists whose goals are to generate original performance pieces in a variety of styles. Students with junior standing in majors other than Theater are encouraged to audition for Original Works courses with permission from your department chair as well as the Theater chair. A successful audition will allow you to take part in a three-semester sequence of classes: TH 381-382 Original Works and TH 483 Playwriting/TH 487 Directing. Other Theater electives may be taken by permission. We cannot guarantee a venue or technical support for a performative Senior Thesis Project by a non-Theater major, although you are welcome to petition for a slot. Petition no later than the third week of fall of your senior year. Permission to present a project must be granted by the chair of the student’s home major as well as the Theater chair. Auditions are in mid-to-late August. Call the Theater Office at (206) 726-5042, or email Aly Bedford (abedford@cornish.edu) for an appointment (after mid-July).

3.2: Performance Credit Requirements
You are required to complete four credits in Performance courses to receive a Bachelor of Fine Arts degree in Dance. At least 2 of these credits must be obtained in Cornish College performances. You may receive credit for performances outside Cornish College that occur in a professional venue. You may earn credit for outside performances for a maximum of two of the four required performance credits. To earn credit for outside performances, students should follow the procedures for Credit by Exam, bringing documentation of the outside work to the
Department Chair. Please see section 2.8 Technique Classes/ Credit By Exam for Advanced Technique Placement.

Performance credits at Cornish College may be earned through any combination of the following courses:

DA 391 New Moves: Performance 1 credit
DA 394 Rehearsal/Performance: Senior Project 1-2 credits
DA 361-362 Cornish Dance Theater 1-2 credits

In addition, students performing in Theater Department productions may register for the appropriate Theater Rehearsal/Performance course. These credits may be assigned to either the Arts Electives or Dance Performance requirement.

3.3: Performance Commitment Guidelines

In the Dance Department, our highest priority is supporting your progress to the successful completion of the BFA degree. The faculty have placed limits on the number of department performance commitments a student may undertake over the course of the year in order to help you maintain a good balance between your various commitments. Faculty will advise you in devising a Performance Commitments Plan of reasonable intensity that can complement the demands of your BFA program.

These guidelines do not include casting in the spring semester concerts, Spring Cornish Dance Theater or Terpsichore’s Landing, beyond the overall constraint that you may not perform in more than two pieces within one concert.

Choreography for the New Moves and/or Senior BFA Concerts is not considered to be a performance commitment unless you perform in your own dance.

Performance Commitments Policy

You are permitted to perform in a maximum of two pieces in each department production: Fall and Spring Cornish Dance Theater, New Moves Concert and Senior BFA Concerts. Excluding the Spring CDT Concert, students may perform in a maximum of four pieces per year. Students may choose how the distribution falls.

At the beginning of each academic year, you will submit a Performance Commitments Plan to your faculty advisor for approval, via Google Forms. The Dance Department Manager will share the Performance Commitments Plan Google Form during the first week of the Fall semester, and the deadline for completion is the Friday of Week 2 of Fall semester. The form will be automatically sent to your faculty advisor, who will contact you directly with questions. Once they have approved the form, it will be added to your Student File on Google Drive.
In your sophomore through senior years, if you believe that you can successfully complete a larger performance commitment, you may ask the dance faculty for permission to perform more by completing the Performance Commitments Petition portion of the Google Form. In reviewing the petition, the faculty will consider performance in daily coursework, current course load, history of injuries and other relevant factors. It is likely any petition will only be approved in exceptional circumstances and where strategies for managing an increased workload have been clearly articulated as part of the petition.

**External Performance Commitment Policy**

You are encouraged to participate in external performance activities that do not conflict with your Cornish commitments, including coursework, rehearsals and performances. We request that you inform your advisor of these activities.

When you are a senior, you may have opportunities to participate in outside professional activities that conflict with Cornish commitments. In such an instance you are invited to petition the faculty for permission. In your petition you should make clear how the professional activity will be of benefit to you, the ways in which the professional activities will supplement or stand in lieu of any classes you may miss, and detail your strategies for completing all assigned assessment activities. If granted permission to participate in activities that conflict with Cornish commitments, the department and the student will develop, in advance, a written agreement regarding successful completion of coursework.

**3.4: Performance Conflicts with Courses**

You are responsible for informing your instructors, both inside and outside the Dance Department, of your class conflicts. Discuss your possible absences with your instructors as soon as you are aware of any scheduling conflicts (preferably at the beginning of the term). Most Cornish faculty are willing to work with you to make arrangements to accomplish any out-of-class work that you will miss (tests, projects).

In particular, courses in the Tuesday/Thursday 6-7:20 pm time block can pose difficulties during the spring semester for students involved in both the BFA and CDT Concerts. If at all possible, consider your tech rehearsal schedules when selecting your spring semester courses.

A memo will be sent to the Chairs of all the other Cornish departments informing them of your participation in a Dance Department performance. The purpose of this memo is to provide official verification of your participation. The Dance Department memo does not excuse your absences. You still need to talk to each of your instructors about your conflicts as soon as you know how the performance and tech schedule might impact your work. You must not wait until just a week or two before the conflict arises to discuss this with your instructors.

Please see Section 2.5 ‘Performance Week Attendance’.
3.5: Personal Information and Publicity Release

Under the Family Educational Rights and Privacy Act (FERPA), colleges may disclose a predefined set of information (known as Directory Information) to third party inquiry without the student's prior consent unless the student has specifically indicated they wish this information also be kept private. At Cornish, the following are considered to be Directory Information: name, telephone number, email, major, class level (e.g. sophomore), image/credits in photographs and video, printed name on event programs and posters, degrees and awards, dates of attendance, and enrollment status (e.g. full time).

For Directory Information, the College maintains three levels of disclosure permission:

· **OK to Release (default disclosure for all enrolled students)**
· **Privacy Hold with Publicity Exception** -- Student's presence at the College not disclosed to 3rd party inquiry (e.g. employers, family, media), but is ok for student to appear in internal student directories and for name to be printed on event programs and posters, as well as student image/credits to be included in photographs and videos.
· **Privacy Hold No Exception** -- Student's presence at the College not disclosed to 3rd party inquiry (e.g. employers, family, media). College will exclude student from student directories and from all public promotional materials unless specific permission is first obtained.

Students wishing to elect either Privacy Hold may do so by submitting a request via Compass or in person to the Registration & Records Office at any time.

**Publicity for Student Work**

When working with fellow students, it is important to obtain their permission to use their image on your personal website or social media. To facilitate this, a **Student Photo Release form** is available on Compass.

3.6: Rehearsals and Injuries

Daily technique classes prepare you for the demands of rehearsals by warming up the body, refining neuromuscular control, and building strength and technical proficiency. Participating in rehearsals without the benefit of technique classes is dangerous and will exacerbate injuries. Therefore, the Dance Department expects that if you are unable to participate fully in technique classes due to injury you will not participate physically in rehearsals of student and/or faculty dances. If you are injured you should attend rehearsals to observe and to assist the choreographer as possible.

Should you be injured and find yourself unable to participate fully in technique courses, you should notify your choreographer as soon as possible. Your challenge is to learn how to work with your injury productively, modifying your work in technique classes to permit the fullest
possible participation and actively pursuing physical therapy to facilitate your return to full participation in technique classes and rehearsals.

3.7: Student Choreography

Auditions
Department seniors hold a group audition for performers for student choreography during the second week of the fall semester. All students interested in performing in student choreography are invited to attend this audition. Students who intend to choreograph for the BFA Concerts and/or New Moves Concert are invited to observe these auditions to select performers for their pieces.

Program Notes
Choreographers using nudity or music with explicit language should inform the audience of this in their program notes, inviting audience members to leave the theater prior to the piece if they desire.

3.8: Tickets for Dance Department Performances
You will each receive at least one complimentary ticket to each of the Dance Department productions: Fall and Spring Cornish Dance Theater and New Moves. Available shows may be restricted due to theater size and projected ticket sales. CDT performers and crew each receive at least 2 complimentary tickets. BFA Concerts and Terpsichore’s Landing are typically pay-what-you can, so can be attended free of charge by anyone. Tickets are reserved and sold via Brown Paper Tickets.

Cornish Dance Theater, New Moves and BFA concerts are professionally videotaped. Purchase information will be communicated to you by the Department Manager before each performance.

Please see section 3.5: Personal Information and Publicity Release if you do not wish to appear in department photos and videos used for public promotion.

3.9: Copyright Responsibility
Please be aware that under United States copyright and intellectual property laws it is illegal for recordings that include music to be posted on public web sites such as YouTube and Facebook without the explicit permission of the music publisher and record label. This includes video footage of rehearsals, classes and performances. However, postings can be considered “fair use” under copyright laws if purely personal. If you wish to post rehearsal footage including music online to facilitate your rehearsals, we recommend that the recording be posted as “personal/private”, with password required for viewing. Otherwise, posting the videos infringes music copyrights and you may be sued for copyright infringement if you have not secured written permission.
Students should also remember to secure written permission from all performers and other contributors before sharing any photographs or video on public websites. The dance department provides a template Student Photo Release Form that you may adapt for this purpose.

3.10: Production Policies

Each Dance Department production has a set of policies that are important to review and understand before participating in that production. CDT, New Moves, and BFA Concert policies are available on Compass and posted on the Production Board.

Section 4: Department Policies and Procedures

4.1: Advising

Advising is available from your individual faculty members, your assigned faculty advisor and your Department Chair. We care about you and your growth here at Cornish. We invite you to keep us informed of any events in your life that may affect your ability to perform fully and to inform us of any injuries, illnesses or medication that may affect your participation in class.

Instructors
To make an appointment with one of your instructors, email or leave a note in their box in the Dance Office, indicating your contact information, reason for wishing to meet, and times when you are free.

Faculty Advisors
You will have been assigned a faculty advisor who acts as your mentor and artistic advisor. A list of the assigned advisors will be posted on the main Dance Department bulletin board. Your advisor will meet with you at specified departmental advising times during the year. However, you can meet with your advisor at any time during his/her office hours (see above) or by arranging a mutually convenient appointment.

Department Chair
To make an appointment with the Department Chair during her office hours (Tuesdays 2pm-6pm), please use EMS (‘Sign Up for Office Hours’ template). Instructions are attached, and also available on Compass.

New Student Advising
New students meet as a group with their faculty advisor early in the fall semester. Your advisor will help you to find the resources you need to succeed in and enjoy your education at Cornish College.
**Mid-Semester Advising**

At the mid-point of each semester, you will meet alone with your advisor to receive feedback about your progress and discuss evaluations from your technique faculty. Most dance classes are canceled for mid-semester advising. You make an appointment by signing up on the mid-semester advising sheet posted for each advisor.

**End of Semester Advising**

At the end of the spring semester you may choose to schedule an individual advising meeting with the core faculty. Available meeting times will be posted by each core faculty member.

**Registration and Degree Advising**

The Department Chair is in charge of all advising related to registration, course selection, and degree completion. Please consult her for all questions related to semester course selections and degree planning.

**4.2: Capstone Project**

Detailed information about the BFA capstone project, a required component of your BFA degree, is contained in the Capstone Project Guide and on the Capstone Project Timeline. These documents are available for review on Compass.

**4.3: Eligibility to Participate in Commencement Ceremonies**

The college policy states “In special circumstances, a student may be permitted to participate in commencement ceremonies with degree requirements unmet if no more than 6 credits of course work is outstanding.” For dance students, the requirement for a Capstone Senior Project must be fulfilled prior to participation in commencement ceremonies.

**4.4: Communications**

**Email**

All Dance students are given a Cornish email address and are required to check it daily. This is the primary mode of communication the College, the Dance Department, and your faculty will use to contact you with important information.

You can access your email account at [http://mail.arts.cornish.edu/](http://mail.arts.cornish.edu/). If you are having problems accessing your account, please contact the IT Helpdesk at 206-726-5092.

The format for student email addresses is `first-name-dot-last-name@arts.cornish.edu` (i.e. John Smith = `john.smith@arts.cornish.edu`). Please note that there are exceptions to these email formats.
**Phone Use**
In the case of a true emergency, students may use the phone in the Dance Office (please use your best judgment in determining what constitutes an emergency). You may also request to use the Dance Office phone for school-related purposes (e.g. to call administrative offices at MCC).

**Mail**
You have been allocated a personal mailbox in the hallway of the first floor of Kerry Hall to be used for communications from faculty, the college administration, the department administration, and fellow students. Please check your mailbox frequently, as this will be our main channel for distributing important correspondence, such as scholarship applications, to you. You are not permitted to receive outside mail at the college. Packages will be returned to the sender, including mail order dance shoes and clothes.

**Dance Department Compass Pages**
Compass is the Cornish online information system. Using your pre-existing OCAP (on-line tuition account) login and password, you have instant access to view course information, register for classes, apply for financial aid, review housing assignments, contact advisors and view grades from any compliant workstation. Firefox, Chrome and Safari are the recommended browsers. You are also able to change your email password using Compass.

The Dance Department has a page on Compass containing an electronic copy of this handbook, a link to an online version of the handbook, and commonly used forms and reference documents. You should access Compass at https://compass.cornish.edu/ICS and log in using your Cornish email login and password. If you need assistance logging on to Compass, please send an email to the Information Technology Department Helpdesk, helpdesk@cornish.edu, or call (206) 726 5092. Click on the “Departments” header and look for the “Dance Students” page.

**Auditing Courses**
Courses taken as AUDIT are not awarded college credit and cannot count towards degree requirements. Audited courses should be considered as courses taken for personal enrichment only. To select the Audit grade option, students must process paperwork at the Registration & Records Office before the end of the Add/Drop period.

**4.5: Course Selection and Special Programs**

**Advanced Dance Studies Petitions**
Students are required to complete three credits in Advanced Dance Studies, selected from the following courses: DA 330 Digital Dance Directed Studies; DA 335 Writing About Dance; DA 352 Advanced Choreography; DA 354 Advanced Improvisation; or DA 482 Teaching Creative Movement. Students may also fulfill the Advanced Dance Studies requirement through additional courses in other areas of interest such as dance production. You may enroll in more
than one of these courses, with the additional credits assigned to fulfill your Dance Electives requirement.

The Advanced Dance Studies course is usually completed during the junior year. However, courses are offered on an alternating year basis, so you may choose to wait and complete this requirement in your senior year. Consult the Department Chair to determine which course to take and when to take it in your degree sequence.

**Dance Production Study Options**

Students who wish to pursue their education in dance production past the first year course DA 132 Technical Production for Dance have several options including:

- Enrolling in DA 131 Lighting Design for Dance as an elective option
- Designing independent studies in advanced dance technical theater under the supervision of the Dance Department Technical Director. (Note: to be eligible for independent study, students must have completed both DA 131 and DA 132.)
- Engaging in internship opportunities connected to dance production
- Focusing on dance production for a senior project

Credits earned for additional dance production study may be applied to dance electives and/or arts electives, depending on the course completed. Independent studies in advanced dance production may fulfill the advanced dance studies requirement. For further information and guidance, please speak to the Dance Department Technical Director and the Department Chair.

**Writing About Dance**

If you are interested in writing about dance you are encouraged to do the following:

- Notify the Department’s Writing Mentor(s)
- Use the Student Dance Writing bulletin board, where notices about writing opportunities, contests, student papers, etc. will be posted
- Peruse the Professional Dance Writing bulletin boards for professional examples of various dance writing
- Start a Dance Student Writing Group (to discuss ideas and provide peer feedback on writing drafts)
- Design an independent study in dance criticism, dance research, or other dance writing related subjects under the supervision of one of the Dance Department Writing Mentors (Note: only proposals for topics not already offered in the curriculum will be considered)
- Focus on a writing-based senior project

For further information and guidance, please speak to the Dance Department Writing Mentor (Lodi McClellan) and the Department Chair.

**Teaching Methods Prior Learning Experience Criteria**

Students who wish to receive credit for DA 481 Teaching Methods for prior teaching experience must meet the following criteria:
· Minimum 3 years of teaching experience
· Experience in a diverse range of dance forms, including technique
· Experience with a range of student ages
· Ability to articulate a coherent teaching philosophy verbally
· Demonstrated conceptual understanding of the mechanics of technique
· Placement at level 3 or 4 in Cornish technique classes

If you meet the above criteria you should meet with the Teaching Methods faculty (Michele Miller and/or Lodi McClellan) to request credit. You will need to provide:
· Written verification of teaching experience through a letter from an employer or copies of teaching marketing materials such as school brochures.
· A written statement of teaching philosophy that outlines your general beliefs, goals, and objectives as a teacher, supported by experiential evidence.

If your request is approved, you will have two options:
· Receive Prior Learning Experience credit for DA 481 Teaching Methods by filing the appropriate form with the Registration and Records Office and paying the associated fee by the end of the spring semester.
· Replace DA 481 Teaching Methods with 2 other dance credits. The department recommends that students choosing this option consider taking DA 482 Teaching Creative Movement, a 3-credit course that is offered alternate years.

Alternatively, students who successfully complete 2 credits of DA380 Dance Teaching Practicum may petition to use these credits to fulfill the Teaching Methods requirement.

4.6: Summer Study

The Dance Department encourages you to attend intensive summer dance programs to maintain conditioning and technical progress during the four-month summer break. This will enable you to broaden your perspectives on dance and to facilitate development of valuable professional connections. A directory of summer dance programs is available in the Dance Office.

4.7: Dance Department Scholarships

Dance Department merit scholarships for continuing students are included in the Cornish Scholarship awarded by the Financial Aid Office. These scholarships are awarded to students who have filed their FAFSA by the college’s February 15th priority deadline on the basis of their Cornish GPA. Please consult the Financial Aid Office 206.726.5014 if you have any questions about the deadlines and process for the Cornish Scholarship.

The Dance Department awards small endowed and restricted scholarships to rising juniors and seniors. Students must apply for these scholarships in December, using application forms provided by the department (available on Compass). Eligibility is limited to rising juniors and
seniors who have completed at least 48 credits including transfer credits by the end of the fall semester.

The criteria for departmental scholarships are:
· Artistic talent and potential for success in the dance field
· Participation in the dance program including classes, projects, critiques, performances and class attitude
· Personal progress in the dance program and dance GPA
· Academic achievement as reflected in cumulative GPA
· Contribution to the Cornish and/or Seattle dance community

Scholarship recipients are expected to serve as department role models in their work ethic and commitment to excellence. Our expectations include artistic excellence, strong academic performance in all courses, consistent attendance and leadership in department activities. All scholarship recipients are required to audition for Cornish Dance Theater and participate if cast.

Dance faculty evaluate students for scholarships on the basis of their work during the Fall semester. Therefore it is unlikely that students who have not participated in Fall semester classes will receive scholarships. This includes students who have taken a Fall semester leave of absence (including study abroad) as well as students who enter the program in January.

Section 5: Maintaining a Body-Positive Teaching and Learning Environment

Introduction
“As educators, we struggle with the tension between the expectations of the classroom and those of the world – between a developmental view of progress and performance and the marketplace vision of professional standards and requirements. Foremost, we wish to help our students develop their creative capacities and skills, to grow intellectually, emotionally and spiritually, but we may wonder about how we can prepare them for a professional world that is less concerned with their overall development and more concerned with strict aesthetic and physical standards. How do we work with students to help them set realistic and healthy goals for themselves and their professional development? How do we talk about the difficult territory of the body with each other and with our students? We live in a world where we are bombarded with conflicting messages and information about the body, about health and wellness and about standards of beauty and fitness. For many, the body becomes problematized, a source of shame and anxiety. In the performing arts, the standards the body is held to can be particularly restrictive and sometimes brutal.”
Chris Kellett, Former Assistant Provost, Cornish College of the Arts
Introduction to the spring 2006 Faculty Teaching and Learning Session on Body Politics

The Cornish College Dance Department faculty recognizes that dancers are seeing and thinking about their bodies on a daily basis. While teaching you, we strive to establish an emotionally
healthy, non-judgmental atmosphere. One of our missions as educators is to teach you how to negotiate personal and professional issues concerning the body.

The Cornish Dance faculty welcomes all body types and, at the same time, is committed to providing you with an understanding of professional expectations. Specifically, we do not criticize, shame, or compare body types. We do not weigh you or make recommendations about your weight. We are committed to helping you maintain a healthy, fit, and functional body that is prepared to meet the physical demands of the dance profession. We are not qualified to make medical evaluations of your physical health. If you have questions about your physical health, or if we become concerned about your physical health, we will refer you to the appropriate professionals.

As faculty we cannot predict who will be successful and what body type will ensure that success. We also do not believe that your artistic worth is related to your weight or body type. We have seen students with high physical potential for dance flounder. We’ve also seen students with physical challenges succeed beyond our expectations. Therefore, our goal is to help you learn how you can make healthy choices with your body both in school and out in the world.

In many areas of dance there is a prevailing “industry standard” regarding body type and weight. We are all familiar with the cultural and professional stereotypes and the pressures to conform to a limited physical aesthetic. We also recognize that guest professionals may arrive with their own perspectives and aesthetics that differ from our department’s standards. The Cornish dance faculty will make every effort to balance our compassion and care for you as individuals with the realities of professional expectations. We will present you with facts, share helpful tools, ask you questions, and allow you to formulate your own insights.

Our ultimate goal as dance educators is to ensure that the dialogue about our bodies is healthy, honest, and ongoing. We invite you to discuss body issues with your faculty at any time.

5.1: Eating Disorders: Information and Support

Eating disorders are a serious problem in our culture. Dancers are often especially vulnerable to eating disorders because of an emphasis on low-body weight and thin appearance in many dance settings. The Cornish Dance Department seeks to provide dance education focusing on healthy body composition rather than body weight or shape. We believe that positive body image and a healthy relationship with food are essential for all dancers. We hope that the resources and educational materials provided here will help foster greater understanding of disordered eating. If you think you, a friend, or a family member might be suffering from an eating disorder, we encourage you to get help by talking to friends, family, a faculty member, or a doctor, or by utilizing the resources on this sheet.

On Campus Resources
Please see sections 11.7 and 11.8 on “On-Campus Counseling” and “Health and Wellness Services at Cornish”.

**Off Campus Resources**

The following people are therapists, psychiatrists and nutritionists who specialize in treating people with eating disorders. Fees and availability may vary; you can contact them directly to find out if they accept your insurance coverage and if they are taking new clients.

Maria Root, Ph.D (Montlake) 206. 324.1480  
Teresa Sweeney (Lower Queen Anne) 206. 282.3282  
Kim Lampson Reiff, Ph.D. (Mercer Island) 206. 232.8404  
Gail McCormick (Fremont) 206. 669.4003  
Emily Edison, MS, RED; ACSM-HFI (Ravenna) Sports Nutritionist 206. 696.4386  
Kathleen Putnam, MS RD (U-Village) NutritionWorks 206. 729.2633

You can also search the Washington State Psychological Associations referral service at: [www.wapsych.org](http://www.wapsych.org).

**Online Resources**

*The Renfrew Center:* [www.renfrewcenter.com](http://www.renfrewcenter.com)

The Renfrew Center is a women’s mental health center with an excellent website. The website contains a Q&A column with an eating disorder specialist, a self-assessment quiz, tips for reaching out to someone you believe might have an eating disorder, information on the signs and symptoms of eating disorders, tips for parents, educators and friends of people dealing with eating disorders, information about men and eating disorders, book recommendations, links to other websites and much more.

*National Eating Disorders Association:* [www.nationaleatingdisorders.org](http://www.nationaleatingdisorders.org)

The website for this Seattle based organization includes: fact sheets (including general information and statistics about eating disorders, how to help a friend, the media, men and eating disorders, prevention, treatment and body image), a reading list, video resources and links to other sites. The site also contains information about NEDA’s media advocacy campaign, curriculum resources and National Eating Disorders Awareness Week.

**5.2: Conditioning Maintenance**

We strongly encourage you to continue your training during the winter and summer vacations by attending technique classes. The technique that you work so hard to acquire during the year will slip away from you during vacations unless you take class. In addition, you increase your risk of injury during the semesters if you allow your conditioning level to decline during the breaks. If you are unable to attend technique classes, we recommend that you maintain your conditioning level by participating in aerobic exercise and strength training, giving yourself class and/or performing the basic exercises conducted in our technique classes.
To help you maintain your conditioning, Kitty Daniels and Carla Corrado have written “Staying in Shape! A Dancer's Guide to Maintaining Conditioning during Semester Breaks”, distributed in DA 115 Movement Foundations and available on Compass.

**Section 6: Multimedia**

**6.1: Media Instruction**

The Cornish Dance Department offers a curriculum for digital dance. DA 230 Introduction to Screendance is offered each fall to teach students about camera use and editing. DA 330 Digital Dance Directed Studies, giving students an opportunity to further extend their practice in screendance and other multimedia dance forms, is offered on a rotational basis. Web design is covered in DA 435 Dance Professional Practices. We also recommend that students interested in this topic form a student interest group and interact with similar groups in other departments.

**Tech Day**

Each fall, the instructor of DA 230 Introduction to Screendance holds a day-long workshop (usually the first Saturday of the semester) to cover the basics of multimedia equipment use at Cornish. Students who are not registered in this course, but are interested in attending Tech Day should contact the Department Manager to sign up.

**6.2: Media Resources**

**AV Equipment**

Please make arrangements with the Department Manager during office hours if you are interested in checking out the Dance Department’s AV equipment. Unless authorized by the Dance Department Chair or Manager, no Cornish Dance recording equipment can be used outside of Kerry Hall premises.

Equipment available to check out in the dance office includes the following:
- Canon HD camcorders (Supply own SD memory card; we recommend Class 10, no less than 32GB)
- Variety of cables and dongles for device connection
- Tripods
- 1 snowball microphone

**6.3: Digital Equipment Recommendations**

If you are interested in purchasing your own multimedia equipment, here are some recommendations.

**Computers**
If you think that you will want to explore digital editing while at Cornish, we recommend that you purchase a Macintosh laptop rather than a PC computer. For the purposes of the Screendance class, an iPad or tablet will not be functional.

To purchase Macintosh computers with a discount provided to Cornish students please go to: http://store.apple.com/us_edu_136266. If you would like to purchase your laptop directly from the Apple Store rather than on-line, you can do so by asking for a student discount and showing your current Cornish ID card.

**Apple Care**
We recommend that you purchase Apple Care with any computer purchase to protect your machine past the initial warranty. Check for student discount.

**Storage**
For the Screendance course you are required to purchase an external hard drive compatible with a Mac to store your projects. Recommended models are: G-Tech or LaCie brand, 7200RPM, 500GB-1TB.

You also will need to purchase your own SD memory card. We recommend the Transcend brand, Class 10, no less than 32GB.

**Software**
Cornish labs have the Adobe Creative Suite installed. Dance Department courses focus on Adobe Premiere for video editing and a range of programs for music editing, including Garage Band.

**Camera Suggestions**
Smart phone cameras are sufficient for most of your initial still and moving image needs. If you do not have a smart phone or are interested in purchasing a more professional quality camera, we recommend a video-enabled DSLR. While there are many reputable brands, it may be helpful to know that Cornish College typically purchases Canon cameras.

For additional recommendations, please contact the instructor of Introduction to Screendance.

**Section 7: Injury Management Policy**

**Introduction**
The Dance faculty encourages Dance Department students to care for their bodies in order to prevent, and/or promote speedy recovery from, injuries. The most basic care for injuries involves RICE: Rest, Ice, Compression and Elevation. If you sustain either an acute (sudden onset) or chronic (slowly developing) injury, you should apply ice to the injured part for 15-20 minutes, several times a day, in order to reduce inflammation and facilitate the healing process.
If your pain lasts longer than a few days, we recommend seeking medical attention, beginning with a screening by the department’s on-campus physical therapist. When you seek medical attention, we strongly recommend that you consult health professionals who specialize in treating musculoskeletal injuries rather than primary care or family doctors. You need to be diagnosed and treated by a specialist in musculoskeletal problems who understands the specific demands of dance. The department’s Medical Resource List, available on Compass, provides you with a list of health professionals who have had experience in treating dance injuries.

Your teachers are not doctors. Please do not expect the dance faculty to diagnose or recommend treatment for injuries. Our area of knowledge is dance and the mechanics of the healthy body. We leave the treatment of the injured body to professionals trained in that area.

**Injury Procedures**
If you sustain an injury, we recommend that you obtain a medical diagnosis and work with a physical therapist to establish an aggressive rehabilitation program designed to return you to full participation in technique classes as soon as possible.

You should try to schedule your off-campus physical therapy appointments outside of class times. This may require scheduling appointments well in advance. If you need to miss technique classes in order to go to physical therapy, you should try to distribute your absences evenly between ballet and Contemporary Techniques classes. If you are not at physical therapy, you must observe technique classes and complete Peer Observation Forms. Active observation of class is counted as attendance and has a minimal impact on your grade.

In order to have absences related to medical and physical therapy appointments excused, you must bring to your teacher a written statement from the physical therapist and/or doctor, verifying the dates of your appointments. This statement must be provided directly to your teacher by the 14th week of the semester.

**7.1: Physical Therapy on Campus**
The Dance Department provides on campus injury screenings and treatments for minor injuries by physical therapist and faculty member Carla Corrado. 15-minute appointments are available 2 days per week. In these appointments, Carla assesses injuries and helps students determine the best course of treatment. If more intensive treatment is warranted, she refers students to physicians and physical therapists off campus. All Dance Department students are entitled to up to four physical therapy appointments per semester.

**Appointment Sign-Up**
To make an appointment with Carla, sign up on the posted physical therapy appointment sheet. We expect you to minimize the conflict between an appointment and your classes and to avoid conflicts with courses other than technique. However, it is inevitable that some of Carla’s
appointment times will conflict with your technique classes. Here are our guidelines for scheduling a physical therapy appointment during the technique class time slots:
· If you are injured enough to be observing all or most of a technique class, make your appointment at the beginning or middle of the class.
· If you are able to participate in most of class, minimize how much class you miss by making your appointment at the end of the class.
· After your appointment, return to class to observe. If your technique class is at Velocity, stay at Kerry Hall to watch a class there; bring your technique teacher a completed class observation form for the class you observed.

Section 8: Facilities and Equipment

The primary function of facilities at Cornish College of the Arts is the support of the academic mission of the College. Cornish curricular and co-curricular activities have priority in the scheduling of all College facilities. In accordance with this policy, students are permitted to use available studios for activities related to College and Department activities during building hours.

8.1: Reserving Rehearsal Space

Students may sign up for rehearsal space using EMS (Event Management System), an online scheduling tool. A tutorial for Dance students reserving space in Kerry Hall can be found on Compass; instructions for reserving non-Kerry spaces (such as Theater movement spaces) are listed on the home page of EMS: ems.cornish.edu (you will use your Compass login info).

Bumping Another Choreographer

If you find it necessary to bump a choreographer in the case of emergency, you must give that person at least 48 hours notice. Inform the person you are bumping by emailing them, and contact the Dance Department Manager (for Kerry studios), or the Theater Department Coordinator for LUI or Commons studios, so that they can update EMS.

Cancellations

The information on EMS is live, so it is important to cancel your reservation as soon as you know you won’t be using the space in order to give others the opportunity to reserve it. If you have questions on how to do that, please contact the Dance Department Manager.

Late Arrivals

Students who are more than 15 minutes late may forfeit their studio reservation if another student needs the space. Please note that this policy only covers Kerry Hall studios; Commons and Lui dance studios do not operate under a forfeiture policy.

Kerry 300 and PONCHO Concert Hall

Kerry 300 is directly over the PONCHO Concert Hall. Rehearsals in Kerry 300 are not permitted during performance events in PONCHO because the sounds created in rehearsals can be heard in the theater. EMS should be updated to show 300 as reserved during performances in
PONCHO; if EMS is not up to date with that information, and you are asked to leave the room by the PONCHO Facilities Manager, Security Officers, Music Department Chair or Administrator because a concert is about to begin, you should vacate the space.

You may also be asked to lower sound volume in 301 during PONCHO concerts.

8.2: Reporting Issues

Tell the Department Manager as soon as you notice any issues in relation to Department facilities. This can be anything from running out of soap, a water leak, to temperature issues in the studios, or general questions. There are times when the Department Manager is busy or otherwise unavailable. In such cases, please leave a note in her/his mailbox or send an email to dance@cornish.edu, identifying yourself, the date and time and the issue to be resolved. Having the issue in writing helps the Department Manager track your requests.

8.3: Cornish Building Access

During the semester, Kerry Hall and the Main Campus Center operate under specific building hours: typically Monday through Friday, 6:45 am to midnight; and Saturday and Sunday, 8:30 am to midnight (with no entry after 11:00 pm). Buildings are accessible with your Cornish ID, and you should carry it with you at all times while on campus.

Detailed building hours are available at www.cornish.edu/campus.

8.4: Kerry Hall & Dance Department Resources and Information

Student Lounge
The Kerry Hall Student Lounge is located in the basement. Vending machines, sink, refrigerator, and a microwave are available for your convenience.

Athletic Tape
The Dance Department provides athletic tape on a limited basis. The tape box can be found in the Dance Department Office. Tape is available to aid in immediate situations (during the school day). If you have persistent need of tape, please purchase the appropriate kind recommended by your doctor or our physical therapist.

Wifi Access
Wifi access is available in Kerry Hall via your wireless device using your Cornish Email (same as Compass) username and password. If you have trouble connecting to the network, call the Information Technology Office at (206-726-5092) to make an appointment or you may drop by the office (1st floor MCC) during business hours. Self set-up instructions are available on Compass.
Computer Stations
On the 1st floor of Kerry Hall next to the Prep Dance Office, there are three computer work stations that are available for word processing, printing, and internet. In the basement of Kerry, there are four work stations in the student lounge with email, word processing and printing access.

Please report any equipment breakage or malfunction to the Information Technology Department by calling 5092 from the on-campus phone in the Kerry Hall 1st floor foyer or any red phone (206.726.5092 from your cell). Before reporting a problem, try turning the computer on and off. This will fix many problems and save you valuable time!

You should purchase an external storage device (thumb drive, flash drive, memory stick, etc.) with a USB interface for saving your work when using a Cornish computer.

If the printer you are using runs out of ink, contact IT (5092) to replace the cartridge. Please understand there will be times when no-one can respond immediately. The cartridge will be replaced as soon as possible.

Use of all Cornish computer equipment is considered a privilege. Failure to respect the rules outlined in the Information Technology Policy will result in loss of privilege and/or suspension. All software and equipment available for use is the property of Cornish College of the Arts. Illegal copying of software is prohibited. It is highly recommended that all disks be scanned regularly for viruses. If you have any questions about the computer labs at Cornish, please contact Information Technology at 206.726.5092.

Copy/Print Resources
There is a black and white coin-operated copy machine available for student use in the Kerry Hall basement student lounge. Color scanning is available in the first floor printer room (across from the student mailboxes)—you can use the printer closest to the door to scan onto a flash drive. The Cornish Library also has copy/print resources including a color printer outside their computer lab that charges a fee for color prints. You will need a print account to use the color printer and can request one by visiting IT during business hours.

Faculty and Students receive a discount with their Cornish ID on print jobs at FedEx Kinko’s locations. There’s a FedEx location at the Corner of Broadway and Roy and another near MCC across Terry Ave. Regular print jobs are discounted 35% and large format jobs are 10% off. Our discount code is 0194763727.

Refrigerator
A refrigerator is available in the Dance Department hallway to store the food that you bring to get you through the day. The refrigerator is not intended for overnight storage. Please label your lunch boxes/bags with your name and the date. Each Thursday, everything in the fridge will be
marked with a sticker—the following Sunday, anything with a sticker will be thrown away. Do not take anyone else’s food!

**Ice**
The freezer of the Dance Department refrigerator contains an automatic ice maker. Plastic bags for the ice are kept in the freezer. More bags are available in the Dance Office if the supply in the freezer runs out.

**Lockers**
Lockers are available in the men’s and women’s dressing rooms on a first-come-first served basis. You claim a locker by putting a lock on it. Since there are not enough lockers in the dressing rooms to serve everyone, we ask that you share your locker with another student if possible. Please do not leave any personal belongings in the lockers over the summer, and leave them clean and empty of trash at the end of the school year.

**Sound Systems**
The stereo systems that are permanently installed in locking cabinets in the studios are available for you to play an iPod or other digital device using the auxiliary cord connected to the stereo system. Studio monitors or the Department Manager will unlock the stereo cage to allow you to turn on the stereo receiver unit, select the auxiliary input, and adjust the volume. They will then lock the cage for the remainder of your rehearsal. Control your music using your digital device from that point onward. At the end of your rehearsal, please notify the studio monitor so he/she can turn off the stereo system. IMPORTANT: please make sure all components in the stereo cages are turned off when not in use.

If you experience any malfunctions of the stereo equipment, please notify the Studio monitors or the Department Manager right away.

If needed, small CD players are available for check-out from the Dance Office. Please contact the Department Manager if you would like to reserve one. Work Study students cannot check these out to students without prior approval from the Manager.

**DVD Burning**
If you need to make a DVD for class work, showings, audition purposes, or for performance or choreography reels, we recommend you use the digital editing resources available to you on campus. Please see section 6.2 “Media Resources”.

An archive of past Department performances is kept in the Library for check-out. Please contact the Department Manager if you are interested in viewing footage of showings or other material videotaped within the department.

**Water**
The water fountain, in the Dance Department hallway, filters and cools up to five gallons of water at a time. Please use discretion in filling your personal water bottle to ensure that the fountain can meet everyone’s needs. Never rinse food containers or coffee cups in the water fountain, as food particles cause clogs.

**Student Services at Kerry Hall**

Several student service departments provide additional support to Kerry Hall students.

- The Library provides on-site book delivery and a book drop location. Using the Library Catalog ([http://catalog.cornish.edu](http://catalog.cornish.edu)), students can put a hold on materials and designate Kerry Hall as the location. Items for pick-up will be held at the Kerry Security Office and returned at the first floor book drop.

**8.5: Alternative Studios**

Please check the [Technique Rotation Schedule](http://catalog.cornish.edu), available on Compass, to ensure that you are aware of the location of your class when ‘Alternative Studio’ is listed. Please see Section 2.8 “Technique Classes”.

**Dance Underground**

Ballet and Contemporary Techniques classes are held at Dance Underground on a rotating basis by levels, in Studio A or in Studio B. Certain Creative Process classes are also held off-site (those do not rotate).

Morning technique classes held at Dance Underground will be held from 8:45-10:30, in order to allow you time to travel between buildings. Afternoon technique classes are 90 minutes long and are held from 12:30-2 PM.

**Section 9: Dance Department Resources and Information**

**9.1: Dance Job Postings**

The Dance Department frequently receives notices of dance-related employment opportunities. These notices are posted on the department notice boards and/or forwarded to students via email. Additional work study positions elsewhere on campus will be posted on the Cornish website.

**9.2: Dance Department Awards**

These awards to students chosen by Dance Faculty members are presented each year at Final Showings in May.

**Outstanding Dance Major Award**

One or more students from each class are selected to receive a Dance Department Outstanding Dance Major Award. The criteria for the award are:
outstanding effort and commitment
· respect
· self-motivation
· striving for excellence
· positive and professional attitude
· taking responsibility for own learning
· consistent attendance
· improvement in all courses: technique, creative process and theory
· artistic achievements in performance and choreography
· leadership in department activities
· service to the department and fellow students

Dance Writing Awards
Dance Writing Awards are presented to students nominated by their faculty for outstanding writing in course assignments.

9.3: Sexual Misconduct Policy and Dance
Cornish College of the Arts has a Sexual Misconduct Policy, outlined in the Cornish student handbook (in compliance with Title IX of the federal Higher Education Amendment of 1972). The policy prohibits gender-based discrimination, including sexual misconduct, and outlines a process that plays an integral role in fulfilling the College’s commitment to provide a positive learning, teaching and working environment.

You need to be aware that many Dance Department courses involve being touched in ways that might be inappropriate in a non-dance setting. For example, technique teachers will frequently touch a student’s pelvis to facilitate an alignment correction. As a result, you might find yourself confused about the intent of an instructor’s or fellow student’s touch.

If you have concerns about intimate touch, please inform your instructor at the beginning of the semester. If you feel that you are being touched in an unwelcome or offensive manner, you have multiple reporting options available to you. You may discuss it with the individual involved, the faculty, the Department Chair, a staff member, and/or the Title IX Coordinator. The Title IX Coordinator provides information about resources for assistance and about options for addressing concerns. All College employees are required to report allegations of sexual misconduct to campus authorities. Your concerns will be taken seriously.

9.4: Work Study
There are a limited number of Work Study positions in the Dance Department that need to be filled each year. If you are Work Study eligible and are interested in any of these positions, check the dance board and your email regularly for job postings. If you aren’t sure if you are eligible for Work Study, please contact the Financial Aid office (206.726.5014).
For Work Study jobs in other Cornish departments/offices or with various community arts organizations, please contact the Assistant Director of Financial Aid at 206.726.5035 and check the Financial Aid website (www.cornish.edu/student_life/financial_resources/workstudy).

Section 10: Community Resources and Information

10.1: Discounted Tickets

Attending performances is a vital part of your dance education. To make attending professional performances more affordable, here is a list of organizations that offer special discounts for youth and students.

_TeenTix_
Anyone age 13-19 is eligible for a free TeenTix membership which will let you purchase tickets on the day of show, at participating events, for only $5. For full information and a calendar of participating events, visit www.teentix.org. (Organizations below marked with an asterisk are currently members of TeenTix: please check the TeenTix website for the most up-to-date information about participating organizations.)

5th Avenue Theater (5thavenue.org)*
- $20 Day-of-Show tickets for students and patrons under 25 years old (with valid ID)

Meany Hall (artsuw.org/venue/meany-theater)*
- Non-UW Student (with valid ID)
  - Single tickets are available at 20% off the regular price, subject to availability
  - Studio Events are $5 off.

On the Boards (ontheboards.org)*
- Discounted tickets available for those under age 25.
  - For season shows, it’s $12 in advance or $15 week-of-show.
  - Under-25 subscription, which includes all season shows at the advance under-25 price, plus subscriber perks.
- Volunteer opportunities
  - Ushers see shows free. For more info, email volunteer@ontheboards.org

PNB (pnb.org)*
_Open Dress Rehearsals_

Usually the dance department is offered 20 tickets for the dress rehearsal of each production. Look for the ticket signup sheets on the dance board.

25 & Under Discount (with valid ID)
Get 1 ticket for $15 or 2 for $25 for Thursday and Friday evenings of regular season performances! *Subject to availability, special events excluded.*

**Student & Senior Rush Tickets**

- Half price rush tickets are available to students beginning 90 minutes prior to curtain time at the McCaw Hall Box Office.
- The discount is valid for regular season performances only. *Nutcracker* and special events are excluded.
- Each patron requesting a discounted ticket must be present at the time of purchase with valid ID.
- Students are required to provide proof of current enrollment in the form of one of the following - a student ID card with semester endorsement, a class schedule or report card, or a receipt of enrollment.
- Discount is subject to availability.
- PNB requires an info card to be filled out one time - **fill one out ahead of time** for speedier service when you arrive at the PNB Box Office.
- You may call the PNB Box Office at 206.441.2424 to confirm ticket availability.

**Volunteer opportunities**
For general volunteer questions, please email volunteer@pnb.org.

*Spectrum Dance Theater (spectrumdance.org)*
- Discounted tickets available
- Student comps available (probably through Dance Office)
- Free Master Classes offered

**STG (Seattle Theater Group) (stgpresents.org)**
- Determined per show: sometimes ‘rush’ tickets are offered for students with valid student ID (for arts events) -- released shortly before the show.
- 206-682-1414 for more information

**Velocity (velocitydancecenter.org)**
- Student discount available—varies per show/~$10 off

**10.2: Choreographic Opportunities in Seattle**

Seattle has a remarkable number of choreographic showcases, varying in selection standards and aesthetic preferences. They offer valuable opportunities to audition your work, gain experience, and get your name and face known in the community. Visit each organization’s website for complete application information.

On The Boards Open Studio: [http://www.ontheboards.org/open-studio](http://www.ontheboards.org/open-studio)
Northwest New Works Festival:  
http://www.ontheboards.org/nw-new-works-application-and-guidelines

Velocity Dance Center Sh*tGold: http://velocitydancecenter.org/events/shtgold/

The Bridge Project: http://velocitydancecenter.org/program/bridge-project/

NEXT Fest NW + NEXT Dance Cinema, Seattle Festival of Dance Improvisation (SFDI), Strictly Seattle: http://velocitydancecenter.org/festivals/

Seattle International Dance Festival (SIDF): http://www.seattleidf.org

Art on the Fly: http://www.seattleidf.org/aof/

Threshold Institute: http://www.seattleidf.org/study/

Men in Dance/Against the Grain Festival: Speak with Deborah Wolf if you are interested in choreographing. Women or men may choreograph; only men may perform.  
www.menindance.org

10.3: Dancewear

The Dance Department is registered with Discount Dance Supply to give you the following benefits: 10% off when using the Cornish Teacher Loyalty Program (TP) number for the first time and 5% off each subsequent order.

Discount Dance Supply  
www.discountdance.com  
Teacher Loyalty Program Number: TP70541

Section 11: Dance Department Contact Information

Faculty members can be reached primarily via email. Email addresses for faculty are the first initial, followed by the last name, "@cornish.edu." For example, Sarah Haskell’s email address is shaskell@cornish.edu.

Additional contact information may be listed on your course syllabi.

Dance Department Manager  Victoria Watts PhD, Dance Department Chair  
(206) 726-5079  (206)726-5080  
dance@cornish.edu  vwatts@cornish.edu
For more information about the department including faculty biographies and media samples, please visit the Dance Department website: www.cornish.edu/dance

For additional departments’ contact information, please check the Cornish website.

APPENDIX D: MUSIC DEPARTMENT STUDENT POLICIES 2018-19

Introduction
Welcome to the Cornish Music Department! The most recent Cornish Student Handbook should be able to answer many of your questions regarding operations, academics, processes, and procedures at Cornish College of the Arts. For policies specific to the Music Department, refer to the below. If you have additional questions, please contact the Department Chair or Coordinator.

Departmental Personnel

Department Chair
James Falzone, 206.726.5029 / jfalzone@cornish.edu

Department Coordinator
Claire Biringer, 206.726.5031 / cbiringer@cornish.edu

PONCHO Concert Hall Facilities Manager
Frank Phillips, 206.726.5026 / fphillips@cornish.edu

Kerry Hall

Building Hours
Monday - Friday, 6:45am - midnight (no entry after 11:00pm)
Saturday & Sunday, 8:30 am - midnight (no entry after 11:00 pm)

Please carry your ID card with you at all times; this allows access to the building during normal building hours and helps security personnel to identify Cornish students.

Kerry Hall Security can be reached at 206.726.5076. The MCC Security phone number is 206.726.5038.

PONCHO Concert Hall

PONCHO Concert Hall is an historic and significant cultural center in Seattle. Please respect both its history and its importance to the College and the community by taking care of this beautiful space.
Food and drink are not permitted in the hall or backstage, and the space must always be “zeroed out” after use, by returning all chairs, stands, instruments, etc. to their original position.

**Concert Recording Policy**
Every showcase, convocation, recital, and Cornish Presents event is recorded for archival purposes. On occasion, excerpts from these recordings may also be posted on the Cornish website or social media. Recordings of an entire recital or other student performances are made available to that student via Soundcloud immediately after a performance. Please note that, due to copyright issues, your Soundcloud link cannot be made public.

**Sound and Sight**
Making music is a noisy affair. Since we work in limited space within Kerry Hall, and in close proximity to our neighbors on Capitol Hill, please be mindful of your neighbors. Keep amplified music at a reasonable level and windows closed whenever possible. Windows in air-conditioned rooms should always remain closed. To comply with the City of Seattle noise ordinance, we do not permit drum sets or amplified music at Kerry Hall after 10 pm, Monday through Sunday.

**Practice Rooms**
To reserve practice or rehearsal time in a classroom or practice room, sign up on the weekly calendar on the door. Do not block off more than 2 hours at a time, and never write over another student's reservation, unless it’s clear they are not using the room. These rooms should be unlocked at all time, to ensure they are available for student use.

Room 114, 119, and 203 are kept locked. 114 is not available for student use unless in extenuating circumstances and by approval of the PONCHO Facilities Manager, and 119 must be booked out via EMS, at ems.cornish.edu. Rooms 114, 119, and 203 are all equipped with PA systems for use by jazz vocalists in rehearsal with accompanists. Practice rooms are also available in the Cornish Commons.

Only Cornish students, staff, and faculty are permitted to use the practice rooms at Kerry Hall. Other individuals, including Cornish alumni, must be accompanied by a Cornish student or have obtained written permission from the music department in order to utilize the practice rooms.

Please do not leave trash in classrooms, on windowsills, or in the hallways. If you move chairs, desks, music stands, or other equipment, please put everything back where it belongs after you are done. Almost every room has an “In This Room…” sign that designates how many chairs, stands, etc. should be in the room -- please check this before leaving.

**Mailboxes**
Every Cornish music student is assigned a physical mailbox located on the second floor east hallway of Kerry Hall. Every Music faculty member has a mailbox located on the first floor of Kerry Hall in the photocopy room.

**Photocopies**
A coin-operated copy machine is located in the basement student lounge area. Copies cost ten cents each. Students are not permitted to use the copy machine room on the first floor of Kerry Hall. Cornish students also receive a significant discount on printing and copying services at FedEx Office on Broadway Avenue East. Order online at https://printonline.fedex.com/v3.0.1_s7/cornish/.

**Equipment Use**
Please see Music Department Equipment Use Policy and Music Department Drum Policy

**Music Department Curriculum and Academics**

**Placement Exams**
All incoming first-year and transfer students are administered placement exams for Theory, Eartraining, Rhythm, and Piano during Cornish Connection Orientation, the week prior to school. These exams help the faculty to determine the right level of class for each student, as every student enters with different knowledge and abilities. Students will register for the level I of each section before they take the placement exams, and then will be adjusted dependent on each student’s performance.

**Private Instruction**
All students are expected to study privately with an instructor during their time at Cornish. Upon admission to the College, students are placed with an individual instructor in their primary area of study. A student may remain with the same private instructor for all four years or opt to study with a different, or additional, private instructor. To switch your private instructor, or to add a secondary lesson, discuss the matter with your instructor and your adviser before registering for the following semester’s classes. Please note that secondary private lessons cost an additional fee.

The private instructor serves as a student’s primary artistic advisor and mentor helping students to make decisions about repertoire, courses, and other matters critical to their growth as artists. The private instructor also helps a student prepare for their End-of-Semester Presentations (ESP), and guides the student in selecting and preparing repertoire for their Junior or Senior recitals.

**End of Semester Presentation (ESPs)**
End of Semester Presentations (ESPs) are often called “juries” in other schools of music, and provide an opportunity for students to present their work to a faculty panel, and receive oral
and written feedback. All matriculating students in the Bachelor of Music program are required to perform an adjudicated ESP at the end of each semester; students presenting their junior or senior recitals are exempt from having to present an ESP that same semester. Second-semester seniors who presented their recital the previous semester are exempt from doing an ESP for their final semester.

ESP's take place the final Wednesday and Thursday of the semester, and classes are cancelled to accommodate; the Department Coordinator will schedule each student with a timeslot that pairs with their private instructor's schedule. All students will receive a 20-minute slot. Composition students should present a recording, or, if possible, organize a live performance of a work composed during the semester. All students should bring at least three copies of the score, whether performer or composer.

The main responsibility for preparing the ESP rests with the student, though the expectations, repertoire guidelines, and decisions on which kind or how many pieces to prepare rests with each student’s particular private instructor. ESPs count towards the Private Instruction grades, and are regarded as the fifteenth lesson of the semester for grading purposes.

**Internships**
The Cornish Music Department is working to develop a robust internship program, connecting with local arts organizations, venues, and non-profits to provide real-world music experience to Cornish Music students. Internships are available to third- and fourth-year music students, and may be a minimum of 1 credit (3 hours/week) to 6 credits (18 hours/week), or any permutation in between. Most internships will run 1-3 credits, or 3-9 hours weekly. All students must complete the Music Internship Contract before beginning their internship, and write a 3-page paper on their experience upon its completion. Their internship supervisor must complete an Internship Evaluation and propose an appropriate grade based on the student's work.

**Music Tutors**
Students seeking help with foundational skills and homework assignments can request a music student tutor. Tutors are provided for foundational skills only, unless otherwise approved by the Music Department Chair. Students can be matched with a tutor by connecting with the Music Department Coordinator and indicating which course they would like assistance with. Tutors must be approved by the instructor of the course they'll be tutoring, and are hired through the Work Study program. Any student who would like to become a tutor should email the Department Coordinator for details and opportunities.

**Recitals**
The Cornish Music Department requires all undergraduate music students to present both a Junior and a Senior recital in partial fulfillment of the Bachelor of Music degree. Current undergraduate music students are expected to enroll in and successfully complete MU 390
(Junior Recital) and MU 490 (Senior Recital) when they become eligible to present their recitals. Each course carries 1 credit; students will be evaluated on a Pass/Fail basis.

All students registering to present a recital are required to attend two Recital Planning Meetings, one in the semester before their recital, and one the semester of their recital, where they will receive information outlining the policies and procedures associated with performing a recital. Students need to have their recital date and program initially approved by their private instructor, and present the appropriate paperwork to the Music Department Coordinator and the PONCHO Facilities Manager.

**Junior Recital Requirements**
To be eligible to present a Junior Recital, a student must be in good academic and departmental standing, be at junior standing (60+ credits) and registered for MU 391 (Individual Instruction) and MU 390 (Junior Recital) concurrently.

Junior recitals must be shared by two students and evaluated by three faculty members. Whenever possible, the same evaluators should review both Junior recitalists sharing the same program.

If a faculty member is unable to attend the recital in person, the student may provide an audio or video recording for evaluation. However, a minimum of two faculty evaluators must be physically present at the recital. If you would like a fourth recital adjudicator, it must be approved by the Music Dept Chair and included on your Recital Approval Form.

Junior Instrumental and Vocal Performance students are expected to present a recital of at least 30 minutes in length (not counting time between movements and song selections).

Junior Composition and Composer/Performer students should expect to present 20-30 minutes of original music. Three composers may share a program, but each program cannot exceed 25 minutes in length and must have similar stage set-ups.

**Senior Recital Requirements**
To be eligible to present a Senior Recital, a student must be on track to graduate within one year, be in good academic standing, and enroll in MU 491 (Individual Instruction) and MU 490 (Senior Recital) concurrently.

Senior recitals must be evaluated by three faculty members, of which one must be the student’s primary instructor and the other two mutually agreed upon by the student and their private instructor. If you would like a fourth recital adjudicator, it must be approved by the Music Dept Chair and included on your Recital Approval Form.
If a faculty member is unable to attend the recital in person, the student may provide an audio or video recording for evaluation. However, a minimum of two faculty evaluators must be physically present at the recital.

Senior Instrumental or Vocal Performance students should expect to present a recital of at least 60 minutes in length (not counting time between movements and compositions). This allows for multiple program formats; for example, one longer set without intermission, or two sets with intermission.

Senior Jazz students (both Instrumental and Vocal) are expected to perform two 40-minute sets.

Senior Composition and Composer/Performer students should expect to present approximately 45 minutes of original music. Music presented by a student at their Junior Recital may not be repeated on their Senior Recital.

**Recital Booking Procedures & Policies**

The Music Department announces available dates at a student recital meeting each semester (recitals are generally presented at 8pm, on pre-selected weekday dates). Students with extenuating circumstances may request a specific recital date from the Department Coordinator prior to the recital meeting. All other recital dates will be determined at the recital meeting; if a student is not present, a date will be chosen for them. Pertinent forms (Recital Approval Form, Recital Checklist, PONCHO Space Reservation Form) will be emailed to students in advance of this meeting, and hard copies will be available at the meeting.

Following the recital meeting, the Music Department Coordinator enters all recital dates on the PONCHO Concert Hall Master Calendar. It is then the responsibility of the student to ensure that their instructor is available on their chosen recital date, and complete the Student Recital Approval Form, obtaining the signatures of the student’s instructor and proposed faculty evaluators. The Recital Approval form should be submitted to the Music Department Coordinator at least four weeks prior to the recital.

If PONCHO Concert Hall is the intended venue, the student is required to complete the online PONCHO Concert Hall Space Reservation Form and arrange a meeting with the PONCHO Facilities Manager (Frank Phillips) at least two weeks before their scheduled recital.

Students wishing to present their recital at an off-campus location must comply with the following requirements:

- Venue must be an “all-ages” venue
- Recital must be FREE and open to the public
- Recital must be scheduled to occur during the academic calendar year
- Signed recital approval form still required
The Music Department can provide the following equipment for recitals in PONCHO Concert Hall: music stands, one or more pianos, and/or a harpsichord. Other equipment must be requested, but cannot be guaranteed. All equipment needs must be specified at the time the recital is booked (i.e., four weeks prior to the recital). If this is not done, neither the Music Department nor the PONCHO Facilities Manager can guarantee that the proper equipment will be available for the recital.

**Accompanists**
It is the student's responsibility to secure and schedule rehearsal times with suitable recital accompanists. Rates are variable and are set by individual accompanists. Any fees associated with accompanists are the responsibility of the student.

**Receptions**
The College limits receptions to Room 114 (when available). Any tables beyond those already existing in Room 114 must be requested in advance at the Music Department office. It is the student's responsibility to provide all refreshments and serving utensils (punch bowls, paper products, etc), as well as clean up and zero out the room after the reception. The reception and recital must be scheduled on the same evening. The student is responsible for ensuring that both Room 114 and PONCHO Concert Hall are reserved for the event. Availability of Room 114 is not guaranteed. Please remember that alcohol is prohibited on the Cornish College of the Arts campus.

**Cancellation Policy & Fees**
If a student decides they are not ready to present their recital after already committing to a date, they have the option of taking an Incomplete grade and presenting their recital the next semester. This option must be approved by their private instructor and the Music Department Chair. The student must submit an Incomplete Grade Contract to the Registrar and work with the PONCHO Facilities Manager and the Music Department Coordinator to find an appropriate make-up date. Delayed recitals must be completed by the 8th week of the following semester.

In rare circumstances, the Music Department may decide to delay or cancel a student's recital (or in other circumstances, such as medical leave). In these cases, the department will cover the Cancellation Fee in accordance with the above timeline if there is a Sound Contractor committed to the original date.

**Recording Policies**
The Music Department's Technology Director will assist each student in arranging a sound engineer to provide both the necessary live sound reinforcement and a live recording of your onsite recital.

All student recitals in PONCHO Concert Hall will be recorded directly to a multi-tracked Avid ProTools session; the digital files will be made available to the student via Cornish's private
Soundcloud account should a student wish to remix the recording. A list of recommended local mixers can be provided upon request.

Students wishing to video record their recital in PONCHO Concert Hall MUST make prior arrangements with the Music Department Technology Director and do so at their own expense.

The Music Department does not provide sound engineers for students wishing to present their recital at a venue other than PONCHO Concert Hall.

**Stage Crew Responsibilities**

The PONCHO Facilities Manager will provide stage-crew members for all student recitals. The PONCHO stage crew will prepare the performance hall prior to the recital and set the stage with all equipment as per previously discussed with the PONCHO Facilities Manager.

**Lighting**

Lighting needs must be discussed with the Facilities Manager at least two weeks before the recital.

**Piano Tuning**

The Steinway Model B, is available for all student recitals and is tuned regularly during the semester. Any other piano(s) must be requested by the student in advance at the meeting with their private instructor and the Music Department Coordinator. The Steinway Model D piano is reserved for piano recitals only.

**Rehearsal & Sound Check**

A dress rehearsal and/or additional rehearsals in PONCHO Concert Hall are available on a case-by-case basis and must be reserved directly through the PONCHO Facilities Manager (Frank Phillips). The Facilities Manager, the Technology Director and their respective crews have the right to supercede practice or rehearsal time in the hall in the event of an emergency, even if the time had been scheduled previously. We are unable to guarantee dress rehearsals in PONCHO Concert Hall due to the limited number of hours the hall is available.

Students are encouraged to request rehearsal time well in advance of their recital date. Dress Rehearsals are separate and distinct from a sound check, and should not occur on the day of your recital. Rehearsal set-up and breakdown is the responsibility of the student. Performance lighting is NOT available for rehearsals.

A sound check will occur at 6:00pm on the night of the recital. The sound check will be overseen and staffed by a sound engineer provided by the Music Department. A sound check is designed to determine appropriate sound levels and remedy small technical issues; it is NOT a rehearsal.

**Recital Publicity**
The College’s website calendar (www.cornish.edu/events) lists all student recitals. This site is updated as changes warrant. Additionally, all recitals will be included in the weekly Performance Announcement email sent by the Music Department Coordinator.

All students are encouraged to explore other outlets to publicize their recital. Look into listing your recital on online calendars like Live Music Project, Second Inversion, The Stranger, etc. Facebook is usually an effective tool, but think outside the box and outside of Cornish and your circle of friends.

**Posters**

The Music Department has made arrangements to hire one or more design students each semester to design student recital posters. Students who would like to use a design student for their posters must submit a request to the Department Coordinator at least a month prior to their recital. Music students who elect to take advantage of this service will receive 20 color recital posters to use as they wish. This service is provided to music students at no additional cost.

Students also have the option to design and print their own posters for their recital. Students who elect this option do so at their own expense.

Students must submit an electronic copy of their poster to the Music office at least two weeks prior to their recital for approval, use in the Performance Announcement newsletter, and for archival purposes. Each recital poster can be unique, but at a minimum the following information must appear:
- Title of recital, your name
- Day, date, time
- Location of Recital (PONCHO Concert Hall), Cornish College of the Arts
- Optional: Your major/instrument; the phrase “free and open to the public”

**Programs**

Students must design and print their own programs for their recital. Students must submit two copies of the program to the Music Department office for our archives. It is strongly recommended that the student’s primary private instructor proofread and sign off on all recital material prior to duplication.

Each recital program must contain the following:
- Title of recital, your name, your major/instrument
- Day, date (including the year), time, and venue
- “Cornish College of the Arts” (name or logo)
- Title and composer of each piece, listed in concert order (or “selected from the following:”)
- Names of musicians
Statement “Presented in partial fulfillment of the requirements for the Bachelor of Music degree” at Cornish College of the Arts

The following information is suggested:
- Program notes
- Text, translations, and/or lyrics
- Composers’ and musicians’ biographies
- Personal biography or artist's statement
- Acknowledgements

Recital Expectations
We trust and expect all students presenting a recital to be professional, respectful, and responsible. Treat this as an outside performance in a space that is not your own. Don’t bring food or drink into PONCHO. Clean up after yourself, during rehearsals and the recital. Choose polished and professional recital attire that reflects your musical style, program, and personality. Introduce the other musicians onstage. Be gracious to the audience. Thank those who have supported you, both personally and professionally, through this endeavor.

Music Department Equipment Use Policy
Cornish equipment (including music stands, guitar and bass amps, microphones, etc.) should NEVER LEAVE KERRY HALL for use at any personal gig, rehearsal, or off-campus recitals.

For departmental or curricular events that are required or scheduled to be off-campus by the Music Department Chair, Cornish equipment may be signed out in advance via an Equipment Check-Out Form with the Music Department Coordinator or Technology Director.

For additional off-campus performances initiated by Cornish faculty for Cornish ensembles, equipment check-out needs may be considered on a case-by-case basis by the Music Department Staff. If approved, faculty must complete an Equipment Check-Out Form.

Limited Cornish-owned instruments are available for check-out upon request for student and faculty use.

If students and faculty take equipment out of Kerry Hall without prior permission, they are responsible for any repairs or replacement costs deemed necessary upon return of the damaged item.

Room 103 (The Amp Closet)
Cornish music students and faculty may check out amplifiers, microphones, percussion items, and miscellaneous equipment stored in Room 103 at any time, for rehearsals scheduled in Kerry Hall. Kerry Hall Security checks out the equipment from the Amp Closet, and will require
that all items are returned one hour prior to Kerry Hall closing time. *Under no circumstances should Cornish equipment from the Amp Closet leave Kerry Hall without prior approval.*

**Amps & Equipment from Classrooms**

Amps, mics, drums, and other miscellaneous equipment should ALWAYS REMAIN IN THE ROOM IN WHICH THEY ARE KEPT. Typically, this type of equipment is kept in Rooms 114, 119, 203, and PONCHO, either out in the room or in roadboxes. *Please do not move this equipment into other rooms or take them off-campus.*

**Departmental / Curricular Events Off-Campus**

In the case of a departmental event outside of Kerry Hall (for example, an M3C2 concert at MCC), the event organizer (faculty or student) should submit a request for equipment needs, such as music stands, amps, mics, etc., via email to the Music Department Coordinator and Technology Director at least a week prior to the event. Please be as specific as possible in your request, and include event name, time of check-out, time of return, and indicate how many (and, if applicable, which kind) of each item you'll need.

Equipment needs for faculty-initiated events, such as an ensemble performance at the Royal Room that is not required by the curriculum, will be considered on a case-by-case basis. In this instance, the faculty member is solely responsible for the well-being of the equipment, and may be asked to compensate Cornish in the case that it results in necessary repairs or replacement.

**Instruments**

The Music Department has a limited number of Cornish-owned instruments that are available for short-term or long-term check-out, upon request. Please contact the Music Department Coordinator for more information or to see a list of available instruments. Any faculty or student checking out one of these instruments will be asked to complete an Instrument Sign Out Form and is expected to return the instrument by a designated date.

**Community Responsibility**

If students and faculty take equipment or instruments out of Kerry Hall without prior permission, for any event, they are fully financially responsible for any repairs or replacement that may need to occur upon the items’ return.

Please immediately report any technical issues you experience with Cornish equipment in an email to the Technology Director. Describe any problems experienced, what solutions were attempted, and any other information that might be helpful in resolving the matter.

**Music Department Drum Policy**

**Personal Drum Kits**
Only third- and fourth-year students may keep personal drum kits in Kerry Hall. Drum kits must be housed in lockers when they are not in use; Cornish will provide sufficient locker space and a cart so that students can move their gear around the building.

**Practice Rooms**
Cornish-owned kits will be permanently housed in rooms 21, 23, and 119, on which students can practice whenever available. These rooms will be reserved via paper sign-up calendars and may be reserved in 2-hour blocks.

Students are welcome to practice on their personal kits in any Kerry Hall room for which they have a practice reservation, except rooms 212, 216, 218, and 220. Drum kits MUST be returned to their locker once the student is done practicing. Please note that normal room policies (i.e., no solo student practice in 114 or 119; ensemble rehearsals in 119 must be booked out via EMS) apply.

**Individual Room Policies**

**Room 21**
- Drummer practice room; also can be used for ensemble rehearsal
- One Cornish kit housed permanently, which students may augment.
- Room can be booked out via paper sign-up calendar in 2-hour slots
- No personal drum kits allowed to be permanently set up.
- Keep window closed while rehearsing
- Coded keysafe will be updated every semester.

**Room 23**
- Drum instructor(s) studio; drummer practice room when not in use
- One Cornish kit housed permanently, which students may augment.
- Room can be booked out via paper sign-up calendar in 2-hour slots when not in use by instructor
- No personal drum kits allowed to be permanently set up.
- Keep window closed while rehearsing
- Coded keysafe will be updated every semester.

**Room 114**
- Cornish drum kit housed permanently for school ensemble use.
- Students not allowed to book out for personal practice
- Any booking requests should go through Frank Phillips

**Room 119**
- Cornish drum kit housed permanently for school ensemble use
- Not available for personal practice room
- Ensemble practice only; only bookable through EMS
**Room 203**
- One Cornish kit housed permanently, which students may augment.
- Available for personal practice or ensemble practice when not in use.
- Room can be booked out via paper sign-up calendar in 2-hour slots.
- Ask Kerry Hall Security for the room to be unlocked.

**Rooms 212, 216, 218, 220**
- No practice by drummers or amplified instruments at any time to help with our neighbor complaints.