Contact Information @ a Glance

STUDENT SUPPORT OFFICES

Campus Safety and Security ................................................................................................................. 726-5038
Office of Student Life .............................................................................................................................. 726-5003
Kerry Hall Security ................................................................................................................................. 726-5076
Counseling Services ............................................................................................................................... 726-5027 or 726-5047
Disability Resource Center .................................................................................................................... 726-5098
Writing Center ........................................................................................................................................ 315-5806
Housing and Residence Life (HRL) ........................................................................................................ 315-5854
HRL RA On Call Phone ......................................................................................................................... (206)-902-6371
Financial Aid Office .............................................................................................................................. 726-5035
Registration & Records ......................................................................................................................... 726-5069
IT Help Desk .......................................................................................................................................... 726-5092
Library .................................................................................................................................................... 726-5145
Provost’s Office ...................................................................................................................................... 726-5048
Bon Appetit (Dining Services) ................................................................................................................ 315-5803
Student Accounts .................................................................................................................................. 726-5084 or 726-5025

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Visual Arts Departments .......................................................................................................................... 726-5141
Dance Department ................................................................................................................................. 726-5079
Visual Arts Foundations Department ...................................................................................................... 315-5808
Humanities and Sciences Department ................................................................................................... 726-5166
Music Department .................................................................................................................................. 726-5031
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**Introduction**
The Student Handbook contains valuable information to help you, as a student, thrive and succeed while enrolled at Cornish. The Office of Student Life has designed the Handbook to be used in conjunction with the Cornish College of the Arts Catalog, which includes descriptions of courses as well as requirements for graduation and completion of an academic major. Please note that it is your responsibility to know the information provided in this handbook.

The information contained herein is accurate as of the publication date. The most current information regarding academic policies is available through the Registration & Records Office. Additional information on policies relating to student life is available through the Office of Student Life. Please feel free to contact the Office of Student Life at 206.726.5003 or studentlife@cornish.edu if you have any questions or suggestions for future editions of the Student Handbook. We hope you take advantage of all the programs, services and opportunities Cornish College of the Arts and the city of Seattle have to offer.

DISCLAIMER
The information contained in this handbook is subject to change at any time. When changes are made, we notify each student through official College-issued email. This handbook is intended to serve as a general source of information about Cornish and in no way constitutes a binding contract between the students and the College. Cornish College of the Arts reserves the right to withdraw or change any curricular offerings, instructors or schedules, to revise tuition and fee structures, and to amend the College policies.

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.

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.

STATEMENT OF COMMITMENT TO THE CORNISH COMMUNITY
This statement is recited by the community at each Convocation ceremony at the beginning of the academic year.

• I will maintain respect for the dignity and integrity of each person.
• I will safeguard the practice of free and open expression.
• I will accept personal accountability for my decisions and actions.

STATEMENT OF DIVERSITY AND INCLUSION
Cornish College of the Arts 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 identity, 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 the College 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 the College 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.

Academic Rights and Responsibilities

ACADEMIC AND DEGREE PLANNING
Advising/Degree Requirements
A Bachelor of Fine Arts (BFA) or Bachelor of Music (BMus) from Cornish College of the Arts consists of basic requirements. Please see the Cornish College of the Arts Catalog or www.cornish.edu for a more detailed breakdown of degree requirements.

If the degree requirements change during the time you are enrolled at Cornish, you may choose to complete a degree under the new requirements or elect to continue under those in effect at the time of your initial enrollment. You may not combine provisions of the two programs.

<table>
<thead>
<tr>
<th>Major</th>
<th>Major Credits</th>
<th>H&amp;S Credits</th>
<th>College Electives</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>84</td>
<td>30</td>
<td>6</td>
<td>120</td>
</tr>
<tr>
<td>Dance</td>
<td>91</td>
<td>30</td>
<td>6</td>
<td>127</td>
</tr>
<tr>
<td>Design</td>
<td>84</td>
<td>30</td>
<td>6</td>
<td>120</td>
</tr>
<tr>
<td>Film</td>
<td>84</td>
<td>30</td>
<td>6</td>
<td>120</td>
</tr>
<tr>
<td>Music</td>
<td>91</td>
<td>30</td>
<td>6</td>
<td>127</td>
</tr>
<tr>
<td>Performance Production</td>
<td>84</td>
<td>30</td>
<td>6</td>
<td>120</td>
</tr>
<tr>
<td>Theater</td>
<td>94</td>
<td>30</td>
<td>6</td>
<td>130</td>
</tr>
<tr>
<td>Interior Architecture</td>
<td>84</td>
<td>30</td>
<td>6</td>
<td>120</td>
</tr>
</tbody>
</table>

To ensure graduation within four years and timely progression in class standing, students should complete at least 30-33 credits each year and closely follow the model program listed in the Cornish Catalog. Class level is based on a student’s total (career) earned credits:

- First Year: 0 – 29 credits
- Sophomore: 30 – 59 credits
- Junior: 60 – 89 credits
- Senior: 90+ credits

The College website will have the most current model program for your area of study. The Department Chair will serve as advisor or appoint a faculty member in that capacity. In addition to meeting with students before advance registration, the advisor is there to answer any questions regarding degree requirements and academic progress. Students are also encouraged to make a yearly appointment with the Assistant Registrar in the Registration & Records Office to discuss their academic progress.

Additionally, the Assistant Registrar will review students’ degree progress each summer and make updates to Degree Audits, which are available to you on Compass at any time in order to detail your progress toward completion of degree requirements.

Advising Worksheet (Degree Audit)
The Degree Audit indicates course requirements that you have completed, course requirements in progress, and requirements still to be completed.

It is most easily understood when read in conjunction with the description of your Model Program as detailed in the Cornish College of the Arts Catalog and on the College website. If you need help interpreting the Degree Audit or have questions, please contact your Departmental Advisor or the Registration & Records Office.

The Degree Audit does not constitute an official academic record. Rather, it is created in support of student responsibility to be aware of timely completion of all degree requirements as listed in the Cornish College of the Arts Catalog.

Evaluation of degree progress is summarized within the three areas of a BFA or BMus degree: Humanities & Sciences, Major Course Work, and College Electives (course work outside the major).

*The Unapplied Course Work section lists courses that are not currently being applied to your degree. If this section lists a course that you think should satisfy one of your degree requirements, please check in with the Registration & Records Office so that we can confirm with you and the department the correct information.*

**College Elective Requirement**

Students take an additional 6 credits of elective coursework beyond major and humanities and sciences requirements. This is an opportunity to explore the College’s cross disciplinary offerings, take a course outside their major, or delve further into humanities and sciences or a particular area of their major curriculum. Students may take any course in satisfaction of this requirement.

**Humanities & Sciences Requirements**

As part of their BFA or BMus degree, students will complete a minimum of 30 credits in Humanities and Sciences course work.

This program is organized around a first-year Integrated Studies experience, after which students select additional Humanities & Sciences coursework from three main areas: Humanities, Sciences and Social Sciences. Students are able to take a range of interdisciplinary and disciplinary courses to satisfy their distribution requirement and nine credits of HS electives offer both flexibility and choice.

Each Humanities & Sciences course is assigned to a category in the humanities, sciences or social sciences. Consult the Schedule of Classes for the requirement category met by a course in a specific term.

Attendance is required for all Humanities & Sciences courses. To pass Integrated Studies, students may not exceed 9 hours of absence. In all other Humanities & Sciences courses, students are permitted three absences with no impact on their grade. In all courses, the permitted absences include absences due to personal matters or illness and absences due to departmental commitments, such as rehearsals, performances, or show installation. In all cases, it is the responsibility of each student to alert his or her instructor...
of a pending absence and to make arrangements to complete all coursework in a timely manner. To minimize absences, students should take care to register for courses that fit their schedules and do not conflict with other courses or internships.

All students are required to have at least six credits of college writing and that requirement is either satisfied by successful completion of Integrated Studies or by completion of equivalent coursework in expository writing and research writing. (Transfer students will have their transcripts evaluated in relation to this requirement.) Integrated Studies is required for all students with fewer than fifteen transfer credits in areas of study that do not include expository writing or its equivalent. Students with twelve transfer credits, inclusive of three credits of expository writing or its equivalent may opt to complete their first-year Integrated Studies requirement by taking one more course in expository or research writing and can consult with the Registrar/Dean of Academic Services and/or the Humanities and Sciences Department Chair to determine the appropriate course.

Limited courses outside the Humanities & Sciences department (e.g. Anatomy, Film History) may be used towards up to 6 credits of the H&S Electives requirement; see course descriptions for degree requirement applicability.

ACADEMIC CALENDAR
The Academic Calendar can be accessed on Compass and online at https://compass.cornish.edu/ICS/Academics/Home.jnz?portlet=Academic_Calendar.

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, they are responsible for maintaining the standards of academic performance established by each of their instructors.

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 information about their views, beliefs, and political associations that instructors acquire in the course of their work as instructors, advisors, 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 HONESTY AND DISHONESTY
The College demands a high level of artistic integrity and academic honesty on the part of students. No form of academic dishonesty will be tolerated.

Acts of academic dishonesty include, but are not limited to: cheating on an examination, stealing examination questions, substituting one person for another at an examination, substituting a work of art not your own in a critique session, falsifying data, destroying or tampering with or stealing a computer program or file, and plagiarism (using as one’s own the ideas or writings of another).

If an instructor demonstrates to his/her Department Chair that a student is guilty of academic dishonesty, the student will be assigned a failing grade for the entire course. Disciplinary action will be pursued in accordance with the Student Code of Conduct.

**ACADEMIC POLICIES**

The College has established academic requirements and standards which must be met for successful completion of individual courses and a baccalaureate degree. These requirements and standards are printed in the Cornish catalog. Department Chairs, faculty members and the Registrar/Dean of Academic Services will provide advice and guidance in academic matters, but students are ultimately responsible for successful progress and completion of their own program.

**ACADEMIC STANDARDS**

The Academic Standards Committee is responsible for the development of grading and evaluation policy at Cornish. In addition, decisions pertaining to academic probation and suspension of students, as well as student petitions of College regulations, are addressed by the committee. The Academic Standards Committee, comprised of the Provost, Department Chairs, Dean of Student Life, Disability Resource Specialist, Vice President of Enrollment and the Registrar/Dean of Academic Services, meets at the end of each regular academic term to review and/or report on student progress.

The following information defines minimum academic standards and possible actions as mandated by College policy.

**Good Academic Standing/minimum Grade Point Average Requirement**

Students are required to maintain a 2.0 minimum career grade point average during the course of their studies.

**Academic Warning**

Academic warning is given when a student’s semester grade point average falls below minimum academic standing requirements.

**Departmental Probation**

Departmental Probation precedes Departmental Suspension and serves as a warning action, based on concerns with the student’s artistic conduct and/or development and academic performance.

**Academic Probation**
Students are placed on academic probation when the career grade point average falls below minimum academic standing requirements. If a student is placed on academic probation for two consecutive regular semesters, the student may be suspended from further study at the College.

Suspension
A student may be suspended if the career grade point average remains below the required minimum grade point average for two consecutive semesters of attendance or in the case of a Departmental Suspension. Departmental Suspension is an action initiated by the student's department in conjunction with the Academic Standards Committee and is based on concerns with the student's artistic behavior and/or development outside of strict grade point average calculations. Departmental Suspension restricts students from pursuing their studies in that particular department for one year after which time they may petition to return to the Department. See more details about Departmental Suspension in the student handbooks of individual departments. A suspended student who wishes to return to Cornish must petition the Academic Standards Committee after one academic year has passed. The student must then reapply to the College through the Admission and Financial Aid Offices.

Expulsion
A student may be expelled based on recommendation by the Academic Standards Committee for unacceptable academic and/or artistic conduct. This action is noted on the student’s transcript and prohibits return to Cornish for any further study.

ACADEMIC TRANSCRIPTS
To request a transcript, students must complete a request form available online via cornish.edu or in the Registration & Records Office and pay any processing fee. Release of student transcripts to third parties may be withheld if students have outstanding financial obligations to the College. The College does not release copies of transcripts and certificates from other schools. Students should allow for 3 working days processing time for official transcripts.

Official Transcripts
Official transcripts bear the signature of the Dean of Academic Services, the College seal and the date of issue, and are normally requested by students to be sent to other institutions or potential employers after graduation. There is a $5 charge for each official transcript. See www.cornish.edu/registration/transcripts for ordering information.

Unofficial Transcripts
Unofficial transcripts are issued directly to the student and should only be used for academic planning. Unofficial transcripts are free of charge. Current students and students who have attended Cornish since 2011 may also access their unofficial transcript on Compass.

ATTENDANCE
All students are responsible for following the faculty’s expectations for attendance and punctuality each semester in each class. Most departments have developed attendance policies which describe departmental expectations and consequences of noncompliance. It is the student’s responsibility to become aware of and follow the attendance policies.

**CHANGE OF MAJOR**
Students interested in a change of major that entails transferring to a different department should consult with Registration & Records Office as soon as they begin to consider this option. Office staff will assist students in scheduling a portfolio review/audition as well as facilitating the evaluation and application of course work completed to the new degree program, and any necessary adjustments to the student’s course registration. An application for change of major is available in the Registration & Records Office. Because inter-departmental transfer can mean additional time to degree completion, it is important that students inform the Registration & Records Office so that staff can advise the student appropriately.

**COMPASS**
Compass is the College’s online information system. The Schedule of Classes, course information, financial aid applications and awards, tuition information, bill payment, housing/meal plan applications, housing assignments, grades and degree progress information can all be accessed through Compass. For help using Compass, contact the Registration & Records Office.

**COMPLETE WITHDRAWAL / LEAVE OF ABSENCE**

**Complete Withdrawal**
Students may completely withdraw from the semester up until the last day of the eleventh week of the semester. Students should meet with their Department Chair for academic advising before pursuing this route. Students should also carefully review the grading and tuition refund policy, and the housing contract cancellation fees, if applicable, as part of their decision to withdraw from the college.

*Unless the student formally requests a Leave of Absence, a complete withdrawal from the term will be understood to indicate that the student is officially withdrawing from the College.* Please also see the money issues section for important information about complete withdrawal and your student account.

**Returning To Cornish After Withdrawing**
Students who wish to return to Cornish, and who have not taken a Leave of Absence, must contact both the Admission and Financial Aid Offices to submit an application to return and may be asked to schedule a portfolio review or audition. They must also follow new degree requirements if any have been instituted.

**Leave Of Absence**
A formal Leave of Absence can be requested for up to one academic year by students who have completed at least one semester at Cornish in good academic standing (see
Academic Standing section for detail). Leave of Absence forms can be obtained from the Registration & Records Office.

A Leave of Absence essentially reserves a student’s place in the department for the duration of the leave. Also, if new degree requirements are instituted while the student is gone, a Leave of Absence ensures that the student only need complete the degree requirements in place at the time of the student’s departure.

Return From Leave Of Absence
Students who wish to return from a Leave of Absence must submit a Return from Leave Request, which can be found on Compass. Once the request has been submitted, the student may register during Continuing Student Advance Registration.

Students planning to return from an approved leave of absence should contact the Office of Financial Aid at 206.726.5014 and complete their FAFSA with Cornish School Code 012315 by the priority deadline. See Financial Aid section of the course catalog for more information.

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 operation 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 judgment 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.

GRADES
Grading System
The faculty at Cornish College of the Arts use the following grading system:

Grades Calculated Within GPA
A  4.0 grade point
A-  3.7 grade point
B+  3.3 grade point
B   3.0 grade point
B-  2.7 grade point
C+  2.3 grade point
C2.0 grade point
C-  1.7 grade point
D+  1.3 grade point
D1.0 grade point
D-  0.7 grade point
F 0.0 grade point

Grades Not Calculated Within GPA
P Pass (C or better)
W Withdrawn
NC Non-Credit audit
I Incomplete
NG No Grade Submitted by Instructor; Contact Registration & Records Office.

Calculating Your Grade Point Average
Only graded courses are calculated into the grade point average. The grade point value of a letter grade is multiplied by the number of credit hours attempted to yield the number of grade points for each class [e.g., a C (2.0) in a 3-credit course equals 6.0 grade points]. Add up all grade points and divide by total attempted graded credit hours to calculate your grade point average (do not count credits for grades of P, I, or W; do count credits for F grades). See example below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Credit Hours</th>
<th>Grade Points</th>
<th>Credit x Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS123 West Civ.</td>
<td>B-</td>
<td>3.00</td>
<td>x 2.70</td>
<td>= 8.10</td>
</tr>
<tr>
<td>HS103 Expo Writing</td>
<td>A</td>
<td>3.00</td>
<td>x 4.00</td>
<td>= 12.00</td>
</tr>
<tr>
<td>DA101 Ballet</td>
<td>A-</td>
<td>3.00</td>
<td>x 3.70</td>
<td>= 11.10</td>
</tr>
<tr>
<td>DA 111 Modern</td>
<td>B</td>
<td>3.00</td>
<td>x 3.00</td>
<td>= 9.00</td>
</tr>
<tr>
<td>DA133 Music for Dancers</td>
<td>B+</td>
<td>2.00</td>
<td>x 3.30</td>
<td>= 6.60</td>
</tr>
<tr>
<td>DA151 Movement</td>
<td>B</td>
<td>2.00</td>
<td>x 3.00</td>
<td>= 6.00</td>
</tr>
<tr>
<td>Total</td>
<td>16.00</td>
<td></td>
<td></td>
<td>52.80</td>
</tr>
</tbody>
</table>

Career/Term Credit Hours Attempted
This total includes failed courses, incompletes, and withdrawals.

Career/Term Credit Hours Earned
The total number of Cornish credits that can apply toward degree completion. This number may be inflated by extra courses taken by the student, which do not apply toward the degree. Check with the Assistant Registrar or your Department Chair for verification of credits earned that count toward degree completion.

Delivery of Semester Grade Reports
Grade reports are posted at the end of each term and available to the student through Compass.
Grade Changes and Grade Dispute
Questions about a grade should be addressed initially to the instructor. If grade dispute resolution cannot be achieved between instructor and student, the issue should then be referred to the Department Chair(s) involved, and, in last resort, to the Provost. For more information, see Handbook section on Reasonable, Fair Evaluations and Academic Grievances.

Grade corrections and/or changes must be submitted by the Instructor to the Registration & Records Office by the 9th week of the semester after the course was taken. Changes to posted final grades are accepted only in corrections of instructor error. Instructors can submit Grade Change forms through Compass or through the Registration & Records Office.

Grade Forgiveness
A student who receives a grade of C- or below in a course at Cornish College of the Arts may repeat that course one time under the Grade Forgiveness policy. Both courses and grades will be posted to the permanent record. The grade of the most recent attempt will be used in calculating the cumulative grade point average and for completion of degree requirements. Course credits will be counted only once toward a degree.

Incomplete Grades
To receive an incomplete grade, a student must agree upon and complete an Incomplete Grade Contract with the instructor. This Contract should be approved by the student's department chair and submitted to the Registration & Records Office by the last day of the semester. Incomplete grades must be submitted to the Registration & Records Office by the 9th week of the next regular semester (e.g., an incomplete taken in Spring must be converted to a grade by the instructor by the 9th week of the following Fall term). Obtain Incomplete Grade Contract forms from the Registration & Records Office or through Compass.
Please note, scholarship eligibility for the following academic year is determined in early February and is based on the Fall term career GPA at that time. Students taking incompletes in the Fall term should know that subsequent grade changes improving the final Fall GPA may not result in reconsideration for President's Scholarships.

Repeated Courses
Some degree programs allow students to repeat a course in cases where the degree requirement is cumulative in nature. Unless sanctioned by the program, however, a course will fulfill a degree requirement only once. Subsequent grades for repeated courses will not cancel the initial grade; rather, both grades will be included in the calculation of the student grade point average. Students cannot receive financial aid for repeated courses except when taken as a requirement. See the Registration & Records Office for more information.

Term Academic Honors
Full-time students whose semester grade point average is between 3.85 and 4.00 are placed on the Honor’s list. Contact the Associate Registrar for more information.

GRADUATION
Commencement Ceremonies
Commencement ceremonies for Cornish graduates occur in May of each year. This much anticipated and always entertaining event is free to family and friends of graduates and to the Cornish community. Guests are invited to attend a reception following the ceremony. For more information, contact the Registration & Records Office.

General Graduation Requirements
Residency Requirement
Completion of at least 60 semester credits and final two semesters as a matriculated student-in-residence at Cornish. Credit By Exam, Prior Learning Experience, CLEP, IB, AP, and transfer credit are not considered credits completed in residence.
• Minimum grade point average of 2.0
• Satisfaction of all degree requirements
• Conversion of all incomplete grades to passing grades prior to the last day of the final semester
• Application To Graduate:
  • Graduation Applications must be submitted to the Registration & Records Office by December 1 (for spring and summer graduates) and August 1 (for fall graduates).
  • Graduation requirements are evaluated by the Assistant Registrar and the Department Chair.

Eligibility To Participate In Commencement Ceremonies
In special circumstances, a student may be permitted to participate in commencement with degree requirements unmet if they have no more than 6 credits outstanding. Students should contact the Assistant Registrar as soon as they realize that this situation may apply to them.

Graduation With Honors
Over the course of their studies, students who have demonstrated academic excellence at Cornish are honored with the designations Summa Cum Laude, Magna Cum Laude, or Cum Laude, at the time of graduation. Honors are determined by career grade point average as follows:

Summa Cum Laude  3.90–4.00
Magna Cum Laude  3.72–3.89
Cum Laude         3.55–3.71

Independent Study
Department curricula are assumed by the College to provide a complete training path. Upon attaining sophomore class standing, a student may be permitted a career total maximum of 6 credits of Independent Study, which must consist of research outside the established curriculum and otherwise unavailable in any department. Independent Study is defined as student-performed research and study. The faculty are limited to a total of six hours of instruction over the course of the semester to consult with the students and to provide evaluation at the conclusion of the study.
Applications for Independent Study are available on Compass or in the Registration & Records Office. Students may register for Independent Study only if they have submitted a completed and approved application to the Registration & Records Office.

**Group Study**
Group Study is defined as project-based study, research, or other learning experience that is developed by students or a department to augment existing curricula. Group Studies must have a minimum of 5 and a maximum of 9 students enrolled. Students should work with their departments well before the beginning of the term if they are interested in creating a group study. It is the departments’ prerogative to approve and submit course information to the College, after which the student registers for the class on Compass. Students may not enroll in more than one Group Study in a given semester.

**Tutorial Study**
Tutorial study is a variable credit course defined as college-level complementary training which may include study, research, or other learning experience. Initiated by the departments, tutorial studies are one-on-one instruction units, for which students pay the current private instruction rate (see the Tuition & Fees page of the Cornish website for current fees.)

**REASONABLE, FAIR EVALUATIONS AND ACADEMIC GRIEVANCES**
Students are responsible for maintaining the standard of academic performance established by the faculty at the start of each semester in each course in which they are enrolled. The instructor alone is qualified to evaluate the academic work of students in their courses and to assign grades to that work. If students believe that a particular grade was assigned in a manner that was arbitrary or unjust, they should discuss the grade with the instructor and seek an appropriate resolution. If a satisfactory resolution is not possible, students should consult their Department Chair.

If they still feel an appropriate resolution has not been achieved, students may consult with the Provost. A grade dispute must be brought to the instructor no later than the end of the fifth week of the next regular semester; so that there is sufficient time to resolve the dispute before the ninth week of the semester (this is the latest that the Dean of Academic Services can record changes in permanent grades). For more information, contact the Registration & Record’s office or the Office of the Provost for a complete copy of the Academic Grievance Procedures and Policies.

At any time, students may consult with their Department Chair if they feel they are being treated unfairly by a faculty member. Students also have the opportunity to evaluate their instructors at the end of each semester and should take this exercise seriously.

**REGISTRATION**
Registration dates are listed on the Academic Calendar and on Compass. Continuing student registration periods are assigned by the Registration & Records Office. Students register online using Compass—it is recommended they register as close as possible to the start of their registration period. If students have any difficulty registering using
Compass, they can contact the Registration & Records Office. The last day to register is the eighth calendar day of the semester.

Registration for Fall term typically occurs in April. Registration for Spring typically occurs in November.

**Before you register on Compass:**
- Meet with your Department Chair and/or Academic Advisor to plan your schedule and to ensure that you are making satisfactory degree progress.
- Your Department Chair and/or Academic Advisor will grant you registration clearance.
- Choose alternatives in case you cannot register for some of your first choices.

After you have registered for your classes, you will be able to access your student schedule on Compass. Check it carefully to confirm you are registered for the courses you intend to complete. You must be registered to attend classes and receive credit. If you have any questions, call the Registration & Records Office.

**Adding And Dropping Courses**
Once registered, students can view their schedule online via their Compass account, and they are responsible for completion of courses listed on their schedule. Students may add or drop courses or change sections online until the eighth day of the semester. The Academic Calendar shows deadline information about making schedule changes. These deadlines also apply to courses that meet for only the second part of the semester or fewer than 15 weeks. It is not possible to add courses after the eighth day of the term, regardless of the start date of the course. To drop courses after the eighth day of the term, students will need to come to the Registration & Records Office. Schedule changes may result in recalculation of students’ financial aid awards by the Student Accounts Manager.

**Closed Classes/Waiting Lists**
As courses are filled during registration, students are encouraged to register for alternate choices and to check Compass regularly for changes to section status (Open/Full.) The College does not maintain waiting lists for closed courses.

**Credit Limit Per Semester**
Students may register for up to 18 credits each semester. Students in good academic standing who wish to register for an overload must receive written permission from the Registrar/Dean of Academic Services and/or Provost. Additional per-credit tuition fees will be charged for over 18 credits. (See the Tuition & Fees page of the Cornish website for current fees.)

**Drop Grades/Course Abandonment**
After the eighth day of the term, students who drop a class will receive a W grade (denoting Withdrawal) on their transcript. The W grade appears on the transcript and grade card, but is not calculated into the grade point average. The deadline to drop a class is the eleventh week of the semester; see the current Academic Calendar for exact
dates. A student who stops attending a course without officially dropping it receives an F, which is calculated into the grade point average.

**Grade Option**
Courses can be taken for one of three grade options: Letter Grade; Pass/Fail; and Audit (No Credit). Students should contact the Registration & Records Office before the Add/Drop deadline if they would like to change their grade option.

All Humanities & Sciences courses, as well as Courses in Major, must be taken for a LETTER GRADE unless the course is offered only as Pass/Fail.

Students may, however, elect to take up to 6 credits of College Electives as PASS/FAIL grade option. As discussed in the Grades section of the Handbook, a grade of Pass (C or better) does NOT impact GPA, although the credits are calculated into the student’s Career Hours Total. Should a student fail a course taken as Pass/Fail, both the failing grade and attempted hours are calculated into the student’s Term and Career GPAs. To select the Pass/Fail grade option, students must come into the Registration & Records Office before the end of the Add/Drop period.

The third possible grade option is AUDIT (No Credit). 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 come into the Registration & Records Office before the end of the Add/Drop period.

(See the Tuition & Fees page of the Cornish website for current fees.)

**Late Registration**
For optimal choice of courses and/or schedule, continuing students are strongly encouraged to register during the Advance Registration period for their class level. Continuing students who miss advance registration in April for the fall term, and who intend on continuing their studies at Cornish, should register by June 1st to ensure their seat in the department for the next academic year. Late registration may mean that the student is not considered for all available financial aid. Moreover, students who register after June 1st risk having to reapply for their place in the department. If a student has not reenrolled by the eighth day of the term, she/he will be considered withdrawn from the College as of the last day of the previous semester.

**Registration & Course Completion**
Abandoning courses by ceasing to attend or telling the instructor that you do not intend to complete the course does not constitute withdrawal; official procedures are required. Failure to complete the semester does not cancel student obligation to pay tuition, fees and all other charges in full.

Moreover, students will receive a grade in all courses for which they have registered, regardless of whether or not they attend. Students may drop a course via Compass until the eighth day of the semester, and withdraw from a course between the eighth day and
the end of the eleventh week of the semester by submitting a drop form to the Registration & Records Office.

RELIGIOUS HOLIDAYS
Cornish College 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 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.

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 PRIVACY
Family Education Rights and Privacy Act (FERPA)
In compliance with the Family Education Rights and Privacy Act, Cornish College has established procedures to:

- Protect the privacy of academic records
- Ensure the right of students to inspect and review these records
- Provide guidance for the correction of inaccurate or misleading data

I. Procedure to Inspect Educational Records
Students may inspect and review their educational records upon request to the Dean of Academic Services or the Provost. Students should submit a written request specifically identifying the records in question. The Dean of Academic Services will make needed arrangements for access to the records as soon as possible and in no case more than 45 days from the receipt of the request.

II. Disclosure of Educational Records
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. (The Registration & Records Office can provide a list of these exceptions.)

III. Directory Information
Cornish College of the Arts will release to 3rd 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 release preference before exiting.

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

**Solomon Amendment**
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 Defense to deny federal funding to institutions of higher learning if they prohibit or prevent ROTC or military recruitment on campus.

**TRANSFER STUDENT CREDITS**
For additional information about award and evaluation transfer and nontraditional credit, please see the Registration & Records Office or Department Chair. Applications for CBE (credit by exam) and PLE (prior learning experience) credit can be obtained in the Registration & Records Office. Final official transcripts and official AP/IB score reports must be received by the last day of the first semester in attendance.

**Transfer Credits**
Transfer credit awards will be considered for college-level, non-remedial coursework with a grade of C or better from regionally accredited colleges or universities. The Registration & Records Office and Department Chair and/or Academic Advisor evaluate all transfer work and assign Cornish course equivalencies and credits. Credits from quarter-based institutions transfer to Cornish at a 3:2 ratio. No more than 70 transfer credits (including AP/IB/ and CBE/PLE credits detailed above) can be applied toward a student’s degree. All students must complete at least 60 credits in residence at Cornish.

Students who have earned a BFA or BA degree from a regionally-accredited U.S. institution prior to admission to Cornish will automatically transfer in a minimum of 30 credits, and thus satisfy the Humanities & Sciences Requirement. Students who have earned a BS from a regionally accredited U.S. institution prior to admission to Cornish will automatically transfer in a minimum of 12 credits in satisfaction of the First-Year Studies requirement; additional coursework will be considered on a course-by-course basis. Students who have earned an AA transfer degree from a Washington State community college under the Direct Transfer Agreement (DTA) program prior to admission to Cornish will automatically transfer in a minimum of 30 credits, and thus satisfy the Humanities & Sciences Requirement.

Transfer awards for Visual Arts Foundations students will be determined by placement within the department. Because the first two years are integrated, Foundations students can receive a maximum of 21 HS/College Elective transfer credits.

**Concurrent Enrollment**
Without advance approval, course work completed at another institution while a matriculated, degree-seeking student at Cornish cannot be applied toward degree
requirements and will not be considered for transfer. See the Registration & Records Office for more information.

Advanced Placement, CLEP and International Baccalaureate Credit
Advanced Placement credit may be awarded on the basis of AP, CLEP or IB examinations taken prior to enrollment at Cornish. Official copies of the test result scores must be submitted to the Admission and Financial Aid office as a part of the Admission process. No more than 6 semester credits of non-studio coursework can be satisfied through the Advanced Placement program.

Transfer Credit
(including AP/IB, CBE, PLE) 70 credit max

Advanced Placement (AP) and/or
International Baccalaureate (IB) 6 credit max

Credit By Exam (CBE)/Prior Learning Experience (PLE) 30 credit max

Credit By Exam
Students who have learned the subject matter of a particular course on their own may petition for credit by proof of proficiency in their freshman or sophomore year. The fee is $30 per credit challenged, to be paid at the Cashier’s Office prior to submitting the application to the Registration & Records Office. A maximum of 30 credits of CBE and PLE Credit combined may be awarded. The Humanities & Sciences Department does not award CBE credit.

Prior Learning Experience
Students who have documented college-level education and/or experience that is not transferable may petition for prior learning experience by the end of their sophomore year. Awarded PLE credits must apply directly to the student’s degree requirements at Cornish College of the Arts. Typically, PLE is considered for study at non-accredited institutions, extensive volunteer or paid work in the field of study, or private instruction. The fee is $30 per credit evaluated and should be paid at the Cashier’s Office prior to submitting the application to the Registration & Records Office. A maximum of 30 credits of CBE and PLE Credit combined may be awarded. The Humanities & Sciences Department does not award PLE credit.
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 college administration.

Violations of federal law or any college policy or regulation may result in disciplinary sanctions as described under the Student Code of Student Conduct found in Appendix A.

In response to the Drug-Free Workplace Act of 1988 and amendments to the Drug-Free Schools and Communities Act of 1989, Cornish has developed the Substance Abuse Prevention & Policies Handbook that is revised and published annually for students, faculty, and staff (available on Compass and distributed electronically annually to all members of the campus community).

The Application for Consideration 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 the policy listed above. This policy is located at www.cornish.edu/campus/safety or you may receive a copy of the policy in the Office of the President.

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 Disability Resource Center. All other animals are prohibited in campus buildings.

STUDENT CODE OF CONDUCT
As a student you are responsible for reading and familiarizing yourself with the Code of Student Conduct. The full document is located in Appendix A at the back of this document. This document states campus policies and the expectations of Cornish students. If you have questions regarding the Student Code of Conduct, please contact the Office of Student Life.

COMMERCIAL ACTIVITIES
College facilities 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 / 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/ie, 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 Art’s 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:
1. 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.
2. To respect all contractual and license agreements, privacy of information, and the intellectual property of others.
3. 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.).
4. 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.
5. 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.
6. To keep your technology accounts (computer, network, voice/voice mail) secure. If you suspect unauthorized access, report it the IT Help Desk at 206-726-5092 or email helpdesk@cornish.edu.
7. 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, s/he should contact Cornish IT.
8. To comply with posted policies governing use of public computing facilities.
9. 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.
10. 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

1. 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.
2. Supplying or attempting to supply false or misleading information or identification in order to access Cornish’s technology resources.
3. Sharing your passwords or authorization codes with others (computing, e-mail, Internet etc.)
4. Logging onto another user’s account; sending e-mail for example from another’s or from an anonymous account.
**Services**

1. 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.
2. Use of any kind of program/script/command designed to interfere with a user's computer or network session.
3. Damaging a computer or part of a computer system.
5. 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.
6. "Hacking" on computing and networking systems of the College or using the College's network to “hack” other networks.
7. 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**

1. Personal routers and switches are prohibited
2. Personal Wireless Access Points are prohibited
3. Torrenting or Peer-to-peer (P2P) sharing are prohibited

**Software, Data & Information**

1. Inspecting, modifying, distributing, or copying software or data without proper authorization, or attempting to do so.
2. Violating software licensing provisions.
3. Installing software on public access and other College machines without appropriate authorization (from Technologies Services or the department to which the machines belong).
4. Installing any diagnostic, analyzer, "sniffer," keystroke/data capture software or devices on College technology resources.
5. Breaching confidentiality agreements for software and applications; breaching confidentiality provisions for institutional or individual information.

**Email/Internet Messaging**

1. Harassment or annoyance of others, whether through language, frequency or size of messages.
2. Sending e-mail 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.
3. 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 e-mail distribution lists.
4. Malicious e-mail, such as "mailbombing" or flooding a user or site with very large or numerous items of e-mail.
5. Forging of e-mail header information.
6. Forging e-mail from another's account.

COMPUTER / 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 at 206.726.5092.

CORNISH COMMONS RESIDENT HANDBOOK
Students living in or visiting the Cornish Commons Residence Hall on campus are additionally responsible for policies and procedures found in the Cornish Commons Resident Handbook. This handbook is distributed electronically to all residents and is available on Compass to all students (Student Life > Housing & Residence Life > Housing Paperwork.

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 and information on services for disabled persons may be referred to the Dean of Student Life or the Director of Human Resources.

FREEDOM OF ASSEMBLY AND ASSOCIATION
• Students shall 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 administrative functions of the College;
  • not interfere with the regular activities of the College;
  • 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 code 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 granted a charter before they may be officially recognized. Procedures for becoming chartered are available from The Office of Student Life.
• Campus organizations, including those affiliated with an extramural organization, are open to all students without respect to race, religion, disability, gender, sexual orientation/preference, color, age, marital status, veteran status, ancestry or national origin. Affiliation with an extramural organization does not itself disqualify a student organization from institutional recognition, provided that other conditions for charter issuance have been met.

NON-RETIALLATION POLICY
The College welcomes feedback from our students. Students who bring legitimate concerns to the attention of Cornish faculty or administrators should not fear that they will be retaliated against for their efforts. If students perceive that retaliation is occurring, they should report this immediately to the 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.

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 and Security and their Department Chair 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.

SEXUAL MISCONDUCT POLICY AND REPORTING PROCESS
Sexual Misconduct Policy
Cornish College of the Arts affirms respect, responsibility, and caring between all persons. Conduct constituting a sexual offense, such as rape, acquaintance rape or sexual assault, will not be tolerated. Behavior of this nature is inconsistent with our values, and is a violation of the Code of Student Conduct, College policy and state and federal law. Students or employees committing a sexual offense in any form can be prosecuted under the Washington State Criminal Code (Title 9A RCW) and/or disciplined under the Code of Student Conduct. For complete Student Sexual Misconduct Policy see Appendix B: Sexual Misconduct Policy.

Creating a respectful, safe and non-threatening environment is the responsibility of all members of the college community.

Reporting an Allegation Of Sexual Misconduct
Students who believe they have been a victim of sexual misconduct may report this to 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 through the student conduct process. 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.

SMOKING
Smoking outside of designated smoking areas on campus is prohibited. Smoking is not permitted within 25 feet of any building entrance, exit, window that opens, or ventilation intake.
STUDENT CONCERNS
Any student who has a serious concern or complaint should present his/her/their concern to the Dean of Student Life, 1st Floor of Cornish Commons. Academic issues pertaining to specific departments should first be directed to the chair of the department in question.

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

You are responsible for any and all use made of your Cornish College network/e-mail 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.
- The content and maintenance of a user’s electronic mailbox are the user’s responsibility. Users are expected to check their electronic mail frequently and delete unwanted messages as soon as possible.
- As an alumnus or alumna, your student e-mail account will remain active for use after graduating from Cornish. If you are on an extended leave of absence, your e-mail account will still be accessible. Your account will be deactivated should you withdraw from the Cornish College system.
- Note that 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 2510 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 e-mail 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 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 prohibited from:
- Opening up access to their own account so that people not affiliated with the College can use its resources. An example of illegal activity would be allowing a family member who is not affiliated with the College to use your email service or to access online information services through your account, even if these services are publicly available.
- Attempting to obtain unauthorized access to other users’ accounts, data, or files.
• Attempting to crack, capture, or use other users’ passwords.
• Creating or maintaining a file of passwords for any system or network on Cornish College computers.
• Sending e-mail 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 or individuals.
• Forging or misrepresenting one’s identity in electronic communication for any purpose.
• Violation of Cornish’s E-Mail Policy will result in disciplinary action as outlined in the Code of Student Conduct.

Notification of Abusive E-Mail
Students who receive any e-mail that raises concerns pertaining to safety or security or that contain harassing, intimidating, offensive or discriminatory language must report it immediately to the manager of Information Technology at 206.726.5092 or by email to it@cornish.edu.

STUDENT RIGHT-TO-KNOW ACT / THE JEAN CLERY ACT
In compliance with the Federal Government, Cornish College of the Arts issues persistence and/or graduation rates on July 1 of each year. Graduation rates track how many students graduate from a given incoming class.

In addition, 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. View the Clery Act Annual Report for Cornish College of the Arts.

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

NOTE: For academic authorization, please contact the Theater Department for a copy of the Theater Stage Combat and Weapons Policy.
HEALTH AND SAFETY PROCEDURES
All buildings, offices and classrooms have Emergency Procedures posters which contain important information about procedures in the event of emergencies, including fire, bomb threats, and earthquakes. Please familiarize yourself with this document.

Fire
If a fire should occur in the school, stay calm and rational. Alert people to evacuate the area and close the doors. Activate the nearest fire alarm and evacuate the building. If the fire seems small (no larger than a wastebasket), students may locate and use the fire extinguishers provided on each floor. If the fire is not controllable, close the door to the room, activate the nearest fire alarm and evacuate the building.

First Aid Kits
There are several first aid kits on campus. First aid kits are located in each department office and in the basement kitchen in Kerry Hall. Students should ask their Department Coordinator for the nearest location before an emergency occurs.

Inclement Weather
In the event of inclement weather such as snow, students are advised to check Cornish’s Emergency Notification page at www.cornish.edu/campus/emergency_notification/ or check the local TV and radio stations to see if the President has closed the College. A message will indicate that the school is 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.

REPORTING AN ACCIDENT ON CAMPUS
Students injured on campus are required to submit a Report form to Human Resources and/or Campus Safety & Security at the time of the incident. Report forms are available online, in the Office of Student Life and Department Offices.

SECURITY OFFICES
The Campus Safety & Security staff responds to various emergencies, accidents, injuries, and serious illnesses that may occur on campus. Security offices are located on the 1st floor of Kerry Hall and on the 3rd floor of the Main Campus Center.

In Case Of Emergency, contact Campus Safety & Security Offices:

Main Campus Center (MCC)
206.726.5038 from a pay phone; 5038 from a campus phone or dial 9-911 (24 hours)

Kerry Hall
206.726.5076 from a pay phone; 5076 from a campus phone or dial 9-911 (in accordance with building hours)
Cornish telephones are located on every floor in the hallways of both MCC and Kerry Hall. These designated telephones should be used for emergency purposes only with the exception of the 1st floor lobby telephone in Kerry Hall.

SECURITY TIPS
Classrooms and studios can be a target for crime, particularly early in the semester before students learn to recognize each other.
- Wear your ID card or have it on your person.
- Observe any suspicious persons and report the situation to Security.
- Walk with someone at night to your car or to your home, or share rides.
- Call Campus Safety & Security for an escort to your car.

The College is staffed with Campus Safety & Security 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 judgment. Issues pertaining to safety should be addressed directly to the Campus Safety & Security Supervisor.

TEXT MESSAGE NOTIFICATION SYSTEM
In addition to website and local TV and radio announcements, Cornish 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.

We understand that people do not wish to receive unwanted text messages. Please be assured that we will use this system judiciously, and will only send messages in the above circumstances.

You can sign up for this program by visiting www.cornish.edu/campus/emergency_notification/

Those who do not have a mobile telephone or who choose not to participate will continue to find information by venues listed on the Emergency Notification page at www.cornish.edu/campus/emergency_notification/
COMPUTERS
Use of all Cornish computer equipment and networks is considered a privilege. Failure to respect the rules outlined in the Computer System Policy will result in loss of privilege and or suspension. Cornish’s policies regulating computer and e-mail usage and conduct are posted on the Cornish College of the Arts’ website in the Resources section and in the Campus Policies section of the Student Handbook. Students are responsible for reading and adhering to these policies. 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 be scanned regularly for viruses.

If you have any questions or problems with any of the computer labs or with wireless network access at Cornish College of the Arts, please contact Information Technology (I.T.) at 206.726.5092 or it@cornish.edu.

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. In addition, all Cornish buildings and residence halls are networked wirelessly.

Kerry Hall
*Kerry Hall Computer Lab*
On the 1st floor of Kerry Hall next to room 119, there is a three workstation lab that is available for word processing, printing and internet access. Two computers are available for use in the 1st floor lobby. In addition, there are four workstations and a printer located in the student lounge in the basement.

*Music Notation Lab*
A music notation lab with eight workstations is located in room 11 in the basement of Kerry Hall. All Music students are allowed to use this room. Dance students are permitted to use this lab for digital editing projects when space is available. Hours are posted on the door.

Main Campus Center
*Art and Design Lab*
There is a specific Art and Design computer lab for student use in room 210. 208 is a 16-workstation used for video, motion design, AutoCAD and 3D work. Room 206 is the print lab. It has Mac workstations which are used for photo editing and for printing on the Art and Design Department printers.

*General Computer Lab*
There are seven computers on the 1st floor of the Main Campus Center, next to the 1st floor MCC Student Lounge. These computers are available for writing and printing out papers, checking e-mail and doing research on the internet.
Library
There are twelve computers available to students in the Library, which is located on the 2nd floor. These computers are available for general student use when the library is open. Occasionally the lab will be used for library instruction or special class sessions. Lab closures will be posted on the front door of the library. Please contact libraryref@cornish.edu or 206.726.5145 for more information.

Visual Arts/ PerPro Print Center and Lab
This area is equipped with 3 iMacs loaded with Adobe Creative Cloud used specifically for printing and scanning. There is also a Color Xerox and a Black and White printer. The Visual Arts/ PP print center is located at MCC room 423.

Performance Production
Performance Production maintains four student computers on the 4th floor, for which Performance Production students have priority. These are located on the 4th floor in MCC Room 415. A plotter and wide format scanner is also available to Performance Production students in room 406.

Lui
There are 12 iMac computers in the LUi lab available for general use. These workstations have the Adobe Create Suite Creative Cloud.

Writing Center
The Writing Center is located on the 2nd floor in room 212, which has 10 workstations. Please contact writingcenter@cornish.edu or 206.315.5806 for available hours and additional usage information.

Cornish Commons
There is 1 iMac computer in the Cornish Student Leadership Council (CSLC) lounge located on the first floor of the Cornish Commons available to students 24 hours per day, 7 days a week on a first-come, first-served basis.

COPY MACHINES / COIN OPS / SCANNING
Coin-operated copy machines are available for students’ use in the Main Campus Center Library and at Kerry Hall in the photocopy room on the 1st floor. The Library’s photocopy machine may also be used to scan to USB drive free of charge.

HOUSING AND 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. For more information visit http://www.cornish.edu/student_life/housing/, or call 206.315.5854.
IDENTIFICATION CARDS

All matriculated students are issued ID cards once they have completed registration. It is mandatory for students, staff and faculty to wear Cornish ID cards when on campus. A $25 fee is charged for replacing lost ID cards; damaged or malfunctioning cards will be replaced for free by Security. See the Campus Safety & Security Office for details. ID cards should be carried at all times. ID cards are needed to enter all campus buildings. The Campus Safety & Security staff is instructed to ask students in the buildings after hours to show their ID cards. The Welcome Desk staff in the Cornish Commons is instructed to ask everyone to show identification prior to boarding elevators to the residence hall floors.

INFORMATION TECHNOLOGY

The Cornish College of the Arts Information Technology (I.T.) Department is the center of technology resources for the College. Hours are 8:30 a.m. to 5 p.m. Monday through Friday. I.T. is responsible for all data communication and telecommunications. This department maintains the College computer labs, internet, e-mail, and telephone system, and can provide basic maintenance of hardware. I.T. is interested in helping students as well as College staff and faculty. Call 206.726.5092 for more information.

LIBRARY

Main Library, MCC 2nd floor, 1000 Lenora Street, Seattle, WA 98121
E-mail: libraryref@cornish.edu
Library Phone Directory: 206.726.5041
Main Desk: 206.726.5145

Subject Coverage

The Cornish Library offers a specialized collection of Visual and Performing Arts materials. Humanities and Sciences subject areas are covered in support of the classes taught at Cornish. For topics not covered in the campus library collection, students have access to a large electronic book collection as well as other online resources. Students can also use Seattle Public Library’s general collection and online databases for free. The Cornish Library offers Interlibrary Loan service.

Collection Size

In the Library
30,000 books
5000 music scores
45,000 slides
7000 CDs and other music recordings
140 journal titles
3500 film and documentary videos

From Online Databases
130,000 electronic books from Ebrary
10,000 journal titles from ProQuest, Art Source, and JSTOR
2500 streaming videos (performing arts) from NAXOS Video Library
100,000 streaming video tutorials from Lynda.com
1.5 million streaming music tracks from NAXOS Classical and NAXOS Jazz
1.8 million digital images from ARTstor
**Databases**
A variety of online research databases provide access to extensive collections of journal articles, digital images, streaming music and videos. For a complete list of online databases go to libguides.cornish.edu/databases.

**Hours**
During the semester, hours are Monday-Thursday 8:00-9:00, Friday 8:00-6:00 and Saturday-Sunday 1:00-5:00. Please see the Library web page at www.cornish.edu/library for holiday closures, semester break and summer hours.

**Librarian Services**
Cornish Librarians are available at the front desk during the day, Mon-Fri, for questions and research assistance. They can help you find the best information resources available for your project or assignment. Librarians teach introductory and advanced research methods for a variety of classes across all four years. Library orientations are offered for incoming freshmen and transfer students.

**Library Computer Services**

**Cornish Network Access**
- Wi-Fi Access in the MCC and the Library
- Most freshmen register for Wi-Fi using self-signup instructions provided by Housing. If you need assistance setting up your device on Cornish's wireless network, check with the Information Technology office, Room 106.
- If you need to connect by cable, there are Ethernet outlets at study tables and Ethernet cables available for checkout at the library front desk. PC/Mac compatible.

**Student Computer Lab**
- 12 computers running Windows 7.
- Drives available on lab PCs: DVD, USB port for thumb drive.
- The lab is sometimes reserved for library instruction—class times will be posted on the front doors of the library and the lab.

**Printing**
- Printing is fee-based and requires an account set up with the Cornish Cashier.
- At the beginning of the academic year, each student will start off with a $20 credit in their printing account as a free quota. After the quota is used up, they will need to add money to the account to keep printing for the remainder of the academic year.
- Black & White printer in computer lab: 1¢ per page.
• Color printing sent to Xerox copy machine in library: 8.5x11 - 25¢ per page. 11x17 - 50¢ per page.

Photocopying
• Self-service Xerox copy machine.
• Provides change for bills up to $20.
• Enlarges and reduces.
• B&W copies: 8.5x11 - 10¢ per page. 11x17 - 20¢ per page.
• Color copies: 8.5x11 - 25¢ per page. 11x17 - 50¢ per page.
• Scan to USB flash drive for free.

Media Room
Equipment is available for playing and copying CDs, Cassette tapes, DAT tapes, vinyl LP records, DVD and VHS videos.

Web Page
The library website at www.cornish.edu/library is a gateway to all library services, databases and online research guides.

Interlibrary Loan
Go to www.cornish.edu/library/services/interlibrary_loans to request a title via interlibrary loan.

Circulation Policy
To check out library materials, students, staff and faculty must present a current Cornish ID Card.

Lost cards may be replaced at a $25.00 charge. See the Cashiers office to pay the replacement costs and then visit Security to have your new ID printed. First time IDs, and replacements for damaged or non-functioning IDs, are provided by Security at no cost.

Checkout Limit
No more than 35 items at a time.

Renewals
Everything that circulates can be renewed up to three times if no reserves have been placed on the material by other borrowers. Renewals can be done online using the Library Catalog at catalog.cornish.edu/. In the catalog, log into your personal library account to see what you have checked out and renew as needed. Renewals can also be done in person, by phone or email. Please provide your student ID number and the barcode number for each item you want to renew.

Circulation Loan Periods

<table>
<thead>
<tr>
<th>Print Materials</th>
<th>Check-out Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Item</td>
<td>Duration/Limit</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td>Periodicals (current issue)</td>
<td>Library use only</td>
</tr>
<tr>
<td>Periodicals (back issues)</td>
<td>1 week</td>
</tr>
<tr>
<td>Newspapers</td>
<td>Library use only</td>
</tr>
<tr>
<td>Reference books (special collection)</td>
<td>Library use only</td>
</tr>
<tr>
<td>“Red dot” books (special collection)</td>
<td>Library use only (faculty 3 days)</td>
</tr>
<tr>
<td>Oversized books (special collection)</td>
<td>Library use only (faculty 3 days)</td>
</tr>
<tr>
<td>Scripts</td>
<td>1 week</td>
</tr>
<tr>
<td>Scores</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Class Reserve Materials</td>
<td>One of 4 circulation periods chosen by faculty: 2 hour (library use only), overnight, 3 days, and 1 week</td>
</tr>
<tr>
<td>Audio/Visual Materials</td>
<td>Check-out Period</td>
</tr>
<tr>
<td>Music: cds and cassette tapes</td>
<td>Limit of 3 recordings for 3 days (faculty: 1 week)</td>
</tr>
<tr>
<td>Music: digital audio tape (DAT tapes)</td>
<td>Library use only (faculty: 1 week)</td>
</tr>
<tr>
<td>Music: Vinyl records</td>
<td>Library use only (faculty 1 week)</td>
</tr>
<tr>
<td>Video: dvds and vhs video tapes</td>
<td>Limit of 3 recordings for 3 days (faculty: 1 week)</td>
</tr>
<tr>
<td>Digital images and 35mm slides</td>
<td>See visual resources curator</td>
</tr>
<tr>
<td>Equipment</td>
<td>Check-out Period</td>
</tr>
<tr>
<td>AV equipment</td>
<td>Normally checked out by the hour, up to one day. Primarily for faculty use only, but available to students for special projects. Students must sign a form assuming responsibility for replacement costs if equipment is damaged or not returned.</td>
</tr>
</tbody>
</table>

**Library Proxy Services**
Current students who require special assistance transporting library materials may be eligible to have a designated proxy to check out items on their behalf. Please e-mail the librarians for more information about this service at libraryref@cornish.edu.

**Overdues: General Policy**
The library does not charge daily overdue fees. However, when items become 30 days overdue borrowing privileges will be suspended. At this time you will become responsible for the full replacement cost of the items. If the item is returned promptly the
replacement charge(s) will be removed. After 60 days, if the materials are still not returned and you have not contacted the library to discuss the matter, the replacement costs will be forwarded to Student Accounts to be included on your college bill. See the Lost Items Policy for more details about unresolved items.

CDs/DVDs/VHS, Periodicals and Class Reserve materials:
Borrowing privileges will be suspended as soon as these items are overdue. Scores: If a part is lost or damaged, you will be charged for the complete score and parts. AV Equipment: Be aware that you are responsible for the replacement cost of any AV equipment that is damaged, lost or stolen while checked out for your use on your account. We have a one strike policy for students checking out these materials on a special exception. If the item is found unattended or kept longer than agreed (without notifying the library) the student will not be able to check out these materials again.

Lost items: General Policy
Replacement costs are due if library items are returned damaged or lost. In addition to Replacement costs a $10.00 processing fee will be assessed for each lost item.

After formal contact methods have been pursued replacement charges for long delinquent items will be reported to Student Accounts. After this date the charges cannot be waived even if items are returned.

Library materials remain the property of the Cornish College of the Arts and must be returned even if charges have been paid.

If you have not cleared your library account by the time you graduate or withdraw your diploma and/or transcripts will be held by the Registrar. Formal collection procedures may be pursued.

It is the responsibility of the patron to verify that lost charges have been paid in order to reinstate borrowing privileges.

How to Pay Replacement Charges
If you have lost or damaged items, contact the library and ask to speak with a librarian to determine the amount owed at libraryref@cornish.edu or 206.726.5145.

LOST AND FOUND
Because no security system can completely eliminate loss of property through theft or vandalism, it is expected that each member of the campus community will participate by contributing his/her alertness to the safety and security of the campus. Cornish College is not responsible for any lost or stolen items including student work, nor is it responsible for work stored or exhibited on campus. If you have lost or found an item, please go to the Campus Safety & Security Office.

MAILBOXES & 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 Office for the location of student Academic mailboxes. Students may
sometimes need to send mail from Kerry Hall to offices at main campus, such as Registration & Records or the Office of Student Life. 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 3rd floor of the Main Campus Center.

OPERATING DAYS & BUILDING HOURS
During the school year, campus buildings are typically open from 6:15 a.m. - midnight Monday through Friday and 8:30 a.m. - midnight Saturday and Sunday. Building hours may change for holidays and university closures. For all building hours information, as well as closures, please visit http://www.cornish.edu/campus/.

Building doors are always locked. This means you need to have your ID card for access. For safety purposes, do not prop doors open.

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 Cornish College of the Arts buildings. Posting of any kind is not allowed on general access doors, stairwells, restrooms, or the exterior of buildings.

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

TRANSPORTATION

Bicycles
Bicycles may be parked in the racks on the covered walkway at Kerry Hall. A resident bike shed is also located within the Residence Hall. Racks are also available at several locations at the Main Campus Center. Bicycles should not block doors, fire exits, walkways or access ramps. Bikes are not allowed in any building on campus. Leaving bikes out overnight is not recommended. Cornish College cannot be held responsible for the theft or vandalism of student property on campus, although all such instances should be reported to the Campus Safety & Security Office at 206.726.5038 or extension 5038.

Public Transportation
Seattle has an extensive metro bus system. All students are provided with an ORCA card to access the local public transportation system. The ORCA card is valid during the academic year.

Parking
Parking in all Cornish lots is by permit only. Student parking is only available on campus between the hours of 4 pm and 12 am Monday through Friday, and 8 am to 12 am Saturday and Sunday.
Shuttle/Van
The College operates a free nighttime shuttle that serves the Capitol Hill neighborhood. Visit www.cornish.edu/campus/map/ and click on “Cornish Evening Van” for up to date information

WIRELESS NETWORK ACCESS
Secured wireless access is available at all buildings. In order to create a secure network, you will need to have your laptop configured before you can gain access. You will also need to meet the minimum specifications of either having Windows XP or Mac OS 10.5 or later already installed on your laptop, and wireless G capable network card.

Setup for wireless access is conducted through the Information Technology Office, which is located in Room 106 at the Main Campus Center. If you have any questions or would like to schedule a setup time, contact I.T. at 206.726.5092, or by e-mailing helpdesk@cornish.edu.
OFFICE OF FINANCIAL AID & STUDENT ACCOUNTS OFFICE

The Office of Financial Aid is open daily from 8 a.m. to 5 p.m. with limited access after hours until 6 p.m. daily. If you have questions or concerns regarding your financial aid status, you may contact the Office of Financial Aid at 206.726.5014.

For questions about your student account statement, contact the Student Accounts Office at 206.726.5025. The Student Accounts Office will visit Kerry Hall for document signing and other paperwork by appointment. Please call to inquire about setting an appointment.

FINANCIAL AID

Complete your FAFSA by the priority deadline using Cornish School Code 012315 at www.fafsa.gov for best aid package consideration. Some funds are limited and awarded on a first-come first-serve basis so don’t drop out of the process! Promptly open your mail and respond to all Office of Financial Aid requests for documentation. Complete your financial aid file early in preparation for on-time tuition payments and to avoid late fees.

Contact the Office of Financial Aid for information on institutional scholarships. The Office of Financial Aid performs outside scholarship searches and features select opportunities in publications available to students. An outside scholarship search option is also available in the financial aid section of Compass, and some occasional hard copies of scholarship offers mailed to us are posted on the MCC financial aid bulletin board in the third floor lobby.

Students must complete the number of credit hours for which they are awarded. The aid package of a student dropping credits after an initial award may be affected and the credit drop may cause a Satisfactory Academic Progress issue. For more information, read the Satisfactory Academic Progress policy in the financial aid section of Compass called Keeping Your Aid and contact the Office of Financial Aid prior to making any credit changes that affect your enrollment status.

Loan deferment requests must be completed every semester for transfer students or students returning to Cornish after an absence greater than six months. Stafford Loan borrowers must keep their lenders informed of their current addresses and phone numbers. You may contact the Office of Financial Aid with questions about your loan servicer.

Financial Aid Disbursement

Financial aid does not replace the family’s contribution. Students are expected to contribute to their educational costs with earnings from summer and school year employment. Students must be financially prepared to pay for their initial expenses, even
if they expect to receive a financial aid refund. All Federal, State and institutional funding is credited first to the student’s tuition account to cover direct costs to the College such as tuition and fees, and housing, if applicable.

Financial Aid Refunds

A financial aid credit balance, after paying direct costs to Cornish, results in a refund to the student. The Student Accounts Office notifies the student by email of the resulting refund. Financial aid refunds are disbursed to students exclusively through direct deposit. Each semester immediately following the course add/drop period, Cornish wires financial aid refunds directly to the student checking or savings account. Cornish students are required to log-on to the Cornish Compass System and set up their student account profile, including bank routing information. Cornish will only refund students through E-Refund.

Students may be eligible for a Secured Student Loan after the second day of classes each semester. Students may request up to $1000 in short term funds if they have approved student loans pending that would produce a refund at least equal to the amount of the secured loan and they anticipate timely receipt of government or other financial aid. This may take up to one week to process and disburse. A $30 administrative fee and interest charges are assessed. A student must sign a promissory note that may require a co-signer. Application for the Secured Student Loan is made through the Office of Financial Aid. This loan is not available during semester breaks.

SCHOLARSHIPS
Cornish College of the Arts Scholarships
Each year, Cornish College awards scholarships based on academic merit or financial need. Contact the Office of Financial Aid for more information on the Cornish scholarship process.

Private Scholarships
Another source of funding may be found by applying for outside scholarships. Local and national organizations often give money to support education. Start searching early for scholarships. Logon to compass.cornish.edu/ics and select your search category in Other Resources/Scholarship Search. Print a report for review later or click on a live link to apply.

TUITION
The Student Accounts Office works with students and families to manage charges for each student. Tuition, housing, meals, payment plans and parking are among the fees we manage. Bills are published to your online student account page at least 30 days prior to the due date. Tuition, housing and meal plan charges are due August 1st for the fall semester and January 2nd for the spring semester. Accounts must be paid in full or on a payment plan as of the due date. Payment plan information is included in billing e-mails sent out April through June. The 10-month payment plan begins July 1st. Full details on payment plan registration and costs are available in Compass > Student Accounts, and may be set up in your online student account page (My Online Account.) My Online Account is also used to pay your initial tuition deposit, pay your bill using an E-Check,
make credit card payments (fees apply), check balances, print old bills, set up bank accounts to receive refunds from Cornish, manage meal plan funds, control parent access and to receive important announcements.

Refunds

When payments and/or financial aid result in an overpayment to the student account, refunds will be processed weekly starting in the first week of class. All students are initially required to log on to Compass > Student Accounts > My Online Account and either accept E-Refund or decline E-Refund. Students who accepted and have set up E-refund will have funds directly deposited into their designated bank account. Students who decline E-Refund will have their refund held as a credit on their account until after the mid-point of the spring semester – at that time all credits will be refunded by paper check unless arrangements have been made to apply the credit to the following year.

Parent / Co-Biller Access

Students may give electronic account access to their parents or other co-biller on the “MY Online Account” page in Compass. They enter a parent name and email address which triggers an email to that address containing a log on and password. The parent may then view the student’s account, make payments, receive billing statements, enroll in a payment plan and access tax information. If a parent is not added by the student it is assumed the student is exercising FERPA rights and does not want any information shared with the parent. Parent access in My Online Account does not share any academic information with the parent.

Tuition Past Due

Cornish College will consider the tuition past due if payment in full is not completed prior to the start of classes. Cornish charges late fees for past due accounts at the rate of $10 for each $1,000 past due. The minimum late fee is $25. The late fees are charged at the end of the grace period and then every 30 days from the date tuition was due. Cornish will cancel registration for nonpayment of an individual only if the student has received prior notice that the registration is provisional. Nonpayment of tuition is not considered withdrawal.

Cornish reserves the right to withhold academic transcripts, diplomas and letters of recommendation for students with past due accounts or Perkins Loan payments. Collection costs are added to the debt when it is necessary to refer the account to a collection agency. Contact Student Accounts for more information. When a student leaves school or fails to register for the next semester, recipients of Federal Stafford and Perkins loans must schedule an exit interview with Financial Aid and Student Accounts. Students graduating from Cornish must complete their exit counseling and have a paid student account before participation in commencement ceremonies is permitted.
Tuition Refunds Due To Withdrawal

Students eligible for a refund due to withdrawal will be mailed the refund from the Student Accounts Office. The following schedule will be followed to determine the level of refund owed the student:

- 100% refund of tuition only for students who withdraw from classes on or before the first day of the semester, minus the student tuition deposit. This is also the last day for a full housing refund, minus the application fee. See Housing & Residence Life contract for details.

- 75% refund of tuition only for students who withdraw from classes on or before the first Friday after the first day of the semester.

- 50% refund of tuition and fees for students who withdraw from classes on or before the second Friday of the semester, but after the first Friday of the semester.

Tuition Refunds With Financial Aid Recalculation

According to federal regulations, federal funds must be returned to federal programs based on the percent of the term that a student is no longer enrolled. This process is called a “Federal Recalculation.” The Student Accounts Office will determine how much of a student's federal aid was “unearned” as defined by the federal regulations, and then oversee the return of the unearned aid within 10 calendar days of the student’s withdrawal.

Important Note

Once the student has completed 61% of the semester, the recalculation is not in effect. Students withdrawing after the 60% date will not be required to repay any of their financial aid for the semester. Loans will be repaid on their normal terms.

Federal Recalculation Example

A student withdraws after the fifth week of school. At this point, the student has completed 35% of the semester. Therefore, 65% of the student's federal financial aid is “unearned.” This includes student loans, parent loans and any federal grants. The student will have to repay 65% of the federal aid that was disbursed. The loans may not be paid back on their original terms. The 65% is removed from the loan program and the balance is due in full within 10 days of the official withdrawal date. Please contact the Student Accounts Office if you have any questions.

WORK STUDY EMPLOYMENT

A Work Study award reflects your eligibility to earn funds in a Work Study job. You can earn up to the amount of the award throughout the academic year. These funds are not applied to your tuition account. You are paid directly by your employer in the form of weekly, bi-weekly or monthly paychecks. No student may begin a Work Study job until all financial aid and new-hire paperwork is complete. Students are limited to 19 hours of
work per week. Hourly pay varies by job and must meet Washington State minimum wage requirement currently set at $11.00 per hour. Work study guidance and available work study jobs are posted on Compass at https://compass.cornish.edu/ics.
ADMINISTRATIVE DEPARTMENTS

Office of the Provost
Main Campus Center / 206.726.5048
• Academic grievances

Admission
Main Campus Center / 206.726.5016 / admission@cornish.edu
• Admission procedures
• Campus tours
• General information on programs
• Interviews

Campus Safety & Security
Main Campus Center / 206.726.5038 from pay phones / 5038 from campus phones
• ID card replacements
• Lost and found
• Safety escort
• Mail and Packages
Kerry Hall / 206.726.5076 from pay phones / 5076 from campus phones
• ID card replacements
• Lost and found
• Safety escort

Office of Student Life
Cornish Commons / 206.726.5003/ studentlife@cornish.edu
• Student Interest Groups
• Cornish Student Leadership Council (CSLC)
• Student Activities
• Apparel
• New Student Orientation (Cornish Connection)
• ORCA Cards
• Grievances
• Title IX Reporting
• Student Code of Conduct

Counseling Services
Cornish Commons / 206.726.5027
• Consultation
• Personal counseling
• Resources/referrals

Disability Resource Center
Cornish Commons / 206-726-5098
Financial Aid
Main Campus Center / 206.726.5014 /agarcia@cornish.edu
• Applications/award letters
• Financial aid
• Grants
• Institutional scholarships
• Loans
• Work study (federal and state)

Housing & Residence Life
Cornish Commons / 206.315.5854
• On-campus housing
• After-hours resident assistance

Information Technology
Main Campus Center / 206.726.5092 / helpdesk@cornish.edu

Operations
Main Campus Center / 206.726.5008
• Construction & facilities planning
• Facilities
• General campus services
• Grounds

Registration & Records Office
Main Campus Center / 206.726.5069 / registrationrecords@cornish.edu
• Academic policies
• Academic records
• Add/drop of class
• Address change
• Change of Major
• Commencement
• Deferments on loans
• Degree audit
• Enrollment verification
• Graduation Requirements
• Grades
• International students
• Leave of absence
• Petitions (academic)
• Registration
• Schedule of classes
• Shuttle
• Study Away – Domestic & International
• Transcripts
• Transfer credits
• Veterans
COUNSELING SERVICES
College students face a variety of concerns from having a roommate conflict to managing a chronic mental illness. Counseling can assist students with these issues. Counselors assist students by talking with them about their concerns and, if applicable, helping them find a resolution. If an issue seems beyond the scope of our services we make every effort to connect students with off-campus mental health professionals to help them resolve their concerns while remaining successful students. Counselors at Cornish College of the Arts also provide programming to the campus community about mental health topics, such as stress reduction and time management. All counseling is free and confidential.

The Counseling Office website includes a list of community resources and links to mental health information on various mental health issues such as anxiety, substance abuse and suicide prevention. There you will also find screening tools for ADD and links to audio relaxation exercises. To visit the website, please go to http://www.cornish.edu/student_life/student_support/counseling_services/.

The Counseling Services office is located on the first floor in the Cornish Commons. To schedule an appointment or for referral information please call Lori Koshork, Director of Counseling, at 206.726.5027 or Helena Soholm, Counselor, at 206.726.5047.

DISABILITY RESOURCE CENTER (DRC)
Cornish College of the Arts makes its programs accessible to qualified students with disabilities (consistent with Federal and State laws). The Disability Resource Center works cooperatively with College programs to encourage compliance with the Americans with Disabilities Act, as Amended and Section 504 of the Rehabilitation Act of 1973.

The Disability Resource Center coordinates accommodations for students with disabilities in academic and non-academic programs. Accommodations may include: academic advising, accessible facilities, alternate education media, alternate testing, interpreters, mobility assistance, note taking, personal counseling, priority registration, reading services, specialized equipment, and/or access to books on tape.

The Disability Resource Center promotes and teaches self-advocacy for students with disabilities. Please contact the Disability Resources Specialist at 206.726.5098 to request information, obtain referrals for testing resources, or to inquire about arranging for accommodations. Information regarding services, resources and assistance for Cornish students with disabilities are available online at http://www.cornish.edu/student_life/student_support/disability_support/
If you are not sure if a barrier you are experiencing in your academic life qualifies as a disability, please do not hesitate to speak with the Disability Resources Specialist to talk about what is going on and what your options are. There are a variety of services available to students and the DRC can also refer you to those you might find helpful!

GALLERIES AND EXHIBITION SPACES
A variety of locations throughout the Main Campus Center provide opportunities to exhibit art. The Cornish Main Gallery is located on the first floor of the Main Campus Center and is programmed throughout the academic year with thematic exhibitions featuring professional artists including faculty and alumni. Additionally, less formal environments provide opportunities for students to exhibit work while contributing to the vibrant community of Cornish College of the Arts. Students wishing to exhibit work are required to consult with the Exhibitions Curator and complete an Exhibition Agreement Form available in the Art Department office. Call 206.726.5142 for additional information.

INSURANCE
In accordance with the Affordable Care Act, all Cornish students are required to have health insurance. There are a variety of options for health coverage for you as a student; you can be covered under your parent/guardian’s policy until you are 26 or you can choose your own health insurance plan. To explore all of your options, please visit healthcare.gov.

Cornish College of the Arts provides a Blanket Accident Injury Policy covering students who are enrolled in three credits or more, to cover them in the instance of an academic related injury (class, rehearsals etc). All students enrolled in three credits or more are automatically covered under this policy for no additional fee. Note: this coverage is in excess and secondary to any existing primary health care insurance plan that a student is enrolled in – the Blanket Accident program may pay benefits after claims have been submitted to the primary insurance carrier. This type of policy ONLY covers accidents on Cornish property during school events or activities and does not cover illness. Cornish strongly encourages all students to research and purchase health insurance so that you have coverage for your medical needs.

INTERNATIONAL STUDENTS
International students must pursue a full course of study while attending Cornish (except summer semester when attendance is optional). A full course of study is defined as 12 or more credits each semester.

An international student studying in the U.S. also assumes the responsibility to make normal progress towards completing his/her course of study and must complete his/her program of study before the expiration date on the SEVIS I-20.

MEAL PLANS
Meal plans are available to all students and required of students living in the residence halls. All meals are á la carte, served in the Café at MCC, using a declining balance system. Funds for the semester are allocated to the Cornish ID on or before the first date of occupancy and rollover from fall to spring semester. Additional funds can be added to the Cornish ID at any time through the Cashier’s Office or online using Compass. Unused
meal plan funds remaining on the account at the time the Café closes on the last date of
occupancy are forfeited. Residents can change the meal plan selection for the semester
until 5:00pm on the first Friday after classes begin each semester via Compass.

OFFICE OF STUDENT LIFE
The Office of Student Life is located in the Cornish Commons and can be reached at
206.726.5003 or by e-mail 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 oversees programs and services in
Counseling Services, Disability Resource Center, Housing & Residence Life, and Student
Activities.

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 out-of-class experiences that complement in-class learning.
- Student support
  Providing programs and services to ensure students’ success and persistence
towards graduation.
- Student involvement
  Providing opportunities for students to take an active role in the College.

Student Organizations

Cornish Student Leadership Council
The Cornish Student Leadership Council (CSLC) represents the student body of Cornish
College of the Arts by:

- Providing a forum for discussion, problem solving and advocacy on issues
  relevant to the quality of life for students.
- Serving as liaisons to the Administration, Faculty and Staff.
- Providing programs for the student body.
- Disbursing funds to Student Interest Groups.

For more information or to find out how to get involved, please contact the CSLC at
206.726.5003 or by email at cslc@cornish.edu.

Student Interest Groups
Student Interest Groups provide opportunities outside the classroom for Cornish
students to participate in educational, intellectual, interdisciplinary and cultural events
and/or services to its members or the College. We encourage students at Cornish
College of the Arts to join or form Student Interest Groups to share mutual interests. For
more information or to find out how to develop and participate in such groups, contact
the Office of Student Life at 206.726.5003 or visit www.cornish.edu/sig.
STUDY ABROAD – DOMESTIC & INTERNATIONAL
Cornish maintains consortium agreements with Arcadia University and with Butler University through which students can pursue up to one semester of study abroad during their Junior year of studies. As articulated in the College’s consortium agreement, students must have at least a 3.0 career GPA.

Arcadia and Butler sponsor programs in a number of countries, including England, Greece, Italy, Australia, Mexico, New Zealand, Scotland and Spain. Students must go through an approved program to use federal, state, and institutional financial aid to fund their study abroad. All course work must be approved in advance if it is to be transferred back to meet Cornish College of the Arts degree requirements.

Interested students should begin the application process through the Registration & Records Office. Students should plan on applying no later than nine months before the term of intended study. Ideally, students are encouraged to begin conversation about study away with the Registration & Records Office at the end of the Fall term of their sophomore year. For more information, please visit http://www.cornish.edu/registration/semester_study_abroad/.

VETERANS
Any student who is eligible for and planning to use Chapter 30, 33, 35, 1606, 1607, or Voc Rehab benefits at Cornish should contact the Veteran’s Affairs Coordinator in the Registration & Records office at 206.726.5022. Students who anticipate receiving Chapter 30, 33, and 35 education benefits must submit a Certificate of Eligibility to the Registration & Records in advance of their first term of attendance. This certificate is issued through the Office of Veterans Affairs, and all determination of benefits is made through the VA.

Any student who is uncertain regarding his or her eligibility for benefits may contact the Department of Veterans Affairs directly by telephone at 888.442.4551, or online at www.benefits.va.gov/gibill/apply.asp.

VOTER INFORMATION
To register to vote in the state of Washington, you must be:
- A citizen of the United States
- A legal resident of Washington state
- At least 18 years old by election day

Washington voter registration forms are available at the Office of Student Life.

In the state of Washington, you do not have to register by political party or declare political party membership to vote in the state’s general elections. You may register to vote at many government offices, including the Department of Motor Vehicles, or by using the registration form provided by the Washington Secretary of State at https://wei.sos.wa.gov/agency/osos/en/voterinformation/Pages/RegistertoVote.aspx.

Voter information for all states can be found at the Federal Election Commission website at www.fec.gov.
Cornish College of the Arts has a voter information page at libguides.cornish.edu/index.php under the heading Cornish Citizen Artist Initiative.

Other Organizations That Provide Voter Information
Project Vote Smart / www.vote-smart.org
This nonpartisan organization maintains a database on all presidential, congressional, gubernatorial, and state legislative candidates that includes their responses to questionnaires, and the incumbents’ voting records.

The Project Vote Smart database also includes information on how to register to vote in each state, and the addresses of the county or city election offices.

The League Of Women Voters / www.lww.org
The League of Women Voters encourages the informed and active participation of citizens in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

Rock The Vote / www.rockthevote.com
Rock the Vote is a non-profit, non-partisan organization which coordinates voter registration drives, get-out-the-vote events, and voter education efforts. It is possible to register to vote, update your address and/or change your party online at their site.

WRITING CENTER
The Writing Center provides Cornish students with free personalized writing support. Writers can visit us 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 we can help you brainstorm!

In our individualized half-hour conferences, writers can expect our consultants to be active readers. We focus on your goals and concerns, providing practical feedback by asking questions and helping you think through solutions.

The Writing Center also offers an Online Response Service. Submit your writing via our form on Compass and a consultant will respond with a screencast video. You can submit 24 hours a day and you’ll receive your video response within 24 hours (during open hours; drafts submitted on the weekend will receive response on Monday).

To visit the Writing Center, writers may drop in during posted hours or schedule a 30-minute or 1-hour appointment ahead of time. We also have handbooks on citation, grammar, and style, and a small computer lab and printer available for use.

Visit the Writing Center’s website at http://www.cornish.edu/writing_center/.

Email us at writingcenter@cornish.edu or call 206.315.5806 for more information and assistance.
SECTION 1: MISSION

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

A community exists on the basis of shared values and principles. At the College, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the 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 by engaging in violation of the behavioral expectations below, campus conduct proceedings are used to assert and uphold the Student Code of Conduct.

The student conduct process is an educational process that is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students’ moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections afforded by the courts. Fair process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of College policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

The following statement of students’ rights and responsibilities is intended to reflect the base upon which the code is built.
Student’s Rights

- A student has the right to participate in a free exchange of ideas, and there shall be no College policy that in any way limits the rights of freedom of speech, expression, petition, and peaceful assembly in accordance with applicable federal, state, and local laws.
- Each student has the right to be free from unlawful discrimination: on the basis of sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status.
- A student has the right to personal privacy except as otherwise provided by law and College policy and this will be observed by students and College authorities alike.
- Each student is subject to sanctions arising from alleged violations of the code and will be assured due process.

Student’s Responsibilities

- A student has the responsibility to be acquainted with the published Student Code of Conduct in its entirety and to comply with the policies as well as all federal, state, and local laws.
- A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire College community.
- A student has the responsibility to recognize the College’s obligation to provide an environment conducive to learning.
  A student has the responsibility to conduct oneself in accordance to these standards.

Student’s Relation to College Community

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

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

Student’s Relation to External Community

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

**Student Employee Responsibilities**
Students acting in their capacity as student employees, remain subject to the code as well as other potential personnel actions resulting from misconduct.

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

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

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

**SECTION 2: JURISDICTION**

**Students are responsible for having read and abiding by the provisions of the Student Code of Conduct.**

The *Student Code of Conduct* and the student conduct process apply to the conduct of individual students. For the purposes of student conduct, the College considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the college.

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

The *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 him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the College;

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

The *Student Code of Conduct* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. (The code may also be applied to resident non-students and continuing education programs by contractual agreements). Visitors to and guests of the College may seek resolution of violations of the *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 offense, the harder it becomes for College officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the College’s ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Life and /or to Campus Safety & Security. A responding student facing an alleged violation of the *Student Code of Conduct* who withdraws or initiates a leave of absence prior to the resolution of an alleged violation or completion of a sanction must have their case resolved prior to returning to the college.

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

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

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

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

BEHAVIORAL EXPECTATIONS

A. Core Values and Behavioral Expectations
The College considers the behavior described in the following sub-sections as inappropriate for the College community and in opposition to the core values set forth in this document. These expectations and rules apply to all students. The College encourages community members to report to College officials all incidents that involve the following actions.
**Integrity:** College students exemplify honesty, honor and respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

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

2. **Academic Dishonesty.** Cheating, plagiarism, or other forms of academic dishonesty as outlined in the College academic policies.

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

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

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

6. **Taking of Property/Stolen Property.** Intentional and unauthorized taking of College property or the personal property of another, including goods, services and other valuables. Knowingly taking or maintaining possession of stolen property.

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

7. **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.

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

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

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

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

12. **IT and Acceptable Use.**Violating the College Acceptable Use and Computing Policy.
13. **Gambling.** Gambling for money or other things of value on College-owned or College-controlled property or at College sponsored activities is prohibited, except as permitted by federal, state, and local law.

14. **Weapons.** Possession, use, or distribution of explosives (including fireworks and ammunition) guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade in excess of three inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on College property. **NOTE: For academic authorization, please contact the Theater Department for a copy of the Theater Stage Combat and Weapons Policy.**

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

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

17. **Animals.** Animals, with the exception of animals that provide assistance (service animals, emotional support animals as approved by the Disability Resource Center and pets as outlined in the Resident Handbook), are not permitted on campus except as permitted by law.

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

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

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

21. **Retaliatory Discrimination or Harassment.** Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant or supporter of a participant in a grievance proceeding or other protected activity under this code.

22. **By standing.** Complicity with or failure of any student to appropriately address known or obvious violations of the Student Code of Conduct or law and/or complicity with or failure of any organized group to (appropriately) address known or obvious violations of the Student Code of Conduct or law by its members.

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

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

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

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

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

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

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

30. **Sexual Misconduct.** Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation (See Sexual Misconduct in Appendix B of Student Handbook).

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

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

32. **Alcohol.** Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations), being knowingly in the presence of alcohol, or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age. Use, possession, provision, sale, or distribution of alcoholic beverages except as permitted by law and by College policy.

33. **Drugs.** Use, possession, provision, sale, or distribution of narcotics or other controlled substances (illegal drugs) except as permitted by law; or being in the presence of narcotics or other controlled substances on Cornish-controlled property. The possession or use of marijuana, for any purpose, on College-controlled property or at official College functions is prohibited. Therefore, even students over twenty-one (21) years of age and/or students with valid documentation under Washington’s medical marijuana law may not possess, store, provide, or use marijuana on College-controlled property (including but not limited to the residence hall, academic buildings, and parking lots) or at official College functions, regardless of the location.

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

35. **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.

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

37. **Arrest.** Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Office of Student Life within seventy-two hours of release.
38. **Other Policies.** Violating other published College policies or rules, including but not limited to, all Residence Hall policies.

39. **Health & Safety.** Creation of health and/or safety hazards including, but not limited to, dangerous pranks, hanging out of or climbing from/on/in windows, balconies, or roofs.

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

**OVERVIEW OF THE 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 or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The 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 written indicating a student has allegedly violated the Code of Student 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 administrative hearing and of the student’s rights and responsibilities. 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 notification. 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 a 24 hour period to indicate this choice.

C. **STEP 3:** A hearing is held. A finding will be determined and is final except in cases that involve Title IX or other discrimination allegations. In those cases, the hearing results serve as a recommendation to the Title IX Coordinator, who reviews and finalizes the finding.

If the student is found responsible for violation of the Student Code of Conduct, sanctions will be determined by the Hearing Administrator and/or the board, or the Title IX Coordinator when applicable, who will review and finalize the sanctions, subject to the College appeals process by any party to the complaint.
If the finding is that the student is not responsible for violation of the Student Code of Conduct, the process ends, except for appeal. Applicable appeals options are described below.

**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 and appeals officers as deemed necessary to efficiently and effectively supervise the student conduct process. The Dean of Student Life (or designee) will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a complainant 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/appeal. Any unsuccessful conflict resolution can be forwarded for an administrative hearing; however, at no time will complaints of physical sexual misconduct or violence be mediated as the sole institutional response. 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.

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

1. The membership of the board is selected from a pool of at least 3 students, 3 faculty, and 3 staff/administrative members appointed and trained annually by the Dean of Student Life (or designee).
2. As required, a board will be chosen from the available pool, and is usually comprised of one student, one faculty member, and one staff member/administrator. Availability may determine a different composition for the board, and in complaints involving discrimination, sexual misconduct, or other sensitive issues, the Dean of Student Life (or designee) might use three College employees for the Hearing Board. The Dean of Student Life (or designee) appoints the Hearing Board Administrator, a non-voting member and Chair of the Hearing Board, who assures that College procedures are followed throughout the hearing.
**Administrative Hearing Officers**
Administrative Hearing Officers are chosen from a pool of College employees who have been trained and selected by the Dean of Student Life (or designee).

**Interpretation and Revision**
The Dean of Student Life (or designee) will develop procedural rules for the administration of hearings that are consistent with provisions of the *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 code. The Dean of Student Life (or designee) may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the *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.

**FORMAL CONDUCT PROCEDURES**

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

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

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization’s leaders or officers; or
- Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.
Amnesty

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

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

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

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

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

**Notice of Alleged Violation**
Any member of the College community, visitor or guest may allege a policy violation(s) by any student for misconduct under this code. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a complainant or a third party, and should be submitted as soon as possible after the offending event occurs. The College has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

**Investigation**
The Dean of Student Life /Title IX Coordinator (or designee) will assume responsibility for the investigation of the alleged violation and will appoint an investigator(s) for allegations under this code.
Findings
Findings are based on a preponderance of evidence standard, that is, is it more likely than not that a violation occurred. Students are either found responsible or not responsible for violation the code.

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

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

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

Notice of Hearing
Once a determination is made that reasonable cause exists, 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.

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

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

Failure to Appear
Except in a complaint involving failure to comply with the summons of the Administrative Hearing Officer, no student may be found to have violated the Student Code of Conduct solely as a result of the student’s failure to appear for a hearing. In all such instances, conduct hearings will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the Administrative Hearing Officer or Hearing Board presiding over the hearing.

If a responding student fails to respond to notice from the Administrative Hearing Officer (or designee), the Dean of Student Life (or designee) may initiate a complaint against the student for failure to comply with the directives of a College official and give notice of this offense. Unless the student responds to this notice within two (2) days by answering the original notice, an administrative conference may be scheduled and held on the student’s behalf. As a result, the student may be administratively withdrawn from attending classes or a disciplinary hold may be placed on their College account, deeming them ineligible to register for courses or College housing until such time as the student responds to the initial complaint.

Preparation for Hearing
At least two (2) business days before any scheduled formal 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 the complainant 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 will deliver to the Administrative Hearing Officer all 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. The responding student and the complainant will notify the Administrative Hearing Officer of the name of the support person who will be accompanying them to the hearing.

4. The Administrative Hearing Officer will ensure that the hearing information and any other available written documentation is shared with the parties at least three (3) business days before any scheduled hearing. In addition, the parties will be given a list of the Administrative Hearing Officer and/or Hearing Board members
in advance. 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. The Administrative Hearing Officer 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.

**Hearing Board Procedures**

The Administrative Hearing Officer will serve as a non-voting member and Chair for the hearing. The parties have the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend the hearing, it is that student’s responsibility to notify the Administrative Hearing Officer within 24 hours of receiving the hearing notification to arrange for another date, time and location. Except in cases of grave or unforeseen circumstances, if the responding student fails to give the requisite minimum 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 Hearing Administrator and the Board will conduct board hearings according to the following guidelines:

1. Hearings will be closed to the public.

2. 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).

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

4. The individual(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. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the board and the Administrative Hearing Officer. The Administrative Hearing Officer may limit the number of character witnesses presented or may accept written affidavits of character instead.

5. All procedural questions are subject to the final decision of the Administrative Hearing Officer.
6. After a board hearing, the 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 all deliberations. Once a finding is determined, if the finding is that of 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.

7. 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) 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. In cases of sexual misconduct and other crimes of violence, notice of the outcome will be delivered to both parties simultaneously, meaning without substantial delay between the notifications to each.

**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 property destroyed, damaged, consumed, or stolen.

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

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

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

6. **Confiscation of Prohibited Property**: Items whose presence is in violation of College policy will be confiscated and will become the property of the College. Prohibited items may be returned to the owner at the discretion of the Dean of Student Life and/or Campus Safety & Security.
7. **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.

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

9. **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.

10. **College Housing Reassignment**: Reassignment within College housing. Housing & Residence Life personnel will decide on the reassignment details.

11. **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 reapplication for College housing, the student must gain permission from the Dean of Student Life.

12. **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.

13. **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.

14. **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.

15. **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.

16. **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).

17. **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.

**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.

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

In cases where the College determines through the student conduct process that a student violated a policy that would constitute a “crime of violence” or 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:

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

Failure to Complete Conduct Sanctions
All students, as members of the College community, are expected to comply with conduct sanctions within the timeframe specified by the 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).

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

Appeal Process
A student may appeal a sanction to the Dean of Student Life by letter within five working days of their receipt of the Hearing Outcome Letter. Appeals requests are limited to the following grounds:

1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
3. The sanctions imposed are substantially outside the parameters or guidelines set by the College for this type of offense or the cumulative conduct record of the responding student.

Disciplinary sanctions remain in effect during the appeal process.

The Dean of Student Life may make a direct decision on the appeal, or remand the decision back to an investigator for further consideration. The decision of the Dean of Student Life is final.

S. Approval and Implementation
This Student Code of Conduct was approved on August 19, 2016 and updated on September 29, 2017.
Cornish College of the Arts is committed to creating and providing an 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 Amendment 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 sex discrimination prohibited by Title IX.

Any student, faculty or staff member, who has concerns about sexual discrimination, including any concerns pertaining to Sexual Misconduct, is encouraged to seek assistance from our coordinators (listed below).

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 or 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
Office of Student Life, 1st Floor, Cornish Commons
206-726-5174
bhenderson@cornish.edu

Title IX Deputy Coordinator
Joe Canfield
Human Resources, 7th Floor, Main Campus Center
206-726-5004
jcanfield@cornish.edu
SEXUAL MISCONDUCT POLICIES AND PROCEDURES
Due to the sensitive nature of sexual misconduct concerns, as well as federal requirements, the following 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 Cornish Connection (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.

WHAT IS SEXUAL MISCONDUCT?
Cornish College defines Sexual Misconduct as:
- Sexual harassment
- Hostile environment caused by sexual harassment
- Sexual assault
- Non-consensual sexual contact
- Non-consensual sexual intercourse
- Domestic violence
- Dating violence
- Sexual exploitation
- Stalking
- Retaliation
- Intimidation

The above terms are defined in Appendix B-1 (located in back of this document).

REQUIREMENT OF CONSENT
- Consent for sexual contact must be clearly understood and obtained prior to sexual activity, including 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 a person is asleep, unconscious, or because of intellectual or other disability that prevents the person from having 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.
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 think 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.

FILING A REPORT
Victims have the option of filing a report with any or all of these departments:

- The Office of Student Life, Housing & Residence Life, Human Resources and Campus Safety & Security at Cornish College of the Arts. This could lead to an internal investigation and findings related to a violation of the Student Code of Conduct.

- The Title IX Coordinator/Deputy Title IX Coordinator. This could lead to an internal investigation and findings related to a violation of the Student Code of Conduct.

- The Seattle Police Department. This could lead to a criminal investigation and legal proceedings.

REPORTING AN ALLEGATION TO CAMPUS AUTHORITIES
Students who believe they have been a victim of sexual misconduct (including sexual assault, harassment or discrimination) should tell someone. 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. They will report this information to the Title IX Coordinator. Students may also complete an incident report or provide a witness statement to Campus Safety & Security.

All responsible employees are obligated to report such information to the Title IX Coordinator. If the Title IX Coordinator is not available faculty and staff may also complete an incident report or witness statement to Campus Safety & Security.

AMNESTY
The College provides amnesty to complainants, students who offer assistance 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, such as 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 Students (or designee) not to extend amnesty to the same person repeatedly.

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

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 is required by law to investigate allegations of sexual misconduct, whether communicated verbally, in writing, or through hearsay. This obligation may exist 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 without their permission. 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 Cornish Counseling Office, who is 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.

SEXUAL MISCONDUCT INVESTIGATION AND HEARING PROCEDURES
Under the direction of the Title IX Coordinator, the investigator(s) will conduct a fact-finding investigation with involved individuals or those who may have relevant information to share about the case.

After conducting the investigation, the investigator(s) will present the case file to the Title IX Coordinator and/or Deputy Coordinator. The Title IX Coordinator will either make an administrative finding based on the investigation/evidence presented or assign an Administrative Hearing Officer (non-voting member) to convene the Hearing Board to hold a hearing. The Title IX Coordinator reserves the right to add or change hearing administrators or conduct board members, if deemed necessary.
The respondent will be notified at least two (2) business days prior to the date of any hearing; unless the Administrative Hearing Officer determines that extenuating circumstances require an earlier hearing date. The notice will include a general description of the alleged policy violation(s) and the time, date, and location of the hearing.

During any meetings or hearings, the Hearing Administrator 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. The complainant and the respondent will have the right to have witnesses speak on their behalf to the administrative investigator. 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 Officer. Witnesses may be in the room only when testifying.

The complainant and the respondent have the right to have legal counsel with them during any portion of the investigation, including a 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.

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.

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 trial. The main purpose of any investigation and hearing is to consider allegations and determine the likelihood of a violation of College policy by considering the evidence presented. The Administrative Hearing Officer or 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.

In the absence of an involved party at a hearing, the Administrative Hearing Officer or panel will decide whether to continue 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.

A record of any meetings or hearings may be made either by audio or video recording at the discretion of the coordinating investigator or Administrative Hearing Officer. All persons present will be notified if a meeting is being recorded.

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 reasonable timeframe (typically within five business days) by email sent to their College-issued email address.
Additionally, some faculty or staff members may be informed of the outcome if the information is necessary for them to conduct their responsibilities.

It is the position of Cornish College of the Arts that mediation is never appropriate in sexual misconduct cases.

**RETAILATION**
Retaliation of any kind in response to an individual’s participation in the 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 the retaliation should be addressed promptly with the Dean of Students.

**RIGHT TO APPEAL**
Both the complainant and the respondent may appeal the initial findings and/or sanctions from a sexual misconduct investigation process.

Appeals requests are limited to the following grounds:

1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
3. The appeal must be made in writing to a designated College official within five (5) business days of having received notice of the initial findings, unless otherwise notified in the findings letter.

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

The designated College official may make a direct decision on the appeal, convene a new hearing panel, or remand the case back to an investigator for further consideration. The decision of the designated College official is final.

**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 respondent are entitled to the following:

**Notification of Investigation or Hearing**
Notice of an investigation will be provided as soon as is practicable. Written notice of the date, time and place for any hearing and a written copy of the complaint will be given to both students. This notice will be sent to the student’s College-issued email account at least three (3) business days prior to the scheduled hearing. The student(s) may agree to shorter notice.
The respondent and the complainant are required to attend the hearing, unless prior arrangements have been made with the Administrative Hearing Officer and/or Title IX Coordinator at least 24-hours before the hearing. The Administrative Hearing Officer and/or Title IX Coordinator determine the appropriateness of the request and whether to reschedule the hearing. Conflicts with class schedules are considered when scheduling hearings; however, there may be circumstances that require students to miss a class in order to attend a meeting. Students who fail to attend a hearing without approval may be found responsible for conduct violations. The College reserves the right to impose interim sanctions prior to the hearing if in Cornish’s sole discretion they are warranted for the safety and well-being of the college community.

Disclosure of Review Documents
Students must submit all written information they want considered by the Administrative Hearing Office and/or 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 meeting. 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 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 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. In circumstances where safety may be a concern, as 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.

Support Person
The complainant and the respondent in an incident that includes sexual misconduct or physical assault 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 support person who accompanies a student is present for emotional support only and may not speak on the students behalf.
The student and the support person may confer at reasonable times as determined at the sole discretion of the Administrative Hearing Officer. A student involved in another type of incident may have a support person (same characteristics as noted above) upon the approval of 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, other students (Respondent(s) and Complainant(s) involved in the hearing will be afforded the same opportunity to have a support person 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. 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.

**A Written Outcome Decision**

The Hearing Outcome Notification will include a summary of facts, decision(s), and sanction information, if applicable.

**An Opportunity for Self-Initiated Appeal** (as outlined above in Right to Appeal)

**RESOURCES AND OPTIONS FOR VICTIMS/SURVIVORS OF SEXUAL VIOLENCE**

Victims/survivors are entitled to protective measures, support and access to resources for healing regardless of whether a formal report is filed. Victims/survivors also have the right to be free from retaliation for reporting an 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.

Victims/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” (e.g. 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)

Cornish Counseling Services  
1st Floor, Cornish Commons  206-726-5027  
24/hour On-Call Counselor Available by calling Public Safety

**Private Resources include:**

Title IX Coordinator/Deputy Title IX Coordinator –  
Brittany Henderson, Office of Student Life, 206-726-5174  
Joe Canfield, Human Resources, 206-726-5004

Campus Safety & Security  206-726-5038  
3rd Floor, Main Campus Center, 1000 Lenora St., Seattle, WA  
Reports can be made anonymously.  
Officers are available 24/7.  
They can also provide assistance with filing a report with Seattle Police Department.

Office of Student Life  
Cornish Commons, 1st Floor, 206-726-5003 or 206-315-5852

**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  
24 hour resource line if in crisis, therapy, legal advocacy  
(425) 226-5062  
Countywide Social Service Referral  
dial 211  
National Domestic Violence Hotline  
1-800-799-SAFE  
National Sexual Assault Hotline  
1-800-656-HOPE

*Approved August 19, 2016 and updated on September 29, 2017.*
APPENDIX B.1

Definitions – Violations of Sexual Misconduct, VAWA Informed

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, inure, 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 one family or household member by another; or stalking of one family or household member by another family or household member.

**NonConsensual Sexual Intercourse:** NonConsensual 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.

**NonConsensual Sexual Contact:** NonConsensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a person upon another regardless of gender, without consent.

**Relationship Violence:** Dating Violence and/or Domestic Violence

**Sexual Assault:** Any type of sexual contact or behavior that occurs by force or 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 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:

1. **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 (the Complainant’s) and an objective (reasonable person’s) viewpoint.
2. *Quid Pro Quo Sexual Harassment:* 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.

3. *Retaliatory Harassment:* This includes any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation.