



# Cornish College of the Arts Student Handbook 2022-2023

## **INTRODUCTION**

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

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

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

Once again, welcome to Cornish College of the Arts!

## **CORNISH COLLEGE OF THE ARTS MISSION STATEMENT**

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

## **CORE VALUES**

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

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

## **DISCLAIMER**

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

## **TABLE OF CONTENTS**

### THE COMMUNITY AT CORNISH

- Statement of Difference and Inclusion
- Rights and Responsibilities of the Cornish Community

### ACADEMIC CONDUCT POLICIES

- Academic Freedom
- Academic Integrity
- Academic Grievance Policy

### COLLEGE POLICIES AND PROCEDURES

- Access to Facilities
- Alcohol and Drugs
- Animals on campus
- Bicycles and Bicycle Safety
- Scanner/Copy Machine
- Commercial Activities
- Computer Labs
- Computers and Networks
  - Acceptable Use Policy
  - User Responsibilities
  - Examples of Violations of Acceptable Use
  - Network Policy
- Course Syllabi
- Crime and Safety information (Clery Act)
- Email Policy
- Emergency or Inclement Weather Procedures
- Hours of Operation
- Family Educational Rights and Privacy Act
- Grievance Policy (Non-Academic Concerns)
- Guests and Visitors
- Identification Cards
- Leave of Absence/Medical Leave of Absence
- Lost and Found
- Mailboxes and Mail
- Non-Retaliation Policy
- ORCA Cards and Public Transportation
- Parking

[Personal Information and Publicity Release](#)  
[Personal Protection or Restraining Orders](#)  
[Posting Guidelines](#)  
[Religious Holidays](#)  
[Residence Hall Policies and Procedures](#)  
[SafeRide Evening Shuttle](#)  
[Smoking](#)  
[Student Artwork](#)  
[Student Code of Conduct](#)  
[Sexual Misconduct Policy and Procedures](#)  
[Space Usage Policy and Procedures](#)  
[Text Message Notification System](#)  
[Veterans Information and Vocational Rehabilitation Benefits](#)  
[Voter Information](#)  
[Weapons Policy](#)  
[Wireless Network Access](#)

#### [COLLEGE OFFICES, RESOURCES, AND SERVICES](#)

[Office of Campus Safety & Security](#)  
[Counseling Services](#)  
[Creative Spaces & Event Services](#)  
    [Multimedia Checkout Center \(MCC2\)](#)  
    [Creative Space Safety: Venues, Galleries, Shops, and Studios](#)  
    [Chemical Safety/SDS](#)  
[Housing & Residence Life](#)  
[Information Technology \(IT\)](#)  
[Library](#)  
[Office of Financial Aid](#)  
[Office of Student Life](#)  
    [Accommodations and Accessibility](#)  
    [Cornish Student Senate](#)  
    [Registered Student Organizations \(RSOs\)](#)  
        [Off-Campus Speakers](#)  
        [Student Success Coaches](#)  
[Registration & Records](#)  
    [Academic Advisors](#)  
[Student Accounts Office](#)  
[Writing Center](#)

#### [APPENDIX A: STUDENT CODE OF CONDUCT](#)

[Introduction](#)

[Student Rights and Responsibilities](#)

[Jurisdiction](#)

[Student Conduct Authority](#)

[Findings](#)

[Amnesty Policy](#)

[Safe Harbor Policy](#)

[Retaliation Policy](#)

[Group Violations](#)

[Parental Notification](#)

[FERPA & Conduct Records](#)

[Disciplinary Records Retention Policy](#)

[Core Values & Behavioral Expectations](#)

[Overview of Process](#)

[Alternative Dispute Resolution Procedure](#)

[Mediation](#)

[Circle Conferencing](#)

[Conflict Coaching](#)

[Formal Conduct Procedures](#)

[Roles](#)

[Reporting an Alleged Violation](#)

[Interim Action](#)

[Notice of Hearing](#)

[Preparation for Hearing with Administrative Hearing Officer](#)

[Preparation for Hearing with Hearing Board](#)

[Hearing Procedures with an Administrative Hearing Officer](#)

[Hearing Procedures with a Hearing Board](#)

[Appeal Process](#)

[Completing Conduct Sanctions](#)

[APPENDIX B: SEXUAL MISCONDUCT POLICY](#)

[Approval and Implementation](#)

[APPENDIX C: DISCRIMINATION & HARASSMENT POLICY](#)

## **THE COMMUNITY AT CORNISH**

### **Statement of Difference and Inclusion**

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

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

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

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

### **Rights and Responsibilities of the Cornish Community**

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

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

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

The exercise of individual rights by students and other members of the Cornish community may not abridge the following rights, subject, in appropriate circumstances, to the College’s right to

take actions to protect the health and safety of the Cornish community and its members, guests, and visitors:

1. The right of a faculty or staff member to exclude from a classroom or other College premises, during the progress of a class or other College-sponsored program or activity, persons not enrolled in the class or other unauthorized persons.
2. The right to privacy of a student or faculty or staff member in his, her, or their office or other work area or lodging.
3. The right of the College to take actions reasonably determined to secure the rights outlined above and to assure that students, faculty, and staff may pursue their legitimate goals on College premises or at College functions without interference.

## **ACADEMIC CONDUCT POLICIES**

The following policies relate to academic conduct for students enrolled at Cornish. The College also has established academic requirements and standards which must be met for successful completion of a baccalaureate degree. For these official academic policies, please see the digital Academic Catalog, located on the College's website at <https://cornishcatalog.cornish.edu/>.

### **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 evaluation. At the same time, students are responsible for maintaining the standards of academic performance established by each of their instructors as outlined in the course syllabus and as overseen by their Department and Academic Affairs.
- Students have the right to a learning environment which is free from unlawful discrimination, inappropriate, and disrespectful conduct, and any and all harassment.
- Students are protected against improper disclosure of their views, beliefs, and political associations that instructors acquire in the course of their work as instructors, 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 Integrity**

#### **Overview**

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

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

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

### ***Academic Integrity Policy***

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

Students violate the Academic Integrity Policy when they:

1. Violate the terms of an assignment, project or exam. Examples include but are not limited to:
  - a. giving or obtaining assistance in completing an academic assignment, project, or exam without prior authorization from faculty;
  - b. using books, electronic language translator, cellphone, or other devices to retrieve or share information during an exam, or to complete a project or assignment, unless faculty has specifically authorized their use;
  - c. allowing others to do your work for you without prior authorization from faculty;
  - d. possessing or using pre-prepared notes or other resources, in any form, during a quiz or examination unless authorized by faculty;
2. Copy material from an external source (such as the internet) without crediting the source
3. Look at someone else's answers during an exam or permit others to use your answers as their own;
4. Steal examination questions;
5. Substitute one person for another at an examination, in person or online;
6. Permit others to login and engage as an enrolled student in any online or hybrid class, or educational activity via Canvas, Compass, or College email;
7. Substitute a work of art not their own in a critique session;

8. Submit someone else's work as their own;
9. Destroy, tamper with, or steal a computer program, software, hardware, or file;
10. Plagiarize, which means using as their own, without proper attribution or documentation, the ideas, writings, or work of another person to complete a project or assignment.  
Plagiarism may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course;
11. Forge, alter, or falsify data, information, or citations in completing an academic project or assignment;
12. Forge, alter, falsify, or misuse college documents, records, or instruments of identification;
13. Tamper with an election conducted by or for students;
14. Fail to furnish correct information in response to the request or requirement of faculty or staff;
15. Provide false or deceptive information in conversations with faculty/staff during a scheduled meeting, office hours, or in class, not necessarily in response to a request for information.

### ***Rights and Responsibilities***

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

Faculty and administrators are responsible for helping students to understand other people's ideas and how to use these resources and conscientiously acknowledge them. Students are expected to develop and clarify their own thinking based on faculty and administrator feedback, support, and discussion. Students are expected to know what constitutes effective and honest scholarship, correct citation practices, and formats for assignments or projects for each course.

### ***Faculty Procedures***

Faculty must officially report violations of the Academic Integrity Policy via the Academic Integrity Violation reporting form located on Compass.

Reporting allegations of a violation provides students with the opportunity for representation, due process, and an ability to appeal a decision. Reporting incidents enables department Chairs to support faculty and students, and provides an official record.

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

1. When you suspect a student in class of violating the academic integrity policy, speak immediately with the student in person to describe the alleged violation. Faculty may consult with the department Chair for guidance before speaking with the student.
2. Provide the student an opportunity to respond.
3. Report the alleged violation via the online reporting form, which notifies the appropriate department Chair and Dean of Student Affairs. This step must be done in a time sensitive manner after completing steps 1 and 2 and even if you have not heard from the student.
4. In your report, note the student response. Please note if the student has not responded.
5. In your report, state any recommendations you may have.
6. With your report, provide copies of assignments, exams, or projects and any other supporting documentation.
7. After submitting the report, review again with the student practices and resources for avoiding additional possible violations.

### ***Student Procedures***

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

### ***Consequences***

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

### ***Appeal***

Students who have been found responsible for violating the Academic Integrity Policy may file an appeal with the Dean of Student Affairs no later than 5 business days after receiving an outcome for their case. The Dean of Student Affairs will refer appeals to the Academic Standards Committee for review and adjudication. The Registrar/Dean of Academic Services chairs the Academic Standards Committee. The decisions of the Academic Standards Committee are final.

### ***Academic Grievance Policy***

Cornish College of the Arts holds the relationship between faculty and students to be essential to teaching and learning. The purpose of the student Academic Grievance Policy is to support students and faculty in resolving academic issues and disputes. The goals are for the parties to work respectfully and cooperatively toward maintaining productive and positive learning

environments and to ensure the actions of faculty and students are evaluated fairly and equitably.

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

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

### ***Step One: Speak with Faculty***

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

### ***Step Two: Meet with Chair***

If Step One does not resolve the issue, students may contact the faculty's supervisor, the department Chair. Students are asked to make an appointment with the department Chair to discuss the issue of concern. Students must complete Step One prior to meeting with the department Chair. The department Chair will obtain information from all involved parties and prepare a written summary of the meeting to be confirmed by faculty and student, with copies provided to each, no later than 5 business days after meeting with the student. A copy of this summary should also be sent to the Office of the Provost/Academic Affairs. If the issue is resolved, the matter is closed.

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

### ***Step Three: File written grievance***

If the issue remains unresolved, students may prepare and submit a written grievance and supporting documentation to the Dean of Student Affairs, no more than 7 business days after meeting with the department Chair in Step Two. Supporting documentation may include, but is not limited to: syllabi, relevant assignments, relevant faculty responses to assignments, emails,

grading criteria, project descriptions, rubrics, tests, quizzes or exams, or portfolios, and copies of the written summaries of previous meetings. In order to submit a written grievance, students must have attempted Steps One and Two.

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

## **COLLEGE POLICIES AND PROCEDURES**

### **Access to Facilities**

#### ***General Access to Campus Facilities***

It is the policy of the College to operate all campus buildings through a card access control system. Access cards are issued to authorized members of the campus community. As a private institution, the College reserves the right to limit the use of its grounds and facilities as it deems necessary. Campus facilities are restricted for use by the College's students, faculty, staff, authorized visitors and/or guests. The general public may be granted limited access to campus facilities for specific purposes. The College reserves the right to limit access to any facility at any time without prior notice. All access to campus facilities is contingent on adherence to the College's policies. When the campus is closed, the College will admit only those with authorized 24/7 access. Emergencies may necessitate changes or alterations to posted building access schedules.

#### ***Access to Residential Facility***

The main entrance to the residence hall is often monitored by a trained desk worker and/or Campus Safety & Security staff. Only residents, authorized guests, and those employees or contract personnel authorized by the College are allowed access in residential areas. All guests must be registered at the Welcome Desk and escorted by their host resident at all times.

### **Alcohol and Drugs**

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

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

- To ensure a campus environment in which students, faculty and staff can work, study and relax in safety;
- To address the abuse of alcohol and other drugs and the academic, social, health, and legal consequences thereof;
- To reach out to campus, community, and state groups to develop and implement a comprehensive strategy for prevention;

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

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

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

### **Animals on campus**

Only service animals are permitted in campus buildings. Washington State law defines a service animal as “an animal that is trained for the purposes of assisting or accommodating a disabled person's sensory, mental, or physical disability.” This definition includes only dogs and miniature horses that are individually trained to do work or perform tasks directly related to their owner's disability.

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

For more information about registering a service animal and/or applying for an approved emotional support animal, please contact the Office of Student Life at [studentlife@cornish.edu](mailto:studentlife@cornish.edu).

### **Bicycles and Bicycle Safety**

Bicycles may be parked in the racks on the covered walkway at Kerry Hall and at several locations at the Main Campus Center. Bike storage is also available for residents, commuter students, and staff in the Cornish Commons with approved registration through Housing & Residence Life.

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

### **Scanner/Copy Machine**

A scanner is available for student use in the Main Campus Center Library. This scanner may be used to scan documents to a USB drive free of charge. In order to make a copy, the item must be scanned in and then printed via a computer (this is available in the library). It also functions as a color and b/w printer and can print 8.5 x 11" and 11 x 17".

## **Commercial Activities**

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

## **Computer Labs**

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

- Kerry Hall Computer Lab (Basement, Student Lounge)
- Music Notation Lab (MCC 309)
- Art and Design Lab (MCC, Room 208)
- General Computer Lab (MCC, 1st Floor)
- Library (MCC, 2nd Floor)
- Visual Arts/Performance Production Print Center and Lab (MCC, 4th Floor)
- Writing Center (MCC)
- Student Lounge (Cornish Commons)

## **Computers and Networks**

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

## ***Acceptable Use Policy***

Cornish College of the Arts provides technology resources to meet the College's purpose, to support our educational and community values, and to support our programs and initiatives. The goal of the Information Technology group is to provide high quality services to the campus community. To ensure that our high standards are met, we have set certain expectations regarding the use of technology resources at the College.

Access to Cornish's technology resources--computing facilities, telecommunications and network services, servers, equipment, software, applications, information resources, printing and scanning services, and user and technical support provided by Information Services staff--is a privilege, not a right. This privilege is extended to all users--faculty, staff, students, trustees, alumni, affiliated individuals, and organizations. Accepting access to this technology carries an associated expectation of responsible and acceptable use.

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

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

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

#### User Responsibilities

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

- To use the College's technology resources responsibly and appropriately, respecting the rights of other users to system, services, and information access 24 hours per day, 7 days per week.
- To respect all contractual and license agreements, privacy of information, and the intellectual property of others.
- To comply with College, federal, state, and local regulations regarding access and use of information resources (e.g., College policies regarding the Institutional Information System and dissemination of information outside the campus, FERPA, Federal Copyright Act, The Family Education Rights and Privacy Act, Gramm-Leach-Bliley Act, codes of professional responsibility, etc.).
- To maintain your own system accounts (to include files, data, and processes associated with those accounts); for PC files, data, and processes, this includes taking appropriate action to backup your PC system.
- To exercise due diligence in protecting any computer you connect to the Cornish College of the Arts network from viruses, worms, and security vulnerabilities by regularly using anti-virus software and installing available security updates/patches for your operating system and any applications you use, and avoiding the installation of untrusted programs on your computer
- To keep your technology accounts (computer, network) secure. If you suspect unauthorized access, report it the IT Help Desk.

- Do not share your privileges with others. Your access to technology resources is not transferable to another member of the Cornish community, to family members, or to an outside individual or organization. If someone wishes access to Cornish's technology resources, they should contact Cornish IT.
- To comply with posted policies governing the use of public computing facilities.
- To understand the implications of sharing personal information or data via the Internet, , email, Instant Messaging, or other services that either are open to access by others on and off-campus, or that can be forwarded to others.
- To keep all institutional data in safe-keeping. Information containing any personal data of students, staff, or other should not leave the institution unsecured.

*Examples of Violations of Acceptable Use*

Authorized Access/Accounts

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

Services

- Attempting to interfere with service to any user, host, or network. This includes "denial of service" attacks, "flooding" of networks, deliberate attempts to overload a service, port scans, and attempts to "crash" a host.
- Use of any kind of program/script/command designed to interfere with a user's computer or network session.
- Damaging a computer or part of a computer system.
- Knowingly spreading computer viruses.
- Modifying the software or hardware configuration of College technology resources, including dismantling computers in the lab for the purposes of connecting a notebook computer to the peripherals.
- "Hacking" on computing and networking systems of the College or using the College's network to "hack" other networks.
- Users are prohibited from accessing, submitting, publishing, displaying, or posting any defamatory, abusive, obscene, profane, threatening, racially offensive, harassing, or illegal material.

Prohibited Devices and Sharing Protocols

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

Software, Data, & Information

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

#### Email/Internet Messaging

- Harassment or annoyance of others, whether through language, frequency, or size of messages.
- Sending email to any person who does not wish to receive it, or with whom you have no legitimate reason to communicate. If a recipient asks to stop receiving mail, the user must not send that person any further mail.
- Sending unsolicited bulk mail messages ("junk mail" or "spam") which, in the College's judgment, is disruptive to system resources or generates a significant number of user complaints. This includes bulk mailing of commercial advertising, informational announcements, political tracts, or other inappropriate use of system email distribution lists.
- Malicious email, such as "mailbombing" or flooding a user or site with very large or numerous items of email.
- Forging of email header information.
- Forging email from another's account.

#### ***Network Policy***

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

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

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

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

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

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

#### 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.

### **Course Syllabi**

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

### **Crime and Safety information (Clery Act)**

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

### **Email Policy**

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

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

As an alumni, the student email account will remain accessible after graduating from Cornish if the account maintains an active status. Alumni should login to the Gmail web interface once a year for the account to be considered active. If a student is on an extended leave of absence, the email account will still be accessible. The account will be deactivated should the student withdraw from the College.

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

Messages sent or received via the College email system are considered College property. The College reserves the right to set protocol for use of the system, to determine, grant, or limit access to the system, and to review messages sent or received at any time. Because the

electronic mail of students may constitute “education records,” it is subject to the provisions of the federal statute known as the Family Educational Rights and Privacy Act of 1974 (FERPA). The College will access, inspect, and disclose such records only under conditions set forth by that statute.

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

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

Students are prohibited from:

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

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

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

### **Emergency or Inclement Weather Procedures**

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

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

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

### **Hours of Operation**

Campus building hours for Fall semester 2022 will be emailed to the Cornish community on or before August 19, 2022. For Spring semester 2023, campus building hours will be emailed to the Cornish community on or before December 16, 2022. After these respective dates, for all building hours information, please visit Compass. Building hours may change for holidays and College closures. Additionally, the College reserves the right to limit access to any facility at any time without prior notice.

### **Family Educational Rights and Privacy Act**

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

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

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

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

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

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

## **Grievance Policy (Non-Academic Concerns)**

The purpose of this policy is to provide students with a method for addressing concerns that may arise regarding possible violations to the College's academic or administrative policies. The procedures provide a thorough review of the student's complaint and affords due process to dispute participants with the intent of arriving at a mutual agreement and resolution.

Conflict within a campus community can take many forms. This includes behaviors that are in clear violation of campus policy, but may also be a personal harm, whether purposeful or unintentional.

As part of the conflict resolution process, Cornish provides options for resolving conflicts both informally and, when appropriate, formally. Whenever possible, Cornish incorporates a restorative approach which focuses on repairing harm and healing relationships by constructing an environment where affected individuals have the opportunity to express their experience in a meaningful way. The premise of this approach is to help those involved to understand the position of another person and to co-create a mutual resolution. When this occurs, those impacted are more satisfied with the outcome, as opposed to having a panel determine any outcomes or punitive measures.

### **Grievable matters**

A student may use this procedure if they believe they have been dealt with arbitrarily, unfairly, or in ways which violate established rules, policies, procedures, or past community practices by the College as a whole or any unit, agency of function thereof and in a manner that has caused objective harm to the student.

### **Non-grievable matters**

This policy does not supplant the student conduct process, the administrative rules of the College or the collective bargaining agreement between the faculty union and the College or any other appeal/grievance procedure already existing within College policy.

A student may not use these procedures for grievances related to the following matters:

- 1) Actions of other students, which are handled under the Student Code of Conduct;
- 2) Grade appeals, which are handled under the Academic Grievance Policy;
- 3) Allegations of discrimination or harassment, which are handled through the Policy on Equal Opportunity, Discrimination, and Harassment;
- 4) Allegations of sex-based harassment or sexual violence, which are handled through the Sexual Misconduct Policy;
- 5) The outcomes of student disciplinary proceedings;
- 6) Matters covered under other college policies that contain a specific grievance, hearing, and/or appeal procedures (e.g. financial aid appeal);
- 7) Matters concerning the student in their capacity as an employee of the College, which are resolved in accordance with applicable personnel policies through Human Resources;
- 8) Billing disputes.

### **Campus Sources of Support**

Prior to initiating an informal complaint or formal grievance under this policy, a student may choose to contact a Student Success Coach to assist them in making decisions about how to address the situation of concern and whether to pursue an informal or formal grievance. Student Success Coaches will endeavor to keep information shared during this consultation private but cannot maintain confidentiality.

### **Informal Complaints and Formal Grievances**

A student may choose to pursue an informal complaint and engage in an alternative dispute resolution process and/or by initiating a discussion with the person whom the student has a concern. A formal grievance is made when those concerns have not been resolved and the student believes that the concern is a grievable matter under this policy.

### **Procedures**

Any student alleging a grievable matter shall pursue the grievance as follows:

#### **Step One: Discussion with Member of Campus Community**

In many cases, informal actions can be taken to resolve a dispute between a student and a member of the campus community. The student may choose to meet with the individual and make a good faith effort to resolve the dispute promptly and fairly. If pursued, this discussion should be initiated within 14 working days of the grievable event or as soon thereafter as reasonably possible.

If the conversation does not resolve the issue, or if the student does not feel that they can discuss the matter with the member of the campus community, the student may work with their Student Success Coach to discuss the situation and determine an appropriate course of action.

#### **Step Two: Discussion with Direct Supervisor**

If a satisfactory resolution is not reached after direct discussion with the member of the campus community, or if the student chooses not to discuss the matter informally with them, the student shall, within 14 working days of the informal discussion or grievable event, or as soon thereafter as reasonably possible, meet with the direct supervisor of the member of the campus community.

The supervisor shall assess the grievance for possible violations of existing policy or practice, and recommend an appropriate course of action. The supervisor will provide the student a summary of their recommendation, in writing, within 30 working days of being contacted, or as soon thereafter as reasonably possible.

If a student is unsure about who is the direct supervisor, they may contact their Student Success Coach or consult the College's organizational chart which is published on the Cornish website.

#### **Step Three: Formal Written Grievance**

If the matter is not resolved through the informal process listed above in Steps One and Two, the student may submit a written statement of the grievance to the Dean of Student Affairs within 10 working days after the informal process has ended. The statement shall contain:

- a) the complainant's name, student identification number, and contact information, including Cornish email address;
- b) the name of the party against whom the grievance is being filed;
- c) a detailed description of the nature of the grievance and the harm suffered by the complainant;
- d) a detailed description of the attempts at informal resolution;
- e) a detailed description of the relief or remedy sought;
- f) signature of complainant; and
- g) date of grievance submission.

Remedies under this procedure are generally limited to restoring losses suffered by the student and/or making changes in college policy, practice, or procedure. Monetary damages, fines or penalties, or disciplinary action against the individual who is the subject of the grievance are not remedies available to the student under this policy.

#### **Step 4: Investigation of Grievance**

The Dean of Student Affairs will gather any additional material deemed necessary for review and will meet with all the parties directly related to the grievance, in order to gather facts and information needed to make a fair and equitable decision. The student and the individual against whom a grievance is filed may be advised or accompanied by another person at any stage of the grievance procedure, except that under these procedures practicing attorneys may not participate in any meetings as a representative of any party.

This stage of the grievance procedure shall be completed within 21 working days after the Dean of Student Affairs receives the grievance, or as soon thereafter as reasonably possible.

#### **Step 5: Grievance Decision**

Within 7 working days after completion of the investigation, the Dean of Student Affairs shall issue a written finding as to whether there has been a violation of College policy or a decision made in an arbitrary manner, resulting in unfair treatment and if so, what remedies should be made available to the student. A copy of the decision will be sent to the vice president in the appropriate administrative area, as well as to the student, individual against whom the grievance is filed, and their direct supervisor.

The decision of the Dean of Student Affairs shall be final.

#### **Grievances Against Dean of Student Affairs**

Grievances against the Dean of Student Affairs shall be reported to the Office of the President but shall otherwise follow the procedures of this policy to the greatest extent practicable.

## **Non-Retaliation**

No person against whom a grievance is filed or any other person shall intimidate, threaten, coerce, or discriminate against any individual for filing a grievance under this policy. If students perceive that retaliation is occurring, they should report this immediately to the Office of Student Life.

## **Time Guidelines**

If the College is not in session during part of these proceedings, or in instances where additional time may be required because of the complexity of the case, the unavailability of the parties or witnesses, or other extenuating circumstances, any of the time periods herein may be extended by the Dean of Student Affairs or at the request of any party or individual involved in the grievance procedure. If the time period is extended, the student and the person against whom the grievance has been filed will be informed via College email.

## **Guests and Visitors**

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

## **Identification Cards**

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

Campus ID cards are issued to the individual named on the card and are not transferable to other Cornish community members or any individual not associated with Cornish College of the Arts.

Replacement ID cards are available at the office of Campus Safety and Security during campus operating hours. A \$25 fee is charged for replacing lost ID cards. Damaged or malfunctioning cards will be replaced for free.

Contact Campus Safety and Security on the 3rd floor of the Main Campus Center or at (206)726-5038 if the ID card is lost or stolen.

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

A formal leave of absence (LOA) can be requested for up to one academic year by students who have completed at least one semester at Cornish in good academic standing. For complete

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

A Medical Leave of Absence (MLOA) allows a student at Cornish College of the Arts to temporarily suspend enrollment at the institution in order to receive medical treatment for situations related to their physical and/or mental health. Students may take up to four successive terms of any type of leave during their academic career at Cornish. For complete information on the Medical Leave of Absence process, contact the Office of Student Life, Counseling Services, and/or visit Compass.

### **Lost and Found**

The Campus Safety & Security office keeps lost and found items in the offices at Main Campus Center and Kerry Hall. After 60 days, unclaimed items will be disposed.

### **Mailboxes and Mail**

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

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

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

Residents also receive a private locked mailbox for all standard mail, located on the 3rd floor of the Main Campus Center. An Amazon HUB locker is available for the delivery of packages to the Main Campus Center. Campus Safety and Security has administrative control over the HUB and can assist with the recovery of packages, should that be needed.

Contact Campus Safety and Security on the 3rd floor of the Main Campus Center or at (206)726-5038 if the key is lost or stolen. A \$25 fee is charged for replacing lost mailbox keys.

All members of the Cornish community also have the ability to have packages delivered to the Amazon locker located in the Cornish Commons. When selecting your delivery location, select the locker named Kerning, located at 2025 Terry Ave.

### **Non-Retaliation Policy**

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

## **ORCA Cards and Public Transportation**

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

ORCA cards are valid for full fare and unlimited rides on:

- Bus-Community Transit, Everett Transit, Kitsap Transit, Metro Transit, Pierce Transit, and Sound Transit
- Rail-Sound Transit Link light rail and Sound Transit Sounder train (including Rail Plus partnership with Amtrak Cascades)
- Streetcar-Seattle Streetcar
- Ferry-King County Water Taxi and Kitsap Local and Fast Ferries
- Access Transportation-Service on Kitsap Transit and Metro Transit

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

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

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

The ORCA card is valid as long as the student is currently enrolled at the College, including the summer months. Students will return assigned ORCA cards upon request or when they depart from the College. If the ORCA card is not returned, it may be blocked for further use.

Students are discouraged from loading any additional ORCA products onto their assigned ORCA cards. Any additional product loaded onto the card becomes the property of the College and the College cannot refund any additional products loaded onto the card.

The ORCA system will record data each time a student uses their assigned card. This data will include the date, time, and location of the card when it is presented. This data is owned by the transit agencies and is accessible to the College.

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

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

## **Parking**

Parking in all Cornish lots is by permit and/or parking pass only. Student parking availability can be found within the College Parking Management Policy, which is updated in August of each year. For the academic year 2022-23, this policy will be emailed to the Cornish community on or before August 19, 2022 and can be found on Compass thereafter.

## **Personal Information and Publicity Release**

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

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

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

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

## **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 the Office of Campus Safety & Security a copy of the petition and declaration used to seek the order, a copy of any temporary protective or restraining order that is granted, and a copy of any protective or restraining order that is made permanent. The sensitivity of the information requested is understood and the College is responsible for treating such information in a manner that recognizes and respects the privacy of the reporting person.

## **Posting Guidelines**

Departmental bulletin boards are maintained by the departments they serve. Permission from the individual departments must be secured prior to posting items on their boards. Please contact the department administrator for additional information.

Boards not specifically designated as departmental bulletin boards are considered general posting areas. These are located at various locations throughout the campus. Posting is not

allowed on general access doors, stairwells, restrooms, or the exterior of buildings. If tape must be used to post an item, blue painter's tape is the only permissible tape to use.

The College reserves the right to remove any notices that are deemed inconsistent with the educational mission of the College and/or that are in violation with posting guidelines.

### **Religious Holidays**

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

### **Residence Hall Policies and Procedures**

Students living in or visiting the Cornish Commons Residence Hall are responsible for abiding by the policies and procedures found in the Cornish Commons Residential Policies located on Compass. Upon move-in, residents will formally acknowledge receipt, review, and responsibility to the Cornish Commons Residential Policies.

### **SafeRide Evening Shuttle**

The evening shuttle van will pick up students at Main Campus Center, Cornish Playhouse, Cornish Scene Shop or Kerry Hall and operates within a 1-mile radius from those locations for drop offs. Operating hours for shuttle services will be emailed to the Cornish community on or before August 19, 2022 and can be found on Compass thereafter. Shuttle pick-ups are first-come, first-served. In order to request a ride, students should contact the Office of Campus Safety & Security during shuttle operating hours.

### **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 Artwork**

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

## **Student Code of Conduct**

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

## **Sexual Misconduct Policy and Procedures**

Students who believe they have been a victim of sexual misconduct may report this to the Title IX Coordinator. Students will be informed about their options and assisted in accessing services.

The complete Sexual Misconduct Policy is located in Appendix B of this document. For more information on the Sexual Misconduct Procedures, please contact the Title IX Coordinator.

## **Space Usage Policy and Procedures**

The primary function of all facilities at Cornish College of the Arts is the support of the academic mission of the College. The priority of booking space is based on which request comes first in the following order for which the calendar is opened. Cornish curricular and co-curricular activities have first priority in the scheduling of all College facilities confirmed during the late Spring semester of each year for the following academic year. Extracurricular activities will have secondary priority, with faculty scholarship and staff professional development as third priority. External users are last in priority for booking of space. Any conflict of simultaneous requests will be negotiated between the two parties with the Director of Creative Spaces and Event Services (CSES) as mediator.

Any request must be in compliance with this Space Usage Policy and is subject to availability. Internal and external groups may use and rent space if their activities are consistent with the Cornish Statement of Difference and Inclusion and Core Values.

Non-curricular requests will open each after Registration and Records has completed booking space for classes.

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

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

### ***Procedure to Request Space***

**Internal Users** - Any class use request beyond regularly scheduled classes must be submitted for approval through the College's Coursedog space use system at

[cornish-events.coursedog.com](http://cornish-events.coursedog.com). For performance space requests see below. There is no facilities fee for internal users; however other associated costs such as labor, piano tuning, equipment rental, etc. may incur an added charge.

**RSO's (Registered Student Organizations)** Request for non-performance space must be submitted through the College's Coursdog space request system. Students are required to have their advisor and Student Life formally informed of any requests.

**Student Performance or Exhibition Space Request (Cornish co-curricular and extracurricular)** Senior Projects, Recitals, RSO events, etc. Students must be in good academic standing in order to work on projects outside their curriculum.

1. Students must submit the request through Coursdog at least 60 days before the first day in the space.
  - a. Students must provide the name of any advisors when filling out the Corusedog Form as additional contacts
2. If space is available, the head of the facility will set up a meeting. This meeting is required and must include the lead student and advisors (if an RSO a representative of Student Life must also be included)
3. Every planning email and subsequent communication must include students' advisor/s (if an RSO a representative of Student Life must also be included)
4. Only one student must be assigned as the lead in email and meeting communications. Other students are always welcome to be copied or attend meetings
5. Support from the CSES Department will be provided. The scope of support is dependent on need, venue where the use is in, and capacity of the department's staff
6. Selling of tickets by students is not permitted, exceptions will be made on a case by case basis.
  - a. If students wish to sell tickets, they will need send a written reason for this exception to the Director of CSES for review
  - b. If approved the Patron Services Manager will reach out to assist with ticket sales

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

#### Alumni

1. Email request to the College Alumni Relations Manager [alumni@cornish.edu](mailto:alumni@cornish.edu)
2. Alumni Relations will verify the individual is an alumnus of Cornish College of the Arts.
3. After verification, Alumni Relations will contact the Rentals Manager to set up connection for booking space.
4. To receive the discount, the Alumni must be the generator and lead of the project
  - a. Groups who have an Alumni do not automatically receive a discount
  - b. Space request must not be for a company, organization, or affiliation of a larger group
5. The Alumni who reserved the space is responsible for paying insurance and all other associated fees

### Current employees & students, or retired Cornish employees

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

### Third Party Renters

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

### **Text Message Notification System**

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

In those rare cases of inclement weather, power outages, delayed openings or early closures, or any other event that represents a danger to the community, the College will be able to issue a text notification simultaneously to all persons who elect to participate in the program.

Students can sign up for the [Omnilert](#) program through the link provided.

### **Veterans Information and Vocational Rehabilitation Benefits**

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

Any student who is uncertain regarding their eligibility for benefits may contact the Department of Veteran Affairs directly at [https://www.benefits.va.gov/gibill/get\\_started.asp](https://www.benefits.va.gov/gibill/get_started.asp)

### **Voter Information**

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

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

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

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

Students needing assistance with the voter registration process may contact their Student Success Coach.

### **Weapons Policy**

Cornish does not permit the use or possession of the following items on campus whether concealed or not: firearms, explosives, martial arts weapons, air-powered guns or rifles, or any other dangerous weapons, or replicas of any of the above; this includes storage of any such items in a vehicle parked on College property.

This prohibition, however, does not apply to weapons or replicas of weapons used as part of an academic and/or artistic activity supervised or assigned by members of the Cornish faculty. Such weapons or replicas of weapons used in academic activities must be approved by the relevant Department Chair in advance of their appearance on campus and must be stored in secure, designated spaces. Copies of the official approval of these items should be provided to the Director of Campus Safety and Security for review and ultimate approval. Proper training on the use of such items must be provided and documented.

### **Wireless Network Access**

Secured wireless access is available at all buildings.

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

## **COLLEGE OFFICES, RESOURCES, AND SERVICES**

### **Office of Campus Safety & Security**

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

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

Students injured on campus should contact a faculty member or staff member and the Office of Campus Safety & Security immediately.

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

### **Campus Safety & Security Overview and Enforcement Authority**

The Office of Campus Safety & Security is a team committed to ensuring the safety and security of Cornish College of the Arts' campus community. Overseen by the Vice President of Operations, the team comprises a Security Director, a Site Supervisor, and 10 Security Officers. The department is operational 24 hours a day, 7 days a week, all year round and has jurisdiction at all campus buildings.

Cornish College of the Arts (the College) vests in its Office of Campus Safety & Security (Campus Safety & Security) responsibility for overall campus safety and investigations of any alleged crimes. It is strongly requested that any office, department or employee of the College that receives information relating to alleged crimes immediately report that information to the Campus Safety & Security.

Criminal incidents may also be referred to the Seattle Police Department (SPD), which has jurisdiction on the campus. Campus Safety & Security maintains a highly professional working relationship with the Seattle Police Department and other law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report any crime to the Campus Safety & Security and the Seattle Police Department. Campus Safety & Security will facilitate and provide support to any student or employee desiring to report a crime to the Seattle Police Department. Prompt reporting will assure timely warning notices on campus and accurate disclosure of crime statistics. The College works closely with the Seattle Police Department, however at the date of this publishing, an MOU is not in place.

Additionally, Campus Safety & Security personnel are obligated as representatives of the College to enforce institutional rules and regulations. They have the authority to ask persons for identification to determine whether individuals have lawful business at the College and to administer trespass notices to those who do not. Campus Safety & Security staff have the authority to issue parking tickets on behalf of the College. Security staff are non-sworn officers, contracted through Northwest Security Services, and licensed through the State of Washington. They receive training in the following subjects: criminal law, civil law, public relations, sexual violence, emergency response, interpersonal communication, crisis intervention, defense tactics, Title IX compliance and protection of persons and property. All officers are also certified in standard first aid and CPR/AED.

While the College is staffed with personnel who protect the campus during the day, evening and weekend hours, it is the student's responsibility to exercise caution and use good judgment.

## **Counseling Services**

Students have up to 15 free counseling appointments available to them per academic year with a Cornish mental health counselor. Counselors provide crisis intervention, consultation, and referral to community resources. The frequency of appointments, methods, and duration of services are determined by the needs of each student. Cornish Counselors provide referrals to Nellie Care psychiatric services as well.

Students' first appointments are 20 minute screenings with one of the two licensed counselors. Screenings are used to determine the needs of the student and to assess if those needs can be met within Counseling Services' scope of practice. Students are next assigned to a counselor for a 50 minute intake session. Prior to intake sessions, a link to intake forms is sent with an appointment reminder. Students should allow up to 30 minutes to complete these documents. It is also requested that students submit them **at least** 30 minutes prior to the scheduled intake session time so the counselor has time to review these documents prior to the meeting.

Subsequent sessions during the academic year will be scheduled for 50 minutes. If you are unable to keep your appointment, please give your counselor 24 hours advance notice. If you think you will arrive more than 10 minutes late, please contact your counselor so that your appointment is held exclusively for you.

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

Counseling Services is located on the first floor of the Cornish Commons. Cornish counselors will meet with students in person and others via telehealth depending on the needs of the student. More information on Counseling Services can be found on the Cornish website and on Compass.

## **Creative Spaces & Event Services**

The following spaces are overseen by the Creative Spaces & Event Services Department (CSES). All students have access to use any of the college's shops and non dedicated studios. Students in the following departments have dedicated studio space which is assigned to them by their academic department; Film, Art, Design, Interior Architecture and Performance Production. Detailed protocols, guidelines and supervisory staff information can be found on the [CSES Canvas page](#).

### Performance venues on campus:

- Cornish Playhouse Mainstage (including the Lobby, The Founders Room, and Dingwall Courtyard) at 201 Mercer St
- Alhadoff Studio at 201 Mercer St
- Raisbeck Hall located at 2015 Boren Ave

- PONCHO Concert Hall located at 710 E. Roy St
- Raisbeck Auditorium at 2019 Boren Ave

Galleries on campus:

- The Behnke Family Gallery 1077 Lenora St.
- 9th Ave Gallery 2014 9th Ave
- Alumni Gallery 1000 Lenora St. 3rd floor
- President's Gallery 1000 Lenora St. 7th floor
- Lui Project Space 900 Virginia 2nd floor
- Playhouse Lobby Gallery 201 Mercer St

**Studios/Shops:**

- Jon and Mary Shirley Fabrication Studio - 1000 Lenora St. 1st floor
- Printmaking Studio - 1000 Lenora St 5th floor
- Photography Studio - 1000 Lenora St 6th floor
- Drawing and Painting Studios - 1000 Lenora St 5th floor
- Art and Design Studios - 1000 Lenora St 4th-6th floors
- Costume Shop - 1000 Lenora St 4th floor
- Scene Shop - 185 Roy St.
- Spray Room - 1000 Lenora St. 4th floor Rm 417

***Multimedia Checkout Center (MCC<sup>2</sup>)***

MCC<sup>2</sup> is located on the 6th floor room 609 of the Main Campus Center and provides students access to equipment for video, film, photography, and audio projects. The hours of operation during the fall and spring semesters are Monday-Friday 9am-6pm and closed for school recognized Holidays, Winter and Summer Break. MCC<sup>2</sup> is open for Spring Break by appointment.

You can view the inventory and make equipment reservations on the [website](#). Much like the library there are limited amounts of the same item in stock, therefore reserving in advance helps ensure you have the tools needed to complete your assignments.

***Creative Space Safety: Venues, Galleries, Shops, and Studios***

Cornish has two documents ([Shop & Studio Protocols](#) and [Space & Venue Protocols](#)) that reference mandatory safety protocols for working in the creative spaces. Within each of these documents is a table of contents that will allow you to quickly navigate to the relevant section/s related to your art practice. Please take the time to review these safety protocols in tandem with your class instruction or use of facilities. In addition, please note that certain tools and processes require authorization prior to use. Contact CSES Studio and Shop staff to complete authorizations.

## **Chemical Safety/SDS**

During your time at Cornish you may find yourself bringing products to campus such as Aerosols (paint, adhesive, fixative, finishes etc.), Enamels, Flammables, Resins (including Fiberglass), select Hardwoods, Solvents (thinners) or solvent containing products, or toxic products (anything with noxious fumes). It is important that you always have a printed version of the Safety Data Sheet (SDS) with you in the room the product is used and/or stored in. It is your responsibility to understand and provide the needed personal protective equipment. Always check with your instructor or CSES staff before bringing a new product to campus, as some are not approved to use at Cornish.

- Notify faculty/staff that a new product has been introduced to the shop and provide them with the SDS, or ask them to provide an SDS for the product.
- All chemicals and products that pose a health hazard have a Safety Data Sheet (SDS) available from the manufacturer.
- Cornish **does not** provide respirators as these must be fitted to the individual, as such students will be required to buy their own. CSES staff are trained to do fit testing and help with identifying the correct mask and filters.
- Examples of materials and processes that REQUIRE ventilation: Aerosols (paint, adhesive, fixative, finishes etc.), Enamels, Flammables, Resins (including Fiberglass), Hardwoods, Solvents (thinners) or solvent containing products, toxic products (anything with noxious fumes), sanding or heating.
  - Cornish has three spray rooms - MCC 417, Ceramics room in the Jon and Mary Shirley Fabrication Studio, and the Cornish Playhouse 1st floor.
- Examples of materials and processes that MAY require ventilation: Adhesives, Airbrushing, Cleaners/removers, Emulsion, Inks, Markers, Mediums, Mold making, Sealants, Stains. Ventilation needs can vary by product, so always check the label before using.
- You can find the full protocols on the CSES Canvas page. Log into Canvas then click this [link](#).

## **Housing & Residence Life**

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

## **Information Technology (IT)**

The IT department is the center of technology resources for the College and is responsible for all data communication, network, and telecommunications. This department maintains the College computer labs, internet, email, telephone system, and can provide basic maintenance of hardware. IT supports students as well as College faculty and staff. IT is located on the first floor of the Main Campus Center in room 106. IT is open Monday-Friday 8am-5pm.

## **Library**

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

Librarians are available to help you via [chat](#) (link is also on the library [website](#)) as well as at the front desk during the day, Monday-Friday, for questions and research assistance. They teach Information Literacy sessions in coordination with classes and also offer library overviews.

In addition to the on-site collection of print books, scripts, scores, magazines, newspapers, vinyl records, movies, and one 500-year old manuscript, the library has extensive database collections of electronic books, articles, digital images, and streaming music and video. There is also a variety of equipment including hotspots, laptops, DVD and BluRay players and more. For information on all the library collections and services please visit the Cornish website at <https://www.cornish.edu/library/>.

Cornish Library extends borrowing privileges to current students, faculty, staff, emeriti, and alumni. Students needing special assistance transporting library items may be eligible to appoint another person as a proxy. Please ask a librarian for more information.

## ***Circulation Policy***

Library Card: Your Cornish ID is your Library Card. You must present your Cornish ID to check out library materials.

Renewals: Items can be renewed up to three times if no holds have been placed by other people. Renewals can be done via your personal library account online, in person, by phone, or by emailing [librarycirc@cornish.edu](mailto:librarycirc@cornish.edu).

Loan Periods vary for print materials, audio/visual materials, equipment, and class reserves. Please contact library staff for additional information.

## ***Overdue and Lost Items: General Policy***

The library does not charge daily overdue fines, but if you have overdue items you will not be able to check out anything else. There will be a replacement fee for any lost or unreturned items. Rebinding or replacement costs are due if library items are returned damaged or defaced. In addition to replacement costs a \$10.00 processing fee will be assessed for each item that has to be replaced.

The library sends multiple overdue notices by email. You can also check your library account in the online library catalog at any time to see what you have checked out and renew if necessary.

If the item is renewed or 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. It is the responsibility of the student to verify replacement charges have been paid in order to reinstate borrowing privileges.

### **Office of Financial Aid**

The Office of Financial Aid is located on the 3rd floor of the Main Campus Center building and can be reached at (206) 726-5063 or by email at [finaid@cornish.edu](mailto:finaid@cornish.edu). The mission of our office is to foster the educational goals of Cornish students by focusing on increasing opportunities for student access and success in higher education. We seek to assist students by providing information on student eligibility, the Free Application for Student Aid (FAFSA) or WASFA, types of aid available, cost of attendance, and policies and guidelines for federal, state, and institutional programs.

We understand that your education is a big investment, which is why Cornish offers a full range of funding options, including Merit and Need-Based Aid. If you have experienced an unusual circumstance, students can also apply for a Professional Judgment (PJ) adjustment by submitting the PJ form on Compass. For additional information, please visit the Compass, where you can find all policies and the Student Financial Services Handbook .

Work Study positions are available to view online at <https://www.cornish.edu/work-study-jobs/>. You can access more information about Work Study on Compass, under the Financial Aid tab. Please check your Award Letter to see if you're eligible for the Work Study program. If you have any other questions about the Financial Aid at Cornish, please visit our Frequently Asked Questions: <https://www.cornish.edu/tuition-financial-aid/>.

### **Office of Student Life**

The Office of Student Life is located on the first floor of the Cornish Commons and can be reached at (206) 726-5003 or by email at [studentlife@cornish.edu](mailto:studentlife@cornish.edu). Students may also schedule appointments via the scheduling links found on Compass in each staff member's bios. The Office of Student Life is dedicated to enhancing and complementing Cornish College of the Arts students' educational experience through programs, services, and opportunities that aid in their personal development.

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

- Community building: Providing programs that encourage, enhance, and maintain a sense of community on campus.
- Co-curricular learning: Providing experiences that complement in-class learning and development.

- Student support: Providing programs and services to ensure student success and persistence towards graduation.
- Student engagement: Providing opportunities for students to actively participate in the College community, and in the extended Seattle community.

### ***Accommodations and Accessibility***

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

The Office of Student Life's accommodations and accessibility philosophy centers around access, equity, and self-advocacy, all of which are integrated into processes.

Staff members coordinate accommodations for students with disabilities in academic and non-academic programs. Accommodations may include, but are not limited to: accessible facilities; materials and media; alternative testing arrangements; note-taking services and audio recording; and flexibility in course deadlines.

In addition to coordinating accommodations, staff members also assist students with building self-advocacy skills. Please see the Cornish website and Compass for more information and to inquire about arranging for accommodations.

### ***Cornish Student Senate***

The Cornish Student Senate seeks to enrich campus life for students and develop future leaders. In order to do so, the Cornish Student Senate advocates on behalf of student needs and plans community-centered programs.

The Cornish Student Senate is composed of democratically elected student leaders from each of our eight performing and visual arts departments who represent the interests of the student body as a whole. Additionally, the Cornish Student Senate appoints one First Year Representative during the Fall semester to represent both the Performing and Visual Arts first years. First year students are otherwise ineligible to run for the elected student positions in the case of vacancies or postponed elections.

More information about the Cornish Student Senate, including copies of the CSS governing documents, can be found in the Student Life section of Compass.

### ***Registered Student Organizations (RSOs)***

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

### **Off-Campus Speakers**

Cornish Student Senate, and other Registered Student Organizations, 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. 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.

### **Student Success Coaches**

Student Success Coaches provide proactive, intensive, and personalized support to students by referring and connecting students to resources, working with the student to develop realistic goals that will contribute to academic and personal success in college, and planning and facilitating academic support and programming. Coaches also provide support to students through the planning and implementation of student-centered programming.

Students connect with their Student Success Coach when they need:

- Individual coaching
- Crisis management, conflict resolution, or mediation assistance
- Assistance with time management, goal setting, problem solving, self-advocacy, and learning strategies
- Accommodations for a disability
- Information on ways to get involved on and off campus
- Assistance seeking off campus resources

Coaches are assigned to all students based on the student's degree program. For more information, visit the Cornish website and/or Compass.

### **Registration & Records**

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

### **Academic Advisors**

An academic advisor provides comprehensive advising and support concerning: academic plans and progress, academic schedule, choice of major(s), activities, resources, and career objectives. Assist students in making strategic decisions concerning personal and educational goals leading to graduation. Advising may occur via: online (including student-centered online tools), phone, or in-person.

### **Student Accounts Office**

The Student Accounts Office (SAO) is located on the 3rd floor of the Main Campus Center (MCC) building. The SAO assists students and families by managing charges, payment plans, refunds, and generating billing statements. Tuition, housing, meal plans, and payment plan fees are among the fees managed by the office, as well as miscellaneous fees such as replacement

ID's & ORCA cards. Housing & Residence Life provides the SAO with charges for rooms & meal plans, as well as any charges for damages caused to the facilities during the student's residency.

In the event of withdrawal or leave of absence, the SAO will process any refunds due in accordance with the tuition refund schedule and will coordinate with the Office of Financial Aid to calculate the required amount of Title IV financial aid to be returned to the federal government (R2T4). The SAO works in conjunction with the School Certifying Official to process student benefits from the Department of Veterans Affairs. The SAO provides students with the Tax Form 1098-T Tuition Statement annually by January 31st and files that data with the IRS.

Bills are published to the online student portal at least 30 days prior to the due date. Payment plan information is included in billing emails. Full details on payment plan registration and costs are available on Compass.

### **Writing Center**

The Writing Center provides Cornish students with free, personalized writing support. Writers can have conversations and seek feedback on essays for courses, resumes and cover letters, artist statements, or anything else that includes writing. Support for all stages of the writing, revising, and editing process is available, including understanding assignments and brainstorming, revising for ideas and organization, polishing style, refining sentence structure, and making effective grammatical choices. Live consultations are usually 30 minutes long and focus on the student's goals and concerns, provide practical feedback through dialogue, and emphasize helping students think through solutions.

Writers can work with consultants either synchronously or asynchronously, in person and online, through the following options: live in-person consultations at MCC (M-F), live online consultations using Zoom (M-F), and asynchronous video responses prepared by consultants, which writers receive within 48 hours of submitting their writing (7 days a week). Writers can schedule an appointment for synchronous consultations or submit their writing online for video responses by visiting the [Writing Center page](#) on the Cornish website. More information such as an FAQ, Meet the Consultants, and Resources for Writers can be found on the [Writing Center Canvas page](#).

The Writing Center is located on the 2nd floor of the Main Campus Center (MCC) building in room 212. Writers may drop-in during posted drop in hours or schedule an appointment.

## **APPENDIX A: STUDENT CODE OF CONDUCT**

### **Introduction**

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

Each member of the College community bears responsibility for their behavior and to assume reasonable responsibility for the behavior of others. Students are expected to engage in bystander intervention when in the presence of a potential code violation. Bystander interventions are safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of harm.

The student conduct 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. The process is not intended to simply punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our values or our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. Principles of restorative justice also guide the practice of those serving as hearing officers in determining appropriate sanctions for violations of policy.

When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

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

### **Student Rights and Responsibilities**

- Cornish College of the Arts expressly prohibits discrimination and/or harassment on the basis, actual or perceived, of ability, age, citizenship status, color, creed, ethnicity, gender expression, gender identity, genetic information, marital status, nationality, pregnancy, race, religion, sex, sexual orientation, veteran or military status, or any other category protected in accordance with federal, state, and city laws. Any such

discrimination and/or retaliation will be promptly and fairly addressed and remedied according to the applicable Cornish resolution process.

- The student has freedom of research, of legitimate classroom discussion, and of the advocacy of alternative opinions to those presented in the classroom.
- Students are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes, provided they do so in an orderly manner which does not disrupt the regular essential operations of the College or violate the Student Code of Conduct. It must be made clear to the College and to the community that in public expression and demonstration, students speak only for themselves. The instructor, in class or 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.
- The student has the right to personal privacy except as otherwise provided by law and College policy, and this will be observed by students and College authorities alike.
- The student will be evaluated on knowledge and academic performance for purposes of granting academic credit and not on the basis of personal or political beliefs.
- Students' records may be released to persons outside the College only on request of the student or through compliance with applicable laws.
- Information on rules, rates, and regulations deriving from contractual agreements between students and the College will be made available to students upon request.
- Students have a right to be secure in their possessions provided that the items they possess are not in violation of the law or College policy. The College will not unreasonably search or take possession of students' belongings.
- Students will be free from censorship in the publication and dissemination of their views as long as these are not represented as the views of Cornish College of the Arts and do not violate any College policies.
- A student is free, individually or in association with other individuals, to engage in all campus activities, exercising the right of a citizen of the community, state, and nation, provided they do not in any way purport to represent the College.
- Students are free to form, join, and participate in any group for intellectual, religious, social, economic, political, or cultural purposes.
- Students have the right of assembly upon College facilities that are generally available to the public, provided that such assembly shall: be conducted in an orderly manner; not interfere with vehicular or pedestrian traffic; not interfere with classes, schedules, meetings, or ceremonies, or with educational and/or administrative functions of the College; or interfere with the regular activities of the College; and not cause damage or destruction to College property or private property on College facilities.
- Students are free to use campus facilities for meetings of registered student organizations, subject to policies as to time and manner governing the facility.
- Students may invite and hear speakers of their choice on subjects of their choice, in accordance with College policy, and approval will not be withheld by College officers for the purpose of censorship.
- Students will have their views and welfare considered in the formation of College policy and will be consulted by or represented on College committees that affect students as members of the Cornish community.

- Students will be exempt from disciplinary action or dismissal from the College except for academic failure, failure to pay a College debt, or violation of a student or College policy. Policies shall be fully and clearly communicated in advance of the alleged violation.
- A student is free to be present on campus and to attend classes pending action on criminal or civil charges, except for reasons relating to their physical and emotional safety and well-being or for reasons relating to the safety and well-being of students, faculty, staff, or College property.
- It is recognized that every member of the community has the responsibility to conduct themselves in a manner that does not violate the rights and freedoms of others and has the responsibility to read and recognize the principles within this Student Handbook.

## **Jurisdiction**

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

The College retains jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated, for any misconduct that occurred prior to the leave, withdrawal or graduation. A responding student facing an alleged violation of the Student Code of Conduct who takes leave, withdraws and/or graduates prior to the resolution of an alleged violation must have their case resolved prior to returning to the College. If sanctioned, a hold may be placed on the student's records, impacting the student's ability to re-enroll (and/or obtain official transcripts and/or graduate) and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the College may invoke these procedures and should the former student be found responsible, the College may revoke that student's degree.

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

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves 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, social media, or other electronic mediums. Students should also be aware that online postings such as blogs, web postings, chats, and social networking sites are in a public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations are posted online. The College does not regularly search for this information but may take action if and when such information is brought to the attention of College officials.

The Student Code of Conduct applies to guests of community members whose hosts may be accountable for the misconduct of their guests. The Student Code of Conduct may also be

applied to resident non-students and continuing education programs by contractual agreements. Visitors and guests of the College may seek resolution of violations of the Student Code of Conduct committed against them by members of the College community.

There is no time limit on reporting violations of the Student Code of Conduct; however, the longer someone waits to report an alleged violation, the harder it becomes for College officials to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit the College's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Life, Housing & Residence Life, and/or to Campus Safety & Security.

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

The College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint. Interim suspensions are imposed until a hearing can be held, typically within 2 weeks. Within that time, the suspended student may request an immediate hearing from the Dean of Student Affairs (or designee) to show cause why the interim suspension should be lifted. This hearing may resolve the allegation, or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and the College may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, the College will only delay its hearing until such time it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay will be no longer than two weeks from the notice of the incident unless a longer delay is requested in writing by the complainant to allow the criminal investigation to proceed before the College process.

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

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

### **Student Conduct Authority**

The Dean of Student Affairs is vested with the authority over student conduct by the President of the College. The Dean of Student Affairs manages the student conduct process. The Dean of Student Affairs may appoint administrative hearing officers, hearing board officers, and appeals officers as deemed necessary to efficiently and effectively supervise the student conduct

process. Administrative hearing officers, hearing board officers, and appeals officers are chosen from a pool of College employees who have been trained and selected by the Dean of Student Affairs (or designee). The Dean of Student Affairs (or designee) will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

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

The Dean of Student Affairs has discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and to be bound by the decision with no review and/or appeal. Any unsuccessful conflict resolution can be forwarded for an administrative hearing or hearing board. At no time will complaints of sexual misconduct or violence be mediated as the sole institutional response. The Dean of Student Affairs may also suggest that complaints that do not involve a violation of the Student Code of Conduct be referred for other appropriate conflict resolution. For more information regarding alternative dispute resolution, please contact the Office of Student Life.

The Dean of Student Affairs will develop procedural rules for the administration of hearings that are consistent with the 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 Affairs may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in the Student Code of Conduct. The Dean of Student Affairs may make minor modifications to procedures 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 Affairs, whose interpretation is final. The Student Code of Conduct will be updated annually under the direction of the Dean of Student Affairs with a comprehensive revision process being conducted every 3-5 years.

## **Findings**

Campus 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 hearing is to consider allegations and determine the likelihood of a violation of College policy by considering the evidence presented. The administrative hearing officer and/or the hearing board will use a preponderance of the evidence standard (in other words, "more likely than not") to determine whether a student is or is not responsible for a violation of College policy.

## **Amnesty Policy**

The College provides amnesty to complainants, students who offer help or assistance to others, and others who report serious violations who may be hesitant to report to College officials

because they fear that they themselves may be accused of minor policy violations (e.g. underage drinking) at the time of the incident. Educational options will be explored but no conduct proceedings or conduct record will result. Abuse of amnesty requests can result in a decision by the Dean of Student Affairs (or designee) not to extend amnesty to the same person repeatedly.

### **Safe Harbor Policy**

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

### **Retaliation Policy**

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

### **Group Violations**

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

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

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

### **Parental Notification**

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

### **FERPA & Conduct Records**

The outcome of a campus hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation

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

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

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

### **Disciplinary Records Retention Policy**

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

### **Core Values & Behavioral Expectations**

The College upholds the following core values: Integrity, Community, Social Justice, Respect and Responsibility. Behavior that is in opposition to these core values is considered inappropriate by the College.

*Integrity: Students at Cornish College of the Arts exemplify honesty, honor and respect for the truth in all their dealings.*

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

- Falsification: Knowingly furnishing or possessing false, falsified and/or forged materials, documents, accounts, records, identification and/or financial instruments.
- Academic Dishonesty: Cheating, plagiarism, and/or other forms of academic dishonesty as outlined in the College academic policies.
- Unauthorized Access: Unauthorized access to any College building and/or unauthorized possession, duplication and/or use of means of access to any college building and/or failing to report the loss of, or damage to, a College identification card or key.

- Collusion: Action or inaction with another or others to violate the Student Code of Conduct.
- Violation of Trust: Violations of positions of trust within the community.
- Taking of Property: Intentional and/or unauthorized taking of College property or the personal property of another, including goods, services and/or other valuables and/or knowingly taking and/or maintaining possession of stolen property.
- Use of Trademark: Unauthorized and/or misuse of College or organizational names and images.

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

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

- Disruptive behavior: Substantial disruption of College operations including obstruction of teaching, research, administration, other College activities, and/or other authorized non-College activities which occur on or off campus.
- Rioting: Causing, inciting and/or participating in any disturbance that presents a clear and present danger to self or others, disrupts the normal operations of the College and/or infringes upon the rights of other members of the community, causes physical harm to others, and/or damage and/or destruction of property.
- Unauthorized Entry: Misuse of access privileges to College premises or unauthorized entry to and/or use of buildings, including but not limited to, trespassing, propping and/or unauthorized use of alarmed doors for entry into or exit from a College building.
- Damage & Destruction: Accidental and/or intentional, reckless and/or unauthorized damage to and/or destruction of College property or the personal property of another.
- Gambling: Gambling for money or other things of value on College-owned or College-controlled property and/or at College sponsored activities, except as permitted by federal, state and local law.
- Weapons: Possession, use and/or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and/or pellet guns), and/or other weapons and/or dangerous objects such as arrows, axes, machetes, nunchucks, throwing stars, and/or knives with a blade in excess of three inches, including the storage of any item that falls within the category of weapon in a vehicle parked on College property, except as permitted by College stage combat and production weapons policies, is prohibited.
- Smoking: Smoking outside of designated areas on campus and/or within 25 feet of any building entrance, exit, window that opens and/or ventilation intake.
- Fire Safety: Violation of local, state, federal and/or campus fire policies including, but not limited to: intentionally or recklessly causing a fire which damages College and/or personal property and/or which causes injury; failure to evacuate a College-controlled building during a fire alarm; improper use of College fire safety equipment; and/or tampering with and/or improperly engaging a fire alarm or fire detection/control equipment while on College property.
- Animals: Possession of animals on campus, with the exception of animals that provide assistance (e.g. service animals and emotional support animals) as approved by the Office of Student Life and/or as permitted by law.
- Wheeled Devices: The use and/or unauthorized storage of skateboards, roller blades, roller skates, bicycles and/or other wheeled devices inside College buildings, and/or use

of wheeled devices that may be damaged by these activities (e.g. riding on railings, curbs, benches and/or other fixtures).

*Social Justice: Students at Cornish College of the Arts recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing College community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others.*

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

- Discrimination: Treating an individual differently or less favorably because of their actual or perceived protected characteristics.
- Harassment: A form of discrimination consisting of unwelcome conduct based on an individual's actual or perceived protected characteristics that has the purpose or effect of unreasonably limiting, denying, or interfering with work or academic performance or creating an intimidating, hostile, or abusive work or academic environment. This policy applies to all protected characteristics with the exception of sex. Sex-based harassment and sexual violence are covered by the Sexual Misconduct Policy.
- Retaliation: Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant or supporter of a participant in a grievance or conduct proceeding or other protected activity under the Student Code of Conduct or other College policy.
- Bystanding: Complicity with or failure of any student to appropriately address known or obvious violations of the Student Code of Conduct and/or law and/or complicity with or failure of any member of an organized group to appropriately address known or obvious violations of the Student Code of Conduct and/or law by the group and/or its members.
- Abuse of Conduct Process: Abuse, or interference, or failure to comply with College processes including conduct and academic integrity hearings including, but not limited to: falsification, distortion or misrepresentation of information; failure to provide or destruction or concealment of information during an investigation of an alleged policy violation; attempting to discourage an individual's proper participation in, or use of, the campus conduct system; unreasonably delaying the conduct process; harassment (verbal or physical) and/or intimidation of a member of a conduct proceeding; failure to comply with the sanction(s) imposed by the College conduct process; and/or influencing, or attempting to influence another person to commit an abuse of the College conduct process.

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

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

- Harm to Persons: Intentionally or recklessly causing physical harm and/or endangering the health and/or safety of any person.
- Threatening Behaviors: Written or verbal conduct that causes a reasonable expectation of injury to the health and/or safety of any person and/or damage to any property.

- Intimidation: Explicit or implicit threats or acts that cause a reasonable fear of harm in another.
- Bullying & Cyberbullying: Repeated and/or aggressive behaviors that intimidate and/or recklessly or intentionally harm or control another person physically or emotionally.
- Hazing: Any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization and/or failure to intervene to prevent and/or report acts of hazing.
- Sexual Misconduct: Any violation of the Sexual Misconduct Policy, as outlined in Appendix B of this Student Handbook.

*Responsibility: Students at Cornish College of the Arts are given and accept a high level of responsibility to self, to others and to the community.*

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

- Alcohol: Use, possession, manufacturing, and/or distribution of alcoholic beverages, especially to those under the age of twenty-one (21); being knowingly in the presence of alcohol; and/or public intoxication, except as permitted by law and/or College policy.
- Drugs: Use, possession, manufacturing, and/or distribution of controlled substances, including marijuana, especially to those under the age of twenty-one (21); being knowingly in the presence of controlled substances; and/or public impairment, except as permitted by law and/or College policy.
- Drug-Related Paraphernalia: Possession or use of drug paraphernalia, including objects used or designed for ingesting, inhaling, or otherwise introducing drugs into the body.
- Prescription Medications: Abuse, misuse, sale or distribution of prescription or over-the-counter medications.
- Failure to Comply: Failure to comply with the reasonable directives of College officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Financial Responsibilities: Failure to promptly meet financial responsibilities to the College, including, but not limited to: failure to pay parking tickets; knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.
- Arrest: Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Office of Student Life within seventy-two (72) hours of release.
- Health & Safety Violations: Violations of existing health and/or safety policies and/or creation of health and/or safety hazards including, but not limited to: dangerous pranks; hanging out of or climbing from, on, or in windows, balconies or roofs.
- Violations of Law: Evidence of violation of local, state or federal laws, when substantiated through the College's conduct process.
- Violation of Residence Hall Policies: Any violation of residence hall policies.
- Violation of Other College Policies: Any violation of other published College policies or rules.

## **Overview of Process**

This overview gives a general idea of how the College's conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. While these procedures are flexible, consistent processes for handling similar situations is our priority. The College conduct process and all applicable timelines commence with notice to an administrator of a potential violation of College policy.

STEP 1: An incident occurs and a report is submitted indicating a student has allegedly violated the Student Code of Conduct. If there is reasonable cause to believe a policy has been violated, a hearing administrator is assigned to hear the case. In some cases, additional fact-finding may take place to determine reasonable cause prior to the assignment of a case to the hearing administrator. The Dean of Student Affairs (or designee) will assume responsibility for the investigation or fact-finding of the alleged violation. Investigators and/or fact-finders may be appointed by the Dean of Student Affairs.

STEP 2: After reviewing the incident report and completing any additional fact-finding necessary, the hearing administrator will determine whether the case is eligible for an Alternative Dispute Resolution Pathway or if it will be directed to a Hearing.

- a. If a Hearing has been determined to be the appropriate means to address the policy violation(s), continue to STEP 3.
- b. If an Alternative Dispute Resolution Pathway has been selected, see the **Alternative Dispute Resolution Procedure** for more information.

STEP 3: A "Notification of Hearing" letter is sent electronically to the student at their Cornish email address by the hearing administrator. The letter informs the student of the allegation(s), the date, time and location of the hearing, and of the students' rights and responsibilities. The student is instructed to respond to the hearing administrator within 24 hours of the initial notification with a request for any witnesses they'd like to have testify during their hearing. The student has the option of an administrative hearing with a single hearing administrator or a hearing board. If the student prefers a hearing board, they must respond to the hearing administrator within 24 hours of the initial notification to request the hearing board. In these cases, the date, time and location of the hearing will be subject to change in order to assemble a hearing board.

STEP 4: A hearing is held. A finding will be determined by the hearing administrator or hearing panel. A case may also be heard in absentia if the student fails to show without providing proper notice. If the student is found responsible for a violation of the Student Code of Conduct, sanctions will be determined by the hearing administrator. Students are informed of their right to appeal, grounds for appeal and where to direct their appeal. If the student is found not responsible for a violation of the Student Code of Conduct, the process ends.

## ***Alternative Dispute Resolution Procedure***

The Alternative Dispute Resolution (ADR) processes offered to students participating in a Conflict Resolution Pathway outside the formal hearing process are mediation and circle conferencing. Unlike the formal hearing process, ADR processes allow individuals involved in a conflict greater input and influence over the resolution process and more control over potential sanctions.

In order to participate in an Alternative Dispute Resolution pathway, the hearing administrator reviewing the incident must first deem a respondent eligible. Violations of the Academic Integrity Policy, the Sexual Misconduct Policy and/or violations involving serious physical violence will not be considered for ADR if the sanctions for the violation may result in suspension or expulsion in the formal hearing process.

Respondents may be eligible for **MEDIATION** and **CIRCLE CONFERENCING** if: (1) the conflict directly related to the policy violation is between two or more parties; (2) the respondent(s) takes ownership for harm caused by their actions; (3) both party/ies agree to participate in an ADR process; and (4) all parties express a willingness to repair harm and restore their relationship.

Participation in an Alternative Dispute pathway is voluntary and will not be offered or continued if both parties in a conflict do not participate. An Alternative Dispute pathway may or may not result in an agreement or resolution. When a mutually satisfactory resolution is reached by the parties, the case is resolved and parties are encouraged to use their Student Success Coach as a resource for future questions. Resolutions reached through ADR pathways may not be appealed.

If resolution is not achieved through an attempt at an Alternative Dispute Resolution pathway, the respondent will proceed to the formal hearing process and will receive an “Initial Hearing Notification Letter” to their Cornish email within five (5) business days after the ADR pathway process was discontinued.

Respondents who elect to stop participating in an Alternative Dispute Resolution pathway may not request to resume an ADR pathway if they have already received an “Initial Hearing Notification Letter.”

### ***Mediation***

Mediation is a process intended to increase understanding between parties in conflict and create agreements to repair harm and restore relationships. Mediations are between two or more students and are coordinated by a facilitator from the Office of Student Life who serves as a neutral third party. Mediation results in a Resolution - an agreement form outlining the required actions and behaviors for one or both parties established and upheld by all participants. Resolutions are kept on file in the Office of Student Life but are not included as part of a student's conduct file. Resolutions cannot be appealed.

### **Roles**

**Mediator/Facilitator:** a neutral third-party who assists and guides all involved parties toward their own resolution. The mediator does not decide the outcome, but helps the parties understand and focus on the important issues needed to reach a resolution. The mediator's role is to structure discussion around the needs, rights, and interests of all parties.

**Participant:** an individual engaged in the mediation process. Because conflicts requiring mediation do not always consist of a clearly identifiable harmed party and responding party, those roles are not used in this process.

### ***Circle Conferencing***

Circle conferencing is a process wherein respondent(s), harmed parties, community members and support people participate in a guided community discussion with a facilitator to repair harm and restore relationships between the respondent and the community. The circle engages in open and honest dialogue about the incident and the impact of the incident on all parties. The respondent(s) take ownership for their actions and all group members are involved in collaborative, inclusive decision-making towards identifying restorative resolutions. Resolutions are kept on file in the Office of Student Life but are not included as part of a student's conduct file. Resolutions cannot be appealed.

#### **Roles**

**Facilitator/Mediator:** a neutral third-party who assists and guides all involved parties toward their own resolution. The facilitator does not decide the outcome, but helps the parties understand and focus on the important issues needed to reach a resolution. The facilitator's role is to structure discussion around the needs, rights, and interests of all parties.

**Respondent:** an individual student who is accused of violating the Student Code of Conduct and/or other college policies.

**Harmed party:** an individual in a conflict who was harmed physically, mentally, emotionally, financially, etc. by the respondent(s) in a conflict. The primary harmed party of interest is the individual who was directly impacted by the harmful actions of the respondent; secondary harmed parties would include family and friends of either the respondent or the primary harmed party, coworkers, the community the conflict occurred within, etc.

Students can also request mediation or circle conferencing as services to resolve specific issues or conflicts that do not rise to a policy violation according to the Student Code of Conduct. Contact the Office of Student Life for more information.

### ***Conflict Coaching***

In addition to the participatory processes outlined above, students may also request conflict coaching from their Student Success Coach and/or the Assistant Dean of Student Affairs. The appropriate staff member will meet with the student one-on-one to discuss the nature of the conflict, brainstorm potential solutions and equip the student with the skills you need to address the conflict. Please contact the Office of Student Life for additional information.

## **Formal Conduct Procedures**

#### ***Roles***

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

1. **Respondent:** The responding student is the person who is alleged to have violated the Student Code of Conduct. A student group or organization and its officers and/or membership may also be a responding party.

2. **Complainant:** The party bringing the complaint, who may be a student, employee, visitor, or guest.
3. **Witnesses:** Individuals who may offer information regarding their specific, first-hand knowledge of the allegation.
4. **Support Persons:** Individuals that may serve as an adviser for the respondent or complainant during the hearing process. They may not make a presentation or represent the party bringing the complaint or the responding student during the hearing. They may confer quietly, exchange notes, clarify procedural questions with the administrative hearing officer and suggest questions to their advisee.
5. **Investigators and/or Fact-Finders:** Individuals whose role is to present the allegations and share the evidence that the College has obtained regarding the allegations.
6. **Administrative Hearing Officer:** Individuals who are assigned to hear the case. Administrative hearing officers are appointed by the Dean of Student Affairs (or designee). If a hearing board is assembled, this person serves as the chair of the hearing board and is a non-voting member, charged with assuring that the College procedures are followed throughout the hearing.
7. **Hearing Board Members:** Individuals who are assigned to hear the case. The membership of the board is selected from a pool of employees appointed and trained by the Dean of Student Affairs (or designee) on an annual basis. A hearing board consists of three voting members and an administrative hearing officer serving as chair.
8. **Appeals Officers:** Individuals who are assigned to review and make a determination on submitted appeals.

#### ***Reporting an Alleged Violation***

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

A link to the Student Conduct Report form to report a potential violation of the Student Code of Conduct is provided [HERE](#).

#### ***Interim Action***

Under the Student Code of Conduct, the Dean of Student Affairs (or designee) may impose restrictions and/or separate a student from the community pending the scheduling of an administrative hearing on alleged violation(s) of the Student Code of Conduct when a student represents a threat of serious harm to others, is facing allegations of a major violation of the Student Code of Conduct and/or serious criminal activity, to preserve the integrity of the investigation, to preserve College property and/or to prevent disruption of, or interference with, the normal operations of the College.

Interim actions can include separation from the institutions or restrictions on participation in the community for no more than ten (10) business days pending the scheduling of an administrative hearing on alleged violations(s) of the Student Code of Conduct. A student who receives an interim suspension may request a meeting with the Dean of Student Affairs (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 the hearing.

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

### ***Notice of Hearing***

Once a determination is made that reasonable cause exists, the Dean of Student Affairs (or designee) assigns an administrative hearing officer to the case. The administrative hearing officer sends the hearing notification to the student's College-issued email account. As students are expected to regularly check and manage their College-issued email accounts, including the spam folder, hearing notifications are considered "delivered" to a student once the letter has been successfully sent. Students will be given a minimum of three (3) business days to prepare for the hearing unless all parties wish to proceed more quickly.

The notification of hearing will include information regarding the alleged policy violation. The student will be given access to the report that prompted the hearing during the hearing itself.

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

When a hearing board is assembled, the responding student (and complainant when participating in the hearing) will be given a list of the administrative hearing officer and hearing board members in advance. Should any party object to the administrative hearing officer and/or hearing board members, that party must raise all objections, in writing, within 24 hours of receiving their hearing notice, to the Dean of Student Affairs. The administrative hearing officer or hearing board members will only be unseated if the Dean of Student Affairs (or designee) concludes that their bias precludes an impartial hearing of the complaint. Additionally, any administrative hearing officer or hearing board member who feels they cannot make an objective determination must recuse themselves from the proceedings.

### ***Preparation for Hearing with Administrative Hearing Officer***

At least two (2) business days before any scheduled hearing, the following will occur:

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

3. If a student cannot attend the hearing, it is the student's responsibility to notify the administrative hearing officer to arrange for another date, time and location. Otherwise, the hearing may be held in absentia.

In extenuating circumstances, the administrative hearing officer or responding student may request less than two (2) business days.

### ***Preparation for Hearing with Hearing Board***

At least two (2) business days before any scheduled hearing, the following will occur:

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

In extenuating circumstances, the administrative hearing officer or responding student may request less than two (2) business days.

### ***Hearing Procedures with an Administrative Hearing Officer***

The administrative hearing officer will hear the case and make a determination of responsibility and assign sanctions as necessary.

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

1. Hearings will be closed to the public.
2. Hearings will be audio and/or video recorded. All persons present will be notified of the intent to record.
3. A copy of the incident report submitted alleging the violation will be read out loud. In some cases, portions of the incident report may be redacted if necessary to protect the

privacy of another individual or other sensitive information. Such redactions are not intended to work to the disadvantage of the responding student.

4. Admission to the hearing of persons other than the individuals involved will be at the discretion of the administrative hearing officer and/or the Dean of Student Affairs (or designee). Names of witnesses and/or support persons must be submitted to the administrative hearing officer in advance of the hearing as outlined in this code and/or in written notification of the hearing. Witnesses must have first-hand knowledge of the allegation(s) to be considered relevant. Witnesses requested solely for the purpose of establishing the "character" of the respondent and/or complainant will not be permitted.
5. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the administrative hearing officer. The administrative hearing officer may limit the number of witnesses presented or may accept written statements instead.
6. After the hearing, the administrative hearing officer will deliberate and determine whether it is more likely than not that the responding student has violated the Student Code of Conduct.
7. Once a finding is determined, the administrative hearing officer will render a decision on sanctions and inform the responding student of the final determination within seven (7) business days of the hearing. The hearing outcome notification will be delivered to the student's College-issued email account. Once emailed, such notice will be presumptively delivered.

#### ***Hearing Procedures with a Hearing Board***

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

Except in cases of grave or unforeseen circumstances, if the responding student fails to give the requisite minimum notice, or if the responding student fails to appear, the hearing will proceed as scheduled. If the party bringing the complaint fails to appear, the complaint may be dropped unless the College chooses to pursue the allegation on its own behalf, as determined by the Dean of Student Affairs (or designee).

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

1. Hearings will be closed to the public.
2. Hearings will be audio and/or video recorded. Deliberations will not be recorded. Audio and/or video recording will re-commence to note the outcome of the deliberations. All persons present will be notified of the intent to record.
3. Admission to the hearing of persons other than the individuals involved will be at the discretion of the administrative hearing officer and/or the Dean of Student Affairs (or designee). Names of witnesses and/or support persons must be submitted to the administrative hearing officer in advance of the hearing as outlined in this code and/or in written notification of the hearing.
4. The individuals(s) bringing the complaint, the responding student, and the Hearing Board will have the privilege of questioning witnesses by routing their questions through the administrative hearing officer.

5. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the board and the administrative hearing officer.
6. Witnesses should have first-hand knowledge of the allegation(s). Witnesses requested solely for the purpose of establishing the “character” of the respondent and/or complainant will not be permitted. The administrative hearing officer may limit the number of witnesses presented or may accept written statements instead.
7. All procedural questions are subject to the final decision of the administrative hearing officer.
8. After the hearing, the hearing board will deliberate and determine, by majority vote, whether it is more likely than not that the responding student has violated the Student Code of Conduct. The administrative hearing officer is a non-voting member of the hearing board and will be present and available as a resource during deliberations.
9. Once a finding is determined, the board will recommend an appropriate sanction(s) if the respondent is found responsible for a policy violation. 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.
10. The administrative hearing officer will consider the recommendations of the board, then render a decision on sanctions and inform the responding student (and complainant, when appropriate) of the final determination within seven (7) business days of the hearing. The hearing outcome notification will be delivered to the student's College-issued email account. Once emailed, such notice will be presumptively delivered.

### ***Appeal Process***

A student may appeal a sanction to the Dean of Student Affairs (or designee) in writing within five (5) business days of receiving the hearing outcome letter, unless otherwise noted in the outcome letter. Appeal requests are limited to the following grounds:

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

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

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

### ***Completing Conduct Sanctions***

All students, as members of the College community, are expected to comply with conduct sanctions within the timeframe specified by the administrative hearing officer. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the College. In such

situations, resident students will be required to vacate College housing within 48 hours of notification by the Dean of Student Affairs, though this deadline may be extended upon application to, and at the discretion of, the Dean of Student Affairs. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Dean of Student Affairs.

## **Conduct Sanctions**

When students and/or Registered Student Organizations are found responsible for violations of the Student Code of Conduct, they will be assigned sanctions related to the nature of their violation, the circumstances surrounding the violation, the student or RSO's prior conduct history (if any), and the impact of the violation on the community. Mitigating factors, such as proactive reflection, taking responsibility for one's actions, and demonstrating an earnest interest in repairing harm, may also be taken into account when assigning appropriate sanctions.

Below is a list of commonly assigned sanctions. Please note this list is not exhaustive and the Dean of Student Affairs and/or their designee reserves the right to impose additional and/or different conduct outcomes.

### **Administrative**

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. *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.
3. *Restitution:* Compensation for damage caused to the College or any person's property. This could also include situations such as failure to return a reserved space to proper condition--labor costs and expenses. This is not a fine but rather a repayment for labor costs and/or the value of the property destroyed, damaged, consumed, or stolen.
4. *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 Affairs and/or the Office of Campus Safety & Security.
5. *College Housing Reassignment:* Reassignment within College housing. Housing & Residence Life personnel will decide on the reassignment details.
6. *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.
7. *College Housing Suspension:* Removal from College housing for a specified period of time after which the student is eligible to return. Conditions for readmission to College housing may be specified. Under this sanction, a student is required to vacate College housing within 48 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Dean of Student Affairs. This sanction may be enforced with a trespass action if deemed necessary. Prior to

re-application for College housing, the student must gain permission from the Dean of Student Affairs.

8. *College Housing Expulsion:* The student's privilege to live in, or visit, any College housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.

## **Restrictions**

9. *Loss of Privileges:* The student will be denied specified privileges for a designated period of time. Examples of privileges that could be denied include, but are not limited to: residence hall guest privileges; room reservation privileges; participation in co-curricular activities; access to offices/departments.
10. *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 Affairs (or designee) and the 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.
11. *Contact Restrictions:* Communication or contact limitations or prohibitions with another member(s) of the Cornish community.

## **Reflective / Educational / Developmental**

12. *Community/College Service Requirements:* For a student or organization to complete a specific supervised College service.
13. *Behavioral Requirement:* This includes required activities including, but not limited to: engaging academic counseling; seeking substance abuse screening; completing a reflection paper; completing an alcohol assessment; writing a letter of apology, etc.
14. *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.

## **Status-Based**

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 48 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Dean of Student Affairs (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 Affairs (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. *Revocation of Admission and/or Degree*: Revocation of admission to or a degree awarded from the College.
18. *Withholding Degree*: Withholding a degree pending completion of student conduct proceedings, including the completion of all sanctions imposed, if any. Cornish reserves the right to withhold a degree permanently.

**Approval and Implementation:** This Student Code of Conduct was approved on August 19, 2016. Revisions and updates made on September 29, 2017, August 17, 2018, July 30, 2019, and July 21, 2022.

## **APPENDIX B: SEXUAL MISCONDUCT POLICY**

### **Policy Statement:**

Cornish expressly prohibits all forms of sex-based discrimination including sexual harassment, sexual violence, stalking, sexual exploitation, and intimate partner violence, (collectively, “sexual misconduct”) committed by anyone on property owned or controlled by Cornish or at Cornish sponsored activities, events, or programs. This policy applies to all members of the Cornish community including faculty, staff, students, trustees, contractors, volunteers, and guests. This policy applies regardless of sex, gender, gender expression, gender identity, and sexual orientation. Sexual misconduct and retaliation will be promptly and fairly addressed and remedied according to the applicable Cornish resolution process.

### **Jurisdiction:**

This policy applies to conduct committed on property owned or controlled by Cornish and at Cornish sponsored activities, events, and programs. All allegations, regardless of where they are alleged to have occurred, will be assessed to determine whether the conduct falls within the context of Cornish employment or educational activities, events, or programs. This policy may also apply when the Special Assistant to the President for Diversity and Title IX Coordinator determines the alleged conduct implicates a substantial Cornish interest.

Respondents who are not members of the Cornish community or not subject to Cornish resolution processes may be subject to restrictions for failing to comply with this policy.

### **Disciplinary Standard:**

Conduct is subject to disciplinary action when it creates a hostile environment. A hostile environment exists where conduct is so severe, persistent, or pervasive and objectively offensive that it unreasonably alters the condition of, or substantially interferes with, an individual's employment or education benefits. Violations of this policy may result in sanctions up to and including, suspension, expulsion, or termination.

Allegations that do not rise to the level of a hostile environment may be addressed through various methods including, but not limited to, education, remedies, and/or training.

### **Requirement of consent:**

**Consent**<sup>1</sup>- clear, knowing, and voluntary permission by word or action to engage in sexual activity. As individuals may experience the same interaction differently, it is incumbent upon each party to determine that the other has consented before engaging in the activity. Consent may, however, be ratified by word or action at some point during or after the interaction if consent is not clearly provided prior to engaging in the activity.

Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back without the need to explicitly obtain their consent to being kissed back.

---

<sup>1</sup> Washington defines consent as actual words or conduct indicating freely given agreement to have sexual intercourse or conduct at the time of the intercourse or contact. A link to Washington law can be found:

<https://app.leg.wa.gov/rnw/default.aspx?cite=9A.44.010>

Consent can be withdrawn once given, so long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual activity cannot be presumed to be consent for other sexual activity. Further, a current or previous intimate relationship is insufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on the parties involved in an incident. Rather, the burden is on Cornish to determine whether this policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to, for example, Bondage/Discipline, Dominance/Submission, Sadism and Masochism (“BDSM”) or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of kink and thus consensual. Accordingly, Cornish’s evaluation of communication in kink situations will be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.<sup>2</sup>

In Washington, consent to sexual activity cannot be granted by a person under the age of 16. Accordingly, sexual activity between an adult and a person under the age of 16 may constitute a crime and could require a report to applicable child welfare agencies.

**Incapacitation** - a state in which a person lacks the capacity to give informed consent because they are helpless, asleep, unconscious, unable to adequately process information, disoriented, and/or unable to make informed, rational, and reasoned decisions. Incapacitation is not synonymous with intoxication, impairment, blackout, brownout, being drunk, or being “high.”

Incapacitation is evaluated through consideration of all relevant indicators of a person’s state. Incapacitation may be the result of the consumption of alcohol or drugs, temporary or permanent physical or mental health conditions, or involuntary physical restraint.

A violation of this policy involves an inquiry into whether a responding party engaged in sexual activity with a person they knew, or should have known to be incapacitated. An assessment of whether a respondent should have known of the incapacitation of the complainant is assessed using the objective standard of whether a reasonable person, in the same or similar circumstances, exercising sober, good judgment would have known.

---

<sup>2</sup> Consent definition largely taken from 2019 ATIXA 1P1P

### **Types of Sexual Misconduct:**

**Coercion** - unreasonable conduct employed to compel someone to engage in sexual activity.

**Sexual harassment** - unwelcome sexual or sex/gender-based verbal, written, and/or physical conduct.<sup>3</sup>

**Intimate Partner Violence (“IPV”)** - also known as domestic or dating violence, is a pattern of abusive behavior (including verbal, physical, emotional, or financial) used by those who are involved or have been involved in an intimate relationship, to gain or maintain power and control over another intimate partner.<sup>4</sup>

**Non-consensual sexual intercourse** - any sexual intercourse, however slight, with any object, by a person upon another person, that is without consent and/or by force.

**Non-consensual sexual contact**<sup>5</sup>- any intentional sexual touching, however slight, with any object, by a person upon another person, that is without consent and/or by force.

**Sexual intimidation** - threatening a person with sex acts, with the intention to place them in fear of injury or death. The threat must be both specific and credible.

**Stalking** - repetitive and menacing pursuit, following, harassing, and/or interfering with the well-being and safety of another.

**Sexual Exploitation** - taking non-consensual or abusive sexual advantage of another for one's own benefit or for the benefit of anyone other than the person being exploited, and does not otherwise constitute sexual misconduct under this policy. Sexual exploitation includes, but is not limited to:

- Voyeurism - observing or allowing third-parties to observe the private sexual activity of others without consent or viewing another's intimate parts in a place where they have a reasonable expectation of privacy.
- Disseminating, recording, or transmitting private sexual images or audio without consent.
- Using, installing, or permitting the use or installation of a device for the purpose of recording another's sexual activity, intimate body parts, or nakedness in a place where the person would have a reasonable expectation of privacy without consent.
- Prostituting others.
- Exhibitionism - exposing one's intimate parts in non-consensual circumstances (excluding streaking).
- Unwelcome sexting.
- Engaging in sexual activity with another person while knowingly infected with a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the infection in advance.

---

<sup>3</sup> Writing includes electronic communication.

<sup>4</sup> Washington state law defines domestic violence as almost any criminal act committed by a family or household member against another. Links to Washington state law can be found:

<https://apps.leg.wa.gov/RCW/default.aspx?cite=10.99.020> and

<https://apps.leg.wa.gov/RCW/default.aspx?cite=26.50.010>

<sup>5</sup> Washington state law defines sexual contact as touching of the sexual or other intimate parts of a person done for the purpose of gratifying sexual desire of either party or a third party. Links to Washington state law can be found:

<https://app.leg.wa.gov/rcw/default.aspx?cite=9A.44.010>

- Administering alcohol or drugs to another person without their knowledge or consent for the purpose of engaging them in sexual activity.

**Retaliation:**

The adverse treatment of an individual because of their participation in the reporting, investigation, or resolution of an alleged violation of this policy.

**Interim measures:**

Interim measures are accommodations, agreements, arrangements, and services, afforded by Cornish after receiving notice of alleged policy violations but prior to the determination of formal outcomes. Failure to comply with interim measures is a violation of this policy.

**Reporting:**

All employees (except those whom Cornish has designated as confidential) who receive notice of a potential violation of this policy are expected to report all known details to the Title IX Coordinator/Chief Equity Officer within 24 hours of becoming aware of the report or incident.

**Failure to report:**

Failure of a non-confidential employee to report potential violations of this policy may be subject to disciplinary action for failure to comply.

**Approval and Implementation**

This Sexual Misconduct Policy was approved on July 30, 2019.

## **APPENDIX C: DISCRIMINATION & HARASSMENT POLICY**

### **Policy Statement:**

Cornish College of the Arts expressly prohibits discrimination and/or harassment on the basis, actual or perceived, of ability, age, citizenship status, color, creed, ethnicity, gender expression, gender identity, genetic information, marital status, nationality, pregnancy, race, religion, sex, sexual orientation, veteran or military status, or any other category protected in accordance with federal, state, and local laws. Any such discrimination and/or retaliation will be promptly and fairly addressed and remedied according to the applicable Cornish resolution process.

### **Jurisdiction and Scope:**

This policy is applicable to all members of the Cornish community including, but not limited to: faculty, staff, students, trustees, contractors, volunteers, and guests. Off-campus discriminatory or harassing speech whether online or in-person, may be regulated by Cornish only when such speech is made in the official or work-related capacity.

### **Policy Definitions:**

**Discrimination** - treating an individual differently or less favorably because of their actual or perceived protected characteristics.

**Harassment** - a form of discrimination consisting of unwelcome conduct based on an individual's actual or perceived protected characteristics that has the purpose or effect of unreasonably limiting, denying, or interfering with work or academic performance or creating an intimidating, hostile, or abusive work or academic environment. Sex-based harassment and sexual violence may also be covered by the Sexual Misconduct Policy.

**Retaliation** - the adverse treatment of an individual because of their participation in the reporting, investigation, or resolution of an alleged violation of this policy.

### **Reporting:**

All employees (except those whom Cornish has designated as confidential) who receive notice of a potential violation of this policy are expected to report all known details to the Title IX Coordinator/Chief Equity Officer within 24 hours of becoming aware of the report or incident.

### **Failure to Report:**

Failure of a non-confidential employee to report potential violations of this policy may result in disciplinary action for failure to comply.

### **Approval and Implementation**

This Discrimination & Harassment Policy was approved on July 30, 2019.