



Cornish College of the Arts
Student Handbook 2024-2025

INTRODUCTION

The campus community here at Cornish College of the Arts extends to you a warm welcome! Your time here will 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.

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.

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.

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.

OUR VALUES

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

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

DISCLAIMER

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

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THE COMMUNITY AT CORNISH

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 College Policy Manual, the Academic Policies Manual, 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.

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.
- 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.

COLLEGE POLICIES AND PROCEDURES

Academic Integrity Policy and Procedures

Integrity is one of five core values the College is committed to upholding within our campus community. These core values (Integrity, Community, Social Justice, Respect and Responsibility) are outlined in the Student Code of Conduct (see Appendix A) and provide the framework for understanding what behavior is acceptable and appropriate within our community.

While these core values are expressed within the Student Code of Conduct, all members of the College community are expected to commit themselves to integrity as an essential principle of education, scholarship, artistic practice, professional practice, campus life, and civic engagement. We act with integrity when we exemplify honesty, honor, and respect for the truth in all of our dealings.

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 when we use it, in any way, within the context of our own work.

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 policy.

Members of the College community have rights and responsibilities as it relates to the Academic Integrity Policy.

- Students have the right to respond to any allegations that they have violated the Academic Integrity policy, per the procedures outlined in the Student Code of Conduct, without material deviation from those procedures, as well as the right to have their response to the allegations documented for the record. Students are responsible for knowing and abiding by this policy and seeking clarification from faculty, staff, or administration when they are uncertain or unclear about the application of this Policy, how to properly give credit to the work of others in the context of specific assignments, and/or instructions for completing assignments as described in the course syllabus.
- Faculty members have the right to determine expectations for how students demonstrate their learning in a course, including the right to determine when, and if, ChatGPT, OpenAI, and/or other generative artificial intelligence may be used by students to complete their coursework, in accordance with this Policy. Faculty members have the responsibility to clearly communicate these expectations by providing explicit statements referencing academic integrity in the course syllabus, reviewing and communicating how the Policy applies to specific assignments, and to engage students in ongoing dialogue about academic integrity. Faculty members also have a responsibility to report alleged violations of the Academic Integrity Policy, as outlined in the procedures below. Adhering to these procedures upholds the rights of the students to an equitable and fair process when responding to an allegation that they have violated the Policy,, creates consistency in the application of College policy, and provides a pathway to hold students accountable

for their actions and both acknowledge and reflect on the impact their actions have on other members of the campus community.

- Administrators and staff members have the responsibility to clearly communicate College policy, provide guidance and support to students and faculty in how to follow the procedures outlined in the policy, and to provide oversight to ensure that published procedures are followed without material deviation, substantiated bias, and/or conflict of interest, within the scope of their responsibilities as outlined in their job descriptions and/or within College policy.

Violations of the Academic Integrity Policy include, but are not limited to, instances when students:

- Plagiarize, i.e. misrepresent as their own, intentionally or unintentionally, the ideas, writings, designs, and/or work of another person and/or source to complete a project or assignment, without proper citation, attribution, acknowledgement, or documentation;
- Submit or present work that has been submitted for credit in another course, without prior authorization from the faculty;
- Submit or present the same work for credit in multiple courses at the same time, without prior authorization from each faculty member;
- Submit or present work that has been completed at other educational institutions or to other organizations, without prior authorization from the faculty;
- Submit or present a work not their own in a critique session, at an exhibition, and/or in an original work created for performance or oral presentation, without prior authorization from the faculty;
- Utilize ChatGPT, OpenAI, or other generative artificial intelligence tools to create any portion of an assignment or project without prior authorization from faculty;
- Fail to cite the use of ChatGPT, OpenAI, or other generative artificial intelligence tools when explicitly permitted by a faculty member for any assignment or project;
- Collaborate with others on an assignment or project designed to be independent work and/or without prior authorization from the faculty;
- Falsify or invent data, sources, results, and/or evidence for research projects or assignments;
- Use notes, books, electronic devices, and/or technology during an examination or quiz without prior authorization and/or explicit permission from the faculty;
- Copy someone else's answers during an examination or quiz;
- Permit others to copy your answers during an examination or quiz and submit them as their own answer;
- Acquire, or attempt to acquire, and/or distribute to others examination or quiz questions prior to administration of the examination or quiz;
- Substitute one person for another at an examination or quiz, in person or online; and/or
- 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.

Procedures for Responding to Academic Integrity Violation Allegations

Step One: Faculty who have reason to believe a student may have violated the Academic Integrity Policy, or who receive evidence which suggests a student may have

violated the Academic Integrity Policy, must submit an [Academic Integrity Violation](#) report within five (5) business days of becoming aware of the alleged violation. If a student has reason to believe a peer may have violated the Academic Integrity Policy, they may either submit a report themselves or speak with a faculty member who will submit a report based on the information and evidence provided by the student.

Step Two: The Dean of Student Affairs (or their designee) will review the report for reasonable cause and determine if additional fact-finding or evidence needs to be collected before creating and assigning the case to an administrative hearing officer. If additional fact-finding or evidence is needed to proceed, the Dean of Student Affairs will engage appropriate parties in efforts to collect the required information.

Step Three: The Dean of Student Affairs will assign the case to a staff member trained to serve as an administrative hearing officer and provide the student with a written notification of the allegation. The notification will be provided to the student at least three (3) business days in advance of the hearing and will include:

- a) a description of the alleged violation(s), copies of the evidence and supporting materials provided in support of the allegation, and an explanation of how the reported behavior constitutes an allegation of the Academic Integrity Policy;
- b) the time, date, and location of the hearing, and notice of any technology that will be used to facilitate the hearing;
- c) the name and title of the administrative hearing officer;
- d) the hearing procedures that the administrative hearing officer will follow;
- e) instructions on how to prepare for the hearing;
- f) instructions on how to request an alternate hearing time;
- g) Instructions on how to request the assignment of an alternate administrative hearing officer due to a conflict of interest and/or a substantiated claim of bias; and
- h) a statement that communicates that if the student fails to respond to the hearing notification and/or attend the hearing the administrative hearing officer has the right to hold the hearing *in absentia*.

Step 4: The administrative hearing officer will hear the case according to the relevant procedures outlined in the Student Code of Conduct. After the hearing, the hearing officer will deliberate and determine whether or not the student is responsible for violating the Academic Integrity Policy, based on a preponderance of the evidence.

Step 5: The administrative hearing officer will provide the Dean of Student Affairs with a written deliberation statement within two (2) business days of the hearing. The written deliberation statement will include a rationale for the determination and the evidence they used to make that determination. If the student is found responsible, the Dean of Student Affairs will, in consultation with the Academic Dean (or their designee) assign sanctions appropriate to the finding and the cumulative conduct record of the student.

Step 6: The Dean of Student Affairs will prepare and deliver a notification of the hearing outcome to the student within three (3) business days of receiving the written deliberation statement from the hearing officer. The notification will include any relevant sanctions as well as the procedures for appealing the decision.

Sanctions

When students are found responsible for violations of the Academic Integrity Policy, they will be assigned sanctions related to the nature of their violation, the circumstances surrounding the violation, the student's prior conduct history (if any), and the impact of the violation on the community. No sanction may be imposed for a violation of the Academic Integrity Policy outside of the context of these procedures.

Failure to follow through on sanctions by the date specified, whether by refusal, neglect or any other reason, may result in a registration hold, a hearing to determine if the student has violated other College policies by failing to complete the sanctions, and/or additional sanctions.

Below is a list of commonly assigned sanctions applicable to violations of the Academic Integrity Policy. This list is not exhaustive and the Dean of Student Affairs reserves the right to assign sanctions not listed.

- *No Credit for Assignment*: The faculty member will receive confirmation that it is appropriate to give the student no credit ("zero") for the course work in question. The faculty member has sole discretion on whether or not they will provide the student with an opportunity to resubmit or retake the assignment for full or partial credit.
- *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.
- *Educational Coaching*: Requirement to meet with a designated staff member for one-on-one support to ensure that the student has the opportunity to demonstrate that they have learned how to avoid completing and submitting work that violates the Academic Integrity Policy
- *Educational Program*: Requirement to attend, present and/or participate in a program related to the Academic Integrity 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 Academic Integrity violation.
- *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.
- *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.
- *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. Access to campus may be restricted during the duration of the suspension. This sanction may be noted as a Suspension on the student's official academic transcript.
- *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 an Expulsion on the student's official academic transcript.

- *Revocation of Admission and/or Degree*: Revocation of admission to or a degree awarded from the College.
- *Withholding Degree*: Withholding a degree pending completion of student conduct proceedings, including the completion of all sanctions imposed, if any. The College reserves the right to withhold a degree permanently.

Appeal Procedures

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 five (5) business days after receiving the outcome notification for their case.

The Dean of Student Affairs will conduct a review for standing to determine if the request meets the grounds for appeal. This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is submitted in a timely fashion. Generally, findings and sanctions remain in effect during the appeal process.

Appeals are limited to the following grounds:

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

If the grounds for appeal are not met, the Dean of Student Affairs will provide written notice of the decision to deny the appeal and an explanation of how the appeal request did not satisfy one or more of the grounds for appeal.

When grounds for appeal are met, the Dean of Student Affairs (or their designee) will convene an Appeal Review Board. The Appeal Review Board will consist of the Academic Dean (Chair), two faculty members selected by the Chair of the Academic Standards & Policy Committee, and two students selected by the Academic Dean, in consultation with the Chair of the Cornish Student Senate and the Dean of Student Affairs.

The student will be given the opportunity to submit a written statement outlining their rationale for requesting the appeal. This written statement, along with all of the supporting documentation associated with the case, will be provided to the Appeal Review Board for consideration.

The Appeal Review Board will convene to determine whether or not the hearing outcome should be reversed and/or if sanctions should be revised, replaced, or revoked. A majority vote will determine the outcome of the Appeal and the Chair will coordinate with the Dean of Student Affairs to deliver the decision of the Appeal Review Board.

The decisions of the Appeal Review Board 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 in 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.

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. 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. 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 request a meeting with the department Chair. Students are asked to make an appointment with the department Chair to discuss the issue of concern. The department Chair will obtain information from all involved parties and prepare a written summary of the meeting with the student, with copies provided to the faculty and student, 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 and the Academic Dean. 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 Academic Dean, no more than 7 business days

after receiving the written summary of the meeting with the department Chair . 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 Academic Dean will follow the appropriate procedure for addressing grievances. include, but are not limited to: addressing questions about the process, communicating with and collecting documentation from all relevant parties, and/or initiating the appropriate adjudication or appeal processes.

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

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 accessing Floors 3-20 of the Cornish Commons must be registered at the Welcome Desk and escorted by their host resident at all times.

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.

Disability Accommodation Appeal Process

Should a student wish to dispute the outcome of an accommodation decision, they have two options for doing so:

1. By submitting a formal appeal through the Cornish College of the Arts Disability Accommodation Appeals Process and/or
2. By filing a formal complaint with the [Office of Civil Rights](#) (OCR)

Students are not required to pursue these options in any particular order and have the right to file a complaint with the Office of Civil Rights at any time. It is the responsibility of the student to initiate and pursue these processes. Parents may not file an appeal or complaint on their students' behalf without their adult student's involvement.

Retaliatory action against students who are engaged in an appeal and/or complaint process is prohibited at Cornish College of the Arts and no student will be subjected to negative consequences for participating in an appeal and/or complaint process.

Appeals are not new or additional review of a student's initial intake materials and are not granted based solely on a student's disagreement with the outcome of an accommodation decision. The criteria for submitting an appeal are outlined below:

- **Procedural Error:** The student was not afforded the opportunity to engage in the interactive process via an intake meeting or other documented method for evaluation with the appropriate Student Life staff member prior to an accommodations decision being made.
- **New Information:** The student has new information about the nature of their disability that was not available at the time of the initial intake meeting and that, if introduced, may have altered the outcome of the decision. *A request for additional supporting documentation may be made during the appeals process.*
- **Evidence of Substantiated Bias:** The student believes there is evidence that the individual evaluating their request during the initial intake meeting was unable to consider the request objectively and completely and that this negatively impacted the outcome of their decision.

To initiate the appeal process, the student must write and submit, on their own behalf, a request for appeal to the Assistant Dean of Student Affairs. This request must be submitted via Cornish email within 10 business days after the initial notification denying the student's requested accommodation. The request for appeal must include a statement explaining the grounds for appeal as it relates to one or more of the three criteria outlined above.

Once an appeal request has been received, the Assistant Dean of Student Affairs will determine whether the request meets the grounds for appeal and was requested within 10 business days. This review is not a review of the merits of the appeal. The student will be notified in writing whether their appeal request meets the criteria for appeal. If the student's request does not meet the grounds for appeal, the process concludes and the Assistant Dean of Student Affairs will notify the student the initial decision stands.

If, after review, the Assistant Dean of Student Affairs determines the appeal request meets the grounds for appeal, they will inform the student what additional information is required to evaluate the substance of their appeal. This may include additional documentation from a qualified, treating medical and/or mental health professional. In addition to the information submitted during the appeals process, the Assistant Dean of Student Affairs will review any documentation submitted during the initial intake, and any relevant intake notes. The Assistant Dean of Student Affairs will make a determination to either uphold the initial accommodation decision or recommend a modification of the initial decision.

The Assistant Dean of Student Affairs will make a good faith effort to complete the appeals process within 20 business days. This timeline may be extended as necessary for appropriate cause by the Assistant Dean of Student Affairs, who will provide notice and rationale for any extensions or delays to the student as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

Alcohol and Other Drugs Policy

Cornish College of the Arts is committed to the responsible and lawful use of alcohol and drugs. The College prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students, faculty, and staff on college premises or as part of any of its activities. The College has an obligation under federal law:

- 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.

In accordance with federal law, this policy applies to: any student enrolled at the College in one or more courses for academic credit, regardless of the length of the student's program of student; any regular or temporary faculty, staff, or student employee of the college; any regular or temporary employee of an organization contracted to provide conduct business or provide services on behalf of the College; and to any College guest.

The College has established a procedure and expectations for campus alcohol use that will be applied in accordance with this Policy. Contact the Office of Student Life and/or Operations for additional information.

In compliance with Section 22 of the Drug-Free Schools and Communities Act Amendments of 1989, all students and employees of Cornish College of the Arts are expected to observe the following minimum standards of conduct relating to the use of Alcohol and Illicit Drugs:

- This policy strictly forbids the unlawful manufacture, possession, distribution, or use of drugs on College premises or in connection with a College activity.
- Alcohol may not be furnished to anyone under age 21, and under-aged persons may not possess or consume alcohol on College premises or in connection with any College activity.

- Unless while in attendance at an event approved pursuant to the Policy, opened containers of alcohol may not be possessed, and alcohol may not be consumed in any public place on College premises including, but not limited to, campus facilities, grounds, and adjacent streets.
- The use of alcohol on College premises or as part of its activities must otherwise conform to all applicable state laws and College requirements and procedures.

Any person who chooses to drink alcoholic beverages is expected to do so responsibly. Behavior that evidences irresponsible consumption of alcohol, including but not limited to obvious intoxication (e.g. staggering, passing out, being unable to care for oneself), sickness, or verbal, written, or physical harassment, will be addressed through procedures of the Student Code of Conduct or the appropriate Staff or Faculty Handbook.

The College expects its faculty, staff, and student employees to report to any work assignment unimpaired by the effects of alcohol or substance abuse and in a condition to perform their duties safely and effectively. In compliance with the Drug-Free Workplace Act of 1988, a faculty, staff, or student employee who is convicted in a court of law for a violation of criminal drug laws in the workplace must provide notice of the conviction within five days to the Director of Human Resources. As required by law, within 10 days of receiving such notice, the College will notify the U.S. Department of Education (and any other federal contracting or granting agency as required) that the faculty, staff, or student employee has had a criminal drug statute conviction for a violation occurring in the workplace.

As required by law, each individual employed by the College is hereby notified that they must abide by these drug-free workplace requirements as a condition of their employment.

The following is a summary of certain Washington State laws relating to Alcohol and Illicit Drugs:

- Persons under age 21 may not acquire, possess, or consume alcohol. Nor may other persons furnish alcohol to anyone under 21 or permit underaged consumption on premises within their control.
- Persons under age 21 may not be in a public place or a vehicle in public while exhibiting the effects of having consumed alcohol. A public place includes city streets and any buildings and grounds used for College purposes.
- Persons under age 21 may not purchase or attempt to purchase alcohol.
- Alcohol may not be opened or consumed in a public place.
- It is unlawful to manufacture, deliver, or possess an illicit drug.
- It is unlawful to possess or use drug paraphernalia for purposes relating to the manufacture, delivery, possession, or use of an illicit drug.

This summary is intended to apprise students, faculty, and staff of the conduct generally prohibited by state law. The unlawful possession, use, or distribution of illicit drugs may subject the offender to federal and state penalties, including imprisonment, fines, or both. Members of the campus community are expected to observe all applicable federal and state laws while on College premises or in connection with any College activity.

This policy emphasizes the importance of information and education in helping to prevent alcohol and drug abuse. In furtherance of this purpose, a copy of this policy will be distributed annually to students, faculty, and staff.

Cornish College of the Arts is committed to helping students and employees to resolve alcohol and drug abuse problems. Students can contact the Office of Student Life for education information and resources. Employees have access to the Employee Assistance Program and may also have coverage for the medical treatment of chemical dependencies through the College's health insurance plans. Employees can contact Human Resources for additional information.

Alternative Dispute Resolution Processes

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.

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.

Bicycles and Bicycle Safety

Bicycles may be parked in the racks 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. For more information, contact housing@cornish.edu.

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..

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

Throughout the College, the Information Technology Department provides open computer workstations with printing access and temporary network storage space. This policy applies to all

labs and to any common-use workstation located on College property. When using any Cornish-owned computers:

- 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 other than your own work 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 provided by Cornish College of the Arts.
- Do not install personal software on computers. If you need software, requests must be put through Information Technology and may involve managerial authorization.
- Engaging in cryptocurrency activities while using Cornish resources is strictly prohibited.

Access is first come, first served, and students have first priority.

Computers and Networks Policies

Any member of the Cornish community connected, wired and/or wirelessly, on campus grants the Information Technology Department the right to monitor, log, and track all network usage, whether connecting through Cornish provided assets or on a personal device. The use of personal devices (BYOD - bring your own device) does not excuse or permit the abuse of Cornish College's network and wireless resources. By connecting to Cornish networks, Cornish community members are subject to all rules and regulations that apply to Cornish owned computing devices.

Acceptable Use Policy

Cornish College of the Arts provides technology resources to support the College's mission, educational and community values, and various programs and initiatives. The goal of the Information Technology group is to deliver high-quality services to the campus community. To uphold these standards, we have established expectations regarding the use of technology resources at the College.

Access to Cornish's technology resources—including 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 these resources carries an expectation of responsible and acceptable use.

The Acceptable Use Policy outlines activities that Cornish College of the Arts considers violations of technology resource use. The examples listed are not exhaustive and may evolve as technology and applications change. These examples are provided solely for guidance. If you are unsure whether a particular use or action is permitted, please contact the IT Help Desk at 206-726-5092 or helpdesk@cornish.edu for assistance.

Cornish reserves the right to enforce penalties and/or immediately terminate access to College systems and network services for any user whose use of technology resources is disruptive or violates "acceptable use" or other College policies or laws. Instances of inappropriate use will be referred to the appropriate official for disciplinary action and will be subject to this policy and other applicable College policies and guidelines. Individuals may also be subject to civil suits and/or local, state, and federal prosecution depending on their actions. Among the sanctions that can be imposed for policy violations, 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 and reserves the right to monitor its use by any user.

User Responsibilities

As a user of Cornish College of the Arts' technology resources, you share the responsibility with the College technologies staff to maintain the integrity of our systems, services, and information to ensure high-quality services for everyone. Your responsibilities include:

- Using 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.
- Respecting all contractual and license agreements, privacy of information, and the intellectual property of others.
- Complying with College, federal, state, and local regulations regarding access and use of information resources (e.g., College policies on 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.).
- Maintaining your own system accounts (including files, data, and processes associated with those accounts); for PC files, data, and processes, this includes taking appropriate action to back up your PC system.
- Exercising due diligence in protecting any computer connected to the Cornish College of the Arts network from viruses, worms, and security vulnerabilities by regularly using antivirus software, installing available security updates/patches for your operating system and applications, and avoiding the installation of untrusted programs.
- Keeping your technology accounts (computer, network) secure. If you suspect unauthorized access, report it to the IT Help Desk.

- Not sharing your privileges with others. Your access to technology resources is not transferable to another member of the Cornish community, family members, or outside individuals or organizations. If someone wishes to access Cornish's technology resources, they should contact Cornish IT.
- Complying with posted policies governing the use of public computing facilities.
- Understanding the implications of sharing personal information or data via the Internet, email, Instant Messaging, or other services that are open to access by others on and off-campus, or that can be forwarded to others.
- Keeping all institutional data secure. Information containing any personal data of students, staff, or others should not leave the institution unsecured.

Examples of Violations of Acceptable Use

- 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.

Users must not interfere with service to any user, host, or network. Prohibited actions include:

- Denial of Service: Any attempt to disrupt services, such as flooding networks or overloading a service.
- Unauthorized Scripts: Using programs, scripts, or commands to interfere with a user's computer or network session.
- Computer Damage: Intentionally damaging a computer or part of a computer system.
- Virus Distribution: Knowingly spreading computer viruses.
- Unauthorized Modifications: Modifying the software or hardware configuration of College technology resources without permission, including dismantling computers in labs to connect notebook computers to peripherals.
- Hacking: Attempting to access or using the College's network to access other networks without authorization.
- Inappropriate Material: Posting, displaying, or sharing any defamatory, abusive, obscene, profane, threatening, racially offensive, harassing, or illegal material.

Cornish College of the Arts is committed to preventing, in so far as practicable, the misuse of the College's Computer Network and other Information Technology Resources, including but not limited to, the unauthorized distribution of copyrighted material by Users of its Computer Network. The College intends to maintain the integrity of its digital resources, without unduly interfering with educational and research use.

All members of the Cornish College of the Arts community must adhere to the College Policy on Peer-to-Peer File Sharing, which applies to all electronic means of transmitting, disseminating, or storing copyrighted materials, including email, web pages, and peer-to-peer file sharing software. This policy also covers all computers and applications using the College network. It is important to ensure that you have the rights to any material you share on the College network.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may result in disciplinary action and civil and criminal liabilities. Details regarding disciplinary actions for unauthorized downloading and distribution of copyrighted material can be found in the Student Handbook. Students risk losing their computer access privileges for multiple policy violations. Faculty can refer to the Faculty and Administrative Manual for information on disciplinary actions for violating federal law.

Cornish College of the Arts places a high priority on the ethical and responsible use of its software, data, and information technology resources. Users must adhere to the following guidelines to ensure the integrity and security of these resources. Any violation of these guidelines can result in serious consequences, including disciplinary action.

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 or other College machines without appropriate authorization from the Information Technology department or the respective department.
- Installing any diagnostic, analyzer, "sniffer," keystroke/data capture software, or devices on College technology resources.
- Breaching confidentiality agreements for software and applications or violating confidentiality provisions for institutional or individual information.

Proper use of email and internet messaging is essential for maintaining a respectful and efficient digital environment at Cornish College of the Arts. The following guidelines outline acceptable use practices to prevent misuse and ensure effective communication. Violations of these guidelines can lead to disciplinary action and other consequences.

- Harassing or annoying others 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 requests to stop receiving mail, the user must cease sending further messages.

- Sending unsolicited bulk mail messages ("junk mail" or "spam") that, in the College's judgment, are disruptive to system resources or generate a significant number of user complaints. This includes bulk mailing of commercial advertisements, informational announcements, political tracts, or other inappropriate use of system email distribution lists.
- Sending malicious email, such as "mailbombing" or flooding a user or site with numerous or very large emails.
- Forging email header information.
- Forging email from another's account.

Network Policy

Cornish College of the Arts provides computing facilities and network services to students, faculty, and staff as a part of its commitment to supporting academic and professional activities. The College strives to ensure fair access to these resources for all users, adhering to standards of common sense, courtesy, and restraint that govern the use of other campus facilities.

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

This policy applies to all computers connected to the campus network, including those in all campus buildings and facilities, wireless access points, 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 while avoiding excessive use of the system that could interfere with the College's mission.

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

The College does not guarantee the confidentiality of any information entering or residing on its systems. It 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.
- Users must respect the integrity of physical computing facilities and controls, and comply with all pertinent policies, laws, licenses, and contractual agreements.
- Individuals should not share their computer access accounts or divulge passwords to anyone else.

- All use of the College's computer and network facilities must comply with applicable city, state, and federal laws.
- All computers connected to the College network must have an active anti-virus program installed with current virus definition files.

Unacceptable Uses

- Engaging in activities that cause network congestion or interfere with the work of others (e.g., file-sharing programs, BitTorrent, etc.).
- Installing programs on another person's computer without their permission.
- Creating, disseminating, or running self-replicating programs (such as viruses or trojans), regardless of whether they are destructive.
- Tampering with switch settings, moving, reconfiguring, or damaging terminals, computers, printers, or other equipment.
- Collecting, reading, or destroying output without the owner's permission.
- Accessing another person's account with or without permission, unless the account is designated for group work.
- Copying any copyrighted software provided by Cornish College of the Arts. Users should be aware that copying any software protected by copyright is a criminal offense.
- Using licensed software in a manner inconsistent with the licensing arrangement provided by Cornish College of the Arts.
- Accessing or attempting to access a host computer, either at Cornish College of the Arts or through a network, without the owner's permission, or using log-in information belonging to another person.
- Using the facilities for commercial purposes or financial gain, except where related to your Cornish studies.
- Using computers or the network to harass others in any way.

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

Cornish considers email as an official channel of communication. Students are assigned a Cornish email account, and to ensure that electronic communications are received, email will not be forwarded to a secondary address. Students are expected to check their email frequently to stay current with college-related communications.

Alumni email accounts 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.

Cornish owns all email systems, messages generated on or processed by email systems (including backup copies), and the information they contain. Although faculty and staff members receive an individual login to access the email system – all email remains the property of Cornish College of the Arts. Use of Cornish email is only intended for Cornish related work. Cornish is not liable for loss of (access to) personal emails on a Cornish account.

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. Acceptable uses include:

- Communications and information exchanges directly relating to Cornish education and opportunities.
- Announcements of Cornish sanctioned events and activities, such as Student Interest Groups, theater, and dance performances, the BFA show and similar approved activities.
- Respecting the legal protection provided by all applicable copyrights and licenses.

Students are prohibited from:

- Allowing unauthorized use of your account.
- Attempting unauthorized access to other users' accounts, data, or files.
- Sending harassing, offensive, or discriminatory messages.
- Sending messages results in loss of recipient's work or data.
- Sending chain letters or broadcast messages.
- Misrepresenting your identity or current role at the college.
- Giving the impression you are representing Cornish College of the Arts without authorization.

Multi-Factor Authentication (MFA) is a requirement across the school to enhance security by adding an extra layer of protection to user accounts. This measure is crucial in safeguarding sensitive information and other Cornish assets, preventing unauthorized access, and mitigating risks associated with cyber threats, such as phishing attacks and data breaches. By requiring users to verify their identity through multiple methods, such as a password combined with a mobile app confirmation or a security token, MFA ensures that even if one credential is compromised, unauthorized access to the system is significantly more difficult, thereby protecting the school's digital infrastructure and personal data of students and staff.

Students must maintain the confidentiality of passwords regardless of the circumstances, never share or reveal them to anyone. Cornish Information Technology staff will never ask you for your password and will never ask for login credentials by email.

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. First aid kits are located in each building.

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.

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.

Hours of Operation

Campus building hours are published for the campus community before the start of each academic term. For access to current campus building hours, 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 (FERPA)

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.

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.

Library Policies

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.

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

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.

Non-Academic Grievance Policy

The purpose of this policy is to provide students with a method for addressing concerns or disputes that occur outside the classroom regarding the application of the College's academic or administrative policies. The procedures below provide a thorough review of the student's complaint and affords due process to dispute participants with the intent of arriving at a mutually acceptable 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.

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.

These grievance procedures are only applicable when a College policy does not otherwise have specific grievance procedures associated with the policy.

Campus Sources of Support

Prior to initiating an informal complaint or formal grievance under this policy, a student may choose to contact the Office of Student Life to assist them in making decisions about how to address the situation of concern and whether to pursue an informal or formal grievance. Staff members 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.

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 members of the campus community, the student may work with a staff member in the Office of Student Life 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 business days of being contacted, or as soon thereafter as reasonably possible.

If a student is unsure about how to identify the direct supervisor, they may consult the College's organizational chart which is published on the Cornish website or ask the Office of Student Life for support in identifying whom to contact.

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 complete the [Non-Academic Grievance](#) form within 10 business days after the informal process has ended.

Step 4: Investigation of Grievance

The Dean of Student Affairs (or designee) 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 business days after the Dean of Student Affairs receives the grievance, or as soon thereafter as reasonably possible.

Step 5: Grievance Decision

Within 7 business 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.

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.

The decision of the Dean of Student Affairs (or designee) shall be final.

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

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.

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 Policy

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 Policy

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

College office and department mailboxes are located on the 3rd floor of the Main Campus Center.

Residential students also receive a private locked mailbox for all standard mail, located on the 3rd floor of the Main Campus Center. Students should contact the Office of Student Life if the mailbox key they have been issued is lost or stolen. A \$50 fee is charged for replacing lost mailbox keys.

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. Unclaimed packages will be returned to sender by Campus Safety & Security after 30 business days. If the carrier is unable to collect unclaimed packages within 7 business days of requesting the return, the unclaimed package will be donated to a local charity.

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. Amazon handles clearing unclaimed packages from Kerning.

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. If your ORCA card needs replacement due to loss, theft, or damage, you can obtain a replacement by paying a \$5 fee. This fee can be paid directly at the Office of Student Life using a debit/credit card. Alternatively, you can pay the \$5 fee at the Cashier's Office and provide a receipt to the Office of Student Life for the replacement card.

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 Policy

Parking in all Cornish lots is by monthly permit, with limited hourly parking stalls available. Student parking availability can be found within the College Parking Management Policy, which is updated in August of each year. Additional parking off campus and loading zones to drop off art and gear can also be found in the parking policy and parking map. The campus community is notified of the parking policy before the start of each semester and summer break.

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 Policy and Guidelines

Cornish College of the Arts (CCA) supports the lawful exercise of free speech and dissemination of information to the campus community, provided that the time, place, and manner of the display and dissemination of information and material does not: interfere with CCA’s mission, vision, or values; disrupt the operations of the institution; pose a health or safety hazard; and/or damage CCA facilities.

Additionally, as noted in the Student Code of Conduct, “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.”

This policy and these guidelines are applicable to all members of the Cornish community. 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 of College policies, including, but not limited to, the guidelines below

Open bulletin boards are provided around campus and may be used by any person or group without prior approval. In addition to these open bulletin boards, any person or group may post in the following areas, without prior approval:

- The wall space next to any elevator
- Bathroom stall doors and above urinals
- The silver wall just inside MCC leading up the stairs to Nellie’s Cafe

Labeled departmental bulletin boards and spaces are provided around campus and content is managed by those departments/units. If you have content you would like featured on a

department bulletin board, space, or wall, you must submit that content to the department for approval and inclusion on the bulletin board.

No open posting is permitted in the areas listed below. Information regarding access, wayfinding, health, safety, and/or emergency procedures will be permitted in these areas with the approval of the Director of Operations and will need to be laminated.

- Inside the elevators
- Stairwells
- General access doors
- Exterior building windows
- Exteriors of buildings, including doors
- Landscape features

Posted notices and materials may not contain unlawful communications and/or any violate College policies.

No more than one posting shall be posted on any one bulletin board or space for any event, notice, or announcement. Duplicate postings in the same space will be removed.

Event notices and materials can be posted up to two weeks prior to the event (or as soon as links to any ticketed events “go live”, whichever is earlier) and will be removed after the event has ended.

Content not specific to an event or date/time may be posted for up to two weeks. Staff in Operations or Student Affairs may stamp posted content with a date so that it is clear when the timeline has expired and the content should be removed.

Only blue tape or push pins may be used to post content on bulletin boards; only blue tape may be used on any other permitted posting surface. An individual or group responsible for damage resulting from a violation of this policy may be charged the costs of repair and may receive disciplinary action pursuant to College policies.

When using blue tape, roll and place behind the poster so no tape is visible.

Religious Holiday Observance Policy

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 religious holidays of their faith should they wish to observe such holidays. 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.

Sex-Based Discrimination and Harassment (Title IX) Policy

Cornish College of the Arts does not discriminate on the basis of sex and prohibits all forms of sex discrimination, including sex-based harassment and discrimination based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, or gender identity.

The complete policy and grievance procedures for this policy can be found in Appendix B of this Student Handbook.

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.

Space Usage Policy

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. Requests for space usage must be submitted and approved through Cousedog. For more detailed and comprehensive information about this policy and the procedures for requesting space, go to Compass and/or the College Policy Manual.

Veterans Information and Vocational Rehabilitation Benefits

Any student who is eligible for and planning to use Chapter 30, 31, 33, 35, 1606, 1607, or benefits at Cornish should contact the Registration & Records office. Students who anticipate receiving 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

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 can be found at this Cornish Library guide:

<https://libguides.cornish.edu/civic/vote>

Voter information for all states can be found at

<https://www.eac.gov/voters/register-and-vote-in-your-state/>.

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 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. For more information, please consult the [Space and Venue Protocols](#) manual.

COLLEGE OFFICES, RESOURCES, AND SERVICES

Campus Safety & Security

The Office of Campus Safety & Security staff respond to various emergencies, accidents, injuries, and serious illnesses that may occur on campus. The office is located on the third floor of the Main Campus Center (MCC).

Cornish telephones are located on every floor in the hallways of Main Campus Center. These designated telephones should be used for emergency purposes only.

The Safe Ride Evening shuttle van will pick up students at Main Campus Center, Cornish Playhouse, or Cornish Scene Shop and operates within a 1-mile radius from those locations for drop offs. Operating hours for shuttle services can be found on Compass. 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.

Students injured on campus should contact a faculty member or staff member and the Office of Campus Safety & Security immediately. An accident form and Student of Concern report should be completed by the staff or faculty member that assists the injured student.

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. 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 reports 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.

Computer Labs

Computer labs can be found in the following locations:

- Music Notation Lab (MCC 309)
- Art and Design Lab (MCC, Room 208)
- Library (MCC, 2nd Floor)
- Visual Arts/Performance Production Print Center and Lab (MCC, 4th Floor)
- Writing Center (MCC)
- PC Lab (LUI Room 201)
- Mac Lab (MCC 404)

Counseling Services

Cornish students have the option to meet with mental health counselors for a variety of concerns, from seeking support to manage chronic mental health conditions to working through emotional discomfort related to homesickness, roommate conflict, and many other situations. 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.

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

Students' first appointments are 20 minute screenings with one of 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.

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.

Per state law, 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 called Titanium Scheduler. Other documents pertaining to clients are kept in locked file cabinets in counselors' offices. Records are kept for a minimum of eight years after final contact, after which they are securely disposed of.

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
- Alhadeff 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 (MCC²)

MCC² is located on the 2nd floor room 206 of the Main Campus Center and provides students access to equipment for video, film, photography, and audio projects. The hours of operation are Monday-Friday 9am-6pm year around and closed for school recognized Holidays, Winter and Summer Break. MCC² 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.

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 (HRL) 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.

Hours of Operation in Office: Monday - Friday, 8:00 AM - 5:00 PM

Email: housing@cornish.edu

Phone: (206) 315- 5852

24 Hour On Call Phone: For resident and designated staff use only; phone number provided on move in and posted on every residential floor

Information Technology (IT)

The Information Technology (IT) Department serves as the central hub for technology resources within the College. Responsible for managing all data communications, networks, and telecommunications, the IT Department ensures the seamless operation of the College's computer labs, internet services, email systems, and telephone infrastructure. Additionally, the IT Department provides basic hardware maintenance and supports the technology needs of students, faculty, and staff.

Location: Main Campus Center, Room 106

Hours of Operation: Monday - Friday, 8:00 AM - 5:00 PM

Email: helpdesk@cornish.edu

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-8pm; Friday 8am-6pm; and Saturday-Sunday 1pm-5pm. Hours change between semesters and holidays. Check the library website for current hours. During the summer the library is open Monday-Friday 9-5.

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, films, archives, 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.

A scanner is available for student use in the Main Campus Center Library. This scanner may be used to scan documents to your email 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"

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. 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 Official Offer for Financial Aid to see if you're eligible for the Work Study program. If you have any other questions about Financial Aid at Cornish, please visit our Frequently Asked Questions: <https://www.cornish.edu/tuition-financial-aid/>.

Financial Aid Advisors provide assistance to students and families regarding student eligibility, types of aid available, cost of attendance, and policies and guidelines for federal, state, and institutional programs. Advisors conduct student need analysis, perform federal verifications and packaging of student aid, certify loan eligibility, provide financial aid counseling, make professional judgment decisions regarding student aid eligibility and facilitate problem solving with students and parents. They also assist with oversight of satisfactory academic progress to maintain financial aid eligibility.

Each Advisor also specializes in one aspect of financial aid including Financial Literacy/Scholarships and Federal/State Work Study.

Financial Literacy/Scholarship: provides personalized financial guidance to students and helps them understand the financial aid process. They explain information about student loans and grants, offers for financial aid, and repayment so that students may be able to make informed decisions about their financial responsibilities. Also maintains financial information on Compass and the Cornish website, as well as Cornish's scholarship database (which they continually update throughout the year).

Federal/State Work Study: provides eligibility requirements for students that qualify for the need-based funding work study. Also monitors and tracks Work Study employee's hours, processes timesheets and Work Authorization forms. The Work Study Coordinator makes sure to monitor Federal and State funds to ensure compliance, as well as maintains a relationship with off-campus employers. Most importantly, the Work Study Coordinator helps facilitate students in finding roles that fit their skills and interests-- fostering their involvement with their campus's community.

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. 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.

Dean of Student Affairs

The Dean of Student Affairs provides leadership and oversight to the offices and staff within the Division of Student Affairs, including the Office of Student Life, Counseling Services, and Housing & Residence Life.

Assistant Dean of Student Affairs

The Assistant Dean of Student Affairs provides support to all students in the areas of student conduct, alternative dispute resolution, crisis management, harm prevention/reduction, case management support for students experiencing hardship/distress, and supporting underrepresented student populations. The Assistant Dean of Student Affairs also assists in the oversight and advising of the Orientation Leaders, Cornish Student Senate, Cornish Inclusion Team and Phi Eta Sigma Honor Society.

Students connect with the Assistant Dean of Student Affairs when they need assistance:

- Addressing conflicts and/or violations of our Student Code of Conduct
- With crisis management and case management when experiencing hardships (food and/or housing insecurity, other financial insecurity, temporary injuries, etc.)
- Seeking off-campus resources
- Navigating college appeal and/or grievance policies, including Accommodations Appeals
- Connecting with Cornish Student Leadership opportunities

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
- 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

Student Affairs Coordinator

The Student Affairs Coordinator provides administrative and operational support to the Office of Student Life. They manage the main office phone line and email, facilitating communication between students and administration. They manage the student ORCA card program, providing replacements for any stolen, lost or damaged cards. They also assist students with Registered Student Organization (RSO) development and management.

Students can connect with the Student Affairs Coordinator when they are interested in:

- Seeking assistance with their ORCA card
- Developing and participating in a Registration Student Organization (RSO)
- Posting content on the Student Life Instagram and/or Student Newsletter
- Applying for a work study Desk Assistant position in the Office of Student Life

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 six democratically elected student leaders who represent the interests of the student body as a whole. The Cornish Student Senate internally elects a Chair, Vice Chair, and Faculty Senate Liaison from their membership. All terms are one year in length. Elections are held in the Spring of each academic year for all positions.

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)

A Registered Student Organization is any group of students officially recognized by Cornish College of the Arts (CCA). 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.

To be recognized as an RSO, student groups must follow the recognition process. This includes scheduling an RSO consultation meeting with a staff member from the Office of Student Life and completing the online registration form on Modern Campus Involve, our campus engagement platform.

RSOs must adhere to the standard operating procedures outlined in the Registered Student Organization Resource Guide to remain active.

Active RSOs are required to register each of their events and log attendance through our campus engagement platform: Modern Campus Involve. An event can be defined as any scheduled meeting at a common place for the purposes of a Cornish-related activity.

For more information on developing and participating in RSOs, please visit the “Registered Student Organization” page under the “Student Life” tab on Compass or refer to the Registered Student Organization Resource Guide under the “Student Life Downloadable Resources.

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 open Monday - Friday 9:00am - 4:00pm PST and can be reached by emailing studentaccounts@cornish.edu.

Student Accounts Coordinator & Cashier

- 3rd floor of the MCC building
- 206-726-5025

Student Accounts Manager

- Located on the 7th floor of the MCC building
- 206-726-5084

The SAO assists students and families by:

- Managing charges, payment plans, refunds, and by generating account statements upon request.
 - Tuition, housing, meal plans, and payment plan fees, as well as miscellaneous fees such as late fees, replacement IDs & ORCA cards, and parking reservations & violation fines are among the charges managed by the SAO
 - 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
 - The tuition refund schedule for withdrawals from the college is as follows:
 - Week 1 through end of Add/Drop : 100% tuition refund
 - Week 2 and Week 3 : 75%
 - Week 4 - Week 6 : 50%
 - Week 7 - Week 9 : 25%
 - No tuition refund after Week 9 of a semester
- Providing students with the Tax Form 1098-T Tuition Statement annually by January 31st and files that data with the IRS.

- Processing any due refunds of charges & payments upon withdrawal in accordance with the tuition refund schedule
 - SAO coordinates with the Office of Financial Aid to calculate the required amount of Title IV financial aid to be returned to the federal government ([R2T4](#))
 - It is possible to end up with a balance due upon withdrawal as a result of the R2T4 process. In these cases, the SAO will provide you with an account statement upon withdrawal

- Coordinating with the School Certifying Official (SCO) to process student benefits from the Department of Veterans Affairs (VA).

Students view their itemized account history & acquire their up-to-date account statements via [Compass](#) using the self-service options “My account balances” & “Course & Fee Statement” found on the Student Accounts page.

Students & authorized payers have a variety of payment options:

- Online payment via Transact, the student account portat. Students access Transact via [Compass](#). Third party payers access Transact directly using the following URL: <https://commerce.cashnet.com/cornishpay?LT=P>. Students authorize third party payers from within the “My Account” menu in Transact by setting up a “Payer Profile”
 - ACH (eCheck) payments incur no fees
 - All online card payments (credit/debit) incur a 2.95% service fee
 - Installment payment plans (IPP) are available for self-service enrollment via Transact. The standard options are 4-month & 5-month plans for each individual semester. Payment plans do not cover multiple semesters, a new plan must be established for each semester you wish to finance your balance. Contact the SAO if the standard plans will not meet your needs.
- Offline payment: Credit card payments incur a 2.95% surcharge, including ApplePay credit cards. Debit card payments incur no fees
- By Phone: Call the cashier
- In Person: Visit the cashier window. Accepts Cash, Credit/Debit Cards, Checks, Money Orders, & ApplePay
- By Mail at Cornish College of the Arts Attn: Student Accounts 1000 Lenora Street Seattle, WA 98121. Notify us via email that payment is coming. Do not mail cash. Include the student’s name & student ID # with the payment

Writing Center

The Writing Center provides Cornish students with free, personalized writing support. Writers visit us for consultations on essays for courses, resumes and cover letters, artist statements, fiction and plays, and anything else that includes writing. Trained peer consultants support writers during any and all stages of the writing process from brainstorming to editing strategies. In individualized half-hour conferences, our consultants focus on the writer’s goals and concerns, providing practical feedback by asking questions and helping writers think through solutions to their writing questions and challenges.

The Writing Center is located on the 2nd floor of the Main Campus Center (MCC) building in room 212, next to the library. Drop-ins are welcome.

Visit the [Writing Center page](#) on the Cornish website for more information, to schedule a consultation, or to submit a draft online for screencast response.

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 at least seven (7) years from the time of the incident, except those that result in separation (suspension or expulsion, including from housing), 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 and/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.
- **Other Dishonesty:** Other acts of deception not already outlined in the Code of Conduct. Examples include: fabricating information, bribery, knowingly returning damaged property and failing to report damage, reporting a false emergency to the University, etc.
- **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 tobacco and/or nicotine products 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 & Harassment: Any violation of College policies prohibiting discrimination or harassment.

- 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. Conduct which demonstrates a lack of positive regard: words and/or actions that are intended to or could reasonably be foreseen to cause embarrassment, humiliation, shame, fear, grief, intimidation, or that endangers the health or safety of any person, group, or oneself.

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 (including empty containers), 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.
- Marijuana: Use, possession, purchase, sale, distribution, or misuse of marijuana on campus; and/or public intoxication from marijuana on campus; and/or public consumption of marijuana on campus grounds (including inside your vehicle while parked on campus, on sidewalks around campus, etc.). While marijuana is legal in the Seattle area and State of Washington for those over the age of 21, federal law prohibits marijuana from being on campus and state / local laws prohibit public consumption and public intoxication.
- Drugs - Other than Marijuana: Use, possession, manufacturing, and/or distribution of controlled substances, 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.
- Marijuana and/or Drug-Related Paraphernalia: Possession, use, purchase and/or sale of drug paraphernalia on campus, including objects used or designed for ingesting, inhaling, or otherwise introducing drugs into the body.
- Prescription Medications: Abuse, misuse, sale and/or distribution of prescription and/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 section 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 would like to 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.

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

- *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.
- *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.
- *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.
- *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 their designees.
- *College Housing Reassignment*: Reassignment within College housing. Housing & Residence Life personnel will decide on the reassignment details.
- *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.
- *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 Student Affairs.
- *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

- *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; and access to offices/departments.
- *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.

- *Contact Restrictions:* Communication or contact limitations or prohibitions with another member(s) of the Cornish community.

Reflective / Educational / Developmental

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

- *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.
- *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.
- *Revocation of Admission and/or Degree:* Revocation of admission to or a degree awarded from the College.
- *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, July 21, 2022, and August 1, 2024.

APPENDIX B: Sex-Based Discrimination and Harassment Policy & Grievance Procedures for Title IX Complaints

Policy Statement

Cornish College of the Arts does not discriminate on the basis of sex and prohibits all forms of sex discrimination, including sex-based harassment and discrimination based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, or gender identity.

Clarification of Scope of Sex Discrimination

The College must protect students, employees, and applicants from discrimination based on pregnancy, childbirth, termination of pregnancy, lactation, related medical conditions, or recovery, including by providing reasonable modifications for students, reasonable break time for employees for lactation, and a clean, private lactation spaces for both students and employees. The College furthermore prohibits treating parents differently on the basis of sex and acknowledges that parental status includes biological parents, adoptive parents or stepparents, or legal guardians.

The College prohibits the separation and treatment of any person differently based on sex in a manner that subjects that person to more than de minimis harm, except in the limited circumstances where the statute allows otherwise, such as in the context of sex-separate living facilities.

Policies and practices that prevent a student from participating in the College's education program or activity consistent with their gender identity impose more than de minimis harm on that student on the basis of sex, and therefore generally violate Title IX's nondiscrimination mandate.

Definition and Examples of Sex-Based Harassment

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including when it takes the form of quid pro quo harassment; specific offenses such as sexual assault, dating violence, domestic violence, and stalking; and/or hostile environment harassment.

Quid pro quo harassment is defined as when an employee, agent, or other person authorized by the College to provide aid, benefit, or service under the College's education program or activity explicitly or impliedly conditioning the provision of such aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment is defined as unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate or benefit from the College's education program or activity.

Sexual assault is defined as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

Domestic violence is defined as felony or misdemeanor crimes committed by a person who is a current or former spouse of intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the College, or a person similarly situated to a spouse of the victim; is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; shares a child in common with the victim; or commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress

Disclosure of Personally Identifiable Information

Title IX prohibits the College from disclosing personally identifiable information obtained in the course of complying with Title IX, with limited exceptions, such as when the College has prior written consent, when the information is disclosed to the parent/guardian of a minor, when the information is disclosed to a parent/guardian to inform them of a situation in which there is a significant or articulable health or safety risk, or as permitted by the Family Educational Rights and Privacy Act (FERPA). The College reserves the right to designate which College officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to FERPA.

Under Clery Act reporting guidelines, the College must issue timely warnings for some incidents reported under this policy that pose a serious or continuing threat of bodily harm or danger to members of the campus community. In these instances, the College will ensure that personally identifiable information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger. This information would include the type of incident and the general location of the incident.

Jurisdiction

Title IX requires that the College address all sex discrimination occurring under its education program or activity in the United States, including conduct that is subject to the College's disciplinary authority, such as online internet behavior and other cyberspace activities.

The College also has an obligation to address a sex-based hostile environment under its education program or activity even when some conduct alleged to be contributing to the hostile environment occurred outside the College's education program or activity or outside the United States.

Informal Resolution Processes

The College will offer an informal resolution process, if appropriate, whenever it receives a complaint of sex discrimination or has information about conduct that reasonably may constitute sex discrimination.

Participation in informal resolution must be voluntary. Informal resolution is not permitted in situations in which an employee allegedly engaged in sex-based harassment of an elementary or secondary school student or if such a process would conflict with Federal, State, or local law.

Reporting & Responding to Sex Discrimination

Title IX requires that the College must respond promptly and effectively when the College has knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity.

As such, all employees (except those whom the College has designated as confidential employees) are obligated to notify the Title IX Coordinator when the employees have information about conduct that reasonably may constitute sex discrimination. This ensures that the College learns of possible sex discrimination so it can operate its education program or activity free from prohibited sex discrimination as Title IX requires.

Any non-confidential employee at the College who either has the authority to take corrective action on behalf of the College or has responsibility for administrative leadership, teaching, or advising in the College's education program or activity is obligated to notify the Title IX Coordinator.

All other non-confidential employees at the College are obligated to either notify the Title IX Coordinator or provide the contact information of the Title IX Coordinator and information about how to make a complaint of sex discrimination to any person who provides the employee with information about conduct that reasonably may constitute sex discrimination.

Confidential employees who are not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination must provide information to anyone who informs the confidential employees of such conduct about their status as a confidential employee for purposes of Title IX, how to contact the Title IX Coordinator, how to make a complaint, and how the Title IX Coordinator can help. (Confidential employees must also submit timely anonymous statistical information for Clery Act reporting purposes.)

Upon being notified that there is conduct occurring in the College's education program or activity that reasonably constitutes sex discrimination, the Title IX Coordinator (or designee) must take the following actions:

- Treat the complainant and respondent equitably
- Offer and coordinate supportive measures, as appropriate, for the complainant. If the College has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures, as appropriate, for the respondent.

- Notify the complainant, or if the complainant is unknown, the individual who reported the conduct, of the grievance procedures and the informal resolution process, if available and appropriate.
- If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate.
- In response to a complaint, initiate the College's grievance procedures or informal resolution process, if available and appropriate.
- In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, make a fact-specific determination by considering, at a minimum, eight listed factors, and determining whether the conduct as alleged presents an imminent and serious threat to the health or safety of a complainant or other person or prevents the College from ensuring equal access based on sex to its education program or activity such that the Title IX Coordinator may initiate a complaint.
- If the Title IX Coordinator initiates a complaint, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others.
- Regardless of whether a complaint is initiated, take other prompt and effective steps to ensure that sex discrimination does not continue to recur within the College's education program or activity, in addition to providing remedies to an individual complainant.

The College is required to ensure that when a student, a student's parent, or other legal representative, informs a College's employee of the student's pregnancy or related conditions, the College provides that person with the Title IX Coordinators's contact information and informs that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the education program or activity.

Once a student or the student's representative notifies the Title IX Coordinator, the College must:

- Inform the student of the College's obligations to students who are pregnant or experiencing pregnancy-related conditions and restrictions on College disclosure of personal information, as well as provide the College's notice of nondiscrimination.
- Provide the student with the option of individualized, reasonable modifications as needed to prevent discrimination and ensure equal access to the College's education program or activity.
- Allow the student a voluntary leave of absence for, at a minimum, the medically necessary time period and reinstatement upon return.
- Ensure the student's access to a clean, private space for lactation.

The College must not require supporting documentation from a student unless doing so is necessary and reasonable. For example, the College must not require documentation when it has already been provided or relates to lactation needs; the need is obvious or one of various

routine and simple modifications; or when modifications, leave, or other steps are available for non-pregnancy related reasons without submitting supporting documentation.

The College is required to provide its employees with reasonable break time for lactation and ensure they can access a clean and private lactation space.

The Title IX Coordinator must monitor the College's education program or activity for barriers to reporting information about conduct that reasonably may constitute sex discrimination and take steps reasonably calculated to address such barriers.

The College has the right to require an employee or other person authorized by the College to provide aid, benefit, or service under the College's education program or activity to participate as a witness in, or otherwise assist with, a Title IX investigation, proceeding, or hearing.

Retaliation

The College prohibits retaliation, including peer retaliation, and must respond to information and complaints involving conduct that reasonable may constitute retaliation using the same procedures it uses for other forms of sex discrimination.

Retaliation is defined as intimidation, threats, coercion, or discrimination against any person by the recipient, a student, or an employee or other person authorized by the College to provide aid, benefit, or service under the College's education program or activity, for the purpose of interfering with any right or privilege secured under Title IX or the regulations, or because the person has reported possible sex discrimination, made a sex-discrimination complaint, or participated refused to participate in any way in the College's Title IX process. Peer retaliation is defined as retaliation by one student against another.

Supportive Measures

The College is required to offer and coordinate supportive measures for the parties as appropriate to restore or preserve each person's access to the College's education program or activity or provide support during the College's grievance procedures or during the informal resolution process. Supportive measures cannot be unreasonably burdensome to a party and cannot be imposed for punitive or disciplinary reasons.

Administrative Requirements of Title IX

Cornish College of the Arts must designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under Title IX, including any investigation of any complaint communicated to the College alleging its noncompliance, this employee must be referred to as the Title IX Coordinator.

Cornish College of the Arts must adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any action which would be prohibited under Title IX.

Cornish College of the Arts must notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the College of the name or title, office address, electronic mail address, and telephone

number of the employee(s) designated at the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Training Requirements

Cornish College of the Arts must ensure that all employees receive training related to their duties under Title IX promptly upon hiring or change of position that alters their duties under Title IX. Employees must be trained on the College's obligation to address sex discrimination in its education program or activity; the scope of conduct that constitutes sex discrimination under Title IX, including the definition of sex-based harassment; and all applicable notification and information requirements.

Cornish College of the Arts must ensure that all investigators, decisionmakers, and other persons who are responsible for implementing the College's grievance procedures or have the authority to to modify or terminate supportive measures must be trained on the following topics to the extent related to their responsibilities: the College's obligations under Title IX; the College's grievance procedures; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and the meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance.

Cornish College of the Arts must ensure that all facilitators of informal resolution processes receive the training listed above and on the rules and practices associated with the College's informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

Cornish College of the Arts must ensure that the Title IX Coordinator and designees receive the training listed above and receive training on their specific responsibilities; on the College's recordkeeping system; and any other training necessary to coordinate the College's compliance with Title IX.

Protection of Students with Disabilities

If the complainant or respondent is a student with a disability, the Title IX Coordinator may consult, as appropriate, with the individual or office that the College has designated to provide support to students with disabilities to determine how to comply with Section 504 of the Rehabilitation Act of 1973, 29. U.S.C. 794.

Recordkeeping

Cornish College of the Arts must maintain records for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or the grievance procedures, and if applicable, the resulting outcome.
- For each notification the Title IX Coordinator receives of information about conduct that reasonably may constitute sex discrimination under Title IX, including notifications and records documenting the actions the College took to meet its obligations.
- All materials used to provide training. The College must make these training materials available upon request for inspection by members of the public.

Grievance Procedures for Title IX Complaints

Definitions

Section 106.2 of the 2024 amendments to U.S. Department of Education's Title IX Regulations include the definitions below. When the defined terms below are used in the College's Title IX grievance procedures, they have the meaning set forth in Section 106.2 and as noted here.

Complainant means:

1. A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or
2. A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the College's education program or activity at the time of the alleged sex discrimination.

Complaint means an oral or written request to Cornish College of the Arts that objectively can be understood as a request for the College to investigate and make a determination about alleged discrimination under Title IX or its regulations.

Confidential employee means an employee who holds a professional license which requires them to maintain confidentiality, such as mental health counselors, pastoral counselors, social workers, psychologists, or health center employees, and who must carry this professional license as a qualification for their position at the College.

Disciplinary sanctions means consequences imposed on a respondent following a determination under Title IX that the respondent violated the recipient's prohibition on sex discrimination.

Discrimination based on pregnancy or related conditions means discrimination based on pregnancy or related conditions, including childbirth, termination of pregnancy, lactation, related medical conditions, or recovery.

Party means a complainant or respondent.

Peer retaliation means retaliation by one student against another.

Relevant means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Remedies means measures provided, as appropriate, to a complainant or any other person Cornish College of the Arts identifies as having had their equal access to the College's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the College's education program or activity after the College determines that sex discrimination occurred.

Respondent means a person who is alleged to have violated the College's prohibition on sex discrimination.

Retaliation means intimidation, threats, coercion, or discrimination against any person by the College, a student, or an employee or other person authorized by the College to provide aid, benefit, or service under the College's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assesses, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

- *Quid pro quo harassment.* An employee, agent, or other person authorized by the College to provide aid, benefit, or service under the College's education program or activity explicitly or impliedly conditioning the provision of such aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- *Hostile environment harassment.* Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjective and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity (*i.e.* creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - The degree to which the conduct affected the complainant's ability to access the College's education program or activity;
 - The type, frequency, and duration of the conduct;
 - The parties's ages, roles within the College's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - The location of the conduct and the context in which the conduct occurred; and
 - Other sex-based harassment in the College's education program or activity; or

- *Specific offenses.*
 - Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
 - Dating violence meaning violence committed by a person:
 - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship;
 - Domestic violence meaning felony or misdemeanor crimes committed by a person who:
 - Is a current or former spouse of intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the College, or a person similarly situated to a spouse of the victim;
 - Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - Shares a child in common with the victim; or
 - Commits acts against a youth or adult victim who is protected from those actions under the family or domestic laws of the jurisdiction.
 - Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - Fear for the person's safety or the safety of others; or
 - Suffer substantial emotional distress.

Supportive measures means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to: 1) restore or preserve that party's access to the College's education program or activity, including measures that are designed to protect the safety of the parties or the College's educational environment; or 2) provide support during the College's grievance procedures or during an informal resolution process.

Complaints of Sex-Based Harassment Involving Student Complainants or Student Respondents

Cornish College of the Arts has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX

Coordinator. These grievance procedures address complaints of sex-based discrimination that involve a student party.

When a party is both a student and an employee of Cornish College of the Arts, the College will make a fact-specific inquiry to determine whether the requirements of § 106.44 apply. In making this determination, Cornish College of the Arts will, at a minimum, consider whether the party's primary relationship with the College is to receive an education and whether the alleged sex-based harassment occurred while the party was performing employment-related work.

Complaints:

The following people have a right to make a complaint of sex-based harassment, requesting that Cornish College of the Arts investigate and make a determination about alleged sex-based harassment under Title IX:

- A “complainant” which includes:
 - a student or employee of Cornish College of the Arts who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
 - a person other than a student or employee of Cornish College of the Arts who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in Cornish College of the Arts's education program or activity;
 - A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
 - Cornish College of the Arts's Title IX Coordinator.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such a person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of Title IX.

A complainant is protected in their right to make a complaint about sex discrimination they experienced even if they have chosen to leave the College's education program or activity as a result of that discrimination or for other reasons.

When the Title IX Coordinator is notified of conduct that reasonably may constitute sex discrimination under Title IX (and in the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an information resolution process, the Title IX Coordinator must determine whether to initiate a complaint of sex discrimination as required under Title IX. The requirements for such a fact-specific determination are set forth in 34 C.F.R. § 106.44(f)(1)(v).

In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence of a termination of an informal resolution process, the Title IX Coordinator may initiate a complaint only if the conduct presents an imminent and serious threat to someone's health or safety or prevents the College from ensuring equal access based on sex to its education program or activity.

Cornish College of the Arts may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances.

Cornish College of the Arts is not permitted to consolidate complaints if consolidation would violate the Family Educational Rights and Privacy Act (FERPA). Consolidation would not violate FERPA when the College obtains prior written consent from the student to the disclosure of their education records.

When more than one complainant or more than one respondent is involved, references below to a party, complainant or respondent, include the plural, as applicable.

Basic Requirements of Title IX Grievance Procedures:

Cornish College of the Arts will treat complainants and respondents equitably.

Cornish College of the Arts requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decisionmaker may be the same person as the Title IX Coordinator or investigator.

Cornish College of the Arts presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

Cornish College of the Arts has established the following timeframes for the major stages of of the grievance procedures:

- Evaluation of submitted formal written complaint (i.e., the decision whether to dismiss or investigate a complaint): 1-5 business days
- Appointment and notification to parties of investigator(s): within 1-5 business days of decision to investigate
- Investigation: 30 business days
 - Notification of identity of party advisor to investigator: 2 business days before first meeting
 - Receipt of interview transcript or summary from investigator for review and comment: 1-5 business days
 - Draft investigation report sent to parties and their respective advisors (if so desired by the parties): 10 business day review and comment period
- Notice of hearing, including final investigation report, sent to parties and their respective advisors (if so desired by the parties): 10 business days prior to the hearing
 - Requests for disability accommodations, language assistance, and/or interpretation services sent to Title IX Coordinator: at least 7 business days prior to the hearing
 - Notification to parties of names of the decision-maker(s) at least 5 business days prior to the hearing

- Title IX Coordinator provides decision-makers with a list of names of all parties, witnesses, and advisors participating in hearing: at least 5 business days prior to the hearing
- Submission of questions for parties and witnesses for consideration by decision-maker(s): at least 5 business days prior to the hearing
- Optional pre-hearing meetings with chair of decision-making panel, Title IX Coordinator, each respective party and their advisor: 1-5 business days prior to the hearing
- Notification of identity of party advisor to Title IX Coordinator: no later than 2 business days prior to hearing
- Submission of any objections to any decision-makers to Title IX Coordinator: no later than 1 business day prior to hearing
- Deliberations in closed session: 1-3 business days after scheduled hearing
- Written deliberation statement sent to Title IX Coordinator: 1-2 business days after deliberations have ended
- Title IX Coordinator sends Notice of Outcome to parties and their advisors: Within 5-7 business days of receiving the written deliberation statement from decision-maker(s)
- Submission of written request for appeal: within 5-7 business days of delivery of the Notice of Outcome
 - Appointment of appeal decision-maker: within 5 business days of submission
 - Notification of appeal request denial or approval: within 5-7 business days of appointment of appeal decision-maker
 - Opportunity for response to approved appeal grounds and/or to raise new ground for appeal from other parties and their advisors, the Title IX Coordinator, and, when appropriate, the investigator(s), and/or original decision-maker(s): 7 business days
 - Notice of Appeal Outcome sent: within 7 business days of final open period of response to approved appeal grounds

Cornish College of the Arts has also established a process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay. Circumstances which may constitute good cause for a delay include, but are not limited to: a request from law enforcement to temporarily delay an investigation, the need to make arrangements for language assistance or provide accommodations for disabilities or health conditions, or the absence of parties and/or witnesses. Any party, witness, investigator(s), or decision-maker(s) may request an extension of a timeframe by submitting a written request to the Title IX Coordinator at least 1 business day in advance of the end of the expected, published timeframe.

When a timeline requires an extension, the Title IX Coordinator (or designee) will communicate in writing to the parties the anticipated duration of the extension and the reason for the delay. The College will provide the parties with status updates as necessary and promptly resume the grievance process as soon as feasible. During such an extension, the College will continue to coordinate and implement supportive measures as deemed appropriate.

Cornish College of the Arts will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties

to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

Cornish College of the Arts will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e. will not be accessed or considered, except by Cornish College of the Arts to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless Cornish College of the Arts obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Written Notice of Allegation:

Upon initiation of these Title IX grievance procedures, Cornish College of the Arts will notify the parties in writing of the following with sufficient time for the parties to prepare a response before any initial interview:

- Cornish College of the Arts's Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited;
- The respondent is presumed not responsible for the alleged sex-based harassment until a determination is made at the conclusion of the grievance procedures. Prior to such a determination, the parties will have an opportunity to present relevant evidence and not otherwise impermissible evidence to a trained, impartial decision-maker;
- The parties may have an advisor of their choice who may be, but is not required to be, an attorney;

- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an investigative report that accurately summarizes this evidence. If Cornish College of the Arts provides access to an investigative report, the parties are entitled to an equal opportunity to access the relevant and impermissible evidence upon the request of any party; and
- The College prohibits knowingly making false statements or knowingly submitting false information during the grievance procedures.

If, in the course of an investigation, Cornish College of the Arts decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a consolidated complaint, the College will provide written notice of the additional allegations to the parties.

Dismissal of a Complaint:

Cornish College of the Arts may dismiss a complaint if:

- Cornish College of the Arts is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in Cornish College of the Arts's education program or activity and is not employed by Cornish College of the Arts;
- Cornish College of the Arts obtains the complainant's voluntary withdrawal in writing of any or all of the allegations, the Title IX Coordinator declines to initiate a complaint, and Cornish College of the Arts determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proved; or
- Cornish College of the Arts determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, Cornish College of the Arts will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, Cornish College of the Arts will promptly notify the complainant in writing for the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then Cornish College of the Arts will notify the parties simultaneously in writing.

Cornish College of the Arts will notify the complainant that a dismissal may be appealed on the bases outlined in the *Appeals* section. If dismissal occurs after the respondent has been notified of the allegations, then Cornish College of the Arts will also notify the respondent that the dismissal may be appealed on the same bases. If a dismissal is appealed, Cornish College of the Arts will follow the procedures outlined in the *Appeals* section.

When a complaint is dismissed, Cornish College of the Arts will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and

- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within Cornish College of the Arts's education program or activity.

Investigation:

Cornish College of the Arts will provide for adequate, reliable, and impartial investigation of complaints. Once the decision to commence an investigation is made, the Title IX Coordinator appoints an investigator(s) to conduct the investigation and provides written notice to the parties of the appointment. The Title IX Coordinator (or designee) will vet the assigned investigator(s) to ensure that there are no apparent conflicts of interest or disqualifying biases. The parties will be given equal opportunity to raise concerns regarding bias or conflict of interest and the Title IX Coordinator (or designee) will determine whether the concern is reasonable and supportable. If so, the College will remedy the impact of the bias or conflict, as needed and appropriate.

The burden is on Cornish College of the Arts--not on the parties--to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

Cornish College of the Arts will provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time for the party to prepare to participate.

Cornish College of the Arts will provide the parties with the same opportunities to be accompanied to any meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney:

- The parties are expected to inform the College of the identity of their advisor at least two (2) business days before the date of the first meeting they would like the advisor to attend.
- The parties are expected to provide timely notice to the College if they change advisors at any time. It is assumed that, if a party changes advisors, consent to share information with the previous advisor is terminated, and a release for the new advisor must be secured.
- The parties may request for the College to assist them with identifying a potential advisor.

Cornish College of the Arts will not limit the choice or presence of the advisor for the complainant or respondent in any meeting or proceeding. Cornish College of the Arts may establish restrictions regarding the extent to which the advisor may participate in these grievance procedures, as long as restrictions apply equally to the parties. The following guidelines and restrictions apply to the advisors of all parties during these grievance procedures:

- Advisors should help the parties prepare for each meeting during the grievance procedures and are expected to advise ethically, with integrity, and in good faith.

- Advisors may request to meet with the Title IX Coordinator (or designee) for the purposes of understanding their role and the College's policies and procedures.
- Advisors are expected to serve in their roles without disrupting proceedings.
- Advisors should not address College officials in a meeting or interview unless invited to or requesting clarification on a procedural question.
- Advisors may not make presentations or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee.
- The parties are expected to respond on their own behalf in all proceedings and communications during the grievance process.
- Advisors may consult with their advisee privately as needed or by conferring or passing notes during a meeting or proceeding. The parties and their advisors may ask for breaks to allow for private consultation during longer or more involved proceedings.
- Advisors who overstep their role as defined or otherwise fail to respect the limits of the advisor role may cause for a meeting to end abruptly, and/or for other appropriate measures to be taken by the College to ensure compliance.
- Advisors are expected to maintain the privacy of records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College.
- The College generally expects an advisor to adjust their schedule to allow them to attend meetings and proceedings when planned. The College may change scheduled settings to accommodate an advisor's inability to attend if doing so does not cause an unreasonable delay.
- If a party requests that all communication be made through an advisor who is an attorney, the College will comply with the request at the discretion of the Title IX Coordinator.

Cornish College of the Arts will provide the parties with the same opportunities, if any, to have people other than the advisor of the parties' choice present during any meeting or proceeding.

Cornish College of the Arts will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible. Cornish College of the Arts has discretion to determine whether the parties may present expert witnesses as long as the determination applies equally to the parties.

Cornish College of the Arts will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

Cornish College of the Arts will provide each party and the party's advisor, if any, with an equal opportunity to access the evidence that is relevant to the allegations of sex-based harassment and not otherwise impermissible, in the following manner:

- Cornish College of the Arts will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or the same investigative report that accurately summarizes this evidence. If Cornish College of the Arts provides access to a written investigative report, the College will further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;

- Cornish College of the Arts will provide a reasonable opportunity to review and respond to the evidence or the investigative report and it will provide this opportunity to review the evidence in advance of the live hearing. Cornish College of the Arts will provide the opportunity to respond to the evidence and/or investigative report during the live hearing; and
- Cornish College of the Arts will take reasonable steps to prevent and address the parties' and their advisors' unauthorized disclosure of information and evidence obtained solely through the sex-based harassment grievance procedures.

The investigator will make an audio or audio/visual recording of all interviews during the investigation process and will provide all parties and witnesses with an opportunity to review a summary statement or transcript of their interview for review and feedback within five (5) business days of the interview.

The investigator will prepare a final investigative report that will be delivered to the parties with the notice of hearing no less than ten (10) business days prior to the scheduled hearing date. The parties will be provided with an equal opportunity to respond to the investigative report during the live hearing.

Procedures for a Live Hearing

Cornish College of the Arts will conduct the live hearing with the parties physically in separate locations with technology enabling the decisionmaker and parties to simultaneously see and hear the party or witness while that person is speaking.

Cornish College of the Arts will create an audio or audiovisual recording or transcript of any live hearing and make it available to the parties for inspection and review. No other audio or video recording of any kind is permitted.

The Title IX Coordinator (or designee) will assign a three-member panel to serve as the decision-maker, with one member of the panel assigned to serve as Chair.

Questioning the Parties and Witnesses During the Live Hearing:

Cornish College of the Arts will provide a process that enables the decision-maker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex-based harassment.

During the live hearing, the College process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will allow the decisionmaker to ask such questions, allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the decision-maker, subject to the procedures for evaluating and limiting questions discussed below.

Procedures for the decision-maker to evaluate the questions and limitations on questions: The decisionmaker will determine whether a proposed question is relevant and not otherwise

impermissible before the question is posed and will explain any decision to exclude a question as not relevant or otherwise impermissible. Questions that are unclear or harassing of the party or witness being questioned will not be permitted. The decisionmaker will give a party an opportunity to clarify or revise a question that the decisionmaker determines is unclear or harassing. If the party sufficiently clarifies or revises the question, the question will be asked. Cornish College of the Arts may also adopt and apply other reasonable rules regarding decorum, provided they apply equally to the parties.

Refusal to respond to questions and inferences based on refusal to respond to questions: The decisionmaker may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The decisionmaker will not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions.

Determination Whether Sex- Based Harassment Occurred:

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, Cornish College of the Arts will:

- Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.
- Notify the parties simultaneously in writing of the determination whether sex-based harassment occurred under Title IX including:
 - A description of the alleged sex-based harassment;
 - Information about the policies and procedures that Cornish College of the Arts used to evaluate the allegations;
 - The decision-maker's evaluation of the relevant and not otherwise impermissible evidence and determination whether sex-based harassment occurred;
 - When the decisionmaker finds that sex-based harassment occurred, any disciplinary sanctions Cornish College of the Arts will impose on the respondent, whether remedies other than the imposition of disciplinary sanctions will be provided by Cornish College of the Arts to the complainant, and, to the extent appropriate, other students identified by Cornish College of the Arts to be experiencing the effects of sex-based harassment; and
 - Cornish College of the Arts's procedures and permissible bases for the complainant and respondent to appeal.
- Cornish College of the Arts will not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the Title IX grievance procedures that the respondent engaged in prohibited sex discrimination.
- If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:
 - Coordinate the provision and implementation of remedies to a complainant and other people Cornish College of the Arts identifies as having had equal access

to Cornish College of the Arts's education or program activity limited or denied by sex discrimination;

- Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
- Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within Cornish College of the Arts's education program or activity.
- Comply with the Title IX grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the Title IX grievance procedures for making a false statement or for engaging in consensual sexual contact based on the determination whether sex discrimination occurred. Cornish College of the Arts is still permitted to address false statements by initiating a disciplinary process under the Student Code of Conduct as long as there is evidence independent of the determination whether sex discrimination occurred.

The determination regarding responsibility becomes final either on the date that Cornish College of the Arts provides the parties with a written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely.

Appeals:

Cornish College of the Arts will offer an appeal from a dismissal or determination whether sex-based harassment occurred on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonable available when the determination or dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If a party appeals a dismissal or determination whether sex-based harassment occurred, Cornish College of the Arts will:

- Notify the parties in writing of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decision-maker for the appeal did not take part in an investigation of the allegations of dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Communicate to the parties in writing that Cornish College of the Arts will provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties in writing of the result of the appeal and the rationale for the result.

Any additional procedures or bases for appeal Cornish College of the Arts offers will be equally available to all parties.

Informal Resolution

In lieu of resolving a complaint through Cornish College of the Arts's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. Cornish College of the Arts will inform the parties in writing of any informal resolution process it offers and determines is appropriate, if any. Cornish College of the Arts will not offer informal resolution to resolve a complaint when such a process would conflict with Federal, State, or local law.

Informal resolution may be reached by the following methods:

- When the parties voluntarily agree to resolve the matter through one of the College's published alternative dispute resolution procedures;
- When the Respondent accepts responsibility for violating the policy and desires to accept a sanction and end the resolution process; or
- When the Title IX Coordinator (or designee) can resolve the matter informally by providing supportive measures to remedy the situation.

Before the initiation of an informal resolution process, Cornish College of the Arts will explain in writing to the parties:

- The allegations;
- The requirements of the informal resolution process;
- That any party has the right to withdraw from the informal resolution process and initiate or resume grievance procedures at any time before agreeing to a resolution;
- That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume grievance procedures arising from the same allegations;
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
- What information Cornish College of the Arts will maintain and whether and how Cornish College of the Arts could disclose such information for use in Title IX grievance procedures if procedures are initiated or resumed.

Supportive Measures:

Cornish College of the Arts will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to Cornish College of the Arts's education program or activity or provide support during Cornish College of the Arts's Title IX grievance procedures or during the information resolution process. For complaints of sex-based harassment, these supportive measures may include, but are not limited to: counseling, extension of deadlines, restrictions of contact applied to one or more parties, referrals to community-based service providers, altering campus housing assignments, safety planning, class schedule modifications, or other academic support.

Disciplinary Sanctions and Remedies

Following a determination that sex-based harassment occurred, Cornish College of the Arts may impose disciplinary sanctions on students, which may include, but are not limited to: warnings, required counseling, required assessments, probation, suspension, expulsion, denial of or restrictions on participation in College activities, loss of privileges, and/or removal from student leadership positions.

Following a determination that sex-based harassment occurred, Cornish College of the Arts may impose disciplinary sanctions on employees, which may include, but are not limited to: warnings, performance improvement or management plans, required counseling, required training or education, probation, loss of annual pay increase, loss of oversight of supervisory responsibility, demotion, suspension with or without pay, and/or termination of employment.

Cornish College of the Arts may also provide remedies, which may include, but are not limited to: referral to counseling and health services, referral to assistance programs, required education and training, permanent alteration of housing assignments, permanent alteration of work arrangements, provision of campus safety escorts, policy or training modifications, provision of transportation accommodations, implementation of long-term contact limitations between the parties, and/or implementation of adjustments to academic deadlines or course schedules.

At the discretion of the Title IX Coordinator, certain long-term support or remedies may also be provided to the parties even if no policy violation is found. When no policy violation is found, the Title IX Coordinator will ensure that any remedies implemented do not effectively deny educational access to either party.

Grievance Procedures for Complaints of Sex Discrimination

Cornish College of the Arts has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

These grievance procedures may be used when there is a complaint of sex discrimination that is not sex-based harassment or that does not involve an student complainant or student respondent enrolled in the College's postsecondary educational programs or activities.

Complaints:

The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that Cornish College of the Arts investigate and make a determination about alleged discrimination under Title IX:

- A "complainant" which includes:

- a student or employee of Cornish College of the Arts who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
- a person other than a student or employee of Cornish College of the Arts who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in Cornish College of the Arts' education program or activity;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- Cornish College of the Arts' Title IX Coordinator.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such a person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of Title IX.

When the Title IX Coordinator is notified of conduct that reasonably may constitute sex discrimination under Title IX (and in the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an information resolution process, the Title IX Coordinator must determine whether to initiate a complaint of sex discrimination as required under Title IX. The requirements for such a fact-specific determination are set forth in 34 C.F.R. § 106.44(f)(1)(v).

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- Any student or employee of Cornish College of the Arts; or
- Any person other than a student or employee who was participating in or attempting to participate in Cornish College of the Arts' education program or activity at the time of the alleged sex discrimination.

Cornish College of the Arts may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances.

Cornish College of the Arts is not permitted to consolidate complaints if consolidation would violate the Family Educational Rights and Privacy Act (FERPA). Consolidation would not violate FERPA when the College obtains prior written consent from the student (or other legal authorized representative) to the disclosure of their education records.

When more than one complainant or more than one respondent is involved, references below to a party, complainant or respondent, include the plural, as applicable.

Basic Requirements of Title IX Grievance Procedures:

Cornish College of the Arts will treat complainants and respondents equitably.

Cornish College of the Arts requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decisionmaker may be the same person as the Title IX Coordinator or investigator.

Cornish College of the Arts presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

Cornish College of the Arts has established the following timeframes for the major stages of of the grievance procedures:

- Evaluation of submitted formal written complaint (i.e., the decision whether to dismiss or investigate a complaint): 1-5 business days
- Appointment and notification to parties of investigator(s): within 1-5 business days of decision to investigate
- Investigation: 30 business days
 - Notification of identity of party advisor to investigator: 2 business days before first meeting
 - Receipt of interview transcript or summary from investigator for review and comment: 1-5 business days
 - Draft investigation report sent to parties and their respective advisors (if so desired by the parties): 10 business day review and comment period
 - Final investigation report sent to Title IX Coordinator with recommendation of finding, based on a preponderance of the evidence: within 10 business day of the close of the parties' comment and review period
- Title IX Coordinator (or appointed decision-maker) conducts final review of the investigator report, makes final determination, and sends notification of outcome to the parties: within 2-3 business days of receiving the final investigation report.
- Submission of written request for appeal: within 5-7 business days of delivery of the Notice of Outcome
 - Appointment of appeal decision-maker: within 5 business days of submission
 - Notification of appeal request denial or approval: within 5-7 business days of appointment of appeal decision-maker
 - Opportunity for response to approved appeal grounds and/or to raise new ground for appeal from other parties and their advisors, the Title IX Coordinator, and, when appropriate, the investigator(s), and/or original decision-maker(s): 7 business days
- Notice of Appeal Outcome sent: within 7 business days of final open period of response to approved appeal grounds

Cornish College of the Arts has also established a process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay. Circumstances which may constitute good cause for a delay include, but are not limited to: a request from law enforcement to temporarily delay an investigation, the need to make arrangements for language assistance or provide accommodations for disabilities or health conditions, or the absence of parties and/or witnesses. Any party, witness, investigator(s), or decision-maker(s) may request an extension of a

timeframe by submitting a written request to the Title IX Coordinator at least 1 business day in advance of the end of the expected, published timeframe.

When a timeline requires an extension, the Title IX Coordinator (or designee) will communicate in writing to the parties the anticipated duration of the extension and the reason for the delay. The College will provide the parties with status updates as necessary and promptly resume the grievance process as soon as feasible. During such an extension, the College will continue to coordinate and implement supportive measures as deemed appropriate.

Cornish College of the Arts will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

Cornish College of the Arts will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e. will not be accessed or considered, except by Cornish College of the Arts to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless Cornish College of the Arts obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Notice of Allegation:

Upon initiation of Cornish College of the Arts's Title IX grievance procedures, Cornish College of the Arts will notify the parties of the following:

- Cornish College of the Arts's Title IX grievance procedures and any informal resolution process;

- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited; and
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. If a description of the evidence is provided, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

If, in the course of an investigation, Cornish College of the Arts decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, Cornish College of the Arts will notify the parties of the additional allegations.

Dismissal of a Complaint:

Cornish College of the Arts may dismiss a complaint of sex discrimination if:

- Cornish College of the Arts is unable to identify the respondent after taking reasonable steps to do so;
- The respondents is not participating in Cornish College of the Arts's education program or activity and is not employed by Cornish College of the Arts;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and Cornish College of the Arts determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proved; or
- Cornish College of the Arts determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, Cornish College of the Arts will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, Cornish College of the Arts will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then Cornish College of the Arts will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

Cornish College of the Arts will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then Cornish College of the Arts will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and

- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If the dismissal is appealed, Cornish College of the Arts will:

- Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome, and
- Notify the parties of the result of the appeal and the rationale for the result.

When a complaint is dismissed, Cornish College of the Arts will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within Cornish College of the Arts's education program or activity.

Investigation:

Cornish College of the Arts will provide for adequate, reliable, and impartial investigation of complaints.

The burden is on Cornish College of the Arts--not on the parties--to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

Cornish College of the Arts will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

Cornish College of the Arts will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

Cornish College of the Arts will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- Cornish College of the Arts will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If

a description of the evidence is provided, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;

- Cornish College of the Arts will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and
- Cornish College of the Arts will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Questioning the Parties and Witnesses:

Cornish College of the Arts will provide a process that enables the investigator and/or decision-maker(s) to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

Cornish College of the Arts's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will:

- Allow the investigator or decision-maker to ask such questions during individual meetings with a party or witness;
- Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the investigator or decision-maker during one or more individual meetings, including follow-up meetings, with a party or witness, subject to the procedures for evaluating and limiting questions below; and
- Provide each party with an audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow-up questions.

Procedures for the investigator or decision-maker to evaluate the questions and limitations on questions: The investigator or decision-maker will determine whether a proposed question is relevant and not otherwise impermissible before the question is posed and will explain any decision to exclude a question as not relevant or otherwise impermissible. Questions that are unclear or harassing of the party or witness being questioned will not be permitted. The investigator or decision-maker will give a party an opportunity to clarify or revise a question that the investigator or decision-maker determines is unclear or harassing. If the party sufficiently clarifies or revises the question, the question will be asked.

Refusal to respond to questions and inferences based on refusal to respond to questions: The investigator or decision-maker may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The investigator or decision-maker will not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions.

Determination Whether Sex Discrimination Occurred:

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, Cornish College of the Arts will:

- Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.
- Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.
- If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:
 - Coordinate the provision and implementation of remedies to a complainant and other people Cornish College of the Arts identifies as having had equal access to Cornish College of the Arts's education or program activity limited or denied by sex discrimination;
 - Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
 - Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within Cornish College of the Arts's education program or activity.
- Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred. Cornish College of the Arts is still permitted to address false statements by initiating a disciplinary process under its code of conduct as long as there is evidence independent of the determination whether sex discrimination occurred.

Appeal of Determinations

Cornish College of the Arts offers a process for appeals from a determination whether sex discrimination occurred. This appeal process will be, at a minimum, the same as Cornish College of the Arts offers in all other comparable proceedings, including proceedings relating to other discrimination complaints. The determination notification will include the relevant procedures and permissible bases for the complainant and respondent to appeal, if applicable.

Informal Resolution

In lieu of resolving a complaint through Cornish College of the Arts's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process.

Cornish College of the Arts does not offer informal resolution to resolve a complaint that an employee engaged in a sex-based harassment of an elementary school or secondary school student, or when such a process would conflict with Federal, State, or local law.

Supportive Measures

Cornish College of the Arts will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to Cornish College of the Arts's education program or activity or provide support during Cornish College of the Arts's Title IX grievance procedures or during the information resolution process. For complaints of sex-based harassment, these supportive measures may include, but are not limited to: counseling, extension of deadlines, restrictions of contact applied to one or more parties, referrals to community-based service providers, altering campus housing assignments, safety planning, class schedule modifications, or other academic support.

Disciplinary Sanctions and Remedies

Following a determination that sex-based harassment occurred, Cornish College of the Arts may impose disciplinary sanctions on students, which may include, but are not limited to: warnings, required counseling, required assessments, probation, suspension, expulsion, denial of or restrictions on participation in College activities, loss of privileges, and/or removal from student leadership positions.

Following a determination that sex-based harassment occurred, Cornish College of the Arts may impose disciplinary sanctions on employees, which may include, but are not limited to: warnings, performance improvement or management plans, required counseling, required training or education, probation, loss of annual pay increase, loss of oversight of supervisory responsibility, demotion, suspension with or without pay, and/or termination of employment.

Cornish College of the Arts may also provide remedies, which may include, but are not limited to: referral to counseling and health services, referral to assistance programs, required education and training, permanent alteration of housing assignments, permanent alteration of work arrangements, provision of campus safety escorts, policy or training modifications, provision of transportation accommodations, implementation of long-term contact limitations between the parties, and/or implementation of adjustments to academic deadlines or course schedules.

At the discretion of the Title IX Coordinator, certain long-term support or remedies may also be provided to the parties even if no policy violation is found. When no policy violation is found, the Title IX Coordinator will ensure that any remedies implemented do not effectively deny educational access to either party.

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, genetic information, marital status, nationality, race, religion, 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.

Sex-based discrimination, including sex-based harassments, is also prohibited and covered under its own policy and procedures, in accordance with Title IX.

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.

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 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 and updated on August 1, 2024.