

ACADEMIC POLICIES

CORNISH COLLEGE OF THE ARTS

AUGUST 2024



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1.01 DISCLAIMER

Cornish College of the Arts reserves the right to change the policies, calendar and fees regulating admissions and registration; to withdraw courses from the curriculum; and to change any other regulation affecting the student body. These changes apply to prospective students and currently enrolled students at Cornish College of the Arts. Information contained in this manual does not constitute a binding contract between the student and the college.

1.02 CLASSIFICATION OF STUDENTS

A student is considered to have matriculated to Cornish if they are enrolled in and pursuing coursework as of the census date in each academic term, published in the Academic Calendar

1.02.a Baccalaureate Students

Students who are matriculated candidates for baccalaureate degrees are classified as first-year, sophomore, juniors, or seniors. Students will earn a minimum of 120 credits to earn a bachelor's degree, classification is based on credits earned and is defined as follows:

First-Year: A student with 0 – 29 credits earned toward a degree.

Sophomore: A student with 30 – 59 credits earned toward a degree.

Junior: A student with 60 – 89 credits earned toward a degree

Senior: A student with at least 90 + credits earned toward a degree.

1.02.b Non-matriculated Students

Students enrolled in coursework who do not intend to be a candidate for a degree are

considered non-matriculated students. Non-matriculated students must complete a Registration Agreement, which may be obtained from the Registration and Records Office, prior to enrollment in courses each semester. Non-matriculated students may enroll for no more than nine credits each semester. Cornish will only accept 16 credits taken as a non-matriculated student towards a baccalaureate degree.

1.03 ACADEMIC CREDIT LOAD

<u>Full Time</u>	12 to 18 credits per semester
<u>Part Time</u>	Fewer than 12 credits per semester

An average credit hour load for baccalaureate students is 15 credit hours per semester. The maximum credit-hour load students may take without additional approval is 18 credits per semester.

To enroll for 19 or more credits, students must obtain written permission from the Registrar.

1.04 DEFINITION OF CREDIT HOUR

The following definitions of a credit hour represent a minimum level of student achievement of specific learning outcomes as verified by assessment of student work. Time expectations outside of class meetings are averages only, and may vary depending upon the level of the course as well as individual ability and learning style of the student. A classroom / instructional hour is defined as 50 minutes.

1. For studio courses, 1 semester hour of credit is based on at least 1.5 to 2 hours of classroom or direct faculty instruction and a minimum expectation of 1 hour of student work outside of class, each week for approximately 15 weeks (including exam week). For example, a studio class that is worth 3 credits may require 6 hours of classroom instruction and 3 hours of student work outside of class each week.
2. For lecture/seminar courses, 1 semester hour of credit is based on 1 hour of classroom or direct faculty instruction and a minimum of 2 hours of student work outside of class, each week for approximately 15 weeks (including exam week). For example, a lecture course that is worth 3 credits would require 3 hours in class and 6 hours of student work outside of class per week.
3. No less than an equivalent amount of work is required in the definitions above for other academic activities established by the College that lead to the award of credit hours, including internships, independent and individual tutorial studies, private instruction, practica, and rehearsal/performance.

1.05 GRADING SYSTEM

Letter grades signify what students have earned in a course at the end of the semester or for an assignment.

Letter Grade	Grade Point Per Credit
A - Excellent	4
A-	3.7
B+	3.3
B - Very Good	3
B-	2.7
C+	2.3
C - Satisfactory	2
C-	1.7
D+	1.3
D - Passing	1
D-	0.7
F - Fail	0
NG - No Grade	0
P - Pass	0
W - Withdrawn	0

1.06 SEMESTER ACADEMIC HONORS

Full-time students whose semester grade point average is between 3.85 and 4.00 earn a term honors commendation, which is noted on the academic transcript as Term Honors.

1.07 PASS/FAIL

The pass/fail grade option must be indicated when the student registers; this grading option can only be changed through the end of the designated add/drop period for the semester. A pass grade "P" notation is awarded for work completed at the "C" (2.0) level or higher. Credits earned with pass grade apply toward all degree requirements, but are not calculated into semester and

career grade point averages (GPA). If, however, a course is failed when taken under the pass/fail grade option, those credits are calculated into the student's term and career GPA's.

Students may choose to take up to six credits of the College Electives degree requirement on a pass/fail basis.

In-major courses and courses applying to General Education Program requirements, regardless of course designation, may not be taken on a pass/fail basis unless the course has been designated a pass/fail course by the college.

1.08 COURSE WITHDRAWAL

1.08.a Dropping courses during the add/drop period

Students may drop courses or change course sections through the Add/Drop period each semester as noted on the Academic Calendar without record on the academic transcript. Students can add or drop courses directly by using Compass through the Add/Drop period.

1.08.b Withdrawing from courses after the add/drop period:

After the end of the Add/Drop period, students may withdraw from one or more courses through the 11th week of classes; non-punitive withdrawal grade ("W") will be recorded on the student academic transcript. After the Add/Drop Period ends, students must withdraw from a course by completing a Course Withdrawal form with their academic advisor..

1.08.c Course abandonment

A student who stops attending a course without officially withdrawing from the course receives the grade calculated by the course instructor at the end of the semester. This grade is recorded on the academic transcript.

1.08.d Withdrawal Petitions

Students seeking to withdraw from a course after the 11th week of a semester and before the 15th week of a semester must petition for consideration by completing a Petition to Exceptions to Registration Deadlines.

Students seeking to withdraw from a course after the end of the semester must submit a petition to the Registrar that will be reviewed by the Academic Standards Committee.

1.09 INCOMPLETE GRADES

An Incomplete Grade is a non-punitive grade that affords extra time for a student to complete end-of-semester coursework when they're unable to do so because of an emergency, illness, or other reason beyond the student's control.

The Incomplete Grade Contract must include:

- Student's reason for requesting the Incomplete
- Assignments to be completed
- Deadlines for submitting assignments to Instructor
- Default grade: the grade held by the student at the end of the semester during which the student requested an Incomplete.

The Incomplete must be approved by the faculty member, the Chair, and the Academic Dean, who will collectively review the criteria. If approved, an "I" will be recorded on the academic transcript.

Student and Instructor must discuss an Incomplete before it is awarded. The Incomplete Grade Contract is documentation of that discussion, and is meant to provide a clear statement of mutually understood remaining assignments. .

Student or Instructor must send the signed Contract to the Department Chair and Academic Dean for review. If approved, the Dean will forward the Contract to the Registrar.

Student and Instructor should maintain a copy of the contract as it documents expectations and deadlines.

The Student is responsible for submitting completed assignments to the Instructor by the agreed-upon dates.

The Instructor is responsible for submitting the final grade through the Compass portal by the end of the add-drop courses period (the 8th day of classes) of the following required semester.

If the "I" grade is not converted to a new letter grade by the deadline, the Registrar will issue the default grade listed on the Incomplete Grade Contract.

Scholarship and Honors Information pertaining to Incomplete Grades

Cornish Merit eligibility is determined by maintaining Satisfactory Academic Progress (SAP) for financial aid purposes during the previous semester. If a student has an Incomplete grade, the Office of Financial Aid will temporarily put a Merit Scholarship on hold. The hold will be lifted once the Incomplete is finished and assessed within overall credits earned. Please refer to the Student Financial Services Handbook for additional information regarding SAP.

1.10 GRADE FORGIVENESS

A student who receives a grade of C- or below in a course at Cornish College of the Arts may apply for grade forgiveness and therefore repeat a course one time. Both the original course and grade and the repeated course and grade will be posted to the permanent record and academic transcript. The repeated course grade, whether the grade is higher or lower, will be used in calculating the cumulative grade point average and for completion of degree requirements. Course credits will be counted only once toward a degree.

Requests for grade forgiveness must be submitted no later than the end of the Add/Drop period for the semester in which the student has registered for the course and complete the form in collaboration with the Academic Advisor simultaneously with course registration.

1.10a Course Substitutions

In some cases of grade forgiveness, a course substitution may be approved by the Registrar for any of the following or other reasons:

1. The original course has been changed in prefix, number, hours or title but not in substance.
2. The original course is no longer offered by the College.
3. A special topic and or elective course is replaced by another special topic and or elective course deemed sufficiently similar in scope to the original.
4. A General Education Program requirement course is replaced by another course deemed sufficiently similar in scope to the original.

1.10b Withdrawal from a course taken under the Grade Forgiveness Policy

If a student applies for grade forgiveness and later withdraws from the course, the enrollment will count as one of the allotted Grade Forgiveness attempts.

1.10c Ineligibility for Grade Forgiveness

The Grade Forgiveness Policy excludes courses taken for Credit/No Credit and or where an Incomplete grade was earned.

1.10c Academic Standing and Records

Grade forgiveness awarded for repeated courses will not retroactively alter any previous academic action (i.e. academic warning or probation). Student academic records cannot be altered after a student graduates.

1.11 WITHDRAWAL - SINGLE COURSE AND FROM THE COLLEGE / ALL COURSES

1.11a Dropping from a Course

Students view and manage their course schedule via the Compass, the online student portal. Students may add or drop courses, or change sections, online through the 8th day of the fall and spring semester (courses dropped by the 8th day will not be noted on the transcript). Courses may not be added after the 8th day of the semester, regardless of the start date of the course. To drop courses after the 8th day of the term, students must work with their Academic Advisor

Schedule changes may result in recalculation of students' financial aid awards by Student Accounts.

The date the student completes the request is considered the effective date of the withdrawal and is the basis for any tuition credit.

1.11b Withdrawal from the College

Students who find it necessary to withdraw from Cornish College of the Arts should discuss with their Academic Advisor and complete a Withdrawal Form. A "W" withdrawal notation will be noted on the Academic Transcript.

It is recommended that students schedule exit interviews with their department chair, and a representative from the Financial Aid Office and the Student Accounts Office. The date that the student signs the form is considered the effective date of withdrawal and is the basis for any tuition credit.

Students may request a Leave of Absence alongside the College withdrawal for one or two semesters. Refer to the Leave of Absence policy 1.60 for information.

Failure to complete a semester does not constitute a complete withdrawal from the College and therefore does not cancel the student's obligation to pay tuition, fees, and all other charges in full.

1.11c Withdraw after the Deadline

In alignment with the course withdrawal policy (1.08), students may only withdraw from the College up until the last day of the 11th week of the semester. If a student wishes to withdraw from the College at a later point in the semester they must submit a Petition for Exceptions to Registration Deadlines to the Registrar. If the petition to withdraw is denied all courses in which the student is enrolled will have a grade noted on the academic transcript and the semester's grades will be calculated into the overall Grade Point Average.

After the withdrawal deadline, withdrawal from all classes ("W" notation is noted on the Academic Transcript) is permitted only in the case of a personal hardship. A Hardship Withdrawal is granted by the Registrar for reasons such as death of a family member, catastrophic illness in the family, or an illness and/or injury to the student. Hardship Withdrawals may be granted for one or multiple classes.

1.12 DEGREE REQUIREMENTS

Candidates for a Bachelor of Fine Arts, Bachelor of Arts and Bachelor of Music degree from Cornish College of the Arts must meet these criteria:

1. Completion of a minimum of 120 semester credits, depending on major and distributed as follows:
 - a. 72 or more credits in the major area of study
 - b. 30 credits minimum in the General Education Program
 - c. 6 credits of college electives outside the major
 - d. 12 or more credit hours of open electives
2. Satisfaction of all degree requirements
3. Minimum cumulative grade point average of 2.00
4. Conversion of all incomplete grades to final grades

If program requirements change during the time baccalaureate students are enrolled at Cornish College of the Arts, they may elect to complete either the new requirements or the requirements applicable at the time of matriculation, but they may not combine versions of the two programs.

1.13 COLLEGE RESIDENCY POLICY

The College Residency Policy stipulates the number of credits students must complete at Cornish College of the Arts to graduate and earn a degree. Students are required to complete at least 60 credits and their final two semesters as a matriculated student-in-residence at the college. Transfer credit earned at another college and credits earned through Credit by Exam, Prior Learning Experience, AP/CLEP/IB are not considered credits completed in residence. Courses taken at another institution during a student's final two semesters cannot be transferred for credit.

Any exceptions to the Residency Policy must be reviewed and approved by the Registrar and Provost.

1.14 ELIGIBILITY TO PARTICIPATE IN COMMENCEMENT CEREMONIES

Cornish College commencement ceremonies recognize students who will complete all degree requirements in good standing (cumulative GPA of 2.00 or above) by the end of the spring semester.

A student may be permitted to participate in commencement ceremonies with degree requirements unmet if no more than six credits of course work is outstanding if the Graduation Contract is approved. Students requesting this exception must complete the contract, in addition to filing an Application to Graduate, in the Registration and Records Office.

1.15 GENERAL EDUCATION CREDIT REQUIREMENTS

The General Education program is structured to deliver 30 credit hours of coursework offered through the Humanities and Sciences and the in-major programs, with an additional 3 credits in-major. Students complete 6 credit hours of the First Year Writing requirements, 3 credits of First Year Workshop, and 24 credit hours in Upper-Division coursework in the domains of Humanities, Sciences, and Social Sciences. Additionally, students must take a Writing Intensive course, the credits of which could apply towards their major, general education coursework, or electives. These courses build on students' First-Year Curriculum and engage students in interactive, hands-on learning with faculty from across the College.

1.15.a Requirements for students entering in 2024+

- First Year Writing (Fall and Spring): Writing & Analysis I, II (6 credits)
- First Year Workshop (Fall): The Emerging Artist (3 credits in major)
- Humanities: 2 courses (6 credits)
- Social Science: 2 courses (6 credits)
- Science: 2 courses (6 credits)
- Floating credits: 2 courses (6 credits in Humanities, Social Science or Science)
- Writing Intensive: 1 course (3 credits in or out of major)

1.16 TRANSFER CREDIT

A maximum of 60 transfer credits may be granted and applied toward a student's degree; this maximum number of transfer credits includes AP, CLEP, IB, CBE and PLE credits. A student's prior coursework will be considered for transfer at time of application for admission. Applicants will receive formal notification of transfer credit granted upon receipt of all official transcripts or when admitted to the college.

Students who question the award of any transfer credits may submit a request to the Registration and Records Office. The Registrar will confer with the appropriate Department Chair and inform the student of the decision.

The following conditions apply:

1. Submission of all academic work undertaken at other regionally accredited college-level including records of correspondence work and advanced placement examinations to the Admissions office.

2. Completion of a Bachelor of Arts degree from a regionally accredited institution or a Direct Transfer Agreement (DTA) AA transfer degree from a Washington State community college will satisfy the General Education requirements.
3. Application of transfer credit toward degree requirements at Cornish is determined on a course-by-course basis. In some instances, credit may be awarded upon portfolio or audition review, if the student demonstrates a skill level sufficient for advanced placement. If an audition or portfolio review reveals that a student would benefit from retaking a course at Cornish, every effort will be made to apply earned transfer credits towards alternative degree requirements. Cornish accepts earned transfer credits from regionally accredited post-secondary institutions. Courses considered for transfer must be college-level, non-remedial, graded 'C' or better from a regionally-accredited institution.
4. Transfer course grades do not calculate in the Cornish College of the Arts GPA.
5. Matriculated students must receive written permission from their department chair or academic advisor before enrolling in courses at another college or university.

1.17 ADVANCED PLACEMENT

The College may award transfer credit for College-Level for examinations through following testing programs:

- College-Level Examination Program (CLEP)
- International Baccalaureate (IB).
- College Entrance Examination Board's Advanced Placement (AP)

Official copies of the test results must be submitted to the Office of Admission as a part of the admission process. Examination results may be no more than five years old at the time of application to a degree program. No more than six-semester credits of non-studio coursework can be satisfied through the CLEP, IB, or AP exams.

1.17.a College-Level Examination Program (CLEP)

Cornish accepts credits for the College-Level Examination Program (CLEP) subject examinations if the student has scored in the 50th percentile or higher. Official copies of the test results must be submitted to the Office of Admission as a part of the admission process. Exam results may be no more than five years old at the time of application to a degree program. Credit will not be granted for the general CLEP examination. Up to six credits may be satisfied through IB, AP and/or CLEP results.

<i>CLEP subject Examinations</i>	<i>Scores</i>	<i>Transfer Credit Accepted</i>
College Composition	50	6 credit hours of Writing & Analysis
Freshman English	50	3 credit hours of Writing & Analysis

American Literature	50	3 credit hours of Humanities
English Literature	50	3 credit hours of Humanities
Literature, Analysis and Interpretation	50	3 credit hours of Humanities
Western Civilization I Ancient Near East to 1648	50	3 credit hours of Humanities
American History I	50	3 credit hours of Humanities
Early Colonization to 1877	50	3 credit hours of Humanities
American Government	50	3 credit hours of Social Science
Educational Psychology	50	
Human Growth and Development	50	
Macroeconomics, Introductory	50	
Microeconomics, Introductory	50	
Sociology, Introductory	50	
Business Law, Introductory	50	
Calculus with Elementary Functions	50	3 credit hours of Science
College Algebra	50	
Trigonometry	50	
College Algebra and Trigonometry	50	
General Biology	50	
General Chemistry	50	
Computer Programming – FORTRAN	50	
Statistics	50	
Introductory Accounting	50	
College French – Levels 1 & 2	50	
College German – Levels 1 & 2	50	
College Spanish – Levels 1 & 2	50	

1.17.b International Baccalaureate (IB)

Cornish may award six-semester credits for Higher Level Subject Exams with a score of 5, 6, or 7. Official copies of the test results must be submitted to the Office of Admission as part of the admission process. Exam results may be no more than five years old at the time of application to a degree program. Up to six credits may be satisfied through IB, AP and/or CLEP results.

Cornish grants credit for IB tests in the following subjects only:

Course Tested	Score	Transfer Credits Accepted
Anthropology	5--7	3 credit hours of Social Science
Biology	5--7	3 credit hours of Science
Chemistry	5--7	3 credit hours of Science
Computer Science and Engineering	5--7	3 credit hours of Science

Economics	5--7	3 credit hours of Social Science
English	5--6 7	3 credit hours Writing & Analysis 6 credit hours of Writing & Analysis
Geography	5--7	3 credit hours of Social Science
History: African, American, East & Southeast Asia, Oceanic, European	5--7	3 credit hours of Humanities
Language: Arabic, Chinese, Classical Greek French,	5--7	3 credit hours of Humanities
Germanics, Italian, Japanese, Latin, Russian, Spanish, Swahili	5-7	3 credit hours of Humanities
Mathematics	5-7	3 credits hours Science
Philosophy	5--7	3 credit hours of Humanities
Physics	5--7	3 credit hours of Science
Psychology	5--7	3 credit hours of Social Science

1.17.c Advanced Placement (AP)

Cornish awards college credit based on test scores of 5, 4, and 3 earned on the College Entrance Examination Board's Advanced Placement (AP) tests. No more than 6 semester credits may be granted through AP tests. Students must submit official score reports to the Office of Admission before enrollment at Cornish. Score reports must be no more than five years old at the time of application. The College does not award transfer credit on the basis of placement exams taken at other institutions.

Cornish grants credit for AP tests in the following subjects only:

<i>Course Tested</i>	<i>Score</i>	<i>Transfer Credits Accepted</i>
2/3-D Art and Design	5	3 credits of Open Electives
Art History	5	3 credit hours of Humanities
Drawing	5	3 credits of Open Electives
Economics: Macro/Micro	3--5	3 credit hours of Social Science
English: Language	5	6 credit hours Writing & Analysis

English: Language	3--4	3 credit hours Writing & Analysis
English: Literature	5	3 credit hours Writing & Analysis AND 3 credit hours of Humanities
English: Literature	3--4	3 credit hours of Writing & Analysis OR 3 credit hours of Humanities
Government Politics: Comparative, U.S.	3--5	3 credit hours Social Science
History: U.S./European/World	3--5	3 credit hours of Humanities
Human Geography	3--5	3 credit hours of Social Science
Languages: Chinese, French, German, Italian, Latin, Spanish	3--5	3 credit hours of Humanities or Social Sciences
Literature: French/Spanish	3--5	3 credit hours of Humanities
Music Theory	3 - 5	3 credit hours of Open Electives
Psychology	3--5	3 credit hours of Social Science
Science and Mathematics: Biology, Calculus AB or BC, Chemistry, Computer Science, Physics B or C, Statistics	3--5	3 credit hours of Science

1.17.d Cornish College Advanced Placement and Testing Programs

Enrolled students may earn non-traditional credit by challenging a course through Credit by Examination. Credit by Examination may not be included in the final 60 credit hours required for degree completion. Applications for Credit by Examination will not be considered in the student's final semester.

1.17.d.1 Credit by Exam (CBE)

Students may request credit by examination (proof of proficiency) for work done in private study. Students may be awarded up to 30 credits. Awarded credits will be counted as transfer credit on the academic transcript. Students must complete the credit by examination prior to their junior year. The fee is \$30 per credit challenged. A maximum of 30 credits of combined CBE and PLE credit may be awarded.

1.17.d.2 Prior Learning Experience (PLE)

Prior Learning Experience is documented prior skill and knowledge acquisition that is gained prior to enrollment in a degree program at Cornish College of the Arts. It is a way to receive college credit for prior learning. PLE credits may be awarded to coursework completed at an unaccredited institution (as it is not approved as transfer credit). PLE is not eligible for college transfer credit and it cannot be granted for coursework from another accredited institution.

Cornish College of the Arts grants PLE credits for degree specific requirements via a review and approval process housed within Academic Affairs. The required written documentation for the PLE should tie the learning gained to the student's major, General Education Program requirements, and electives. Awarding of PLE credits must conform to the residency requirement (PLE credits will not be awarded toward the final two semesters in residence at Cornish College of the Arts).

1.18 TRANSFER CREDITS FROM AN UNACCREDITED INSTITUTION

Credits from a non-regionally accredited institution are not transferable.

1.19 REGISTRATION FOR COLLEGE COURSEWORK

Registration procedures are described in detail in the schedule of classes found on Compass, the College's online portal, which is published prior to each semester's registration period. See Academic Calendar for specific registration dates. Any questions concerning College registration should be directed to the Registration and Records Office.

1.20 ENROLLMENT IN COURSES ON A NON-CREDIT AUDIT BASIS

Taking courses for non-credit audit allows students to register for a course without earning a grade or college credit in order to enrich their educational experience. Non-credit audits courses are recorded on the Academic Transcript as NC. The NC grade has no effect on the student's grade point average. College credit will not be granted for courses taken on a non credit basis and are not counted toward degree requirements.

Students are required to consult with their Academic Advisor to register for a class with the grade mode of NC. If the student's request is approved by the Academic Advisor, the student selects NC grade type via the Change of Grade option on the Registration Adjustment form. The Registration Adjustment form must be submitted to their Academic Advisor by the 8th day of the semester. Non-matriculated students may elect a grade option at time of registration.

1.21 INDEPENDENT STUDY

Independent Study (IS) is defined as study, research, or other learning experience unavailable in any existing course at Cornish College of the Arts. Independent Study credits may be undertaken by an individual student starting in their 3rd year. An Independent Study must be structured under clearly defined criteria outlined by the Independent Study Contract Form and approved by the department/division Chair and Faculty Supervisor with final approval by the Academic Dean. In consultation with the Chair, the student will choose a Faculty Supervisor for an Independent Study course with a maximum of (6) one-hour meetings per semester. The selection of a Faculty Supervisor is based on specific credentials relating to the student's goals

and learning objectives. The individual student will work primarily to pursue this Independent Study outside the classroom and provide learning outcomes, assignments, and assessments/evaluations per the contract. The Faculty Supervisor provides minimal guidance and a final evaluation of the work undertaken.

1.22 DIRECTED SMALL-GROUP STUDY

Directed Small-Group Study (1 to 3 credit hours) is defined as project-based study, research, or other learning experience that is developed by student(s) in consultation with the faculty member and Department Chair to augment existing curricula. Directed Small-Group Study must be approved by the department and structured by clearly defined criteria and course learning outcomes with the faculty member teaching the course. There is a five (5) student minimum enrollment required for all Directed Small-Group Study courses with a maximum enrollment of nine (9) students per course. Students may not enroll in more than one Directed Group Study per semester. A Directed Small-Group Study Contract Form must be developed and submitted as outlined on the form.

1.23 TUTORIAL STUDY

Tutorial Study is a variable credit course (1-3 credit hours) which may include study, research, or other learning experiences one-on-one with an approving faculty member. Students may apply for tutorial study after meeting with their department chair and by submitting a Tutorial Study application. This course meets once a week for the full semester. Private instruction fees apply.

1.24 SECOND BACCALAUREATE DEGREE

Students who wish to earn a second baccalaureate degree from Cornish College of the Arts must complete all degree requirements, excluding General Education Program credits.

1.25 ADVISING TEMPLATE

An Advising Template illustrates the official audit of a student's progress toward a baccalaureate degree. It informs students of all degree requirements that must be completed before graduation and how their credits earned are applying towards those requirements.

Students are encouraged to schedule an appointment to discuss their Advising Template at any time with their Academic Advisor and are responsible for tracking their own degree progress. All students may access their Advising Template at any time on Compass, the student portal.

1.26 APPLICATION FOR GRADUATION

In order to be reviewed for graduation, students must submit a Graduation Application to the Registration and Records Office. For the fall semester, the graduation application is due by September 15th. For the spring semester, the graduation application is due by December 1st. For the summer session, the application is due by May 1st.

Applications are submitted through Compass, the College online portal. There is no fee for this application.

Registration and Records Office personnel oversee, review and approve all graduation applications. This is done by referring to the curriculum in effect at the time of the student's matriculation to Cornish College of the Arts. Students are notified if there are outstanding graduation requirements at the time of review.

1.27 GRADUATION WITH HONORS

Students who have earned a cumulative GPA of 3.55 and above are honored with the designations cum laude, magna cum laude, or summa cum laude at the time of graduation. To qualify for graduation with honors, a student must have completed a minimum of 60 credits in residence at Cornish College of the Arts and have maintained a cumulative grade point average as indicated below:

- **Summa Cum Laude** 3.90 and above
- **Magna Cum Laude** 3.72 and above
- **Cum Laude** 3.55 and above

1.28 OFFICIAL TRANSCRIPT

A transcript is a complete, unabridged copy of a student's permanent academic record at Cornish College of the Arts. An official transcript is one that bears the signature of the Registrar, the college's official and corporate seal, and the date of issue. A legend explaining the grading system and credit hours used at Cornish College of the Arts is included with each official transcript copy. An unofficial transcript is also available to the student.

Cornish College of the Arts does not release copies of transcripts and certificates from other schools.

1.29 CHANGE OF PERMANENT GRADES

Permanent grades may not be changed except for error and only by the course instructor or the supervising Departmental Chair in consultation with the instructor when possible. The grade change must be reported to the Registrar on an official grade change form no later than the end of the ninth week of the next regular semester. Work completed after the semester is over may not be used to change a permanent grade that was recorded on a student's academic record.

The presumption in the administration of grades at Cornish College of the Arts is that the instructor alone is qualified to evaluate the academic work of students and to assign grades to that work. Once a grade has been recorded in the Registration and Records Office, a grade may be changed only via an appeal and review process.

An instructor's evaluation regarding the quality of student academic work is normally not subject to review; however, when students believe that a particular grade was assigned in a manner that was arbitrary or unjust, students may follow steps toward resolution as noted below:

- Discuss their academic performance and evaluation directly with faculty involved as soon as the issue arises. Students will schedule a meeting with faculty as soon as possible, and no more than 20 business days after the issue of concern. Faculty may consult with the department Chair for guidance on the proper process, prior to meeting with the student. Either student or faculty may request another faculty member or staff member be present. After the meeting, the faculty member will email a summary of the meeting outcomes to the student, faculty, and department chair for confirmation no more than 5 business days after the meeting.

If a satisfactory resolution is not possible:

- The student should contact the faculty's supervisor, the department Chair. Students are asked to make an appointment with the department Chair to discuss the issue of concern. Students must complete Step One prior to meeting with the department Chair. The department Chair will obtain information from all involved parties and prepare a written summary of the meeting to be confirmed by faculty and student, with copies provided to each, no later than 5 business days after meeting with the student. A copy of this summary should also be sent to the Office of the Provost/Academic Affairs. If the issue is resolved, the matter is closed. Faculty have the right to appeal a decision rendered by their supervisor, the department Chair, in Step Two, in accordance with the Faculty Handbook, and where applicable, the Faculty Collective Bargaining Agreement.

If a satisfactory resolution is still not possible:

- Students may prepare and submit a written grievance and supporting documentation to the Dean of Student Affairs, no more than 7 business days after meeting with the department Chair in Step Two. Supporting documentation may include, but is not limited to: syllabi, relevant assignments, relevant faculty responses to assignments, emails, grading criteria, project descriptions, rubrics, tests, quizzes or exams, or portfolios, and copies of the written summaries of previous meetings. In order to submit a written grievance, students must have attempted Steps One and Two.

Students who have received a failing grade ("F") for abandoning a course without completing official withdrawal procedures and who would like to request a withdrawal grade ("W") on the official transcript after the published withdrawal deadline has passed, may submit a written petition to the Registrar, who will present the petition to the Academic Standards Committee. Petitions will only be considered when submitted to the Registrar by the ninth week of the next

regular semester. The petition to the Registrar should explain any extenuating circumstances that the students would like taken into consideration.

1.30 ACADEMIC STANDARDS – ACADEMIC WARNING, ACADEMIC PROBATION, AND ACADEMIC SUSPENSION

Undergraduate matriculated students are required to maintain a 2.0 cumulative grade point average (GPA) to remain in good standing. Students' academic standing is evaluated at the end of each semester for which the student was enrolled. Students who do not have a minimum 2.0 cumulative grade point average are not eligible for graduation from Cornish College of the Arts. All notifications of Warning, Probation, and Dismissal, and Return to Good Standing are recorded on a student's academic record and transcript.

1.30.1 Academic Warning

A student receives an academic warning when their semester/term GPA falls below the minimum good standing of 2.0 in a given semester. At the end of their warning semester, students return to good standing if their semester/term GPA is raised to the minimum level and they continue to have a career GPA of 2.0 or above. Students who leave the College with the status of Academic Warning retain that status when they return.

1.30.2 Academic Probation

Students are placed on academic probation for one semester when their career/cumulative grade point average falls below the minimum standard of 2.0. At the end of their probationary semester, students return to good standing if their career/cumulative grade point average is raised to the minimum level. The status of Academic Probation persists for students who leave the College and then return.

A student cannot be placed on academic probation after only 1 semester of matriculation. In this instance, the student will be placed on academic warning. If their career/cumulative GPA does not raise to 2.0 or above in the following semester, they will be placed on probation.

1.30.3 Academic Dismissal

A student with a career/cumulative grade point average below 2.0 for two consecutive semesters will be dismissed from the college. Dismissal from Cornish College of the Arts prohibits a student from further enrollment in all academic departments.

A student may submit an Appeal for Reinstatement to the Academic Dean immediately after notification of dismissal. Please see below for details.

1.30.4 Appeal for Reinstatement After Dismissal

An academically dismissed student may appeal to the Academic Dean for reinstatement immediately following notification of dismissal. The Dean's decision will have one of the following outcomes and all decisions made by the Dean are final:

Appeal upheld and the student continues on Academic Probation for 1 additional semester. The student must raise their career/cumulative GPA to 2.0 or above in the subsequent semester or they will be dismissed from the College without right of appeal.

Appeal is denied, but a pathway is outlined for the student that would allow conditions of re-entry after 1 calendar year. This pathway will be carefully outlined by the Academic Dean.

Appeal is denied and the student is dismissed from the College.

1.31 ACADEMIC STANDARDS COMMITTEE

The Academics Standards Committee is responsible for the following:

- the development and review of all academic policy
- the development of grading and evaluation policy the review students' academic standing each term relating to academic warning, academic probation, continued academic probation and academic suspension
- the review of student petitions for a waiver or modification of college regulations, and matters of policy or operational procedure.

1.32 ACADEMIC AMNESTY

Academic Amnesty is designed to provide former undergraduate students the opportunity to reenter Cornish College of the Arts without the burden of past academic difficulties (for example, grades of "D" and/or "F"). If a student is approved for Amnesty, course titles and grades will remain as previously recorded on the transcript. Grades points will not be calculated in the GPA; moreover, any credits earned in the term(s) petitioned will no longer be calculated in credit totals. Students may petition amnesty for up to one academic year and only for a term in its entirety. Individual courses cannot be petitioned under academic amnesty. Once amnesty has been approved, it cannot be rescinded or modified.

Students may apply for Academic Amnesty five years after the last recorded grade on the official academic transcript. Eligible students must complete twelve (12) new credit hours at Cornish College earning a grade-point average of 2.0 or higher within one year from reenrollment.

If Academic Amnesty is approved, the academic transcript will be revised to record a new grade point average based on coursework completed since re-enrollment. Prior to re-enrollment, coursework with letter grades of "C" or 2.00 and above are used to calculate the new GPA. Grades lower than "C" or 2.00 will be retained on the academic transcript, however, the associated grade point will be removed from the GPA calculation. Courses retained with a letter grade lower than "C" or 2.00 are not applied toward degree requirements.

1. The student may apply for re-enrollment after five or more years have elapsed since the last term attended.

2. The student must earn twelve new semester credit hours at Cornish College of the Arts and have a cumulative GPA of 2.00 since the last grade for which amnesty is requested.
3. Academic Amnesty may be granted only once to any student and is irrevocable.
4. The Petition/Application for Academic Amnesty must be received by the Registrar, for review by the Academic Standards Committee, by the 9th week of the semester for consideration and action by the end of the semester.
5. Students may be required to repeat failed courses. Course substitution for degree requirements may be granted at a department's discretion.

1.33 ACADEMIC INTEGRITY

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

Students violate the Academic Integrity Policy when they:

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

Plagiarism may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.

11. Forge, alter, or falsify data, information, or citations in completing an academic project or assignment
12. Forge, alter, falsify or misuse college documents, records, or instruments of identification
13. Tamper with an election conducted by or for students
14. Fail to furnish correct information in response to the request or requirement of faculty or staff.
15. Provide false or deceptive information in conversations with faculty/staff during scheduled meetings, office hours, or in class, not necessarily in response to a request for information.

1.33.a Rights and Responsibilities

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

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

The Dean of Student Life oversees the Student Code of Conduct, located in the College's Student Handbook. The Director of Human Resources oversees the Staff Handbook. The Provost with the Faculty Senate oversees the Faculty Handbook. The Academic Standards Committee oversees student academic grievances and appeals, is chaired by the Registrar/Dean of Academic Services and includes membership of all academic department Chairs, Dean of Student Life, Vice President of Enrollment Services, and Provost.

1.33.b Faculty Procedures

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

1. When you suspect a student in class of violating the academic integrity policy, speak immediately with the student in person to describe the alleged violation.
2. Provide the student an opportunity to respond.
3. Report the alleged violation via the online reporting form, which notifies the Chair and Dean of Student Life.
4. In your report, note the student response.
5. In your report, state any recommendations you may have.

6. With your report, provide copies of assignments, exams, or projects and any other supporting documentation.
7. Review again with the student practices and resources for avoiding additional possible violations.

Faculty must officially report violations of the Academic Integrity Policy.

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

1.33.c Students Procedures

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

1.33.d Consequences

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

1.33.e Appeal

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

Policy Category:

1.34 ACADEMIC GRIEVANCE

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

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

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

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

The following procedure guides College response to allegations of arbitrary or capricious evaluation of academic performance. Students may engage 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. Students may consult with faculty, department **Chair** and/or the **Dean of Student Life** at any point to assist them.

1.34.a Step One: Speak with Faculty

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

1.34.b Step Two: Meet with Chair

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

1.34.c Step Three: File written grievance

If the issue remains unresolved, students may prepare and submit a written grievance to the Dean of Student Life, no more than 7 work days after meeting with the Chair in Step Two. These may include but are not limited to: syllabi, relevant assignments, relevant faculty responses to

assignments, emails, grading criteria, project descriptions, rubrics, tests, quizzes or exams, portfolios. In order to submit a written grievance, students must have attempted Steps 1 and 2.

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

1.34.d Step 4: Appeal

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

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

Policy Category:

Academic, Catalog **Revised**

Date:

Summer 2018, Academic Standards Committee

1.35 PETITION FOR EXCEPTION TO ACADEMIC POLICIES

Students may petition the Academic Standards Committee for a waiver of a College academic policy when circumstances indicate that a waiver is in the students' best educational interest. Petition forms are available from the student's academic advisor in the Registration and Records Office.

Students must state the objective of the petition on the form and attach a letter to demonstrate why an exception to academic policy should be made. The Academic Standards Committee may vote to approve a petition to waive academic policy if the committee agrees that the request is justified or is in the student's best educational interest. The following processes and criteria should be considered when evaluating petitions to the Academic Standards Committee:

1. Does the student's articulated circumstances warrant a waiver or modification of college policies?
2. Has the student provided documentation showing academic misadvisement or neglect that is not attributable to the student?
3. The student must meet with their Academic Advisor or Department Chair to discuss the petition.

4. If the petition involves a specific course at Cornish College of the Arts, a written statement from the instructor of the course is required. A written statement and the signature of the Academic Advisor or Department Chair are required on the petition form.
5. The student must return the completed petition and any supporting letters to the Registration and Records Office. The Registrar will present the petition to the Academic Standards Committee.

See section 1.42 for academic policies that are not petitionable and cannot be waived.

Decisions of the Academic Standards Committee are final. The Chair of the Academic Standards Committee or the Provost will notify the student of the Academic Standards Committee's decisions by letter.

1.36 NON-PETITIONABLE ACADEMIC POLICIES

The Academic Standards Committee will not consider petitions for the waiver of the following College academic policies:

1. The number of in-major credit hours, general education credit hours, and the number of college and open elective credit hours required for a degree.
2. Total credits required for a degree based on catalog in effect at the time of entry.
3. The minimum cumulative grade point average required for matriculated students to remain in good academic standing at Cornish College of the Arts.
4. Degree requirements in effect at the time of entry.

1.37 EDUCATION PRIVACY STATEMENT

The college affirms a student's right to control access to his/her educational record.

The Educational Privacy Statement explains in detail the procedures used by Cornish College of the Arts for compliance with the Family Education Rights and Privacy Act (FERPA) of 1974. This act was established to protect the privacy of academic records, to protect the right of students to inspect and review their academic records, and to provide guidelines for the correction of inaccurate or misleading data through formal hearings. Students have the right to file complaints concerning any alleged failure by the institution to comply with this act with the following agency:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

1.38 EQUAL OPPORTUNITY POLICY

Cornish College of the Arts does not discriminate in education or employment on the basis of gender, race, national origin, religion, age marital status, sexual orientation, disability, or veteran status. This policy is consistent with relevant federal regulations and status, including those pursuant to Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Higher Education Reauthorization Act (HERA) of 2008.

Policy Category:

Academic, Catalog, Faculty Affairs, Employment & Workplace

Revised Date: Revised Fall 2008

1.39 STUDENT VISA (F-1) POLICIES

International students attending Cornish with an F-1 student visa must follow U.S. Citizenship and Immigration Services (USCIS) policies and regulations. All questions regarding these policies and regulations should be brought to the attention of the Assistant Registrar, who serves as the advisor for international students enrolled at Cornish. Students are advised to consult the Assistant Registrar prior to initiating contact with the USCIS.

International students must pursue a full course of study while attending Cornish (except summer semester when attendance is optional). A full course of study is defined as 12 or more credits each semester. Failing grades, withdrawal grades, and incomplete grades do not count towards the total.

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

1.39.a Employment Options

1.39.a.1 Curricular Practical Training (CPT)

- CPT employment is defined as “alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.” To qualify, the work experience must be required for your degree, or academic credit must be awarded.
- Prior authorization is required from the Cornish International Student Advisor/Assistant Registrar and notification to the (USCIS).
- Students must apply for CPT prior to completion of the degree.
- Students are not allowed to continue CPT after graduation.

- Students who have engaged in 12 months or more of full-time Curricular Practical Training (CPT) are not eligible for Optional Practical Training (OPT).
- Students approved for CPT are permitted to work for the approved employer and for the specific dates authorized only.
- During the school year, students may work part-time, up to 20 hours per week. Students may work full-time (20 or more hours) for approved employers when school is not in session.

1.39.a.2 Optional Practical Training - Pre-completion and Post-completion (OPT)

- Prior authorization is required from the Cornish International Student Advisor/Assistant Registrar and notification to the USCIS.
- Students who have engaged in 12 months or more of full-time Curricular Practical Training (CPT) are not eligible for Optional Practical Training (OPT).
- Students requested start date must be within sixty (60-days) after the program completion date (graduation date).
- Students may work full-time (20 or more hours) for approved employers when school is not in session.
 - **Pre-Completion Optional Practical Training** is defined as employment directly related to the major area of study used **BEFORE** completion of the student's program.
 - Students enrolled full-time (12 or more credit hours) for one academic year are eligible to work for up to 20 hours weekly while school is in session.
 - Students may work full-time (20 or more hours) when school is not in session.
 - **Post-completion Optional Practical Training** is defined as employment directly related to the major area of study used **AFTER** completion of the student's program.
 - Students are eligible for 12 months of combined pre-completion and post-completion employment. For example, a student approved for 6 months of pre-completion employment will be eligible for 6 months of post-completion employment after graduation.
 - Students enrolled full-time (12 or more credit hours) for one academic year are eligible to work for up to 20 hours weekly while school is in session.
 - Students may work full-time (20 or more hours) when school is not in session.

1.39.a.3 Off-Campus Employment

International students are prohibited from off-campus employment without obtaining specific permission from the USCIS. To be eligible to apply for this permission, a student must be in lawful status as a full-time student and have held this status for at least nine (9) consecutive months before making their application. Accepting any unsanctioned form of off-campus employment while attending Cornish as an international student is a

serious offense of federal law, which may result in the cancellation of the student's F-1 visa. Employment is defined as any form of compensation for work rendered. All inquiries regarding employment authorization for international students should be directed to the Assistant Registrar, who can advise the student of the best possible option and guide the student through the process of obtaining the appropriate work authorization documents.

1.39.a.4 On-Campus Employment

International students may accept only non-work study positions on campus. All nonwork study employment positions held by international students attending Cornish must be less than 20 hours per week during semester sessions and can exceed 20 hours per week during vacation semester (summer).

1.39.a.5 Reporting Requirements

Cornish College of the Arts is required by federal law to report the status of all international students to the United States Citizenship and Immigration Services (USCIS) via the Student and Exchange Visitor Information System (SEVIS). An international student's status is defined as full-time enrollment and normal degree progress—an international student will Fall out of legal status if this full-time degree progress is not maintained properly. International students are obligated to provide Cornish with necessary information in a timely fashion so that we may comply with federal regulations and continue to allow international students to enroll at Cornish. As a part of these reporting requirements, international students are required to report all local and foreign address changes to the Registration & Records Office within ten (10) days of any change of address.

1.39.a.6 Responsibility

International students residing in the U.S. and attending Cornish College of the Arts with an F-1 student visa are personally responsible for following all U.S. laws and regulations related to non-immigration student status. All questions regarding these regulations and laws should be brought to the attention of the Assistant Registrar, who serves as the advisor to international students. Students are advised to consult the Assistant Registrar prior to traveling outside the U.S. or contacting the federal government concerning immigration matters.

1.39.b International Student Employment

International students are permitted to seek employment by obtaining specific permission from the Assistant Registrar/International Advisor at Cornish and by application to SEVIS.

To be eligible to apply for this permission a student must be in lawful status as a full-time student and have held this status for at least one academic year (9 consecutive months) before making their application. Accepting any form of off-campus employment while attending Cornish as an international student without approvals from the International Student Advisor/Assistant Registrar and the USCIS is a serious offense of USCIS regulations which may result in the cancellation of the student's F-1 visa. Employment is defined as any form of compensation for work rendered by the student. All inquiries regarding employment authorization for international students should be directed to the International Advisor/Assistant

Registrar, who can advise the student of the best possible option and guide the student through the process to obtain and submit the appropriate authorization documents.

1.39.c Transfer Institutions

To transfer to another institution an international student must attend the school specified on the form I-20 AB for at least one semester before initiating transfer procedures. Students may not transfer to another college or university without first securing permission from the International Advisor/ Assistant Registrar at Cornish on the transfer section of the form I-20 AB. If a student wishes to transfer to another institution in order to move to the next level of education, e.g. from a Bachelor of Fine Arts to a Master of Fine Arts Degree Program, a form I-539 must be approved by USCIS.

1.40 RETURNING STUDENTS

Undergraduate matriculated students in good standing who have discontinued their studies at Cornish College of the Arts for one or more semesters may reapply by submitting an application for admission to the Admission Office.

Re-admittance depends upon departmental assessment, evaluation of additional college work, and other relevant factors. Non-returning students without an official Leave of Absence are not assured of re-admittance.

Students returning to Cornish College of the Arts before the expiration of a two-year absence may choose to follow their original degree requirements or new requirements, if any have been implemented. Students may not combine parts of the two programs. Students away from Cornish College of the Arts two years or more are required to fulfill the degree requirements in effect at the time of their readmission. Any exception to this policy will be made by consulting with the Department Chair, the Registrar, and the Provost.

Students re-entering Cornish College of the Arts after any period of absence must submit official copies of transcripts from all colleges attended during their absence to the Admissions Office. Transcripts will be evaluated in the decision to readmit the student.

The following procedures are necessary for students seeking re-admittance to Cornish College of the Arts:

- Students submit an application for admission plus the application fee to the Admissions Office.
- Students submit official transcripts from all colleges attended while away from Cornish College of the Arts.
- Students are required to audition or have a portfolio review for placement purposes. A Department Chair may make an exception to this requirement.

1.41 STUDENT LEAVE OF ABSENCE

Matriculated students in good standing who have completed at least one semester in residence at Cornish College of the Arts may apply for a Leave of Absence for up to one academic year or two (2) consecutive semesters.

To request a Leave of Absence, students must confer with the Department Chair and their Academic Advisor. The Leave of Absence becomes effective the date that the Leave of Absence application is approved by the Dean of Academic Services & Registrar. Students receiving financial aid should make an appointment with Financial Aid to discuss refunds and loan repayment options.

Student files will remain active while students are on a Leave of Absence, and students will be kept informed of Cornish College of the Arts events and information pertinent to their degree program. Students on a Leave of Absence must adhere to the policies regarding transfer credits.

After the Leave of Absence has lapsed, student files will become inactive, and Cornish College of the Arts policies regarding students who have withdrawn or discontinued their studies without a Leave of Absence will take effect.

The following process is recommended:

- Complete a Leave of Absence Return form three months prior to the anticipated semester of return.
- Verify that all debts have been cleared with the Student Accounts Office (tuition, library fines, key deposits, property damage, Perkins Loan payments, or other financial hold.
- Comply with financial aid priority deadlines associated with the awarding of financial aid.

1.42 LEGAL CHANGE OF NAME FOR STUDENTS

Students who request that their legal names be changed on academic and financial records must provide the Registrar with an original Social Security card, passport, marriage certificate or court order that certifies that the student has legally changed their name.

Records will be amended after the Registrar has reviewed and approved the appropriate documentation. The Registration and Records office is responsible for notifying college staff of the name change. Copies of the name change documentation will be retained in the student's permanent academic file in the Registration and Records Office.

1.43 LEGAL CHANGE OF GENDER FOR STUDENTS

Students who request that their gender be changed on college records must provide the Registrar with an original Social Security card, driver's license reflecting changed gender, passport or court order that certifies that the student has legally changed their gender.

Records will be amended after the Registrar has verified the appropriate documentation. The Registration and Records Office is responsible for notifying appropriate college staff of the gender change. Copies of the gender change documentation will be retained in the student's permanent academic file in the Registration and Records Office.

1.44 STORAGE AND COLLEGE PERSONNEL ACCESS TO STUDENT ACADEMIC RECORDS

Permanent academic records and files are stored in the Registration and Records Office. The Registrar has the responsibility of maintenance and management of all academic records and files.

Permanent academic records (transcripts and student files) may not be removed from the Registration and Records Office. Approved College staff may review student files in the Registration and Records Office under the supervision of the Registrar or designee. Files may be transferred to Admission if students are reapplying to Cornish College of the Arts. Copies of materials in student files and/or transcripts may be given to College personnel only within the limitations of their need to know information regarding students.

1.45 NON-MATRICULATED STUDENTS

Non-matriculated registrants are students who are not candidates for a degree at Cornish College of the Arts, but who would like to take courses for either college credit or for personal enrichment.

To register for classes, non-matriculated students must complete the Registration Agreement form prior to registering for classes. Registration for non-matriculated students takes place after the matriculated student registration period. Non-matriculated students may request the Registration agreement by contacting the Registration and Records office.

Non-matriculated adhere to course prerequisites and departmental restrictions, and may enroll for up to nine (9) credits per semester. The first sixteen (16) credits taken as a non-matriculated student may be applied to a Cornish College undergraduate degree.

When registering for classes at Cornish College, non-matriculated students agree to comply with all College policies, expectations and procedures.

Non-matriculated students are not eligible to participate in student groups approved by the College.

1.46 CONCURRENT ENROLLMENT: HIGH SCHOOL AND CORNISH COLLEGE OF THE ARTS

Cornish College of the Arts will admit current high school students, under the following circumstances:

- Students have completed four semesters of high school with a 2.0 grade point average or higher.
- Students demonstrate that they are currently working on fulfilling high school requirements, to be completed within two years of enrolling at Cornish College of the Arts. A letter must be sent directly from the high school principal or vice-principal outlining the participation and agreement.
- Students enroll on a part-time or full-time basis.
- Students pay the same tuition and fees as other students, but are not eligible for Federal or State Financial Aid programming.
- Students complete the standard admissions process and are admitted to the department.
- Students must be at least 16 years of age or older and/or meet the above-mentioned requirements. Any exceptions to this policy will be made by the appropriate Department Chair in consultation with the Provost.

1.47 PROCEDURES FOR REGISTRATION AT PILCHUCK GLASS SCHOOL

Cornish College of the Arts awards college credit for work completed at the Pilchuck Glass School.

Cornish College offers the grade mode of Credit (CR) for classes successfully completed at the Pilchuck Glass School. Students seeking college credit for coursework completed at Pilchuck may obtain college credit through Cornish College of the Arts when arrangements are made with the Registrar at Cornish in advance of enrollment for at the Pilchuck Glass School. An application for College credit must be submitted in advance of enrollment in a Pilchuck session. The application forms are available from the Registration and Records office.

Students who successfully complete a two- or three-week session course (minimum of 90 hours of instruction) at Pilchuck Glass School are eligible to receive three (3) credit hours of graded Credit (CR) through Cornish College of the Arts. Those completing one-week courses (minimum of 30 hours of instruction) will receive one (1) credit hour graded as Credit (CR).

A per-credit fee is assessed to non-Cornish students who enroll in Pilchuck. This fee is directly to Cornish College of the Arts and is separate from the fees to attend Pilchuck Glass School. Application and payment for credit must be received by Cornish College of the Arts before the start of the session.

Cornish students who apply and are accepted to these programs must secure advance approval with their department chair and the Cornish Registrar to receive college credit. Students will pay any program fees directly to Pilchuck Glass School. The per-credit fee and Cornish tuition will be waived, but an administrative fee of \$100 will be charged to the student's Cornish account.

After the instructor evaluation has been submitted to Cornish, the Registration and Records Office will create and maintain a permanent academic transcript of the course work. An academic file, containing the student's application and evaluation forms, will be maintained in the Registration and Records Office.

1.48 INTERDEPARTMENTAL TRANSFER

Undergraduate students seeking to change their degree program or major, must complete and submit an Interdepartmental Transfer form to the Registration and Records office prior to the next advising period for the fall or spring semester. Students approved to transfer to a new major or degree program are required to complete degree requirements in effect at the time of the transfer.

Upon receipt of the Interdepartmental transfer form, a transfer review audit is prepared for the new major and sent to the prospective department chair along with the current advising template and Cornish transcript. The prospective department chair may request an audition or portfolio review prior to making a decision to approve or deny the transfer request.

The prospective Department Chair notifies the Registration and Records Office of the decision to admit or to deny admission to the new major.

- If approved, the Registrar sends an acceptance letter with a new Advising Template to the student. The student schedules a meeting with their Academic Advisor to review the new academic plan, and date of graduation if changed.
- If denied, the Registrar sends a letter of denial to the student.