

ACADEMIC POLICIES

CORNISH COLLEGE OF THE ARTS

Developed, Updated & Approved by
Offices of the Provost, Registrar,
Admissions & Student Accounts

JANUARY 2021



Posted: January 2021
Revised: Month Year

ACADEMIC AFFAIRS POLICIES

REGISTRATION and RECORDS	7
1.01 Disclaimer	7
1.02 Classification of Students	7
1.02.a Baccalaureate Students.....	7
1.02.b Post-Baccalaureate Students.....	7
1.02.c Non-matriculated Students.....	7
1.03 Academic Credit Load.....	7
1.04 Definition of Credit Hour	8
1.05 Grading System.....	8
1.06 Semester Academic Honors.....	9
1.07 Pass/Fail.....	10
1.08 Course Withdrawal.....	10
1.08.a Dropping courses during the add/drop period	10
1.08.b Withdrawing from courses after the add/drop period:	10
1.08.c Course abandonment	10
1.08.d Withdrawal Petitions.....	10
1.09 Incomplete Grades.....	11
1.10 Grade Forgiveness.....	11
1.10a Course Substitutions.....	12
1.10b Withdrawal from a course taken under the Grade Forgiveness Policy	12
1.10c Ineligibility for Grade Forgiveness.....	12
1.10c Academic Standing and Records.....	12
1.11 Withdrawal - Single Course and from the College / All Courses.....	12
1.11a Dropping from a Course	12
1.11b Withdrawal from the College	13
1.11c Withdraw after the Deadline	13
1.12 Degree Requirements.....	14
1.12a Application for Graduation	14
1.13 College Residency Policy	14
1.14 Eligibility to Participate in Commencement Ceremonies	15
1.15 General Education Credit Requirements	15
1.15.a Breadth of Learning Requirement - 27 Credit Hours.....	15

1.15.a.1	Global Learning Requirement - 9 credit hours.....	15
1.15.a.2	Integrative Learning Requirement - 9 credit hours.....	16
1.15.a.3	Biological or Physical Science Requirement - 3 credit hours.....	16
1.15.a.4	Histories of the Arts - 6 credit hours.....	16
1.15.b	Core Requirements 15-credit hours.....	16
1.15.b.1	Core Requirements.....	16
1.16	College Writing Requirement - 9 credit hours.....	16
1.17	Transfer Credit.....	17
1.18	Advanced Placement.....	18
1.18.a	College-Level Examination Program (CLEP).....	18
1.18.b	International Baccalaureate (IB).....	19
1.18.c	Advanced Placement (AP).....	20
1.18.d	Cornish College Advanced Placement and Testing Programs.....	21
1.18.d.1	Credit by Exam (CBE).....	21
1.18.d.2	Prior Learning Experience (PLE).....	21
1.19	Professional Practices - 3 credit hours.....	21
1.20	College Electives - 6 credit hours.....	22
1.22	Transfer with Prior Degrees – General Education.....	22
1.23	Transfer Credits from an Unaccredited Institution.....	23
1.24	Registration For College Coursework.....	23
1.25	Enrollment in Courses on a Non-Credit Audit Basis.....	23
1.26	Independent Study.....	23
1.27	Directed Small-Group Study.....	24
1.28	Tutorial Study.....	24
1.29	Prior Learning Experience.....	24
1.30	Second Baccalaureate Degree.....	25
1.31	Advising Template.....	25
1.32	Application for Graduation.....	26
1.33	Graduation with Honors.....	26
1.34	Official Transcript.....	26
1.35	Change of Permanent Grades.....	27
1.36	Academic Standards – Academic Warning, Academic Probation, and Academic Suspension	28
1.36.1	Academic Warning.....	28
1.36.2	Academic Probation.....	28

1.36.3	Continued Academic Probation.....	28
1.36.4	Academic Suspension	29
1.36.5	Appeal for Reinstatement	29
1.37	Academic Standards Committee	30
1.38	Academic Amnesty.....	30
1.39	Academic Integrity.....	31
1.40	Academic Grievance	33
1.41	Petition for Exception to Academic Policies.....	35
1.42	Non-Petitionable Academic Policies.....	36
1.43	Education Privacy Statement	36
1.44	Equal Opportunity Policy	37
1.45	Student Visa (F-1) Policies.....	37
1.45.a.1	Curricular Practical Training (CPT).....	37
1.45.a.2	Optional Practical Training - Pre-completion and Post-completion (OPT).....	38
1.45.a.3	Off-Campus Employment	38
1.45.a.4	On-Campus Employment	38
1.45.a.5	Reporting Requirements.....	39
1.45.a.6	Responsibility.....	39
1.46	Returning Students.....	40
1.47	Student Leave of Absence	40
1.48	Legal Change of Name for Students	41
1.49	Legal Change of Gender for Students.....	41
1.50	Storage and College Personnel Access to Student Academic Records	42
1.51	Non-Matriculated Students.....	42
1.52	Concurrent Enrollment: High School and Cornish College of the Arts	43
1.53	Procedures for Registration at Pilchuck Glass School.....	43
1.54	Interdepartmental Transfer.....	44
TUITION	45
1.55	Tuition and Fees.....	45
1.56	Tuition, Fees, Deposits and Housing Information	46
1.57	Procedures for Non-Credit and Non-Matriculated Registration.....	47
1.58	Electronic Billing, Refunds and Parent Access.....	47
1.59	Refund Policy.....	48
1.59.a	Withdrawal and Refund Schedules.....	48

1.59.a.1	Complete withdrawal of undergraduate College Courses, fifteen (15) or more weeks:	48
1.59.a.2	Complete or partial withdrawal of non-standard terms, and courses in the Preparatory Dance Program:	48
1.59.a.3	Non-standard terms, four (4) weeks or less:	49
1.59.a.4	Summer programs and Special Programs:	49
1.60	Perkins Loan Program	49
1.61	Veterans Information	49
FINANCIAL AID		50
1.62	Financial Aid	50
1.62.a	Federal and State Program For Student Financial Aid	50
1.62.a.1	Federal Pell Grant	50
1.62.a.2	Supplemental Educational Opportunity Grant	50
1.62.a.3	Federal and State Work Study	50
1.62.b	Terms and Definitions	51
1.62.c	Satisfactory Academic Progress For Students Receiving Financial Aid	51
1.62.c.1	Minimum Standards	51
1.62.c.2	Good Standing	52
1.62.c.3	Financial Aid Warning	52
1.62.c.4	Reinstatement of Eligibility	52
1.62.c.5	Financial Aid Probation	52
1.62.c.6	Maximum Timeframe	52
1.62.c.7	Consortium Agreements	52
1.62.c.8	Elements That Affect Cumulative Grade Point Average and Pace of Progression	53
1.62.d	State Aid Satisfactory Academic Progress Policy – Washington State	53
1.62.d.1	Full Time	53
1.62.d.2	Three Quarter Time	53
1.62.d.3	Half-Time	53
1.62.d.4	Summer	53
1.62.d.5	Probation	53
1.62.d.6	Suspension	53
1.62.d.7	Reinstatement of State Funding Following Unsatisfactory Progress	54
1.62.e	Financial Aid Repayments and Refunds	54
1.62.f	Washington College Grant Repayment Policy	55
1.62.g	Refund and Repayment Distribution	55
1.62.h	Washington College Bound Student Repayments	56

1.63	Application Requirements for First Year Prospective Students: High School, Home-School completers, and for Transfer Students.....	56
1.63.a	High School or GED.....	56
1.63.b	HomeSchool	57
1.63.c	Transfer Students.....	57
1.64	International Student Admissions	57
1.65	Visual Arts Portfolio Review (Art, Design, Interior Architecture)	58
1.66	Dance Department Audition Procedure.....	58
1.67	Film Portfolio Requirements	59
1.68	Music Department Audition Requirements.....	59
1.69	Performance Production Department Interview/Portfolio Review	60
1.70	Theater Department Audition Process	61
1.71	Accepting an Offer of Admission.....	61
1.72	Waiver of TOEFL Test Scores	62
1.73	Returning Students	62
1.74	Students Aware for Two or More Years	62
1.75	Concurrent Enrollment: High School and Cornish College.....	63
1.76	International Students	63
	RETIRED POLICIES	65

REGISTRATION and RECORDS

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 Post-Baccalaureate Students

Students who are matriculated candidates in a post-baccalaureate program are considered post-baccalaureate students.

1.02.c 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.

Policy Category:
Academic, Catalog
Revised:
Summer 2020
Fall 2012

1.03 Academic Credit Load

Full Time 12 to 18 credits per semester
Part Time 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 Dean of Academic Services & Registrar.

Policy Category:

Academic, Catalog

Revised Date:

Summer 2020

Fall 2012 - 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.

Policy Category:

Academic, Catalog

Revised:

Spring 2019

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

4.0

A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Below Average	1.0
D-		0.7
F	Failure	0.0
P	Passing‡	n/a
CR	Credit	n/a
I	Incomplete	n/a
NC	Non-credit	n/a
W	Withdrawal	n/a
E	Failure*	0.0
S	Satisfactory	n/a
U	Unsatisfactory	n/a
N	No grade issued**	n/a
NG	No grade issued	n/a
WF	Withdrawal failing***	n/a
WIP	Work in progress	n/a
WP	Withdrawal passing***	n/a
WWR	Withdrawal without record***	n/a

-
- ‡ P = "C" or higher as of Fall 2002
P = "C-" or higher prior to Fall 2002
- * Used prior to 1970
- ** Used prior to 1985
- *** Used prior to Fall 1994

Policy Category:
Academic, Catalog
Revised:
Summer 2020

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.

Policy Category:
Academic, Catalog
Revised Date:
Summer 2020
Fall 2012 - Registrar

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.

Policy Category:

Academic, Catalog

Revised Date:

Revised Summer 2020

Fall 2002, Academic Standards Committee

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 in person in the Registration & Records Office.

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 Registrar's petition.

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.

Policy Category:

Academic, Catalog, Financial Management

Revised Date:
Revised Summer 2020
Revised Fall 1994
Registrar

1.09 Incomplete Grades

An Incomplete Grade is a non-punitive grade given to a student who has been performing satisfactorily in a course, but is unable to complete the end-of-semester coursework due to an emergency or other reason beyond the student's control. The student and the faculty of record must complete and submit an Incomplete Grade Contract by the end of the term. The Contract must be approved by the faculty member, Departmental Chair, and Registrar who will collectively review the criteria. The "I" grade must not be used for the convenience of the student or faculty member.

If approved an "I" will be recorded on the academic transcript. Outstanding coursework must be completed prior to the ninth week of the next required semester; the "I" grade must be converted to a letter grade by the end of the ninth week of the next required semester.

When the instructor assigns an "I" grade at the end of a semester, a default grade is also submitted which will be assigned by the Registrar should the deadline expire without student action. The default grade is calculated as follows: the grade for all work completed to date of final attendance plus a failing grade (F) for all work or examinations the student did not complete.

Submission of Final Grade Upon Completion

After receipt of the outstanding coursework, the new grade must be submitted via Compass to the Registrar by the end of the ninth week. If the incomplete grade is not converted to a letter grade by the ninth week, the default grade recorded on the Incomplete Contract will be posted on the student's academic transcript.

Scholarship eligibility for the following academic year is determined in early February and is based on the Fall semester career GPA at that time. Students taking Incompletes in the Fall semester are advised that subsequent grades changes improving the final Fall GPA may not result in reconsideration for institutional scholarships.

Students taking incomplete grades in any term are advised that subsequent grade changes improving the final term GPA may not result in reconsideration of term honors.

Policy Category:
Academic, Catalog

Revised Date:
Revised Summer 2020
Revised Fall 2012
Registrar

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 Dean of Academic Services 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. Grade forgiveness may not be requested for courses completed before Fall 2013 when the policy was created.

Policy Category:

Academic, Catalog

Revised Date:

Revised Summer 2020

Adopted Summer 2013

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 do so in person in the Registration & Records Office.

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

The date the Registration and Records Office processes the change (the transaction date for online changes) 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 obtain a Complete Withdrawal form from the Registration and Records Office. 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 form is processed by the personnel from the Registration & Records Office 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 to the Dean of Academic Services & 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 Dean of Academic Services & 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.

Policy Category:

Academic, Catalog

Revised Date:

Revised Summer 2020

Adopted Fall 1987

Revised Fall 1994, Registrar

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. 42 credits minimum in the General Education Program
 - i. thirty credit hours (30 - credit hours) applied toward general education requirements, and
 - ii. twelve credit hours (12 - credit hours) applied to both General Education requirements and toward the major requirements (called double dipping);
 - c. 6 credits of college electives outside the major; and
 - 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 provision of the two programs.

1.12a Application for Graduation

Students must apply to graduate by the deadlines noted in the Academic Calendar.

Policy Category:
Academic, Catalog

Revised Date:
Revised Summer 2020
Revised Fall 2012, Registrar

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 Dean of Academic Services and Provost.

Policy Category:
Academic, Catalog

Revised Date:
Summer 2020
Revised Fall 2010 - Curriculum Committee

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.

Policy Category:

Academic, Catalog

Revised Date:

Revised Summer 2020

Revised Fall 2007, Academic Standards Committee

Approved Fall 2005

1.15 General Education Credit Requirements

The General Education program is structured to deliver 42 credit hours of coursework offered through the Humanities and Sciences and the in-major programs. Students complete 15 credit hours of Core requirements and 27 credit hours in the Breadth of Learning requirement. Breadth of learning requirements build on students' First-Year Curriculum and engage students in interactive, hands-on learning with faculty from across the College. Courses are tagged in relation to their learning outcomes; courses may have multiple tags. Courses completed within students in-major requirements may be "double counted" to fulfill a General Education requirement and a requirement within the major and/or an elective course.

Breadth of learning requirements enable students to build their academic skills while learning such things as how to critically evaluate complex questions, address global and local issues, comprehend their relationship to history, culture and the natural world, and infuse the practice of their art forms with knowledge, purpose, and integrity.

All students are required to take 27 credit hours of Liberal Arts courses focused on providing them with a breadth of learning while at Cornish College of the Arts. In this portion of their curriculum, students will take courses across the arts and humanities, social sciences, mathematics and/or the physical and natural sciences.

Students will build common skills via shared learning outcomes. Breadth of learning requirements build on students' First-Year Curriculum and engage them in interactive, hands-on learning with faculty from across the College. Courses will be tagged in relation to their learning outcomes; courses may have multiple tags.

1.15.a Breadth of Learning Requirement - 27 Credit Hours

1.15.a.1 Global Learning Requirement - 9 credit hours

Courses with this tag engage questions about what it means to be a global citizen and enable students to build knowledge of diversity, equity and social justice. This requirement includes courses across the disciplines such as the sciences, mathematics, social sciences, and the arts and humanities, including creative and academic writing. Courses within this requirement have shared learning outcomes.

Program Learning Outcome: Global Learning

1.15.a.2 Integrative Learning Requirement - 9 credit hours

Courses with this tag provide students with opportunities to make connections among ideas and experiences, as well as apply learning to solve problems, create new ideas, and envision new possibilities. This requirement includes courses across the disciplines such as the sciences, mathematics, social sciences, and the arts and humanities, including creative and academic writing courses. Courses within this requirement have shared learning outcomes.

Program Learning Outcome: Integrative Learning

1.15.a.3 Biological or Physical Science Requirement - 3 credit hours

Courses with this tag include courses within the biological or physical sciences which enable students to engage in a wide range of coursework while building an informed acquaintance with the methods of these disciplines. This requirement cannot be double counted with science-focused First-Year Seminars.

Program Learning Outcomes: Biological or Physical Science

1.15.a.4 Histories of the Arts - 6 credit hours

Courses with this tag explore the history of specific art forms and study the place of contemporary artists in the historical continuum. Courses within this requirement have shared learning outcomes.

Program Learning Outcome: Historical Methodology

1.15.b Core Requirements 15-credit hours

1.15.b.1 Core Requirements

First-Year students entering in the fall of 2020 and thereafter must satisfactorily 15 credit hours of core requirements comprised of a First-Year Seminar (3-credit hours), a year-long writing curriculum sequence (6-credit hours), a writing-intensive (3-credit hours), and a 3-credit hour Professional Practice course. In this portion of the curriculum, students will take courses across the arts and humanities, social sciences, mathematics and/or the physical and natural sciences.

- a. The First-Year Program (9 credit hours)
 - i. Full-Year Writing Curriculum Sequence (6 credit hours; fall and spring)
 - ii. First-Year Liberal Arts Seminar (3 credit hours; fall term)
- b. Writing-Intensive (WI) Requirement (3 credit hours)
- c. Professional Practice in the Arts (3 credit hours)

Policy Category:

Academic, Catalog

Revised Date:

Revised, Spring 2020, Curriculum Committee

Revised Fall 2008, Curriculum Committee

Revised Spring 2002, Curriculum Committee

Revised Fall 1994, Registrar

1.16 College Writing Requirement - 9 credit hours

Fulfillment of the College Writing Requirement Two first-year courses (HS 111 & HS 112, 6 credits) that introduce students to college-level academic writing: focus on audience, purpose,

and genre; writing processes (drafting, revising, and polishing); research fundamentals; peer response to work in progress; and grammar and syntax.

One upper division course (3 credits) that is tagged Writing-Intensive (WI) engages students in writing for specific audiences using the language, genres, and conventions of a discipline; and provides students with opportunities to compose a finished written document through drafting and revising comprehensively after receiving feedback on a draft. The “WI” tagged courses build on skills developed in the First-Year writing curriculum and align with Writing intensive course requirements.

1. Full-Year Writing Curriculum Sequence (6 credit hours)
 - a. Program-Level Learning Outcomes:
 - i. Effective Written Communication
 - ii. Information Literacy

Policy Category:
Academic, Catalog
Revised Date:
Summer 2020

1.17 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 written request to the Registration and Records Office within their first two semesters of attendance in a degree program at Cornish College of the Arts. 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 forty-two (42) credits of General Education credit hours.
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 re-taking 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.

Policy Category:

Academic, Catalog

Revised Date:

Summer 2020

Spring 1995, Academic Standards Committee

Adopted Spring 1986

1.18 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.

1.18.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.

CLEP subject Examinations	Scores	Transfer Credit Accepted
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 courses tagged Integrative
English Literature	50	3 credit hours of courses tagged Integrative or Global
Literature, Analysis and Interpretation	50	3 credit hours of courses tagged Integrative or Global
Western Civilization I	50	3 credit hours of courses tagged Integrative or Global
Ancient Near East to 1648	50	3 credit hours of courses tagged Integrative or Global
American History I	50	3 credit hours of courses tagged Integrative
Early Colonization to 1877	50	3 credit hours of courses tagged Integrative
American Government	50	3 credit hours of courses tagged Integrative
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 courses tagged Biological 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	3 credit hours of courses tagged Integrative or Global
College German – Levels 1 & 2	50	
College Spanish – Levels 1 & 2	50	

1.18.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:

<i>Course Tested</i>	<i>Score</i>	<i>Transfer Credits Accepted</i>
Anthropology	5--7	3 credit hours of a course tagged Global or Integrative
Biology	5--7	3 credit hours of a course tagged with Biological Science
Chemistry	5--7	3 credit hours of a course tagged with Biological Science
Computer Science and Engineering	5--7	3 credit hours of a course tagged with Biological Science
Economics	5--7	3 credit hours of a course tagged Global or Integrative
English	5--6 7	3 credit hours Writing & Analysis 6 credit hours of Writing & Analysis
Geography	5--7	3 credit hours of a course tagged Global or Integrative
History: African, American, East & Southeast Asia, Oceanic, European	5--7	3 credit hours of a course tagged Global or Integrative
Language: Arabic, Chinese, Classical Greek French,	5--7	3 credit hours of a course tagged Global or Integrative

Germanics, Italian, Japanese, Latin, Russian, Spanish, Swahili		
Mathematics		3 credits hours of a course tagged with Biological Science
Philosophy	5--7	3 credits hours of a course tagged with Global or Integrative
Physics	5--7	3 credit hours of a course tagged with Biological Science
Psychology	5--7	3 credits of a course tagged with Integrative

1.18.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>
Art History	5	6 credit hours of Visual Art History I & II
Economics: Macro/Micro	3--5	3 credit hours of courses tagged as Integrative
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 course tagged as Integrative
English: Literature	3--4	3 credit hours of Writing & Analysis OR 3 credit hours of course tagged as Integrative
Government Politics: Comparative, U.S.	3--5	3 credit hours of course tagged as Global

History: U.S./European/World	3--5	3 credit hours of course tagged Global
Human Geography	3--5	3 credit hours of course tagged Global or Integrative
Languages: Chinese, French, German, Italian, Latin, Spanish	3--5	3 credit hours course tagged Global or Integrative
Literature: French/Spanish	3--5	3 credit hours course tagged Global
Music Theory	3--5	?
Psychology	3--5	3 credit hours of Integrative
Science and Mathematics: Biology, Calculus AB or BC, Chemistry, Computer Science, Physics B or C, Statistics	3--5	3 credit hours of Biological Science or Integrative

1.18.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.

1.18.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.

1.18.d.2 Prior Learning Experience (PLE)

Students who have documented college-level education and/or experience that is not transferable may petition for prior learning experience credits in their freshman or sophomore year. Awarded PLE credits must apply directly to the student's degree requirements at Cornish College of the Arts. Typically, PLE credit is considered for study at non-accredited institutions, extensive volunteer or paid work in the field of study, or private instruction. The fee is \$30 per credit evaluated. A maximum of 30 credits of combined CBE and PLE credit may be awarded.

Policy Category:

Academic, Catalog

Revised Date:

Summer 2020

Fall 1994, Registrar

1.19 Professional Practices - 3 credit hours

Students will fulfill 3 credit hours of common foundational professional practice curriculum during Years 1 or 2. This common course, taught by faculty across the College. Students will learn how to develop resumes, build websites, network, and think reflectively about their professional careers, academic goals and life-transitions. Skills and knowledge gained in this course provide a foundation for in-major, discipline-specific professional practice curriculum.

Program Learning Outcome: Effective Oral and Written Communication

Policy Category:
Academic, Catalog
Revised Date:
Summer 2020

1.20 College Electives - 6 credit hours

Students complete six (6) credit hours of any course outside of the student's chosen department.

Policy Category:
Academic, Catalog
Revised Date:
Adopted Spring, 2013, Curriculum Committee

1.21 Open Electives - 12 credit hours

Students complete twelve (12) credit hours of coursework both in-major and out-of-major.

Policy Category:
Academic, Catalog
Revised Date:
Adopted Spring, 2013, Curriculum Committee

1.22 Transfer with Prior Degrees – General Education

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 forty-two (42) General Education credit hours. Thirty (30) credit hours will be applied to first-year requirements and Breadth of Learning requirements, twelve (12) credit hours may be double counted to apply to requirements in the major, general education, college and open elective credits hours.

Students who transfer with a BS will have prior course work evaluated on a course-by-course basis.

Requirement Area	Credit Hours
Writing & Analysis	6
Liberal Arts Seminar	3
Integrative Learning	9
Global Learning	9
Biological Sciences	3
Total	30

Requirement Area	Credit Hours
History in the Major	6
Professional Practices	3
Writing Intensive	3
Total	12

Policy Category:

Academic, Catalog

Revised Date:

Revised Fall 2012, Registrar

1.23 *Transfer Credits from an Unaccredited Institution*

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

Policy Category:

Academic, Catalog

Revised Date:

Adopted Summer 1987, Registrar

1.24 *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.

Policy Category:

Academic, Catalog

Revised Date:

Summer 2020

1.25 *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.

Policy Category:

Academic, Catalog

Revised Date:

Adopted Spring 1985, Registrar, Provost

Revised Fall 1994, Registrar

1.26 *Independent Study*

Independent Study (1 to 3 credit hours) is defined as study, research, or other learning experience, which is unavailable in any existing class at Cornish College of the Arts, and may be undertaken by an individual student with minimal faculty/evaluator guidance. In all cases, an Independent Study must be structured under clearly defined criteria as outlined by an Independent Study Contract Form and by approval of the department Chair and Registrar. The individual student is expected to work primarily on their own in the pursuit of an Independent Study, with the faculty providing minimal guidance and final review of the work undertaken.

Students may not enroll in more than one Independent Study per semester. No more than six (6) credits in Independent Study may count toward the baccalaureate degree. Students must present a completed Independent Study Contract Request form, signed by the Faculty/Evaluator and Department Chair, to the Registrar in order to be registered for the Independent Study.

A maximum of six (6) one-hour meetings with the faculty/evaluator will be approved for an Independent Study course.

Policy Category:

Academic, Catalog

Revised Date:

Revised Summer 2020

Revised Fall 2008, Curriculum Committee

Revised Spring 1998, Curriculum Committee

Revised Fall 1997, Curriculum Committee

Revised Fall 1994, Registrar

Adopted Summer 1985, Provost

1.27 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.

Policy Category:

Academic, Catalog

Revised Date:

Summer 2020

Adopted Summer 2013

1.28 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.

Policy Category:

Academic, Catalog

Revised Date:

Revised Summer 2020

Adopted Summer 2013

1.29 Prior Learning Experience

Prior Learning Experience (PLE) 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).

Students approved to complete degree requirements via the 15-to-Graduate policy may petition the residency policy for exemption

Students may petition for a maximum of 30 PLE semester credits.

Policy Category:

Academic, Catalog

Revised Date:

Revised Summer 2020

Revised Fall 1994

Revised Fall 1988

Adopted Spring 1986

1.30 *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.

Policy Category:

Academic, Catalog

Revised Date:

Revised Summer 2020

Revised Fall 1994, Registrar

1.31 *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.

Policy Category:

Academics, Catalog

Revised Date:

Revised Summer 2020

1.32 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.

Policy Category:

Academic, Catalog

Revised Date:

Adopted Spring 1991

Revised Spring 1996, Registrar

Revised Spring 2008

Revised Summer 2020

1.33 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

Policy Category:

Academic, Catalog

Revised Date:

Revised Summer 2020

Revised Fall 1994, Registrar

1.34 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.

Transcripts may be withheld if the student has an outstanding financial obligation to the College. Cornish College of the Arts does not release copies of transcripts and certificates from other schools.

Policy Category:

Academic, Catalog

Revised Date:

Revised Summer 2020

Revised Fall 1994, Registrar

Adopted Spring 1987

1.35 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 student's academic records.

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.

Policy Category:
Academic, Catalog
Revised Date:
Summer 2020

1.36 Academic Standards – Academic Warning, Academic Probation, and Academic Suspension

Undergraduate matriculated students are required to maintain a 2.0 cumulative grade point average 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. As of the Spring semester of 2002, notations of academic probation are no longer recorded on the student’s academic record.

The Cornish College registrar has the delegated authority to see that students adhere to the college’s academic standings noted below:

1.36.1 Academic Warning

A student receives an academic warning when their GPA falls below the minimum good standing of 2.0. The status of Academic Warning is not recorded on the academic transcript.

Students who leave the College after the status of Academic Warning has been issued and then returns for a different semester will maintain that status of Academic Warning until the GPA rises above 2.00

1.36.2 Academic Probation

Students are placed on academic probation by the Academic Standards Committee for one semester when the career grade point average falls below the minimum standard of 2.0. At the end of the probationary semester, students are removed from probation if the career grade point average is raised to the minimum level.

Students who leave the College after the status of Academic Probation has been issued and then returns for a different semester will maintain that status of Academic Probation until the GPA rises above 2.00

1.36.3 Continued Academic Probation

Students with a career grade-point average below 2.0 for two consecutive semesters are placed on Continued Academic Probation by vote of the Academic Standards

Committee. The status of Continued Academic Probation is not recorded on the academic transcript.

Students who leave the College after the status of Continued Academic Probation has been issued and then returns for a different semester will maintain that status of Academic Probation until the GPA rises above 2.00

Students will be subject to suspension from Cornish College of the Arts if the cumulative grade point average remains below the minimum standard for two consecutive regular semesters. The status of Academic Probation is not recorded on the academic transcript.

1.36.4 Academic Suspension

A student with a career grade point average below 2.00 for two consecutive semesters may be suspended by vote of the Academic Standards Committee.

Suspension from Cornish College of the Arts by the Academic Standards Committee prohibits students from further enrollment in all academic departments. Cornish College of the Arts will consider requests for reinstatement after one full year has elapsed from the date of suspension. A student who is seeking reinstatement must apply to the Admissions office in accordance with the readmission policy and submit a written petition to the Academic Standards Committee.

The status of Academic Suspension **is recorded** on the academic transcript.

1.36.5 Appeal for Reinstatement

An academically suspended student with extenuating circumstances may appeal for reinstatement after one year has elapsed from the semester of suspension. Extenuating circumstances include, but are not limited to illness, injury, death in the family, and if academic policies are unclear or in conflict. The student submits the appeal through the registrar to the Academic Standards Committee.

- a. The suspended student will complete the Academic Standards Petition and submit the completed petition to the registrar for submission to the Academic Standards Committee.
 - i. The petition must be signed by the student's academic advisor and department chair or program coordinator.
 - ii. The petition must include information regarding the circumstances that led to the academic suspension.
 - iii. The petition must clearly identify the student's plans to achieve good academic standing.
 - iv. If the appeal involves a documented on-going health concern, the student must attach appropriate official documentation on letterhead and signed by a qualified medical professional (doctor, or other medical or psychological counselor) to the petition. The qualified health professional must not be a relative.
- b. Students are notified of the Committee's decision to uphold or deny the appeal by email to the student's Cornish email address and by United States mail to the student's mailing address. Notification to the student is provided within five (5) working days after the Committees review.

- c. Students who are approved for reinstatement by the Committee may apply for admission to the College through the Admission Office. The notation of reinstatement is recorded on the academic transcript.
- d. Students who are not approved for reinstatement by the Committee may submit a new appeal to the Provost within ten (10) working days after the Committee's decision.
- e. All decisions of the Provost are final.

Policy Category:

Academic, Catalog

Revised Date:

Revised, Dean of Academic Services, Fall 2020

Revised Spring 2002, Academic Standards Committee

Revised Fall 1994

Adopted 7/23/85, Provost

1.37 Academic Standards Committee

The Academic 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.

1.38 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 re-enrollment.

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.

Policy Category:

Academic, Catalog

Revised Date:

Adopted Fall 2003

1.39 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.

1.39.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.

1.39.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.

1.39.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.

1.39.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.

1.39.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:

Academic, Catalog

Revised Date:

Summer 2018, Academic Standards Committee

1.40 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 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.

1.40.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.

1.40.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.

1.40.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.

1.40.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

1.41 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 1.51 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.

Policy Category:
Academic, Catalog
Revised Date:
Summer 2020

1.42 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.

Policy Category:
Academic, Catalog
Revised Date:
Revised Fall 2012
Revised Fall 2004, Curriculum Committee
Revised Spring 2002, Curriculum Committee
Revised Fall 2000, Curriculum Committee
Revised Fall 1995, Curriculum Committee
Revised Fall 1994, Registrar

1.43 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*

1.44 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

1.45 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.

1.45.a Employment Options

1.45.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.

1.45.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.

1.45.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.

1.45.a.4 *On-Campus Employment*

International students may accept only non-work study positions on campus. All non-work 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).

1.45.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.

1.45.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.

1.45.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.

1.45.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.

Policy Category:

Academic, Catalog, Financial Management

Revised Date:

Summer 2020, Registrar

Spring 2011, Director of Admission

Spring 1996, Director of Admissions

1.46 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.

Policy Category:

Academic, Catalog

Revised Date:

Summer 2020, Registrar

Spring 2011, Director of Admissions

Spring 1995, Registrar

Fall 1985, Provost Funk

1.47 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.

Policy Category:

Academic, Catalog

Revised Date:

Summer 2020, Registrar

Spring 2008, Registrar

Adopted Spring 1991, Registrar

1.48 *Legal Change of Name for Students*

Students who request that their legal names are 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.

Policy Category:

Academic, Catalog

Revised Date:

Spring 1995, Registrar

Adopted Spring 1987

1.49 *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 his or her 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.

Policy Category:

Academic, Catalog

Revised Date:

Adopted Spring 2012

1.50 *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.

Policy Category:

Academic, Catalog

Revised Date:

Summer 2020, Registrar

Spring 1995, Registrar

Adopted Spring 1987

1.51 *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.

Policy Category:

Academic, Catalog

Revised Date:

Summer 2020, Registrar
Spring 2011, Director of Admission
Spring 1996, Director of Admissions
Adopted Fall 1985, Director of Admissions

1.52 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.

Policy Category:

Academic, Catalog

Revised Date:

Fall 2020, Registrar
Fall 2002, Registrar
Spring 1995, Registrar
Adopted Spring 1986

1.53 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.

Policy Category:

Academic, Catalog

Revised Date:

Fall 2020, Registrar

Fall 2011, Registrar

1.54 *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.

Policy Category:

Academic, Catalog

Revised Date:

Fall 2020, Registrar

Fall 2012, Registrar

Spring 1995

TUITION

1.55 Tuition and Fees

1.55.a Due Dates and Payment Options

Tuition and all fees are due in full ten (10) days before the first day of class for each semester unless the account has an approved payment plan. It is the student's responsibility to pay tuition and fees regardless of attendance. Students may either:

- Pay semester tuition and fees in full at the beginning of each semester, or
- Enroll in an approved deferred payment plan.

1.55.b Payment Plan Option

The Cornish Payment plan is designed to finance all, or a portion of, the bill not covered by financial assistance such as grants, loans and scholarships.

- The payment plan is optional and must be enrolled in for each semester. The payment plan will divide the current semester outstanding balance into four or five monthly installments depending on the date of enrollment.
- Fees for payment plan registration are set by the student accounts office each year.
- The plan requires payments be made exclusively with an auto debit contract.
- Banking information from a verified bank account is required at sign up.
- When payment plan payments are missed or delayed regular college late fees will be applied. Payment plan defaults are excluded in future participation in the payment plan.

1.55.c Past Due Accounts

Cornish charges late fees based on the balance outstanding at the time the student accounts office exercises the late fees. The minimum late fee is \$25. Late fees are charged at a rate of \$10 for each \$1000 of balance due. Late fees are charged after the due date and at 30 day increments from the due date.

Cornish does not allow registration for a future semester until all prior balances are paid in full. The Director of Student Accounts may allow special exceptions if a written plan to retire both the prior balance and the future semester bill is approved. A student who has demonstrated consistently late payments or inability to retire a current or future bill may be allowed to register with a student account provision. The provision may require the student to demonstrate payment viability up to 30 days prior to the tuition due date.

Cornish College of the Arts reserves the right to withhold official academic transcripts, diplomas and letters of recommendation until all charges have been paid and the student's account is cleared. Student Accounts reserves the right to suspend the student privilege of participating in Commencement/Graduation Ceremonies if the student has an unpaid student account balance. Failure to pay tuition and fees can result in cancellation of registration and financial aid. After a

student has registered for a course, Cornish has committed space in that course for that student, regardless of attendance.

Cornish College of the Arts uses collection agencies to collect delinquent accounts in accordance with Washington State Law. Collection costs are added to the debt at the time it is referred to the agency. When appropriate, information on past due accounts will be provided to credit bureaus. Collection Agency's may use auto-dial systems to contact these delinquent accounts. Students who have been sent to a collection agency are suspended from all college activity until the balance has been paid in full to the collection agency. Cornish will administer an in-house collection program / agency for the purpose of reducing the fee burden of the students and increasing the likelihood of payment in full accounts. The house collections program is administered at the discretion of the Director of Student Accounts.

Policy Category:

Academic, Catalog, Financial Management

Revised Date:

Fall 2020, Student Accounts Manager

Summer 2011, Student Accounts Manager

1.56 Tuition, Fees, Deposits and Housing Information

1.56.a Deposits

- A \$250 tuition deposit is due two weeks after students receive notice of acceptance. This tuition deposit will be applied toward the total bill due for the first semester or charges incurred during orientation activities. The tuition deposit is refundable if requested in writing prior to May 1st. Deposits received after May 1st are not refundable.
- A \$300 housing deposit is due at the time a housing contract is signed. Please refer to housing policies and current housing contracts for information related to those charges and fees

1.56.b Tuition and Fees Charges

- A fixed per-credit hour tuition rate is charged for students registered for 11 or fewer credits.
- A fixed tuition rate is charged for students registered for 12 to 18 credits
- A fixed per-credit hour tuition rate is charged for students registered for more than 18 credits.

Students pay additional fees for private instruction. Fees are set each year and are based on 1 hour and ½ hour per week instruction schedules.

- Lab fees are course specific and are determined by the Department Chair annually. Fees are detailed in the Fall and Spring schedule of classes.
- Departmental Fees or Fees by Major are charged each semester for departments who elect to charge a fee to all majors. These fees are detailed in the Fall and Spring schedule of classes.

- All students are charged a comprehensive fee each semester. The comprehensive fee is composed of but not limited to student union fees, student activity fees, graduation fees, library fees and technology fees.

Policy Category:

Academic, Catalog, Financial Management

Revised Date:

Fall 2020, Student Accounts Manager

Summer 2011, Student Accounts Manager

1.57 Procedures for Non-Credit and Non-Matriculated Registration

No additional tuition will be charged for full-time students enrolled for 12 – 18 credits each semester. The total credit hours of college credit and non-credit courses cannot exceed 18 credit hours unless the Registrar grants permission.

1.57.a Non-credit tuition charges

Full-time students enrolled for 12 or more total credits may enroll for a non-credit course at no additional charge up to 18 credits total. Part-time students (matriculated and non-matriculated) enrolled for 11 or fewer total credits will be charged the fixed non-credit tuition rate for each non-credit course.

Payment plans are not accepted for non-credit courses and Non-matriculated students.

1.57.b Refunds

Tuition and Fee refund policy for non-credit and non-matriculated students follows the same schedule as tuition and courses taken for credit.

Policy Category:

Academic, Catalog

Revised Date:

Fall 2020, Student Accounts Manager

Summer 2011, Student Accounts Manager

1.58 Electronic Billing, Refunds and Parent Access

Cornish communicates with students using an online access portal called Compass. Students use Compass to manage their finances in the following areas:

1.58.a Electronic Billing

Students receive electronic billing notices in their Cornish email. They access real time billing information and historical bills using My Online Account. My Online Account is accessed through the Compass System. Students can pay many different types of fees and tuition as well as sign up for the payment plan using My Online Account.

1.58.b Electronic Refunds (Mandatory Requirement)

Cornish returns overpayments and student refunds to the student using the direct deposit of My Online Account. Students are requested to log on to My Online Account and set up the bank account information to be used by the college for refunds.

1.58.c Parent Access

Parents must be added to My Online Account by the student. If a parent is not added by the student it is assumed the student is exercising FERPA rights to restrict information shared with the parent. When the student adds a parent to My Online Account, the parent can view billing statements, make payments, enroll in a payment plan, and access tax information. Parent Access in My Online Account does not share any academic information with the parent.

1.58.d 1098_T Tax Information

Students with qualified education expenses will always be delivered the 1098T tax form. A parent who is added to My Online Account may request a copy from the Business Office or print the information using the Parent Online Account. 1098T information will not be shared with parents or other bill payers who have not been authorized using the Parent Access on My Online Account

Policy Category:

Academic, Catalog, Financial Management

Revised Date:

Fall 2020, Student Accounts Manager

1.59 Refund Policy

Students wishing to drop a class or withdraw from Cornish College of the Arts must complete the official withdrawal or drop process. The date that the courses are dropped or the form is signed by the Registrar is considered the effective date of withdrawal from a course and is the basis for any tuition credit.

Student's refund of charged tuition shall be equal to the following percentages of the net tuition allocable to the courses which the student is dropping. Once the term begins, this percentage shall be based on the number of full weeks that have prior elapsed to notice being received by the Registrar. A week is considered to begin on Monday and end on Sunday.

In specific situations, refunds may be granted as credit only. Refund credits on a student's account may be held for two years. These refund credits may be applied to the cost of classes taken at Cornish during this two-year period. Credit refunds are non-transferable and may not be turned into a cash refund.

1.59.a Withdrawal and Refund Schedules

1.59.a.1 Complete withdrawal of undergraduate College Courses, fifteen (15) or more weeks:

Through the first week of semester	100%
Week 2 - 3 of semester	75%
Week 4 - 6 of semester	50%
Week 7 - 8 of semester	25%
Week 9 and beyond	No Refund

1.59.a.2 Complete or partial withdrawal of non-standard terms, and courses in the Preparatory Dance Program:

Before the first day of term	100%
Remainder of the first week of term	40%
After the first week of term	No Refund

1.59.a.3 Non-standard terms, four (4) weeks or less:

Before the first day of the term or session	100%
First day of term or session and thereafter	No Refund

1.59.a.4 Summer programs and Special Programs

Specific withdrawal policies are set for summer and special programs. These withdrawal policies are required to be published in advance if the policy is different from the method listed in this policy.

Policy Category:

Academic, Catalog, Financial Management

Revised Date:

Fall 2020, Student Accounts Manager

Summer 2011, Student Accounts Manager

1.60 Perkins Loan Program

The Perkins Loan Program follows all up to date Department of Education Policy pertaining to administration of the Perkins Loan. Cornish College specific Program Policy is as follows:

Students who receive Cornish College of the Arts Perkins Loan must attend and entrance interview prior to disbursement of the loan. A loan awarded is not guaranteed to be funded if the entrance counseling is not completed in a timely manner. Students who may lose their loan due to a failed entrance appointment will be notified in writing.

Perkins loan disbursements may not exceed \$3,000 per academic year. The aggregate limit for a student receiving Cornish Perkins Loan funds is \$9,000 career.

Perkins borrowers must attend an exit loan counseling before departure from the college. Failure to attend exit loan counseling constitutes failure to meet a financial obligation to the college and academic transcripts, diplomas, and letters of recommendation may be withheld. Cornish College of the Arts reserves the right to withhold academic records for Perkins student loan accounts which are in delinquent status.

Policy Category:

Academic, Catalog, Financial Management

Revised Date:

Summer 2011, Student Accounts Manager

1.61 Veterans Information

Selected academic programs of students at Cornish College of the Arts are approved by the Washington Student Achievement Council / Board's State Approving Agency (WASAC/SAA) for the enrollment of those eligible to receive benefits under Title 38 and Title 10 of the U.S. Code. Cornish College of the Arts participates in the Yellow Ribbon Program.

Students should apply for their VA educational benefits through the VA at the same time as they apply to the College. Registration & Records will need a copy of the Certificate of Eligibility prior to the start of the first term in order to initiate benefits. New students should be prepared to accommodate a possible delay of at least two months between the start of term and receipt of benefits. Families with Post-9/11 VA education benefits may be eligible for the Yellow Ribbon Program and should contact the Registration & Records Office for more information. Yellow Ribbon benefits may affect other types of financial aid, or prior offers of aid. Total Cornish and Veterans Yellow Ribbon Contributions cannot exceed unmet tuition and mandatory fees for the year.

Policy Category:

Academic, Catalog

Revised Date:

Academic, Catalog, Financial Management

FINANCIAL AID

1.62 Financial Aid

Cornish offers financial assistance to undergraduate students using both merit-based and need-based aid. Both U.S. citizens and international students are eligible for Cornish scholarships.

To receive a financial aid award from Cornish College of the Arts, students must begin the process by completing the following application annually as early as possible starting October 1st:

- Free Application for Student Aid (FAFSA - new or renewal) at www.studentaid.gov

For priority financial aid awards, the FAFSA must be completed by February 15th of each year. Awarding begins March 1st, following the submission and review of the FAFSA.

1.62.a Federal and State Program For Student Financial Aid

1.62.a.1 Federal Pell Grant

The largest federal grant program, the Federal Pell Grant is designed to assist students from low-income families. These grants are awarded to degree-seeking undergraduate students who have not yet earned a bachelor's degree. Eligibility is based on the Expected Family Contribution (EFC) on the FAFSA.

A Federal Pell Grant, unlike a loan, does not have to be repaid, except under certain circumstances.

1.62.a.2 Supplemental Educational Opportunity Grant

The FSEOG Program provides need-based grants to help low-income undergraduate students finance the costs of postsecondary education. When making FSEOG awards, the institution must give priority to those students with "exceptional need" (those with the lowest Expected Family Contributions, or EFCs, at the institution) and those who are also Federal Pell Grant recipients

1.62.a.3 Federal and State Work Study

- **The Federal Work Study Program (FWS)**
Provides funds for part-time employment to help needy students to finance the costs of postsecondary education. Hourly wages must not be less than the federal minimum wage. Most students work between six (6) and ten (10) hours per week.

Allocations are determined by using a federal statutory formula, the Department allocates funds based on the institution's previous funding level and the aggregate need of eligible students in attendance in the prior year. Cornish may pay up to a 50 percent share of a student's wages under FWS.

- **State Work Study**
The State Work Study Program (SWS) provides funds for low- and middle-income students. Qualifying students get an approved job, on- or off-campus, to support their education. The state contributes to the wages of work study employees.
- **Washington College Grant**
The Washington College Grant, this program helps low-income undergraduate students from the state of Washington pursue degrees, hone skills, or retrain for new careers.
- **College Bound Scholarship**
For eligible Washington State residents, the College Bound Scholarship program is an early commitment of state financial aid to eligible students who sign up in middle school and fulfill the scholarship pledge.

1.62.b Terms and Definitions

- **FAA**
Financial Aid Administrator or the Cornish Financial Aid Office
- **ISIR**
Institutional Student Information Record. An electronic student aid report received in the Office of Financial Aid from the Department of Education.
- **IRS Data Retrieval.**
A FAFSA process where student and parent IRS data is transferred to the FAFSA as part of the verification process.
- **SAR**
Student Aid Report. An electronic student aid report delivered to the student for whom the Department of Education has a valid email address.
- **Verification Worksheet**
To verify information submitted in the FAFSA application. These documents are provided by our third-party vendor, Inceptia. Inceptia collects the documents and processes any changes, if necessary. The Financial Aid Office reviews these changes and verifies the information and updates student's awards accordingly.

1.62.c Satisfactory Academic Progress For Students Receiving Financial Aid

To maintain eligibility for financial aid, a student must comply with the following cumulative minimum academic standards at the end of every semester. Failure to meet minimum standard requirements may result in denial of federal financial aid.

1.62.c.1 Minimum Standards

Financial aid applicants must have a cumulative GPA of 2.00 and a pace of progression (completion rate) of 67% of cumulative attempted credit hours at the end of every semester. Transfer hours count as cumulative attempted hours and cumulative completed hours. The federal formula to calculate pace of progression in meeting minimum standards at any enrollment status is:

Pace =	Cumulative number of credit hours successfully completed
	Cumulative number of attempted hours

1.62.c.2 Good Standing

Financial aid recipients that maintain a cumulative GPA of 2.00 and a cumulative completion rate of 67% at the time of evaluation are considered to be in *good standing* and are eligible for aid.

1.62.c.3 Financial Aid Warning

A student that fails to meet eligibility standards at the time of evaluation is placed on *financial aid warning* and may continue to receive federal aid for one semester. The student is expected to return to *good standing* or meet minimum academic standards at the end of the semester of warning. The student that does not return to good standing becomes ineligible for federal aid.

1.62.c.4 Reinstatement of Eligibility

A student that fails to return to good standing at the end of the warning period may apply for a re-determination of eligibility through the financial aid appeal process. Conditions for regaining eligibility through a successful appeal may include the death of a family member, student illness or injury or other mitigating circumstances. The appeal requirements include: completing a Financial Aid Appeal form, writing a letter and providing documentation to explain mitigating circumstances (the reason the student failed to meet minimum standard requirements) and what has changed in the student's situation that will help the student meet minimum SAP requirements at the next evaluation.

1.62.c.5 Financial Aid Probation

A successful appeal will result in one semester of financial aid *probation* where federal aid eligibility will continue. During the semester of probation, the student will have to meet the conditions outlined in the appeal decision or follow the *learning plan* established by the Academic Standards Committee. This plan will ensure that the student is meeting standards at a particular point in time. The student that successfully follows the academic plan may continue to receive federal aid even though SAP standards are not met.

1.62.c.6 Maximum Timeframe

Aid eligibility is limited to 150% of a program's credit length. As soon as it is clear that a student cannot graduate within this period, the student becomes ineligible for aid. An approved change of major or program requires a recalculation of pace. The student transcript is re-evaluated for earned credits that transfer to the new program. Credits transferred to the new program become part of the cumulative attempted and earned in the new 150% timeframe calculation leading to graduation.

1.62.c.7 Consortium Agreements

Students enrolled in more than one institution under consortium agreements are subject to the home institution Satisfactory Academic Progress policy.

1.62.c.8 Elements That Affect Cumulative Grade Point Average and Pace of Progression

- Incomplete and withdrawal classes will be counted as credits attempted.
- Repeated classes for credit will be counted as credits attempted.
- Non-credit remedial classes are not offered within degree programs and will not be counted as credits attempted.

1.62.d State Aid Satisfactory Academic Progress Policy – Washington State

Students receiving state aid will be monitored at the end of every semester for completion of the required number of credit hours. Students not meeting requirements will receive a written notice from the Financial Aid Office. See required credit loads below for minimum credit hour requirements.

1.62.d.1 Full Time

Enrolled a minimum 12 credit hours per semester and completes a minimum 24 credit hours per academic year.

1.62.d.2 Three Quarter Time

Enrolled for a minimum 9 credit hours per semester and completes a minimum 18 credit hours per academic year.

1.62.d.3 Half-Time

Enrolled a minimum 6 credit hours per semester and completes a minimum 12 credit hours per academic year.

1.62.d.4 Summer

Enrolled a minimum 6 credit hours and completes a minimum 6 credit hours to maintain financial aid eligibility.

1.62.d.5 Probation

A state aid recipient that completes at least half of the credit load but fewer than the required number of credit hours will not be making satisfactory academic progress and will be placed on probation for one semester. State aid will continue to be disbursed for one semester during which deficit credit hours from the prior semester will have to be completed in addition to the current semester required credit load.

If deficit credit hours are successfully completed in addition to the current semester required credit load, the student regains good standing and continues to be eligible for state aid. If deficit credit hours are not successfully completed, the student is suspended from the state aid program(s).

1.62.d.6 Suspension

A state aid recipient that completes fewer than half of the required number of credit hours during the semester for which aid was disbursed is denied further disbursements and is suspended from the program.

A state aid recipient currently on probation that does not complete deficit credit hours from the previous semester in addition to the current semester required credit load is denied further consideration and is suspended from the program.

1.62.d.7 Reinstatement of State Funding Following Unsatisfactory Progress

Students suspended from the program may petition through the Financial Aid Office for reinstatement the following semester based on extenuating circumstances. Students attaining an approved petition will be placed on probationary status for satisfactory academic progress. Students that do not establish satisfactory academic progress during probation may petition through the Financial Aid Office for a continued probationary status due to extenuating circumstances.

1.62.e Financial Aid Repayments and Refunds

TITLE IV fund recipients who withdraw from all their classes during their period of enrollment may be subject to federal government refund and repayment requirements. The TITLE IV funds subject to these regulations and to returns following this specific sequential order are: Federal Direct Unsubsidized Stafford Loans, Federal Direct Subsidized Stafford Loans, , Federal Direct PLUS Loans, Federal Pell Grant, and Federal Supplemental Educational Opportunity Grant.

The Higher Education Amendments of 1998 established new provisions that require a certain percentage of Title IV funds be returned to the Department of Education when a student completely withdraws from all classes. Furthermore, the Higher Education Reconciliation Act (HERA) of 2005, Pub. L.109-171 contains information on changes made by HERA to certain provisions of Title IV of the Higher Education Act of 1965, including the Return of Title IV funds, as amended. This return of federal funds could include money that the student was given as a refund at an earlier time. Cornish College of the Arts has an institutional refund policy that affects all students withdrawing from classes. See the Cornish College of the Arts catalog for detailed information on this policy. The return of Title IV funds policy is entirely separate and distinct from the institutional refund policy. This procedure or the return of federal funds only applies if the student completely withdraws before completing 60 percent of the term for which federal funds were received or awarded. Federal funds that may have to be returned are Federal Direct Unsubsidized Stafford Loans, Federal Direct Subsidized Stafford Loans, , Federal Direct PLUS Loans, Federal Pell Grant, and Federal Supplemental Educational Opportunity Grant.

When a student officially withdraws from all classes for the term, the Financial Aid and Business Office will perform three steps in calculating how much of a student's federal financial aid must be returned to the U.S. Department of Education. This process has nothing to do with the Institutional Refund Policy that may be in effect at the time of the student's withdrawal.

1. Determine the amount of aid to which the student is entitled or the amount of aid earned as a result of class attendance during the term. Determine date of official withdrawal when all classes were dropped. Calculate the percentage of time the student was enrolled in the term and amount of aid earned by the student. For this calculation, the total number of calendar days the student attended is divided by the total number of calendar days of the enrollment period (minus authorized breaks of five days or more). Aid considered in the calculation includes funds disbursed and funds authorized but not disbursed at the time the student withdrew.
2. Determine the amount of federal aid that must be returned. The earned percentage is subtracted from 100 percent to obtain the amount of unearned federal aid. The unearned aid percentage helps determine the amount of Title IV funding that Cornish College of the Arts must return from institutional costs to the Title IV programs. Institutional costs

are defined as charges that Cornish College of the Arts assesses for tuition and fees. If a student drops after the 60 percent point in the enrollment period, the percentage of Title IV funds earned is 100 percent. There is no institutional refund, nor is there a calculation of Return of Title IV funds. Prior to the 60 percent point, Cornish College of the Arts must determine the percentage of Title IV funds earned. Cornish College of the Arts shall return the unearned amount of aid to all aid programs in a timely and specific order.

3. Determine who must return the unearned aid. This could be the College, the student or, in some cases, both the College and the student. The unearned percentage is also used to determine, if necessary, how much the College must return of the federal funds it received as payment for tuition and fees.

In the case where a student receives Title IV funds greater than the earned aid amount, the student may be subject to a return of some of the funds. This is the case when a student has received a financial aid refund check from the college. There are special rules for the return of money that the student has received:

1. Loan proceeds - the student (or parent in the case of PLUS loan) repays the proceeds according to the terms of the promissory note.
2. Federal grants (Pell/SEOG) – 50 percent of the amount due in the return calculation is expected to be returned to the appropriate grant program. These funds must be repaid to Cornish College of the Arts within 45 days of notification or arrangements for repayment must be made with the Department of Education. After 45 days the student will be placed in overpayment status and not be eligible for further Title IV funds until this situation is resolved.

Once it is determined how much aid must be returned, the federal funds must be returned in an order specified by law. This order is: Federal Direct Stafford Unsubsidized loan, Federal Direct Stafford Subsidized loan, , Federal Direct PLUS loan, Federal Pell Grant, and Federal Supplemental Educational Opportunity Grant, and other Title IV Programs. Federal Work Study earnings are not affected.

1.62.f Washington College Grant Repayment Policy

The Washington State Higher Education Coordinating Board has instituted a grant repayment policy for students withdrawing before the fiftieth percentile of the semester for which a grant was disbursed. The grant repayment policy for Cornish College of the Arts is as follows:

- **Sample repayment calculation:**
A student with a semester College Grant Award of \$4107 who attends less than the fiftieth percentile of the semester will be considered to have an unearned grant equal to the percentile of non-attendance and will be responsible to repay 50% of the unearned portion of the grant to the Washington Student Achievement Council. Therefore, a student attending 20% of the semester will owe a repayment according to the following calculation:

1.62.g Refund and Repayment Distribution

Per federal regulation, refund and repayment amounts must be distributed according to a specific order of priority. Refunds on behalf of SFA recipients must be distributed in the following order:

- Federal Direct Stafford Unsubsidized Loan
- Federal Direct Stafford Subsidized Loan
- Federal Direct PLUS Loan
- Federal Pell Grant
- FSEOG
- Other SFA Programs
- Other federal, state, private, or institutional sources of aid
- The student (only if funds remain after the refund has been turned in the above order)

Repayment from SFA recipients must be distributed as follows:

- Federal Pell Grant
- FSEOG
- Other Title IV aid programs
- Other federal, state, private or institutional aid
 - 80% non-attendance or, unearned portion of the grant equals $.80 \times \$4107 = \3285.60
 - 50% of unearned portion of the grant equals $.50 \times \$3285.60 = \1642.80
 - Required repayment equals \$1642.80

1.62.h Washington College Bound Student Repayments

Repayment is a student responsibility if it is due to incorrect information provided by the student or failure to complete the term. If a grant recipient leaves an institution during an academic term in which he or she receives WCG, the student may be required to repay WCG funds.

Policy Category:

Academic, Catalog, Financial Management

Revised Date:

Fall 2020

ADMISSIONS

1.63 *Application Requirements for First Year Prospective Students: High School, Home-School completers, and for Transfer Students*

1.63.a *High School or GED*

- Submission of the Common Application
- Submission of the non-refundable application fee
 - Fee waivers may be requested to the Office of Admission by applicants for whom the sum would prove a financial hardship.
 - Official high school transcripts or, if applicable, GED certificate showing completion

- Official transcript(s) from all any/all college(s) attended sent directly from the institution(s) to the Office of Admissions at Cornish
- An artist statement/personal essay
- Audition or Portfolio review
- SAT or ACT test score **optional** - tests must have been completed no more than five (5-years) prior to application

1.63.b HomeSchool

- Submission of the Common Application
- Submission of the non-refundable application fee
 - Fee waivers may be requested to the Office of Admission by applicants for whom the sum would prove a financial hardship.
- Detailed information about their homeschool experience should include:
 - Official homeschool transcripts showing proof of graduation and should include
 - all courses completed
 - a grade for each course (letter or grade point)
 - applicants may also include text book list and reading list
- If applicable, GED certificate showing proof of completion
- Official transcript(s) from all any/all college(s) attended sent directly from the institution(s) to the Office of Admissions at Cornish
- An artist statement/personal essay
- Audition or Portfolio review
- SAT or ACT test score **optional** - tests must have been completed no more than five (5-years) prior to application

1.63.c Transfer Students

- Submission of the Common Application
- Submission of the non-refundable application fee
- Fee waivers may be requested to the Office of Admission by applicants for whom the sum would prove a financial hardship.
- Official high school transcripts or, if applicable, GED certificate showing proof of completion
- Official transcript(s) from all any/all college(s) attended sent directly from the institution(s) to the Office of Admissions at Cornish
- An artist statement/personal essay
- Audition or Portfolio review
- SAT or ACT test score **optional** - tests must have been completed no more than five (5-years) prior to application

Policy Category:

Academic, Catalog

Revised Date:

Fall 2020, Director of Admission / Registrar

Revised Spring 2011, Director of Admission

Revised Spring 1996, Director of Admissions

1.64 International Student Admissions

Cornish welcomes applications from international students and is authorized under U.S. Immigration regulations to enroll non-immigrant students on an F-1 student visa who satisfy the following entrance requirements.

In addition to the Application Requirements and Audition/Portfolio Review, applicants who do not speak English as their native and current language must also demonstrate English proficiency. Exam scores will be accepted from TOEFL, IELTS, and Pearsons. Cornish requires these exam scores or completion of the Prep Pathway at Seattle Central College in order to begin classes.

Applicants for an F-1 student visa must provide evidence of sufficient funds to cover the first year of expenses by supplying a letter of financial guarantee no more than three months old from the parents' or sponsors' bank certifying the amount of funds (in U.S. currency) available for the students' education in the U.S.

Financial Aid is not available for international students attending the college. It is recommended that all students have a sponsor who is a permanent resident of the U.S. and who is willing to grant financial assistance if needed.

Policy Category:

Academic, Catalog

Revised Date:

Fall 2020, Director of Admission / Registrar

Revised Spring 2011, Director of Admission

Revised Spring 1996, Director of Admissions

1.65 Visual Arts Portfolio Review (Art, Design, Interior Architecture)

Admission to the Art Department requires a portfolio review in addition to the examination of appropriate transcripts and essays. Applicants submit 10-20 works that represent their artistic ability, creativity, and commitment. Submitted materials can be an exploration in a specific medium OR a wide their sketchbook, process book, reflective journal, works-in-progress, and other items illustrate the students creative process and influences.

Materials are submitted via the digital portfolio directly with the student's application.

Policy Category:

Academic, Catalog

Revised Date:

Fall 2020, Director of Admissions

Spring 2011, Director of Admissions

Spring 1996, Director of Admissions

1.66 Dance Department Audition Procedure

The Dance Department is designed for students with previous training in ballet and contemporary dance. An audition is required of all applicants. The audition procedure includes the applicants' participation in both a ballet and a contemporary technique class. Prospective students are observed and evaluated on the basis of previous technical training, body placement and individual training potential.

All auditions are reviewed via video recording for each application cycle. Auditions requirements are as follows:

- The video should be framed to present the entire body. Applicants wear clothing that is appropriate to the dance genre or styles you are choosing to perform.
 - Submission of a solo (three to four minutes in duration) in a contemporary dance form of the student's choice that demonstrates skill in the form.

- Applicants submit two minutes of improvisation on the theme of “contrasts.” The piece can address the contrast using any style of dance; music is optional.
- Applicants may present examples of their choreographic work. The work uploaded can be no longer than 5 minutes in duration.

Policy Category:

Academic, Catalog

Revised Date:

Summer 2020, Director of Admissions

Spring 2011, Director of Admission

Spring 1996, Director of Admission

1.67 Film Portfolio Requirements

Applicants applying to major in Film should submit work that best represent their artistic ability, creativity, and commitment. Additionally, Film applicants are required to add two of the three film prompts as part of their portfolio.

- **PORTFOLIO REQUIREMENTS AND FILM PROMPTS**

Your film portfolio should include projects made from the following prompts.

In addition, applicants are encouraged to add any additional work or media. Traditional, new media, or a combination are welcome. Also welcome are examples of your sketchbook, process book, reflective journals, works-in-progress, and other items that can help inform us of your creative process and influences.

- Film Prompts -
 - Applicants submit a scene of up to two minutes that uses a single light source to light a conversation between two people who are unable or unwilling to say what they mean. Piece should have emotional resonance.
 - Applicants submit a short 3-5 page scene set in a single location, for example, a kitchen, a diner, a party, a ca). Two characters are talking, but neither is really paying attention to what the other person is saying. This could be comic or dramatic. Use standard screenplay formatting if possible.
 - Applicants present twelve to fifteen slides of their family from a site like www.archive.org to:
 - create a timeline using Final Cut Pro or Premiere Pro;
 - write a story about the images to tell the story of family and record their voice to tell the story of timeline
 - use paused and other sounds or effects to create emotional texture, and ambiance.

Policy Category:

Academic, Catalog

Revised Date:

Summer 2020, Director of Admissions

1.68 Music Department Audition Requirements

As part of the application process, music applicants are required to submit an online audition inclusive of the following:

- Three different musical selections are required and may be uploaded in either audio or video format using the College Portfolio Tool.

- The length of each piece should be somewhere between 2 to 12 minutes. These selections should represent the fullest sense of the applicant as Musician. The audition may be drawn from the following:
 - Performances that demonstrate your primary instrument or voice type in a classical, jazz, contemporary, or world music setting; solo, with accompaniment, or featuring you in an ensemble.
 - An improvisation in any style over an existing form/tune or “free.”
 - Original compositions in any genre with accompanying scores or notation if applicable.
 - Multimedia works or collaborations.
- Submissions must conform to the following file sizes and naming conventions:
 - Files compress to be smaller than 4GB.
 - Separate selections into individual tracks; do not load as one large file.
- Submissions must conform a naming convention: last name title of piece
- Submissions must conform to the following recording quality:
- Confirm quality of recording to limit external noise or interruptions
- Audio Processing
 - Applicants explain in the description area of each track what was used such as editing, reverb, digital delay, overdubbing, etc.

Policy Category:

Academic, Catalog

Revised Date:

Summer 2020, Director of Admissions

Spring 2011, Director of Admission

Spring 1996, Director of Admission

1.69 Performance Production Department Interview/Portfolio Review

Students submit a portfolio for one of six concentrations: Costume Design, Lighting Design, Scene Design, Sound Design, Stage Management, or Technical Direction.

The portfolio process includes submission of a portfolio and an interview with the Chair of the Performance Production. Interviews can be in person, by telephone call, or video conference (Skype, Google Hangouts, Zoom, etc.).

Costume Design

Applicants are required to show work done with fabrics or clothing. This work can include pattern work, completed garments, works-in-progress, or sketches and design drawings for costumes, street clothing, or accessories.

Lighting Design

Applicants are required to show work done with lighting, either on stage or in other environments. This may include light plots, lighting paperwork like dimmer hook-up sheets or instrument schedules, and photos or slides of shows on which you've worked. Any other lighting or electric-related experience you may have should be communicated either by photos, written description, or drawing, sketching or drafting.

Scene Design

Applicants are required to show work done in scene painting or in designing scenery for productions (or for classroom projects). Work that shows your understanding of or work with three-dimensional space is of special value.

Sound Design

Applicants are required to show work that shows your experience with sound and sound equipment. This can range from production-related sound to designed home stereo hook-ups, or provide documentation of their experience with sound.

Stage Management + Technical Direction

Applicants are required to show your experience with Stage Management and Technical Direction. This can include prompt books from the productions you have recently worked on (usually one good prompt book is enough). Applicants should show photos of the productions they have worked to show the scale of the show.

Applicants interested in Stage Management are recommended to demonstrate organizational skill which may include documentation from a show -- calendars, checklists, sign-up sheets, scene breakdowns, contact sheets.

Policy Category:

Academic, Catalog

Revised Date:

Summer 2020, Director of Admissions

Spring 2011, Director of Admission

Spring 1996, Director of Admission

1.70 Theater Department Audition Process

All students have the option to audition live, or submit a recorded audition along with their application for admission.

Audition material consists of two memorized pieces of a contrasting nature, not to exceed two minutes in length. All auditioners should sing sixteen (16) bars of song and be prepared for improvisational exercises, cold reading and an interview with faculty. Auditioners should dress appropriately for freedom of movement; dance or gym wear is suggested.

Live auditions are preferred; however, if an applicant lives 200 miles or more from Seattle a DVD audition is acceptable along with two (2) recommendations from faculty or someone knowledgeable about the student's dramatic talent.

BFA Action and Original Works

Applicants audition by providing two (2) contemporary monologues, one self-selected piece and the other a monologue selected by the College.

BFA Musical Theater

Applicants are required to participate in a dance call (if auditioning live and in-person); or they may submit a recorded dance audition.

Policy Category:

Academic, Catalog

Revised Date:

Summer 2020, Director of Admissions

Spring 2011, Director of Admission

Spring 1996, Director of Admissions

1.71 Accepting an Offer of Admission

Applicants will be notified of acceptance into the degree program upon the review of all required admissions documentation and a successful portfolio review or audition. Accepted students must confirm their intention to enroll by paying a \$250.00 non-refundable tuition deposit before May 1 for fall semester, and before December 1 for spring semester, or two weeks after the date of acceptance. This deposit ensures a place in the class and is applied toward tuition when the students register. If students do not register, the \$250.00 deposit is forfeited by the student. Upon written request, the admissions deposit may be refunded until May 1st. After May 1st, however, no deposits will be refunded.

Policy Category:

Academic, Catalog

Revised Date:

Revised Spring 1996, Director of Admissions

Revised Spring 2011, Director of Admission

1.72 Waiver of TOEFL Test Scores

The TOEFL test may be waived for students who have received high school or college education from an institution outside of the United States that uses English as the major instructional language.

A TOEFL waiver will be granted if English proficiency can be demonstrated by appropriate transcripts, scores, grades, recommendations, interviews and/or the completion of an academic degree. The Director of Admissions will grant the waiver only after all the documentation has been approved.

Policy Category:

Academic, Catalog

Revised Date:

Fall 2020, Director of Admissions

Spring 2011, Director of Admission

Spring 1996, Director of Admissions

1.73 Returning Students

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.

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:

1.74 Students Aware for Two or More Years

- Students submit the Application for Re-Admission plus the application fee to the Office of Admission.

- Students submit official transcripts from all colleges attended while away from Cornish College of the Arts.
- Upon consultation with the Department Chair, students may be required to audition or have a portfolio review. Only the Department Chair can make exceptions.

Policy Category:

Academic, Catalog

Revised Date:

Fall 2020, Registrar

Spring 2011, Director of Admissions

Spring 1995, Registrar

Adopted Fall 1985, Provost Funk

1.75 Concurrent Enrollment: High School and Cornish College

Cornish College of the Arts will admit high school students without a high school diploma or GED, under the following circumstances:

1. Students have completed four semesters of high school with a 2.5 grade point average or higher.
2. 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.
3. Students enroll on a part-time or full-time basis.
4. Students pay the same tuition and fees as other students, but are not eligible for Federal or State Financial Aid programming.
5. Students complete the standard admissions process and are admitted to the department.

Non-Matriculated students interested in enrolling in classes on a non-matriculated basis (for credit or non-credit) 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.

Policy Category:

Academic, Catalog

Revised Date:

Fall 2020, Registrar

Spring 2011, Director of Admission

Fall 2002

Spring 1995, Registrar

Adopted 1/15/86

1.76 International Students

International students attending Cornish with an F-1 student visa must follow regulations set by the U.S. Citizenship and Immigration Service (USCIS). 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.

To remain in good standing, International students are obligated to provide Cornish with necessary information in a timely fashion to remain in compliance with SEVIS (Student Exchange Visitor Program -- an internet-based system that permits schools and USCIS to exchange, update or revise student data).

International students (F-1) 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 twelve (12) or more credits each semester. Failing grades, withdrawal grades, and incomplete grades are not included in the total.

Cornish College is required by law to report the status of all international students to the Student Exchange Visitor Program (SEVIS) each term.

Students who are admitted to Cornish, but do not speak English as their primary and current language must submit an official test score from an English proficiency exam.

- TOEFL composite score of 75 (iBT); or
- IELTS score of 6.0; or
- PTE Academic score of 54;
- Cornish requires these exam scores, or completion of the Prep Pathway at Seattle Central College in order to begin classes.

Admitted students are required to submit additional documents to secure an I-20 to travel to the United States or to transfer their I-20 from their prior institution to Cornish.

- Copy of the passport;
- A copy of your current immigration status paperwork (if you are already in the United States);
- Financial records showing that the student is able to cover their education and living expenses for the first year of study.

RETIRED POLICIES

Add / Drop

Students view and manage their course schedule online via their Compass account; they are responsible for completion of all courses listed on their schedule. Students may add or drop courses, or change sections, online through the 8th day of the semester. Add/drop deadlines also apply to courses that meet for only the second part of the semester or fewer than 15 weeks. Courses may not be added after the 8th day of the term, regardless of the start date of the course. To drop courses after the 8th day of the term, students must do so in person in the Registration & Records Office. After the 11th week of the term, students may no longer drop courses. Schedule changes may result in recalculation of students' financial aid awards by the Business and Student Accounts Manager.

The date the Registration and Records Office processes the change (the transaction date for online changes) is considered the effective date of withdrawal from a course and is the basis for any tuition credit.

Policy Category:

Academic, Catalog

Revised Date:

Revised Fall 2012, Registrar

Arts Electives

Any arts-related course outside the student's major.

Policy Retired Spring 2013

Curriculum Committee

Arts Management

Beginning with the 1984-85 academic year, it was no longer possible for entering students to take arts management courses to satisfy Humanities & Sciences requirements. Those students who entered Cornish College of the Arts prior to the 1984-85 academic year may still satisfy two Humanities & Sciences elective credits with an arts management course at Cornish College of the Arts.

Policy Retired Spring 2002

Registrar

College Credit for Correspondence and Extension Courses in the Humanities & Sciences

Cornish College of the Arts may grant college credit for college-level correspondence and extension courses offered by institutions that are accredited by the seven recognized regional accrediting associations in the United States and that are members of the National University Extension Association.

Credit for correspondence and extension coursework is granted only for Humanities & Sciences program requirements. No more than six credits in the Humanities & Sciences may be satisfied by correspondence or extension coursework.

Currently enrolled students who wish to complete Humanities & Sciences requirements through correspondence coursework must petition the Humanities & Sciences Chair for permission. If permission is not secured from the Chair in advance of enrolling a correspondence course, the correspondence course credit will not be applied toward the baccalaureate degree at Cornish College of the Arts.

Students must arrange to have an official transcript of their correspondence or extension course work sent directly to the Admissions Office.

Correspondence and extension coursework will be treated as regular college transfer credit; and therefore, is subject to the 70 credit limitation for transfer credit.

Correspondence and extension coursework from another regionally accredited institution may not be counted in the final 60 credits in residence at Cornish College of the Arts.

Revised Fall 1994
Registrar
Policy Retired Fall 2012
Registrar

Concurrent Enrollment

Cornish will admit high school students without a high school diploma if they have completed four semesters of high school with a cumulative grade point average of at least 2.0 (on a four-point scale) and they can demonstrate that they are currently working on fulfilling high school requirements, to be completed within two years of enrollment at Cornish. A letter must be sent directly from the high school principal or counselor outlining his/her agreement and participation in the program.

The student must supply the Admission Office with a completed Application for Admission and an official copy of the high school transcript. An audition or portfolio review will then be scheduled with the respective department. The decision to admit the applicant will be made by the Director of Admissions. The student may enroll on a part-time or full-time basis.

Concurrently enrolled students pay the same tuition and fees as the other students are eligible to apply for the following Financial Aid Programs: Pell Grant, Perkins Loan, and Supplemental Educational Opportunity Grant. Concurrently enrolled students are not eligible for Stafford Loans, College or State Work-study.

Revised Spring 1996
Director of Admissions

Policy Retired Fall 2002
Associate Dean of Enrollment

Credit Committee and Refund Petitions

Under extenuating circumstances, students may petition for a tuition refund past the deadline or an increased refund tuition refunded. This process is initiated only after withdrawal is complete by obtaining a petition form from the Student Accounts Manager. Petitions are reviewed by the Credit Committee. After the review, discussion of the merits of the extenuating circumstances, and subsequent committee decision, the Student Accounts Manager notifies the students of the decision in written form. Petitions are confidential and maintained separately from the student's academic records. Lack of attendance or failure to officially withdraw does not cancel student's incurred obligation. Petition decisions may include cash refunds or tuition credit-only refunds. A refunded tuition on a student's account may be held for two years. The refund may be applied to the cost of classes taken at Cornish during this two-year period. Credit refunds are non-transferable and may not be turned into a cash refund.

The petition period extends through the final day of the 8th week of the semester. Withdrawals beginning in the 9th week of the semester are not eligible for refund petition and petitions not completed after the petition period has ended will not be reviewed.

The College Credit Committee is chaired by the Student Accounts Manager and membership is composed of but not limited to: Associate Provost, Chief Financial Officer, Director of Financial Aid, Vice President of Enrollment and the Registrar. The Credit Committee is responsible for student refund petitions, student accounts policy and tuition / fee policy.

Policy Category:

Academic, Catalog, Financial Management
Revised Date:
Revised Summer 2011, Student Accounts Manager

Departmental Probation and Release and Suspension for Non-Academic Reasons

Each department reserves the right to deny a student permission to continue working toward a degree. This action is called a Departmental Release. Departmental Release may or may not be preceded by Departmental Probation. Departmental Releases are reported to the Academic Standards Committee for review at the end of the Semester in which the action is taken. Please see Section IV Departmental Policies of the Handbook for details.

Departmental Recommendation for Academic Probation and Suspension

Cornish College of the Arts students may be placed on probation or suspended for academic reasons only by action of the Academic Standards Committee, the President, or by another person or group given such authority by the President. Appeals from actions by such a committee or person are presented to the President, unless that officer took the initial action.

After a review of students' work and academic progress, Department Chairs may recommend students be placed on academic probation or departmentally released; this recommendation may be made directly to the President or to the Academic Standards Committee. The policies relating to the timing of probation and suspension will be the same as those applicable to similar actions taken without departmental recommendation.

Departmental faculty or Department Chairs may advise students they are not making satisfactory progress and are unlikely to complete degree requirements. At the time such advice is given, it should be made clear that the advice does not constitute an official action.

Departmental Faculty and Chairs should be cognizant of the fact that their recommendation for probation and suspension is unlikely to be approved if the student in question has a record of satisfactory grades in courses in the major. If the standard satisfactory work for a course or courses is higher than a grade of 'C', students should be so advised at the time of admission to the program. The foregoing does not mean, however, under compelling circumstances students could not be placed on probation or suspended even though they have maintained a satisfactory grade point average.

Individual faculty members or department chairs, acting in their roles as instructors or academic advisors, have the prerogative of advising students whose work is unsatisfactory that they should consider discontinuing the course of study. No indication should be given that such advice is tantamount to an institutional judgment or action.

Exceptions to these policies may be necessary or appropriate in some cases. Such exception must be granted by the President.

*Revised Spring 1995
Registrar
Policy Retired Fall 2012*

English Composition

Any writing course that requires students (1) to write essays of significant length and (2) to learn the principles of grammar, punctuation, word choice, and sentence, paragraph, and essay construction.

Communications, speech writing, public speaking, and journalism courses will not fulfill this requirement; however, these courses may transfer as Humanities & Sciences electives

Creative writing, the writing of fiction, poetry, and drama, will not satisfy this requirement. However, creative writing may transfer as either a Humanities & Sciences elective credit or college elective credit.

Fundamentals of Writing and English as a Second Language will not satisfy this requirement.

Courses transferred apply to the First-Year Studies component of the Humanities & Sciences requirements. If this area is to be satisfied by Integrated Studies taken at Cornish, then composition courses will count towards the H&S Electives category.

Policy Category:
Academic, Catalog
Revised Date:

Exception to Standards for Admitting Students

As matter of policy, Cornish does not admit students whose previous work has resulted in a cumulative grade point average of less than 2.5 or whose SAT Verbal scores are below our own set minimum. Cornish does, however, make exceptions to this policy.

Students who have had a successful portfolio review or audition but whose cumulative GPA is below a 2.5 (on a 4-point scale) must submit a petition explaining the reasons for their poor academic performance in high school or college and what they have done to improve their academic ability. This petition is then taken to the President for approval. After the approval has been granted from the President, the student is then accepted with Academic Provisional status.

Adopted Fall 1984
Provost
Revised Spring 1996
Director of Admissions

Policy Retired, Fall 2002
Associate Dean of Enrollment Services, Fall 2002

Policy Reinstated Fall 2004
Director of Admissions

Policy Retired Fall 2006
Director of Admissions

Family Educational Rights and Privacy Act of 1974 (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 name, address, phone number, date of birth, major, and class level of all enrolled students upon request by any branch of the military. The 1996 Solomon Amendment provides for the Secretary of Defense to deny federal funding to institutions of higher learning if they prohibit or prevent ROTC or military recruitment on campus.

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.

Policy Category:

Academic, Catalog, College Affairs

Revised Date:

Fundamentals of Writing

Fundamentals of Writing prepare those students who are deficient in their English skills for the required English composition courses. Fundamentals of writing courses are graded pass/fail, and the credits do not count toward graduation requirements. Although Fundamentals of Writing is a two-semester sequential course, students who receive a "P+" in the first semester are not required to take the subsequent semester, but are required to begin English Composition (HS 101) in their next semester at Cornish College of the Arts.

*Policy Retired Spring 2002
Curriculum Committee*

Guidelines for Acceptance of Freshman and Transfer Students for Spring Semester

The College will accept students directly out of high school with the understanding that they may not be able to graduate in eight semesters, due to the sequence of courses. Transfer students will be placed according to their transfer credit and artistic ability.

Policy Category:

Academic, Catalog

Revised Date:

Revised Spring 1996, Director of Admissions

History in Major

History in major courses required by major curriculum, or similar to what would be offered in student's department, may not apply toward Humanities & Sciences requirements. History in major courses covering an area of the arts that is outside the student's department may be applied toward the H&S Electives distribution category or toward the college elective requirement.

Policy Category:

Academic, Catalog

Revised Date:

Humanities & Sciences Credits after Matriculation

Once matriculated into a department, students may not fulfill Humanities & Sciences requirements at another institution except under extraordinary circumstances and only for an academic reason. Only the Chair of Humanities & Sciences may approve such a petition.

Policy Category:

Academic, Catalog

Revised Date:

Fall 1994, Registrar

Humanities & Sciences Requirements for Current Matriculated students

Students entering Cornish College of the Arts in the fall 1994 semester and thereafter must complete 34 Humanities and Sciences credits. Students entering between fall 1988 and fall 1994 and who have been consistently enrolled must complete 31 Humanities and Sciences credits. Students entering before fall 1988 who have been consistently enrolled must complete 27 Humanities and Sciences credits.

1. Effective fall semester 1988, each Humanities and Sciences course will be scheduled to meet a total of 3 hours each week. All students must attend classes as scheduled. No exceptions.
2. Students entering before fall 1988 who have been consistently enrolled may register for Humanities and Sciences courses for either 2 or 3 credits. Payment for courses will be by the number of credits. For those students who wish to take Humanities and Sciences courses for 3 credits, the "extra" credits may not be applied indiscriminately to any subject in which students may need credit. Extra credits in any subject area of any combination of subject area may be applied to the Humanities and Sciences elective requirement thus:

Two semester of English composition at 3 credits earns 2 extra credits. These 2 credits may be applied to the Humanities and Sciences' elective requirement

Or

One semester of literature at 3 credits and one semester of physics at 3 credits earn 2 extra credits. These 2 credits may be applied to the Humanities and Sciences elective requirement.

But

Extra English composition credits, extra physical science credits and/or extra literature credits may not be used to fill credit requirements in a totally "alien" subject area, i.e., Western history, social science, anthropology, etc.

Revised fall 1994
Registrar

*Policy Retired Spring 2002
Curriculum Committee*

Humanities & Sciences Credits after Matriculation

Once matriculated into a department, students may not fulfill Humanities & Sciences requirements at another institution except under extraordinary circumstances and only for an academic reason. Only the Chair of Humanities & Sciences may approve such a petition.

Revised Fall 1994
Registrar

Humanities & Sciences Transfer Guide

Section 1.24 through Section 1.32 comprise a general guide to courses that may be accepted for transfer credit at Cornish College of the Arts. In some cases courses not included on this list may transfer, but only after a review by the Registrar in consultation with the Humanities & Sciences Chair. The intent is to determine if course content adequately mirrors Cornish College of the Arts requirements.

Prior Learning Experience in Art

Prior learning experience toward a BFA in Art can be awarded if:

Art work presented at the portfolio review is of quality equivalent to or in excess of certain minimum skill requirements for the first and second year Art Department curriculum, and represents considerable time and effort in its production.

The student has taken specific unaccredited workshops in the visual arts. The artwork must; however, meet minimum standards of quality for the classes for which credit is being given.

The student has had private tutoring. The experience of “apprenticing” with a master artist will be given consideration in relation to the quality of the work presented in the portfolio review.

Note: The maximum amount of allowable credit for prior learning experience is 30 semester credits. Students must petition their Department Chair and the Registrar before their residency period begins.

Policy Category:

Academic, Catalog

Revised Date:

Adopted 4/86, Lewis Desoto, Chair

Revised 6/93, Registrar

Prior Learning Experience in Dance

Prior learning experience toward a BFA in Dance can be awarded for

- i. Significant technical experience in ballet and/or modern dance which qualifies a student for advanced placement
- ii. Related technique (pointe, jazz, tap, partnering) and performance
- iii. Significant production experience (stage management, lighting design, costume design, choreography) on a semi-professional or professional level.
- iv. The applicant must demonstrate the validity and scope of the experience, which would lie outside the general frame work of dance training, but which nevertheless involves a significant, documental artistic exploration.

Note: The maximum amount of allowable credit for prior learning experience is 30 semester credits. Students must petition their Department Chair and the Registrar before their residency begins. However, students enrolled through the Professional Dancers Program may receive up to 64 PLE credits.

Policy Category:

Academic, Catalog

Revised Date:

Adopted 4/8/86, Dance Chair

Revised Spring 1995, Registrar

Prior Learning Experience in Design

Prior learning experience toward a BFA degree in Design is determined by a portfolio of design-related work, validated and supported by documents that include a letter from the employer or professional directly associated with the student’s experience.

Note: The maximum amount of allowable credit for prior learning experience is 30 semester credits. Students must petition their Department Chair and the Registrar before their residency period begins.

Policy Category:

Academic, Catalog

Revised Date:

Adopted 4/11/86, Acting Chair of Design

Revised Fall 1994, Registrar

Prior Learning Experience in Music

Prior learning experience toward a Bachelor of Music degree can be awarded if:

- i. Student's level of competency in performance or classroom subjects is demonstrable above what their transcripts would indicate.
- ii. Student can provide written documentation from a person or persons with whom they have studied the subject(s) in question.
- iii. This written documentation must detail how frequently and for what period of time the student worked with the documenter.

Note: The maximum amount of allowable credit for prior learning experience is 30 semester credits. Students must petition their Department Chair and the Registrar before their residency period begins.

Policy Category:

Academic, Catalog

Revised Date:

Adopted 4/4/95, Gregg Miller, Chair

Rev Spring 1995, Registrar

Prior Learning Experience in Performance Production

Applicants to the Performance Production Department with significant professional experience in the field may be considered for Prior Learning Experience credit toward their degree requirements at Cornish. Eligibility for Prior Learning Experience is determined by the Chair of the department and the faculty Area Head for the area in which the credit is sought. Applicants must submit evidence of their experience including, but not limited to, documents such as a letter from the employer or supervisor for the experience, photo documentation of the project along with copies of the student's drafting or other work, or reference contacts who can verify the experience.

Prior Learning Experience is not awarded for production experience that is part of an accredited academic program, though that experience may be considered for transfer credit if all appropriate standards are satisfied.

NOTE: The normal maximum allowable credit for prior learning experience in Performance Production is 12 semester hours (barring exceptional circumstances). Students must petition their department chair and the Registrar before their residency period begins.

Policy Category:

Academic, Catalog

Revised Date:

Revised, Spring 2002, Chair

Prior Learning Experience in Theater

Prior learning experience toward a BFA in Theater can be awarded for:

- i. Significant production experience (i.e. Acting, directing, stage management) beyond school productions.
- ii. Significant educational/professional experience in areas of the craft that are not included in the Cornish College of the Arts Professional Acting Conservatory curriculum but that are nevertheless applicable toward a goal of well-rounded acting education (examples: Mime, Musical Theater, assorted movement disciplines, etc.)
- iii. Extensive workshops taught by professional theater artists.

Note: The maximum amount of allowable credits prior learning experience is 30 semester credits. Students must petition their Department Chair and the Registrar before their residency period begins.

Policy Category:

Academic, Catalog

Revised Date:

Adopted 3/31/86, Theater Chair

Revised Fall 1994, Registrar

Registration Defined

Registration procedures and regulations are described in detail in the academic class schedule, published online prior to each semester's registration period. See Academic Calendar for specific dates. Any questions concerning registration should be directed to the Registration and Records Office.

Policy Category:

Academic, Catalog

Revised Date:

September 2019

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.

Policy Category:

Academic, Catalog

Revised Date:

Revised Fall 1994, Registrar

Revised Summer 2020