

CORNISH COLLEGE OF THE ARTS

General College Policies

Developed, Updated & Approved by
President's Cabinet, Provost's Office, Campus Safety &
Security, Registrar, Creative Spaces & Event Services

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GENERAL COLLEGE POLICIES

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A

1.00 Accommodations & Accessibility

The College policy on Student Accommodations and Accessibility can be found on the Student Life page of the Cornish website at <https://www.cornish.edu/student-life/> .

1.01 Addressing Criminal Activity off Campus

If a campus community member is involved in an off-campus offense, the College will cooperate, when requested, with local law enforcement concerning an investigation of reported crimes.

Policy Category:

Safety & Security

Revised Date:

Oct 2019

1.02 Alarm and Monitoring Systems

The security, fire, supervisory, and trouble alarms across campus are monitored by a third-party vendor. The access control system is monitored by Campus Safety & Security. Campus Safety & Security works closely with the Facilities and Information Technology departments to identify and promptly repair any malfunctioning security devices, along with ensuring grounds are well lit and free of safety hazards. Campus Safety & Security receives frequent reports from city, county, state and national agencies relating to criminal activities and/or environmental concerns that may affect the College.

Policy Category:

Safety & Security

Revised Date:

Oct 2019

1.03 Alcohol and Drugs

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

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

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

The State of Washington sets the age of 21 as the minimum age to purchase or possess any alcoholic beverage. Washington initiative 502 sets the age of 21 as the minimum age to purchase or possess

marijuana for recreational use. Specific ordinances regarding violations of drug and alcohol laws, including driving while intoxicated, are available from the Office of Campus Safety and Security. The Application for the Use of Alcoholic Beverages specifically outlines how alcohol may be dispensed at an event on campus. Students, faculty, and staff are responsible for conducting themselves as responsible members of the academic community in accordance with this policy.

For more information, contact the Office of the President.

Policy Category:

College Affairs

Revised Date:

Fall 2020

1.04 Animals on Campus

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

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

Policy Category:

College Affairs

Revised Date:

Fall 2020

1.05 Atmospherics

The full policy on Atmospherics can be found in the College Venue & Shop Safety Protocols document at <https://compass.cornish.edu/ICS/>

Policy Category:

College Affairs, Safety & Security

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Fall 2020

B

2.01 Bicycles and Bicycle Safety

Bicycles may be parked in the racks on the covered walkway at Kerry Hall and at several locations at the Main Campus Center. Bike storage is also available in the Cornish Commons.

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

Policy Category:

College Affairs

Revised Date:

Fall 2020

2.02 Building Access

2.02(a) General Access to Campus Facilities

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

2.02(b) Access to Residential Facility

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

Policy Category:

College Affairs, Safety & Security

Revised Date:

Fall 2020

C

3.01 Campus Emergency Procedures

3.01(a) Reporting General Emergencies

What to Do:

To report an emergency **OFF CAMPUS**, dial 911 (or 9-911 if using a campus phone). If the off-campus emergency involves a College activity, make a report to The Office of Safety & Security when the emergency is over. To report an emergency **ON CAMPUS**, members of the campus community should call 911 to reach the Seattle Police department and call Safety & Security. Say "This is an emergency" and give the dispatcher the following information:

- a. Your **name** and **location**
- b. The nature of **your emergency**
- c. **Phone number** from which you are calling
- d. **Stay on the line** until you are sure no further information is required
- e. After notifying emergency personnel, **notify building staff**

3.01(b) Medical Emergency

What to Do:

Report all medical emergencies to 911 (or 9-911 if using a campus phone) and Safety & Security at (206) 726-5038, via campus phone (5038)

- a. If assisting someone, look for an emergency medical bracelet
- b. Indicate **your location**, the nature of the **medical problem**, and **your name**
- c. If assisting, remain with the victim until Cornish Officials or emergency personnel arrive
- d. If you are trained, give first aid

What Not to Do:

If assisting, do not move the victim unless there is an immediate threat to their safety

3.01(c) Hazardous Material Spill**What to Do:**

In the event of a chemical spill: **Evacuate** the area

- a. Call 911 (9-911 on a campus phone)
- b. Call Safety & Security at (206) 726-5038, via campus phone (5038)
- c. If a spill is discovered and actions have **not** been taken:
 - Keep people away from the area
 - Call Safety and Security. Security will contact Operations

What Not to Do:

Do not attempt to clean up a spill

Do not touch or step in spilled materials

3.01(d) Fire or Explosion**What to Do:**

If it is a **SMALL** fire (no larger than a wastebasket):

- a. Alert people to evacuate area Activate nearest fire alarm
- b. If possible, smother fire or use appropriate fire extinguisher
- c. Always maintain an accessible exit route
- d. Avoid smoke or fumes
- e. Be prepared to evacuate building, or seek an area of refuge, if the fire grows

If it is a **LARGE** fire (larger than a wastebasket):

- a. Alert people to **evacuate area**
- b. **Activate** nearest fire alarm
- c. **Evacuate** building, or seek an area of refuge, using the fire evacuation plan
- d. Close doors to contain fire
- e. Move people to a **safe distance**

What Not to Do:

- a. Do not use elevators
- b. Do not ignore alarms or assume they are false alarms
- c. Do not return to your building until you are notified that it is safe to do so

3.01(e) Earthquake**How to Prepare:**

Make sure you know the **designated evacuation site** where the occupants of your building are to assemble following an earthquake. Look at your surroundings and think about where you could seek shelter from falling objects. Consider keeping a few supplies in your desk - flashlight, emergency-contact phone numbers, a pair of comfortable walking shoes and a battery powered radio. Become familiar with **all the exits** in your building.

What to Do:

- a. If **indoors**, take **cover** under a freestanding desk or table and **hold** onto whatever you are under
- b. Stay away (and face away) from glass and other items on the walls
- c. Do not leave cover until shaking has completely stopped
- d. If **outdoors**, stay in the open and **keep away** from buildings, trees and electrical poles and wires

What Not to Do:

- a. Do not rush outside
- b. Do not use elevators
- c. Do not use the telephone and do not call 911, unless a real emergency exists (fire, injuries, or serious damage)
- d. Do not use matches, lighters, or other open flames and do not turn on lights or electrical equipment

What to Do After:

- a. If **inside**: Evacuate the building. Remember, additional shocks or tremors may occur.
- b. Watch for falling debris or electrical wires when leaving the building
- c. If **outside**: Do not enter buildings until it is determined that they are safe

3.01(f) *Armed Intruder*

What to Do: Notify Safety and Security if you are aware of **any threats** or have other information that makes you suspect an event involving an armed intruder **might be possible**. IF OCCURRING, determine what action below gives you the best chance to survive – quickly **evaluate** and then **act**.

ALERT. Use Plain and Specific Language: The purpose of the ALERT is to inform as many people as possible within the danger zone that a potentially life-threatening situation exists. This can be facilitated via many different methods. No matter the method of delivery, the objective should be a conveyance of information, not an issuance of a command. The use of plain language, sent through as many delivery channels as possible, is the best way to ensure awareness within the danger zone. The goal is to empower as many individuals as possible with the ability to make an informed decision as to their best option to maximize chances of survival.

LOCKDOWN. Barricade the Room. Silence Mobile Devices. Attempt to locate a space that can be barricaded, provide concealment and, most importantly, create distance between the threat and you.

INFORM. Communicate the Shooter's Location in Real Time. Information should always be clear, direct and, as much as possible, should communicate the whereabouts of the intruder.

COUNTER. Create Noise, Movement, Distance and Distraction with the Intent of Reducing the Shooter's Ability to Shoot Accurately. Counter focuses on disruptive actions that create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately. Creating a dynamic environment decreases the shooter's chances of hitting a target and can provide the precious seconds needed in order to evacuate. Counter is a last-ditch and worst-case scenario option. Counter is about survival. It is about the last moments between a shooter and a potential victim; anything a person can do to gain control is acceptable. It is the opposite of passive response because every action taken is a proactive step towards survival.

EVACUATE. When Safe to Do So, Remove Yourself from the Danger Zone. Evacuating to a safe area is always the number one option. If the opportunity exists – EVACUATE away from the threat and move toward a safe area.

What to Do After: Attempt to stay calm. Keep your **hands visible** at all times. Avoid screaming, pointing, and/or yelling. Follow all instructions provided by Emergency Responders. If you witness any injuries or deaths, identify yourself to authorities as soon as it is safe to do so.

3.01(g) *Bomb Threat***What to Do:**

Take all bomb threats **seriously**. A person **receiving** a telephoned bomb threat should:

- a. Remain calm. Keep the caller on the line.
- b. Obtain **as much information as possible**
- c. Call 911 (9-911 on campus). If possible, have someone else report the call while you **keep the caller on the line**. Notify Safety and Security at 206.726.5038 (ext. 5038 on campus)
- d. To **avoid panic**, do not announce that it is a bomb threat.
- e. **Leave** any **search to police** and other trained people.
- f. If suspicious packages or devices are found:
- g. **Do not touch** the package or device
- h. **Evacuate** the area immediately

What Not to Do:

- a. Do not assume a bomb threat is a prank. Assume it's real
- b. Do not touch, move or cover a suspected bomb
- c. Do not use walkie-talkie devices or cell phones in the area
- d. Do not activate the building alarm
- e. Do not turn on/off electrical devices or switches
- f. Do not use elevators

Policy Category:

Safety & Security

Revised Date:

Oct 2019

3.02 Campus Safety & Security - Overview and Enforcement Authority

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

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

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

Policy Category:

Safety & Security

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Oct 2019

3.03 Commercial Activities

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

vehicular traffic. For the purpose of this regulation, the term “commercial activities” does not include handbills, leaflets, newspapers, and similarly related materials.

Policy Category:

College Affairs

Revised Date:

3.04 Computers and Networks

Use of all Cornish computer equipment and networks is considered a privilege. Failure to respect the rules outlined in the Acceptable Use and Network Policies will result in loss of privileges and/or suspension. All software and equipment available for use is the property of Cornish College of the Arts. Illegal copying of software is prohibited. It is highly recommended that all portable media can be scanned regularly for viruses. The full Information Technology Policy can be found at <https://compass.cornish.edu/ics> .

3.04(a) Acceptable Use Policy

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

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

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

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

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

3.04(b) User Responsibilities

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

- To use the College’s technology resources responsibly and appropriately, respecting the rights of other users to system, services, and information access 24 hours per day, 7 days per week.

- To respect all contractual and license agreements, privacy of information, and the intellectual property of others.
- To comply with College, federal, state, and local regulations regarding access and use of information resources (e.g., College policies regarding the Institutional Information System and dissemination of information outside the campus, FERPA, Federal Copyright Act, The Family Education Rights and Privacy Act, Gramm-Leach-Bliley Act, codes of professional responsibility, etc.).
- To maintain your own system accounts (to include files, data, and processes associated with those accounts); for PC files, data, and processes, this includes taking appropriate action to backup your PC system.
- To exercise due diligence in protecting any computer you connect to the Cornish College of the Arts network from viruses, worms, and security vulnerabilities by regularly using anti-virus software and installing available security updates/patches for your operating system and any applications you use, and avoiding the installation of untrusted programs on your computer
- To keep your technology accounts (computer, network, voice/voicemail) secure. If you suspect unauthorized access, report it to the IT Help Desk.
- To not share your privileges with others. Your access to technology resources is not transferable to another member of the Cornish community, to family members, or to an outside individual or organization. If someone wishes access to Cornish's technology resources, they should contact Cornish IT.
- To comply with posted policies governing the use of public computing facilities.
- To understand the implications of sharing personal information or data via the Internet, WWW, email, Instant Messaging, or other services that either are open to access by others on and off-campus, or that can be forwarded to others.
- To keep all institutional data in safe-keeping. Information containing any personal data of students, staff, or other should not leave the institution unsecured.

3.04(c) Examples of Violations of Acceptable Use

3.04(c)1 Authorized Access/Accounts

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

3.04(c)2 Services

- Attempting to interfere with service to any user, host, or network. This includes "denial of service" attacks, "flooding" of networks, deliberate attempts to overload a service, port scans, and attempts to "crash" a host.
- Use of any kind of program/script/command designed to interfere with a user's computer or network session.
- Damaging a computer or part of a computer system.
- Knowingly spreading computer viruses.
- Modifying the software or hardware configuration of College technology resources, including dismantling computers in the lab for the purposes of connecting a notebook computer to the peripherals.
- "Hacking" on computing and networking systems of the College or using the College's network to "hack" other networks.

- Users are prohibited from accessing, submitting, publishing, displaying, or posting any defamatory, abusive, obscene, profane, threatening, racially offensive, harassing, or illegal material.

3.04(c)4 Prohibited Devices and Sharing Protocols

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

3.04(c)5 Software, Data, & Information

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

3.04(c)6 Email/Internet Messaging

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

3.04(d) Network Policy

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

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

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

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

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

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

3.04(d)1 *User Guidelines*

- All use should be consistent with the academic, professional, and ethical standards of the College community.
- All users must respect the integrity of the physical computing facilities and controls, and respect all pertinent policies, laws, licenses, and contractual agreements.
- Individuals should not share computer access accounts assigned to them with individuals or divulge passwords on those accounts to anyone else.
- All use of the College computer and computer network facilities must comply with applicable city, state, and federal laws.
- All computers connected to the College network should have an active anti-virus program installed with current virus definition files.

3.04(d)2 *Unacceptable Use*

- Do not engage in activity that would cause congestion of the networks or otherwise interfere with the work of others (file sharing programs, bit torrent, etc.)
- Do not install programs on another person's computer without permission.
- Do not create, disseminate, or run a self-replicating program ('virus' or 'trojans') whether or not it is destructive.
- Do not tamper with the switch settings, move, reconfigure, or otherwise damage terminals, computers, printers or other equipment.
- Do not collect, read, or destroy output without the permission of the owner.
- Do not use the computer account of another person with or without permission unless the account is designated for group work.
- Do not copy any copyrighted software provided by Cornish College of the Arts. Users should be aware that it is a criminal offense to copy any software that is protected by copyright.
- Do not use licensed software in a manner inconsistent with the licensing arrangement as provided by Cornish College of the Arts.
- Do not access or attempt to access a host computer, either at Cornish College of the Arts or through a network, without the owner's permission, or through the use of log-in information belonging to another person.
- Do not make use of the facility for commercial purposes or financial gain except where related to your Cornish studies.
- Do not use computers or the network to harass others in any way.

3.04(d)3 *Non-Compliance*

The College shall investigate alleged violations of policy. With due regard for the right of privacy of users and the confidentiality of their data, the College reserves the right to suspend or modify computer access privileges, monitor network access, examine files, passwords, and accounting information, printouts, tapes, and any other material which may aid in an investigation of possible violation. Whenever possible, the cooperation and agreement of the user will be sought in advance.

Those individuals found to be in violation of policy may have their user privileges revoked. Violation of local, state or federal statutes may result in civil or criminal proceedings. For questions about this policy, contact Information Technology.

3.04(e) Course Syllabi

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

3.04(f) Crime and Safety Information (Clery Act)

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

3.04(g) Email Policy

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

The content and maintenance of a user's electronic mailbox is the user's responsibility. Users are expected to check their electronic mail frequently. As an alumni, the student email account will remain accessible after graduating from Cornish if the account maintains an active status. Alumni should login to the Gmail web interface once a year for the account to be considered active. If a student is on an extended leave of absence, the email account will still be accessible. The account will be deactivated should the student withdraw from the College.

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

Messages sent or received via the College email system are considered College property. The College reserves the right to set protocol for use of the system, to determine, grant, or limit access to the system, and to review messages sent or received at any time. Because of the electronic mail of students may constitute "education records," it is subject to the provisions of the federal statute known as the Family Educational Rights and Privacy Act of 1974 (FERPA). The College will access, inspect, and disclose such records only under conditions set forth by that statute.

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

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

Students are prohibited from:

- Opening up access to their own account so that people not affiliated with the College can use its resources. An example of prohibited activity would be allowing a family member who is not affiliated with the College to use the email service or to access online information services through the student account, even if these services are publicly available.
- Attempting to obtain unauthorized access to other user's account, data, or files.

- Attempting to crack, capture, or use other user’s passwords.
- Creating or maintaining a file of passwords for any system or network on Cornish College computers.
- Sending email messages of a harassing, intimidating, offensive, or discriminatory nature.
- Sending messages that are likely to result in the loss of a recipient’s work or data.
- Sending “chain letters” or “broadcast messages” to lists of individuals.
- Forging or misrepresenting one’s identity in electronic communication for any purpose.

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

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

Policy Category:
Academic, Catalog, College Affairs
Revised Date:
September 2019

3.05 Copyright Policy

The College Copyright Policy can be found at <https://compass.cornish.edu/ICS/> .

Policy Category:
Academic, College Affairs
Revised Date:
November 2020

3.06 Crisis Communication

The College Crisis Communication Plan can be found at <https://compass.cornish.edu/ics> .

Policy Category:
College Affairs
Revision Date:
January 2020

D

4.01 Daily Crime Log

Crimes reported to Campus Safety & Security will be entered into the Daily Crime Log. This crime log includes all crimes reported, not just Clery Act crimes. The crime log explains the nature of the crime, the date the crime was reported and the date and time it occurred, the general location of the crime, and disposition of the complaint, if known. The crime log for the most recent 60-day period is open to public inspection, upon request, during normal business hours. Any portion of the log older than 60 days will be made available within two business days of a request for public inspection.

Policy Category:
Safety & Security
Revised Date:
Oct 2019

4.02 Discrimination & Harassment Policy

The College Discrimination & Harassment Policy can be found at <https://compass.cornish.edu/ics> .

Policy Category:

College Affairs; Safety & Security

Revised Date:

Oct 2019

4.03 Drug and Alcohol Prevention and Drug-Free Campus

4.03(a) Drug and Alcohol Abuse Prevention

In accord with the Drug-Free Workplace Act of 1988 (Public Law 101-690), the College provides information and notices to employees and students of unlawful activities and the actions the College will take against an employee or student who violates these prohibitions. In addition, and in accordance with the Drug-Free Schools and Communities Act (Public law 101-226), the College provides information to its students, faculty, and employees to prevent drug and alcohol abuse. The College annually provides the following information via the Substance Abuse Prevention & Policies Handbook:

Information on preventing drug and alcohol abuse.

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school property, or as part of school activities.
- Descriptions of the sanctions under local, state, and federal law for unlawful possession, use or distribution of illicit drugs and alcohol.
- Descriptions of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees.
- Descriptions of the health risks associated with the use of illicit drugs and alcohol.
- Clear statements that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution.

Resources: We encourage anyone dealing with substance abuse issues to contact the Office of Student Life, the Human Resources department, and/or refer to the Cornish Substance Abuse Prevention and Policy Handbook for guidance and assistance in identifying a counseling, treatment, or rehabilitation program. The Handbook can be located at the following link: https://compass.cornish.edu/ICS/Campus_Life/Resources.jnz?portlet=Handouts

4.03(b) Drug-Free Campus

It is widely recognized that the misuse and abuse of drugs (controlled substances) and the abuse of alcohol are major contributors to serious health problems as well as to social and civic concerns. The health risks associated with the use of illicit drugs and the abuse of alcohol including various deleterious physical and mental consequences including addiction, severe disability, and death. In response to these concerns, the U.S. Congress passed the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Amendments of 1989. In accordance with these Acts, the College has enacted the following policy applicable to all students and employees.

The College is committed to providing and maintaining a safe and healthy educational and work environment for its students, faculty, staff, and visitors. This policy prohibits: the unlawful manufacturing, distribution, possession, or use of alcohol, illegal drugs, or controlled substances; or inappropriate use of prescription drugs on campus or at College-sponsored events. This prohibition specifically includes, without limitation:

- Possession, use, sale, distribution, or furnishing of any controlled substance, including heroin, barbiturates, cocaine, LSD, methamphetamine, hallucinogens, and marijuana;
- Possession, use, sale, distribution, or furnishing of alcohol on campus, unless at a specifically authorized University activation.
 1. It is unlawful to distribute, sell, or provide alcohol to a person under the age of 21; and
 2. The possession of alcohol by anyone less than 21 years of age in a public place, or a place open to the public is illegal;
- Sale of any controlled substance that is in violation of local, state, or federal statutes; and
- Any other conduct that involves a drug-related violation of local, state, or federal ordinances.

The workplace and campus are presumed to include all premises where activities of the College are conducted. Violations of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes, or both.

Sanctions and Remedies: Employees and students found in violation of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes, or both.

Policy Category:

Safety & Security

Revised Date:

Oct 2019

E

5.01 Electives

Any course outside of the student's chosen department/discipline, including courses in the Humanities & Sciences.

Policy Category:

Academic, Catalog

Revised Date:

Adopted Spring, 2013, Curriculum Committee

5.02 Emergency or Inclement Weather Procedures

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

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

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

5.02(a) Emergency Notifications

In the event of an emergency, information will be issued via the College's mass text emergency communication system and through the College e-mail system to students, faculty and staff. A posted notice will also occur on the College's web site (<http://www.cornish.edu/>) providing the College community with additional immediate notification. In instances relating to inclement weather, information will be

posted on <http://www.flashalert.net/id/CornishCollege> along with the other identified communication resources.

The full [Crisis Communication Plan](https://compass.cornish.edu/ics) can be found at <https://compass.cornish.edu/ics> .

Policy Category:

Safety & Security

Revised Date:

January 2020

F

6.01 Fire Safety Policies and Procedures

In accordance with the 2008 change to the Higher Education Opportunity Act, institutions that maintain on-campus housing, shall, on an annual basis, publish a fire safety report. Reporting a fire is everyone's responsibility. All fires that present a risk to persons or property both on and off campus should be reported immediately to 9-1-1 and the Campus Safety & Security (726 5038). Additionally, concerns that are not considered an emergency may be reported to Residence Life Staff, or Facilities Management in addition to the Campus Safety & Security.

Inspections of the fire extinguishers, smoke alarms and fire control monitoring systems are done as required by City regulations and College policies for all facilities. Because of the risk of burning incense or an open flame left unattended, the use of such is prohibited in residence halls. Candles or lanterns may not be used even in the event of a power outage. Residents are encouraged to have flashlights or similar devices to provide emergency lighting. Accessory heating or cooking units are prohibited in residence hall rooms. Smoking is prohibited in all Cornish facilities. Legitimate fire alarms save lives. When activated, the alarm sounds in the entire building and everyone must evacuate immediately. Campus Safety & Security works with residence hall staff to conduct fire drills for each residence hall each semester. Students are instructed on evacuation procedures during this process.

All campus community members should become familiar with the fire evacuation route in their residence hall. Those students with disabilities are encouraged to report such to the College. In such matters, an individualized evacuation plan is created in conjunction with the student to ensure safety during a building evacuation.

Fire Procedures (General): CORNISH COMMONS (2025 Terry Ave) - Cornish Commons is a high rise building and that makes it more complex. High rise fires are more complex than many other occupancies because of: the number of people occupying the building and the distances they must travel to evacuate, the building's size and the physical challenges to firefighters in tackling the fire.

Controlled evacuation with zoned alarm system - The Commons has a zoned alarm system. This means the alarm will ring on only a few floors in the direct vicinity of the fire. The minimum number of floors that must go into alarm are the fire floor and the floor above. Persons on a floor where an alarm is sounding are to enter the exit stairwell, go down four (4) floors, and re-enter the building. If the alarm is sounding on this floor too, the persons are to evacuate the building and relocate to the Designated Meeting Location.

NOTE: When instructed to do so by Housing staff and/or when a fire alarm sounds, an individual may need to evacuate the building. If, after evacuating (4) floors and an alarm activation is still present, an individual must evacuate the building by following the illustrated evacuation routes (located on each floor near the elevators)

IF UNABLE TO LEAVE THE BUILDING - If guests or tenants are unable to leave the building, they should create an area of refuge: Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke. Do not break windows. Flames and smoke can come back in from the outside. If you need air, open the window a crack. Stay low under smoke. The freshest air is near the

floor. Keep a wet cloth over your nose and mouth, breath through your nose only. Call for help by calling 911 and Campus Safety & Security at (206) 726-5038.

Stairwells may also be used as an Area of Refuge. The stairwells at the Commons are pressurized in order to keep smoke out. Emergency call boxes are located in both stairwells on floors 5, 10, 15 and 20. These call boxes once activated connect directly to emergency services. Note: call boxes are also located near all elevators on floors 2-20, though these locations are not suitable as areas of refuge.

Policy Category:
Safety & Security
Revised Date:
Oct 2019

G

7.01 Gift Acceptance Policy

The College Gift Acceptance Policy can be found at <https://compass.cornish.edu/ICS/>

Policy Category:
College Affairs
Revised Date:
May 2018

7.02 Grievance Policy – Students (Non-Academic Concerns)

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

Conflict within a campus community can take many forms. This includes behaviors that are in clear violation of campus policy, but may also be a personal harm, whether purposeful or unintentional. As part of the conflict resolution process, Cornish provides options for resolving conflicts both informally and, when appropriate, formally. Whenever possible, Cornish incorporates a restorative approach which focuses on repairing harm and healing relationships by constructing an environment where affected individuals have the opportunity to express their experience in a meaningful way. The premise of this approach is to help those involved to understand the position of another person and to co-create a mutual resolution. When this occurs, those impacted are more satisfied with the outcome, as opposed to having a panel determine any outcomes or punitive measures.

7.02(a) Grievable matters

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

7.02(b) Non-grievable matters

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

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

1. Actions of other students, which are handled under the Student Code of Conduct;
2. Grade appeals, which are handled under the Academic Grievance Policy;

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

7.02(c) Campus Sources of Support

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

7.02(d) Informal Complaints and Formal Grievances

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

7.02(e) Procedures

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

7.02(e)1 Step One: Discussion with Member of Campus Community

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

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

7.02(e)2 Step Two: Discussion with Direct Supervisor

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

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

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

7.02(e)3 Step Three: Formal Written Grievance

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

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

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

7.02(e)4 Step 4: Investigation of Grievance

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

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

7.02(e)5 Step 5: Grievance Decision

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

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

7.02(f) Grievances Against Dean of Student Life

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

7.02(g) Non-Retaliation

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

7.02(h) Time Guidelines

If the College is not in session during part of these proceedings, or in instances where additional time may be required because of the complexity of the case, the unavailability of the parties or witnesses, or other extenuating circumstances, any of the time periods herein may be extended by the Dean of Student Life or at the request of any party or individual involved in the grievance procedure. If the time period is

extended, the student and the person against whom the grievance has been filed will be informed via College email.

Policy Category:
Academics, Catalog
Revised Date:
Summer 2020

H

8.01 Hate Crimes Policy, Reporting Criteria and Resources

Campus Safety & Security is responsible for collecting and reporting hate motivated statistics. Anyone receiving a report or information of hate violence is required to notify the Director of Campus Safety & Security to ensure that an appropriate report is completed, the perpetrator is held accountable (if possible), and statistics are collected/disseminated and the victim and/or affected communities are provided with assistance/referrals. Reports of hate motivated incidents are taken because there is a potential for recurrence and/or escalation into a criminal act. The key criterion in determining whether or not any crime or incident fits into the definition of a hate crime or incident is the motivation behind the incident.

The following criteria are to be used in determining whether or not an incident is motivated by bias based on race, ethnicity, gender/perceived gender, sexual orientation, religion or disability. The list is not all inclusive.

A criminal act may include any of the following: burning cross or religious symbol; explosives, bomb threats; assault, disorderly conduct; interrupting or disturbing religious, ethnic, cultural political or other meetings; unlawful use of the telephone. A non-criminal act or incident, while not criminal, is done with the apparent intention to harass, intimidate, retaliate, create conflict, because of any person's race, religion, ethnic background, etc.

8.01(a) Annual Disclosure of Crime Statistics

Campus Safety & Security prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can also be located on the College's web site (<https://www.cornish.edu/campus/safety/>). This report is prepared with information provided by the Office of Student Life and local law enforcement agencies.

Campus crime and referral statistics include those reported to Campus Safety & Security, designated campus officials (including but not limited to directors, chairs, deans, HRL staff, et al) and local law enforcement agencies. These statistics may also include crimes that have occurred on public property and non-campus buildings. Counseling Services staff shall inform their clients of the procedures to report crime to Campus Safety & Security on a voluntary or confidential basis, should they feel it is in the best interest of the client. The College will make a good faith effort to collect crime statistics for all Clery Act crimes committed in applicable geographic locations from all police agencies with jurisdiction for the College. Each year, an e-mail notification is made to all employees and enrolled students providing access to this report. Copies of the report may also be obtained from Campus Safety & Security, 3rd floor MCC, and from Human Resources, 7th floor MCC; the web site link to access the report will be attached to the College's employment applications.

8.01(b) Definitions of Crimes

Definitions are established under the FBI's UCR and NIBRS and Department of Education. Where there is an absence of definition or legal threshold, the Revised Codes of Washington become the default codes from which the Clery Act requires consideration.

8.01(b)1 *Aggravated Assault*

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury, if the crime were successfully completed.

8.01(b)2 *Arson*

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

8.01(b)3 *Burglary*

The unlawful entry of a structure, to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with the intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

8.01(b)4 *Dating Violence*

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

8.01(b)5 *Disciplinary Referrals*

Includes those individuals referred to the Office of Student Life or Housing & Residence Life, for liquor law, drug law, and illegal weapons violation of the Student Code of Conduct.

8.01(b)6 *Domestic Violence*

Felony or misdemeanor crimes of violence committed by: a current or former spouse, or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime or violence occurred or by any other person against an adult or youth victim under the domestic or family violence laws of the jurisdiction in which the crime or violence occurred.

8.01(b)7 *Drug Law Violations*

Violations of federal, state, and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: Opium or cocaine and their derivatives; marijuana; synthetic narcotics; and dangerous non-narcotic drugs.

Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age, or because of his/her temporary or permanent mental or physical incapacity.

Hate Crime: A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.

8.01(b)8 *Incest*

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

8.01(b)9 Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

8.01(b)10 Liquor Law Violations

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned (drunkenness and driving under the influence are not included in this definition.).

8.01(b)11 Manslaughter by Negligence

The killing of another person through gross negligence.

8.01(b)12 Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

8.01(b)13 Murder and Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

8.01(b)14 Rape

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent or of the victim.

8.01(b)15 Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

8.01(b)16 Sexual Assault

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

8.01(b)17 Simple Assault

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

8.01(b)18 Stalking

Engaging in a course of conduct, directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Statutory Rape: sexual intercourse with a person who is under the statutory age of consent.

8.10(b)19 Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

8.01.c Definitions of Clery Geography

8.01(c)1 On-Campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to the institution's educational purposes, including residential areas; and any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes. Note: Statistics for Residential Housing are recorded and included in both the on-campus category and the on-campus residential only category.

8.01(c)2 Non-Campus Building or Property

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

8.01(c)3 Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The College crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

8.01(d) Confidential Reporting

Victims of crime that do not want to pursue action within the College system or the criminal justice system may still want to consider making a confidential report. Campus Safety & Security can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of themselves and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are only counted and disclosed in the annual crime statistics of the College.

8.01(e) Federal Campus Sex Crimes Prevention Act

This act requires states to ask every registered sex offender if they are enrolled at or employed by a College or university. In addition, pursuant to Washington State law, any such adult or juvenile offender who is admitted to a public or private institution of higher education shall, within ten days of enrolling or by the first business day after arriving at the institution, whichever is earlier, notify the sheriff for the county of the person's residence of the person's intent to attend the institution. Students and employees can find out information about registered sex offenders in their area through the King County Sheriff's office website, <http://www.icrimewatch.net/index.php?AgencyID=54473>

8.01(f) VAWA Definitions

Definitions of dating violence, domestic violence, and stalking are provided below:

8.01(f)1 Dating Violence

The term "dating violence" means violence committed by a person:

- a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. Where the existence of such a relationship shall be determined based on consideration of the following factors:
 - I. The length of the relationship.
 - II. The type of relationship
 - III. The frequency of interaction between the persons involved in the relationship.

- c. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- d. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

8.01(f02) Domestic Violence

The term "domestic violence" includes felony or misdemeanor crimes of violence committed by

- a. Current or former spouse of the victim or intimate partner of the victim; or
- b. A person with whom the victim shares a child in common; or
- c. A person who is cohabitating with or has cohabitated with the victim as a spouse; or
- d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies

Policy Category:

College Affairs, Safety & Security

Revised Date:

Oct 2019

8.02 Hazardous Materials:

8.02(a) General

In order to ensure the health and safety of its students, faculty, staff and visitors, the College does not allow the use of certain materials within the academic or housing buildings. No hazardous material will be brought on campus without the approval of the CSES Department and the appropriate person within the school/department. Any chemical or material that may be flammable, combustible, toxic, corrosive, reactive or explosive, must have a Safety Data Sheet (SDS) on file with the Office of Operations, and also in the department or school which uses the material. Some materials, in order to be used, require that the person using the material wear Personal Protective Equipment (PPE) as a protective respirator (face mask).

8.02(b) Materials

Spray Paint or other aerosolized mediums cannot be used inside any building with the exception of a designated spray room on the 4th floor of MCC or spray booth at the Cornish Playhouse.

- Other materials will not be used by students, faculty or staff without specific authorization of the faculty or staff member responsible for the lab, shop or space in which the material is to be used. Use in general areas of the academic buildings must be approved by the Operations Coordinator. Use within the Cornish Commons must be approved by the Director of Housing.

8.02(c) Disposal of Hazardous Material

All hazardous materials must be disposed of by using an authorized disposal agent. The Operations Department is responsible for the disposal of any hazardous material which has been used on campus. The material will be picked up by the Operations Department and stored in an appropriate location until picked up by an authorized disposal agent. Any department that has hazardous materials to dispose of shall contact the Operations Department or through an online Work Order via Coursedog.

Policy Category:

Safety & Security

Revision Date:

Fall 2020

8.03 Health & Safety

The following policies should be considered blanket policies for performance, film, and exhibits. Policies for specific Cornish venues or spaces will expand and will supersede general blanket policies.

Key positions / Offices to which reporting must be submitted, consist of the following:

- *Operations*
 - Vice President of Operations
- *Creative Spaces and Event Services (CSES)*
 - Director of CSES
 - Technical Supervisor of CSES
- *Campus Safety & Security*
 - Director of Campus Safety & Security
- *Individual Departments*
 - Department Chair, Director, or Faculty Lead

8.03(a) Safety

Cornish College of the Arts is firmly committed to providing a safe and healthy working environment for its faculty, students, staff and outside users. The following was established to provide information and policies that will serve as a guide to help promote the safety and well-being of employees, patrons and other guests of the college.

Everyone has a responsibility in maintaining a safe and healthful work environment free from recognized hazards. To do so will take the continued efforts of everyone (faculty and staff alike) to guarantee the success of this safety program. A key factor in implementing these policies will be the strict compliance to all applicable federal, state, local, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions. Additionally, Cornish College of the Arts subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health policies and programs. Safety and Health controls are a major part of our everyday work.
2. Accident prevention minimizes human suffering, promotes better working conditions for everyone, and increases productivity. Staff and faculty will comply with all safety and health regulations, which apply to the course and scope of operations.
3. The College is responsible for providing the safest possible workplace for faculty, staff, and students. Consequently, management is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
4. Our safety program applies to all persons affected or associated in any way by the scope of this business, including patrons, rental clients, faculty, staff, and students. Everyone's goal must be to constantly improve safety practices and awareness and to prevent accidents and injuries.

8.03(b) Safety Committee

The Safety Committee will meet monthly to communicate and evaluate safety and health issues brought up by staff, faculty, and students in the workplace. The Safety Committee is composed of Cornish College of the Arts staff and faculty.

8.03(b)1 The goals of the safety committee are:

1. To provide information and promote staff awareness to enable and enforce safe working practices.
2. To assist in creating and monitoring policies and procedures that ensure safe work practices are achieved.
3. To provide a process to review conditions in order to identify and prevent unsafe ones.

8.03(b)2 Purpose of the Safety Committee

The purpose of the Safety Committee is to provide a method of communicating and evaluating safety and health issues brought up by employees of the college. The Committee shall:

1. Review safety concerns, health inspections and accident investigations

2. Evaluate accident investigations conducted since the prior meeting(s) to determine if the cause(s) of the unsafe situation were identified and corrected if needed.
3. Evaluate workplace accident and illness prevention programs and discuss recommendations for improvement if needed.
4. Document attendance
5. Keep record of subjects discussed.
6. Provide information and promote staff awareness to enable and enforce safe working practices.
7. Helps in the creation and monitoring of policies and procedures that ensure safe work practices are achieved.
8. Provide a process to review conditions in order to identify and prevent unsafe ones.

8.03(b)3 Representation

The Safety Committee must have employee-elected and employer-selected members. The number of employee-elected members must equal or exceed the number of employer-selected members. Each of the performing and visual arts department core and ranked adjunct faculties will elect a representative. Employer-selected representatives should equal six or less.

Employer-selected members of the committee are the Vice President of Operations, Vice President of Human Resources, Director of Cornish Playhouse, Director of Housing & Residence Life, and the Custodial Manager

The term for employee-elected members must be a maximum of one-year but there are no limits to the number of terms that can be served. One-year terms run from September through May. When there is an employee-elected member vacancy, a new member must be elected prior to the next scheduled meeting.

The committee must have an elected chairperson that serves in the position for the one-year term. A new chairperson is elected each year by members of the committee.

8.03(b)4 Safety Committee Meetings

Meeting period: The committee determines how often, when and where the Safety Committee will meet. Meetings should be one hour or less but can be extended by majority vote. If the committee cannot decide on the frequency of meetings the Department of Labor and Industries should be consulted.

Quorum: An attendance of 50% of committee members is required to constitute an official quorum. If attendance is less than 50% the meeting can still be held but official decisions cannot be made.

Attendance: Committee members are expected to attend meetings on a regular basis; if unable to do so (except under extenuating circumstances as deemed by the Committee) another representative will be elected.

Minutes: Minutes from each meeting will be taken on a rotating basis. The acting secretary for that meeting will forward the minutes to Committee members for comment or clarification. Once clarified, the committee Chair will post the minutes on the Shared Drive. Minutes must be preserved for a one-year period and made available for review by safety and health consultation personnel of the Department of Labor and Industries.

8.03(b)5 Communication with the President and members of the President's Cabinet

Should an issue become large enough that it would involve college policy change or significant disruption to either the college community or its buildings, the committee will choose a member to address the President and the President's Cabinet for feedback and final approval of proposed action.

8.03(c) Safety Disciplinary Policy

A safety and health Accident Prevention Program is unenforceable without some type of disciplinary policy. In order to maintain a safe and healthful workplace, everyone must be cognizant and aware of all company, State, and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

1. A first violation will be discussed orally between supervisor and the faculty, student or staff. This will be done as soon as possible.
2. A second offense may result in either dismissal, or the immediate denial of access to activity related to the violation.
3. A third time will result in revocation of privileges to work in the space.

Any employee of the College who knowingly and willingly violates any of the safety rules or procedures, or puts him/herself or other users of the space in an imminent danger situation, will be immediately discharged.

8.03(d) Restricted Access - Defined:

Cornish College of the Arts manages a variety of spaces including those geared specifically for live performance. A theatre space, especially the stage area, is essentially a large machine for producing plays and performances. It contains many hazards, especially to those unfamiliar with the mechanical and physical aspects of a theatre. THEREFORE:

- No unauthorized personnel (i.e. anyone other than Cast and Crew) shall be allowed backstage during any performance, between call time and 15 minutes after the final curtain.
- No one is allowed access to the stage area unless supervisory personnel (faculty, staff, or authorized student supervisors) are present.
- No one shall be permitted to work alone in the Theatre space. In case of injury or incident, there must be another person present to render aid or seek assistance.
- Students may not operate the personnel lift in any venue without Cornish faculty or staff member physically present in the space.

8.03(e) Responsibilities of Departments/Units:

Each department head shall be responsible for holding safety meetings within their department and for adherence to safety requirements within their own area.

Policy Category:

Safety & Security

Revision Date:

September 2020

I

J

K

L

12.01 Library Services

12.01(a) Borrowing Privileges

Cornish Library extends borrowing privileges to current students, faculty, staff, and faculty emeriti. Alumni may purchase borrowing privileges for \$50/yr. This can be set up through the Access Services Librarian.

The Cornish ID also serves as the Cornish Library Card. It must be presented to check out library materials.

Students or faculty needing special assistance transporting library items are eligible to appoint another person as a proxy. This can be set up through the Access Services Librarian

12.01(b) Circulation Policy

Checkout Limit: 35 items.

12.01(c) Loan Periods

Books	2 weeks
Scripts	1 week
Scores	2 weeks
Newspapers	Library use only
Periodicals	Current issue: Library use only Back issues: 1 week
Reference Books	Library use only
Oversized Books	Library use only
“Red Dot” Books	Library use only (Faculty 3 days)
Music Formats (CDs, vinyl records, cassette tapes, digital audio tapes)	3 days (Faculty 1 week)
Videos (DVD and VHS)	3 days (Faculty 1 week)
Audio/Visual Equipment, small	3 days
Audio/Visual Equipment, large	For faculty use or requires special approval
Course Reserve Materials	2 hours – In Library, no renewal Overnight, no renewal 3 days, no renewal

12.01(d) Renewals

Items can be “renewed” to extend the loan period. Items can be renewed up to 3 times if no holds have been placed by someone else. Renewals can be done via a personal library account online, in person, by phone, or by emailing librarycirc@cornish.edu.

12.01(e) Overdue Policy

The library sends out multiple overdue notices by email. People can check their library account online in the library catalog at any time to see what they have checked out, when it is due, and renew it if necessary.

The library does not charge daily overdue fines, but:

If a person has overdue items they will not be able to check out anything else until items are returned and their account is settled.

There will be replacement fees for unreturned items.

Items 30 days overdue will be marked lost and the person who borrowed it will be responsible for the replacement cost. If items are returned promptly the replacement charge(s) will be removed. See the Lost Items Policy below for more details about replacement charges.

Items 60 days or more overdue will have replacement charges transferred to Student Accounts to be added to a student's bill. Once charges have been transferred they cannot be waived.

Course Reserve materials are in high demand. Course Reserve items 14 days or more overdue will have replacement charges transferred to Student Accounts to be added to a student's bill. Once charges have been transferred they cannot be waived.

12.01(f) *Lost Item Policy*

An item is considered lost when it is 30 days overdue or the person who borrowed it reports it as lost or stolen. All library patrons are responsible for paying replacement costs for lost items. This includes books, media, and equipment. In addition to replacement costs a \$10.00 processing fee will be assessed for each item. Processing fees are used to pay tax, shipping, and the cost of the materials needed to process items for circulation.

If a student has not cleared their library account by graduation or withdrawal their diploma and/or transcripts will be held by the Registrar.

It is the responsibility of each person to verify replacement charges have been paid in order to reinstate borrowing privileges.

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

12.01(g) *Damaged Items Policy*

Rebinding or replacement costs are due if library items are returned damaged or defaced. This includes books, media, and equipment.

Scores: If one part is lost or damaged the library will charge for the cost of the full set.

CD and DVD sets: If one disc is lost or damaged the library will charge for the cost of the full set.

Policy Category:
Academic, Catalog
Revised Date:
December 2019

M

13.01 *Marketing & Communication*

The College [Marketing & Communication Policies & Procedures](https://compass.cornish.edu/ics/) document can be found at <https://compass.cornish.edu/ics/>

Policy Category:
College Affairs
Revised Date:
November 2019

13.02 Missing Student Notification Policy

In compliance with the Missing Student Policy and Procedures (Higher Education Opportunity Act of 2008), it is the policy of the College to actively investigate any report of a missing student who is enrolled at the College as either a full or part-time student. Most missing person reports in the College environment result from students changing their routines without informing roommates and friends of the change. For purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, friend, family member or other campus person has not seen or heard from the person in a reasonable amount of time. In general, a reasonable amount of time is 24 hours or more, but may vary with the time of day and information available regarding the missing person's daily schedule, habits and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concern for their safety.

Investigation and Notification: If a member of the College community has reason to believe that a student is missing, that person is responsible for notifying one or all of the following offices:

Office of Safety & Security (206)726-5038
Office of Student Life (206) 726-5174

Any missing student report must be referred to Campus Safety & Security. All efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well-being. Actions that will be taken by Campus Safety & Security include (but are not limited to):

- Call or text to the student's home/cell phones or other numbers on record
- E-mail to the student
- Contact with the student's roommates and neighbors
- Contact with the student's faculty or academic advisors
- Contact with any other on-campus or off-campus friends or contacts that are made known
- Review of the student's network print or email accounts to determine most recent activity
- Review of the student's access and meal card usage
- Check of the student's social media networking sites

If after investigation a student is determined missing for at least 24 hours, the appropriate law enforcement agencies and the student's emergency contact will be notified within 24 hours. If a student is under age 18 and not an emancipated individual, or has failed to designate an emergency contact, the College is required to notify a parent or guardian. If a student is over age 18, Cornish is required to notify the emergency contact the student identified to the College.

Designating Emergency Contacts: In order to accurately assess if a student is indeed missing, all students at the College are strongly encouraged to register contact information in two ways. The first designee is denoted as the "emergency contact." The second is denoted as the "missing person contact." The privacy of this information is protected under Family Educational Rights and Privacy Act (FERPA.) In the instance of both the emergency and missing person contact, each student is solely responsible for the accuracy of the contact phone number and updating this information should the contact person(s) and/or number(s) change. The emergency contact and missing person contact for all students are maintained by the Office of Registration & Records.

Policy Category:

Safety & Security

Revised Date:

Oct 2019

N

O

15.01 Open Flame / Pyrotechnical Device

The College policy on use of open flame or pyrotechnical devices can be found in the Venue and Shop Safety Protocol document found at <https://compass.cornish.edu/ICS/>.

Policy Category:

College Affairs; Safety & Security

Revised Date:

Fall 2020

P

16.01 Pandemic Planning

The College Pandemic Plan can be found at <https://compass.cornish.edu/ICS/>

Policy Category:

College Affairs; Safety & Security

Revised Date:

March 2020

February 2020

16.02 Parking Policy

The College Parking Management Policy can be found at <https://compass.cornish.edu/ICS/>

Policy Category:

Safety & Security

Revised Date:

Oct 2019

16.03 Personal Information and Publicity Release

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

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

- OK to Release (*default disclosure for all enrolled students*)
- Privacy Hold with Publicity Exception -- Student's presence at the College not disclosed to 3rd party inquiry (e.g. employers, family, media), but is ok for student to appear in internal student directories and for name to be printed on event programs and posters, as well as student image/credits to be included in photographs and videos.

- Privacy Hold No Exception -- Student's presence at the College not disclosed to 3rd party inquiry (e.g. employers, family, media). College will exclude student from student directories and from all public promotional materials unless specific permission is first obtained.

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

16.03(a) *Publicity for Student Work*

When working with fellow students, it is important to obtain their permission to use their image on your personal website or social media. To facilitate this, a Student Photo Release form is available on Compass.

16.03(b) *Personal Protection or Restraining Orders*

Any student who has applied for or obtained a protective or restraining order which lists the premises of the College as protected areas, must provide the Office of Campus Safety & Security a copy of the petition and declaration used to seek the order, a copy of any temporary protective or restraining order that is granted, and a copy of any protective or restraining order that is made permanent. The sensitivity of the information requested is understood and the College is responsible for treating such information in a manner that recognizes and respects the privacy of the reporting person.

Policy Category:
Academic, Catalog
Revised Date:
September 2019

16.04 *Posting Guidelines*

Departmental bulletin boards are maintained by the departments they serve. Permission from the individual departments must be secured prior to posting items on their boards.

Boards not specifically designated as departmental bulletin boards are considered general posting areas. These are located at various locations throughout the campus. Posting of any kind is not allowed on general access doors, stairwells, restrooms, or the exterior of buildings. If tape must be used to post an item, blue painter's tape is the only permissible tape to use.

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

Policy Category:
Academic, Catalog
Revised Date:
September 2019

Q

R

18.01 *Religious Holidays*

Cornish College of the Arts recognizes that our community is diverse in background and religious affiliation and wants to ensure that our students are supported in the practice of their personal religious faith. Students are excused on major religious holidays of their faith should they wish to observe such

holidays. These include, but are not limited to: the Christian holidays of Christmas and Easter, the Jewish holidays of Yom Kippur, Rosh Hashanah, and the evening of the first night of Pesach, and the Muslim holidays of Eid al-Fitr and Eid al-Adha. Students who observe religious holidays during class times are responsible for informing their teachers in advance and for making up any missed class work.

Policy Category:

Academic, Catalog, Employment & Workplace

Revised Date:

Summer 2020

18.02 Reporting Emergencies

Always dial 911 for emergencies that require police, fire, or medical response. Students, faculty, staff, and visitors should also notify Campus Safety & Security personnel. Campus Safety & Security can be reached by outside phone (206) 726-5038 or via campus phone at (5038). Several emergency phones are located throughout hallways on campus with the exception of resident housing. Reports may also be made in person at the Office of Campus Safety & Security or to uniformed Campus Safety & Security personnel while on patrol. Campus Safety & Security will assist community members in contacting the Seattle Police Department along with other law enforcement agencies when requested.

Policy Category:

Safety & Security

Revised Date:

Oct 2019

18.03 Reporting Suspicious Activity on Campus

Anyone with information relating to suspicious activity or objects on campus should report the circumstances to Campus Safety & Security, by outside phone (206) 726-5038 or via campus phone at (5038).

Policy Category:

Safety & Security

Revised Date:

Oct 2019

18.04 Residence Hall Policies and Procedures

Students and guests living in or visiting the Cornish Commons Residence Hall are responsible for abiding by the policies and procedures found in the Resident's Guide located on Compass.

Policy Category:

Catalog, Safety & Security

Revised Date:

18.05 Running Start – College Credits Earned During High School

Washington State students who have taken Running Start classes should apply to the College as incoming freshmen. This also applies to students from other states with similar dual-enrollment or "college in the high school" programs. To receive credit for college-level work, students must submit transcripts from the college or university where they completed the courses.

Policy Category:

Academic, Catalog

Revised Date:

S

19.01 Sexual Misconduct Policy

The College Sexual Misconduct Policy can be found at <https://compass.cornish.edu/ics/>

Policy Category:

Academic, Catalog, College Affairs, Employment & Workplace

Revised Date:

October 2019

19.02 Smoking

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

Policy Category:

Catalog, College Affairs, Student Life

Revised Date:

September 2019

19.03 Shop Safety

The College Venue and Shop Safety Protocols document can be found at <https://compass.cornish.edu/ICS/>

Policy Category:

College Affairs, Safety & Security

Revised Date:

Fall 2020

19.04 Student Artwork

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

Policy Category:

College Affairs, Academic Affairs

Revised Date:

Fall 2020

19.05 Student Code of Conduct

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

Policy Category:

Academic, Catalog

Revised Date:

September 2019

19.06 Space Usage Policy and Procedures

The College Space Request Policy and Procedure document can be found at <https://compass.cornish.edu/ICS/>

Policy Category:

College Affairs, Safety & Security

Revised Date:

July 2020

19.07 Student Death Protocol

The College Student Death Protocol and Procedure document can be found at <https://compass.cornish.edu/ICS/>

Policy Category:

Safety & Security

Revised Date:

July 2020

T

20.01 Text Message Notification System

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

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

Policy Category:

Safety & Security

Revised Date:

Oct 2019

20.02 Timely Warnings

If a situation arises, either on or off campus, that the Director of Security and/or Vice President of Operations judges to constitute an ongoing or continuing threat to students and employees, a campus wide "timely warning" will be issued. The warning will be issued through the College e-mail system to students, faculty and staff and/or via the College's mass cell phone text emergency communication system.

Policy Category:

Safety & Security

Revised Date:

Oct 2019

U

V

22.01 Venues

The College Venue and Shop Safety Protocols document can be found at <https://compass.cornish.edu/ICS/>

Policy Category:

College Affairs, Safety & Security

Revised Date:

Fall 2020

22.02 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:

W

23.01 Weapons Policy

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

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

Additional information can be found in the [Venue and Shop Safety Protocols](https://compass.cornish.edu/ICS/) document at <https://compass.cornish.edu/ICS/>

Policy Category:

College Affairs, Safety & Security

Revised Date:

July 2020

23.02 Wireless Network Policy

Additional information can be found on in the Information Technology Policy document found at <https://compass.cornish.edu/ICS/>

Policy Category:

Catalog, College Affairs, Student Life

Revised Date:

2019, Information Technology

X

Y

Z

Appendices (As Standalone Documents):

Additional expanded college policies noted below, by topic, can be found at <https://compass.cornish.edu/ics>.

- i. Comprehensive Plan: Safe Return to Campus and Workplace*
- ii. Copyright Policy*
- iii. Crisis Communications Plan*
- iv. Discrimination & Harassment Policy*
- v. Gift Acceptance Policy*
- vi. Information Technology Policy*
- vii. Marketing & Communication Policies & Procedures*
- viii. Pandemic Planning*
- viii.(a) PTO Donation Policy*
- viii.(b) FMLA Leave Expansion and Emergency Paid Sick Leave Policy*
- ix. Parking Management Policy*
- x. Sexual Misconduct Policy*
- xi. Space Request Policy and Procedure*
- xii. Student Death Protocol & Procedure*
- xiii. Travel Policy*
- xiv. Venues & Shop Safety Protocols*

