

Cornish College of the Arts

Student Handbook 2019-2020

INTRODUCTION

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

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

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

Once again, welcome to Cornish College of the Arts!

CORNISH COLLEGE OF THE ARTS MISSION STATEMENT

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

CORE VALUES

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

- Providing an educational environment that offers personalized attention and acknowledges the whole person, cultivating artistic potential and individual voice.
- Supplying a rigorous and balanced arts education that encourages experimentation and innovation while providing a solid grounding in technique and craft.

- Providing a fine arts education that develops imaginative and critical thinking capacities grounded in knowledge, producing not just trained, but educated artists.
- Creating a college environment that demonstrates respect for equal opportunity for all persons and the inclusion of diversity in the curriculum and in the ranks of the student body, faculty, staff, and Board of Trustees.
- Offering a faculty of practicing artists whose accomplishments serve to inspire and inform students seeking a professional career in the arts.
- Contributing meaningfully to the cultural vitality of the community.

DISCLAIMER

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

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THE COMMUNITY AT CORNISH

Statement of Difference and Inclusion

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

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

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

education that accurately reflects and contributes to the complex interplay of art, culture, and society.

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

Rights and Responsibilities of the Cornish Community

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

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

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

The exercise of individual rights by students and other members of the Cornish community may not abridge the following rights, subject, in appropriate circumstances, to the College’s right to take actions to protect the health and safety of the Cornish community and its members, guests, and visitors:

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

ACADEMIC CONDUCT POLICIES

The following policies relate to academic conduct for students enrolled at Cornish. The College also has established academic requirements and standards which must be met for successful completion of a baccalaureate degree. For these official academic policies, please see the Undergraduate Catalog.

Academic Freedom

Students have the following rights regarding academic freedom:

- Students are guaranteed the rights of free inquiry, expression, and assembly upon and within College facilities that are generally open and available to the public.
- Students are free to pursue appropriate educational objectives from among the College's curricula, programs, and services.
- Students shall be protected against prejudicial or arbitrary and capricious academic evaluation. At the same time, students are responsible for maintaining the standards of academic performance established by each of their instructors as outlined in the course syllabus.
- Students have the right to a learning environment which is free from unlawful discrimination, inappropriate, and disrespectful conduct, and any and all harassment.
- Students are protected against improper disclosure of their views, beliefs, and political associations that instructors acquire in the course of their work as instructors, advisors, and counselors. Such information is considered confidential.
- Students have the right to privacy of all student records according to the Family Educational Rights and Privacy Act (FERPA) of 1974.

Academic Integrity

Overview

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

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

Integrity is exhibited within the classroom, studios, performance spaces, and on the College campus as a whole when we take credit only for work we have completed ourselves and give credit to the work of others. Integrity is demonstrated when we treat one another with fairness

and respect. Cultivating a community culture of integrity benefits us all. We contribute to the community by holding ourselves accountable for our actions or inactions, engaging in equitable and just processes, ensuring mistakes are addressed with support and opportunity for growth, and accepting consequences for violations of the policy.

Academic Integrity Policy

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

Students violate the Academic Integrity Policy when they:

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

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

Rights and Responsibilities

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

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

Faculty Procedures

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

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

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

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

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

Student Procedures

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

Consequences

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

Appeal

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

Academic Grievance Policy

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

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

The following procedure guides College response to allegations of arbitrary or capricious evaluation of academic performance. Students may engage this process for disagreements with faculty about evaluation of projects, exams, courses or other activities in which faculty evaluate student academic performance in a course. The procedure does not apply to mathematical errors in calculating grades, academic or conduct dismissals from the College, or questions of

professional judgment about course content or instructional methods. Students may consult with faculty, department Chair and/or the Dean of Student Life at any point to assist them.

Step One: Speak with Faculty

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

Step Two: Meet with Chair

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

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

Step Three: File written grievance

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

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

OTHER COLLEGE RESOURCES, POLICIES, AND PROCEDURES

Access to Facilities

General Access to Campus Facilities

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

Access to Residential Facility

The main entrance to the residence hall is 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.

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.

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.

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.

Copy Machines

Copy machines are available for student use in the Main Campus Center Library. The Library’s photocopy machine may also be used to scan documents to a USB drive free of charge.

Commercial Activities

College activities are not to be used for commercial solicitation except when such activities clearly serve College educational objectives. These exceptions include but are not limited to: display of books of interest to the academic community or the display or demonstration of technical or research equipment, and when such solicitation relates to educational objectives

and are conducted under the sponsorship or the request of a College department or the Office of Student Life, provided that such solicitation does not interfere with or operate to the detriment of the conduct of College affairs or the free flow of pedestrian or vehicular traffic. For the purpose of this regulation, the term “commercial activities” does not include handbills, leaflets, newspapers, and similarly related materials.

Computer Labs

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

- Kerry Hall Computer Lab (Basement, Student Lounge)
- Music Notation Lab (Kerry, Room 11)
- Art and Design Lab (MCC, Room 208)
- General Computer Lab (MCC, 1st Floor)
- Library (MCC, 2nd Floor)
- Visual Arts/Performance Production Print Center and Lab (MCC)
- LUI Lab
- Writing Center (MCC)
- Student Lounge (Cornish Commons)

Computers and Networks

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

Acceptable Use Policy

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

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

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

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

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

User Responsibilities

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

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

- To keep your technology accounts (computer, network, voice/voicemail) secure. If you suspect unauthorized access, report it 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.

Examples of Violations of Acceptable Use

Authorized Access/Accounts

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

Services

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

Prohibited Devices and Sharing Protocols

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

Software, Data, & Information

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

Email/Internet Messaging

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

Network Policy

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

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

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

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

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

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

User Guidelines

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

Unacceptable Use

- Do not engage in activity that would cause congestion of the networks or otherwise interfere with the work of others (file sharing programs, bit torrent, etc.)
- Do not install programs on another person's computer without permission.
- Do not create, disseminate, or run a self-replicating program ('virus' or 'trojans') whether or not it is destructive.
- Do not tamper with the switch settings, move, reconfigure, or otherwise damage terminals, computers, printers or other equipment.
- Do not collect, read, or destroy output without the permission of the owner.

- Do not use the computer account of another person with or without permission unless the account is designated for group work.
- Do not copy any copyrighted software provided by Cornish College of the Arts. Users should be aware that it is a criminal offense to copy any software that is protected by copyright.
- Do not use licensed software in a manner inconsistent with the licensing arrangement as provided by Cornish College of the Arts.
- Do not access or attempt to access a host computer, either at Cornish College of the Arts or through a network, without the owner's permission, or through the use of log-in information belonging to another person.
- Do not make use of the facility for commercial purposes or financial gain except where related to your Cornish studies.
- Do not use computers or the network to harass others in any way.

Non-compliance

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

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

Course Syllabi

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

Crime and Safety information (Clery Act)

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

Email Policy

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

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

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

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

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

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.

Hours of Operation

During the academic year, campus buildings are typically open from 6:15am-12:00 am Monday-Friday and 8:30am-12:00am Saturday and Sunday. College offices are open from 8:30am - 5:00pm Monday - Friday, unless otherwise posted. Building hours may change for holidays and College closures. For all building hours information, as well as closures, please visit Compass.

Family Educational Rights and Privacy Act

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

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

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

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

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

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

Grievance Policy (Non-Academic Concerns)

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

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

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

Grievable matters

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

Non-grievable matters

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

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

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

Campus Sources of Support

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

Informal Complaints and Formal Grievances

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

Procedures

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

Step One: Discussion with Member of Campus Community

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

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

Step Two: Discussion with Direct Supervisor

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

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

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

Step Three: Formal Written Grievance

If the matter is not resolved through the informal process listed above in Steps One and Two, the student may submit a written statement of the grievance to the Dean of Student 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.

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.

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.

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.

Non-Retaliation

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

Time Guidelines

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

Guests and Visitors

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

Identification Cards

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

A \$25 fee is charged for replacing lost ID cards. Damaged or malfunctioning cards will be replaced for free.

Leave of Absence/Medical Leave of Absence

A formal leave of absence (LOA) can be requested for up to one academic year by students who have completed at least one semester at Cornish in good academic standing. For complete information on the Leave of Absence process, contact Registration and Records and/or visit Compass.

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

Lost and Found

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

Mailboxes and Mail

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

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

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

Residents also receive a private locked mailbox for all standard mail, located on the third floor of the Main Campus Center.

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

Non-Retaliation Policy

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

ORCA Cards and Public Transportation

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

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

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

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

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

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

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

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

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

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

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

Parking

Parking in all Cornish lots is by permit only. Student parking is only available on campus between the hours of 4pm and 1am Monday-Friday and 8am-1am Saturday and Sunday. To apply for this permit, students should bring vehicle registration, proof of insurance and a valid driver's license to the Cashier's Office. This permit must be renewed every semester.

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.

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.

Personal Protection or Restraining Orders

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

College is responsible for treating such information in a manner that recognizes and respects the privacy of the reporting person.

Posting Guidelines

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

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.

Religious Holidays

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

Residence Hall Policies and Procedures

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

SafeRide Evening Shuttle

The evening shuttle van will pick up students at Main Campus Center, Cornish Playhouse, or Kerry Hall and operates within a 1-mile radius from those locations for drop offs. Evening shuttle services run from 6pm to 12:30am, for the last pick-up. Shuttle pick-ups are first-come, first-served. In order to request a ride, students should contact the Office of Campus Safety & Security during shuttle operating hours.

Smoking

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

Student Artwork

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

Student Code of Conduct

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

Sexual Misconduct Policy and Procedures

Students who believe they have been a victim of sexual misconduct may report this to the Title IX Coordinator. Students will be informed about their options and assisted in accessing services. When an allegation of sexual misconduct is reported to any school official, the incident may be investigated by the College. The student who reported the allegation may choose not to participate in any action taken by the College. The College, however, may opt to proceed with an investigation.

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

Space Usage Policy and Procedures

The primary function of all facilities at Cornish College of the Arts is the support of the academic mission of the College. Cornish curricular and co-curricular activities have first priority in the scheduling of all College facilities. Extracurricular activities will have secondary priority. Any request must be in compliance with this Space Usage Policy and is subject to availability.

Internal and external groups may use and rent space if their activities are consistent with the Cornish Statement of Difference and Inclusion and Core Values. For these policies the following will be defined:

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

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

Procedure to Request Space

Internal Users - Any class use request beyond regularly scheduled classes must be submitted for approval through the College's EMS space use system at ems.cornish.edu. For performance space request see below. There is no facilities fee for internal users; however other associated costs such as labor, piano tuning, equipment rental, etc. may incur an added charge.

RSO's (Registered Student Organizations) - Request for non-performance space must be submitted through the College's EMS space request system and clearly marked as an RSO event in the request.

Performance space request (Cornish curricular and co-curricular): RSO's, BFA shows, Senior Project, Recitals, etc.

1. Students must submit the request through EMS.
2. If space is available, the head of the facility will set up a meeting. This meeting is required, and its purpose is to get the rough average cost of any associated fees and clarify questions. a. The space use itself is free.
3. If the space is available, a hold will be place on those dates for 7 days. During this time, the student submits a request to the Department Chair or Office of Student Life.
4. If approved, the Department Chair or Office of Student Life sends an email to the head of the requested facility confirming the student request. This action moves the space status from hold to booked.
5. Every planning email and subsequent communication must include students' Faculty/Staff representative copied until the conclusion of the space use. Only one student must be assigned as the lead in email and meeting communications. Others are always welcome to be copied or attend meetings.

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

Alumni

1. Email request to the College Alumni Relations Manager
2. Alumni Relations will contact the Rentals Manager to set up connection for booking space. a. Alumni Relations will verify the individual is an alumnus of Cornish College.

3. To receive the discount, the Alumni must be the generator and lead of the project. a. Groups who have an Alumni do not automatically receive a discount. b. Space request must not be for a company, organization, or affiliation of a larger group.
4. The Alumni who reserved the space are responsible for paying insurance and all other fees.

Current employees & students, or retired from Cornish employees

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

Third Party Renters

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

Text Message Notification System

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

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

Students can sign up for this program by visiting the main Cornish website.

Veterans Information

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

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

Voter Information

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

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

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

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

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

Weapons Policy

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

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

Wireless Network Access

Secured wireless access is available at all buildings. In order to create a secure network, students to have their laptops configured before they can gain access. Students also need to meet the minimum specifications of either having Windows XP or MAC OS 10.5 or later already installed on the laptop, and wireless G capable network card.

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

COLLEGE OFFICES, RESOURCES, AND SERVICES

Office of Campus Safety & Security

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

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

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

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

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 Security Director, a Shift Lead, and 10 Security Officers. The department is operational 24 hours a day, 7 days a week, all year round and has jurisdiction at all campus buildings.

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

Criminal incidents may also be referred to the Seattle Police Department (SPD), which has jurisdiction on the campus. Campus Safety & Security maintains a highly professional working relationship with the Seattle Police Department and other law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report any crime to the Campus

Safety & Security and the Seattle Police Department. Campus Safety & Security will facilitate and provide support to any student or employee desiring to report a crime to the Seattle Police Department. Prompt reporting will assure timely warning notices on campus and accurate disclosure of crime statistics. The College works closely with the Seattle Police Department, however at the date of this publishing, an MOU is not in place.

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

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

Counseling Services

Students have up to 15 free counseling appointments available to them per academic year. The Counselors also provide crisis intervention, consultation, and referral to community resources. The frequency of appointments, methods, and duration of services are determined by the needs of each student.

Counseling sessions are scheduled for 50 minutes, with the exception of intake sessions, which are scheduled for 90 minutes. If you are unable to keep your appointment, please give your counselor 24 hours advance notice. If you think you will arrive more than 10 minutes late, please contact your counselor so that your appointment is held exclusively for you.

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

Counseling Services is located on the first floor of the Cornish Commons. More information on Counseling Services can be found on the Cornish website and on Compass.

Housing & Residence Life

The Housing and Residence Life main office is located on the 3rd floor of the Cornish Commons. The department is here to assist residents with all aspects of their on-campus living

experience. Staff are on call 24 hours a day for urgent needs such as room lockouts, maintenance emergencies, or medical needs.

Information Technology (IT)

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

Library

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

Librarians are available at the front desk during the day, Monday-Friday, for questions and research assistance. They teach Information Literacy sessions in coordination with classes and also offer library orientations.

In addition to the on-site collection of print books, periodicals, and media, the library has extensive database collections of electronic books, articles, digital images, and streaming music and video. For information on all the library collections and services please visit the Cornish website at <https://www.cornish.edu/resources/library/> and/or Compass.

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

Circulation Policy

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

Checkout limit: 35 items

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

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

Overdue and Lost Items: General Policy

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

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

If the item is renewed or returned promptly the replacement charge(s) will be removed. After 60 days, if the materials are still not returned and you have not contacted the library to discuss the matter, the replacement costs will be forwarded to Student Accounts to be included on your college bill. If your library account is not settled by graduation or withdrawal your diploma and/or transcript will be held by the Registrar. It is the responsibility of the student to verify replacement charges have been paid in order to reinstate borrowing privileges.

Office of Financial Aid

The Office of Financial Aid is located on the 3rd floor of the Main Campus Center building and can be reached at (206) 726-5063 or by email at finaid@cornish.edu. Staff members can provide information on the Free Application for Student Aid (FAFSA), student loans, financial wellness, scholarships and Work Study employment opportunities. For additional information, please visit the Compass, where you can find all policies and the Student Financial Services Handbook .

Work Study positions are available to view online. You can access more information about Work Study on Compass, under the Financial Aid tab. Please check your Award Letter to see if you're eligible for the Work Study program.

Office of Student Life

The Office of Student Life is located on the first floor of the Cornish Commons and can be reached at (206) 726-5003 or by email at studentlife@cornish.edu. The Office of Student Life is dedicated to enhancing and complementing Cornish College of the Arts students' educational experience through programs, services, and opportunities that aid in their personal development.

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

- Community building: Providing programs that encourage, enhance, and maintain a sense of community on campus.
- Co-curricular learning: Providing experiences that complement in-class learning and development.
- Student support: Providing programs and services to ensure student success and persistence towards graduation.
- Student engagement: Providing opportunities for students to actively participate in College community, and in the extended Seattle community.

Accommodations and Accessibility

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

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

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

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

Cornish Student Senate

The Cornish Student Senate is comprised of democratically elected student leaders from each of our eight performing and visual arts departments who represent the interests of the student body as a whole. The Cornish Student Senate seeks to enrich campus life for students and develop future leaders. In order to do so, the Cornish Student Senate advocates on behalf of student needs and plans community-centered programs. Contact the Office of Student Life for more information.

Registered Student Organizations (RSOs)

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

Off-Campus Speakers

Registered student organizations shall have the right to invite outside speakers to speak on campus subject to the availability of campus facilities, funding, and in compliance with College procedures. Speakers are subject to the legal restraints imposed by the laws of the United States and the state of Washington.

The appearance of an invited speaker on College facilities does not represent an endorsement, either implicitly or explicitly, of views or opinions of the speaker by the College, its students, its faculty, its personnel, its administration, or its board.

Student Success Coaches

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

Students connect with their Student Success Coach when they need:

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

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

Registration & Records

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

Academic Advisors

An academic advisor provides comprehensive advising and support concerning: academic plans and progress, academic schedule, choice of major(s), activities, resources, and career

objectives. Assist students in making strategic decisions concerning personal and educational goals leading to graduation. Advising may occur via: online (including student-centered online tools), phone, or in-person.

Student Accounts

Student Accounts is located on the 3rd floor of the Main Campus Center (MCC) building. Staff members assist students and families to manage charges for each student. Tuition, housing, meal plans, and payments plans are among the fees managed by the office. Bills are published to the online student portal at least 30 days prior to the due date. Payment plan information is included in billing emails. Full details on payment plan registration and costs are available on Compass.

Writing Center

The Writing Center provides Cornish students with free, personalized writing support. Writers can visit the Center for a conference on essays for courses, resumes and cover letters, artist statements, or anything else that includes writing. And there's no need to have a draft for an in-person conference because staff can also help students brainstorm. Individual conferences are 30 minutes long and focus on the students goals and concerns, provide practical feedback by asking questions, and help students think through solutions. The Writing Center also offers an Online Response Service via Compass.

The Writing Center is located on the 2nd floor of the Main Campus Center (MCC) building. Writers may drop-in during posted drop in hours or schedule an appointment. For more information visit the Cornish website and/or Compass.

APPENDIX A: STUDENT CODE OF CONDUCT

Introduction

A community exists on the basis of shared values and principles. At the College, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. These standards are embodied within a set of core values that include integrity, social justice, respect, community, and responsibility. When members of the community fail to exemplify these five values, campus conduct proceedings are used to assert and uphold the Student Code of Conduct.

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

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

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

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

Student Rights and Responsibilities

- Cornish College of the Arts expressly prohibits discrimination and/or harassment on the basis, actual or perceived, of ability, age, citizenship status, color, creed, ethnicity, gender expression, gender identity, genetic information, marital status, nationality, pregnancy, race, religion, sex, sexual orientation, veteran or military status, or any other category protected in accordance with federal, state, and city laws. Any such discrimination and/or retaliation will be promptly and fairly addressed and remedied according to the applicable Cornish resolution process.
- The student has freedom of research, of legitimate classroom discussion, and of the advocacy of alternative opinions to those presented in the classroom.
- Students are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes, provided they do so in an orderly manner which does not disrupt the regular essential operations of the College or violate the Student Code of Conduct. It must be made clear to the College and to the community that in public expression and demonstration, students speak only for themselves. The instructor, in class or in conference, should encourage free discussion, inquiry, and expression relative to the subject of the course.
- Students are free to take exception to data or views offered and to reserve judgement about matters of opinion, but they are responsible for learning the content of the course and for completing all assignments of any course of study in which they are enrolled.

- The student has the right to personal privacy except as otherwise provided by law and College policy, and this will be observed by students and College authorities alike.
- The student will be evaluated on knowledge and academic performance for purposes of granting academic credit and not on the basis of personal or political beliefs.
- Students' records may be released to persons outside the College only on request of the student or through compliance with applicable laws.
- Information on rules, rates, and regulations deriving from contractual agreements between students and the College will be made available to students upon request.
- Students have a right to be secure in their possessions provided that the items they possess are not in violation of the law or College policy. The College will not unreasonably search or take possession of students' belongings.
- Students will be free from censorship in the publication and dissemination of their views as long as these are not represented as the views of Cornish College of the Arts and do not violate any College policies.
- A student is free, individually or in association with other individuals, to engage in all campus activities, exercising the right of a citizen of the community, state, and nation, provided she/he/they does/do not in any way purport to represent the College.
- Students are free to form, join, and participate in any group for intellectual, religious, social, economic, political, or cultural purposes.
- Students have the right of assembly upon College facilities that are generally available to the public, provided that such assembly shall: be conducted in an orderly manner; not interfere with vehicular or pedestrian traffic; not interfere with classes, schedules, meetings, or ceremonies, or with educational and/or administrative functions of the College; or interfere with the regular activities of the College; and not cause damage or destruction to College property or private property on College facilities.
- Students are free to use campus facilities for meetings of registered student organizations, subject to policies as to time and manner governing the facility.
- Students may invite and hear speakers of their choice on subjects of their choice, in accordance with College policy, and approval will not be withheld by College officers for the purpose of censorship.
- Students will have their views and welfare considered in the formation of College policy and will be consulted by or represented on College committees that affect students as members of the Cornish community.
- Students will be exempt from disciplinary action or dismissal from the College except for academic failure, failure to pay a College debt, or violation of a student or College policy. Policies shall be fully and clearly communicated in advance of the alleged violation. The College has no authority over a student when outside College property, except where the student is on the property of a College-affiliated institution, where the student is engaged in a project, seminar or class for academic credit, or as otherwise provided in College policies and procedures or on property that falls within the jurisdiction of Campus Security. A student is subject to local, state, and federal statutes.
- A student is free to be present on campus and to attend classes pending action on criminal or civil charges, except for reasons relating to his or her physical and emotional

safety and well-being or for reasons relating to the safety and well-being of students, faculty, staff, or College property.

- It is recognized that every member of the community has the responsibility to conduct himself, herself, or themselves in a manner that does not violate the rights and freedoms of others and has the responsibility to read and recognize the principles within this Student Handbook.

Jurisdiction

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

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

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

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the College.

The Student Code of Conduct may be applied to behavior conducted online, via email, social media, or other electronic mediums. Students should also be aware that online postings such as blogs, web postings, chats, and social networking sites are in a public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations are posted online. The College does not regularly search for this information but may take action if and when such information is brought to the attention of College officials.

The Student Code of Conduct applies to guests of community members whose hosts may be accountable for the misconduct of their guests. The Student Code of Conduct may also be applied to resident non-students and continuing education programs by contractual agreements. Visitors and guests of the College may seek resolution of violations of the Student Code of Conduct committed against them by members of the College community.

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

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

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

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

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

Student Conduct Authority

The Dean of Student Life is vested with the authority over student conduct by the President of the College. The Dean of Student Life manages the student conduct process. The Dean of Student Life may appoint administrative hearing officers, hearing board officers, and appeals officers as deemed necessary to efficiently and effectively supervise the student conduct process. Administrative hearing officers, hearing board officers, and appeals officers are chosen from a pool of College employees who have been trained and selected by the Dean of Student Life. The Dean of Student Life (or designee) will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

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

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

The Dean of Student Life will develop procedural rules for the administration of hearings that are consistent with the provisions of the Student Code of Conduct. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The Dean of Student Life may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in the Student Code of Conduct. The Dean of Student Life may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party.

Any question of interpretation of the Student Code of Conduct will be referred to the Dean of Student Life, whose interpretation is final. The Student Code of Conduct will be updated annually under the direction of the Dean of Student Life with a comprehensive revision process being conducted every 3-5 years.

Findings

Campus hearings conform to basic rules of fairness and are conducted by individuals who receive training on conducting such processes. A campus hearing is not a court trial. The main purpose of any hearing is to consider allegations and determine the likelihood of a violation of College policy by considering the evidence presented. The administrative hearing officer and/or the hearing board will use a preponderance of the evidence standard (in other words, “more likely than not”) to determine whether a student is or is not responsible for a violation of College policy.

Amnesty Policy

The College provides amnesty to complainants, students who offer help or assistance to others, and others who report serious violations who may be hesitant to report to College officials because they fear that they themselves may be accused of minor policy violations (e.g. underage drinking) at the time of the incident. Educational options will be explored but no conduct proceedings or conduct record will result. Abuse of amnesty requests can result in a decision by the Dean of Student Life (or designee) not to extend amnesty to the same person repeatedly.

Safe Harbor Policy

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

Retaliation Policy

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

Group Violations

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

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

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

Parental Notification

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

FERPA & Conduct Records

The outcome of a campus hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or non-forcible sex offense, the College will inform the alleged complainant/party bringing the complaint of the final results of a hearing regardless of whether or not the responding student is found responsible. Such release of information may only include the responding student’s name, the finding regarding the alleged violation, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, the rationale for the outcome may also be shared with all parties to the complaint, in addition to the finding(s) and the sanction(s).

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

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

Disciplinary Records Retention Policy

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

Core Values & Behavioral Expectations

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

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

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

- Falsification: Knowingly furnishing or possessing false, falsified and/or forged materials, documents, accounts, records, identification and/or financial instruments.
- Academic Dishonesty: Cheating, plagiarism, and/or other forms of academic dishonesty as outlined in the College academic policies.
- Unauthorized Access: Unauthorized access to any College building and/or unauthorized possession, duplication and/or use of means of access to any college building and/or failing to report the loss of, or damage to, a College identification card or key.
- Collusion: Action or inaction with another or others to violate the Student Code of Conduct.
- Violation of Trust: Violations of positions of trust within the community.
- Taking of Property: Intentional and/or unauthorized taking of College property or the personal property of another, including goods, services and/or other valuables and/or knowingly taking and/or maintaining possession of stolen property.
- Use of Trademark: Unauthorized and/or misuse of College or organizational names and images.

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

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

- Disruptive behavior: Substantial disruption of College operations including obstruction of teaching, research, administration, other College activities, and/or other authorized non-College activities which occur on or off campus.
- Rioting: Causing, inciting and/or participating in any disturbance that presents a clear and present danger to self or others, disrupts the normal operations of the College and/or infringes upon the rights of other members of the community, causes physical harm to others, and/or damage and/or destruction of property.

- Unauthorized Entry: Misuse of access privileges to College premises or unauthorized entry to and/or use of buildings, including but not limited to, trespassing, propping and/or unauthorized use of alarmed doors for entry into or exit from a College building.
- Damage & Destruction: Intentional, reckless and/or unauthorized damage to and/or destruction of College property or the personal property of another.
- Gambling: Gambling for money or other things of value on College-owned or College-controlled property and/or at College sponsored activities, except as permitted by federal, state and local law.
- Weapons: Possession, use and/or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and/or pellet guns), and/or other weapons and/or dangerous objects such as arrows, axes, machetes, nunchucks, throwing stars, and/or knives with a blade in excess of three inches, including the storage of any item that falls within the category of weapon in a vehicle parked on College property, except as permitted by College stage combat and production weapons policies, is prohibited.
- Smoking: Smoking outside of designated areas on campus and/or within 25 feet of any building entrance, exit, window that opens and/or ventilation intake.
- Fire Safety: Violation of local, state, federal and/or campus fire policies including, but not limited to: intentionally or recklessly causing a fire which damages College and/or personal property and/or which causes injury; failure to evacuate a College-controlled building during a fire alarm; improper use of College fire safety equipment; and/or tampering with and/or improperly engaging a fire alarm or fire detection/control equipment while on College property.
- Animals: Possession of animals on campus, with the exception of animals that provide assistance (e.g. service animals and emotional support animals) as approved by the Office of Student Life and/or as permitted by law.
- Wheeled Devices: The use and/or unauthorized storage of skateboards, roller blades, roller skates, bicycles and/or other wheeled devices inside College buildings, and/or use of wheeled devices that may be damaged by these activities (e.g. riding on railings, curbs, benches and/or other fixtures).

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

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

- Discrimination: Treating an individual differently or less favorably because of their actual or perceived protected characteristics.
- Harassment: A form of discrimination consisting of unwelcome conduct based on an individual's actual or perceived protected characteristics that has the purpose or effect of

unreasonably limiting, denying, or interfering with work or academic performance or creating an intimidating, hostile, or abusive work or academic environment. This policy applies to all protected characteristics with the exception of sex. Sex-based harassment and sexual violence are covered by the Sexual Misconduct Policy.

- Retaliation: Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant or supporter of a participant in a grievance or conduct proceeding or other protected activity under the Student Code of Conduct or other College policy.
- Bystanding: Complicity with or failure of any student to appropriately address known or obvious violations of the Student Code of Conduct and/or law and/or complicity with or failure of any member of an organized group to appropriately address known or obvious violations of the Student Code of Conduct and/or law by the group and/or its members.
- Abuse of Conduct Process: Abuse, or interference, or failure to comply with College processes including conduct and academic integrity hearings including, but not limited to: falsification, distortion or misrepresentation of information; failure to provide or destruction or concealment of information during an investigation of an alleged policy violation; attempting to discourage an individual's proper participation in, or use of, the campus conduct system; harassment (verbal or physical) and/or intimidation of a member of a conduct proceeding; failure to comply with the sanction(s) imposed by the College conduct process; and/or influencing, or attempting to influence another person to commit an abuse of the College conduct process.

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

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

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

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

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

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

Overview of Process

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

STEP 1: An incident occurs and a report is submitted indicating a student has allegedly violated the Student Code of Conduct. If there is reasonable cause to believe a policy has been

violated, a hearing administrator is assigned to hear the case. In some cases, additional fact-finding may take place to determine reasonable cause prior to the assignment of a case to the hearing administrator. The Dean of Student Life (or designee) will assume responsibility for the investigation or fact-finding of the alleged violation. Investigators and/or fact-finders may be appointed by the Dean of Student Life.

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

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

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

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

Alternative Dispute Resolution Procedure

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

In order to participate in an Alternative Dispute Resolution pathway, the hearing administrator reviewing the incident must first deem a respondent eligible. Violations of the Academic Integrity Policy, the Sexual Misconduct Policy and/or violations involving serious physical violence will

not be considered for ADR if the sanctions for the violation may result in suspension or expulsion in the formal hearing process.

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

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

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

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

Mediation

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

Roles

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

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

Circle Conferencing

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

Roles

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

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

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

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

Conflict Coaching

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

Formal Conduct Procedures

Roles

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

1. The responding student is the person who is alleged to have violated the Student Code of Conduct. A student group or organization and its officers and/or membership may also be a responding party.
2. The party bringing the complaint, who may be a student, employee, visitor, or guest.
3. Witnesses who may offer information regarding their specific, first-hand knowledge of the allegation.
4. Support persons are members of the college community that may serve as an advocate for the responding student and/or complainant during the hearing process. They may not make a presentation or represent the party bringing the complaint or the responding student during the hearing. They may confer quietly, exchange notes, clarify procedural questions with the administrative hearing officer and suggest questions to their advisee.
5. The investigators and/or fact-finders whose role is to present the allegations and share the evidence that the College has obtained regarding the allegations.
6. The administrative hearing officer who is assigned to hear the case. Administrative hearing officers are appointed by the Dean of Student Life (or designee). If a hearing board is assembled, this person serves as the chair of the hearing board and is a non-voting member, charged with assuring that the College procedures are followed throughout the hearing.
7. Hearing board members that may be assembled to hear a case. The membership of the board is selected from a pool of employees appointed and trained by the Dean of Student Life (or designee) on an annual basis. A hearing board consists of three voting members and an administrative hearing officer serving as chair.
8. Appeals officers that are designated to review and make a determination on submitted appeals.

Reporting an Alleged Violation

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

Interim Action

Under the Student Code of Conduct, the Dean of Student Life (or designee) may impose restrictions and/or separate a student from the community pending the scheduling of an administrative hearing on alleged violation(s) of the Student Code of Conduct when a student represents a threat of serious harm to others, is facing allegations of a major violation of the

Student Code of Conduct and/or serious criminal activity, to preserve the integrity of the investigation, to preserve College property and/or to prevent disruption of, or interference with, the normal operations of the College.

Interim actions can include separation from the institutions or restrictions on participation in the community for no more than ten (10) business days pending the scheduling of an administrative hearing on alleged violations(s) of the Student Code of Conduct. A student who receives an interim suspension may request a meeting with the Dean of Student Life (or designee) to demonstrate why an interim suspension is not merited. Regardless of the outcome of this meeting, the College may still proceed with the scheduling of hearing.

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

Notice of Hearing

Once a determination is made that reasonable cause exists, the Dean of Student Life (or designee) assigns an administrative hearing officer to the case. The administrative hearing officer sends the hearing notification to the student's College-issued email account. Students will be given a minimum of three (3) business days to prepare for the hearing unless all parties wish to proceed more quickly.

The notification of hearing will include information regarding the alleged policy violation.

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

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

Preparation for Hearing with Administrative Hearing Officer

At least two (2) business days before any scheduled hearing, the following will occur. In extenuating circumstances, the administrative hearing officer or responding student may request less than two (2) business days.

1. The responding student (and complainant when participating in the hearing) will deliver to the administrative hearing officer a written list of all their witnesses for the College to call at the hearing.
2. The responding student (and complainant when participating in the hearing) will deliver to the administrative hearing officer all written and/or physical evidence they intend to use or have present at the hearing and will indicate who has possession or custody of such evidence, if known, so that the administrative hearing officer can arrange for its presence.
3. If a student cannot attend the hearing, it is the student's responsibility to notify the administrative hearing officer to arrange for another date, time and location. Otherwise, the hearing may be held in absentia.

Preparation for Hearing with Hearing Board

At least two (2) business days before any scheduled hearing, the following will occur. In extenuating circumstances, the administrative hearing officer or responding student may request less than two (2) business days.

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

Hearing Procedures with an Administrative Hearing Officer

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

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

1. Hearings will be closed to the public.
2. Hearings will be audio and/or video recorded. All persons present will be notified of the intent to record.
3. A copy of the incident report submitted alleging the violation will be read out loud. In some cases, portions of the incident report may be redacted if necessary to protect the privacy of another individual or other sensitive information. Such redactions are not intended to work to the disadvantage of the responding student.
4. Admission to the hearing of persons other than the individuals involved will be at the discretion of the administrative hearing officer and/or the Dean of Student Life (or designee). Names of witnesses and/or support persons must be submitted to the administrative hearing officer in advance of the hearing as outlined in this code and/or in written notification of the hearing. Witnesses should have first-hand knowledge of the allegation(s).
5. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the administrative hearing officer. The administrative hearing officer may limit the number of witnesses presented or may accept written statements instead.
6. After the hearing, the administrative hearing officer will deliberate and determine whether it is more likely than not that the responding student has violated the Student Code of Conduct.
7. Once a finding is determined, the administrative hearing officer will render a decision on sanctions and inform the responding student of the final determination within seven (7) business days of the hearing. The hearing outcome notification will be delivered to the student's College-issued email account. Once emailed such notice will be presumptively delivered.

Hearing Procedures with a Hearing Board

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

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

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

1. Hearings will be closed to the public.
2. Hearings will be audio and/or video recorded. Deliberations will not be recorded. Audio and/or video recording will re-commence to note the outcome of the deliberations. All persons present will be notified of the intent to record.
3. Admission to the hearing of persons other than the individuals involved will be at the discretion of the administrative hearing officer and/or the Dean of Student Life (or designee). Names of witnesses and/or support persons must be submitted to the administrative hearing officer in advance of the hearing as outlined in this code and/or in written notification of the hearing.
4. The individuals(s) bringing the complaint, the responding student, and the Hearing Board will have the privilege of questioning witnesses by routing their questions through the administrative hearing officer.
5. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the board and the administrative hearing officer. Witnesses should have first-hand knowledge of the allegation(s). The administrative hearing officer may limit the number of witnesses presented or may accept written statements instead.
6. All procedural questions are subject to the final decision of the administrative hearing officer.
8. After the hearing, the hearing board will deliberate and determine, by majority vote, whether it is more likely than not that the responding student has violated the Student Code of Conduct. The administrative hearing officer will be present and available as a resource during deliberations.
9. Once a finding is determined, if the finding is that of responsibility for a policy violation, the board will recommend an appropriate sanction(s). The administrative hearing officer is responsible for informing the board of applicable precedent and any previous conduct violations or other relevant pattern information about the responding student.
10. The administrative hearing officer will consider the recommendations of the board, then render a decision on sanctions and inform the responding student (and complainant, when appropriate) of the final determination within seven (7) business days of the hearing. The hearing outcome notification will be delivered to the student's College-issued email account. Once emailed such notice will be presumptively delivered.

Appeal Process

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

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

2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
3. The sanctions imposed are substantially outside the parameters or guidelines set by the College for this type of offense or the cumulative conduct records of the responding student.

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

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

Completing Conduct Sanctions

All students, as members of the College community, are expected to comply with conduct sanctions within the timeframe specified by the administrative hearing officer. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the College. In such situations, resident students will be required to vacate College housing within 48 hours of notification by the Dean of Student Life, though this deadline may be extended upon application to, and at the discretion of, the Dean of Student Life. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Dean of Student Life.

Conduct Sanctions

These are examples of sanctions that may be imposed upon any student for violations of the Student Code of Conduct:

1. *Warning*: An official written notice that the student has violated College policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the College.
2. *Restitution*: Compensation for damage caused to the College or any person's property. This could also include situations such as failure to return a reserved space to proper condition--labor costs and expenses. This is not a fine but rather a repayment for labor costs and/or the value of the property destroyed, damaged, consumed, or stolen.
3. *Community/College Service Requirements*: For a student or organization to complete a specific supervised College service.
4. *Loss of Privileges*: The student will be denied specified privileges for a designated period of time.
5. *Confiscation of Prohibited Property*: Items whose presence is in violation of College policy will be confiscated and will become the property of the College. Prohibited items

may be returned to the owner at the discretion of the Dean of Student Life and/or the Office of Campus Safety & Security.

6. *Behavioral Requirement*: This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, reflection paper, alcohol assessment, writing a letter of apology, etc.
7. *Educational Program*: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
8. *College Housing Probation*: Official notice that, should further violations of Residence Life or College policies occur during a specified probationary period, the student may immediately be removed from College housing. Regular probationary meetings may also be imposed.
9. *College Housing Reassignment*: Reassignment within College housing. Housing & Residence Life personnel will decide on the reassignment details.
10. *College Housing Suspension*: Removal from College housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to College housing may be specified. Under this sanction, a student is required to vacate College housing within 48 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Dean of Student Life. This sanction may be enforced with a trespass action if deemed necessary. Prior to re-application for College housing, the student must gain permission from the Dean of Student Life.
11. *College Housing Expulsion*: The student's privilege to live in, or visit, any College housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.
12. *College Probation*: The student is put on official notice that, should further violations of College policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.
13. *Eligibility Restriction*: The student is deemed "not in good standing" with the College for a specified period of time. Specific limitations or exceptions may be granted by the Dean of Student Life (or designee) and the terms of this conduct sanction may include, but are not limited to, the following: ineligibility to hold any office in any student organization recognized by the College or hold an elected or appointed office at the College.
14. *College Suspension*: Separation from the College for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 48 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Dean of Student Life (or designee). During the suspension period, the student is banned from college property, functions, events and activities without prior written approval from the Dean of Student Life (or designee). This sanction may be enforced with a trespass

action as necessary. This sanction may be noted as a Conduct Suspension on the student's official academic transcript.

15. *College Expulsion*: Permanent separation from the College. The student is banned from college property and the student's presence at any College-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. This sanction will be noted as a Conduct Expulsion on the student's official academic transcript.
16. *Other Sanctions*: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense by the administrative hearing officer with the approval of the Dean of Student Life.

Approval and Implementation

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

APPENDIX B: SEXUAL MISCONDUCT POLICY

Policy Statement:

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

Jurisdiction:

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

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

Disciplinary Standard:

Conduct is subject to disciplinary action when it creates a hostile environment. A hostile environment exists where conduct is so severe, persistent, or pervasive and objectively offensive that it unreasonably alters the condition of, or substantially interferes with, an

individual's employment or education benefits. Violations of this policy may result in sanctions up to and including, suspension, expulsion, or termination.

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

Requirement of consent:

Consent¹ - clear, knowing, and voluntary permission by word or action to engage in sexual activity. As individuals may experience the same interaction differently, it is incumbent upon each party to determine that the other has consented before engaging in the activity. Consent may, however, be ratified by word or action at some point during or after the interaction if consent is not clearly provided prior to engaging in the activity.

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

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

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

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

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

¹ Washington defines consent as actual words or conduct indicating freely given agreement to have sexual intercourse or conduct at the time of the intercourse or contact. A link to Washington law can be found: <https://app.leg.wa.gov/rcw/default.aspx?cite=9A.44.010>

² Consent definition largely taken from 2019 ATIXA 1P1P

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

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

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

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

Types of Sexual Misconduct:

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

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

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

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

Non-consensual sexual contact⁵ - any intentional sexual touching, however slight, with any object, by a person upon another person, that is without consent and/or by force.

³ Writing includes electronic communication.

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

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

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

⁵ Washington state law defines sexual contact as touching of the sexual or other intimate parts of a person done for the purpose of gratifying sexual desire of either party or a third party. Links to Washington state law can be found: <https://app.leg.wa.gov/rcw/default.aspx?cite=9A.44.010>

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

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

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

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

Retaliation:

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

Interim measures:

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

Reporting:

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

Failure to report:

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

Approval and Implementation

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

APPENDIX C: DISCRIMINATION & HARASSMENT POLICY

Policy Statement:

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

Jurisdiction and Scope:

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

Policy Definitions:

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

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

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

Reporting:

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

Failure to Report:

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

Approval and Implementation

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

APPENDIX D: DANCE DEPARTMENT STUDENT GUIDE**Introduction**

Welcome to the Dance Department! This appendix to the student handbook summarizes a number of departmental procedures and policies that you need to know. Please take the time to read this handbook thoroughly and remember that you should keep it to hand for reference. Many of the questions you might have throughout the year about your program could be answered by referring to the relevant section. If you have any questions, please speak to your Department Chair.

1.1: Dance Department Mission Statement

The mission of the Cornish College Dance Department is to provide a stimulating environment for talented and committed students in which they will develop proficient dance technique, versatile performance skills, integrity, a creative voice, a willingness to take risks and a clearer sense of their own artistic purpose.

To accomplish this mission, the Dance Department:

- emphasizes dance education with an emotionally and physically healthy approach to the art of dance
- fosters both personal and professional growth
- fosters both technical/performance education and choreographic development
- provides a bridge between the department and the Seattle professional dance community, taking full advantage of the extended educational opportunities available
- encourages students to participate in interdisciplinary and collaborative projects

1.2: Department Values, Goals, and Expectations

Our guiding values and goals in the Dance Department reflect those of Cornish College of the Arts: discipline, mastery, and passion. Our educational philosophy emphasizes both artistic and personal development. To prepare students for professional opportunities and fulfilling lives, we commit to these core values:

Excellence

Strive for excellence. Challenge yourself to develop to your fullest potential in every aspect of your work: physically, intellectually, emotionally, imaginatively, and artistically. Take the risks

necessary for growth, embracing failures as an essential path to success. Invest your whole self in your work for the reward of knowing you have done your best. Commit to a process of change. Support extraordinary efforts, your own and others.

Exploration

Explore your body, cultivating awareness. Explore all possible connections to the world and embrace the breadth and variety available to you in dance. Learn about dance through live performance, film, videos, books, electronic media, and other resources. Explore your potential as a generative artist as well as an interpretive one, reaching beyond your discipline to embrace collaboration, interdisciplinarity, and multicultural perspectives.

Inquiry and Reflection

Be curious. Seek out the widest range of educational resources that are available to you within this college and throughout the world at large. Question deeply your relationship to your art form and your own artistic purpose. Take time to reflect about what you have learned in order to integrate new insights into your work as an artist. Synthesize information from multiple sources.

Openness

Seek and welcome feedback. Be willing to evaluate your own work unsparingly. Develop the ability to generously, constructively, and specifically critique the work of your fellow artists and connect your critique of others to your own ongoing development.

Responsibility

Assume responsibility for your learning and your progress by drawing on self-discipline and motivation. Develop a diligent and consistent approach to your education. Take responsibility to care for yourself: body, mind, and soul. Embody these values by physically manifesting your knowledge and intentions.

Trust

Trust your faculty and their knowledge. Trust your body and its wisdom, your process of growth and change. Trust your ability to succeed. Trust your peers and their creative energy. Dare to be authentic, dancing truthfully from who you are.

Respect

Practice respect for yourself, your peers, your instructors, your dance musicians, all Cornish staff, and your artistic community. Respect your art form, the process of creation, the space in which you do your work, the audience who receives your work, the history of dance, its traditions, and its legacy. Respect your body, developing a healthy approach to your art form. Respect cultural diversity, learning from those whose experiences differ from yours.

Humility

Be humble. Practice empathy, patience, and compassion. Recognize that in dance we commit to being lifelong learners, always students of our art form. Be of service to the work and people involved in the work.

Passion

Remember why you are here. Celebrate your love of dance and the joy that it brings you. Share that joy with others and support them in their passions. Draw inspiration from others' growth and challenges.

1.3: Degree Learning Outcomes

At the completion of their program of study, graduates of the Dance Department at Cornish College of the Arts are able to:

- Integrate mastery of a range of dance techniques in service of creative enquiry as performers and choreographers
- Synthesize their personal research with key transferable skills in relation to projects in the dance field, culture industries, and wider professional world
- Demonstrate an emergent personal aesthetic practice across their roles as performers, choreographers, teachers, producers, administrators, and leaders
- Implement advanced professional practice strategies as appropriate to the dance field and wider world
- Articulate the complex cultural, historical, social, and economic contexts that shape, and are shaped by, dance practices
- Communicate with precision, nuance, and intentionality in writing, orally, and across diverse media

1.4: Professional Conduct

Professional conduct in all areas of work is a necessity for students. Acting professionally will prepare you for the expectations of your chosen field. Professional conduct is not limited to the classroom or formal rehearsals. Students are expected to follow these guidelines at all times in class and in supervised and unsupervised rehearsals, both at Cornish and when representing Cornish at other locations.

In accord with professional expectations, students are expected to adhere to the following:

Class Etiquette

- Be punctual, present, and prepared for all commitments: classes, rehearsals, and performances.
- Demonstrate a focused work ethic through self-motivation, self-discipline, and active participation in all activities.
- Once class begins, you may not leave or enter the studio or classroom without permission or acknowledgment from the instructor. Any behavior that may disrupt

concentration during class or rehearsal is unacceptable (conversation, gum chewing, inattentiveness, etc.).

- No class or rehearsal may be video- or audio-taped without prior written permission from both the instructor and the dance musician. Permission should be requested for any visitors observing class.
- Do not eat food while observing class.

Master Class Etiquette

Attendance at master classes is a privilege. Through master classes, you will meet highly respected and well-known dance professionals and will have the opportunity to impress them with your professionalism and proficiency. The dance world is small, so a positive or negative impression made in a master class can affect your entire professional future.

- Demonstrate your respect for and interest in the teacher's knowledge by being attentive, responsive, and appreciative.
- Treat master classes as you would auditions, dressing as attractively as possible and doing everything you can to make a positive impression on the teacher.
- Dress code for master classes is leotards and tights or form-fitting dance clothes. Remove all warm-up clothes prior to the beginning of the class.
- Attendance at master classes is mandatory when the master class replaces a customarily scheduled class.

Physical Safety and Respect

As dancers, your bodies are your most important asset. You need to take care of your own body and respect the bodies of your peers by treating them with care and consideration. In most studio situations, you should ask permission before touching other people and/or manipulating their bodies in any way.

In improvisation classes, it may not be possible to obtain advance permission before physically interacting with another dancer. When making improvisational choices, you should consider the effect of your actions and choices on other dancers. Make initial contact through the eyes or gentle physical touch to avoid surprising another dancer. Do not pull, push, or jump on another dancer. Considerate and thoughtful interactions will allow everyone to explore creative possibilities in an environment of physical and emotional safety.

Dress Code and Hygiene

Respect for your classmates demands that you adhere to basic standards of hygiene. Students must come to class clean and in fresh attire.

- All students are required to wear form-fitting dance clothes to all technique classes.
- Permission to wear any additional garments (sweat pants, oversized T-shirts, warm-ups, socks and sweatshirts) must be granted by the individual instructor.
- Hair must be clean and secured away from the face and neck.
- Jewelry must be kept to a minimum and you may be asked to remove it.

- Ballet shoes must be worn by all students from the start of ballet class.

Respecting Dance Musicians

Dance musicians have some basic needs that all students must respect. They need to be able to see and hear the teacher and to feel that students respect the space surrounding them and their instrument(s). Here are some basic rules to observe:

- Do not talk near the piano while the musician is playing.
- Do not block the musician's view of the teacher when the teacher is demonstrating combinations.
- Do not block the musician's view of the class while the musician is playing.
- Do not whistle or clap rhythmically during exercises.
- Leave several feet between you and the musicians at all times: stop dancing before encroaching on this space.
- All trash cans should be placed away from the dance musicians' work area.
- If a trash can is near a musician, do not spit into it.
- Do not touch the musician's instruments without permission.

If you would like to provide feedback on a dance musician's performance, you can do so by communicating with your teacher, who may share your feedback with the Department Chair if appropriate.

Recording Dance Musicians

Please respect the artistic property of the Cornish College dance musicians, as well as the privacy of enrolled students. Recordings made in classes accompanied by our musicians may only be used for private personal use as per United States Copyright and Intellectual Property Laws. These recordings may not be used for any public or commercial use and may not be placed on unsecured public and social networks or shared venues (such as YouTube and any other unsecure social network) without the written consent of all constituents. For more information please visit www.copyright.gov/laws. Please see Section 3.9: Copyright Responsibility.

Studio Cleanliness

The dance facilities are cleaned on a regular schedule. Floors are swept and mopped nightly. Barres are disinfected nightly and mirrors are cleaned several times each week. Despite this care, we each bring dirt into the studio with us: on our shoes and clothing, in the food we eat. If you find it necessary to clean the floor during the day, a large broom and dustpan are available for your use. They are stored in the small hallway next to the Dance Faculty Lounge.

No food or beverages are allowed in the studios. Do not leave any litter in the studio such as hair pins, Band-Aid wrappers, tape, lamb's wool, etc. Do not brush hair in the studio or classroom. Take off street shoes before entering the studios.

When leaving a studio or classroom, always turn off the lights.

Please report any cleanliness problems immediately to the Department Manager. Also notify us immediately if the bathrooms need additional paper supplies. Finally, we ask that you assist us in cleaning Kerry 305 by folding and placing all chairs in the chair rack if your class is the last class of the day.

Pianos

Do not move the pianos for any reason whatsoever. Treat the pianos and piano benches as musical instruments, not as furniture or props. Keep food and beverages away from the instruments. Do not stand on the piano benches as they are very fragile and will break. Use the boxes and seating benches provided rather than the piano benches if you need a prop for a class assignment.

If you are collaborating with a musician on student choreography, you may obtain permission from the Dance Department Manager for the musician to use the piano in rehearsals.

Studio Temperature

The heat and ventilation system in the dance studios is designed to maintain a consistent temperature of 74° Fahrenheit. The system provides heat when the temperature in the studios drops below a set point and cools when it rises above that point. Opening the windows to cool the room off or increase air motion will disable this system. Therefore, please do not open the windows at any time, including during evening rehearsals. All temperature fluctuations should be reported to the Dance Department Manager.

Section 2: Course Requirements and Expectations

2.1: Course Requirements and Expectations

You are expected to participate in classes with focus and commitment, to be open to feedback and instructions, and to assume responsibility for your own learning and growth by applying all group and personal feedback. You are expected to strive toward department and industry standards for excellence and also to work to your fullest potential for the joy and fulfillment of knowing you have done your best work.

Please see section 1.4 “Professional Conduct”. Individual instructors will communicate expectations for class participation in the event of illness and injury.

2.2: Academic Etiquette

- Arrive on time

- Cell phones off
- No checking email, text messaging, or internet browsing during class
- Participate respectfully

2.3: Teaching Methods

The faculty employs a variety of teaching methods to emphasize an emotionally and physically healthy approach to dance that fosters both personal and artistic growth. In providing appropriately challenging technique classes based on anatomically sound principles, instructors may choose from among the following strategies to achieve the desired outcomes:

- Physical demonstration and verbal explanation
- Hands-on work with instructors and peers
- Group feedback and discussion
- Proprioceptive and sensory awareness exercises
- Intensive focus on a specific concept
- Solo demonstration and analysis
- Self-analysis of personal technique issues
- Dissection of movement exercises to observe separate components

Students are expected to participate in these activities with openness and commitment.

2.4: Attendance

As a pre-professional dancer with substantial experience prior to joining us at Cornish College of the Arts, you already know that attendance at technique class is essential for the maintenance and improvement of your dance practice. You also know that professional standards in our industry require attendance at class and at every rehearsal. If you are not in class, you will struggle to demonstrate achievement of the learning outcomes (particularly in relation to technique and performance). Additionally, syllabi for technique and performance include a learning outcome in relation to your professionalism. Regular attendance, courteous and timely communication with your faculty, and mindful management of your physical wellbeing are all integral components of that professionalism.

There is no set number of ‘allowed’ absences. Nor are there punitive grading measures in place for any given number of absences. Your work is graded positively: your instructors consider only to what extent and how well you have demonstrated knowledge, skills, and understanding against the specified learning outcomes for the course.

Technique Class Participation Options During Injury

Injuries will sometimes prevent you from participating physically in classes. The dance technique faculty are skilled at offering students a variety of methods to modify class participation and continue learning when injured. These include floor barre, mental visualization

techniques, guided written class observations and more. Please ask your teacher for participation options if you sustain an injury.

Acute injuries may prevent you from all physical participation, in which case you are expected to observe classes and complete written descriptions of your observations by using the department's guided observation forms. We recognize that observing classes for a long period of time can become frustrating and on occasion depressing. While observing classes can be deeply informative, research suggests that observing classes for more than two consecutive weeks may be counterproductive.

Dance faculty recommend the following options for students with acute injuries lasting longer than one week:

Week 1: Observe class or do other activities as suggested by your teacher.

Week 2: Observe class or conduct other activities suggested by your teacher while researching alternative training options (see below). Your teacher may invite you to observe another level than your own to enhance your learning.

Week 3: Continue observing classes, begin alternative training or write a research paper on your injury (discuss guidelines with your course instructor).

If you are still unable to participate physically after three weeks, your technique teachers will collaboratively evaluate your situation and advise you of your options.

When you are able to return to technique classes after a lengthy injury, your teachers may ask you to attend a lower level class to facilitate your healing and return to dancing.

Alternative Training Option

If you are still unable to participate at all in a technique class after two weeks, you are permitted to substitute one week of an alternative conditioning or somatic training activity such as Gyrotonics, Pilates, Yoga, Feldenkrais and Alexander techniques. Each alternative training class serves as the equivalent of one technique class. You may substitute alternative training for a maximum of four Contemporary Techniques classes and 3 Ballet classes each semester. The alternative activity will be recorded on the technique course attendance sheet as full participation rather than watching or partial participation.

It is your responsibility to ensure that the alternative training class is recorded on the technique course attendance sheet by your instructor. The process for having an alternative class recorded is:

1. Complete an Alternative Training Tracking Form and have the instructor of the alternative training class you are taking sign it.

2. Bring it to the instructor of your regular technique course. If the instructor is unavailable during the final week of classes, bring the form to the Dance Department Manager in the Dance Office.
3. The instructor will record the alternative training class on the attendance sheet and sign the Tracking Form.

For more information, please see Section 8 “Injury Management Policy”.

Finals Week Attendance

During final exams week, the Dance Department offers one technique class per day, should you wish to continue your technical training. Technique electives classes do not meet during finals week. The dance faculty hope that this approach will reduce student stress during finals week.

Performance Week Attendance

During performance weeks for CDT and the BFA Concerts, participants will be notified of revised class schedules . At a minimum, all performers must attend the scheduled warm-up classes. On the Monday following CDT performances, CDT participants are excused from both Contemporary Techniques and Ballet technique classes.

Students are expected to attend all regularly scheduled technique classes during the New Moves performance week.

Participation in department performances does not excuse you from attendance at any course outside the Dance Department. If, for example, your production week schedule means that you cannot attend one or more of your H&S classes, you should communicate with your instructor about your anticipated absence as soon as you think you might need to miss class. You should plan to use any allowed absences that instructor permits for the purpose of accommodating your performance schedule. The better able you are to communicate in a professional and timely manner with your instructor, the more positive this negotiation about make-up work is likely to be.

2.5: Department Academic Expectations for Performance

Cornish College of the Arts maintains academic policies requiring minimum GPAs for all students. Failure to meet these standards may result in college probation or suspension.

In addition, in order to help you manage your time and prioritize effectively the Dance Department maintains an additional minimum GPA that must be met in order to be permitted to participate in performance opportunities such as Cornish Dance Theater and New Moves. This policy is intended to support student success.

If your term GPA is below 2.7 (a B- average) you will not be permitted to participate in Cornish Dance Theater during the subsequent semester. By not participating in CDT, you will have more time to dedicate to your core curriculum requirements and other life commitments. You will work with your faculty advisor and/or your student success coach on a plan to help you achieve at your potential. When your term GPA returns to 2.7 or above, your performance privileges in CDT will be reinstated.

Should your term GPA remain below 2.7 for a consecutive semester, you will meet with the Department Chair to discuss further measures to support your achievement in the core curriculum. In addition to not participating in CDT, the Chair may also veto participation in New Moves/Terpsichore's Landing alongside restricting other performance opportunities within the college.

2.6: Technique Classes

Studio Rotation

The Dance Department Ballet and Contemporary Techniques classes change studios each week. In addition to the Kerry studios, technique classes meet at Dance Underground (340 15th Ave E). Signs will be posted the first week of classes informing you where your level will begin. The following week, move to the next studio in a clockwise manner, moving from 300 to 301, from 301 to 311, etc. Imagine that Dance Underground is located between 311 and 300 where the dressing rooms are. If your class begins in 311, you move to Dance Underground the next week and 300 the week after that.

Please see section 9.6 "Alternative Studios" for further information on class times and locations of Dance Underground.

Senior Participation in Technique Classes

Seniors who are registered for 18 credits including one Ballet/Contemporary Techniques course but who are unable to register for a second technique course due to the need to fulfill graduation requirements are permitted to take supplemental technique classes under the following conditions:

1. They must attend the technique level to which they are assigned by the faculty.
2. They must make a commitment for the whole semester.
3. If unable to attend all weekly classes, participation will require the instructor's permission.

Technique Level Assignments

Technique level assignments are based on technical proficiency, knowledge of the specific movement vocabulary, alignment, core support, movement mechanics and ability to learn movement sequences. Students are assigned to technique levels based on their auditions (for new students) and participation in ongoing technique classes (for continuing students). The technique faculty discuss student technique level assignments at the end of the first week of

each semester. Based on the faculty's observations of student performance during that first week, they may recommend moving students to another level. The faculty evaluate students again at the end of each semester, making recommendations for changes for the following semester. Students are invited to ask each technique faculty with whom they study for feedback about their current technique level assignment.

Technique Change Petitions

Dance Department technique level placements are intended to give you the optimal learning experience. Faculty assign your technique level based on an assessment of your technical proficiency and specific learning needs. Once placed in a technique level, you are expected to attend that level for the entire semester.

Each technique level is taught by two teachers/semester, giving you the opportunity to study with four Contemporary Techniques and four ballet instructors/year. The variety of teachers exposes you to a variety of movement perspectives and gives you the opportunity to learn how to receive instruction within different teaching styles.

The department encourages you to take responsibility for your own learning processes by developing self-awareness and a deep understanding of your body and of your mental processes. We hope that this approach will help you discover how you work best and how to make good choices for yourself. However, you are expected to do this within the existing structure, especially in the first three years in the program.

Once you are a senior, the faculty will consider petitions to specialize with a particular teacher. Should you wish to petition to change level due to choice of teacher, you should submit the "Petition to Change Technique Level Due to Personal Preference" (available on Compass) to the Department Chair for faculty consideration. In evaluating your petition, the faculty will consider your past history of work ethic, your age and number of years at Cornish, and the relative size of the technique levels. If granted, you may be asked to participate in classes as a teacher's assistant when attending classes at a lower level.

Credit By Exam for Advanced Technique Placement

Entering students who are assigned to a ballet and/or Contemporary Techniques level higher than Level 1 during their first semester at Cornish and have received less than 6 transfer credits in that technique form are eligible to receive credit for their advanced standing through Credit by Exam.

- Students placed in Level 2 may receive a maximum of 3 credits for each technique form in which they have advanced standing.
- Students placed in Level 3 and 4 may receive a maximum of 6 credits for each technique form in which they have advanced standing.

- The maximum number of credits a student may receive for technique courses through Credit by Exam is 12.

The students may apply for the credit during their second semester at Cornish College and must complete the Credit by Exam paperwork, paying all associated fees, by the end of their second semester at Cornish. This policy does not apply to students admitted to the Professional Dancers Program.

Students may not receive credit for technique level promotions that occur after the first semester, even if they skip a technique level.

Technique Electives Participation

The majority of technique elective courses offered by the department are structured on the assumption that the enrolled students have participated fully in a preceding ballet or Contemporary Techniques class, arriving at the technique elective fully warmed-up and prepared to attempt complex movement challenges. Courses such as pointe, partnering, jazz and male technique all provide either a limited warm-up or no warm-up at all. Consequently, students in technique elective courses may not participate unless they have completed the preceding technique class. Students who have not participated in the technique class should observe the technique elective.

The only exception to this requirement is for somatic courses which do not require prior warm-up. Teachers of these courses may permit students to participate without a preceding technique class.

Technique Elective Courses: Special Considerations

Ballet Partnering

Women enrolled in Ballet Partnering must be at the Pointe 2 level and must simultaneously enroll in Pointe 2. Participation in Ballet Partnering is by permission of the instructor who may deny permission if it appears that the student lacks the technical strength to participate in the class safely.

Pointe 1

DA 207/208 Pointe 1 is an intermediate level pointe class, open to all students by audition. Students registering for this course must have had at least two years of pointe training, sufficient proficiency to participate in the class, an appropriate foot structure for pointe and strong enough alignment and core support to ensure safe participation. Students should not take the course if they have or are recovering from a foot or ankle injury.

The first class of the semester will serve as an audition class. At this class, the instructor may ask students to withdraw from the course due to insufficient technique, inappropriate foot structure and/or injuries.

Section 3: Performances

The performance opportunities at Cornish are varied, including student and faculty concerts and interdepartmental performances.

3.1: Department Performance Opportunities

Cornish Dance Theater (CDT)

CDT is a fully-produced concert at the Cornish Playhouse occurring each semester, with choreography by faculty members and visiting professional choreographers. Participants are selected by audition. The curricular purpose of Cornish Dance Theater is to provide a professional caliber performing experience that reflects the highest level of proficiency developed within the studio classes.

New Moves

New Moves is a fully-produced concert showcasing student choreography, held at Velocity Dance Center. All students are eligible and encouraged to participate as performers and/or choreographers. In order to ensure sufficient choreographic opportunities for students at all stages of the program, the faculty restrict the number of works by seniors on this concert. Students indicate their interest in performing by adding their names to a posted roster of available performers, attending student choreographer auditions, and through informal student contact. A faculty committee selects the works to be performed on the New Moves concert through a critique and audition process. Any piece not selected for the concert may be adjudicated for Terpsichore's Landing, or other informal studio concert. The purpose of the New Moves Concert is to provide performance and choreographic opportunities for Dance Department students.

Senior Project (BFA) Concerts

The BFA Showcase presents the culminating choreography or performance of department seniors in fully-produced concerts at the Cornish Playhouse. Students indicate their interest in performing in senior choreography by adding their names to a posted roster of available performers, attending senior choreographer auditions, and through informal student contact.

Studio Concerts

These are produced by students in the department studios with minimal lighting. There is usually a concert of student choreography produced during the spring semester called

Terpsichore's Landing, which can occur in the studios or PONCHO Concert Hall. However, there can be as many studio concerts as you have the drive and energy to make happen!

Screendance Showings

These are informal showings in which students share their digital video projects (with or without choreography) with other students and faculty. These often take place during the Department's Final Showings (see below), but can be scheduled by students or faculty anytime.

Final Showings

At the end of each semester the department holds Final Showings to share the work created in courses and celebrate the semester's accomplishments. Typically, this includes a selection of final projects from creative process classes and excerpts of class activity from technique electives. Screendance and film projects may also be shown. A member of the faculty coordinates program order and refreshments. Departmental awards are also presented to students.

Interdepartmental

Interdepartmental performance opportunities may include faculty collaborations across departments, guest artist workshop performances, as well as student collaborative projects. Frequently there are interdepartmental collaborations as well, such as a musical or opera. Information about audition and rehearsal processes is posted in the department as it becomes available.

Original Works Concentration

This opportunity offered through the Theater Department is designed for artists whose goals are to generate original performance pieces in a variety of styles. Students with junior standing in majors other than Theater are encouraged to audition for Original Works courses with permission from your department chair as well as the Theater chair. A successful audition will allow you to take part in a three-semester sequence of classes: TH 381-382 Original Works and TH 483 Playwriting/TH 487 Directing. Other Theater electives may be taken by permission. We cannot guarantee a venue or technical support for a performative Senior Thesis Project by a non-Theater major, although you are welcome to petition for a slot. Petition no later than the third week of fall of your senior year. Permission to present a project must be granted by the chair of the student's home major as well as the Theater chair. Auditions are in mid-to-late August. Call the Theater Office at (206) 726-5042 for additional information.

3.2: Performance Credit Requirements

You are required to complete four credits in Performance courses to receive a Bachelor of Fine Arts degree in Dance. At least 2 of these credits must be obtained in Cornish College performances. You may receive credit for performances outside Cornish College that occur in a professional venue. You may earn credit for outside performances for a maximum of two of the

four required performance credits. To earn credit for outside performances, students should follow the procedures for Credit by Exam, bringing documentation of the outside work to the Department Chair. Please see section 2.8 Technique Classes/ Credit By Exam for Advanced Technique Placement.

Performance credits at Cornish College may be earned through any combination of the following courses:

DA 391 New Moves: Performance	1 credit
DA 394 Rehearsal/Performance: Senior Project	1-2 credits
DA 361-362 Cornish Dance Theater	1-2 credits

In addition, students performing in Theater Department productions may register for the appropriate Theater Rehearsal/Performance course. These credits may be assigned to either the Arts Electives or Dance Performance requirement.

3.3: Performance Commitment Guidelines

In the Dance Department, our highest priority is supporting your progress to the successful completion of the BFA degree. The faculty have placed limits on the number of department performance commitments a student may undertake over the course of the year in order to help you maintain a good balance between your various commitments.

These guidelines do not include casting in the spring semester concerts, Spring Cornish Dance Theater or Terpsichore's Landing, beyond the overall constraint that you may not perform in more than two pieces within one concert.

Choreography for the New Moves and/or Senior BFA Concerts is not considered to be a performance commitment unless you perform in your own dance.

Performance Commitments Policy

You are permitted to perform in a maximum of two pieces in each department production: Fall and Spring Cornish Dance Theater, New Moves Concert and Senior BFA Concerts. Excluding the Spring CDT Concert, students may perform in a maximum of four pieces per year. Students may choose how the distribution falls.

External Performance Commitment Policy

You are encouraged to participate in external performance activities that do not conflict with your Cornish commitments, including coursework, rehearsals and performances. We request that you inform your advisor of these activities.

When you are a senior, you may have opportunities to participate in outside professional activities that conflict with Cornish commitments. In such an instance you are invited to petition the faculty for permission. In your petition you should make clear how the professional activity will be of benefit to you, the ways in which the professional activities will supplement or stand in lieu of any classes you may miss, and detail your strategies for completing all assigned assessment activities. If granted permission to participate in activities that conflict with Cornish commitments, the department and the student will develop, in advance, a written agreement regarding successful completion of coursework.

3.4: Performance Conflicts with Courses

You are responsible for informing your instructors, both inside and outside the Dance Department, of your class conflicts. Discuss your possible absences with your instructors as soon as you are aware of any scheduling conflicts (preferably at the beginning of the term). Most Cornish faculty are willing to work with you to make arrangements to accomplish any out-of-class work that you will miss (tests, projects).

In particular, courses in the Tuesday/Thursday 6-7:20 pm time block can pose difficulties during the spring semester for students involved in both the BFA and CDT Concerts. If at all possible, consider your tech rehearsal schedules when selecting your spring semester courses.

A memo will be sent to the Chairs of all the other Cornish departments informing them of your participation in a Dance Department performance. The purpose of this memo is to provide official verification of your participation. The Dance Department memo does not excuse your absences. You still need to talk to each of your instructors about your conflicts as soon as you know how the performance and tech schedule might impact your work. You must not wait until just a week or two before the conflict arises to discuss this with your instructors.

Please see Section 2.4 'Performance Week Attendance'.

3.5: Rehearsals and Injuries

Daily technique classes prepare you for the demands of rehearsals by warming up the body, refining neuromuscular control, and building strength and technical proficiency. Participating in rehearsals without the benefit of technique classes is dangerous and will exacerbate injuries. Therefore, the Dance Department expects that if you are unable to participate fully in technique classes due to injury you will not participate physically in rehearsals of student and/or faculty dances. If you are injured you should attend rehearsals to observe and to assist the choreographer as possible.

Should you be injured and find yourself unable to participate fully in technique courses, you should notify your choreographer as soon as possible. Your challenge is to learn how to work with your injury productively, modifying your work in technique classes to permit the fullest

possible participation and actively pursuing physical therapy to facilitate your return to full participation in technique classes and rehearsals.

3.6: Student Choreography

Auditions

Department seniors hold a group audition for performers for student choreography during the second week of the fall semester. All students interested in performing in student choreography are invited to attend this audition. Students who intend to choreograph for the BFA Concerts and/or New Moves Concert are invited to observe these auditions to select performers for their pieces.

Program Notes

Choreographers using nudity or music with explicit language should inform the audience of this in their program notes, inviting audience members to leave the theater prior to the piece if they desire.

3.7: Tickets for Dance Department Performances

You will each receive at least one complimentary ticket to each of the Dance Department productions: Fall and Spring Cornish Dance Theater and New Moves. Available shows may be restricted due to theater size and projected ticket sales. CDT performers and crew each receive at least 2 complimentary tickets. BFA Concerts and Terpsichore's Landing are typically pay-what-you can, so can be attended free of charge by anyone. Tickets are reserved and sold via Brown Paper Tickets.

Cornish Dance Theater, New Moves and BFA concerts are professionally videotaped. Purchase information will be communicated to you by the Department Manager before each performance.

Please refer to the main section of the Student Handbook: Personal Information and Publicity Release if you do not wish to appear in department photos and videos used for public promotion.

3.8: Copyright Responsibility

Please be aware that under United States copyright and intellectual property laws it is illegal for recordings that include music to be posted on public web sites such as YouTube and Facebook without the explicit permission of the music publisher and record label. This includes video footage of rehearsals, classes and performances. However, postings can be considered "fair use" under copyright laws if purely personal. If you wish to post rehearsal footage including music online to facilitate your rehearsals, we recommend that the recording be posted as "personal/private", with password required for viewing. Otherwise, posting the videos infringes

music copyrights and you may be sued for copyright infringement if you have not secured written permission.

Students should also remember to secure written permission from all performers and other contributors before sharing any photographs or video on public websites. The dance department provides a template [Student Photo Release Form](#) that you may adapt for this purpose.

3.9: Production Policies

Each Dance Department production has a set of policies that are important to review and understand before participating in that production. [CDT, New Moves, and BFA Concert policies](#) are available on Compass and posted on the Production Board.

Section 4: Department Policies and Procedures

4.1: Advising

Advising is available from your individual faculty members, your assigned faculty advisor and your Department Chair. We care about you and your growth here at Cornish. We invite you to keep us informed of any events in your life that may affect your ability to perform fully and to inform us of any injuries, illnesses or medication that may affect your participation in class.

Instructors

To make an appointment with one of your instructors, email or leave a note in their box in the Dance Office, indicating your contact information, reason for wishing to meet, and times when you are free.

Faculty Advisors

You will have been assigned a faculty advisor who acts as your mentor and artistic advisor. A list of the assigned advisors will be posted on the main Dance Department bulletin board. Your advisor will meet with you at specified departmental advising times during the year. However, you can meet with your advisor at any time during his/her office hours (see above) or by arranging a mutually convenient appointment.

Department Chair

To make an appointment with the Department Chair during her office hours (Tuesdays 2pm-6pm), please use EMS ('Sign Up for Office Hours' template). Instructions are attached, and also available on Compass.

New Student Advising

New students meet as a group with their faculty advisor early in the fall semester. Your advisor will help you to find the resources you need to succeed in and enjoy your education at Cornish College.

Mid-Semester Advising

At the mid-point of each semester, you will meet alone with your advisor to receive feedback about your progress and discuss evaluations from your technique faculty. Most dance classes are canceled for mid-semester advising. You make an appointment by signing up on the mid-semester advising sheet posted for each advisor.

End of Semester Advising

At the end of the spring semester you may choose to schedule an individual advising meeting with the core faculty. Available meeting times will be posted by each core faculty member.

Registration and Degree Advising

Cornish College of the Arts employs a number of Academic Advisors whose role is to provide guidance to all students in relation to registration, course selection, and degree completion. The Dance Department Chair holds ultimate authority in relation to your courses in major and you are encouraged to consult her in the event you wish to or need to deviate from the model program.

Academic Advisors' office hours are Monday-Friday, 9 AM-5 PM; please contact them directly to inquire about availability of office hours at Kerry Hall.

4.2: Capstone Project

Detailed information about the BFA capstone project, a required component of your BFA degree, is contained in the Capstone Project Guide and on the Capstone Project Timeline. These documents are available for review on Compass.

4.3: Communications

Email

All Dance students are given a Cornish email address and are required to check it daily. This is the primary mode of communication the College, the Dance Department, and your faculty will use to contact you with important information. Please see the College Email policy in this Student Handbook for more information.

Phone Use

In the case of a true emergency, students may use the phone in the Dance Office (please use your best judgment in determining what constitutes an emergency). You may also request to use the Dance Office phone for school-related purposes (e.g. to call administrative offices at MCC).

Mail

If you have a piece of physical 'mail' (a returned assignment, or notice from administrative offices in MCC, for example), it will be held in the Dance Office in the Student Inbox, and you will be notified by email to pick it up. If you are unable to pick it up during office hours, the object can be left with Kerry Security.

Dance Department Compass Pages

The Dance Department has a page on Compass containing an electronic copy of this appendix and commonly used forms and reference documents. You should access Compass at <https://compass.cornish.edu/ICS> and log in using your Cornish email login and password. If you need assistance logging on to Compass, please send an email to the Information Technology Department Helpdesk, helpdesk@cornish.edu, or call (206) 726 5092. Click on the "Departments" header and look for the "Dance Students" page.

4.4: Course Selection and Special Programs

Advanced Dance Studies Petitions

Students are required to complete three credits in Advanced Dance Studies, selected from the following courses: DA 330 Digital Dance Directed Studies; DA 335 Writing About Dance; DA 352 Advanced Choreography; DA 354 Advanced Improvisation; or DA 482 Teaching Creative Movement. Students may also fulfill the Advanced Dance Studies requirement through additional courses in other areas of interest such as dance production. You may enroll in more than one of these courses, with the additional credits assigned to fulfill your Dance Electives requirement.

The Advanced Dance Studies course is usually completed during the junior year. However, courses are offered on an alternating year basis, so you may choose to wait and complete this requirement in your senior year. Consult the Department Chair to determine which course to take and when to take it in your degree sequence.

Accelerated Degree Program

Students accepted for admission to the department's Accelerated Degree Program (ADP) are given the opportunity to complete their BFA in Dance in three years and two summers.

Program Completion Requirements

During the summer following the 1st year, you must complete two Humanities and Sciences courses. During the summer following the 2nd year, you must attend an accredited summer intensive dance workshop to earn 5 dance credits. Financial aid will likely not be available for summer study. If you prefer not to complete summer study you have the option to add a final fall semester, completing the degree in 3.5 years.

If you are an ADP student you will be awarded 5-11 credits, depending on your technique class level placement, through the college's Credit By Exam process. Payment for these credits (\$30/credit) must be completed by the end of the first semester of enrollment.

Once admitted to the ADP, you must

- Maintain a minimum GPA of 3.3
- Complete all courses in the sequence and timeline provided
- Avoid department probationary status

Failure to meet these requirements will result in transfer from the Accelerated Degree Program into the four-year BFA in Dance at Cornish College of the Arts.

Dance Production Study Options

Students who wish to pursue their education in dance production past the first year course DA 132 Technical Production for Dance have several options including:

- Enrolling in DA 131 Lighting Design for Dance as an elective option
- Designing independent studies in advanced dance technical theater under the supervision of the Dance Department Technical Director. (Note: to be eligible for independent study, students must have completed both DA 131 and DA 132.)
- Engaging in internship opportunities connected to dance production
- Focusing on dance production for a senior project

Credits earned for additional dance production study may be applied to dance electives and/or arts electives, depending on the course completed. Independent studies in advanced dance production may fulfill the advanced dance studies requirement. For further information and guidance, please speak to the Dance Department Technical Director and the Department Chair.

Writing About Dance

If you are interested in writing about dance you are encouraged to do the following:

- Notify the Department's Writing Mentor(s)
- Use the Student Dance Writing bulletin board, where notices about writing opportunities, contests, student papers, etc. will be posted

- Peruse the Professional Dance Writing bulletin boards for professional examples of various dance writing
- Start a Dance Student Writing Group (to discuss ideas and provide peer feedback on writing drafts)
- Design an independent study in dance criticism, dance research, or other dance writing related subjects under the supervision of one of the Dance Department Writing Mentors (Note: only proposals for topics not already offered in the curriculum will be considered)
- Focus on a writing-based senior project
- For further information and guidance, please speak to the Dance Department Writing Mentor (Lodi McClellan) and the Department Chair.

Teaching Methods Prior Learning Experience Criteria

Students who wish to receive credit for DA 481 Teaching Methods for prior teaching experience must meet the following criteria:

- Minimum 3 years of teaching experience
- Experience in a diverse range of dance forms, including technique
- Experience with a range of student ages
- Ability to articulate a coherent teaching philosophy verbally
- Demonstrated conceptual understanding of the mechanics of technique
- Placement at level 3 or 4 in Cornish technique classes

If you meet the above criteria you should meet with the Teaching Methods faculty (Michele Miller and/or Lodi McClellan) to request credit. You will need to provide:

- Written verification of teaching experience through a letter from an employer or copies of teaching marketing materials such as school brochures.
- A written statement of teaching philosophy that outlines your general beliefs, goals, and objectives as a teacher, supported by experiential evidence.

If your request is approved, you will have two options:

- Receive Prior Learning Experience credit for DA 481 Teaching Methods by filing the appropriate form with the Registration and Records Office and paying the associated fee by the end of the spring semester.
- Replace DA 481 Teaching Methods with 2 other dance credits. The department recommends that students choosing this option consider taking DA 482 Teaching Creative Movement, a 3-credit course that is offered alternate years.

Alternatively, students who successfully complete 2 credits of DA380 Dance Teaching Practicum may petition to use these credits to fulfill the Teaching Methods requirement.

4.5: Summer Study

The Dance Department encourages you to attend intensive summer dance programs to maintain conditioning and technical progress during the four-month summer break. This will

enable you to broaden your perspectives on dance and to facilitate the development of valuable professional connections. A directory of summer dance programs is available in the Dance Office.

Please be sure to check with the Dance Department Chair before summer break to determine whether any credits from your summer program may be transferred in to Cornish.

4.6: Dance Department Scholarships

Dance Department merit scholarships for continuing students are included in the Cornish Scholarship awarded by the Financial Aid Office. These scholarships are awarded to students who have filed their FAFSA by the college's February 15th priority deadline on the basis of their Cornish GPA. Please consult the Financial Aid Office 206.726.5014 if you have any questions about the deadlines and process for the Cornish Scholarship.

Section 5: Maintaining a Body-Positive Teaching and Learning Environment

Introduction

“As educators, we struggle with the tension between the expectations of the classroom and those of the world – between a developmental view of progress and performance and the marketplace vision of professional standards and requirements. Foremost, we wish to help our students develop their creative capacities and skills, to grow intellectually, emotionally and spiritually, but we may wonder about how we can prepare them for a professional world that is less concerned with their overall development and more concerned with strict aesthetic and physical standards. How do we work with students to help them set realistic and healthy goals for themselves and their professional development? How do we talk about the difficult territory of the body with each other and with our students? We live in a world where we are bombarded with conflicting messages and information about the body, about health and wellness and about standards of beauty and fitness. For many, the body becomes problematized, a source of shame and anxiety. In the performing arts, the standards the body is held to can be particularly restrictive and sometimes brutal.”

Chris Kellett, Former Assistant Provost, Cornish College of the Arts

Introduction to the spring 2006 Faculty Teaching and Learning Session on Body Politics

The Cornish College Dance Department faculty recognizes that dancers are seeing and thinking about their bodies on a daily basis. While teaching you, we strive to establish an emotionally healthy, non-judgmental atmosphere. One of our missions as educators is to teach you how to negotiate personal and professional issues concerning the body.

The Cornish Dance faculty welcomes all body types and, at the same time, is committed to providing you with an understanding of professional expectations. Specifically, we do not criticize, shame, or compare body types. We do not weigh you or make recommendations about

your weight. We are committed to helping you maintain a healthy, fit, and functional body that is prepared to meet the physical demands of the dance profession. We are not qualified to make medical evaluations of your physical health. If you have questions about your physical health, or if we become concerned about your physical health, we will refer you to the appropriate professionals.

As faculty we cannot predict who will be successful and what body type will ensure that success. We also do not believe that your artistic worth is related to your weight or body type. We have seen students with high physical potential for dance flounder. We've also seen students with physical challenges succeed beyond our expectations. Therefore, our goal is to help you learn how you can make healthy choices with your body both in school and out in the world.

In many areas of dance there is a prevailing "industry standard" regarding body type and weight. We are all familiar with the cultural and professional stereotypes and the pressures to conform to a limited physical aesthetic. We also recognize that guest professionals may arrive with their own perspectives and aesthetics that differ from our department's standards. The Cornish dance faculty will make every effort to balance our compassion and care for you as individuals with the realities of professional expectations. We will present you with facts, share helpful tools, ask you questions, and allow you to formulate your own insights.

Our ultimate goal as dance educators is to ensure that the dialogue about our bodies is healthy, honest, and ongoing. We invite you to discuss body issues with your faculty at any time.

5.1: Eating Disorders: Information and Support

Eating disorders are a serious problem in our culture. Dancers are often especially vulnerable to eating disorders because of an emphasis on low-body weight and thin appearance in many dance settings. The Cornish Dance Department seeks to provide dance education focusing on healthy body composition rather than body weight or shape. We believe that positive body image and a healthy relationship with food are essential for all dancers. We hope that the resources and educational materials provided here will help foster greater understanding of disordered eating. If you think you, a friend, or a family member might be suffering from an eating disorder, we encourage you to get help by talking to friends, family, a faculty member, or a doctor, or by utilizing the resources on this sheet.

For a list of on-campus, off-campus, and online resources, you can contact Counseling Services, the Office of Student Life, and/or Dance Department staff.

5.2: Conditioning Maintenance

We strongly encourage you to continue your training during the winter and summer vacations by attending technique classes. The technique that you work so hard to acquire during the year will slip away from you during vacations unless you take class. In addition, you increase your risk of

injury during the semester if you allow your conditioning level to decline during the breaks. If you are unable to attend technique classes, we recommend that you maintain your conditioning level by participating in aerobic exercise and strength training, giving yourself class and/or performing the basic exercises conducted in our technique classes.

To help you maintain your conditioning, Kitty Daniels and Carla Corrado have written "[Staying in Shape! A Dancer's Guide to Maintaining Conditioning during Semester Breaks](#)", distributed in DA 115 Movement Foundations and available on Compass.

Section 6: Multimedia

6.1: Media Instruction

The Cornish Dance Department offers a curriculum for digital dance. DA 230 Introduction to Screendance is offered each fall to teach students about camera use and editing. DA 330 Digital Dance Directed Studies, giving students an opportunity to further extend their practice in screendance and other multimedia dance forms, is offered on a rotational basis. Web design is covered in DA 435 Dance Professional Practices. We also recommend that students interested in this topic form a registered student organization and interact with similar groups in other departments.

6.2: Media Resources

AV Equipment

Please make arrangements with the Department Manager during office hours if you are interested in checking out the Dance Department's AV equipment. Unless authorized by the Dance Department Chair or Manager, no Cornish Dance recording equipment can be used outside of Kerry Hall premises.

Equipment available to check out in the dance office includes the following:

- Canon HD camcorders (Supply own SD memory card; we recommend Class 10, no less than 32GB)
- Variety of cables and dongles for device connection
- Tripods
- 1 snowball microphone

Section 7: Injury Management Policy

Introduction

The Dance faculty encourages Dance Department students to care for their bodies in order to prevent and/or promote speedy recovery from injuries. The most basic care for injuries involves

RICE: Rest, Ice, Compression and Elevation. If you sustain either an acute (sudden onset) or chronic (slowly developing) injury, you should apply ice to the injured part for 15-20 minutes, several times a day, in order to reduce inflammation and facilitate the healing process. If your pain lasts longer than a few days, we recommend seeking medical attention, beginning with a screening by the department's on-campus physical therapist.

When you seek medical attention, we strongly recommend that you consult health professionals who specialize in treating musculoskeletal injuries rather than primary care or family doctors. You need to be diagnosed and treated by a specialist in musculoskeletal problems who understands the specific demands of dance. The department's Medical Resource List, available on Compass, provides you with a list of health professionals who have had experience in treating dance injuries.

Your teachers are not doctors. Please do not expect the dance faculty to diagnose or recommend treatment for injuries. Our area of knowledge is dance and the mechanics of the healthy body. We leave the treatment of the injured body to professionals trained in that area.

Injury Procedures

If you sustain an injury, we recommend that you obtain a medical diagnosis and work with a physical therapist to establish an aggressive rehabilitation program designed to return you to full participation in technique classes as soon as possible.

You should try to schedule your off-campus physical therapy appointments outside of class times. This may require scheduling appointments well in advance. If you need to miss technique classes in order to go to physical therapy, you should try to distribute your absences evenly between ballet and Contemporary Techniques classes. If you are not at physical therapy, you must observe technique classes and complete Peer Observation Forms.

As a courtesy to your faculty, and in order to achieve well against the professionalism learning outcome for your technique and performance courses, you should communicate promptly with your faculty about any injury, about your timeline for treatment, and about your plans for modifying course participation.

7.1: Physical Therapy on Campus

The Dance Department provides on campus injury screenings and treatments for minor injuries by physical therapist and faculty member Carla Corrado. 15-minute appointments are available 2 days per week. In these appointments, Carla assesses injuries and helps students determine the best course of treatment. If more intensive treatment is warranted, she refers students to physicians and physical therapists off campus. All Dance Department students are entitled to up to four physical therapy appointments per semester.

Appointment Sign-Up

To make an appointment with Carla, sign up on the posted physical therapy appointment sheet. We expect you to minimize the conflict between an appointment and your classes and to avoid conflicts with courses other than technique. However, it is inevitable that some of Carla's appointment times will conflict with your technique classes. Here are our guidelines for scheduling a physical therapy appointment during the technique class time slots:

- If you are injured enough to be observing all or most of a technique class, make your appointment at the beginning or middle of the class.
- If you are able to participate in most of class, minimize how much class you miss by making your appointment at the end of the class.
- After your appointment, return to class to observe. If your technique class is off-site , stay at Kerry Hall to watch a class there; bring your technique teacher a completed class observation form for the class you observed.

Section 8: Facilities and Equipment

The primary function of facilities at Cornish College of the Arts is the support of the academic mission of the College. Cornish curricular and co-curricular activities have priority in the scheduling of all College facilities. In accordance with this policy, students are permitted to use available studios for activities related to College and Department activities during building hours.

8.1: Reserving Rehearsal Space

Students may sign up for rehearsal space using EMS (Event Management System), an online scheduling tool. A tutorial for Dance students reserving space in Kerry Hall can be found on Compass; instructions for reserving non-Kerry spaces (such as Theater movement spaces) are listed on the home page of EMS: ems.cornish.edu (you will use your Compass login info).

Bumping Another Choreographer

If you find it necessary to bump a choreographer in the case of emergency, you must give that person at least 48 hours notice. Inform the person you are bumping by emailing them, and contact the Dance Department Manager (for Kerry studios), or the Theater Department Coordinator for LUI or Commons studios, so that they can update EMS.

Cancellations

The information on EMS is live, so it is important to cancel your reservation as soon as you know you won't be using the space in order to give others the opportunity to reserve it. If you have questions on how to do that, please contact the Dance Department Manager

Late Arrivals

Students who are more than 15 minutes late may forfeit their studio reservation if another student needs the space. Please note that this policy only covers Kerry Hall studios; Commons and Lui dance studios do not operate under a forfeiture policy.

Kerry 300 and PONCHO Concert Hall

Kerry 300 is directly over the PONCHO Concert Hall. Rehearsals in Kerry 300 are not permitted during performance events in PONCHO because the sounds created in rehearsals can be heard in the theater. EMS should be updated to show 300 as reserved during performances in PONCHO; if EMS is not up to date with that information, and you are asked to leave the room by the PONCHO Facilities Manager, Security Officers, Music Department Chair or Administrator because a concert is about to begin, you should vacate the space.

You may also be asked to lower sound volume in 301 during PONCHO concerts.

8.2: Reporting Issues

Tell the Department Manager as soon as you notice any issues in relation to Department facilities. This can be anything from running out of soap, a water leak, to temperature issues in the studios, or general questions. There are times when the Department Manager is busy or otherwise unavailable. In such cases, please leave a note in her/his/their mailbox or send an email to dance@cornish.edu, identifying yourself, the date and time and the issue to be resolved. Having the issue in writing helps the Department Manager track your requests.

8.3: Kerry Hall & Dance Department Resources and Information

Student Lounge

The Kerry Hall Student Lounge is located in the basement. Vending machines, sink, refrigerator, and a microwave are available for your convenience.

Athletic Tape

The Dance Department provides athletic tape on a limited basis. The tape box can be found in the Dance Department Office. Tape is available to aid in immediate situations (during the school day). If you have persistent need of tape, please purchase the appropriate kind recommended by your doctor or our physical therapist.

Computer Stations

In the basement of Kerry, there are four work stations in the student lounge with email, word processing and printing access.

Please report any equipment breakage or malfunction to the Information Technology Department by calling 5092 from the on-campus phone in the Kerry Hall 1st floor foyer or any red phone (206.726.5092 from your cell). Before reporting a problem, try turning the computer on and off. This will fix many problems and save you valuable time!

You should purchase an external storage device (thumb drive, flash drive, memory stick, etc.) with a USB interface for saving your work when using a Cornish computer.

If the printer you are using runs out of ink, contact IT (5092) to replace the cartridge. Please understand there will be times when no-one can respond immediately. The cartridge will be replaced as soon as possible.

Use of all Cornish computer equipment is considered a privilege. Failure to respect the rules outlined in the IT policies in this student handbook 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 disks be scanned regularly for viruses. If you have any questions about the computer labs at Cornish, please contact Information Technology at 206.726.5092.

Copy/Print Resources

There is a black and white coin-operated copy machine available for student use in the Kerry Hall basement student lounge.

Refrigerator

A refrigerator is available in the Dance Department hallway to store the food that you bring to get you through the day. The refrigerator is not intended for overnight storage. Please label your lunch boxes/bags with your name and the date. Each Thursday, everything in the fridge will be marked with a sticker—the following Sunday, anything with a sticker will be thrown away. Do not take anyone else's food!

Ice

Reusable ice bags are provided for injuries in the Dance Department; please empty and replace these bags after each use.

Lockers

Lockers are available in the men's and women's dressing rooms on a first-come-first served basis. You claim a locker by putting a lock on it. Since there are not enough lockers in the dressing rooms to serve everyone, we ask that you share your locker with another student if possible. Please do not leave any personal belongings in the lockers over the summer, and leave them clean and empty of trash at the end of the school year.

Sound Systems

The stereo systems that are permanently installed in locking cabinets in the studios are available for you to play an iPod or other digital device using the auxiliary cord connected to the stereo system.

Please be aware that our studios are not sound-proofed. A maximum volume of 85 decibels is recommended, both for the maintenance of your own healthy hearing and as a courtesy to other people working in the building. You can check the volume level by using a free decibel meter app on your smart phone

If you experience any malfunctions of the stereo equipment, please notify the Department Manager right away.

If needed, small CD players are available for check-out from the Dance Office. Please contact the Department Manager if you would like to reserve one. Work Study students cannot check these out to students without prior approval from the Manager.

DVD Burning

If you need to make a DVD for class work, showings, audition purposes, or for performance or choreography reels, we recommend you use the digital editing resources available to you on campus.

An archive of past Department performances is kept in the Library for check-out. Please contact the Department Manager if you are interested in viewing footage of showings or other material videotaped within the department.

Water

The water fountain, in the Dance Department hallway, filters and cools up to five gallons of water at a time. Please use discretion in filling your personal water bottle to ensure that the fountain can meet everyone's needs. Never rinse food containers or coffee cups in the water fountain, as food particles cause clogs.

Student Services at Kerry Hall

Several student service departments provide additional support to Kerry Hall students.

The Office of Student Life and Counseling Services both hold office hours at Kerry Hall during the academic year. Their office can be found in Kerry Hall Room 109.

The Library provides on-site book delivery and a book drop location. Using the Library Catalog (<http://catalog.cornish.edu>), students can put a hold on materials and designate Kerry Hall as

the location. Items for pick-up will be held at the Kerry Security Office and returned at the first floor book drop.

8.4: Alternative Studios

Please check the Technique Rotation Schedule, available on Compass, to ensure that you are aware of the location of your class when 'Alternative Studio' is listed. Please see Section 2.6 "Technique Classes".

Dance Underground

Contemporary Techniques classes are held at Dance Underground on a rotating basis by levels.

Morning technique classes held at Dance Underground will be held from 8:45-10:30, in order to allow you time to travel between buildings. Afternoon technique classes are 90 minutes long and are held from 12:40-2:10 PM.

Section 9: Dance Department Resources and Information

9.1: Dance Job Postings

The Dance Department frequently receives notices of dance-related employment opportunities. These notices are posted on the department notice boards and/or forwarded to students via email. Additional Work Study positions elsewhere on campus will be posted on the Cornish website.

9.2: Dance Department Awards

These awards to students chosen by Dance Faculty members are presented each year at Final Showings in May.

Outstanding Dance Major Award

One or more students from each class are selected to receive a Dance Department Outstanding Dance Major Award. The criteria for the award are:

- outstanding effort and commitment
- respect
- self-motivation
- striving for excellence
- positive and professional attitude
- taking responsibility for own learning
- consistent attendance
- improvement in all courses: technique, creative process and theory
- artistic achievements in performance and choreography
- leadership in department activities

- service to the department and fellow students

Dance Writing Awards

Dance Writing Awards are presented to students nominated by their faculty for outstanding writing in course assignments.

9.3: Sexual Misconduct Policy and Dance

Cornish College of the Arts has a Sexual Misconduct Policy, outlined in the Cornish student handbook (in compliance with Title IX of the federal Higher Education Amendment of 1972). The policy prohibits gender-based discrimination, including sexual misconduct, and outlines a process that plays an integral role in fulfilling the College's commitment to provide a positive learning, teaching and working environment.

You need to be aware that many Dance Department courses involve being touched in ways that might be inappropriate in a non-dance setting. For example, technique teachers will frequently touch a student's pelvis to facilitate an alignment correction. As a result, you might find yourself confused about the intent of an instructor's or fellow student's touch.

If you have concerns about intimate touch, please inform your instructor at the beginning of the semester. If you feel that you are being touched in an unwelcome or offensive manner, you have multiple reporting options available to you. You may discuss it with the individual involved, the faculty, the Department Chair, a staff member, and/or the Title IX Coordinator. The Title IX Coordinator provides information about resources for assistance and about options for addressing concerns. All College employees are required to report allegations of sexual misconduct to campus authorities. Your concerns will be taken seriously.

9.4: Dancewear

The Dance Department is registered with Discount Dance Supply to give you the following benefits: 10% off when using the Cornish Teacher Loyalty Program (TP) number for the first time and 5% off each subsequent order.

Discount Dance Supply

www.discountdance.com

Teacher Loyalty Program Number: **TP70541**

Section 10: Dance Department Contact Information

Faculty members can be reached primarily via email. Email addresses for faculty are the first initial, followed by the last name, "@cornish.edu." For example, Sarah Haskell's email address is shaskell@cornish.edu.

Additional contact information may be listed on your course syllabi.

Sarah Haskell
Dance Department Manager
(206) 726-5079
dance@cornish.edu

Victoria Watts PhD
Dance Department Chair
(206)726-5080
vwatts@cornish.edu

For more information about the department including faculty biographies and media samples, please visit the Dance Department website: www.cornish.edu/dance

For additional departments' contact information, please check the Cornish website.

APPENDIX E: THEATER DEPARTMENT STUDENT GUIDE

Introduction

Theater Department Mission

The mission of the Cornish Theater Department is to provide a learning environment in which students develop their individual creative voices within the ever-evolving and multidisciplinary art form that is the theater, and, as artists, citizens and innovators, to imagine new possibilities for performance. Students acquire and implement a range of skills to fill the theater artist's creative "toolbox" in a stimulating and supportive learning environment. The department commits to facilitate student development as independent artist-citizens with unique perspectives and viable, coherent processes for making work within group structures, founded on a dynamic relationship to the history and practice of the craft as well as to an intellectually ambitious exploration of the conditions of the world around them.

Theater Department Learning Outcomes

Students enrolled in this program who fully participate and engage with peers, teachers and the learning environment will learn, know and demonstrate the ability to:

- Articulate a personal aesthetic grounded in historic and current practices of the art form.
- Generate innovative work that explores multiple perspectives.
- Develop a creative practice that employs intuition, emotional intelligence and improvisation.
- Comprehend and clearly communicate complex ideas in a variety of media including written and oral formats.
- Collaborate using self-awareness, resilience and ethical practice in all creative relationships.
- Develop and implement advanced professional practice strategies in theater as well as in the world at large

As theater artists we function as builders making a bridge of understanding between the audience and the dramatic event. In doing so, we reflect back to the audience the world they

live in and explore with the audience through shared theatrical activity both the diversity and commonality of human experience.

Theater is an interactive art. It thrives on **relationships** — between performers, director, playwright, dramaturg, designers, production staff and audience. To embrace this education requires that we open up to the multiplicity of voices, emotions, ideas, and characters inside themselves, and also to the contexts in which the work takes place. We must reach **out** as well as in, actively engaging with other people and with the events that are shaping our world.

The Theater Department seeks to educate theater artists who are developing an informed and independent aesthetic point of view and who are interested in connecting their work with the world around them. As the learning process here is fundamentally **experiential**, we need to be open-minded, courageous, and willing to explore the widest possible range of dramatic material, characters, ideas and feelings. Our personal ethics provide the roots for the full expression of creativity, sparking useful questions and creative interchange rather than limiting the variety of choices and expression.

Educational Values

The Cornish Theater Department provides you with an education that can help you develop an emotionally and physically healthy, as well as intellectually challenging, approach to making theater. Whether your goals are to perform, direct, generate original work, teach and/or work as a dramaturg — or to dream and realize some new combination of the above — you will participate in an educational process that:

- Values and promotes both personal and artistic growth
- Places an equal emphasis on the acquisition of technical skills and the development of ethics and aesthetics
- Actively engages you with professional theater practice
- Provides a continuous forum for students and faculty to engage in generative and cross-disciplinary work
- Encourages you to connect your work with the community at large

With an education based in the essentials of both personal development and breadth of artistic experience, you will be prepared to create a place for yourself in the world as an artist, citizen, and innovator.

“A theatre is not only a literal space, but also a place where we dream together; not merely a building, but a space that is both imaginative and collective. Theatre provides a safe frame within which we can explore dangerous extremities in the comfort of fantasy and the reassurance of a group. If every auditorium were razed to the ground, theatre would still survive, because the hunger in each of us to act, and be acted to, is inbred. We direct, perform and witness performances to communicate with ourselves as we sleep; theatre cannot die before the last dream has been dreamt”.--Declan Donnellan, in *The Actor and the Target*

ENVIRONMENT

Ethical Practice

Ethical professional conduct and collaboration is expected of every Cornish Theater student, instructor, staff member, and guest artist. Your studentship at Cornish will give you the foundation for the work ethic that will serve you as a practicing artist. The foundations of collaborative learning at Cornish include:

- Be punctual, present, and prepared for classes, meetings, and rehearsals for productions, class assignments, and all other obligations.
- Seize every opportunity to learn. Practice curiosity. Challenge yourself to continually question what theater is and can become, as well as your place in it as a practicing artist.
- Strive to be focused and engaged in class whether participating in or observing the work. Learn by watching and taking notes.
- Participate actively in classes, discussions, symposia and rehearsals. In everything you say and do, seek to move the work of the ensemble forward.
- Give feedback regularly in class when invited. If you are critiquing, focus your comments in a principled way on the work that you have observed.
- Listen to, engage with and implement feedback on your work. Ask questions if you do not understand feedback.
- Practice empathy, patience, and active listening. Respect the rights and feelings of peers, teachers, staff members, and guest artists at all times. Physical or verbal abuse of students, faculty, staff, and visitors is strictly forbidden, as is disruptive conduct (for example, side-talking or using technology for purposes other than classwork).
- Reading comprehension and writing are central to the practice of theater. Read all assignments thoroughly. Make use of your peers and faculty as well as your Student Success Coach, the Cornish Library and Writing Center as resources for deeper understanding and more eloquent written expression.
- Adhere to the college's Code of Academic Honesty in all work.
- In any scene work, memorize your lines in a timely way.
- Always wear clothing that is appropriate to the class or rehearsal. Wear loose (not baggy) neutral clothing without logos or graphics that allows you to move and to stretch safely, and flexible comfortable shoes. Do not work in class in boots, hats, earrings or other jewelry that could hamper movement or interfere with the work. Long hair needs to be tied back.
- Adhere to appropriate standards of hygiene. Come to class and to rehearsal clean and wearing clean clothes.
- Develop a healthy practice of self-care. Know your resources both on and off campus. Communicate immediately and effectively when there are problems and use the resources of the department and college to get help.

Ethical conduct is not limited to the classroom or formal rehearsals. You are expected to follow these guidelines in class, in supervised and unsupervised rehearsals, at all times when you are at Cornish, and at all times when you represent Cornish at other locations.

Communication

It is essential that students and faculty communicate effectively. Please speak to any faculty member about concerns related to the work in class. If you have trouble expressing your views to a particular faculty member, you are strongly encouraged to speak to your Student Success Coach, the Theater Department chair, the Cornish counselors, or the Dean of Student Life.

Confidentiality

We encourage you to openly discuss issues affecting your work with your instructors and faculty mentors. However, those discussions cannot be regarded as confidential. Instructors need to be free to discuss any information received from you with the Department Chair and/or the Cornish counselors if they feel that it is in your best interests.

If you need to discuss any issues under an umbrella of absolute confidentiality, we advise you to speak with one of the Cornish counselors.

Classroom & Studio Etiquette

Please treat all studios and classrooms with respect.

Eating and drinking beverages other than water is not allowed in classrooms. We encourage you to bring water to classes in reusable bottles.

Return spaces to a neutral state after each use, and remove all garbage and personal belongings. Instructions for neutralizing the space are posted in each classroom.

Clothing & Personal Props

All movement, voice, and acting classes require you to wear clothing in which you are comfortable moving, rolling, and lying on the floor.

To allow for close observation of your work and ensemble movement, please wear clothing that is solid colors with no logos. Since your instructors need to observe your posture, musculature, and breathing, please use workout wear, leggings and t-shirts or sweatshirts.

All clothing must be kept in good working order and laundered regularly.

In order for you to move freely and interact physically with others in exercises, do not wear jewelry in classes.

Students need to provide certain personal props and clothing items for use in classes, rehearsals, and productions:

Clothing For Female-Identified Roles:

- Character shoes
- A black or dark-colored long rehearsal skirt
- A black or dark-colored warm-up shirt and warm-up or sweat pants.

Clothing For Male-Identified Roles:

- Dress shoes
- A dress shirt
- A sport coat and black trousers
- A black or dark-colored warm-up shirt and warm-up or sweat pants

Corsets are available for you to borrow for the duration of the semester in the Theater Department Office.

Clothing For Stage Crew and Stage Management

First Year and Second Year students with production assignments need to be attired in black pants and long-sleeved black shirts or T-shirts.

Peer Mentorship

All First Year students will be connected with a peer student mentor from the Theater Department Second, Third or Fourth Year at the end of September. Take advantage of the institutional knowledge and experience of your mentor.

Injuries On Campus

If you injure yourself in the classroom or during rehearsal, you will need to fill out an Injury Report Form, and follow up as necessary. Forms can be found under **Student Forms on Compass / Departments in Theater Department Students**. Physical copies of the form are also available in the Theater Office. If you are unable to make it to the office due to your injury, please send a proxy to pick one up. The forms can be found in the Student Resource Files in the cubbies on your right as you enter the office.

Please take time to find a provider in your insurance network in case of injury. If you aren't sure how to do this, drop by the Theater Office, and the Coordinator can help you.

Ice packs can be found in the First Aid kits in each of the studios. Larger ice packs are available to borrow in the freezer of the Theater Department Office. See the Theater Department Coordinator to retrieve one. If First Aid kits begin to run low, please email theaterws@cornish.edu or see the Department Coordinator.

EVENTS

Cornish Productions

You will receive one complimentary ticket to each Theater Department production, and we encourage you to attend and support the work of your fellow students. Reservations can be made online and the Theater Coordinator will email students a link to a Brown Paper Tickets listing for each show about two weeks before opening.

In addition, we encourage you to attend Theater Senior Thesis productions, as well as work in other departments including Dance and Music concerts, and Visual Arts showings.

All-Department Meetings

At least twice in the fall and once in the spring all students meet as a group with the Department Chair, Staff and Faculty. There will be a department meeting on the first day of school at 10:30 am in Raisbeck Hall. End-of-semester gatherings take place at 12:10 pm on the final Friday of each semester in Raisbeck Hall. There may also be additional events including guest speakers and lecture demonstrations by visiting artists.

Information about student meetings and other events will be posted on the Theater Department bulletin boards and emailed to your Cornish email address.

PERFORMANCE OPPORTUNITIES

Cornish Theater Productions

A minimum grade point average of 3.0 is required to perform in all productions outside of class.

Fall Season

Third and Fourth Year students participate in Cornish season productions through audition. These are elective.

Spring Season

All First Year students participate in the LORE Projects spring semester. These are performance pieces that you will devise in your Improvisation & Collaboration class and present in Raisbeck Hall.

Second Year students take part in a spring production season that may include an established dramatic text, a musical project and/or an original performance piece generated by the ensemble.

Third Year students participate in a series of academically supported capstone projects, that range from a classical production, to a musical, to demonstrations of work devised in playwriting, directing and clown classes.

Senior Thesis

All students may also perform in Senior Thesis projects with permission of the Faculty and Department Chair. We encourage you to try out for these as a means of honing your audition skills.

Theater students of all years in good academic standing may audition for student Dance projects. The Theater faculty must approve casting.

Projects Outside of the Department

Your classwork and rehearsals at Cornish represent a significant commitment of energy and time. As such, the faculty needs to weigh in on and approve any performance commitments outside the college during the academic year.

If an opportunity arises you may petition the Faculty of your year through the Department Chair for permission to audition for, or participate in work outside of the department during the school year. The petition must be received at least two weeks prior to the audition (or the beginning of rehearsals if there is no audition). Every effort will be made to fully and fairly evaluate each request.

Project Advertising

Posters will be provided for Cornish produced productions, and any extras will be made available for pick up in the Theater Office.

For student produced work, the Theater Department has made arrangements to hire a Design student through the Work Study program. If you are interested in having a poster created for your project, please contact the Theater Department Coordinator with information about your production including: title, dates, location, and who is involved at least one month prior to production. Students who elect to take advantage of this service will receive 20 full color posters to use as they wish.

Students also have the option to design and print their own posters. Students who elect this option do so at their own expense.

PRODUCTION RESPONSIBILITIES

Production Lab

First Year students are required to register for *TH 147 Production Lab* and crew at least one production in their first year in the Theater Department. The Theater Department production manager supervises stage crew assignments.

Students crewing shows need to be punctual, responsible, and cooperative. Students who do not perform their crew assignment satisfactorily will be required to do additional crew work.

Students involved in longer or more involved crew assignments may receive additional college elective credits.

Following successful completion of *TH 147*, students have one more semester of production assignments under *TH 247 Production Lab II*. You may serve as a stage manager, assistant stage manager, or in another key production role. For more information you can contact the Theater Department Producer.

Production Commitments

Participation in production activity takes up a significant amount of time. You will need to assess and balance the requirements of production work with your other obligations, such as class- and homework, and timely completion of assignments.

If you find that you are having issues balancing your production workload and classwork, please contact your Student Success Coach or make an appointment to see the Department Chair.

Production Conflicts

Students are not excused from any classes to attend Theater Department rehearsals except when it is absolutely essential for technical and dress rehearsals or performances. In that case, you must take the responsibility to discuss the conflict with your instructors well ahead of time and make arrangements to complete any missed work. In addition, the Theater Department will issue a memo to the college alerting instructors to upcoming production-related conflicts.

Students are not excused from any classes to attend senior thesis project rehearsals. Absences incurred for that reason will not be regarded as authorized by the Theater Department.

ADVANCEMENT IN THE PROGRAM

Courses

All sequential courses must have a passing grade and be taken in order. This applies to all sequential year long classes (for example, *TH 105-106 Physical/Vocal Technique I and II*, *TH 131-132 Musical Theater: Song and Dance I and II*, *TH 211-212 Acting Fundamentals I and II*, *TH 237-238 Theater Dance III and IV*).

An "F" grade in *TH 101* or *TH 211*, for example, would keep a student from taking the second half (*TH 102* or *TH 212*).

Student Conferences

At the end of each semester, students meet in conferences with the Faculty of that year to discuss their progress and to set goals for the coming semester. First Year students meet with the Department Chair as well.

Registration & Advising

In weeks 9 through 11 of each semester, you will meet with the Department Chair, Coordinator or Academic Advisor to get cleared for ongoing registration, and to discuss overall academic goals.

RESOURCES

Theater Department Office

The Theater Department Office is located on the 3rd floor of MCC in room 301
Office hours are 9:00 am - 5:00 pm, Monday through Friday

Theater Department Staff

Shawn Belyea (he/him) - Department Producer, MCC 317, (206) 315-5787
sbelyea@cornish.edu

Samantha Vale (she/her) - Department Coordinator, MCC 301, (206) 726-5042
svale@cornish.edu

Kaitlyn Vallance (they/them) - Success Coach, Cornish Commons Office of Student Life M/W/F,
(206) 726-5156 kvallance@cornish.edu

Richard E.T. White (he/him) - Department Chair, MCC 301, (206) 726-5127
retwhite@cornish.edu

Richard's meeting availability will be posted each week on the Theater Office informational board, along with time slots for you to sign up.

Reserving Rehearsal Space

Cornish students may reserve classroom and studio spaces free of charge for work pertaining to their assignments, using EMS (Event Management System) online. Login to EMS from the portal at ems.cornish.edu using your Compass login information. From here you can create a reservation. Depending on the type of reservation you select, you will either receive automatic confirmation, or need to wait for approval from the Department Coordinator associated with that space.

You can also use the QR code posted outside of the classroom you wish to reserve to go directly to the corresponding EMS page. You can download a QR code reader for free onto your smartphone.

Compass Theater Department Page

The Theater Department Student page on Compass gives you access to important documents, scripts and forms. Make sure to log in and look it over. Click on the **Departments** link at the top of the Compass home page. You'll see **Theater Department Students** in the menu on the right. You will also find the Theater Department Calendars on the **Theater Department** page.

Email, Mailboxes, and Information Boards

Each Theater student is provided with a Cornish email account. Please check your email account daily for important information and announcements.

You also have a mailbox for receiving inter-campus and departmental mail and information. The mailboxes are located next to the Theater Department Office between MCC 301 and MCC 303 on the third floor of the Main Campus Center at 1000 Lenora. Please check your mailbox frequently.

The year-specific Theater Department information boards are located outside the Theater Office opposite the mailboxes.

The Theater Office information board is located on the 3rd floor of MCC, across from MCC 317. Please use this board to sign up for meeting times with the Department Chair.

The Theater Production callboard is located on the second floor of MCC opposite the passenger elevator. This callboard may be used to advertise Cornish productions, as well as student produced work.

Lockers

Lockers are available for your use in the first and second floor restrooms, as well as the Cornish Commons on the second floor. Lockers are first come, first serve. Bring your own lock, claim a

locker, and store items for class work there. Be sure to regularly launder any classroom or rehearsal clothing.

Once you have chosen a locker, please email theaterws@cornish.edu with the locker number, and which building it is in.

CURRICULUM AND ACADEMICS

Placement Exams

For incoming Musical Theater transfer students, or students who auditioned via video, a placement exam for dance may be required. The placement exams will be held during Orientation Week, and can be scheduled with the Department Coordinator.

Theater Tutors

Students seeking help with foundational skills and homework assignments can request a theater student tutor. Tutors are provided for foundational skills only, unless otherwise approved by the Theater Department Chair. Students can be matched with a tutor by connecting with your Success Coach or the Theater Department Coordinator and indicating which course they would like assistance with. Tutors must be approved by the instructor of the course they'll be tutoring, and are hired through the Work Study program. Any student who is interested in becoming a tutor should email the Theater Department Coordinator for details and opportunities.

Internships

Fourth year students may take an internship at a number of prominent theater companies in Seattle for college credit through *TH 457-458 Internship*. To be approved for the internship, students must complete and submit the Internship Contract prior to the start of the internship, and have it approved by their Faculty Advisor and the Department Chair. Forms for the Internship can be found on the **Compass/Departments/ Theater Department Students** page.

Senior Thesis Projects

Every Theater student must complete a Thesis project prior to graduating for 3 credits through *TH 472 Senior Thesis*. Thesis projects take place within the student's final year. Guidelines for the project will be presented during the *TH 471 Senior Seminar* class. Each student is assigned a Faculty Adviser, and works with them to complete the necessary tasks.

A separate guide for Senior Thesis Projects can be found on Compass under **Forms** under the **Theater Department Students** page.

APPENDIX F: MUSIC DEPARTMENT STUDENT GUIDE

Introduction

Welcome to the Cornish Music Department! The most recent Cornish Student Handbook should be able to answer many of your questions regarding operations, academics, processes, and procedures at Cornish College of the Arts. For policies specific to the Music Department, refer to the below. If you have additional questions, please contact the Department Chair or Coordinator.

Departmental Personnel

Department Chair

James Falzone, 206.726.5029 / jfalzone@cornish.edu

Department Coordinator

music@cornish.edu

Director of Music Technology

Kaley Lane Eaton, 206.726.5087 / keaton@cornish.edu

Kerry Hall

PONCHO Concert Hall

PONCHO Concert Hall is an historic and significant cultural center in Seattle. Please respect both its history and its importance to the College and the community by taking care of this beautiful space.

Food and drink are not permitted in the hall or backstage, and the space must *always* be “zeroed out” after use, by returning all chairs, stands, instruments, etc. to their original position.

Concert Recording Policy

Every showcase, convocation, recital, and event is recorded for archival purposes. On occasion, excerpts from these recordings may also be posted on the Cornish website or social media. Recordings of an entire recital or other student performances are made available to that student via Soundcloud after a performance. Please note that, due to copyright issues, your Soundcloud link cannot be made public.

Sound and Sight

Making music is a noisy affair. Since we work in limited space within Kerry Hall, and in close proximity to our neighbors on Capitol Hill, please be mindful of your neighbors. Keep amplified music at a reasonable level and windows closed whenever possible. Windows in air-conditioned rooms should always remain closed. To comply with the City of Seattle noise

ordinance, *we do not permit drum sets or amplified music at Kerry Hall after 10 pm, Monday through Sunday.*

Practice Rooms

To reserve practice or rehearsal time in a classroom or practice room, sign up on the weekly calendar on the door. Do not block off more than 2 hours at a time, and never write over another student's reservation, unless it's clear they are not using the room. These rooms are unlocked at all times, to ensure they are available for student use.

Room 114, 119, and 203 are kept locked. 114 is not available for student use unless in extenuating circumstances and by approval of the PONCHO Facilities Manager, and 119 must be booked out via EMS, at ems.cornish.edu. Rooms 114, 119, and 203 are all equipped with PA systems for use by jazz vocalists in rehearsal with accompanists. Practice rooms are also available in the Cornish Commons.

Only Cornish students, staff, and faculty are permitted to use the practice rooms at Kerry Hall. Other individuals, including Cornish alumni, must be accompanied by a current Cornish student or have obtained written permission from the music department in order to utilize the practice rooms.

Please do not leave trash in classrooms, on windowsills, or in the hallways. If you move chairs, desks, music stands, or other equipment, please put everything back where it belongs after you are done. Almost every room has an "In This Room..." sign that designates how many chairs, stands, etc. should be in the room -- please check this before leaving.

Mailboxes

Every Cornish music student is assigned a physical mailbox located on the second floor east hallway of Kerry Hall. Every Music faculty member has a mailbox located on the first floor of Kerry Hall in the photocopy room.

Photocopies

A coin-operated copy machine is located in the basement student lounge area. Copies cost ten cents each.

Equipment Use

Please see Music Department Equipment Use Policy and Music Department Drum Policy.

Music Department Curriculum and Academics

Placement Exams

All incoming first-year and transfer students are administered placement exams for Theory, Eartraining, and Piano during New Student Orientation, the week prior to school. These exams

help the faculty to determine the right level of class for each student, as every student enters with different knowledge and abilities. Students will register for the level I of each section before they take the placement exams, and then will be adjusted dependent on each student's performance.

Private Instruction

All students are expected to study privately with an instructor during their time at Cornish. Upon admission to the College, students are placed with an individual instructor in their primary area of study. A student may remain with the same private instructor for all four years or opt to study with a different, or additional, private instructor. To switch your private instructor, or to add a secondary lesson, discuss the matter with your instructor and your adviser before registering for the following semester's classes. Please note that secondary private lessons cost an additional fee.

The private instructor serves as a student's primary artistic advisor and mentor helping students to make decisions about repertoire, courses, and other matters critical to their growth as artists. The private instructor also helps a student prepare for their End-of-Semester Presentations (ESP), and guides the student in selecting and preparing repertoire for their Junior or Senior recitals.

End of Semester Presentation (ESPs)

End of Semester Presentations (ESPs) are often called "juries" in other schools of music, and provide an opportunity for students to present their work to a faculty panel, and receive oral and written feedback. All matriculating students in the Bachelor of Music program are required to perform an adjudicated ESP at the end of each semester; students presenting their junior or senior recitals are exempt from having to present an ESP that same semester.

Second-semester seniors who presented their recital the previous semester are exempt from doing an ESP for their final semester.

ESPs take place the final Wednesday and Thursday of the semester, and classes are cancelled to accommodate; the Department Coordinator will schedule each student with a timeslot that pairs with their private instructor's schedule. All students will receive a 20-minute slot. Composition students should present a recording, or, if possible, organize a live performance of a work composed during the semester. All students should bring at least three copies of the score, whether performer or composer.

The main responsibility for preparing the ESP rests with the student, though the expectations, repertoire guidelines, and decisions on which kind or how many pieces to prepare rests with each student's particular private instructor. ESPs count towards the Private Instruction grades, and are regarded as the fifteenth lesson of the semester for grading purposes.

Internships

The Cornish Music Department is working to develop a robust internship program, connecting with local arts organizations, venues, and non-profits to provide real-world music experience to Cornish Music students. Internships are available to third- and fourth-year music students, and may be a minimum of 1 credit (3 hours/week) to 6 credits (18 hours/week), or any permutation in between. Most internships will run 1-3 credits, or 3-9 hours weekly. All students must complete the Music Internship Contract before beginning their internship, and write a 3-page paper on their experience upon its completion. Their internship supervisor must complete an Internship Evaluation and propose an appropriate grade based on the student's work.

Music Tutors

Students seeking help with foundational skills and homework assignments can request a music student tutor. Tutors are provided for foundational skills only, unless otherwise approved by the Music Department Chair. Students can be matched with a tutor by connecting with the Music Department Coordinator and indicating which course they would like assistance with. Tutors must be approved by the instructor of the course they'll be tutoring, and are hired through the Work Study program. Any student who would like to become a tutor should email the Department Coordinator for details and opportunities.

Recitals

The Cornish Music Department requires all undergraduate music students to present both a Junior and Senior recital in partial fulfillment of the Bachelor of Music degree. Current undergraduate music students are expected to enroll in and successfully complete MU 390 (Junior Recital) and MU 490 (Senior Recital) when they become eligible to present their recitals. Each course carries 1 credit; students will be evaluated on a Pass/Fail basis.

All students registering to present a recital are required to attend two Recital Planning Meetings, one in the semester before their recital, and one the semester of their recital, where they will receive information outlining the policies and procedures associated with performing a recital. Students need to have their recital date and program initially approved by their private instructor, and present the appropriate paperwork to the Music Department Coordinator and the PONCHO Facilities Manager.

Junior Recital Requirements

To be eligible to present a Junior Recital, a student must be in good academic and departmental standing, be at junior standing (60+ credits) and registered for MU 391 (Individual Instruction) and MU 390 (Junior Recital) concurrently.

Junior recitals must be shared by two students and evaluated by three faculty members. Whenever possible, the same evaluators should review both Junior recitalists sharing the same program.

If a faculty member is unable to attend the recital in person, the student may provide an audio or video recording for evaluation. However, a minimum of two faculty evaluators must be physically present at the recital. If you would like a fourth recital adjudicator, it must be approved by the Music Dept Chair and included on your Recital Approval Form.

Junior Instrumental and Vocal Performance students are expected to present a recital of at least 30 minutes in length (not counting time between movements and song selections).

Junior Composition and Composer/Performer students should expect to present 20-30 minutes of original music. Three composers may share a program, but each program cannot exceed 25 minutes in length and must have similar stage set-ups.

Senior Recital Requirements

To be eligible to present a Senior Recital, a student must be on track to graduate within one year, be in good academic standing, and enroll in MU 491 or 493 (Individual Instruction) and MU 490 (Senior Recital) concurrently.

Senior recitals must be evaluated by three faculty members, of which one must be the student's primary instructor and the other two mutually agreed upon by the student and their private instructor. If you would like a fourth recital adjudicator, it must be approved by the Music Dept Chair and included on your Recital Approval Form.

If a faculty member is unable to attend the recital in person, the student may provide an audio or video recording for evaluation. However, a minimum of two faculty evaluators must be physically present at the recital.

Senior Instrumental or Vocal Performance students should expect to present a recital of at least 60 minutes in length (not counting time between movements and compositions). This allows for multiple program formats; for example, one longer set without intermission, or two sets with an intermission.

Senior Jazz students (both Instrumental and Vocal) are expected to perform two 40-minute sets.

Senior Composition and Composer/Performer students should expect to present approximately 45 minutes of original music. Music presented by a student at their Junior Recital may not be repeated on their Senior Recital.

Recital Booking Procedures & Policies

The Music Department announces available dates at a student recital meeting each semester (recitals are generally presented at 8pm, on pre-selected weekday dates). Students with extenuating circumstances may request a specific recital date from the Department

Coordinator prior to the recital meeting. All other recital dates will be determined at the recital meeting; if a student is not present, a date will be chosen for them. Pertinent forms (Recital Approval Form, Recital Checklist, PONCHO Space Reservation Form) will be emailed to students in advance of this meeting, and hard copies will be available at the meeting.

Following the recital meeting, the Music Department Coordinator enters all recital dates on the PONCHO Concert Hall Master Calendar. It is then the responsibility of the student to ensure that their instructor is available on their chosen recital date, and complete the Student Recital Approval Form, obtaining the signatures of the student's instructor and proposed faculty evaluators. The Recital Approval form should be submitted to the Music Department Coordinator at least four weeks prior to the recital.

If PONCHO Concert Hall is the intended venue, the student is required to complete the online PONCHO Concert Hall Space Reservation Form and arrange a meeting with the PONCHO Facilities Manager (Frank Phillips) at least two weeks before their scheduled recital.

Students wishing to present their recital at an off-campus location must comply with the following requirements:

- Venue must be an "all-ages" venue
- Recital must be FREE and open to the public
- Recital must be scheduled to occur during the academic calendar year
- Signed recital approval form still required

The Music Department can provide the following equipment for recitals in PONCHO Concert Hall: music stands, one or more pianos, and/or a harpsichord. Other equipment must be requested, but cannot be guaranteed. All equipment needs must be specified at the time the recital is booked (i.e., four weeks prior to the recital). If this is not done, neither the Music Department nor the PONCHO Facilities Manager can guarantee that the proper equipment will be available for the recital.

Accompanists

It is the student's responsibility to secure and schedule rehearsal times with suitable recital accompanists. Rates are variable and are set by individual accompanists. Any fees associated with accompanists are the responsibility of the student.

Receptions

The College limits receptions to Room 114 (when available). Any tables beyond those already existing in Room 114 must be requested in advance at the Music Department office. It is the student's responsibility to provide all refreshments and serving utensils (punch bowls, paper products, etc), as well as clean up and zero out the room after the reception. The reception and recital must be scheduled on the same evening. The student is responsible for ensuring that both Room 114 and PONCHO Concert Hall are reserved for the event. Availability of Room 114

is not guaranteed. Please remember that alcohol is prohibited on the Cornish College of the Arts campus.

Cancellation Policy & Fees

If a student decides they are not ready to present their recital after already committing to a date, they have the option of taking an Incomplete grade and presenting their recital the next semester. This option must be approved by their private instructor and the Music Department Chair. The student must submit an Incomplete Grade Contract to the Registrar and work with the PONCHO Facilities Manager and the Music Department Coordinator to find an appropriate make-up date. Delayed recitals *must* be completed by the 8th week of the following semester.

In rare circumstances, the Music Department may decide to delay or cancel a student's recital (or in other circumstances, such as medical leave). In these cases, the department will cover the Cancellation Fee in accordance with the above timeline if there is a Sound Contractor committed to the original date.

Recording Policies

The Music Department's Technology Director will assist each student in arranging a sound engineer to provide both the necessary live sound reinforcement and a live recording of your onsite recital.

All student recitals in PONCHO Concert Hall will be recorded directly to a multi-tracked Avid ProTools session; the digital files will be made available to the student via Cornish's private Soundcloud account should a student wish to remix the recording. A list of recommended local mixers can be provided upon request.

Students wishing to video record their recital in PONCHO Concert Hall **MUST** make prior arrangements with the Music Department Technology Director and do so at their own expense.

The Music Department does not provide sound engineers for students wishing to present their recital at a venue other than PONCHO Concert Hall.

Stage Crew Responsibilities

The PONCHO Facilities Manager will provide stage-crew members for all student recitals. The PONCHO stage crew will prepare the performance hall prior to the recital and set the stage with all equipment as per previously discussed with the PONCHO Facilities Manager.

Lighting

Lighting needs must be discussed with the Facilities Manager at least two weeks before the recital.

Piano Tuning

The Steinway Model B, is available for all student recitals and is tuned regularly during the semester. Any other piano(s) must be requested by the student in advance at the meeting with their private instructor and the Music Department Coordinator. The Steinway Model D piano is reserved for piano recitals only.

Rehearsal & Sound Check

A rehearsal and/or additional rehearsals in PONCHO Concert Hall are available on a case-by-case basis and must be reserved directly through the PONCHO Facilities Manager. The Facilities Manager, the Technology Director and their respective crews have the right to supercede practice or rehearsal time in the hall in the event of an emergency, even if the time had been scheduled previously. We are unable to guarantee rehearsals in PONCHO Concert Hall due to the limited number of hours the hall is available.

Students are encouraged to request rehearsal time well in advance of their recital date. Rehearsals are separate and distinct from a sound check, and should not occur on the day of your recital. Rehearsal set-up and breakdown is the responsibility of the student. Performance lighting is NOT available for rehearsals.

A sound check will occur at 6:00pm on the night of the recital. The sound check will be overseen and staffed by a sound engineer provided by the Music Department. A sound check is designed to determine appropriate sound levels and remedy small technical issues; it is NOT a rehearsal.

Recital Publicity

The College's website calendar (www.cornish.edu/events) lists all student recitals. This site is updated as changes warrant. Additionally, all recitals will be included in the weekly Performance Announcement email sent by the Music Department Coordinator.

All students are encouraged to explore other outlets to publicize their recital. Look into listing your recital on online calendars like Live Music Project, Second Inversion, The Stranger, etc. Facebook is usually an effective tool, but think outside the box and outside of Cornish and your circle of friends.

Posters

Effective Fall 2018, the Music Department will no longer be arranging poster designers for students, or paying for printing posters. Students are encouraged to design their own posters or collaborate with a designer. Printing will be done at the student's cost.

Each recital poster can be unique, but at a minimum the following information must appear:

- Title of recital, your name

- Day, date, time
- Location of Recital (PONCHO Concert Hall), Cornish College of the Arts
- Optional: Your major/instrument; the phrase “free and open to the public”

Programs

Students must design and print their own programs for their recital. Students must submit two copies of the program to the Music Department office for our archives. It is strongly recommended that the student’s primary private instructor proofread and sign off on all recital material prior to duplication.

Each recital program *must contain the following*:

- Title of recital, your name, your major/instrument
- Day, date (including the year), time, and venue
- “Cornish College of the Arts” (name or logo)
- Title and composer of each piece, listed in concert order (or “selected from the following:”)
- Names of musicians
- Statement “Presented in partial fulfillment of the requirements for the Bachelor of Music degree” at Cornish College of the Arts

The following information is suggested:

- Program notes
- Text, translations, and/or lyrics
- Composers’ and musicians’ biographies
- Personal biography or artist’s statement
- Acknowledgements

Recital Expectations

We trust and expect all students presenting a recital to be professional, respectful, and responsible. Treat this as an outside performance in a space that is not your own. Don’t bring food or drink into PONCHO. Clean up after yourself, during rehearsals and the recital. Choose polished and professional recital attire that reflects your musical style, program, and personality. Introduce the other musicians onstage. Be gracious to the audience. Thank those who have supported you, both personally and professionally, through this endeavor.

Music Department Equipment Use Policy

Cornish equipment (including music stands, guitar and bass amps, microphones, etc.) should NEVER LEAVE KERRY HALL for use at any personal gig, rehearsal, or off-campus recitals.

For departmental or curricular events that are required or scheduled to be off-campus by the Music Department Chair, Cornish equipment may be signed out in advance via an Equipment Check-Out Form with the Music Department Coordinator or Technology Director.

For additional off-campus performances initiated by Cornish faculty for Cornish ensembles, equipment check-out needs may be considered on a case-by-case basis by the Music Department Staff. If approved, faculty must complete an Equipment Check-Out Form.

Limited Cornish-owned instruments are available for check-out upon request for student and faculty use.

If students and faculty take equipment out of Kerry Hall without prior permission, they are responsible for any repairs or replacement costs deemed necessary upon return of the damaged item.

Room 103 (The Amp Closet)

Cornish music students and faculty may check out amplifiers, microphones, percussion items, and miscellaneous equipment stored in Room 103 at any time, for rehearsals scheduled in Kerry Hall. Kerry Hall Security checks out the equipment from the Amp Closet, and will require that all items are returned one hour prior to Kerry Hall closing time. *Under no circumstances should Cornish equipment from the Amp Closet leave Kerry Hall without prior approval.*

Amps & Equipment from Classrooms

Amps, mics, drums, and other miscellaneous equipment should ALWAYS REMAIN IN THE ROOM IN WHICH THEY ARE KEPT. Typically, this type of equipment is kept in Rooms 114, 119, 203, and PONCHO, either out in the room or in roadboxes. *Please do not move this equipment into other rooms or take them off-campus.*

Departmental / Curricular Events Off-Campus

In the case of a departmental event outside of Kerry Hall (for example, an M3C2 concert at MCC), the event organizer (faculty or student) should submit a request for equipment needs, such as music stands, amps, mics, etc., via email to the Music Department Coordinator and Technology Director at least a week prior to the event. Please be as specific as possible in your request, and include event name, time of check-out, time of return, and indicate how many (and, if applicable, which kind) of each item you'll need.

Equipment needs for faculty-initiated events, such as an ensemble performance at the Royal Room that is not required by the curriculum, will be considered on a case-by-case basis. In this instance, the faculty member is solely responsible for the well-being of the equipment, and may be asked to compensate Cornish in the case that it results in necessary repairs or replacement.

Instruments

The Music Department has a limited number of Cornish-owned instruments that are available for short-term or long-term check-out, upon request. Please contact the Music Department Coordinator for more information or to see a list of available instruments. Any faculty or student checking out one of these instruments will be asked to complete an Instrument Sign Out Form and is expected to return the instrument by a designated date.

Community Responsibility

If students and faculty take equipment or instruments out of Kerry Hall without prior permission, for any event, they are fully financially responsible for any repairs or replacement that may need to occur upon the items' return.

Please immediately report any technical issues you experience with Cornish equipment in an email to the Technology Director. Describe any problems experienced, what solutions were attempted, and any other information that might be helpful in resolving the matter.

Music Department Drum Policy

Personal Drum Kits

Only third- and fourth-year students may keep personal drum kits in Kerry Hall. Drum kits must be housed in lockers when they are not in use; Cornish will provide sufficient locker space and a cart so that students can move their gear around the building.

Practice Rooms

Cornish-owned kits will be permanently housed in rooms 21, 23, and 119, on which students can practice whenever available. These rooms will be reserved via paper sign-up calendars and may be reserved in 2-hour blocks.

Students are welcome to practice on their personal kits in any Kerry Hall room for which they have a practice reservation, except rooms 212, 216, 218, and 220. Drum kits **MUST** be returned to their locker once the student is done practicing. Please note that normal room policies (i.e., no solo student practice in 114 or 119; ensemble rehearsals in 119 must be booked out via EMS) apply.

Individual Room Policies

Room 21

- Drummer practice room; also can be used for ensemble rehearsal
- One Cornish kit housed permanently, which students may augment.
- Room can be booked out via paper sign-up calendar in 2-hour slots
- No personal drum kits allowed to be permanently set up.

- Keep window closed while rehearsing
- Coded keysafe will be updated every semester.

Room 23

- Drum instructor(s) studio; drummer practice room when not in use
- One Cornish kit housed permanently, which students may augment.
- Room can be booked out via paper sign-up calendar in 2-hour slots when not in use by instructor
- No personal drum kits allowed to be permanently set up.
- Keep window closed while rehearsing
- Coded keysafe will be updated every semester.

Room 114

- Cornish drum kit housed permanently for school ensemble use.
- Students not allowed to book out for personal practice
- Any booking requests should go through Frank Phillips

Room 119

- Cornish drum kit housed permanently for school ensemble use
- Not available for personal practice room
- Ensemble practice only; only bookable through EMS

Room 203

- One Cornish kit housed permanently, which students may augment.
- Available for personal practice or ensemble practice when not in use
- Room can be booked out via paper sign-up calendar in 2-hour slots
- Ask Kerry Hall Security for the room to be unlocked

Rooms 212, 216, 218, 220

- No practice by drummers or amplified instruments at any time to help with our neighbor complaints.