

***The Compass* - student handbook**

The *Compass*, the student handbook for Cornell College, is available online. You may print any relevant section as needed for your use. Bookmark this link for ready reference to college policies, procedures and campus information. http://cornellcollege.edu/student_affairs/compass/

INTRODUCTION

The *Compass* for 2009-2010 is the student policy handbook for Cornell College for the year. It is each Cornell student's responsibility to know, understand and follow the policies and procedures explained in this student handbook. Students are also responsible for the behavior and actions of their guests. The College has the authority to periodically update and revise policies. Students will be informed of all changes via College email.

The *Compass* is prepared for publication by the Dean of Students Office. If further explanation is needed, contact the Dean of Students Office.

Cornell College Mission Statement

Student Rights and Responsibilities

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Cornell College Mission Statement

The following statement regarding the mission of Cornell College was ratified by the Cornell College faculty on March 6, 1990, and adopted by the Board of Trustees on May 18, 1990.

The Aims of Cornell College

Cornell is an independent, coeducational, residential liberal arts college; established in 1853, nurtured by the United Methodist Church, and dedicated to fostering intellectual, moral, and personal growth.

The College is committed to sustaining a community devoted to liberal learning and democratic values. To this end, it seeks to provide a caring environment for living and learning, characterized by close relationships, physical and emotional well-being, appreciation of diversity, affirmation of equal opportunity and academic freedom, and respect for the dignity and worth of each individual.

Cornell College endeavors to provide opportunities for pursuing liberal education that allow Cornell students to:

- explore widely the range of human experiences and investigate carefully the work of a chosen discipline;
- analyze problems and synthesize solutions;
- integrate theory and practices; and
- read critically, reason effectively, engage creatively, feel deeply, evaluate fairly, respond imaginatively, communicate clearly, and act responsibly.

Cornell College endorses liberal education as an end in itself and as a means of empowering students for leadership through productive careers and humane service in the global community.

Student Rights and Responsibilities

Cornell considers and deals with its students as adults. The College delineates student rights and has expectations for responsibilities students will assume. Self-governing residence halls allow students the opportunity to administer themselves within the larger context of college life. High-performing self-governance, characterized by mutual respect and civil discourse, contributes to a harmonious campus community. When self-government ceases to function successfully or when students do not uphold College expectations, intervention through the College conduct (judicial) system may be necessary. The following documents introduce you to rights and responsibilities at Cornell and describe judicial procedures for dealing with inappropriate student conduct.

Preamble: Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Academic freedom of students is essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The College has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at Cornell College within the framework of general standards and with significant participation of all segments of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn. It is the expectation that legislation in the future by any of the component parts of the campus community will be drafted and considered in the light of these principles.

Article I. Freedom of Access to Higher Education: The admissions policies of Cornell College make clear the characteristics and expectations of students which it considers relevant to success in the institution's program. Under no circumstances shall a student be barred from admission to Cornell College on the basis of race, sex, or religion. Thus, within the limits of its facilities, the College shall be open to students who are qualified according to all its admission standards. The facilities and services of the College shall be open to all of its enrolled students, and the College shall use its influence to secure equal access for all students to public facilities in the local community.

Article II. In the Classroom: The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to the academic standards of the discipline.

Section A. Protection of Freedom of Expression: Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Section B. Protection Against Improper Academic Evaluation: Students shall have protection through orderly procedures against prejudiced or capricious academic evaluation. A student may appeal what he or she considers to be prejudiced or capricious evaluation. The criteria by which a student's work is to be judged shall be stated clearly at the beginning of each course. Students, in turn, are responsible for maintaining the standards of academic performance established for each course in which they are enrolled.

Section C. Protection Against Improper Disclosure: Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and

counselors is to be considered confidential. Protection against improper disclosure is a serious professional obligation. Except in the most unusual circumstances, judgments of ability and character may be provided to persons outside the College faculty only with the consent of the student. None of the protections prescribed above is to be construed as prohibiting professors from discussing individual students among themselves as a part of their normal academic function.

Article III. Student Records: Institutions should have a carefully considered policy as to the information which should be part of students' permanent education record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be separate, and the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political beliefs or activities of students. Provisions should also be made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.

Article IV. Student Affairs: In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

Section A. Freedom of Association: Students may bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They shall be free to organize and join associations to promote their common interests.

1. The membership, policies, and actions of a student organization will be determined by vote of only those persons who hold bona fide memberships in that organization and in the College community.
2. Affiliation with an extramural organization shall not of itself disqualify a student organization from institutional recognition.
3. Each organization shall be free to choose its own advisor, and institutional recognition shall not be withheld or withdrawn solely because of the inability of a student organization to secure an advisor. Campus advisors may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.
4. Student organizations will be required to submit for approval a constitution that incorporates purpose, criteria for membership, and rules or procedures to the Student Senate and the Dean of Students.
5. Campus organizations, including those affiliated with extramural organizations, shall be open to all students without respect to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

Section B. Freedom of Inquiry and Expression:

1. Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the College, such operation to be understood in the context of the whole educational mission of the College, including educational activities and practices outside, as well as within, the classroom. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.
2. Students shall be allowed to invite and to hear any person of their own choosing. Those routine procedures required by the College before a guest speaker is invited to appear on the campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparations for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made

clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

3. Action by individuals or groups to prevent speakers invited to the campus from speaking, to disrupt the operations of the College in the course of demonstrations, or to obstruct and restrain other members of the academic community and campus visitors by physical force is destructive of the pursuit of learning and of a free society. All components of the academic community are under a strong obligation to protect its processes from these tactics.

Section C. Student Participation in Institutional Government: As constituents of the academic community, students shall be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body shall have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the Student Government and both its general and specific responsibilities shall be made explicit, and the actions of the Student Government within the areas of its jurisdiction shall be reviewed only through orderly and prescribed procedures.

Section D. Student Publications: Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

In the delegation of editorial responsibility to students, the College must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

The Student Senate and the Media Board have the responsibility to define the role of student publications, the standards to be used in the evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. Editors and managers may have to bear the legal responsibility for the contents of their publications. As safeguards for the editorial freedom of student publications the following provisions are necessary:

1. The student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal and then by orderly and prescribed procedures. The Media Board shall be the agency responsible for their removal.
3. All College published and financed student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College or the student body.

Section E: Elected Student Officers: An elected student officer shall be removed from office during his or her normally elected term only by orderly and prescribed methods of proper recall, voting procedures through his or her constituency, or proper impeachment procedures.

Article V. Off-Campus Freedom of Students:

Section A. Exercise of Rights of Citizenship: College students are both citizens and members of the academic community. As citizens, students should enjoy the same freedoms, such as freedom of speech, peaceful assembly, and the right of petition, that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership.

Faculty members and administrative officials should ensure that institutional powers are not employed to inhibit students' exercise of the rights of citizenship both on and off campus.

Section B. Institutional Authority and Civil Penalties:

1. Activities of students may on occasion result in violation of civil or criminal law. In such cases, College officials shall be prepared to apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but College authority shall never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinctly and clearly involved shall the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his or her off campus activity shall be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

2. The College reserves the right to enforce its own regulations against members of the College community, when the action occurs on campus. Students may be liable to penalties by both civil authority and the College. This does not constitute double jeopardy.

Section C. Investigation of Student Conduct:

1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students shall not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, appropriate and responsible authority shall be assigned to whom application shall be made before a search is conducted. The application shall specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search shall be followed.

2. No form of harassment shall be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

Section D. Status of Student Pending Final Action: Pending action of the charges, the status of a student shall not be altered, or his or her right to be present on the campus and to attend classes suspended, except for reasons relating to his or her physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, or College property. Such decision concerning the status of the student pending disciplinary action shall be determined by the President of the College or his delegate.

Approved by the Student Affairs Governing Board: October 19, 1971

Student Conduct Responsibilities and Regulations

Following is a summary of College regulations outlining unacceptable student behavior that may lead to conduct charges by Cornell College.

A. Acts of Dishonesty

1. Cheating and plagiarism.
2. Forgery, alteration or misuse of any College documents, records or identification.
3. Furnishing false information to any College official or office.
4. Alteration of Cornell ID card.
5. Theft or abuse of computer time, passwords or computer accounts.
6. Unauthorized removal of library books, periodicals or other library materials.

B. Treatment of College Property

1. Attempted or actual theft, damage or vandalism of property of the College, a student organization, a member of the College community or a campus visitor.
2. Unauthorized entry into or use of College facilities.
3. Unauthorized possession or use of keys to College buildings or facilities.

4. Painting for decorating or advertising in areas other than those specifically designated by College policy.

C. Conduct Toward Others

1. Assault, physical abuse, verbal abuse, threats, intimidation, harassment and other conduct that threatens the health or safety of any person.
2. Sexual harassment or assault.
3. Violation of residence hall policies as outlined in the Room Agreement and/or the Residence Life Handbook.
4. Hazing.
5. Failure to comply with the directions of a College official or security officer(s) or hindering such an official in the performance of his/her duties.
6. Excessive noise that interferes with the rights of others to sleep or study, or that creates a disturbance for other members of the College community.

D. Health and Safety

1. Misuse of or tampering with fire alarm systems, fire extinguishers or other safety or security equipment.
2. Possession or use of firearms, fireworks, air guns, explosives, ammunition, or other dangerous weapons.
3. Failure to cooperate with regulations or authorities during a fire alarm or drill.
4. Unauthorized fires.
5. Smoking on campus property.

E. General Conduct

1. Disruption or obstruction of teaching, research, administration, conduct proceedings, or other College activities.
2. Disorderly or obscene conduct on College property or at College sponsored functions.
3. Use, possession, sale or distribution of alcoholic beverages except as permitted by law and by College regulations.
4. Use, possession, sale or distribution of narcotic or other controlled substances or paraphernalia except as permitted by law.
5. Misappropriation of student organization funds.
6. Failure to register, operate or park a motor vehicle in accordance with College policy and city and state law.

Academic Policies

Academic Standing Committee; Absences; Health Withdrawals; Disability Services; Confidentiality of Student Records; Honesty in Academic Work; Procedures for Dealing with Dishonesty in Academic Work

Academic Standing Committee

This committee, which meets regularly to determine the academic status of Cornell students and to consider student petitions for exceptions to academic requirements or policies, consists of four teaching faculty members, the Registrar, and the Dean of Students. Students with academic concerns or questions about their status should contact the Registrar or their academic advisor.

The status of each student whose grade point falls below 2.0 or who is not making normal progress towards graduation (see *Cornell Catalogue*) will be reviewed at the completion of each term. The committee may take one of the following actions:

Warning: Generally the first warning from the committee is an indication that improvement is necessary. When given an academic warning the student should contact his/her academic advisor, a member of the student affairs staff, or the Teaching and Learning Center for help in improving study habits, motivation, or acquiring a tutor.

Probation: A more serious warning, probation restricts students' academic prerogatives and indicates that the student must make substantial improvement in his/her academic performance. Failure to demonstrate improvement may result in suspension. The student should seek assistance.

Suspension: If the committee determines that a student's academic performance is such that it seems unlikely she or he will be able to graduate, the committee will suspend the student. A suspended student is not permitted to continue to attend classes, receive financial assistance, live in College housing, or participate in intercollegiate athletics or in any other College activities in ways not open to the general public. Students who are suspended are not guaranteed readmission. The conditions under which a suspended student will be considered for readmission are explained in the letter of suspension.

Dismissal: Students who are suspended, readmitted, and suspended a second time are ineligible for readmission and are permanently dismissed from the College.

Readmission: The Academic Standing Committee has the sole power to readmit students, and in making its decision the committee gives equal weight, regardless of the type of suspension or the reason for withdrawal, to all three of the following criteria: the applicant's academic achievement, campus citizenship, and financial responsibility while at Cornell and subsequently. If a condition for applying for readmission was imposed at the time of suspension or withdrawal, this condition must be met before the committee will consider the application, but the College does not guarantee readmission even if the condition is satisfied.

Absences

College-sponsored Trips: Students who participate in a College-sponsored off-campus trip must make arrangements with their instructor in advance and make up whatever work is missed as directed by the instructor. Students who fail to make arrangements with their instructor before each trip are subject to whatever penalties the instructor would normally impose for an unexcused absence.

Medically Excused Absences: Consideration for recommendation of medical extensions is given to students who have missed class due to health reasons. Students must be seen by a health professional either on or off campus during the time of illness/injury before a medical extension is recommended. The

faculty member for the student's course makes the decision about whether or not an extension will be granted.

Health Withdrawals

A student who has a medical, psychological, or personal problem and is unable either to keep up in the course or to attend classes should notify the course instructor and/or academic advisor immediately to discuss options. To withdraw from or to receive an Incomplete in a course, a student must petition the Academic Standing Committee and submit a verification of the illness or emergency from the Dean of Students or a health professional, depending on the circumstances. They will not generally issue verification unless they have been consulted at or near the onset of the problem. Such verification does not automatically constitute a ground for Withdrawal or an Incomplete. The committee will also consider the instructor's evaluation of performance in class as well as the nature, treatment, and recuperative effects of the illness or emergency. The committee reserves the right to consult with anyone who may have information about the student's situation (e.g., health professional, counselor, or parent).

Disability Services

Section 504 of the Rehabilitation Act of 1973 states that: "no otherwise qualified handicapped individual shall, solely by reason of the handicap, be excluded from the participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." (29 United States Code 794) Compliance with this law requires that academic institutions receiving federal financial aid, like Cornell College, provide opportunity for students with disabilities to achieve success in the classroom that is comparable to that provided to other students.

Qualifications for services: A student qualifies for disability services at Cornell College when:

- He or she obtains documentation of testing conducted within the past three years from a medical doctor (MD), educational or school psychologist (Ph.D.), or other individual licensed by the state of origin to diagnose learning or physical disabilities; and
- He or she presents such documentation to the Registrar's office where it is placed on file.

Student Responsibilities: A student is responsible for:

- Identifying him/herself to the Registrar, and providing the required documentation;
- Identifying him/herself to the instructor within the first three days of each term as a student with a learning disability that requires accommodation;
- Ordering special materials for class such as taped texts, if available, or requesting other accommodations from the instructor (e.g., extended test-taking time, test location with low distraction); and
- Initiating contact with tutors once they have been arranged.

For more information about accommodations for students with disabilities contact the Registrar.

Confidentiality of Student Records

Academic freedom implies that the relationship between a student and the College is essentially private. Other than directory information (defined below), the student has a right to expect that information accumulated for the purpose of facilitating his or her education will not be used for any other purpose without his or her consent. The responsibility for deciding what records should be disclosed outside the College lies with the student.

If the College is ever forced to report an individual to public authorities because of extreme danger, its own description of the situation shall become part of the confidential file.

Cornell College, therefore, has adopted these guidelines to be used in the control, collection, and dissemination of student records.

Section A: General Guidelines for Confidentiality

1. The College may release directory information as a matter of course without the prior consent of the student. Such information comprises the student's name, local and home addresses and telephone numbers, campus e-mail address, date and place of birth (only if the student is currently enrolled), major field of study, enrollment status (FT/PT), participation in officially recognized activities and sports, weight and height (if a member of an athletic team), dates of attendance, academic level, degrees and awards received, the name of the most recent educational institution previously attended, the student's photograph, and the names of the student's parents. A student who does not wish the College to release any or all of the above information must notify the Registrar and the Dean of Students in writing of his or her preference. A form is available in the Registrar's Office.

2. When a request for confidential information concerning a student has been made and the student has formally consented to the release of that information, the College is obligated to respond to the inquiring agency. The response will be accurate and in keeping with the statements and guidelines of this policy.

3. In accordance with the Family Educational Rights and Privacy Act, the College may also release personally identifiable information from a student's record to certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs, and to accrediting organizations to carry out their functions. In addition, the College is required to release confidential student information in response to a lawfully issued subpoena or judicial order.

4. Occasionally, the College is asked to make available information about students for research purposes. In releasing original data for research, the College shall take due care to protect the identity of the student. Whenever the limits of confidentiality are in question, the College shall obtain the formal consent of the student prior to using information about him or her for research purposes. Before submitting information from student records to the researchers, the College shall become assured that the research agency will follow acceptable standards of confidentiality.

5. Members of the faculty and administration who in the regular course of their duties need to access students' academic and/or personal records may do so.

6. Each student shall have access to his or her personal folder, academic records, disciplinary records, placement file, and health service file as described in sections B, C, D, F, and G. The only exception is that statements or letters that were solicited with the guarantee that they would remain confidential, and were placed in the student's file prior to January 1, 1975, and have not been used for purposes other than those for which they were specifically intended, will not be shown to the student.

7. A student or a person applying for admission to Cornell College may waive his or her right of access to confidential statements submitted after January 1, 1975

- a. respecting admission to any educational agency or institution;
- b. respecting an application for employment; and
- c. respecting the receipt of an honor or honorary recognition.

Such waiver shall apply to confidential statements only if the student is, upon his/her request, notified of the names of all persons making confidential statements, and such statements are used solely for the purpose for which they were specifically intended. Such waivers may not be required as a condition for admission to, receipt of financial assistance from, or receipt of any other services or benefits from Cornell College. Those who are asked to submit confidential statements shall be notified by the College whether the student has waived his or her right of access.

8. A student has the right to inspect his or her records and to challenge any information contained therein. The College will have a maximum of 45 working days to respond to a request to inspect records. In the event of an unsuccessful challenge, a student has the right to place in his or her file a statement

commenting on the contents of that file. These statements may be removed only at the request of the student except for the provision of the destruction of the files as described below.

9. A student shall have the right to obtain copies of his or her records, when failure to provide a copy of the record would prevent the student from inspecting and reviewing the record. If this is done at the student's expense, the cost shall not exceed the actual costs of reproducing such copies. Information on the cost is available from the Registrar's Office.

Section B: Personal Folders

1. A personal record for each student is started at the time of admission and is maintained in the Dean of Students office. This folder contains an application for admission, including biographical information, test scores, copies of all official correspondence, and current addresses of parents, guardians, or spouses. Information on religious and political preferences and activities is voluntary, and only that information voluntarily submitted shall be kept in the folder. These folders do not include confidential counseling records of any staff member.

2. Information from student records shall not be sent to prospective employers or other educational institutions without the formal consent of the student involved. The student may waive his or her right of access to confidential statements (see A, 6, above). Individuals asked to write recommendations for a student shall be informed if the student has waived his or her right of access.

3. The College may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. However, when requests of this nature are received and the student's consent cannot be obtained, the institution shall release only the information necessary to fulfill its legal obligation.

4. A periodic evaluation of information placed in student personal records shall be conducted, and only information related to specific purposes of the institution will be collected and maintained. Upon graduation or withdrawal a student's records will be evaluated and all non-pertinent information will be destroyed. Records will then be maintained for a period of five years after graduation or withdrawal. If a student has requested access to his or her records they will not be destroyed without allowing the student an opportunity to review the information.

5. Information about a student who is being considered for a group membership should be obtained directly from the student.

Section C: Academic Records

1. Information about the academic achievement of a student will be available online to the student and to the student's academic advisor. Academic information may be released to the student's parents or guardian if the student gives permission to release this information. Permission to release confidential educational records must be provided in writing to the Registrar's Office. Parents may also have access to educational records if they send a notarized copy of the most recent federal income tax form proving that the parent has claimed the student as a dependent.

2. Grade point averages will be released to the groups of which a student is a member or is seeking membership only with the written consent of the individual. The College will indicate only whether or not the student has met minimum standards of the group.

3. The Registrar will at stated intervals submit to the Academic Standing Committee for its determination academic records concerning a student whose achievement has fallen below the minimum standards as outlined in the *Catalogue*.

4. Academic transcripts will be maintained in perpetuity. Other academic records will be maintained for a period of five years after graduation or withdrawal.

Section D: Disciplinary Records

1. Records of disciplinary decisions by Cornell College judicial bodies will be kept by the Dean of Students office. The disciplinary records are kept until a student graduates or five years after a non-graduate leaves the College.
2. Disciplinary records are for internal use and shall not be made available to persons outside the institution, except upon formal request of the student involved. Disciplinary actions shall not be indicated on academic transcripts. Intra-institutional use shall be restricted to the Dean of Students and members of Appeals Board when necessary to the discharge of their duties, and to student affairs staff members, who may interpret the meaning of notations to other officials in the institution when necessary to the discharge of the duties of these officials.

Section E: Financial Assistance Records

When applying for financial assistance, each student is normally required to submit a Financial Assistance Form. This statement and all other materials pertinent to a student's financial status will be kept in a separate file and shall be available only to those persons working directly with financial assistance. The records will be destroyed upon graduation except those required by law. Information on awards for scholarships, grants, and loans is considered confidential and will not be released to unauthorized persons.

Section F: Placement File

Students will have access to placement forms. The forms will be released only at the request of the student. Students will, however, not have access to confidential statements written prior to January 1, 1975, nor to recommendations for which they have waived the right of access, in accord with Section A, 5 and 6.

Section G: College Health Service Records

1. Medical records are privileged. A student will have access to these records, and information based on these records may be released only at the request of the student. Those diseases, conditions, or injuries that a physician is required by law to report would constitute exceptions to this policy.
2. A summary of pertinent information contained in the medical record may be released to designated persons only at the request of the student.
3. A copy of the entrance physical examination and a summary of pertinent information contained in a student's medical record may be sent to other educational institutions upon the request of the student. Such materials may also be sent to prospective employers, other physicians, insurance companies, and other persons or organizations at the request of the student.

Section H: Hearing

A student and his or her parents may request a formal hearing before the Dean of Students to challenge the content of such student's educational records in order to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.

Honesty in Academic Work

The College considers Cornell students to be responsible persons whose maturity will develop in a community that encourages free inquiry. The College expects the highest degree of personal integrity in all relationships. Any form of dishonesty is a violation of this spirit and of College rules.

A student is expected to explicitly acknowledge ideas, claims, observations, or data of others, unless generally known. When a piece of work is submitted for credit, a student is asserting that the submission is her or his work unless there is a citation of a specific source. If there is no appropriate acknowledgement of sources, whether intended or not, this may constitute a violation of the College's requirement for honesty in academic work and may be treated as a case of academic dishonesty.

Dishonesty in academic work includes both cheating and plagiarism.

Cheating refers to the use of unauthorized sources of information on examinations or any attempt by students to deceive the evaluator of an examination, paper, or project.

Plagiarism is the act of taking the work of another and presenting it as one's own, without acknowledgement of the original source.

There is not one set of rules for the acknowledgement of sources that is appropriate across all disciplines. For this reason, students are always encouraged to consult their professors and guidelines included in their syllabi. However, in general the appropriate acknowledgement of sources involves meeting the following requirements:

Quotations and Paraphrasing. All direct quotations, even if mingled with original words and ideas, must be placed within quotation marks and accompanied by a specific citation for the source of the quotation. Unless the information is generally known, all phrases that are not original to the author - even two or three words - must be placed in quotation marks and cited. If an existing idea is used but paraphrased or summarized, both the original author's words and sentence structure must be changed and a specific citation for the source must still be made. It is always the responsibility of the student to provide precise sources for all ideas, information, or data he or she has borrowed or adapted. Simply listing sources in a bibliography is not sufficient. Students who use information from the World Wide Web are expected to follow these same guidelines for the citation of sources.

Failure to cite sources properly constitutes academic dishonesty, whether the omission is intentional or not.

Ideas and Data. All students are required to acknowledge the ideas of others. Every student is expected to do her or his own work in the completion of an assignment or an examination unless either (a) the sources for these ideas are explicitly cited, or (b) the instructor explicitly allows such collaboration. In addition, a person giving unauthorized assistance to another on an examination is just as guilty of cheating as the person who accepts or solicits such aid.

Submitting revisions of academic work previously submitted, either in the current course or in previous courses, qualifies as academic dishonesty unless the student obtains the explicit permission of all of the instructors involved.

All data sources must be cited accurately. It is dishonest to fabricate or alter research data included in laboratory reports, projects, or other assignments.

A safe guide is to provide a full citation for every source consulted. Sources may include, but are not limited to, published books, articles, reviews, Internet sites, archival material, visual images, oral presentations, or personal correspondence. In addition, students should always keep previous drafts of their work in order to provide documentation of their original work. Finally, due to disciplinary differences, students should consult their professor, a librarian, and/or the Teaching and Learning Center for specific instructions on properly providing citations for sources.

Procedures for Dealing with Dishonesty in Academic Work

If an instructor judges that a student has violated the College's policies on academic honesty, the student may be charged with academic dishonesty and assigned an F either for the particular examination, paper, report, or project, or for the course. The instructor shall notify the student in writing of the charge and the penalty and shall include a statement of the circumstances which precipitated the action. A copy of the instructor's letter along with a copy of the paper shall be sent to the Registrar. The Registrar shall then advise the student in writing of the right to appeal. Within ten (10) days of notification, the student may appeal the charge and/or the penalty by submitting a letter to the Dean of the College requesting that he or

she appoint an ad hoc committee consisting of three (3) faculty members, one of whom may be nominated by the student. The recommendation of this committee is advisory only and is not binding upon the instructor.

All material and information relative to the charge of academic dishonesty shall be kept by the Registrar in a special file during the period in which the student is enrolled at Cornell College, serving only as a statement of record if the student is charged a second time with academic dishonesty. In the case of an appeal after the first offense, the file shall be destroyed if the committee finds the student not guilty and the instructor concurs; otherwise, the recommendation of the committee shall be inserted into the special file. If there are no further charges, the file will be destroyed at the time of the student's graduation from Cornell.

Should a subsequent charge of academic dishonesty be brought against a student, the Registrar shall again advise the student in writing of the aforementioned right to appeal under the same procedures. Should the second charge be sustained by the instructor, the Registrar shall notify the Dean of the College who shall convene a committee consisting of the Dean of the College, the Dean of Students, and the Chair of the Academic Standing Committee, who shall determine the status of the student. The normal penalty for a second offense is indefinite suspension from the College.

Financial Policies and Information

Adjustments for Withdrawal; Billing; Checks; Emergency Loans; Enrollment Deposit; Financial Assistance

Adjustments for Withdrawal (Refunds)

Adjustments are available on a prescribed schedule for students who must leave while College is in session. The number of days of College attendance affects the amount of the adjustment. Students should meet with the Dean of Students prior to leaving campus to complete the withdrawal process. Consult the College Catalog for the policy.

Billing

Each June students receive an annual billing statement outlining College charges and, if applicable, financial assistance awards. Payment should be made before July 20. Flexible deferred payment options are available, as explained in the letter accompanying the annual Statement of Charges.

Checks

Students may cash checks for a maximum of \$100 at the Business Office, Monday-Friday between 8:30 a.m. and 4:00 p.m. A valid Cornell College ID must be presented to cash checks at the Business Office. Checks not honored by the bank will be assessed an \$11 fee.

Local banks welcome student checking accounts and cash checks. Many merchants in Mt. Vernon extend to Cornell students the privilege of writing checks for purchases. ATM machines are located in The Commons and in town. The College is concerned when students attempt to pass bad checks in the community. Though a personal matter, such actions jeopardize the position of other students. Through the Dean of Students Office the College cooperates with local businesses to bring such matters to the attention of individual students. The College will not protect students from civil action. Students who attempt to cash bad checks lose the privilege of cashing checks at the College.

Emergency Loans

Limited loans for educational or health emergencies are available by application to the Dean of Students Office. A date for repayment is agreed upon at the time the loan is granted so that the loan fund is replenished and available to other students. If the loan is not repaid when agreed, interest will begin to accrue. No student with delinquent College bills is eligible for an emergency loan, and an emergency loan will not be granted to pay college bills or personal expenses.

Enrollment Deposit

A non-refundable enrollment deposit of \$200 is paid when a student is admitted and decides to attend Cornell. Once a student enrolls, the College retains the deposit until all accounts are closed following graduation or until the student officially withdraws from the College. At the time of graduation or withdrawal, the deposit, less any amount owed to the College, is refunded to the student. An enrolled student who plans to finish the academic year but chooses not to return the following fall, may not participate in room selection activities and must notify the Dean of Students Office by the first Wednesday of Term 8, or the deposit will be forfeited.

Financial Assistance

Cornell College is dedicated to providing financial assistance to students in a way that, based upon available College resources, ensures equal access to Cornell for all individuals seeking admission.

The staff of Cornell's Financial Assistance Office believes it is of primary importance that you know the various types of assistance Cornell offers. "Financial Assistance" means assistance provided to students

from a variety of federal, state, private, and College sources. With the exception of the federal Pell Grant, the Academic Competitiveness Grant, the SMART Grant, the federal SEOG program, and the Iowa Tuition Grant, your financial assistance is applicable only at Cornell; you cannot take it with you if you decide to transfer to another college or university.

Each year you must fully complete a Free Application for Federal Student Aid (FAFSA) or a federal Renewal Application, which is mailed to you by the Department of Education. Cornell has a submission deadline date of March 1 for the FAFSA or federal Renewal Application. You may also be asked to submit additional forms (such as federal tax returns, W-2 forms, etc.).

Calculation of your eligibility for financial assistance is based upon the information you and your family provide on your FAFSA or federal Renewal Application. If your family situation changes, such as another family member enters college or your family's income or assets significantly increases or decreases, your financial assistance award may change as well.

Additional information about financial assistance policy and procedures and types of financial aid is available in the *Cornell Catalog*.

Student Policies and Information

Affirmative Action; Alcohol; Campus Communication; Care for our Campus; Drugs; Drug-Free Workplace; Explosives/Weapons; Fire Safety; False Representation; Guests; Hazing; ID's; Inclement Weather; Information Technology; Legal Use of Software; Insurance; Meal Plans and Dining Policies; Painting; Parent Notification; Parking and Motor Vehicle Policy; Personal Accidents or Injury; Parking and Motor Vehicle Regulations; Personal Abuse; Personal Relationships; Pets; property Damage and Vandalism; Residence Life Policies; Residence Requirements; Sexual Misconduct; Smoking; Solicitors and Vendors; Space Allocation and Distribution of Literature; Theft; Vending Machines

Affirmative Action Statement

Cornell College is committed to promoting equal opportunity through affirmative action efforts in the recruitment, appointment, assignment, advancement, and retention of students, faculty, and staff.

In carrying out this policy, Cornell College shall:

1. Commit to the following affirmative action standards:
 - eliminating discrimination and harassment on the basis of race, color, sex, sexual orientation, gender identity, religion, age, national origin, or disability; and
 - complying fully with all applicable legal requirements, including, but not limited to, eligibility requirements for participation in grant programs administered by the College Student Aid Commission (Iowa Code Chapter 261).
2. Designate an Affirmative Action Officer. The Affirmative Action Officer shall be appointed by, and shall report to, the President.

Alcohol Use

The College will disseminate, in compliance with the Drug Free Workplace and Drug Free Schools and Communities acts, an annual statement outlining the College's policies.

Cornell College respects the rights of individuals to consume alcohol in a legal and responsible manner. The College's policy and regulations concerning alcohol use are intended to promote personal responsibility in regard to an individual's decisions concerning alcohol use or abstinence. It is expected that these decisions will be based on personal values and social responsibility, conform to the laws of the State of Iowa and to the health and welfare of oneself and others. Anyone who chooses to use alcohol will be held fully responsible for his/her behavior while under the influence of alcohol.

Cornell College Alcohol Policy

Cornell students are expected to:

- assume responsibility for their own behaviors;
- show care and concern for other community members regarding the responsible use of alcohol; and
- participate in educational programming and discussions about the effects of alcohol use and abuse.

The responsible use of alcohol means:

1. complying with state statutes regarding alcohol use, possession, and distribution;
2. making an informed decision about whether and/or when to use alcohol;
3. knowing your alcohol tolerance limits and not exceeding them;
4. behaving in a way that is not disruptive or otherwise harmful to you or others when you are consuming alcohol;

5. assuming accountability for your actions while under the influence of alcohol;
6. not engaging in binge drinking. The Harvard School of Public Health has established a nationally accepted definition of binge drinking as:
 - a) for women, drinking 4 or more alcoholic beverages per drinking occasion,
 - b) for men, drinking 5 or more alcoholic beverages per drinking occasion.

One alcoholic beverage is defined as one 12 oz. can/bottle of beer, one 5 oz. glass of wine, or one shot (1.5 oz.) of hard liquor;

7. not coercing or forcing anyone of any age to consume alcohol;
8. not coercing or forcing anyone to engage in sexual activity when either or both of you have been consuming alcohol;
9. refraining from engaging or participating in drinking games.

Iowa Statutes on Alcohol Use

Cornell students are expected to know and observe state statutes regarding the sale, possession, provision, consumption, and use of alcohol. In Iowa it is unlawful:

1. to provide alcoholic beverages to any person under the age of 21
2. for a person under 21 years of age to possess or consume alcohol
3. for a person under 21 years of age to misrepresent his/her age for the purpose of obtaining alcohol
4. to consume alcohol on public streets, highways, or in public places
5. to be intoxicated in a public place or to simulate intoxication
6. to serve alcohol to an intoxicated person
7. to sell alcohol without a vendor's license
8. to operate a motor vehicle if you are 21 years of age or older and your blood alcohol content is at or exceeds 0.08
9. to operate a motor vehicle if you are under 21 years of age and your blood alcohol content is at or exceeds 0.02
10. to provide alcohol with the intent of engaging in sexual activity with the person to whom alcohol is being provided

Penalties for violation of state alcohol statutes include fines, loss of privileges, and/or imprisonment. Statutes and penalties related to alcohol differ from state to state, and change from time to time. You are responsible for making your own determination as to whether a certain activity is legal.

Cornell College Alcohol Regulations

Any and all violations of College Alcohol Regulations are grounds for College disciplinary action. As stated in The Compass under "Judicial Procedures and Disciplinary Sanctions," student conduct that violates civil or criminal law may result in College disciplinary action. Cornell will observe, and expects students to adhere to, state statutes regarding alcohol use, possession, and distribution.

1. Irresponsible use of alcohol is prohibited.

2. Students age 21 or over may possess and consume alcohol in a responsible manner in the privacy of their own residence hall room or the room of someone who is age 21 or over.
3. Open containers containing alcohol are not permitted in public areas of the residence halls or campus.
4. Alcoholic beverages may be served or consumed in any public area of the campus only with prior approval by the President, Dean of the College, Dean of Students, or Chaplain.
5. Any sale or serving of alcoholic beverages in public places on campus must be coordinated by the College's food service vendor.
6. Advertising of alcohol for any event is prohibited.
7. Funds from the Student Activity Fee may not be used for the purchase of alcoholic beverages.
8. Possession of a keg or common container (e.g., beer bong, party ball, etc.) of /for alcohol on campus is prohibited unless that container of alcohol is preapproved by the President, Dean of the College, or Dean of Students and is provided by the College's food service vendor.

Sanctions

Violation of the Cornell College Alcohol Policy by either individuals or groups may result in the filing of campus disciplinary charges through College judicial procedures, and may result in sanctions as listed under "Judicial Procedures and Disciplinary Sanctions" in The Compass.

Parent Notification

Because of the potential educational, personal and legal consequences for the violation of the Cornell College Alcohol Policy, parent(s) or legal guardian(s) may be notified when a student is in violation of the policy, and will be notified if the violation results in disciplinary probation, suspension, or dismissal from Cornell.

Approved by the Faculty: May 16, 2000

Campus Communication

The College's e-mail system serves as the main channel for written campus communications. This includes correspondence among students, faculty and staff members, daily campus bulletins and weekly campus newsletters. Students are required to check their Cornell e-mail accounts daily. Official College information is also disseminated through the campus mail system, therefore students are expected to regularly check their campus mail boxes.

Care for Our Campus

Much effort and many resources go into maintaining our beautiful campus and facilities. Students must share in this responsibility by refraining from activities that damage interior or exterior parts of the campus (including stairways, handrails, cement planters, sidewalks, pedmall, floors, carpet, walls, and interior and exterior lighting). These activities include but are not limited to the inappropriate use of rollerblades, scooters, skateboards, bicycles, paint, posters, tape, and tampering with lampposts and lights.

Drugs

Violations of College drug policies are grounds for College conduct action. Cornell will observe, and expects students to adhere to, Federal and State statutes regarding drug use, possession, and distribution. The College also stresses the importance of education and counseling to prevent drug abuse by instituting education programs which will provide students with information on the legal, psychological, social, and medical aspects of drug use and abuse. Students should be aware of confidential medical, psychological, and counseling assistance available through the Health Center, Counseling, and the Chaplain.

1. Cornell College does not condone the possession or use of drugs classified by the Federal Government as narcotics or as dangerous drugs.
2. The College will refer to those agencies charged with law enforcement, information and evidence that it acquires regarding individuals or groups engaged, on or off campus, in dispensing narcotics or dangerous drugs to students of the College. The term dispensing is defined as the transfer from one person to another of such drugs, with or without remuneration. Furthermore, the College may act separately from civil authorities in such cases and through conduct processes may suspend or expel any student who dispenses drugs.
3. The abuse of narcotics, dangerous drugs, alcohol, and some other drugs which are neither prescription drugs or classified as dangerous is viewed as detrimental to the physical and/or mental health of individuals. When it is judged to be in the interest of the physical or mental health of the individual, a student may be suspended without prejudice or may withdraw from Cornell to obtain assistance. Suspensions for reasons of personal health are the prerogative of the Dean of Students.
4. The decision to readmit a student who has withdrawn or been suspended for the reasons stated above will be made by the Dean of Students within five business days upon receipt a written request for readmission. This request shall include a statement by a mental health agency or other health professional. The decision to readmit will be at the discretion of the Dean of Students with consultation from others, as appropriate, and based on the criteria of whether the student is:
 - a. Abusing drugs.
 - b. A threat to himself/herself or others.
 - c. Capable of satisfactory academic performance and is appropriately motivated to do so.
 - d. Capable of coping with the social demands of life in the campus community.
5. Cornell College is not a law enforcement agency, but is committed to a respect for law and its authority and, therefore, will not shelter drug users from the governmental agencies charged with the enforcement of applicable civil drug laws. Thus, subject to the constraints of civil law involving the rights and civil liberties of individuals, representatives of enforcement agencies will have access to the campus, buildings and grounds.

Drug-Free Workplace Policy

It is the policy of the College to provide a drug-free, healthful, safe, and secure work environment. Employees, as a condition of employment, shall abide by the following provisions:

- To uphold high standards of performance, employees are expected and required to report to work on time and in appropriate mental and physical condition.
- The unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol on College premises or while conducting College business off the premises is absolutely prohibited. Violations of this policy will result in disciplinary action up to and including termination and may have legal consequences.
- The College recognizes drug dependency as an illness and a major health problem and that drug and alcohol abuse is a potential health, safety, and security problem. Employees with drug and alcohol problems are encouraged to use the College health insurance plans, as appropriate. Conscientious efforts to seek help will not jeopardize any employee's job.
- Employees must report any conviction under a criminal drug statute for violations occurring on College premises or while conducting College business off the premises, within five days after the conviction.

Cornell's Drug-Free Workplace Policy applies to all Cornell employees and student employees.

Explosives and Weapons

Fireworks, firearms, ammunition, BB guns, paint guns, stun guns, air compressed guns, knives with blades exceeding five inches or with locking blades, projectile and other dangerous weapons or explosives are prohibited on College property. Replicas and facsimiles are similarly prohibited. Laboratory chemicals are not permitted in the residence halls or the Commons. Swords and martial arts weapons are permitted on campus for demonstration use only and are not permitted in residence halls for any reason. These items must be registered with the Director of Student Activities and stored in The Commons. Any object has the potential to become a weapon; therefore, the College reserves the right to further define a "weapon" based on its potential damage or threat. Any student found in violation of the above may be fined and subject to additional disciplinary action.

False Representation

Any document or petition submitted to an employee of the College that contains signatures or other information that are not genuine will be deemed invalid, and any benefit derived from falsified documents will be withdrawn. In addition, the person submitting such document will be referred to the Dean of the College or the Dean of Students, who will investigate the circumstances and initiate disciplinary proceedings.

Fire Safety

Any time a fire alarm sounds, all occupants must immediately evacuate the building. Failure to do so could endanger lives. Students who fail to follow fire safety procedures or instructions from College officials during an alarm are subject to conduct action.

Discharge of fire extinguishers is permitted only in case of actual fire. Students will be charged for refilling the extinguisher and will be subject to additional conduct action for inappropriate discharge of a fire extinguisher.

Misuse of fire safety equipment (including smoke detectors, fire alarms, extinguishers, sprinkler heads and other protection equipment) constitutes a serious threat to the safety of the occupants of a building and is prohibited. Any student found in violation of fire safety policies will be subject to conduct action including possible fines, restitution or suspension. A student with a conduct record indicating a pattern of serious misconduct shall be dismissed from the College if found responsible for misuse of a fire alarm system. Students should be aware that under Iowa law fire alarm abuse constitutes a felony, and a student charged with misuse of a fire alarm system may be referred to the appropriate civil law enforcement authorities.

Open fires on campus (including bonfires and burning "the rock") require special permission from the Dean of Students, the Director of Facilities Management and Director of Campus Safety or their designees. Flammable materials, lighter or cleaning fluids, gasoline and kerosene cannot be stored in any College residence. Burning candles or incense is also not permitted in campus buildings without special permission.

Guests

Students assume responsibility for the safety and behavior of their guests while on campus. Guests should only stay in residence hall rooms if all roommates have agreed to the visit and for no longer than three days. Neither students nor guests are permitted to sleep in lounges or other public areas of campus. Guests should be aware of safety policies (i.e. fire alarm evacuation) and College policies (i.e. alcohol, noise). If a guest behaves inappropriately and/or violates a College policy, the student host will be held responsible and the guest may be restricted from returning to campus.

Hazing

Cornell College forbids hazing, whether on or off campus, defined as follows: any action taken or situation created to produce excessive mental or physical discomfort, fatigue, or harassment; any morally

degrading activity; and any activity which encourages the violation of civil, state, or federal law, College regulations, or the rights and privileges of others.

IDs

All students are required to present their ID to any College official upon request. Each student is given a picture ID for identification on campus and for admission to College events and to the College food service. It is also used for printing and copying on the College computer network. The ID is to be used for all four years and students who lose their cards must replace them for a fee at the College Business Office. Alterations of the card will result in disciplinary action and a replacement charge.

Inclement Weather

In the event of inclement weather, such as a severe thunderstorm or tornado, listen to your radio for weather service reports. Weather bulletins will announce if the Linn County and/or Mt. Vernon areas are under a severe thunderstorm or tornado watch or warning. A watch occurs when conditions exist which make a severe storm or tornado possible. A warning is issued when a severe storm is approaching or a tornado has been sighted. In the event of a tornado or other severe weather warning notification will be sent via the RAM Emergency System. When a warning is issued, take inside shelter immediately. Seek the best possible shelter such as the lowest floor of the building, a small enclosed area in the center of the building, or a space without windows. Large open interior areas should be avoided. During a warning, building managers, Residence Life staff members, The Commons staff members and other College officials will provide building specific safety instructions. Students are expected to follow these directions for their own safety and for the safety of others.

In the event of heavy snow, listen to local news and radio broadcasts for information regarding class cancellations. Students may also view announcements via e-mail, on the College's web page, or contact The Commons Information Desk. Due to our residential campus, it is a rare occurrence that classes at Cornell are cancelled due to snow. When snow is present on campus, Facilities Management makes a concerted effort to clear walkways and stairs immediately after snowfall while considering the possibility of continued snowfall. Due to this responsibility, assistance in removing snow from, on, or around vehicles cannot be provided.

Information Technology Policy

Cornell College's technology policy covers e-mail use, the Web, discussion boards and online communities, equipment, and computer room policies. All policies are available on the [Information Technology](#) web site. These policies apply to students, faculty and staff.

Legal Use of Software

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and copyright violations, may be grounds for sanctions against members of the academic community.

Adopted: October 1988

Insurance

Students are required to have valid health insurance which covers them for the entire academic year. Students not providing documentation of proof of primary coverage will be required to purchase the insurance policy made available through the College. All students entering with a primary insurance already in place need to carry a copy of their insurance card and be familiar with the terms of their policy.

The College does carry an accident insurance policy on all Cornell students. All student-athletes participating in Cornell College athletics are required to show proof of a primary insurance policy during the competition season. This policy may be part of their parent's/guardians primary insurance policy or may be in their own name. Student-athletes will not be allowed to participate in any practice or competition until proper insurance documentation is presented to the athletic training staff. Questions may be directed to the Office of Student Affairs or Business Office.

Meal Plans and Dining Policies

Since Cornell is a residential college, all students, with the exceptions noted below, are required to take the full board plan. Arrangements and requests for exceptions listed below must be made through the Business Office. Exceptions to the full board requirement are:

- 1) Students who are exempt from the residential requirement and authorized to live off campus by the Residence Life Office may opt out of the board plan or select a full or partial board plan.
- 2) Students with special medical needs, as verified by a doctor's completion of the *Documentation of Medical/Psychological Conditions* form (available from the Student Accounts Manager in the Business Office) and recommended by the Director of Student Health Services or the Director of Counseling, may be excused from some or all of the board plan requirements.
- 3) Students authorized to live off-campus through the off-campus lottery may select the full or partial board plan. These students may not opt out of the board plan.
- 4) Students who live in the 8th or 10th Avenue apartments or Harlan House may select the full or partial (7 meals per week) board plan. These students may not opt out of the board plan.

Students who participate in approved off-campus courses can request meal refunds for specific time periods. Refer to the College Catalogue or consult with the Business Office for more information.

Dining Room Policies:

1. A valid ID is required for admission to the dining rooms.

2. Shoes and shirts must be worn in dining rooms and food service areas. All clothing must be clean (i.e. no excessive mud or paint) and appropriate.

3. Alcohol possession, consumption and intoxication are not allowed in the dining rooms. Individuals who violate this policy will be removed from the dining rooms and reported to the Dean of Students Office for conduct action.

4. Please return all trays and tableware to the Scramble dish return area. If you have a meeting outside of the dining rooms and must take your trays PLEASE return them to Scramble.

5. Remember the people that clean the dining rooms and your tables are your fellow students or Cornell employees. Please treat them with the respect they deserve. Bus your own dishes after meals and don't make unnecessary messes.

Painting

Painting for decorative purposes and advertising is permitted only in a limited area along the sidewalk in front of King Chapel (excluding Chapel steps), on the Rock, and on the Kiosk. Painting in other areas will result in the responsible individual(s) or group paying for removal and in a fine.

Parent Notification

It is expected that students will notify their parents about illness and other serious problems. There are instances, however, when the student is unable to make contact or when there are life-threatening circumstances. If life-threatening conditions exist and the student is unable or unwilling to notify the parents, they will be notified by the College or appropriate medical personnel. College personnel may also notify parents of situations that may jeopardize students' continued enrollment.

Parking and Motor Vehicle Regulations

The layout and landscape of Cornell's historic campus provides a beautiful "walking campus". Due to the College's setting on a hilltop and in a residential area, parking facilities are limited. Therefore, cooperation by all students and their guests in abiding by parking and motor vehicle regulations is expected.

A motor vehicle is defined as any self-propelled vehicle that must be registered and licensed by the State of Iowa. All state laws governing the movement and operation of motor vehicles apply to motor vehicles on Cornell property.

Due to limited parking facilities only typical passenger vehicles (i.e. sedans, SUV's etc.) are allowed to register for on campus parking facilities. Vehicles and equipment of a non-typical passenger nature (i.e. tractors, boats, RV's, trailers) cannot be registered.

Eligibility and Requirements

1. All Cornell students, whether residing on campus or off campus, must register their vehicle with the College. This is required for safety purposes, and so that parking procedures and regulations can be administered fairly for all campus community members.
2. Any Cornell student with a valid driver's license may register their motor vehicle at Cornell. The registered vehicle must be the property of the student or the student's family member or guardian.
3. All students are responsible for complying with parking and motor vehicle regulations, whether driving their own vehicle or one belonging to another person.

Registration

1. All students who maintain and/or use a motor vehicle in Mt. Vernon during any part of the academic year must register the vehicle with the College and properly display the permit.
2. All students who maintain a motor vehicle in Mt. Vernon must have one of the following permits:
 - Students residing on campus -\$45
 - Commuter students using College parking facilities -\$45
 - Commuter students NOT using College parking facilities—No Fee/Mandatory registration
 - * Commuter students are subject to all parking and motor vehicle regulations. Students who live off campus are considered commuter students, not visitors.
 - Temporary permit (one block or less) -\$5. Any student with a current valid permit whose registered vehicle is unavailable and off campus may receive a temporary permit free of charge. Up to three free permits are allowed during an academic year. Each subsequent permit would cost \$5.00/per block. After three temporaries have been issued student MUST purchase a regular permit, if they wish to continue use of college parking facilities
3. Returning students can obtain permits during the first week of Fall classes. Permits will be sold in The Commons on announced days. New students can obtain permits during new student validation. Permits may also be obtained from the Campus Safety office located in the lower level of Ebersole.
4. Registration is not transferable to other vehicles and is limited to one vehicle on campus at any given time. If a student changes vehicles, a new permit will be issued at no cost upon return of the original permit to the Campus Safety Office. After one replacement permit is issued, a \$5 replacement fee will be charged for each subsequent replacement. If unable to return original permit, a charge of \$22.50 will be instituted.
5. The student who registers the vehicle will be held responsible for any violation of parking and motor vehicle regulations involving the vehicle. Any other driver may also be held responsible.

6. The Cornell parking permit must be placed completely by its adhesive and unobstructed with the printed side facing outward in the lower right-hand corner (passenger side) of the front windshield.
7. The owner/permit registrant assumes all responsibility for any damage to his/her vehicle while operated or parked on Cornell property.
8. Parking permit registrations are not refundable.

Student Parking Policy

Cornell College utilizes a zone plan for student parking. The plan was designed by a committee of students, faculty members and staff members. Students may park in their designated zone only. The one zone for upperclass students includes all student allocated parking lots.

1. Sophomore, junior, and senior students will be assigned to the All Student Zone. Parking anywhere else on College property is prohibited.
2. First year students will have a First Year Parking permit which will entitle them to park in Lot A, Lot D and Lot J. Parking in other lots or anywhere else on College property is prohibited.
3. Students who change residence halls, as verified by the Residence Life Office throughout the year, must obtain a new sticker to change from one zone to the other. Original permit must be returned, or a replacement fee will be charged
4. Commuter students with cars must register their vehicles with the College. Commuter students are allowed to park in all student parking zones after purchasing the appropriate permit. Students who do not live on campus are considered commuter students and are not eligible to use visitor parking.
5. During winter and spring breaks, student parking may be consolidated to allow Campus Safety staff to more closely monitor vehicles left on campus and Facilities Management staff to remove snow or complete maintenance tasks as necessary. Students will be notified via e-mail in advance of the break to move vehicles to designated lots by a specified time and date. Failure to cooperate will be considered a parking policy violation.
6. As a safety and security precaution vehicles may not be covered by tarps or car covers at anytime.

Violations and Penalties

A student whose car is ticketed must pay the fine at the Cashier's window within five working days. Motor vehicle privileges may be revoked and the vehicle subject to removal and impoundment at the owner's expense after the issuance of ten (10) citations. Immobilization of a motor vehicle may occur after the issuance of five (5) citations.

Payment of fines during the academic year does not alleviate the accumulation of citations. A student with a pattern of violations is subject to College disciplinary action. Additionally, some actions, such as operating a motor vehicle while under the influence of alcohol or drugs, will result in notification of local law enforcement authorities and College disciplinary action. Listed below are examples of actions that violate Cornell parking policy and the associated penalties:

- Failure to obtain or properly display a registration permit -\$20
- Parking in an area restricted from student parking -\$20
- Parking in a designated student-loading zone for more than 15 minutes -\$20
- Subsequent 15 minute loading zone violation
- Parking in a fire lane -\$100
- Parking in reserved resident staff space - \$50.00
- Parking in or blocking handicap space or access ramp -\$100
- Violation causing the use of a wheel-locking device -\$100 (cash only)

Towing/Impounding and Immobilizing

Students receiving their fifth ticket in an academic year are subject to having their vehicle immobilized for any subsequent violations. Wheel-locking device fees must be paid before the vehicle will be released. Towing may occur upon issuance of a tenth or subsequent citation. All towing and impounding fees are arranged by the towing company. Vehicles may also be towed for the following reasons:

- Parking where the vehicle is a safety hazard to motor or pedestrian traffic
- Obstruction of the operation of emergency equipment and personnel
- Unauthorized parking in a handicap space or fire lane

- Vehicle has received 3 subsequent 15 minute loading zone violations
- Unauthorized vehicle in resident staff parking space
- A vehicle has been left with a wheel locking device in place for five days. On the fifth day the vehicle will be subject to towing, unless prior arrangements have been made with the Office of Campus Safety. In the event that a vehicle is subject to a wheel locking device but, it is located in a position to impede the safety of the college community or deemed to be a severe inconvenience to others a wheel locking device will not be placed on the vehicle. HOWEVER, the vehicle owner will be subject to the corresponding \$100.00 fine, in addition to the applicable initial parking fine.

Vehicle owners, when possible to identify, will be notified via email when they have accumulated five tickets and are subsequently eligible for receiving the wheel locking device for any additional offenses. Any individual found to have tampered with or removing a wheel-locking device will be subject to having their vehicle towed off campus and college parking privileges revoked.

Appeals

An appeal of a ticket must be filed within five working days after the ticket is issued in order to be considered by the Parking Appeals Committee. Only the student who has registered the vehicle may appeal a ticket issued against it. Appeal forms are available at the Campus Safety Office located in the lower level of Ebersole or on line. The Parking Appeals committee, which consists of students, faculty and staff, will consider the appeal, choose to change or affirm the citation and penalty, and inform the complainant.

Appeals Hearing: Any student who receives a College parking or traffic violation citation may protest the citation in the following manner

- A request for an appeals hearing may be made by filling out a form obtained at the Campus Safety Office, or online. Only the student who has registered the vehicle may appeal a ticket issued against it. This form must be returned to the Campus Safety Office for processing within five (5) business days after the issuance of a citation. If you have paid your citation, attach a copy of the receipt to the appeals form. Failure to do so could delay your potential reimbursement.

Any student who fails to submit an appeal request before the end of the above business day appeal period shall not be eligible for a hearing and relinquishes the right to further appeal.

The Cornell Parking Appeals Committee may confirm, reverse, or modify the citation and penalty. An adjustment of a penalty, in accordance with the decision of the committee, will be processed by the Business Office.

A second appeal of a violation may be heard, for good reason, at the discretion of the Director of Campus Safety.

Any appeal received after the final Appeals Committee meeting in an academic year will be reviewed by the Director of Campus Safety

Accidents

All vehicle accidents that occur on College property must be reported to a Campus Safety staff member at x4299 or from an off campus line, (319) 895-4299, and to the Mount Vernon Police Department at (319) 895-6141.

Parking Accommodations for Temporary Disabilities

Students needing temporary parking accommodations due to illness or injury will need to obtain a state-issued Person with Disabilities Parking Permit. This permit will allow a student to park in the designated disability parking spots on campus. The permit is acquired through the Cedar Rapids Drivers License Station at 152 Collins Road, NE. For details on how to obtain the permit and to print a copy of the form that you will need to complete, go to <http://www.dot.state.ia.us/mvd/ovs/disabled.htm>. For further assistance contact Student Health Services x4292.

Students possessing disability permits, must register and notify Campus Safety of such permit. Students using designated disability parking spaces on campus must also have valid parking permits.

Loading Zones

Several loading zones are provided for students. These zones are not to be used for short-term parking, but are for a maximum of 15 minutes of loading/unloading if flashers are used. As a courtesy to others, please be expeditious when using a loading zone.

The Commons Circle (2 spots)

Library lot (2 spots)

Upper F lot (3 spot)

M Lot (2 spots)

O Lot (3 spots)

Library Parking

The Cole Library parking lot will now be implementing an 'open parking' policy from 6pm to 6am. This will allow any member of the college community displaying valid Cornell parking permit, to use the library parking lot during this time. Visitors may also use this open parking facility during this time, but must display an appropriate Cornell Visitor permit if parking for more than 3 hours. The north row, closest to the building will remain restricted to library visitors only, at all times.

General Services

The Department of Campus Safety is open 24 hours a day, 7 days a week, 365 days a year. You can reach Campus Safety at x4299, or from an off campus phone or cell phone, please dial (319) 895-4299. The office is located in the lower level of Ebersole. You can learn more about Campus Safety and parking policies at http://www.cornellcollege.edu/student_affairs/safety/

In addition to coordinating parking services and enforcing regulations, the Campus Safety staff routinely patrols the entire campus and frequents buildings. Direct one touch emergency phones connected to the campus safety office are located across campus. Escorts to and from locations on campus are available 24 hours a day. During periods of inclement weather, officers also assist with making sidewalks safe and provide shovels, salt and sand for use by students, faculty and staff.

An emergency text messaging service is available through the R.A.M. Emergency System. Visit http://www.cornellcollege.edu/student_affairs/safety/ for more information on services available.

Please remember to report any crimes or suspicious activities to Campus Safety or the Mount Vernon Police Department.

Visitors

A guest of a student with a car on campus for more than a 3-hour period must register the vehicle (permits are free) and park in a visitor parking space. A visitor permit is valid for three consecutive days. Moving the vehicle from one space to another does not equate to starting a new 3-hour or three-day time period. The student host must be present for a guest to be able to obtain a permit from the Campus Safety Office. Visitors are subject to all Cornell parking regulations. Students will be held responsible for any guests' traffic or parking violations and fines.

Visitor parking spaces are located in lots near the following buildings: Life Sports Center, Wade House, McWethy Hall, The Commons Circle, H-lot (between 5 p.m. - 7a.m. daily), Rood House (North row only) and Cole Library (between 6 p.m.—6 a.m. daily). Under no circumstances are students allowed to use visitor parking. Students who live off campus or have a car temporarily are not considered visitors when they bring vehicles to campus. Students who wish to park on campus must obtain the appropriate student permit.

Ped Mall Information

Student motor vehicle traffic on the pedestrian mall is restricted to times of moving in and out of residence halls, or other occasions of special permission. Access to the Ped Mall can only be gained through the gate between Ebersole and The Commons. The gate arm is typically down, therefore special permission and an access code is required to drive a vehicle onto the Ped Mall. The following procedures are to be followed when there is a need to drive on the mall.

Students who are moving from one hall to another may obtain authorization from the Residence Life Office. This should be done Monday through Friday, prior to 4:30 p.m.

If an unanticipated situation occurs at night or on the weekend and mall access is needed, call Campus Security (x4299). Authorization will be given only in exceptional circumstances.

All areas of the Ped Mall and paved areas not specifically designated for parking are considered emergency/fire lanes and tow-away zones. Violators will be subject to a fine and/or towing.

Personal Accidents or Injury

Cornell College accepts no responsibility for personal accidents or injuries, or for the damage, theft, or loss of money, valuables or other personal belongings of students or guests. For property matters, students are encouraged to obtain appropriate insurance coverage through a parent's homeowner's policy or a separate renter's policy.

Personal Abuse

Personal abuse, whether oral, written, or physical, exceeds the bounds of appropriate discourse and civil conduct. An individual who harasses another because of his or her race, sexual orientation, ethnic background, religion, expression of opinion, or any other factor irrelevant to participation in the free exchange of ideas exhibits abhorrent behavior. Such behavior is subject to institutional grievance and student disciplinary procedures.

Personal Relationships in the Professional Setting

I. Members of the administrative and support staff.

Romantic or sexual relationships in which one person has professional responsibility for another are inherently problematic and should be avoided, even when the relationship is a consensual one. In the collegiate setting such relationships may have the effect of undermining the atmosphere of trust on which educational or institutional activity depends and may disrupt the professional environment. It is therefore inappropriate for members of the College staff to participate in romantic or sexual relationships with students or others for whom they have direct educational, advisory, or supervisory responsibility. If a complaint against any member of the College staff related to such a romantic or sexual involvement is found to be justified, that staff member will be held responsible and will face appropriate disciplinary action.

II. Members of the faculty

In the case of the special relationship which exists between faculty members and students, relevant guidelines are set forth in the statement of professional ethics contained in the Faculty Handbook, Section IV. Personnel Policies, Professional Ethics, 2.B.

As teachers, we encourage the free pursuit of learning in our students. We hold before them the best scholarly and ethical standards of our discipline. We demonstrate respect for the student as an individual, and adhere to our proper role as intellectual guide and counselor. We make every reasonable effort to foster honest academic conduct and to assure that our evaluation of students reflects their true merit. We respect the confidential nature of the relationship between professor and student. We avoid any

exploitation, harassment, or discriminatory treatment of students and acknowledge significant assistance from them. We protect their academic freedom.

Should a situation arise which is believed to run contrary to this statement, the procedures set forth in Section IV. Personnel Policies, Professional Ethics, 3 will be followed.

Approved by the President after consultation with the Committee on Administration, July 1991.

Pets

Students may not maintain pets or stray animals on campus (in student rooms, common areas, or in outdoor areas or carriers), with the exception of fish. Pets or strays will be removed from the buildings and the owner(s) will be subject to disciplinary action and a fine of \$40.00 per pet per day. Students are discouraged from feeding stray animals outside of the residence halls. Call Campus Safety to report stray animals.

Property Damage and Vandalism

The College campus and property are held in trust by the Board of Trustees of the College for educational purposes. All College property, regardless of its age or condition must be maintained.

The property is, of course, subject to the wear and tear of ordinary usage. While students have the privilege of using the campus they also have the responsibility of helping to maintain the facilities so that they may be enjoyed by all members of the College community.

Anyone who participates in the malicious damage, defacement or arson of College property, furniture or buildings, or in gaining or attempting to gain unauthorized entry into a College building, or in the theft of College property is in violation of Iowa law, as well as College regulations, and is subject to prosecution according to those statutes.

Residence Life Policies

Cornell is committed to the value of residential living as an integral part of the educational process of the College. Living in residence halls provides students with opportunities to learn and live with others, to share ideas and experiences, and to develop personally. Residence life policies and procedures can be found on-line in the Residence Life Handbook. The Dean of Students, Director of Residence Life, Assistant and/or Associate Directors of Residence Life and the Resident Assistants are responsible for administering campus student housing policies and procedures. Students are responsible for monitoring their own behavior as well as the behavior of others in their community.

Residence Requirement

Since Cornell is a residential college, all students live in College-owned housing. Exceptions are:

1. Students living with parents who reside in or very near Mt. Vernon.
2. Students who apply for admission and are accepted after College housing is full.
3. Married students.
4. Students who have children.
5. Students who have completed eight semesters in residence.
6. Students who are 24 years of age by September 1.

7. Students who have been authorized to live off-campus when sufficient space is not available to house all students in the residence halls. Seniors are given preference through the off-campus lottery, and if spaces remain a junior off-campus housing lottery may be conducted.

8. Students with special medical needs, as verified by a doctor's completion of the Documentation of Medical/Psychological Conditions form (http://cornellcollege.edu/residence_life/pdf/medform.pdf) and recommended to the Director of Student Health Services or the Director of Counseling. The Director of Residence Life makes the final decision.

Exceptions to the residence policy must be requested through the Residence Life Office.

Sexual Misconduct Policy

Statement of Intent

Cornell College affirms the rights of its students, faculty, and staff to live, work, and study in an environment free from sexual misconduct (sexual assault, sexual harassment, and sexual exploitation). To maintain an environment of trust, care, and respect, community members set and adhere to standards of conduct. Acts of sexual misconduct are serious violations of these standards and will not be tolerated in the Cornell community. Reported violations will be investigated and may result in College disciplinary procedures with sanctions up to and including dismissal. Furthermore, acts of sexual misconduct may also be punishable by civil and criminal legal procedures.

Alcohol and Other Drugs

The use of alcohol and other drugs can diminish an individual's ability to give or withhold consent to sexual activity. No individual will be excused from conduct that is a violation of this policy because of voluntary alcohol or other drug use. All individuals should exercise caution in this area.

Applicability

This policy applies to any sexual misconduct by or against a Cornell student. Students should refer to this policy for information on reporting any sexual misconduct regardless of who engages in the misconduct, whether the accused person is a student, faculty member, or other College employee. Complaints against students will be handled by procedures listed in this document. If the accused person is not a student, other policies and procedures will apply to the investigation and any disciplinary action:

- Complaints against non-faculty employees will be investigated and necessary action taken according to any applicable employee procedures. Violations may result in disciplinary action up to and including termination.
- Complaints against faculty members will be investigated and necessary action taken according to applicable procedures set forth in the Faculty Handbook. Violations may result in disciplinary action up to and including termination.

This policy shall not be construed to conflict with or to supercede the Cornell College Anti-Discrimination Policy, which also prohibits sexual harassment.

Questions

Questions about this policy or any related policy, including how to report a complaint, may be addressed to the Dean of Students, the Dean of the College, the Director of Human Resources, or other individuals authorized to receive complaints. See "Reporting Sexual Misconduct" below.

Explanation of Terms Used in Sexual Misconduct Policy

"Sexual misconduct" as used in these policies includes sexual assault (non-consensual sexual contact and non-consensual sexual intercourse), sexual harassment and sexual exploitation.

"Consent" includes actions or words that indicate a willingness to participate in mutually agreed upon sexual activity. Consent can be withdrawn at any time. There is no consent when sexual contact or intercourse results from force, threat, coercion, or intimidation. There is no consent when sexual contact or intercourse is with a person who is unable to give consent, say "no," or otherwise resist for any reason.

Such reasons may include, but are not limited to, the effects of alcohol or other drugs, because the person is asleep or unconscious, is disabled, or has other mental or physical conditions.

“Victim,” “complainant” and “accused” are gender-neutral terms used in this policy.

Sexual misconduct can be committed by a person of any sex against a person of any sex. Sexual misconduct can be committed by current or former lovers, friends, or acquaintances.

Categories of Sexual Misconduct

Sexual Misconduct includes behavior described in the following categories, but specific acts may fall under more than one category:

1. Sexual Assault

Examples of conduct that may constitute sexual assault include, but are not limited to, non-consensual sexual contact and non-consensual sexual intercourse:

A. non-consensual sexual contact includes

- any sexual touching
- however slight
- using any body part or object
- without consent
- including attempted sexual assault

B. non-consensual sexual intercourse includes

- any sexual intercourse (anal, oral or vaginal)
- however slight
- using any body part or object
- without consent

2. Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, physical, or other conduct of a sexual nature when:

A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic, extracurricular or employment status;

B. submission to or rejection of such conduct by an individual is used as the basis for academic, extracurricular or employment decisions affecting that individual, including but not limited to grades, academic assignments, promotions, tenure, performance evaluations, pay adjustments, discipline, work assignments, or receipt of education- or employment-related benefits; or

C. such conduct has the purpose or effect of unreasonably interfering with an individual's academic, extracurricular or work performance, or of creating an intimidating, hostile, or offensive educational, working or living environment.

Examples of conduct that may constitute sexual harassment include, but are not limited to, the following:

- unsolicited and unwelcome comments or jokes, gestures, correspondence, or physical actions of a sexual nature directed against an individual or group that are unrelated to any serious employment, academic or artistic purpose
- suggestive or obscene comments about a person's body, sexual activities, or sexual orientation
- unwelcome touching or other physical contact
- repeated and unwelcome requests for dates or other repeated and unwelcome requests of a sexual or intimate nature
- use of the campus computer network to sexually harass individuals or groups
- aiding or abetting any form of sexual harassment

3. Sexual Exploitation

Sexual exploitation occurs when an individual takes non-consensual, unjust or abusive sexual advantage of another for his/her advantage, benefit or pleasure, or to benefit or advantage anyone other than the one being exploited.

Examples of conduct that may constitute sexual exploitation include, but are not limited to, the following:

- non-consensual video or audio-taping of sexual activity
- going beyond the boundaries of consent (such as letting your friends surreptitiously watch you having consensual sex)
- engaging in peeping Tommerly

Obtaining Support

There are people available to help you if you have been affected by an incident of sexual misconduct within or outside of the Cornell community. Cornell College counselors provide free counseling for survivors of sexual misconduct. Additional resources in the area are also available to you.

Talking with someone who understands can help you sort out the emotional aftermath of sexual misconduct. Because the reactions to these offenses are complex and often confusing, it is important to remember that your feelings are normal and you are not alone.

You can call or approach any of the people on the list below **confidentially and off the record** and tell them what happened. They will listen and explain your options. They will maintain confidentiality consistent with professional standards and practices. **Talking to any of these people does not constitute reporting the incident.**

1. Current On Campus Confidential Resources

- Director of Counseling x4292 – Dr. Brenda Lovstuen
- Director of Student Health Services x4292 – Jill deLaubenfels
- Assistant Director of Student Health Services x4292 – Nancy Reasland
- Chaplain of the College x4402 – Catherine Quehl-Engel

2. Current Off Campus Confidential Resources

- Waypoint Rape Crisis Services, Cedar Rapids - 363-5490
- Rape Victim Advocacy Program, Iowa City 1- 800-284-7821
- Foundation II Crisis Line, Cedar Rapids - 362-2174
- Emma Goldman Clinic, Iowa City - (319) 337-2111

3. Medical Resource Information

Seeking medical care is important, whether or not you choose to report the incident to police. A hospital emergency room can provide immediate medical attention. **If possible, it is critical that you seek medical attention within 72 hours of the incident so as to best take care of your health and welfare and to collect evidence that might support future prosecution.** You will be asked to sign consent forms to allow the medical personnel to examine, treat and administer medication to you; also to release information to the police *if you choose to do so*. A nurse will explain the examination procedures to you and will be present throughout the exam. A friend, relative or advocate may also accompany you. After an act of sexual misconduct, the primary medical concerns are physical injury, sexually transmitted disease and pregnancy. It is best that you **NOT** bathe, douche or change clothes before the exam in order to preserve evidence. Any available bedding, linens or other items may also be used for evidence collection. If you have already bathed or showered, it is still important to have prompt, thorough medical care and to bring in unlaundered clothes and other pertinent articles, placed in a paper bag, for examination and evidence collection.

The following area hospitals have professionals who are trained in sexual assault response and examination. These hospitals may alert a law enforcement agency of a reported sexual assault. An officer may ask you to make a written report. You may choose not to file a report.

Current Area Hospitals:

- Mercy Medical Center, Cedar Rapids- 398-6041
- St. Luke's Hospital, Cedar Rapids - 369-7105
- University of Iowa Hospitals and Clinics, Iowa City - (319) 356-1616

- VA Medical Center, Iowa City - (319) 338-0581

Note that policies and procedures at hospitals and clinics are subject to change without notice to Cornell College.

Reporting Sexual Misconduct

Violations of this policy should be reported promptly. As long as the individual being accused is a member of the Cornell College community, the College may investigate and take necessary action if warranted. However, the College's ability to pursue the complaint to conclusion may be hindered by the passage of time. Prompt reporting is crucial to help ensure full investigation of complaints. A delay in reporting can adversely affect both the informal and formal adjudication procedures. Victims of, and witnesses to, sexual misconduct are strongly encouraged to report the misconduct immediately.

The following officials are authorized to receive reports: the Dean of Students, The Vice President for Student Affairs, the Dean of the College, the Director of Human Resources, and not more than two additional individuals named by the Dean of Students to assure adequate gender representation. Individuals currently authorized to receive reports are:

- Dean of Students, Heidi Levine - x4234
- Vice President for Student Affairs, John Harp - x4234
- Dean of the College, Chris Carlson - x4210
- Director of Human Resources, Vickie Farmer - x4243

The person receiving the report will ensure that the incident is investigated. Applicable procedure depends upon whether the accused is a student, faculty member, or non-faculty employee.

Confidentiality

Persons involved in the reporting, investigation and resolution of complaints under this policy are required to act with careful discretion and due respect for the privacy of the complainant, the accused, and all other members of the College community who may be personally affected by the alleged sexual misconduct. However, it is impossible for the College to maintain complete confidentiality while investigating and resolving sexual misconduct claims. At a minimum, accused persons must be notified about the complaints against them. Witnesses to alleged misconduct may be interviewed and/or asked to provide testimony for a judicial hearing. In an effort to protect the privacy of all concerned, persons reporting violations of this policy, accused persons, and all persons who participate in the investigation or resolution of sexual misconduct complaints will be required to keep the matter confidential. Willful violations of the confidentiality of reporting or grievance procedures under this policy will be treated as violations of student conduct policy.

The Dean of Students will record the number of reported allegations and violations of this policy for the purposes of statistical reporting.

Limited Immunity for Complainants and Witnesses

It is in the best interests of this community that all sexual misconduct be reported to College officials. To encourage reporting of sexual misconduct, Cornell College will consider extending limited immunity to the complainant and/or witnesses regarding other policy violations such as underage alcohol consumption. To the extent possible, the College will provide educational options for minor policy violations.

Retaliation Prohibited

Retaliation against a person who reports or participates in an investigation of sexual misconduct is strictly prohibited. It constitutes a violation of student conduct policy and may also violate state and federal laws.

False Reporting

Cornell will not tolerate false reporting of sexual misconduct. It will be considered a violation of student conduct policy.

Legal Action

An individual may choose to report sexual misconduct to the police as well as seek internal College support and/or judicial action. Any staff member listed in this policy is available to arrange a neutral meeting place for initial contact with the police. The College has no control over the investigative and legal process that may result once a crime is reported. Currently, local law enforcement authorities may be contacted at:

Mount Vernon Police Department - 895-6141 or 911 (9-911 from on campus)
213 First Street West, Mount Vernon

Response to Sexual Misconduct Allegations Against Students

The College offers both formal and informal procedural options for resolving cases of alleged sexual misconduct against students. Formal procedures may be initiated by either a complainant or the College.

1. Informal Grievance Procedures

The complainant may choose, in consultation with the Dean of Students or the Dean's designee, to resolve the complaint informally. If the complainant wishes to proceed with informal grievance procedures, the accused person or persons will be notified of the allegations by the Dean of Students. The focus of the informal grievance procedure is to resolve problems between the complainant and accused on an informal basis. Every attempt will be made to resolve the problems in a timely manner.

Options for informal resolution include, but are not limited to:

- utilizing accommodations listed in the statements of student complainant's and accused student's rights
- participating in a confidential discussion and/or mediation of the complaint with the complainant, accused, and a mediator appointed by the Dean of Students

If the informal grievance procedure is successful, then the matter will be closed between the complainant and the accused. If at any time during informal grievance procedures, the complainant desires instead to pursue resolution through formal grievance procedures, the complainant may inform the mediator and file a written request with the Dean of Students. If the informal grievance procedure proves inadequate, the Dean of Students, Dean's designee or mediator may terminate the informal grievance procedure, and the complainant or the College may then initiate formal grievance procedures. The mediator may not be brought into any formal grievance process.

2. Formal Grievance Procedures Initiated by the Complainant

The complainant may choose, in consultation with the Dean of Students or the Dean's designee, to pursue a formal grievance. Campus judicial procedures for a formal grievance against a student are set forth in the student handbook, *The Compass*, currently online at http://cornellcollege.edu/student_affairs/handbook/studentrights.shtml#judicialprocedures

If at any time during formal grievance procedures, the complainant desires instead to pursue resolution through the informal grievance procedure, the complainant may file a written request to do so with the Dean of Students or Judicial Board Chair. This person may then direct that the formal procedure be stayed pending resolution of the informal procedure. If resolved through the informal procedure, the formal complaint will be dismissed.

3. Formal Grievance Procedures Initiated by the College

When student welfare is of concern, the College is obligated to pursue reports of sexual misconduct to the extent possible whether the alleged victim chooses to participate or not. In this event, the Dean of Students or the Dean's designee shall pursue a formal grievance. Campus judicial procedures for a formal grievance against a student are set forth in the student handbook, *The Compass*, currently online at http://cornellcollege.edu/student_affairs/handbook/studentrights.shtml#judicialprocedures.

Student's Rights

Statement of Student Complainant's Rights

It is the goal of Cornell College to ensure that students who report sexual misconduct have access to needed resources, services, and information including the right:

- to have all complaints of sexual misconduct made by the student investigated
- to have a support/advisory person present during a campus judicial board hearing
- to be informed of the outcome of any investigation and sanction or any disciplinary hearing involving sexual misconduct, usually within five class days following the end of the judicial hearing
- to be informed of options to notify proper law enforcement authorities, and to be assisted by campus authorities in notifying such authorities if the complainant requests
- to be notified of options for, and to be assisted with, changing academic and living situations after alleged sexual misconduct, if such accommodations, in the discretion of the College, are reasonably available. The complainant needs to request these accommodations. Accommodations may include:
 - change of an on-campus student's housing to a different on-campus location
 - rescheduling of academic requirements
 - health withdrawal from a course
 - leave of absence from the College
- to be notified of available counseling, mental health, or student services for complainants of sexual misconduct, both on campus and in the community

The College will provide assistance to the complainant, whether or not the accused is a Cornell College student, faculty member or staff member. Where the accused is not a student or member of the faculty or staff, the College's ability to investigate may be limited. Assistance options may include a campus-based restraining order, trespass actions, and assisting the complainant to obtain a civil restraining order or criminal prosecution options.

Statement of the Accused Student's Rights

It is the goal of Cornell College to ensure that students accused of sexual misconduct have access to needed resources, services and information. The College strives to offer a reasonable parity of resources, services, and information, to the extent possible, to all parties to the complaint, including the right:

- to have all complaints of sexual misconduct made against the student investigated
- to have a support/advisory person present during a campus judicial board hearing
- to be informed of the outcome of any investigation and sanction of any disciplinary hearing involving sexual misconduct, usually within five class days following the end of the judicial hearing
- to be informed that the complainant has the option to notify law enforcement authorities
- to be notified of options for, and to be assisted with, changing academic and living situations after alleged sexual misconduct, if such accommodations, in the discretion of the College, are reasonably available. The accused student needs to request these accommodations. Accommodations may include:
 - change of an on-campus student's housing to a different on-campus location
 - rescheduling of academic requirements
 - health withdrawal from a course
 - leave of absence from the College
- to be notified of available counseling, mental health, or student services, both on campus and in the community

Annual Updates

Resources and contact information described in this policy as "current" (i.e. names, phone numbers, and addresses) will be updated annually by the Dean of Students.

Approved by the Faculty: May 27, 2003

Approved by the President of the College:

Smoking

In accordance with the State of Iowa Smokefree Air Act, smoking is prohibited at Cornell College. All

indoor and outdoor spaces are smoke free. More information is available at Cornell College's Smokefree Iowa Air Act.

Failure to abide by this policy will result in disciplinary action and a fine.

Solicitors and Vendors

Soliciting, including solicitation by students and student groups is not permitted in the residence halls without prior written authorization from the Hall Council. Students who have difficulty with salespeople should contact an RA or Campus Security immediately.

Soliciting or fundraising in other locations on campus by students or student groups requires registration at the Commons Information Desk. Goods and/or services offered may not be in direct competition with those contracted by the College. (i.e. food service, bookstore).

Space Allocation and Distribution of Literature

Cornell affirms the democratic right of free speech and welcomes the expression of divergent views on all issues. Members of the faculty and student body, as well as administrative officers of the College, may use facilities on the campus in accordance with regular scheduling policies, and may also distribute appropriate literature through campus mail, e-mail and at approved and designated places for posting such literature. Before posting literature in campus buildings, consult with the appropriate building manager or the Residence Life handbook for specific procedures. To guard against litter problems and defacement of College and personal property, posters may not be placed on external portions of buildings (walls, doors, windows, etc.), lampposts, trees, vehicles, and the like.

Individuals or groups invited to the campus by administrative officers of the College, by members of the faculty, and by student recognized organizations with the approval of their sponsor may also be accorded the privilege of College facilities for speaking and distributing literature in accordance with regular scheduling policies for such purposes.

Theft of College or Personal Property

The College considers theft a serious offense which subjects a student to College as well as civil action. For their own protection students should keep individual rooms and vehicles locked. Students should be aware that the College will prosecute students involved in theft.

Vending Machines

Vending machines in the residence halls, Commons, and Library are owned and operated by an outside vendor. Although they are not College property, the College assumes some responsibility for the treatment and condition of the machines and will cooperate with the vending company in collecting for damages to machines. Damages are charged at the rate set by the company. At the company's discretion civil charges may be pressed against anyone who damages or tampers with a machine.

Judicial Procedures and Disciplinary Sanctions for Student and Residential Policies

Individuals assume certain responsibilities for upholding and maintaining the standards and expectations of the community to which they belong. Cornell College expects students to comply with civil laws as well as with College regulations. Student conduct that violates these laws and regulations may result in College disciplinary action. Since Cornell does not function as a sanctuary from law enforcement agencies, the College will cooperate fully with these agencies when they are investigating alleged criminal activities.

The judicial process is also based on the assumption that disciplinary procedures, when required, should also be an educational process. Disciplinary sanctions are imposed to help students develop individual responsibility and encourage self-discipline, to foster a respect for the rights of others, and to protect the rights, freedoms and safety of members of the campus community.

The purposes of the judicial process are:

1. To provide a fair process for accountability of student conduct;
2. To promote the development of individual integrity;
3. To protect the rights of members of the Cornell community; and
4. To uphold the non-academic rules and regulations of the College.

The Dean of Students has the responsibility for administration of the judicial process. Individuals filing complaints retain the option of also filing complaints with law enforcement agencies.

Steps in the Judicial Process

1. An allegation of a student violation of College policy is initiated by filing a complaint with the Dean of Students or by the Dean of Students in response to an incident or report.
2. The Dean or the Dean's designee may do some preliminary investigation of the charges, shall contact the individual(s) by letter and instruct the accused student(s) to make an appointment with a specified staff member in Student Affairs.
3. The accused student shall admit or deny responsibility for the alleged actions in writing.
4. If the charges are admitted sanctions shall be determined by the Dean of Students or the Dean's designee, and the complainant shall be notified of the action in writing.
5. If the charges are denied, the accused student shall select the option of having an administrative hearing or a hearing by the Judicial Board. The Dean of Students or the Dean's designee reserves the right to direct matters to the Judicial Board instead of an administrative hearing. Administrative hearings shall be conducted by a hearing officer who shall be the Dean of Students or a designee from the Student Affairs staff. If the Dean of Students determines a timely hearing by the Judicial Board is not possible, the process shall be an administrative hearing.
6. In an administrative hearing, the Dean or designee shall conduct an investigation into the matter and shall attempt to find all the relevant facts in the case.
7. The hearing officer or the Judicial Board shall notify the accused student and the complainant in writing of the decision and of any sanctions.

8. An appeal may be filed in writing to the Dean of Students by either the accused student or the complainant within three class days or thirty days, whichever occurs first, after the student is notified of the decision.

9. The Dean of Students may suspend a student, pending a hearing, if there is reason to believe that the action is in the best interests of the College or to protect the safety of the student or of others.

The Judicial Board

1. The Judicial Board shall be composed of:

a. Two faculty members, appointed by the President of the College, with the agreement of the Committee on Committees, to staggered, two-year, renewable terms. Faculty members shall have at least three years of service as full time members of the teaching faculty.

b. One administrative member, who is not on the Student Affairs Staff, appointed by the President for a two-year, renewable term.

c. Two members of the student body, with at least sophomore standing, appointed by Student Senate to one-year, renewable terms.

d. The Chair shall be the faculty member serving the second year of a term. If no member qualifies, the Committee on Committees shall designate one of the faculty members as Chair.

2. A quorum must be present to hear a case. A quorum shall consist of the Chair, either the other faculty member or the administrative member, and one student member. In the absence of the Chair, the other faculty member shall serve as Chair.

Hearing Procedures for Judicial Board

1. The accused student and the complainant shall be provided with written notice of the hearing at least 72 hours prior to the hearing.

2. Innocence shall be presumed until the evidence has been presented and a judgment has been made.

3. Both the accused student and the complainant shall have the opportunity to attend the hearing, to question the other, to hear and respond to evidence regarding the charges, and to present witnesses on his/her behalf. The complainant and the accused student are expected to be present at the hearing. If the accused student does not attend the hearing, he or she forfeits the right to respond to evidence and to question witnesses and the complainant.

4. The accused student and complainant may each be accompanied by an adviser who is a current member of the Cornell faculty, staff or student body. The adviser may not participate in the hearing, but may consult with the accused student or complainant during the hearing.

5. Judicial Board hearings are generally open to members of the campus community, and shall be announced by posting on the glass display case on the main floor of the Commons 24 hours in advance of the scheduled hearing. Either party in the hearing may request a closed hearing. The Chair of the Judicial Board shall make final determination about whether a hearing is open. Judicial Board members must maintain confidentiality regarding matters relating to a hearing.

6. Members of the Cornell faculty, staff or student body may be witnesses. The Dean of Students or the Judicial Board may determine whether others may appear in the interest of the case. The names of witnesses shall be provided by the accused student and the complainant 48 hours prior to the hearing. Each shall have access to the names of all witnesses, which shall be provided to them by the Chair 24 hours prior to the hearing. Witnesses may be questioned by both parties and by members of the Judicial Board or the Chair of the hearing.

7. All procedural questions shall be determined by the Chair of the hearing.

8. Judicial Board hearings shall be audio recorded and the recording will be the exclusive property of the College. It shall be retained until any appeal of the case is completed.

9. The Judicial Board shall meet in closed session to deliberate and reach a decision. Deliberations shall remain confidential.

10. Determination of the verdict shall be made on the basis of the preponderance of the evidence that the accused student violated College policy. In a hearing of the Judicial Board, a majority vote determines the outcome. The Chair votes only in the event of a tie.

11. When there is a finding of guilty in a Judicial Board hearing, the Dean of Students or designee shall provide any information about past violations by the student to be sanctioned or about sanctions assessed against others in similar cases.

12. The Judicial Board shall notify the accused student and the complainant in writing of the decision and of any sanctions. The Judicial Board shall also notify the Dean of Students.

Sanctions

The following sanctions may be imposed by the Judicial Board or the hearing officer following the determination of a violation of College policy. Any combination of these sanctions or other sanctions may be imposed. The sanctions listed are not exhaustive, but are intended to serve as guidelines.

1. **Warning.** Written notification that College policy has been violated and that further violation could result in more severe disciplinary action.

2. **Disciplinary Probation.** A written reprimand for a specified period of time for violation of regulations. Probationary status may include requirements or restrictions. Failure to meet the requirements or further violation of College policy during the period of probation may result in suspension or dismissal from the College.

3. **Disciplinary Suspension.** Exclusion from classes, residence and campus for a specified period of time. Application for readmission following the period of suspension shall be handled through the College's readmission procedures.

4. **Disciplinary Dismissal.** Permanent separation from the College.

5. **Fine.** A monetary penalty for property damage, theft, or other violations that result in cost or inconvenience to others.

6. **Restitution.** Charge for repair or replacement costs resulting from the violation.

7. **Service.** Designated work performed for the benefit of the College or the community.

Appeals

Either the accused student or the complainant may file a written appeal within three class days or thirty days, whichever occurs first, following receipt of the determination of the sanction or the decision from the hearing. The request shall be submitted to the Dean of Students. The Appeals Board reviews all written documents provided by the Dean of Students to determine the outcome of the case. These documents include, but are not limited to, the incident report(s), any investigation statements, charge letter, judicial hearing outcome letter, and the student's appeal letter. The Appeals Board may request any prior judicial information about the student or summary information of similar violations only if that information is relevant to their findings in the appealed case.

1. Appeals Board. The Appeals Board shall consist of one faculty member, one administrative member, and one student. Members shall be selected through the same process as members are selected for the Judicial Board, and shall serve one-year renewable terms. The faculty member shall be designated as chair. An alternate faculty member shall be appointed by the Committee on Committees to serve in the absence of the faculty chair. The President will appoint one alternate administrative member. Student Senate will appoint one alternate student member. No member of the Appeals Board shall serve concurrently on the Judicial Board. Procedures shall be determined by the Appeals Board. Each member shall vote.

2. Basis for Appeal. The Appeals Board Chair shall decide whether or not to grant a request for appeal. Conditions for consideration of an appeal are:

- a. New evidence that has become available since the hearing;
- b. Procedural errors in the hearing; and
- c. Sanctions that are disproportionate to the violation. Please note that the Board will neither reconsider the facts of the case, nor overturn the decision of responsibility; however, the Board will consider whether the evidence as determined by either the Judicial Board or the hearing officer warrants the sanction applied. To appeal on these grounds a student must argue that the sanction is excessive and explain why (or if the complainant appeals, that the sanction is too lenient and why).

3. Disposition of Appeals. The Board may:

- a. Refer the case back to the Judicial Board or the Dean, whoever heard the case, if the Appeals Board determines that there is new evidence or procedural error(s);
- b. Modify the sanction if the Appeals Board determines that it is disproportionate;
- c. Determine that the original sanction shall stand.

4. Decisions of the Appeals Board are final.

Notification and Release of Information

1. The Dean of Students is responsible for releasing information relating to College disciplinary cases. Release of information shall comply with the Cornell policy on "Confidentiality of Student Records".

2. Names of students being investigated or charged with violations of College policy shall not be released.

3. The Dean of Students shall make available a summary of disciplinary action for the previous year to the President at the beginning of the following year. This report shall be shared with the Student Life committee and available to the College community. The Dean of Students shall also compile a report in compliance with specifications in the Clery Act, file the report with the federal government, and distribute it to the campus community by October 1 each year.

4. A student's parent(s) shall be notified when a student is placed on disciplinary probation or is suspended or dismissed from the College.

Passed by the Faculty: April 9, 1996.

Revised by the Faculty: May 27, 2003.

Suspension

Suspension, as defined by Cornell College, is dismissal from the College with the possibility, but not the promise, of readmission at some future time. Suspension may be imposed for unsatisfactory scholarship (academic suspension), unsatisfactory campus citizenship (disciplinary suspension), or failure to resolve financial obligations to the College (financial suspension). A student who is suspended or dismissed from Cornell is not permitted to remain in College housing. He/she must vacate the residence hall within 48 hours following suspension unless an extension is granted from the Dean of Students. A student suspended or expelled for disciplinary reasons, or restricted from College housing or dining facilities for disciplinary reasons, is required to fulfill the financial commitments of his/her room and board contracts

with the College for the remainder of the semester during which the suspension, expulsion or restriction occurs.

Activities and Organizations

The Student Activities Fee

Most student organizations are financed through the Student Activities Fee which is annually allocated by Student Senate. The fee is included in the College's educational costs and is currently \$160 per year per student.

Organization Accounts

Each campus organization approved by the Student Senate must maintain its account in the College's Business Office. The organization conducts its financial affairs through the Business Office. The organization treasurer and the advisor must sign all checks. Questions about account use should be directed to the Business Office.

Clubs & Organizations

Many clubs and organizations are available to students at Cornell, including student government, the arts, religion, academic organizations, etc. Descriptions of student clubs and organizations are available at www.cornellcollege.edu/organizations/.

For a complete listing of clubs and organizations click [here](#).

Campus Student Organizations Charter

I. Recognized campus organizations shall be open to all students without respect to race, religion, national origin, or sexual orientation. Although some recognized organizations have selective membership, e.g. honorary organizations and social groups, those organizations may not limit membership on the basis of race, religion, national origin, or sexual orientation.

II. Recognition of student organizations

A. In order to be officially recognized an organization shall:

1. submit a constitution to Student Senate through the Chair of Organizations for approval by Student Senate;
2. have a designated faculty or staff advisor selected by the group;
3. maintain its account at the Cornell Business Office;
4. provide an annual list and updates, as appropriate, of membership and officers to the Associate Dean of Students.

B. Benefits. A student organization must have official recognition in order to:

1. apply for and receive funds from the student activity fee;
2. be mentioned in College publications;
3. use or reserve College facilities.

C. Exceptions. When there is an overall governing organization for a group of organizations, e.g. CSSG for social groups and RHA for hall councils, Student Senate may delegate the recognition process to the governing group for organizations in its jurisdiction.

III. Withdrawal of recognition

The Student Organizations Committee of Student Senate shall review the constitution and activities of each recognized student organization every other year. If the Student Organizations Committee

determines that the organization has not followed its stated purpose or is in violation of College policy, it may recommend that Student Senate withdraw recognition from the organization for a specific period of time. After that time the organization may apply for recognition through Student Senate.

Approved by the Faculty: January 4, 2000

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