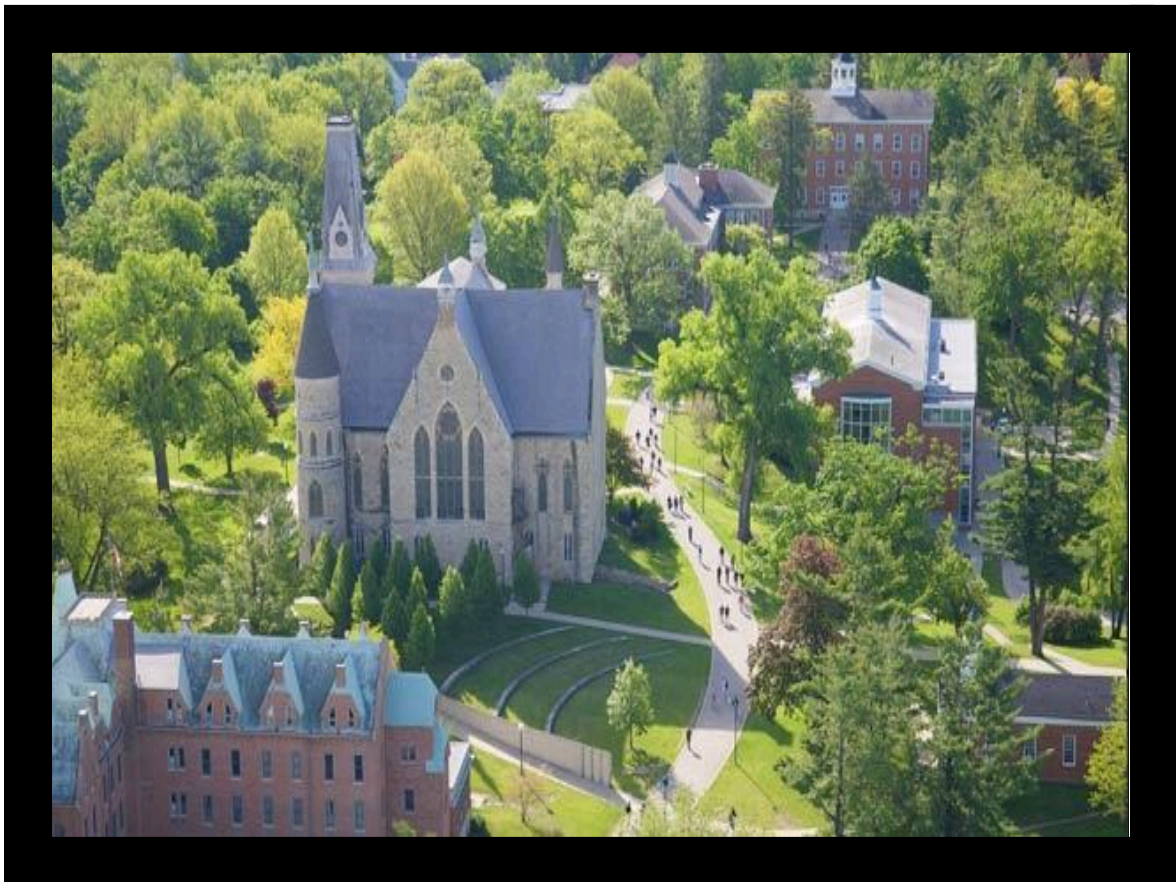




Cornell College

2024 Annual Security and Fire Safety Report

(Information for the 2024-2025 Academic Year)



Statistics for Calendar Years 2021, 2022, and 2023

Table of Contents

Preparation of the Annual Disclosure of Crime and Residential Facility Fire Statistics.....	4
The Campus Safety Department.....	4
Security Services.....	4
Relationship with Local Police.....	4
Crime Prevention & Safety.....	4
Reporting Crimes and Emergencies.....	6
Reporting Crimes.....	6
Campus Emergencies.....	6
The R.A.M. (Rapid Alert Messaging) Emergency System.....	7
Building evacuation procedure.....	8
Fire.....	8
Tornado / Weather Emergency.....	9
Medical emergency.....	9
Chemical Spill/Hazardous Material Incident.....	10
Violent Intruder incident.....	10
Security Notifications and Timely Warnings.....	11
Cornell College Alcohol Policy.....	11
Cornell College Drug Policy.....	13
Cornell College Policy for a Drug-Free Campus.....	13
Drug and Alcohol Abuse Educational Programming.....	17
Safety Resources.....	17
Counseling Resources.....	17
Sexual Misconduct Policy.....	18
Policy Overview.....	18
Statement of Non-Discrimination.....	20
Scope.....	20
Definitions of Prohibited Sexual Harassment (“Prohibited Sexual Harassment”).....	21
Definitions.....	23
Reporting Prohibited Sexual Harassment.....	26
Procedures for Resolving Complaints of Prohibited Sexual Harassment.....	27
Informal Resolution.....	28
Formal Complaint and the Grievance Process.....	28
Filing a Formal Complaint.....	28
Notice of Charges.....	30
Principles for the Grievance Process.....	30
Extensions of the Grievance Process.....	32
Investigation of Formal Complaints.....	32
Live Hearings Under the Grievance Process.....	33
Requirement of a Live Hearing for Fact-Finding and Determining Responsibility.....	33
Questioning at the Live Hearing.....	34

Use of Witness Statements.....	35
Written Determination of the Decision-Makers.....	35
Appeals	
Grounds.....	36
Response to Appeals.....	36
Decision on Appeal.....	36
Remedies and Sanctions.....	37
Retaliation.....	37
Confidentiality.....	38
Cornell College Confidential Resources.....	39
Off-Campus Confidential Resources.....	39
Emergency Assistance and Police Reporting.....	39
Training.....	40
Recordkeeping.....	41
Compliance.....	41
Effective Date; Revisions.....	41
Campus Security Authorities.....	41
Crime Definitions.....	42
Security and Access to Buildings.....	44
Missing student protocol.....	45
Reporting Crimes and Safety Tips.....	45
Safety Tips.....	45
Residence Hall Safety.....	45
Vehicle Safety.....	45
Bicycle Safety.....	45
Campus Safety.....	46
Crime Statistics.....	46
Cornell College Daily Crime and Fire Log.....	51
Annual Fire Report.....	51
Fire Drills.....	52
Tornado Drills.....	52
Residence Hall Policies.....	52
Staff protocol:.....	53
2023 Residence Hall Fire Statistics/Fire Safety Systems.....	53
Property Damage from Fires.....	55
2022 Residence Hall Fire Statistics/Fire Safety Systems.....	55
Property Damage from Fires.....	57
2021 Residence Hall Fire Statistics/Fire Safety Systems.....	57
Property Damage from Fires.....	59
Fire Safety Improvements.....	59

Preparation of the Annual Disclosure of Crime and Residential Facility Fire Statistics

Each school year, Cornell College's Campus Safety and Dean of Students Offices compile statistics from the previous year as required by the Clery Act (hereinafter "the act"). A group of professionals from several departments across campus meet, as required by the act, to assure that the report presented meets the requirements of the act. This process is designed to ensure that students, potential students, employees, potential employees, and parents have the most accurate information possible regarding crime and safety, and related policies, at Cornell College.

The Campus Safety Department

As a department of the Division of Student Life, Campus Safety is staffed 24 hours a day, 365 days a year and is located in the lower-level of the Ebersole Health and Wellbeing Center.

Security Services

Campus Safety Officers are responsible for the enforcement of rules and regulations prescribed by the College and are not empowered with arrest authority. Campus Safety officers work in collaboration with students and other members of the community to foster trusting relationships. Campus Safety Officers are always available to answer questions and deal with the problems students encounter during their careers at Cornell College.

Relationship with Local Police

In the event of an emergency, 911 calls go directly to a Linn County dispatch operator who can activate responses from local police, fire and ambulance, and, as needed, area or county emergency responders including sheriff's deputies, and triage units.

Cornell College has a cooperative relationship with the Mount Vernon-Lisbon Police Department (MVLPD). MVLPD provides patrol and response to incidents in Mount Vernon and Lisbon, including the Cornell College Campus. When a Cornell College student is involved in an off-campus offense, MVLPD may contact Campus Safety to assist and to document such occurrences. Mount Vernon-Lisbon Police routinely work and communicate with Campus Safety on any serious incidents occurring on campus or in surrounding areas near campus.

Crime Prevention & Safety

The cooperation and involvement of all community members is essential for making the campus safe. All students, faculty, and staff should be alert at all times; immediately report malfunctions and suspicious persons or activity; be sure that doors are locked when leaving rooms or buildings; and take common sense precautions. Since over 90% of Cornell students live on campus, student cooperation and support are especially important. The College cannot be responsible for accidents, personal injury, and damage to property or loss of personal property.

Everyone is encouraged to exercise the following safety precautions:

1. Report all suspicious activity to Campus Safety immediately.
2. Exterior doors of buildings should never be propped open.
3. **Locks don't work unless you use them.** Most thefts on campus occur in unlocked rooms. Room doors should be locked at night and when the student leaves, even for a

short period of time. Keep windows locked when you are not home. If you have a problem with your lock, report it immediately to Campus Safety or Residence Life.

4. Residents should ask visitors to identify themselves before allowing access to the building or to their rooms.
5. Keys should be carried at all times and never copied or loaned to others.
6. Cars should be parked in lighted areas and kept locked at all times. Valuables should be concealed or locked in the trunk.
7. Avoid walking alone at night. Contact Campus Safety for an escort at extension 4299 or 319-895-4299.
8. Window shades or shutters should be drawn or closed at night, especially when room lights are on.
9. Never leave valuables (wallets, purses, books, computers, etc.) unattended or easily visible in your vehicle. Inventory your personal property and make records of the serial numbers of all valuables.
10. Students should avoid areas that are isolated or not well lit.

Cornell students, faculty, staff members, and visitors are encouraged to contact the Campus Safety office. The Coordinator of Campus Safety will keep the campus community informed about safety and security issues and alerts through the Campus Newsletter, mass email messages, mass text messages, timely warnings, and/or faculty, staff, or student meetings. Residence hall students are also informed by their Resident Assistants about safety precautions.

Education: When new students arrive on campus, they are informed about campus safety and security precautions and policies and procedures, including alcohol and drugs and sexual misconduct. This information appears in the [The Compass](#) (student handbook), meetings in the residence halls, and new student orientation. Online education happens prior to students arriving on-campus. Athletes participate in sexual misconduct education annually in compliance with the NCAA. Several campus groups and college offices sponsor programs about various safety issues throughout the year.

Alcohol and Drugs: The College annually distributes the Drug Free Schools and Community Act to faculty, staff and students in accordance with federal legislation. Programs, resources, and information regarding the consequences of illegal drug use are included in the Drug-Free Schools & Community Act publication within [The Compass](#).

Sex Offenses: The College annually publishes and distributes a brochure about sexual assault. The publication includes a summary of the College policy; education programs; procedures; options for reporting; services available on and off campus; disciplinary procedures and sanctions; and possible change in academic or living situations. Information about registered sex offenders may be obtained by going to the Linn County Sheriff's Office. This information is available to you in accordance with Iowa Law.

Safety Alerts: The College will make timely reports to the community about any crimes including murder, rape, robbery, aggravated assault, burglary, or motor vehicle theft that are considered to be an imminent threat to the safety of the campus community. This information will be electronically disseminated to faculty, staff, and students.

Reporting Crimes and Emergencies

Individuals who become victims of or witness a crime should immediately notify Campus Safety at 319-895-4299. Campus Safety is staffed 24 hours a day, seven days per week. Any Campus Safety Officer will take a report of a crime. The Campus Safety department will investigate any criminal activity reported. Reports may also be made to the Mount Vernon-Lisbon Police Department by calling 911 for an emergency or 319-895-6141.

Reporting Crimes

The Cornell Campus Safety Department and Cornell College strongly encourage victims of **ALL** crimes to report both to the Campus Safety office and to the Mount Vernon-Lisbon Police Department. It's important to report a crime, no matter how insignificant it seems.

To report a crime, members of the campus community should call the Campus Safety Office, go to the Campus Safety Office in the lower level of the Ebersole building, or submit an online public [incident report form](#).

If you are a student (living on or off campus), you may report a crime to the police, seek internal college support, and pursue College conduct actions if the incident involved another student, faculty, or staff member. Cornell College Campus Safety is available to all campus community members and will arrange a neutral meeting place for your initial meeting with the police and, if you wish, a representative of the College will accompany you. Once you report a criminal instance to the police, the College has no control over the investigation and the legal process that may result.

- **Cornell College Campus Safety** – extension 4299, or 319-895-4299 from an off campus phone.
- **Police/Fire/Ambulance Emergency** – 911
- **Mount Vernon-Lisbon Police Non-Emergency** – 319-895-6141

If you intend to report a theft to your insurance company, you must file a police report.

Campus Emergencies

An emergency is any situation – actual or imminent – that endangers the safety and lives of Cornell College students/employees/visitors, or the security of the Cornell campus and property. This guide is designed as a quick reference to help you respond immediately and effectively to a wide range of emergency situations. More detailed information is available in the college's [Emergency Information Guide](#).

- During emergency conditions, avoid making telephone calls (including cell phone calls) except for calls of an emergency nature.
- If you evacuate your building, notify Cornell Campus Safety (4299), including notification of your location.
- If you have a disability that would require special accommodation in an emergency, please notify your supervisor, instructor, Resident Assistant (RA), Human Resources, Dean of Students, Disability Services and/or Campus Safety ahead of time. All information will be kept confidential.

- Program Cornell College Campus Safety's telephone number into your cell phone: 319-895-4299.
- Time is critical in responding to any emergency – and safety of people always comes first, before protection of property.

The Cornell College campus community is instructed to call the Campus Safety Office at extension 4299 in the event of any campus emergency. This phone call will activate an emergency response protocol. This protocol includes notification of Campus Safety personnel, police, fire or EMS to respond to your location immediately. Other appropriate campus authorities and support services that are available through the College will also be notified. In case of fire or medical emergency, the campus community is instructed to dial 911 first, and then to contact the Campus Safety office at extension 4299. **Always give your location, nature of the emergency, and be prepared to respond to questions or instructions. Do not hang up until told to do so.**

The college's Crisis Planning and Preparedness Committee will coordinate the response of emergency responders and the evacuation of the campus community in the event of an emergency. This team will also test the emergency response and evacuation procedures annually and publicize the emergency response and evacuation procedures throughout the community via the Cornell College Emergency Information Guide flipchart. These tests may be either announced or unannounced. The campus utilizes table top exercises, live action drills, and tests of the R.A.M. Emergency system as ways to test the system. These tests are designed to assess and evaluate the emergency plans and capabilities of Cornell College. In preparation for a tabletop or live action exercise, emergency response and evacuation procedures are publicized. The Campus Safety office logs each test, including date, time, announcement of exercise, and a description of the test.

The R.A.M. (Rapid Alert Messaging) Emergency System

Cornell College has established the R.A.M. (Rapid Alert Messaging) Emergency System to assist in campus wide notification in events of safety concern. This system will disperse instant and simultaneous text messages to all faculty, staff, and students. Messages will be sent only in the event of emergencies by select staff members.

All students, faculty, and staff members are automatically enrolled in the R.A.M. Alert program and may choose to opt out. Individuals who choose to opt out of receiving texts should know they may have a delay in receiving the email notification in the case of an emergency.

There is no cost for registration. Participants will be charged standard text messaging fees for receiving messages; however, the R.A.M. Emergency System will only be used for urgent notifications requiring your immediate attention. No junk mail will be issued and the company handling this service will not distribute your phone numbers to other companies. Numbers provided for the R.A.M. emergency system are for mass text message notification only and will not be used for individual contact purposes. Additionally, R.A.M. Emergency System users can also elect to be provided with campus notifications regarding email and internet outages.

What if I can't use my cell phone in class? Enrollment in the R.A.M Emergency System does not circumvent classroom policies established by faculty in regards to cell phone use. As stated earlier, the mass notification is just one of several methods of communicating to the campus during times of emergency and safety concern.

Additional information about the mass notification system can be found on the [RAVE website](#).

Questions or concerns about the R.A.M. Emergency System can be addressed to the Coordinator of Campus Safety.

Building evacuation procedure

If you hear an evacuation alarm or are verbally told to evacuate the building:

- Remain calm
- Leave quickly
- Listen to and follow all instructions provided by campus authority or emergency responders.
- As you exit, quickly check nearby restrooms, copier rooms, storage rooms, and other areas for occupants who may not have heard the evacuation signal.
- Notify Campus Safety or emergency officials of anyone needing assistance.
- Take with you **ONLY** essential personal items. Do not attempt to take large or heavy objects.
- Shut all doors behind you as you go.
- **Do not use elevators.**
- Once outside do not block exits or emergency vehicle access. Move at least 500 feet away from the building or to a specific location as directed by Campus Safety or other emergency personnel.
- Stay together as a group.
- Do not attempt to re-enter the building or area until advised by officials that it is safe to do so

Fire

To report a fire, or if you see or smell significant smoke:

- Remove yourself from the area (and anyone else in close proximity).
- Pull the fire alarm pull station closest to the problem.
- Call **911**
- Call Campus Safety: 319-895-4299
- Contain the fire/smoke by closing doors as you evacuate the area.
- Extinguish the fire only if you are trained in how to use a fire extinguisher and it is safe to do so.

After reporting a fire, or if the alarm sounds:

- Immediately leave the building by the closest exit or as directed.
- **Do not use elevators.**

- Notify Campus Safety or emergency officials of anyone needing assistance.
- Once outside do not block exits or emergency vehicle access. Move at least 500 feet away from the building or to a specific location as directed by Campus Safety or other emergency personnel.
- Stay together as a group.
- Do not attempt to re-enter the building or area for any reason until advised by officials that it is safe to do so.

To use a fire extinguisher, use the PASS system:

1. **P**ull the pin
2. **A**im the extinguisher at the base of the fire or side closest to you
3. **S**queeze the handle
4. **S**weeping motion across the fire

Tornado / Weather Emergency

In the event of a tornado warning a R.A.M Alert message will be released and the Mt. Vernon and Lisbon outdoor warning sirens will be sounded. A warning indicates that a tornado has been sighted by ground observers or has appeared on radar within the Linn County.

If a tornado warning has been issued for the campus area:

- Stay inside and be alert for falling objects.
- If you are in a building with a designated tornado shelter, proceed immediately to that area.
- In other buildings seek the lowest level or central hallway of the building, away from windows.
- **Do not use elevators.**
- Stay away from windows, mirrors, glass and unsecured objects such as filing cabinets or bookcases.
- Notify Campus Safety or emergency officials of anyone needing assistance.
- Remain in the safe area until the tornado warning has expired. A R.A.M Alert will be sent designating that it is safe to leave shelter.

Note: Local warning sirens with a series of short blasts signal calls for volunteer fire/ambulance crews. Tests of the outdoor warning system are identified prior to and immediately following an indicated test.

Medical emergency

- Call **911**
- Call Campus Safety: 319-895-4299
- Provide as much information as possible about the ill or injured patient and the location of the emergency to the above responders.
- Have someone remain with the ill or injured person while calls for assistance are being made and until emergency personnel arrive
- Unless trained, do not attempt to render any first aid before trained assistance arrives.

- Do not move the person who is ill or has been injured unless they are in imminent danger
- Limit your communication with the ill or injured person to quiet reassurances
- Keep the area clear and have someone watch for emergency responders to help direct them to the patient

Chemical Spill/Hazardous Material Incident

Refer to the Materials Safety Data Sheet (MSDS), kept in a notebook in each lab.

- Any spill resulting in personal exposure should be treated immediately according to the medication information in the SDS:
 - Eye: Assist the person to the sink/eyewash station and flush eyes thoroughly with water for a minimum of 15 minutes.
 - Inhalation: Assist moving the person to fresh air.
 - Skin: Removed soaked clothing and flush thoroughly with water.
- Call Campus Safety: 319-895-4299
- In case of minor or moderate exposure refer or transport the victim to the Health Center.
- In case of severe exposure call **911**
- If a hazardous level of a volatile substance has been released pull fire alarm to evacuate building

Violent Intruder incident

If you become aware of a shooter or hostage situation, or are notified via R.A.M Alert, do the following immediately:

Real Time Information

Based on the real time information that is provided to you regarding the violent intruder situation and the proximity of the situation to your current location, you may choose to evacuate the area to a safer location. Those who are able should leave the area based on this real time information they are provided, their training and the ability to do so as safely as possible. Real time information and updates allows for good decision making when choosing to evacuate or lockdown.

Secure immediate area (lockdown)

- Lock and barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and computer monitors
- Keep occupants calm quiet
- Keep all occupants out of sight and under adequate cover/protection (e.g., under/behind desks, file cabinets)
- **Silence cell phones**

Contacting authorities

- Call **911**
- Call Campus Safety: 319-895-**4299**

- *Be aware that the 911 system will likely be overwhelmed*
- Stay in area until notified by officials that it is safe to leave

Security Notifications and Timely Warnings

In compliance with the U.S. Department of Higher Education and the Jeanne Clery Act, security notices are issued to provide timely warning information regarding serious and ongoing threats that may impact the campus community and or their property in order to provide our students and employees with the information necessary to make decisions or take appropriate actions to ensure their safety. Cornell College will issue emergency notifications upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. All incidents are reported through a [public incident](#) reporting system which is immediately disseminated to members of the Division of Student Life and are assessed for timely warning and emergency notification criteria. The Dean of Students, Director of Residential Life, Director of Equity and Compliance, Coordinator of Campus Safety, Director of Information Technology, and Director of Communications have the ability to generate and send R.A.M messages to the campus community in situations that warrant the issuance of warnings or notifications. In order to assess incidents in a timely manner, all members of the campus community are highly urged to report all incidents to Campus Safety, Mount Vernon-Lisbon Police or through the [public incident report](#) system as soon as possible. Doing so will expedite the process in not only determining the need to issue a timely warning or emergency notification but prompt reporting will decrease the time in which critical information can be sent to the campus community. Incidents reported to campus counselors and the chaplain remain confidential and may not result in a timely warning notice being issued.

Anyone with information warranting a timely warning should report the circumstances to the Campus Safety office by phone at (319) 895-4299.

Cornell College Alcohol Policy

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 expects students to participate in educational programming and discussion about the effects of alcohol use and abuse. The College's policies 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 their behavior while under the influence of alcohol. Violations of the College alcohol policy are grounds for conduct action.

The responsible use of alcohol includes:

- Compliance with State and Federal statutes regarding alcohol use, possession, and distribution;
- Making informed decisions about whether and/or when to use alcohol;
- Knowing your alcohol tolerance limits and not exceeding them;

- Behaving in a way that is not disruptive or otherwise harmful to you or others when you are consuming alcohol;
- Assuming accountability for your actions while under the influence of alcohol;
- Avoiding binge drinking. [The National Institute on Alcohol Abuse and Alcoholism \(NIAAA\)](#) defines binge drinking as a pattern of drinking alcohol that brings blood alcohol concentration (BAC) to 0.08% - or 0.08 grams of alcohol per deciliter - or more. This typically happens if a woman has four or more drinks, or a man has five or more drinks, within about two hours.
- Not coercing or forcing anyone of any age to consume alcohol;
- Not coercing or forcing anyone to engage in sexual activity when either or both of you have been consuming alcohol;
- Refraining from engaging or participating in drinking games.

Cornell Alcohol Policies

1. Irresponsible use of alcohol is prohibited.
2. Students aged 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. Students, regardless of their age, may not possess or consume alcohol on a substance-free residence hall floor.
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 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, except where prior permission is granted by the Dean of Students.
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 Dean of Students and is provided by the College's food service vendor.

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 their 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 understanding the statutes and penalties pertaining to alcohol use.

Cornell College Drug Policy

Cornell College prohibits the possession or use of drugs prohibited by the State of Iowa and/or classified by the Federal Government as narcotics or as dangerous drugs, with the exception of prescription medications taken as directed by licensed medical professionals. Use, possession, sale or distribution of narcotics or other controlled substances or paraphernalia, except as permitted by law, are prohibited.

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.

The College will cooperate with local law enforcement in investigating allegations of possession and/or use of illicit drugs on campus. The College will refer to law enforcement agencies 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 payment. 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. Refer to the Compass section on [Concurrent Legal Proceedings](#).

Cornell College Policy for a Drug-Free Campus

Cornell College will promote the development of a drug-free environment consistent with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensations, possession, or use of illicit drugs or alcohol is prohibited on Cornell's premises or in connection with any of its activities.

The College will, in compliance with federal law, distribute a policy, which contains a statement of the following:

- a. The dangers of drug and alcohol abuse in the workplace and on the College's premises and as part of its activities;
- b. Standards of conduct that clearly prohibit, at a minimum, the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol by students and employees on the College's property or as a part of any of its activities;
- c. A description of applicable legal sanctions under Mount Vernon, Iowa, and Federal law;
- d. A description of health risks associated with the use of illicit drugs and the abuse of alcohol;
- e. A description of available drug or alcohol counseling, treatment, rehabilitation, or re-entry programs;
- f. A clear statement of the disciplinary sanctions the College will impose on students and employees.

The College will make available counseling and support for students and employees on a confidential basis. For employees, there is an Employee Assistance Program available. For students, a variety of medical, psychological, and counseling assistance is available as set out below.

I. DANGERS OF DRUG AND ALCOHOL ABUSE: As explained further below, the use of illicit drugs and the abuse of alcohol adversely affect the health of the individual. Such use or abuse also puts the individual at risk for penalties imposed by the College, up to and including suspension or termination. State, federal, and municipal sanctions for use of illicit drugs and abuse of alcohol are contained in Attachment A.

II. PROHIBITED ACTIVITIES AND RELATED PENALTIES: The following are prohibited on the College's premises and in connection with its activities:

Consistent with the Drug-Free Workplace Act of 1988, employees receiving a criminal drug statute conviction for a violation occurring in the workplace must notify the head of their department within five days of the conviction. The head of the department must in turn notify the program administrator within five days of learning of the conviction. If any of the employee's compensation is from a federal contract or grant program, the College must then notify the contracting or granting agency within ten days after receiving notice from the employee or of learning about an employee's criminal drug statute conviction for conduct in the workplace.

An employee receiving a drug-related criminal conviction will be subject to disciplinary action (up to and including suspension, suspension without pay, and termination) and may be required by the College to satisfactorily participate in a drug abuse or rehabilitation program.

Further, an employee who is found to be otherwise in violation of these policies prohibiting the use of illicit drugs or abuse of alcohol on the College's campus or in connection with its activities may be required to participate.

Assistance Program or may be subject to disciplinary action up to, and including, suspension or termination.

III. HEALTH RISKS ASSOCIATED WITH THE ABUSE OF ALCOHOL AND THE USE OF ILLICIT DRUGS

Alcohol: Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden stopping of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening.

Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Illicit Drugs: The harmful effects of illicit drugs vary from substance to substance. The following is a summary of the effects of a number of such substances by category:

1. **Narcotics:** Repeated use of narcotics, such as opium, morphine, and heroin, results in an increasing tolerance; the user must administer progressively larger doses to attain the desired effect, leading to dependence. Possible effects of the use of narcotics include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Effects of overdose include: slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Withdrawal may lead to watery eyes, runny nose, yawning, and loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating.
2. **Depressants:** Depressants, including barbiturates (e.g., Phenobarbital and Valium) and chloral hydrate have a potential for abuse associated with both physical and psychological dependence. The effect may vary from person to person and from time to time in the same individual. Low doses produce mild sedation. Higher doses, in so far as they relieve anxiety or stress, may produce a temporary sense of well-being; they may also produce mood depression and apathy. Higher doses also result in impaired judgment, slurred speech, and loss of motor coordination, disorientation, and the potential for dependence. The effects of overdose include shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death. Withdrawal may lead to anxiety, insomnia, and possible death.

3. Stimulants: Use of stimulants, such as cocaine, methamphetamine and amphetamines, may lead to a temporary sense of exhilaration, an excess of energy, hyperactivity, excessive wakefulness, and a loss of appetite. They may also lead to irritability, anxiety, and apprehension. These effects are greatly intensified with administration by intravenous injection, which may produce a sudden sensation known as a "flash" or "rush". The protracted use of stimulants is followed by a period of depression known as "crashing." Long term use can lead to brain damage. The effects of overdose include agitation, increase in body temperature, hallucinations, convulsions, and possible death. The effects of withdrawal include apathy, long periods of sleep, irritability, depression, and disorientation.
4. Hallucinogens: Hallucinogens, including LSD, peyote, and mescaline, distort the perception of objective reality. They induce a state of excitation of the central nervous system, shown by alterations of mood, usually euphoric, but sometimes seriously depressive. Other effects include hallucinations and poor perception of time and distance. Effects of overdose include longer, more intense "trip" episodes, psychosis, and possible death.
5. Cannabis: There are three drugs that come from cannabis, or hemp, that are distributed in the United States: Marijuana, hashish, and hashish oil. The effects vary from individual to individual. Marijuana is considered a "gateway" drug that may lead to the use of other illicit drugs. Low doses of these drugs tend to induce restlessness and an increasing sense of well-being, followed by a dreamy state of relaxation, and often hunger. Changes in perception may lead to disorientation. Overdose may lead to fatigue, paranoia, and possible psychosis. Withdrawal may lead to insomnia, hyperactivity, and decreased apathy.

Source: U.S. Department of Justice

IV. EDUCATION: The College will establish ongoing education programs for employees and students. Written and electronic materials will be available at the College Library, as will information concerning available resources for assistance.

V. AVAILABLE DRUG AND ALCOHOL RELATED SERVICES AT THE COLLEGE: For employees, there is a confidential Employee Assistance Program. For students there is assistance available through the Ebersole Health and Wellbeing Center, Residence Life staff, the Chaplain's office, and the Dean of Students office.

VI. CONDITION OF EMPLOYMENT AND ENROLLMENT: As a condition of employment or enrollment, employees and students must agree to abide by the terms outlined in this policy.

VII. BIENNIAL REVIEW: Pursuant to the Drug Free School and Communities Amendments of 1989, these policies will be reviewed every two years for compliance. The materials developed pursuant to these policies and the results of the biennial review will be made available to the Secretary of Education if the College is chosen in a random selection by the Secretary for determination of compliance.

VIII. POSTING OF POLICIES: In addition to circulating these policies annually to all students and employees, these policies will be posted in areas of the College in compliance with the Drug-Free Workplace Act of 1988.

IX. CERTIFICATION: The College has taken the appropriate steps to certify its compliance with the Secretary of Education of the United States pursuant to the Drug Free Schools and Communities Amendments of 1989 and to the appropriate granting agencies pursuant to the Drug-Free Workplace Act of 1988.

Drug and Alcohol Abuse Educational Programming

All new students participate in a training during New Student Orientation (NSO) that includes signs and interventions related to high-risk alcohol and other drug use. Student leaders facilitate discussions about campus policies and issues in additional NSO sessions as well as residence hall meetings.

College faculty and staff have access to substance abuse assessment, counseling and treatment referrals through Cornell's Employee Assistance Program (EAP).

Safety Resources

In addition to 24 hour per day presence by Campus Safety staff, there is a professional staff member on call every evening and throughout the weekends to help mitigate or respond to incidents involving students. Nearly every residence hall floor is staffed with a Resident Assistant and two Residence Life staff members live in apartments inside the residence halls. These staff members are trained to respond to an array of emergencies including interpersonal conflicts, health emergencies, fires, and missing person reports.

Campus community members play an important role in their own safety. Periodic reminders are sent via e-mail and provided through Resident Assistants to encourage personal safety habits like locking room doors, not walking alone in dark areas, and reporting suspicious behavior.

There are exterior phones near the main entrance of every residence hall. There are numerous emergency phones on campus and in parking lots that ring directly to Campus Safety when activated. Cameras are installed in several parking lots to improve our surveillance of activity. Residence halls are locked 24 hours per day. Residents of each building have an access card to enter the building in which they reside.

When an imminent threat to the college community is realized, an immediate alert is issued via the R.A.M. Alert text messaging system. Additionally, email to all students, faculty, and staff, campus notices and other forms of communication will be used to provide accurate information and instructions pertaining to the incident.

Counseling Resources

All institutions share the goal of preventing incidents of violence from happening. In this vein, providing support to students, obtaining accurate information about concerns, and acting appropriately on that information is essential.

Cornell's Ebersole Health and Wellbeing Center offers free services to students. The Center, staffed with two licensed staff members, provides general counseling to students and readily refers students with long-term, inpatient, or other specialized issues to area agencies and clinicians. The staff also conducts outreach and awareness programs.

Cornell College has established an Early Warning Team to ensure we provide the safest possible environment for our students, faculty, staff and other community members. This team is led by the Director of Equity and Compliance and includes individuals from a variety of departments. The team responds to reported concerns about students through conducting threat assessments, engaging available resources and direct intervention with students.

If you experience troubling or threatening behavior/inappropriate communications or if you become aware of the same, contact team members Zach Barrett (Coordinator of Campus Safety) at 319-895-4518 or email at zbarrett@cornellcollege.edu, Kate Kauper (Associate Vice President for Student Life/Dean of Students) at 319-895-4234 or email at kkauper@cornellcollege.edu. If the threat is immediate, call Campus Safety at 319-895-4299 (24/7, 365 days per year) or 911.

Sexual Misconduct Policy

Policy Overview

Cornell College affirms the rights of its community members to live, study, and work in an environment free from all forms of sexual misconduct. As a community we are committed to maintaining a standard of conduct that creates an environment of trust, care, and respect. Our community prohibits sexual misconduct and treats violations of this policy as serious violations of the standards of conduct, and sexual misconduct will not be tolerated. The College will take direct action to prevent and correct such behavior consistent with Title IX regulations, VAWA regulations, federal law, state law, and campus policy. The College is also committed to providing education to prevent sexual misconduct for the Cornell community through [Health Promotions](#) and other educational programs and opportunities.

This policy sets forth Cornell College's obligations under the 2020 Title IX Regulations. This policy also includes Cornell College's obligations under the 2013 Clery Amendments and the 2022 reauthorization of the Violence Against Women Act (VAWA) pertaining to sexual assault, dating violence, domestic violence, and stalking.

The policy in place at the time of the alleged sexual misconduct is the policy and process that will be used to adjudicate that case. This policy is effective for any alleged sexual misconduct that took place after August 20, 2024. For sexual misconduct complaints that took place between August 14, 2020 and August 20, 2024, please view the [2020 Sexual Misconduct Policy](#). For sexual misconduct complaints that took place prior to August 14, 2020, please view the [2019 Sexual Misconduct Policy](#).

The Title IX Coordinator oversees Cornell College's handling of complaints, investigation, and resolution under this policy. You may also contact the Title IX Coordinator for information about resources, questions or concerns regarding this policy and procedures, and to file a report or

complaint. Any person may report conduct prohibited by this policy to the Title IX Coordinator or to any Cornell employee. [Confidential employee information](#) can be found below.

Cornell's Title IX Coordinator is:

Samantha Hebel Perkins, Director of Equity and Compliance

SHebel@cornellcollege.edu

(319) 895-4234

Old Sem, 1st Floor

A complaint about the Title IX Coordinator may be made to the Dean of Students at dean_students@cornellcollege.edu, (319) 895-4234, or Old Sem, 1st floor.

Employees and non-Cornell individuals (e.g., contractors, volunteers, visitors) may additionally contact the Director of Human Resources for information about resources, questions or concerns regarding this policy and procedures, and to file a report or complaint.

Stefanie Bray, Director of Human Resources

sbray@cornellcollege.edu

(319) 895-4244

Old Sem, 1st Floor

Faculty members may additionally contact the Provost for information about resources, questions or concerns regarding this policy and procedures, and to file a report or complaint.

Ilene Crawford, Provost

icrawford@cornellcollege.edu

(319) 895-4210

Old Sem, 2nd Floor

Concerns about the Cornell College's application of this Policy and compliance with certain federal civil rights laws may also be addressed to:

Office for Civil Rights (OCR)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-1100

Customer Service Hotline #: (800) 421-3481

Facsimile: (202) 453-6012

TDD#: (877) 521-2172

Email: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

*Illinois, Indiana, Iowa, Minnesota, North Dakota, Wisconsin Office for Civil Rights
Chicago Office*

U.S. Department of Education

John C. Kluczynski Federal Building

230 S. Dearborn Street, 37th Floor

Chicago, IL 60604
Telephone: (312) 730-1560
Facsimile: (312) 730-1576
Email: OCR.Chicago@ed.gov

Complaints about the Title IX process involving employee-on-employee conduct may also be addressed to the [Equal Employment Opportunity Commission](#) (EEOC):

U.S. Equal Employment Opportunity Commission
131 M Street, NE
Washington, DC 20507
Phone: 1-800-669-4000
TTY: 1-800-669-6820
ASL Video Phone: 1-844-234-5122
Email: info@eeoc.gov

Milwaukee Area Office
Reuss Federal Plaza
310 West Wisconsin Avenue, Suite 500
Milwaukee, WI 53203
Phone: 414-662-3680
Fax: 414-297-4133
TTY: 1-800-669-6820
ASL Video Phone: 1-844-234-5122

Statement of Non-Discrimination

Cornell College affirms the right of its students, faculty, and staff to live, work, and study in an environment free from discrimination or harassment on the basis of a protected characteristic, including age, color, disability, gender, gender identity or expression, national origin, race, religion, creed, sexual orientation, genetic information, pregnancy, as well as any other characteristic protected by state, federal, or local law that applies to the College. Applicants for employment and enrollment also may not be discriminated against based on the above-listed protected characteristics.

Scope

This policy applies to all students, employees, and participants who experience prohibited sexual harassment in Cornell College's education programs or activities. This includes locations, events, or circumstances over which Cornell College exercised substantial control over both the Respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by Cornell College. Cornell College has other policies and procedures under [The Compass](#) and the [Employee Handbook](#) that may be applicable if the conduct does not meet the definition of prohibited sexual harassment under this policy or otherwise fall within the scope of this policy.

“Students” include admitted students as well as students who may not be on-campus but are nonetheless considered an active or enrolled student at Cornell. “Employees” includes full-time

and part-time faculty and staff employed on campus, as well as adjunct professors, distinguished lecturers, or visiting scholars, faculty, and instructors teaching or interacting with Cornell students and personnel.

Definitions of Prohibited Sexual Harassment (“Prohibited Sexual Harassment”)

In accordance with its obligations under the Title IX Regulations of 2020, Clery and Violence Against Women Act (VAWA) regulations, and college policy, Cornell College prohibits the following conduct based on sex (including gender identity, gender expression, or sexual orientation):

1. **Quid Pro Quo Conduct.** An employee conditions the provision of an aid, benefit, or service of Cornell College on an individual’s participation in unwelcome sexual conduct;
2. **Unwelcome Conduct.** Unwelcome conduct that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Cornell College’s education program or activity; or

3. **Sexual assault.**

For the purpose of these definitions, a Sexual Act is defined as conduct between persons consisting of:

- Contact between the penis and the vulva, or between penises and vulvas;
- Contact between the penis and the anus;
- Contact between the mouth and the penis;
- Contact between the mouth and the vulva;
- Contact between the mouth and anus;
- Contact between anuses; or
- Contact involving any of the above or the buttocks or breasts.

Private body parts include all of the body parts specified above, including genitals, groin, breasts, and buttocks.

This category of prohibited conduct includes the following:

- a. **Sex Offenses**—Any sexual act directed against another person, without the affirmative consent of the victim including instances where the victim is incapable of giving affirmative consent.
- b. **Non-Consensual Penetration**—Actual or attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the affirmative consent of the victim. This includes penetration forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving affirmative consent because of their temporary or permanent mental or physical incapacity.
- c. **Fondling**—The non-consensual touching of the private body parts of another person for the purpose of sexual gratification, without affirmative consent, whether forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving affirmative

consent because of their youth or because of their temporary or permanent mental or physical incapacity.

- d. **Other Lawfully Prohibited Sexual Intercourse**—This category includes conduct constituting sexual assault that does not meet the definition of Non-Consensual Penetration or Fondling:
 - i. Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Iowa law, regardless of affirmative consent.
 - ii. Nonforcible sexual intercourse with a person who is under the statutory age of consent of 16 in Iowa, regardless of affirmative consent.
4. **Dating violence.** Violence committed by a person— (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship. Emotional and psychological abuse do not constitute violence for the purposes of this definition.
5. **Domestic violence.** A felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Iowa or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the state of Iowa. Emotional and psychological abuse do not constitute violence for the purposes of this definition.
6. **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.
7. **Sexual Exploitation** is knowingly committing non-consensual abuse or exploitation of another person’s sex (including gender identity, gender expression, and/or sexual orientation) for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose that does not constitute sexual harassment as defined above. Examples include, but are not limited to:
 - a. Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the affirmative consent of the person being observed)
 - b. Invasion of sexual privacy (e.g., doxxing)
 - c. Knowingly making an unwelcome disclosure of (or threatening to disclose) an individual’s sexual orientation, gender identity, or gender expression
 - d. Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity; or exceeding the boundaries of consent (such as allowing another person to hide in a

closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of non-consensual pornography

- e. Prostituting another person
- f. Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the virus, disease, or infection
- g. Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- h. Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing)
- i. Forcing a person to take an action against that person's will by threatening to show, post, and/or share information, video, audio, and/or an image that depicts the person's nudity and/or sexual activity
- j. Knowingly soliciting a minor for sexual activity
- k. Engaging in sex trafficking
- l. Knowingly creating, possessing, and/or disseminating child sexual abuse images or recordings
- m. Creating or disseminating synthetic media, including images, videos, and/or audio representations of individuals doing or saying sexually-related things that never happened, or placing identifiable real people in fictitious pornographic or nude situations without their consent (i.e., Deepfakes)
- n. Sexual exploitation may occur regardless of whether sexual activity takes place.

Definitions

Actual Knowledge means notice of a sexual misconduct complaint or allegations of a sexual misconduct complaint to Cornell College's Title IX Coordinator or any official of the College who has the authority to institute corrective measures on behalf of Cornell College.

Advisor means an individual who accompanies a party to a meeting or proceeding. Each party may select an advisor of their choosing who may be, but is not required to be, a lawyer. An advisor may speak with the party throughout the process but may not otherwise participate directly in the investigation. An advisor is required for each party during the hearing in which the Advisor executes questioning and cross-examination on behalf of their party. Generally, he advisor should not be a witness, as it may jeopardize the ability for the College to conduct an investigation to reach a resolution. If a party is not able to provide their own Advisor, the College will provide one at no cost. The College reserves the right to dismiss an advisor who is disruptive to the proceedings and/or does not abide by the [rules of decorum](#) for hearings. Each advisor will be asked to sign an affirmation that they understand their role in the process.

Affirmative consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other or others to engage in the sexual activity. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time.

- Lack of protest or resistance does not mean consent.
- Silence does not mean consent.
- The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

It shall not be a valid excuse that the Respondent believed that the Complainant affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances:

- The Complainant was asleep or unconscious.
- The Complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the Complainant could not understand the fact, nature, or extent of the sexual activity.
- The Complainant was unable to communicate due to a mental or physical condition.

In addition, it shall not be a valid excuse to alleged lack of affirmative consent that the Respondent believed that the Complainant consented to the sexual activity under either of the following circumstances:

- The Respondent's belief in affirmative consent arose from the intoxication or recklessness of the Respondent.
- The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented.

Consent is evaluated from the perspective of what a reasonable person would conclude are mutually understandable words and/or actions.

Coercion means direct or implied threat of force, violence, danger, hardship, or retribution sufficient to persuade a reasonable person of ordinary susceptibility to perform an act which otherwise would not have been performed or acquiesce to an act to which one would not have submitted. Coercion can include sustained pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. A person's words or conduct cannot amount to coercion unless they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity. When someone makes it clear that they do not want to engage in sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment under this policy. A Complainant is usually the individual filing a complaint of a violation of Cornell policy.

Decision-maker means the individuals who make the determination of responsibility of a policy violation.

Formal Complaint means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that Cornell College investigate the allegation of sexual harassment. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the education program or activity of Cornell College with which the Formal Complaint is filed.

Grievance Process means the fact-finding process from the time of the filing of the Formal Complaint through the final determination of an appeal (if any).

Incapacitation: A person who is incapacitated cannot give valid consent to sexual contact. Incapacitation means the inability to understand the fact, nature, or extent of the sexual situation. Incapacitation may result from mental or physical disability, sleep, unconsciousness, involuntary physical restraint, or from the influence of drugs or alcohol. Where alcohol and/or other drugs (including prescription drugs) are involved, incapacitation is a state beyond drunkenness or intoxication. A person is not incapacitated merely because they have been drinking or using drugs. Where drugs and alcohol are involved, incapacitation is determined based on the facts and circumstances of the particular situation looking at whether the individual was able to understand the fact, nature, or extent of the sexual situation, whether the individual was able to communicate decisions regarding consent, non-consent, or the withdrawal of consent, and whether such condition was known or reasonably known to the Respondent, or a reasonable person in the Respondent's position. Use of drugs or alcohol by the Respondent is not a defense against allegations of sexual misconduct and does not diminish personal responsibility.

Investigator means the individual who collects statements and other evidence regarding a Formal Complaint of sexual misconduct and conducts the fact-finding portion of the grievance process.

Respondent means an individual who has been reported to have engaged in conduct that could constitute sexual harassment under this policy.

Supportive Measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to Cornell College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Cornell College's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Supportive measures may also include written notification about available services both within the institution and the community and options

for available assistance as required by the Clery Act. Supportive measures are not disciplinary measures.

Support Person means an individual chosen by the party to provide moral support. A support person is not required during the process and is different from the required advisor for a live hearing. A support person may not speak on behalf of the party.

Reporting Prohibited Sexual Harassment

1. **Notice of Allegations.** Cornell College has notice of allegations of Prohibited Sexual Harassment under this policy when such conduct is reported to the Title IX Coordinator or any official of Cornell College who has authority to institute corrective measures on behalf of Cornell College. However, all employees are required to report Prohibited Sexual Harassment, as defined and prohibited by this policy, to the Title IX Coordinator, excluding confidential reporters. Anyone may file a report about Prohibited Sexual Harassment by submitting a [Sexual Misconduct Report form](#), which may be completed anonymously or include identifying information. Please be aware that there may not be a way for College officials to identify and follow up on an anonymous report. If the individual who submitted an anonymous report later decides to identify themselves, they may do so by contacting the Title IX Coordinator.
2. **Response to a Report.** Upon a report of Prohibited Sexual Harassment, the Title IX Coordinator will promptly, generally five business days, contact the Complainant to discuss the availability of Supportive Measures, consider the Complainant's wishes with respect to Supportive Measures, inform the Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.
3. **Information Packet.** Upon a receipt of a report of sexual assault, dating violence, domestic violence or stalking, the Title IX Coordinator or designee shall provide an information packet that contains procedures to follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information in writing about—
 - a. The importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order;
 - b. How and to whom the alleged offense should be reported;
 - c. Options regarding law enforcement and campus authorities, including notification of the option to:
 - i. notify proper law enforcement authorities, including on-campus and local police;
 - ii. be assisted by campus authorities in voluntarily notifying law enforcement authorities; and
 - iii. decline to notify such authorities;
 - d. Where applicable, their rights and the institution's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court;

- e. Information about appropriate and available services both at the institution and in the community including information about the availability of, and contact information for, on- and off-campus resources and services, and coordination with law enforcement, as appropriate; and
- f. Options for, available reasonably available assistance and accommodations and how to request them.

Cornell College's information packet for complainants of sexual assault, dating violence, domestic violence and stalking is available from the Title IX Coordinator.

4. **Implementation of Supportive Measures.** Cornell College shall treat parties equitably by offering Supportive Measures to the Complainant, and by following a grievance process that complies with this policy before the imposition of any disciplinary sanctions or other actions that are not Supportive Measures as against the Respondent. Cornell College will maintain as confidential any Supportive Measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of Cornell College to provide the Supportive Measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures. The Title IX Coordinator should record and retain records regarding requests and provision of Supportive Measure in accordance with the requirements set out in "Record Keeping," below.
5. **Emergency removal.** Nothing in this part precludes Cornell College from removing a Respondent from Cornell College's education program or activity on an emergency basis, provided that Cornell College undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Prohibited Sexual Harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.
6. **Administrative Leave.** Cornell College reserves the right to place a non-student employee Respondent on administrative leave during the pendency of a grievance process.
7. **Amnesty for Student Code of Conduct Violations.**
Sometimes, individuals are reluctant to come forward to report perceived violations of this policy out of fear that they may be charged with violations of other policies. To ensure that all perceived violations of this policy are reported so that those affected can receive the support and resources needed, Cornell College may choose not to charge students who report violations of this policy with violations of other policies. Individuals should be aware that the use of alcohol or drugs never makes them at fault for Prohibited Sexual Harassment committed against them, nor does it mitigate accountability for committing Prohibited Sexual Harassment against another person.

Procedures for Resolving Complaints of Prohibited Sexual Harassment

Upon notice of an allegation of Prohibited Sexual Harassment through any of the means outlined above, the Title IX Coordinator or designee will contact the Complainant, if one exists, to ensure

that the concerns are addressed and to explore interim supportive measures, if necessary. The Title IX Coordinator or designee will review the options for filing a Formal Complaint and grievance process.

In some instances, College officials may have a duty to investigate an allegation of Prohibited Sexual Harassment in order to maintain the safety of the Cornell campus community. Situations in which such an investigation and/or conduct charges might proceed could include cases where multiple individuals have reported conduct involving the same Respondent or other conditions indicating a high risk to an individual and/or the campus. Complainants will be notified prior to action being taken.

Informal Resolution

Consistent with the requirements of this section, at any time prior to reaching a determination regarding responsibility, Cornell College may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that Cornell College:

- Provides to the parties a written notice disclosing:
 - The allegations,
 - The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint, and
 - Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- Obtains the parties' voluntary, written consent to the informal resolution process; and
- Does not offer or facilitate an informal resolution process to resolve allegations that an employee committed Prohibited Sexual Harassment against a student.
- Completes the informal resolution process within 60 days of receiving the Formal Complaint, unless unusual or complex circumstances exist.

Cornell College does not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of Formal Complaints of Prohibited Sexual Harassment under this policy. Cornell College shall not require the parties to participate in an informal resolution process and will not offer an informal resolution process unless a Formal Complaint is filed.

Formal Complaint and the Grievance Process

Filing a Formal Complaint

A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator above. A "document filed by a Complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by Cornell College) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint. Where the Title IX Coordinator signs a

Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party. A Formal Complaint shall trigger an investigation except as specified below. The Formal Complaint should include the date(s) of the alleged incident(s), the name of the Respondent, and should describe the circumstances of the incident(s), where known.

A. **Dismissal of a Formal Complaint.** Cornell College shall investigate the allegations in a Formal Complaint, except as follows:

- i. Mandatory Dismissal - Cornell College shall dismiss the Formal Complaint if the conduct alleged in the Formal Complaint
 - a. would not constitute Prohibited Sexual Harassment as defined by this policy, even if proved,
 - b. did not occur in Cornell College's education program or activity,
 - c. or did not occur against a person in the United States.

This dismissal does not preclude action under another policy or procedure of Cornell College.

- ii. Discretionary Dismissal - Cornell College may dismiss the Formal Complaint or any allegations therein, if at any time during the investigation or hearing:
 - a. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
 - b. The Respondent is no longer enrolled in or employed by Cornell College; or
 - c. Specific circumstances prevent Cornell College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

Occurred prior to August 14, 2020, in which case, Cornell College's [2019 Sexual Misconduct Policy](#) shall be used.

Cornell College may dismiss a Formal Complaint at any time in the process if it becomes known that one of the foregoing reasons for dismissal applies.

Upon a dismissal required or permitted under this section, Cornell College will promptly send written notice of the dismissal and reason(s) therefore simultaneously to the parties. Cornell College may also refer the matter to the appropriate department for resolution under [The Compass](#) for students or [Employee Handbook](#) for employees.

B. **Consolidation of Formal Complaints.** Cornell College may consolidate Formal Complaints as to allegations of Prohibited Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Prohibited Sexual Harassment arise out of the same facts or circumstances. Where a grievance process involves more

than one Complainant or more than one Respondent, references in this section to the singular “party,” “Complainant,” or “Respondent” include the plural, as applicable.

Notice of Charges

- A. **Initial Notice of Charges.** Upon receipt of a Formal Complaint, within five business days and prior to commencing the investigation, Cornell College shall provide the following written notice to the parties who are known. This notice shall include:
- i. This policy (as a link or attachment).
 - ii. Notice of the allegations of Prohibited Sexual Harassment , including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Prohibited Sexual Harassment , and the date and location of the alleged incident, if known.
 - iii. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
 - iv. Notification to the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney.
 - v. Notification to the parties that they may inspect and review evidence, as set forth in this policy.
 - vi. Any provision in Cornell’s code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
 - vii. Cornell College’s standard of evidence – preponderance of the evidence – as outlined in this policy.
 - viii. A list of potential sanctions.
- B. **Amended Notice of Charges.** If, in the course of an investigation, Cornell College decides to investigate allegations about the Complainant or Respondent that are not included in the initial notice of charge, Cornell College must provide notice of the additional allegations to the parties whose identities are known.

Principles for the Grievance Process

Under this grievance process, Cornell College shall:

- A. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on Cornell College and not on the parties, provided that Cornell College cannot access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless Cornell College obtains that party’s voluntary, written consent to do so for a grievance process under this section (if a party is not an “eligible student,” as defined in 34 CFR 99.3, then

Cornell College must obtain the voluntary, written consent of a “parent,” as defined in 34 CFR 99.3).

- B. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- C. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- D. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the Complainant or Respondent in any meeting or grievance proceeding; however, Cornell College may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. For the purposes of this policy, the role of the advisor is limited to the following: the advisor may attend any interview or meeting connected with the grievance process, but may not actively participate in interviews nor provide testimony or argument on behalf of the party. The advisor may attend the live hearing and may conduct cross-examination of the other party and any witness at the hearing; otherwise, the advisor may not actively participate in the hearing.
- E. Allow each party to be accompanied by a support person if they do not wish to have an advisor. Each party may be accompanied by only one other person unless there is good cause, such as a disability-related accommodation or union representative. An advisor is required for the live hearing as outlined in “Live Hearings Under the Grievance Process.”
- F. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time, generally 10 business days, for the party to prepare to participate.
- G. Require an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence— and provide that credibility determinations may not be based on a person’s status as a Complainant, Respondent, or witness.
- H. Require that any individual designated as a Title IX Coordinator, investigator, decisionmaker, or any person to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent. Cornell College may use internal personnel or external parties in the informal resolution process or the grievance process, provided that they meet this requirement.
- I. Include a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

- J. Use the following standard of evidence to determine responsibility for allegations in a Formal Complaint of Prohibited Sexual Harassment: the preponderance of the evidence standard. The standard of evidence shall be the same for Formal Complaints against students as for Formal Complaints against faculty and staff.
- K. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Extensions of the Grievance Process

The Title IX Coordinator may grant or deny requests from either party to temporarily delay the grievance process or may issue the limited extension of time frames for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action.

Investigation of Formal Complaints

If not serving as the Investigator, the Title IX Coordinator will appoint an Investigator, who may be an employee or official of Cornell College or may be an external investigator with appropriate experience or expertise. All Prohibited Sexual Harassment investigations are conducted by officials who do not have a conflict of interest or actual bias for or against the Complainant or Respondent.

The parties will be provided with notice of the identity of the appointed Investigator, and will be informed that any objections to the service of the appointed Investigator on grounds of conflict of interest or a lack of impartiality should be submitted in writing to the Title IX Coordinator within three business days of notice of the appointment. The Title IX Coordinator will decide promptly whether the appointed Investigator will or will not continue to conduct the investigation. Any materials collected or notes prepared by the Investigator during the objection period will be turned over to any replacement Investigator. The replacement Investigator will decide whether to use such materials or not.

The investigator will meet with parties and relevant witnesses to college statements and evidence. Determination of additional interviews and gathering of additional evidence from sources the investigator deems necessary to establish facts or credibility is at the discretion of the investigator. All investigative interviews are recorded.

When investigating a Formal Complaint Cornell College shall, within 60 days of receiving the Formal Complaint, unless unusual or complex circumstances exist:

- A. Engage in fact-gathering of all relevant facts. Credibility resolutions and fact-finding shall be conducted in the live hearing phase of the grievance process.
- B. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence upon which Cornell College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can

meaningfully respond to the evidence prior to conclusion of the investigation. The timeline is outlined in “C.” below.

- C. Prior to completion of the investigative report, send to each party and the party’s advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 business days to submit a written response, which the investigator will consider prior to completion of the investigative report.
- D. Make all such evidence subject to the parties’ inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination; and
- E. Create an investigative report that fairly summarizes relevant evidence and, at least 10 business days prior to a hearing or other time of determination regarding responsibility, the Title IX Coordinator shall send to each party and the party’s advisor, if any, the investigative report in an electronic format, for their review and written response. Upon finalization of the investigative report and at least 10 business days prior to the live hearing, the Title IX Coordinator shall provide the investigative report to the decision-makers.

Live Hearings Under the Grievance Process

Requirement of a Live Hearing for Fact-Finding and Determining Responsibility

- A. Following the investigation, within 30 days of sending the final investigative report to the parties, unless unusual or complex circumstances exist, Cornell College shall conduct a live hearing in front of the decision-makers who make up a Hearing Panel for the purposes of determining responsibility for allegations of Prohibited Sexual Harassment in the Formal Complaint. The decision-makers cannot be the same persons as the Title IX Coordinator or the investigator(s). A decision-maker may include internal employees or external third-parties contracted by Cornell College. The Title IX Coordinator will choose three Hearing Panel members from its pool of internal and external decision-makers to attend the hearing and make determinations. All potential Hearing Panel members will receive annual training as specified by this policy. The Title IX Coordinator will make the final decision whether to select an alternate upon a challenge from a party. The Title IX Coordinator will appoint a member of the Hearing Panel to be Chair of the Hearing Panel.
- B. The live hearing will be closed. The only individuals permitted to participate in the hearing are as follows: The Complainant and Respondent, the decision-makers, the advisor for each party, any witnesses (only while being questioned), the Title IX Coordinator or designee, and any individual providing authorized accommodations or assistive services.
- C. If a party does not have an advisor present at the live hearing, Cornell College shall provide, without fee or charge to that party, an advisor of Cornell College’s choice, who may be, but is not required to be, an attorney, to conduct cross examination on behalf of

that party. Cornell College is obligated to ensure each party has an advisor during the hearing, either of the party's or Cornell College's choice regardless of whether or not the party is present at the hearing. To ensure timely proceedings, a party shall alert the Title IX Coordinator as soon as practicable if the party will need an advisor.

- D. Live hearings may be conducted with all parties physically present in the same geographic location or, at Cornell College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
- E. At the request of either party, Cornell College shall provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-makers and parties to simultaneously see and hear the party or the witness answering questions.
- F. Cornell College shall create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review. Any other recording is prohibited, and violations may result in discipline.
- G. Prior to the hearing, the Title IX Coordinator will provide, via email, deadlines for submitting and exchanging names of witnesses, evidence, and pre-hearing questions (The parties will also be permitted to submit questions during the live hearing). Participation in pre-hearing deadlines is required in order to facilitate the efficient and fair administration of the live hearing process.

Questioning at the Live Hearing

- A. At the live hearing, the decision-makers must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.
- B. Only relevant cross examination and other questions may be asked of a party or witness.
- C. Decision-makers also have the right to question a party or witness.
- D. Cross examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally, notwithstanding Cornell College's ability to otherwise restrict the extent to which advisors may participate in the proceedings.
- E. Before the Complainant, Respondent, or witness answers a cross-examination or other question, the Chair must first determine whether the question is relevant. The Chair must explain to the party proposing the questions any decision to exclude a question as not relevant.
- F. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the respondent

committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Use of Witness Statements

- A. The decision-makers cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross examination or other questions.

Written Determination of the Decision-Makers

- A. The decision-makers shall issue a written determination regarding responsibility. The written determination will be sent to the parties via the Title IX Coordinator. A majority of the Hearing Panel members must find that a policy violation occurred for a finding of responsibility, and a majority of the Hearing Panel members must assent to the sanction(s) imposed, if any.
- B. To reach this determination, the decision-maker must apply the standard of evidence required by this policy, preponderance of the evidence. The written determination must include:
 - a. Identification of the allegations potentially constituting sexual harassment as defined by this policy;
 - b. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - c. Findings of fact supporting the determination;
 - d. Conclusions regarding the application of Cornell College's policy to the facts;
 - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to Cornell College's education program or activity will be provided to the Complainant; and
 - f. The procedures and permissible bases for the Complainant and Respondent to appeal, as set forth in this policy.
- C. Cornell College shall provide the written determination to the parties simultaneously.
- D. The determination regarding responsibility becomes final either on the date that Cornell College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Appeals

Grounds

Within 10 business days of receiving the written determination, either party may appeal from a determination regarding responsibility, and from Cornell College's dismissal of a Formal Complaint or any allegations therein, on the following grounds:

Ground 1: Procedural irregularity that affected the outcome of the matter;

Ground 2: New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

Ground 3: The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

Appeals must be sent to the Title IX Coordinator in writing.

Response to Appeals

As to all appeals, the Title IX Coordinator (or designee) shall:

- i. Notify the other party in writing immediately when an appeal is filed and implement appeal procedures equally for both parties;
- ii. Ensure that the decision-makers for the appeal are not the same persons as the decision-makers that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- iii. Ensure that the decision-makers for the appeal comply with the standards set forth in this policy;
- iv. Give the non-appealing party an opportunity to submit a written statement in response to the appeal within 10 business days of receiving the appeal, which shall be transmitted within 2 business days to the Appeal decision-maker(s).

Decision on Appeal

Within 20 business days of receiving the appeal and the other party's response, the Appeal decision-makers shall issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties. The written decision will be disseminated to the parties via the Title IX Coordinator. The Appeal decision-makers may deny the appeal or, if the appeal ground(s) has or have been met, may return the case to the initial decision-makers for reconsideration, or convene a new hearing. If a case is returned to the initial decision-makers, the Appeal decision-makers shall identify which aspects merit further review.

Remedies and Sanctions

Remedies must be designed to restore or preserve equal access to Cornell College's education program or activity. If the Hearing Panel determines a Respondent has violated this policy, the Hearing Panel will determine sanction(s) for a student Respondent, the Director of Human Resources will determine sanction(s) for a staff Respondent, and the Provost will determine sanction(s) for a faculty Respondent.

A student found responsible for a violation of this policy will be subject to sanction(s) regardless of whether legal proceedings involving the same incident are underway or anticipated. An employee found responsible for a violation of this policy will be subject to sanction(s) up to and including termination of employment. The sanction(s) will be based on the nature of the incident, any prior conduct violations, sanction(s) resulting from prior similar cases, and any other relevant facts. Information regarding prior violations will not be disclosed unless necessary following a finding of responsibility for a violation of this policy.

Possible sanctions and remedies that Cornell College may implement following any determination of responsibility include, but are not limited to:

- Corrective action plan
- Demotion of employment
- Disciplinary expulsion
- Disciplinary probation
- Disciplinary suspension
- Educational activity and reflection
- Leave of absence
- No contact orders
- Notation in Respondent's official student and/or personnel file of the fact of a violation and the sanction(s)
- Reduction in salary
- Referral to counseling or other support
- Restitution
- Restorative Action
- Restriction from campus
- Restriction from college housing and/or buildings
- Termination of employment
- Transfer of responsibilities
- Withdrawal of an awarded degree and/or privileges
- Written Warning

The Title IX Coordinator is responsible for effective implementation of any remedies.

Retaliation

No student, faculty or staff member may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right established by this policy or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of sexual harassment, for the purpose of interfering with any right under this Policy constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this section.

Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination:

- i. Retaliation alleged to have been committed by a student is a conduct code violation of the “Abuse, Harassment, Bullying, and Retaliation” policy in [The Compass](#).
- ii. Retaliation alleged to have been committed by an employee is a violation of the “Anti-Discrimination Policy” in the [Employee Handbook](#).

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation prohibited under of this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Confidentiality

Consistent with the requirements of this policy, Cornell College shall keep confidential the identity of any individual who has made a report or complaint of Prohibited Sexual Harassment, including any individual who has made a report or filed a Formal Complaint of Prohibited Sexual Harassment, any complainant, any individual who has been reported to be the perpetrator of Prohibited Sexual Harassment, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as otherwise permitted or required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder or to satisfy NCAA’s requirements. This means that Cornell College will protect the party’s privacy consistent with this Policy but may disclose information to those who have a legitimate need to know and in order to process complaints under this policy.

Confidentiality is not absolute, however. Where criminal conduct has occurred, or where the health and/or safety of others in the community may be in danger, it may be necessary for Cornell College to take appropriate steps to protect the safety of its students and employees, including the person who has reported the misconduct.

Counselors, medical providers, the Chaplain, and other designated individuals working at or on behalf of Cornell College are Confidential Resources. Please see the full list of confidential resources below. In most cases, Confidential Resources at Cornell College will not share the substance of any such communications or that such communications occurred without consent. Individuals who wish to talk about issues related to Prohibited Sexual Harassment confidentially,

with the understanding that Cornell College will not take any action based on such confidential communications, are encouraged to contact one of these Confidential Resources.

Cornell College Confidential Resources

- Anna Butz, Associate Registrar (Old Sem)
- Cindy Turley, Coordinator of Student Activities and Student Athlete Success (Thomas Commons)
- Hannah Ganzel, Coordinator of Disability Services (Thomas Commons)
- Karla Steffens, Counselor (Ebersole Health and Wellbeing Center)
- Marcia Sisk, Director of the Health and Wellbeing Center (Ebersole Health and Wellbeing Center)
- Melea White, Chaplain (Old Sem)
- Miriam McConnell, Counselor (Ebersole Health and Wellbeing Center)

Off-Campus Confidential Resources

- Riverview Center, 888-557-0310
- Waypoint, 800-208-0388

Confidential resources may, however, have an obligation to disclose otherwise-privileged information where they perceive an immediate and/or serious threat to a person and/or property. This is a limited exception to the privileged nature of communications with Confidential Resources. Reports or records maintained by Cornell College (including Counseling Service records), and other confidential, non-privileged records may, however, be subject to a subpoena if civil or criminal charges are filed in court.

Emergency Assistance and Police Reporting

Individuals who may have experienced sexual harassment may utilize the following resources for emergency assistance, collecting physical evidence, and police reporting.

Cornell College Campus Safety, 319-895-4299

Mount-Vernon Lisbon Police Department, 319-895-6141 or 911

[Riverview Center](#) (888-557-0310)

[Iowa Coalition Against Sexual Assault](#) (1-800-770-1650)

The Title IX Coordinator, Dean of Students, Provost, and/or Director of Human Resources can assist a Complainant with reporting to police. A Complainant may choose, at any time, to pursue an external complaint through the criminal and/or civil court system. These legal processes are separate from the Cornell College's process and are outside the control or authority of the College. While the College has no control over any police investigation and legal processes that may follow, the College will continue to work with Complainants to provide support throughout the process.

Medical help can be important to identify and treat any physical injuries, gather evidence should the person want to report the crime, and to protect from sexually transmitted infections and/or

pregnancy. Individuals have up to 72 hours after an assault to take prophylactic medication to prevent some sexually transmitted infections and up to 120 hours to prevent pregnancy (if a concern). The physical evidence of an assault is most effectively collected within the first 24-48 hours of the assault, but some evidence may be collected for up to 72 hours. The exam and subsequent medical treatment are free to individuals who have been victimized. Evidence collection does not require or necessitate filing police charges.

Riverview Center will provide transportation for individuals needing to complete a SANE exam and will stay at the hospital with the individual as support throughout the process.

Training

The Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process (whether internal or external) shall receive training on the definitions of Prohibited Sexual Harassment, the scope of Cornell College's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. These individuals shall receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking.

In addition to receiving training on the above, decision-makers shall receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators shall also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process will not rely on sex stereotypes and will promote impartial investigations and adjudications of Formal Complaints of Prohibited Sexual Harassment.

2020 and 2021 training materials can be accessed through TrainEd solutions. TrainEd solutions provides a webpage where you submit your name and email to access the training materials:

- [Title IX Coordinator and Informal Resolution facilitator](#)
- [Investigators](#)
- [Decision-makers](#)

2022 training materials can be accessed through the following sites:

- Title IX Coordinator attended [ATIXA Coordinator Two training](#)
- Deputy Coordinator and Informal Resolution facilitators attended [ATIXA Coordinator One training](#)
- Investigators attended [ATIXA Civil Rights Investigator One training](#)
- Decision-maker training provided by [D. Stafford & Associates](#)

2023 training materials can be accessed through the following sites:

- Title IX Coordinator attended [ATIXA Gender Equity Foundations for Higher Education](#)

- Deputy Title IX Coordinator and Informal Resolution facilitators attended [ATIXA Sex Based Harassment Foundations for Higher Education](#)
- Investigators attended [ATIXA Civil Rights Investigator Two training](#)
- Decision-maker training provided by [D. Stafford & Associates](#)

Recordkeeping

Cornell College shall maintain for a period of seven years records of:

1. Each investigation including any determination regarding responsibility for Prohibited Sexual Harassment and any audio or audiovisual recording or transcript required under this policy, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to Cornell College's education programs or activities;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train Title IX Coordinators, investigators, decisionmakers, and any person who facilitates an informal resolution process. Cornell College shall make these training materials publicly available on its website (see "[Training](#)" above).
5. Records of any actions, including any Supportive Measures, taken in response to a report or Formal Complaint of sexual harassment. In each instance, Cornell College will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to Cornell College's education program or activity. If Cornell College does not provide a complainant with Supportive Measures, then Cornell College must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit Cornell College in the future from providing additional explanations or detailing additional measures taken.

Compliance

Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (*20 U.S.C. 1232g*), commonly known as the Family Educational Rights and Privacy Act of 1974 ([FERPA](#)).

Effective Date; Revisions

This policy is effective as of August 14, 2020.

Revised August 20, 2024.

Campus Security Authorities

"Campus Security Authority" (CSA) is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution.

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond.

At Cornell College the following roles are identified as CSAs:

- Members of the Campus Safety staff
- Members of the Dean of Students, Residence Life, and Student Life staff (including Resident Assistants and Peer Advocates)
- Student organization advisors

Professional counselors at Cornell's Ebersole Health and Wellbeing Center and the College's Chaplain, when acting in the capacity of those jobs, are not CSAs and are not required to report crimes disclosed to them. They are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the college's annual report of crime statistics.

At Cornell College any incident can be reported to the Campus Safety Office, the Dean of Students or through the [public incident reporting system](#) linked on several locations on the college webpage.

Crime Definitions

Definitions for the crimes listed are taken from the FBI's Uniform Crime Reporting Program and the Cornell College Sexual Misconduct Policy.

- **Murder:** the willful (non-negligent) killing of one human being by another.
- **Sex Offenses:** Any sexual act directed against another person, without the affirmative consent of the victim including instances where the victim is incapable of giving affirmative consent.
- **Rape:** Actual or attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the affirmative consent of the victim. This includes penetration forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving affirmative consent because of their temporary or permanent mental or physical incapacity.
- **Fondling:** The non-consensual touching of the private body parts of another person for the purpose of sexual gratification, without affirmative consent, whether forcibly and/or against that person's will or not forcibly or against the person's will in instances where

the victim is incapable of giving affirmative consent because of their youth or because of their temporary or permanent mental or physical incapacity.

- **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Iowa law, regardless of affirmative consent.
- **Statutory rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent of 16 in Iowa, regardless of affirmative consent.
- **Domestic Violence:** A felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Iowa or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Iowa. Emotional and psychological abuse do not constitute violence for the purposes of this definition.
- **Dating Violence:** Violence committed by a person— (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship. Emotional and psychological abuse do not constitute violence for the purposes of this definition.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.
- **Robbery:** the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This offense is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary:** the unlawful entry of a structure with the intent to commit a felony or a theft.
- **Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle.
- **Weapon Law Violations:** the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- **Drug Abuse Violations:** violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations:** the violation of laws or ordinances prohibiting; the manufacture, sale, transporting, furnishing, possession of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train

or public conveyance; and all attempts to commit any of the aforementioned.
(Drunkenness and driving under the influence are not included in this definition.)

- **Hate Crime Reporting:** a crime that manifests evidence that the perpetrator intentionally selected the victim because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. Stalking and dating/domestic violence may also constitute hate crimes.

Geographic Locations for Reporting Crime Statistics:

- **Campus** is defined as any building or property owned or controlled by the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls. And any building owned by the institution but controlled by another person that is frequently used by students, and supports institutional purposes.
- **Residential facilities** are defined as dormitories or other residential accommodations for student on campus. Note that incidents that occur in on-campus residential facilities will be entered in both "on campus" and "residential facilities".
- **Non campus building or property** is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution, or any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposed, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- **Public property** is defined as all public property, within the campus or immediately adjacent to and accessible from the campus.
- Additional information on crimes which were processed through the College's conduct procedures are compiled annually by the Dean of Students office.

Security and Access to Buildings

Campus Safety officers are responsible for the enforcement of rules and regulations prescribed by the College and are not empowered with arrest authority. Campus Safety officers work in collaboration with students and other members of the community to foster trusting relationships. Campus Safety officers are always available to answer questions and deal with the problems students encounter during their careers at Cornell College. The relationship with the Mount Vernon-Lisbon Police Department is excellent and the departments meet regularly to discuss common problems. Cornell's buildings and grounds are patrolled 24 hours a day, 7 days a week by Campus Safety officers. Escorts are provided to community members by dialing extension 4299, and residence halls are patrolled with extra emphasis on major weekends and officers maintain a high degree of visibility. Residence halls are locked 24 hours a day. Students needing access to an academic building during restricted hours must work with their professor and Campus Safety for access. Authorized occupancy within these restricted entry buildings is checked nightly by Campus Safety officers. Also, any new construction, remodeling, or alteration of a building is done with the overall safety and security of the building's occupants as a priority.

Missing student protocol

In the event that a student is discovered to be missing for a period exceeding 24 hours a report should be made to one of the following College officials:

- Coordinator of Campus Safety
- Associate Vice President for Student Life and Dean of Students
- Director of Residence Life

Following receipt of a missing student report, College officials will notify the Mount Vernon-Lisbon Police Department and Cornell College Campus Safety.

If the student has designated an emergency contact person, the College will notify that individual. Cornell College students can confidentially designate an emergency contact person through the [Student Information Sharing Portal](#). By law, the parent/guardian of students who are under 18 and not legally emancipated will be notified in the event that the student has been reported as missing for 24 hours.

Reporting Crimes and Safety Tips

- Campus Safety – extension 4299 or 319-895-4299
- Police/Fire/Ambulance Emergency – 911
- Mount Vernon Lisbon Police /Non-Emergency – 319-895-6141

Safety Tips

Residence Hall Safety

- Always lock your room doors.
- Never prop outside doors.
- If you hear the fire alarm, leave the building.
- Know where the exits are and emergency procedures. Ask the RA!

Vehicle Safety

- Always lock your door and roll up your windows.
- Do not leave valuables in your car.
- If you must leave valuables in the car, put them out of sight. The best place is the trunk of your car.
- Periodically check on your vehicle.
- Have your keys out and ready before you get to your car.

Bicycle Safety

- Always lock your bike.
- Use bike racks NOT lamp posts or stair railings.
- Ride on the right side of the street; go with traffic, not against.
- Iowa law requires a white light in front and a red light or reflector in the back for riding at night.
- Obey all traffic signals, signs and roadways devices.
- Use hand signals to indicate turns, lane changes and stopping.
- Wear a helmet.

Campus Safety

- Walk in groups.
- Use Campus Safety escort.
- Carry your keys in your hand, so you do not have to search for them in the dark.
- Always carry your ID.
- Walk in well-lit areas.
- Know where the Emergency Phones are.

Crime Statistics

Cornell provides this annual report of crimes reported on or near campus and college property in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), codified at 20 U.S.C. 1092 (f) as part of the Higher Education Act of 1965 (HEA). This report is distributed to all students, and faculty and staff members.

During the calendar years indicated, the following crimes were reported to campus officials, Campus Safety, and the police.

Note that incidents that occur in on-campus residential facilities will be entered in both "on campus" and "residential facilities".

CRIMINAL HOMICIDE

2021 2022 2023

Murder/Non-negligent Manslaughter

On campus (total)	0	0	0
In residence halls	0	0	0
At non-campus buildings	0	0	0
On public property	0	0	0

Negligent Manslaughter

On campus (total)	0	0	0
In residence halls	0	0	0
At non-campus buildings	0	0	0
On public property	0	0	0

HATE CRIME OFFENSES

2021 2022 2023

On campus (total)	0	0	0
In residence halls	0	0	0

At non-campus buildings	0	0	0
On public property	0	0	0

SEX OFFENSES

Rape **2021 2022 2023**

On campus (total)	1	3	4
In residence halls	0	2	2
At non-campus buildings	0	1	0
On public property	0	0	0

Fondling **2021 2022 2023**

On campus (total)	3	3	1
In residence halls	2	2	0
At non-campus buildings	0	0	0
On public property	0	1	0

Incest **2021 2022 2023**

On campus (total)	0	0	0
In residence halls	0	0	0
At non-campus buildings	0	0	0
On public property	0	0	0

Statutory Rape **2021 2022 2023**

On campus (total)	0	0	0
In residence halls	0	0	0
At non-campus buildings	0	0	0
On public property	0	0	0

VAWA OFFENSES

Domestic Violence **2021 2022 2023**

On campus (total)	0	0	0
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In residence halls	0	0	0
At non-campus buildings	0	0	0
On public property	0	0	0
<i>Dating Violence</i>	2021	2022	2023
On campus (total)	0	0	0
In residence halls	0	0	0
At non-campus buildings	0	0	0
On public property	0	0	0
<i>Stalking</i>	2021	2022	2023
On campus (total)	0	1	3
In residence halls	0	1	0
At non-campus buildings	0	0	0
On public property	0	1	0
<i>Harassment</i>	2021	2022	2023
On campus (total)	0	0	0
In residence halls	0	0	0
At non-campus buildings	0	0	0
On public property	0	0	0
AGGRAVATED ASSAULT	2021	2022	2023
On campus (total)	0	0	0
In residence halls	0	0	0
At non-campus buildings	0	0	0
On public property	0	0	0
ROBBERY	2021	2022	2023
On campus (total)	0	0	0
In residence halls	0	0	0

At non-campus buildings	0	0	0
On public property	0	0	0
BURGLARY	2021	2022	2023
On campus (total)	4	0	0
In residence halls	4	0	0
At non-campus buildings	0	0	0
On public property	0	0	0
MOTOR VEHICLE THEFT	2021	2022	2023
On campus (total)	0	0	0
In residence halls	0	0	0
At non-campus buildings	0	0	0
On public property	0	0	0
ARSON	2021	2022	2023
On campus (total)	0	0	0
In residence halls	0	0	0
At non-campus buildings	0	0	0
On public property	0	0	0
ARREST FOR			
<i>Liquor law violations</i>	2021	2022	2023
On campus (total)	2	0	0
In residence halls	1	0	0
At non-campus buildings	0	0	0
On public property	1	0	0
<i>Drug law violations</i>	2021	2022	2023

On campus (total)	2	3	2
In residence halls	2	2	2
At non-campus buildings	0	0	0
On public property	0	0	0
<i>Illegal weapons possessions</i>	2021	2022	2023
On campus (total)	0	0	0
In residence halls	0	0	0
At non-campus buildings	0	0	0
On public property	0	0	0

DISCIPLINARY ACTIONS/CONDUCT REFERRALS

<i>Liquor law violations</i>	2021	2022	2023
On campus (total)	22	19	11
In residence halls	22	17	11
At non-campus buildings	0	0	0
On public property	0	0	0
<i>Drug law violations</i>	2021	2022	2023
On campus (total)	1	16	18
In residence halls	0	15	17
At non-campus buildings	0	0	0
On public property	0	0	0
<i>Illegal weapons possessions</i>	2021	2022	2023
On campus (total)	0	0	0
In residence halls	0	0	0
At non-campus buildings	0	0	0
On public property	0	0	0

Cornell College Daily Crime and Fire Log

1. This daily crime log is provided in accordance with the regulations set out under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Other Cornell College publications regarding campus safety and crime activity may not use the same guidelines and therefore, may not contain comparable information. Each year, the campus reports fires to the campus community through the Annual Fire Safety report.
2. Crime and fire information is available for viewing Monday through Friday during normal business hours (8am to 4:30 pm) at the Campus Safety Office located in Ebersole Hall.
3. When identifying the location might disclose the identity of a sexual assault victim, the generic location listing "Cornell College" will be used for the location.
4. Entries made into the Daily Crime Report will contain the following:
 - a. Date/Time - The date & time the incident was reported.
 - b. Date/Time - The date & time the incident occurred.
 - c. Incident number - The Cornell College incident number.
 - d. Location - The location where the incident occurred.
 - e. Offense - The classification of the offense that was reported. In the event that more than one offense is reported, all the offenses will be listed under this category.
 - f. Disposition - The disposition is the current status of the reported incident.
 - i. Open - The case is not cleared and has a reasonable solvability factor. The matter will be investigated further.
 - ii. Inactive - No current solvability factors present.
 - iii. Closed-Referred - Enforcement action taken.
 - iv. Unfounded: A determination is made through investigation that a reported offense or attempted offense is false or baseless
5. Entries made into the Fire Log are entered within 2 business days of the report and will contain the following:
 - a. Date/Time - The date & time the fire was reported.
 - b. Date/Time - The date & time the fire occurred.
 - c. Incident number - The Cornell College incident number.
 - d. Location - The location where the fire occurred.
 - e. Nature – The nature of the fire

Annual Fire Report

The Annual Fire Report is prepared by the Office of Campus Safety in collaboration with the Mount Vernon-Lisbon Police, Mount Vernon Fire Department, Office of Residence Life, Dean of Students Office, and Physical Plant. Campus Safety, Physical Plant, Residence Life, and the Crisis Prevention and Preparedness Committee (CPPC) work together with local Police and Fire departments to develop and implement the policies, procedures, training programs, inspections and other activities that are part of a comprehensive fire safety program and assures the safety of students, faculty and staff at Cornell College.

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of

each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the college's fire safety policies. During these programs, trainers emphasize that participating in fire drills is mandatory. Fire safety education and training programs are taught by local fire authorities as well as the director of Residence Life who is experienced in fire safety matters.

If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and get to a predetermined location before calling 911 for help. They are to remain in that location so that the Director of Residence Life or someone from the Residence Life office has documented that the student has left the building. RAs are instructed to pull the fire alarm as they are leaving the building if they can do so without risking their safety.

Fire Drills

Twice per semester, a fire drill is conducted in each residence hall and in assigned academic buildings under the supervision and evaluation of Residence Life staff and Campus Safety. A minimum of four drills (two in residence halls and two in academic buildings) will be conducted per semester with a total of eight drills per academic year. Drills are conducted to inform the campus community on how to evacuate their residence hall or building, to observe trends, and evaluate for and correct evacuation issues.

Tornado Drills

Each semester a tornado drill occurs campus-wide. Drills are conducted to ensure students, staff, faculty, and visitors to campus know where to go during a tornado, to observe trends, and to evaluate for and correct safe locations.

Residence Hall Policies

For fire safety reasons, the College has restrictions on the use or possession of certain cooking appliances, candles, flammable liquids, and other such potential fire safety concerns. See the [Residence Life](#) handbook for complete details.

Cornell College prohibits the possession or use of tobacco products for anyone under the age of 21 in compliance with the 2019 update to the [Federal Food, Drug, and Cosmetic Act](#) (also known as "Tobacco 21" or "T21"). Examples include, but are not limited to, cigarettes, smokeless tobacco (such as chewing tobacco, snuff, and snus), nicotine pouches, hookah and/or pipe tobacco, cigars, electronic nicotine delivery systems including e-cigarettes and e-liquids.

Violations of college smoking policies are grounds for College conduct action. Cornell will observe, and expects students to adhere to Federal and State statutes regarding smoking. Students should be aware of confidential medical, psychological, and counseling assistance available through the Health Center, Counseling, and the Chaplain.

In accordance with the State of Iowa Smokefree Air Act, smoking is prohibited at Cornell College. All indoor and outdoor spaces are smoke-free. Cornell also prohibits the use of all tobacco and tobacco-like products on campus. Examples include, but are not limited to, cigarettes, smokeless tobacco (such as chewing tobacco, snuff, and snus), hookah and/or pipe

tobacco, cigars, electronic nicotine delivery systems including e-cigarettes and e-liquids. This policy does not extend to smoking cessation products containing nicotine. More information, including locations adjacent to campus where smoking is permitted, is available at [Cornell College's Smokefree Iowa Air Act](#).

Students must exit any building immediately when a fire alarm sounds. The College expects all students to respect the fire safety systems that are in place. Failure to abide by these policies will result in conduct action as outlined in [The Compass](#).

Staff protocol:

- Once the alarm is sounding proceed to the fire panel. Never silence the alarm.
- *First Person To Panel:*
 - This staff member is in charge of the evacuation procedures. Determine the location where the alarm has been activated. Do not leave the panel unless it is unsafe to remain in the building. Direct the RAs in the following order:
- *Second Person To Panel:*
 - Call Campus Safety at 319-895-4299 and then report back to the panel.
- *Third Person To Panel:*
 - Go to fire floor and attempt to find the reason the alarm went off (check smoke detector activation light and pull stations). If it is a real fire, get off the floor and call 911 as soon as you have access to a telephone. Attempt to clear the floor at the same time if it is safe to do so. Report back to the fire panel and report reason for the alarm.
- *Fourth Person To Panel:*
 - Knock on doors above the fire floor. Then report back to the fire panel.
- *Fifth Person To The Panel:*
 - Knock on doors below the fire floor. Then report back to the fire panel.
- *Sixth Person To The Panel:*
 - Clear all public areas not previously cleared.
- *All Other RAs*
 - After building is cleared report back to fire panel then assist with crowd control.

2023 Residence Hall Fire Statistics/Fire Safety Systems

Building	# Fires	# Injured	# Deaths	Sprinkler System	Fire Extinguishers	Fire Notification System
Bowman-Carter Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Russell Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Direct network connection from

Pfeiffer Hall	0	0	0	Yes	Throughout	building to Campus Safety. Mt. Vernon Fire Department contacted by Campus Safety. Building equipped with audible and visual alarms. Direct network connection from building to Campus Safety. Mt. Vernon Fire Department contacted by Campus Safety.
Dows Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Tarr Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Pauley-Rorem Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Olin Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Merner Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual

Smith Hall	0	0	0	Yes	Throughout	alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
10 th Ave Apartments	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
The Cottage	0	0	0	No	Throughout	Local smoke detectors. Mt. Vernon Fire Department contacted directly by residents.
Frank Armstrong House	0	0	0	No	Throughout	Local smoke detectors. Mt. Vernon Fire Department contacted directly by residents.
Wilch Apartments	0	0	0	No	Throughout	Local smoke detectors. Mt. Vernon Fire Department contacted directly by residents.

Property Damage from Fires

In 2023, there was no property damage caused by a fire.

2022 Residence Hall Fire Statistics/Fire Safety Systems

Building	# Fires	# Injured	# Deaths	Sprinkler System	Fire Extinguishers	Fire Notification System
Bowman-Carter Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire

Russell Hall	0	0	0	Yes	Throughout	Department contacted by Campus Safety. Building equipped with audible and visual alarms. Direct network connection from building to Campus Safety. Mt. Vernon Fire Department contacted by Campus Safety.
Pfeiffer Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Direct network connection from building to Campus Safety. Mt. Vernon Fire Department contacted by Campus Safety.
Dows Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Tarr Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Pauley-Rorem Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Olin Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.

Merner Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Smith Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
10 th Ave Apartments	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
The Cottage	0	0	0	No	Throughout	Local smoke detectors. Mt. Vernon Fire Department contacted directly by residents.
Frank Armstrong House	0	0	0	No	Throughout	Local smoke detectors. Mt. Vernon Fire Department contacted directly by residents.
Wilch Apartments	0	0	0	No	Throughout	Local smoke detectors. Mt. Vernon Fire Department contacted directly by residents.

Property Damage from Fires

In 2022, there was no property damage caused by a fire.

2021 Residence Hall Fire Statistics/Fire Safety Systems

Building	# Fires	# Injured	# Deaths	Sprinkler System	Fire Extinguishers	Fire Notification System
Bowman-Carter Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.

Russell Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Direct network connection from building to Campus Safety. Mt. Vernon Fire Department contacted by Campus Safety.
Pfeiffer Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms. Direct network connection from building to Campus Safety. Mt. Vernon Fire Department contacted by Campus Safety.
Dows Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Tarr Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Pauley-Rorem Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Olin Hall	0	0	0	No	Throughout	Building equipped with audible and visual alarms. Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety.
Merner Hall	0	0	0	Yes	Throughout	Building equipped with audible and visual alarms.

Smith Hall	0	0	0	Yes	Throughout	Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety. Building equipped with audible and visual alarms.
10 th Ave Apartments	0	0	0	Yes	Throughout	Campus Safety alerted via exterior strobes and horn. Mt. Vernon Fire Department contacted by Campus Safety. Building equipped with audible and visual alarms.
The Cottage	0	0	0	No	Throughout	Local smoke detectors. Mt. Vernon Fire Department contacted directly by residents.
Frank Armstrong House	0	0	0	No	Throughout	Local smoke detectors. Mt. Vernon Fire Department contacted directly by residents.
Wilch Apartments	0	0	0	No	Throughout	Local smoke detectors. Mt. Vernon Fire Department contacted directly by residents.

Property Damage from Fires

In 2021, there was no property damage caused by a fire.

Fire Safety Improvements

As residence halls are renovated or funds become available, steps will be taken to equip buildings with sprinkler systems.