



Cornell College

The Compass: Student Policy Handbook

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Introduction

The Compass is the student policy handbook for Cornell College. It is each Cornell student's responsibility to know, understand and follow the policies and procedures explained in this student handbook. Students are also responsible for the behavior and actions of their guests.

Cornell's definition of student status can be found in the [College Catalogue](#). The College has the authority to periodically update and revise policies. Students are also welcome to propose changes in the student policies, but unless and until such policies are changed, students are expected to act responsibly within existing standards. Students will be informed of policies on an annual basis.

The Compass is prepared for publication by the Dean of Students Office. If further explanation is needed, contact the Dean of Students Office at dean_students@cornellcollege.edu or 319-895-4234.

Cornell College

Cornell College, founded in 1853 in Mount Vernon, Iowa, is a nationally recognized residential liberal arts college with a distinctive One Course At a Time curriculum.

Mission

Cornell College offers an innovative and rigorous learning community where faculty and staff collaborate with students to develop the intellectual curiosity, creativity, and moral courage necessary for a lifetime of learning and engaged citizenship.

Core Values

- A liberal education that celebrates discovery and embraces the integration and application of knowledge
- Intellectual, moral and personal growth
- Civic and social responsibility
- The dignity and worth of each individual in a diverse community

Declaration of Cornell Community Expectations

A commitment to uphold standards dedicated to personal and academic excellence is an essential part of membership in the Cornell College community. Members of the Cornell community are expected to:

Embrace freedom of inquiry and expression. Academic freedom is the foundation of the Cornell community. Individuals and groups are encouraged to examine, discuss, and invite speakers to address all questions of interest to them and to express opinions publicly and privately. Cornellians are committed to responsibly and respectfully talking through, and living with, our most significant religious, political, cultural, social, and other differences.

Practice integrity. Cornellians are expected to work honestly in and outside the classroom, in pursuits such as presentations, papers, games, and sports.

Respect the dignity of all persons. All members of the Cornell community are expected to respect the dignity and worth of each individual. Behaviors that compromise or demean the dignity of individuals or groups are unacceptable. Individuals and groups in the Cornell community can expect to be safe from physical and emotional abuse and all forms of hazing.

Respect the rights and property of others. Members of the Cornell community are expected to uphold one's right to move about freely, to express oneself appropriately, to enjoy privacy, and to be confident that one's property will not be stolen, damaged, or used without permission.

Affirm equal rights and opportunities for all. Cornell community members strive to learn from differences in people, ideas, and opinions while refraining from discrimination against others on the basis of individual and group identities including race, color, sex, sexual orientation, gender expression, religion, age, disability, national origin, and creed.

Care for the health and well-being of community members. Cornell College is committed to promoting individual and community health and safety. Counselors and other campus resources are available to provide support and assistance to students experiencing a wide range of health concerns. Community members and college policies support the maintenance of a healthy campus environment.

Maintain a caring, safe environment. The Cornell community is committed to reinforcing everyone's ability to feel safe and welcomed in the pursuit of appropriate academic and personal goals. Cornellians acknowledge the worth of all persons and share in the responsibility to maintain those conditions which support all community members' work and development.

Participate in the life of the institution. Cornell College values every member's contribution to the intellectual and social milieu of the college. Cornellians are encouraged to take part in extracurricular lectures, student symposium, fine arts events, athletic events, and other activities sponsored by Cornell organizations. Cornellians are also encouraged to engage with the community's government to formulate and apply policies and activities affecting academic and student affairs.

Allegiance to these ideas and to the practice of personal integrity obligates each of us to engage in and encourage behaviors which strengthen the freedom and respect all Cornell community members deserve.

Freedom of Expression and Civil Discourse Statement

Cornell College is an institution of higher education that aspires to develop lifelong learners and engaged citizens. Consistent with that mission, we strongly endorse freedom of speech, as articulated in the First Amendment, as an inherent right of individuals to express themselves.

Expression and personal identity are inextricably intertwined. Further, while freedom of speech and expression are accorded constitutional protection in our civic life, the value of free expression must be given even more rigorous affirmation in an intellectual community that prizes liberal education, academic freedom, and critical thinking.

As a small, residential community of persons with diverse identities and backgrounds, Cornell is also committed to maintaining an inclusive campus climate and emphasizes the importance of communication and cooperation between individuals who hold different perspectives, opinions, and identities. Civil discourse refers to the inherent responsibility of individuals to engage respectfully with the intent to foster understanding. In a community like ours, civil discourse is highly valued, as it guides the approach all individuals should take in order to achieve an inclusive campus.

Therefore, we expect that community members, when engaging in civil discourse, will approach each other with:

1. **The intention to understand**—The process of civil discourse places responsibility on both the speaker and the listener to be willing to learn, acknowledging that neither one has all of the answers. It can be messy, involves risk, and is ultimately rewarding. Active listening and asking thoughtful questions are key components.
2. **Respect for the inherent dignity and worth of every person**—Civil discourse means that we recognize that all persons, regardless of differences and disagreements, have inherent dignity, worth, and their own unalienable right to freely express themselves.
3. **Commitment to learning and appreciation for critical thinking**—Freedom of speech is fundamental for learning, critical inquiry, and growth as an individual and as a community. Civil discourse involves thinking critically about all ideas, opinions, and identities one encounters. The invitation to think critically is meaningless unless diversity of opinion and perspective is not only respected but actively sought out.
4. **Empathy**—A critical component of civil discourse is empathy. In practicing empathy, each individual involved attempts to understand the feelings, experiences, and perspectives of another.

[This statement supersedes the 2006 Faculty Resolution on Free Speech and Expression.]

Non-Discrimination Statement

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.

Student Policies & Information

Cornell College students, upon admission, are expected to be aware of and comply with campus policies and protocols. The following sections provide you with information and policies related to campus life. Students with questions or concerns should contact the [Dean of Students](#). To submit a report about a possible policy violation please complete a [Public Incident Report form](#).

SAFETY

Assault

Physical assault or physical abuse, and other conduct that threatens the physical health or safety of any person is not tolerated. This includes domestic and dating violence, regardless of whether the partners are living together, their gender or their marital status. Domestic and dating violence violations follow the [Sexual Misconduct Policy](#).

Cameras

For reasons of safety, security, and privacy, video or time-lapse cameras that monitor or record sensitive institutional or personal information are prohibited in areas that include, but are not limited to: residential rooms, hallways, or lounges; an individual's workspace or computer; restrooms; changing, dressing, or locker rooms; or health and counseling treatment rooms. Furthermore, cameras temporarily set up or permanently installed anywhere on the campus of Cornell College are prohibited without prior, written authorization from the Dean of Students or designee.

Drones

For reasons of safety, security, and privacy, drones, quadcopters, and other small airborne objects are not permitted to be used on the campus of Cornell College without prior, written authorization from the Dean of Students or designee. Use of drones that create undue hazard to the campus community or the public is prohibited. Drones that monitor or record sensitive institutional or personal information are prohibited, including: residential rooms, hallways, or lounges; an individual's workspace or computer; restrooms; changing, dressing, or locker rooms; or health and counseling treatment rooms.

Emergency Medical Transportation

Cornell, as a private college, reserves the right to authorize that students are transported to appropriate medical facilities off campus even if a student wishes to refuse transport. Authorization for mandatory medical transport on behalf of Cornell College will be given by the Dean of Students or designee. Transportation costs may be covered by the College in these situations if applicable.

Explosives and Weapons

Fireworks, firearms, ammunition, BB guns, paint guns, stun guns (i.e. tasers of any kind), air compressed guns, knives in excess of an amount not practical for everyday use and/or with blades exceeding five inches, projectile and other dangerous weapons or explosives are prohibited on College property. Replicas and facsimiles are similarly prohibited. Laboratory chemicals are not permitted in the residence halls or Thomas Commons. Any object has the

potential to become a weapon; therefore, the College reserves the right to further define a “weapon” based on its potential damage or threat.

Items used for demonstration or educational purposes or by special interest clubs/organizations may be permitted with the advance approval of the Dean of Students or designee. Such exceptions must comply with the safety guidelines set by the Dean of Students or designee on a case by case basis. Clubs/organizations seeking approval must abide by all safety regulations and practices set by their organizations as well as those set by the Dean of Students or designee and the Student Activities Coordinator. Equipment used by clubs/organizations (e.g., swords) will be kept in locked storage in the Campus Safety office when not in use. Certificate of insurance, when required, must be provided by the club/organization to the College’s Risk Management Officer.

Any student and/or organization found in violation of the above may be subject to conduct.

Fire Safety

Any time a fire alarm sounds, all occupants must immediately evacuate the building. Failure to do so could endanger lives. Students who fail to follow fire safety procedures or instructions from College officials during an alarm are subject to conduct action. Students in violation of this policy are subject to disciplinary action and a fine of up to \$100.00.

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

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

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

For safety reasons, students are not permitted on exterior fire escapes except in the event of an emergency. Students found misusing exterior fire escapes may be subject to disciplinary action and a \$100 minimum fine.

Using a grill on campus is permitted outdoors. Grills must be at least 20 feet from buildings

including entrances and windows. The College may direct grills to be moved to other locations.

The use, possession, or storage of hoverboards and other similar lithium ion battery powered devices are prohibited on campus due to fire safety concerns.

Hammocks, Slacklines, Tents, and other Structures

The College may install hammocks (one-person capacity) to secure structures. Hammocks and slacklines may not be attached by students to any structures including columns, trees or lampposts. Tents, chairs, tables, and other structures may not be erected inside buildings or outdoors on campus grounds without permission from the Dean of Students or designee and/or use of the reservation process.

Inclement Weather

In the event of inclement weather, such as a severe thunderstorm or tornado, monitor emergency communication outlets such as weather radios, the National Weather Service, and college RAM Emergency System alerts. Weather bulletins will announce if the Linn County and/or Mt. Vernon areas are under a severe thunderstorm or tornado watch or warning. A watch occurs when conditions exist which make a severe storm or tornado possible. A warning is issued when a severe storm is approaching or a tornado has been sighted. In the event of a tornado or other severe weather warning, notification will be sent via the [RAM Emergency System](#). Students should [register for RAM Alerts](#) via email and/or text message. When a warning is issued, take shelter immediately. Seek the best possible shelter such as the lowest floor of the building, a small enclosed area in the center of the building, or a space without windows. Large open interior areas should be avoided. During a warning, building managers, Residence Life staff members, Thomas Commons staff members and other College officials will provide building specific safety instructions. Students are expected to follow these directions for their own safety and for the safety of others.

In the event of heavy snow or other winter weather, students should view announcements about classes and campus services via email, on the College's web page, or contact the Thomas Commons Information Desk. Due to our residential campus, it is a rare occurrence that classes at Cornell are canceled due to winter weather. When snow and/or ice is present on campus, Facilities Management makes a concerted effort to clear walkways and stairs immediately while considering the possibility of continued winter weather conditions. Due to this responsibility, assistance in removing snow from, on, or around vehicles cannot be provided.

Insurance

Personal Accidents or Injury

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

Insurance

Students are strongly encouraged to have health insurance which provides coverage in the

Mt. Vernon Cedar Rapids area and which covers them for the entire academic year. Information regarding health insurance can be found on the [Student Health Services website](#). The College does carry an accident insurance policy on all Cornell students.

All student athletes participating in Cornell College athletics are required to show proof of a primary insurance policy during the competition season. This policy may be part of their parent's/guardian's primary insurance policy or may be in their own name. Student athletes will not be allowed to participate in any practice or competition until proper insurance documentation is presented to the athletic training staff.

Motor Driven Devices

Motor driven devices (including but not limited to e-scooters, e-boards, and e-bikes) that are propelled by internal combustion, battery, or other mechanical means and do not meet Iowa code requirements as a "motor vehicle" to be operated on a roadway are prohibited from being used within all campus buildings. If items are being stored within a residence hall (i.e. interior bike rack), they are not to be operated until outside of the building. The use of motor driven devices on campus benches, steps, handrails, retaining walls, and other architectural features or landscaping is prohibited. The installation of any human-made or natural (made from dirt, snow, ice, etc.) jumps, tracks, hills, or similar is prohibited. Individuals operating motor driven devices in a reckless manner that could endanger self, others, and/or campus property may be prohibited from operating such devices on campus. Individuals operating motor driven devices must follow proper device operation (including intended capacity of the device, typically one person) and always give pedestrians the right of way. Exercise caution when operating on campus sidewalks, drives, and city streets.

Exceptions may exist for personal mobility devices with approval from [disability services](#) through the accommodations process.

The use, possession, or storage of hoverboards and other similar lithium ion battery powered devices are prohibited on campus due to fire safety concerns (see [Fire Safety Policy](#)).

Roofs

Students are not permitted on the roof of any campus building. Students found accessing the roof may be subject to disciplinary action and a minimum of a \$100 fine.

Sexual Misconduct

For information regarding the policies and procedures of Cornell's Sexual Misconduct Policy, please visit the [Sexual Misconduct Policy website](#).

Threat to Self or Others

Involuntary health withdrawal from the College is a last resort which the College reserves the right to utilize if a student is behaving in a way that poses a significant risk to the health, safety, education, or rights of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services. When such a determination is made, the Dean of Students may initiate the procedures outlined in this policy. Students who may be experiencing any circumstance which limits their ability to function in a manner which is safe for

themselves and for others are encouraged to voluntarily request a leave of absence from the College pursuant to the [Leave of Absence policy](#).

This policy is meant to be invoked in those circumstances when a student is unable or unwilling to request a voluntary withdrawal or leave of absence, or is unable or unwilling to participate in normal college proceedings (e.g., academic activities, student conduct processes), and such a withdrawal may be necessary to protect the safety of that student and/or others, or the integrity of the college's learning environment. The Dean of Students is empowered to define in their sole discretion and within their professional judgment what is sufficiently threatening and/or disruptive to warrant invoking this policy.

Nothing in this policy is intended to interfere with the rights of any student under the College's policy regarding Non-Discrimination, which strictly prohibits unlawful discrimination on the basis of any disability or any other protected characteristics. This policy is limited to students who may require assistance or resources beyond those which the college is able to provide, and who pose a legitimate risk to themselves or others as a result.

Basis for Interim or Permanent Involuntary Health Withdrawal

Cornell College may initiate proceedings to withdraw a student if it is determined, by a preponderance of available evidence (that it is more likely than not) that the student is engaging in or likely to engage in behavior that poses a substantial risk of harm to themselves or others. "Risk of harm" includes the risk of physical, mental, and emotional harm to others, in addition to risk of harm to the College's campus or facilities. Such behavior which might invoke this policy also includes behavior which is disruptive to the operation of the College, including the ability of students to learn in a safe environment and the ability of faculty to teach in a safe environment.

Where the College determines a student has engaged in behavior which poses a substantial risk of harm, the College will first consider whether reasonable accommodations to policies, practices or procedures will sufficiently mitigate the risk, unless those reasonable accommodations would cause undue hardship for the College. The Dean of Students will seek, if appropriate and feasible, the cooperation and involvement of the student's parents, guardians, emergency contact, or other individual, consistent with the law. The decision to notify a student's contacts will be weighed carefully against the student's privacy rights. The student's parents, guardians, emergency contact, or other individual may be contacted without the express consent of the student if it is perceived necessary to protect the welfare of the student or others. Any student information which is disclosed to a third party in the event of an emergency will be disclosed pursuant to the Family Educational Rights and Privacy Act.

Referral for Evaluation

The Dean of Students may refer a student for evaluation if it is believed that the student meets the criteria set forth in this policy. This evaluation is to be conducted by an independent, licensed health professional (e.g., physician, psychologist, psychiatrist) who is not a family member of the student and who has been approved by the Dean of Students (or Dean's designee).

Students referred for evaluation will be notified of the referral in writing. The evaluation must be completed within five business days from the date of the referral letter, unless an extension is granted by the Dean of Students. Students undergoing mandatory evaluation shall sign an authorization to release personal health information allowing the health professional conducting the evaluation to communicate the following information with the Dean of Students (or Dean's designee): date(s) of evaluation, assessment of current functioning and risk of harm to self/others, recommendations, including possible accommodations to ameliorate risk. Decisions based on the evaluation data may include a student's continuation at the college without restrictions, continuation at the college pending the student meeting certain conditions (e.g., ceasing of disruptive behavior, use of accommodation arrangements, periodic re-evaluation), or withdrawal from the college. A student who fails to complete the evaluation in accordance with these policies and procedures, including providing the required authorization to release personal health information, may be suspended on an interim basis, referred for conduct action, or both.

Interim Action

The Dean of Students may place a student on interim suspension where it is reasonable to believe, based on the best available objective evidence known at the time, that a substantial threat of harm to self or others exists. Students suspended under this provision will be notified in writing and will also be given a copy of these policies and procedures. The student will be given the option of meeting with the Dean of Students (or designee) and another college representative designated by the Dean within 48 hours of the order for interim suspension. If the student is unable to meet or speak with the Dean within 48 hours the meeting will be scheduled at the earliest possible opportunity. The purpose of this meeting is to discuss only the following:

1. The reliability of the information concerning the student's behavior;
2. Whether the student's behavior poses a risk of causing substantial, serious harm to the student or others, causing significant property damage, or directly impeding the lawful activities of others;
3. Whether the concerning behavior can be mitigated by any available accommodation by the College (e.g., voluntary leave of absence, academic accommodation, housing accommodation, counseling services, etc.);
4. Whether the student has completed an evaluation, in accordance with the policies and procedures;
5. Possibility, feasibility, and process for returning to the College.

Involuntary Health Withdrawal

If the student's evaluation by an approved, licensed health professional supports an involuntary health withdrawal, a hearing will be scheduled before the Dean of Students or designee and the Director of Health and Wellbeing Services or designee. The student will be informed, in writing, of the time, date and place, and will be apprised of the conclusions reached by the health professional prior to the hearing. In addition, the student will be notified of who is expected to present information at the hearing, and is expected to notify the Dean of Students (or designee) in advance of any witnesses the

student expects to bring. If the evaluation does not support an involuntary health withdrawal the student will be so informed prior to the hearing.

The student may present information in support of or against involuntary health withdrawal and will be given the opportunity to ask questions of others presenting information. The hearing will be conversational and non-adversarial; however the Dean of Students (or other designated person in charge of the hearing) will exercise active control over the proceeding. Formal rules of evidence will not apply. Anyone who disrupts the hearing may be excluded. A taped record of the proceedings will be made and kept according to the [College's Document Retention and Preservation Policy](#).

A written decision will be rendered by the hearing panel within two business days, stating the reasons for its determination. The decision will be sent to the student in writing. If the student is withdrawn, the notification will include information regarding the process for appeal, when reapplication may be made, as well as specifying any conditions of reinstatement. The decision of the hearing panel is subject to appeal to the Vice President for Student Affairs. A request for appeal must be made, in writing, within two weeks from the date of the decision, and must state a specific reason for the appeal other than mere dissatisfaction with the decision by the hearing panel. The Vice President will render a written decision within five business days of receiving an appeal. The Vice President's decision shall be based upon a preponderance of the best available, objective evidence at the time. The decision of the Vice President shall be final.

A student seeking readmission who has been involuntarily withdrawn must reapply, and may not re-enter the college without providing competent professional evidence that any condition(s) which posed a threat to the student and/or others and which was the basis of the student's involuntary withdrawal no longer exists, or is sufficiently being treated such that the risk of harm is no longer present. In addition to the information that the reapplying student submits, the college may require the student to undergo an evaluation by a licensed health professional who is not a family member of the student and who has been approved by Cornell College. The results of such evaluation must be disclosed to appropriate College personnel.

An involuntary health withdrawal is not considered a conduct action, though a prior involuntary withdrawal may be considered in subsequent conduct hearings involving the student, dependent upon the circumstances of subsequent conduct charges.

Support at Hearings

The student subject to either an interim suspension or involuntary health withdrawal hearing may be accompanied in the hearing by an individual who serves as an advocate and support personnel for the student. This individual is limited to a person who the student designates in advance of the hearing, a licensed health professional, or a member of the Cornell College faculty or staff, at the discretion of the Dean of Students (or designee). The student will be expected to speak on their own behalf whenever possible.

ALCOHOL & DRUGS

Alcohol

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.

Drugs

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](#).

Smoking

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](#).

DISABILITY SERVICES

For more information about accommodations and services for students with disabilities, visit the [Disability Services & Resources website](#) or contact the [Coordinator of Disability Services](#).

ACADEMIC POLICY/COLLEGE CATALOGUE

For more information about academic honesty and academic policies, please visit the [Academic Course Catalogue and Course Information](#).

COMMUNICATIONS

Campus Communication

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

therefore students are expected to regularly check their campus mail boxes. The College may utilize additional methods of communication with students including, but not limited to, texting and phone calls. Students have the ability to opt out of texts from campus offices.

Information Technology Policy

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

Parent Notification

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

Privacy of Information (FERPA)

Cornell College, in compliance with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA), protects the confidentiality of student records and the individual student's right to privacy, as described in this policy. Students should refer to the [College's FERPA Policy](#) on the Registrar website for additional information such as confidentiality and student records.

NCAA Disclosure Form for Athletes

NCAA Disclosure Form answers will be reviewed by Cornell College. Affirmative answers or failure to disclose information or providing inaccurate information may result in the creation of an incident report and an investigation through the Cornell College Student Conduct process that could result in disciplinary action.

The NCAA has compiled a [Student-Athlete FAQ](#) that may answer other questions you have.

RESIDENCE LIFE

Residence Requirements

Cornell is a residential college. For information about exceptions and exemptions to the residence requirement please [visit or contact the Residence Life Office](#).

Residence Life Policies

Cornell is committed to the value of residential living as an integral part of the educational process of the College. Living in residence halls provides students with opportunities to learn and live with others, to share ideas and experiences, and to develop personally.

1. Administration of Policy

- a. The Dean of Students, Director of Residence Life, Assistant and/or Associate Directors of Residence Life, and the Resident Assistants are responsible for administering campus student housing policies and procedures. Students are

responsible for monitoring their own behavior as well as the behavior of others in their community. RAs are available to assist in documenting behavior that violates college and campus student housing policies.

2. Air Conditioners

- a. Personal room air conditioners pose electrical safety concerns with many of our classical electric grids in our historic halls. Units are not permitted in campus student housing without approval so that we may manage the number of units and prevent power outages. The College recommends that students with respiratory concerns use a HEPA air filtration system in their room to remove airborne particulate matter such as dust and pollen. For more details on the process of requesting approval, refer to the process for [requesting for disability housing accommodation](#).

3. Basement Use

- a. To comply with fire safety laws and to allow for proper maintenance, use of basement areas in residential houses and apartments is limited to laundry, storage (in designated areas only and only if sufficient space exists) and emergency shelters. Social gathering, sleeping, and other such activities are not permitted.

4. Building Access

- a. College-owned residence halls, houses, and apartments are locked at all times. Propping of doors is not allowed.
- b. All residents of a building will have 24-hour access to that building during times in which residence halls are open to student occupancy (refer to the section called "Dates of Occupancy" on this page for more details). All current students who do not live in that building will have access by planning ahead and contacting a host to be let in. Hosts should escort their guests in and out of the building. Non-residents will not have access during selective break periods, including the time before returning student move-in, winter break, spring break and the time between undergraduate closing and commencement.
- c. Students are able to reserve the lounges and common area spaces in any of our residence halls (refer to the section called "Common Area Usage" on this page for more details). Note that this access does not extend to laundry rooms; only current residential students are permitted to do their laundry in a residence hall.
- d. In the event a student would need emergency access to a residence hall they can contact Campus Safety twenty-four hours a day at 319-895-4299. The on-call Resident Assistant in each building can also be reached daily between 7 p.m. - 7 a.m. Their numbers are available on signs posted at the Resident Assistant office.

5. Candles & Flames

- a. Candles, incense and other flame-producing accessories and appliances (grills, stoves, propane, charcoal, lighter fluid, etc.) that pose fire safety concerns are prohibited in campus student housing. These items should be stored outside the residence halls. Failure to abide by this policy may result in disciplinary action, item removal, and a fine.

6. Common Area Usage

- a. Special events, activities, programs, and gatherings may be held in designated public areas of the residence halls by utilizing the room reservation software [Skedda](#). The student making the reservation can contact the Residence Life Office

during business hours to receive temporary ID card access to that space. Reservations made after hours should work with Campus Safety to be let into the building. Review the [expectations for reserved spaces](#) for complete details on using common areas.

- b. Use of a common area cannot interfere with the College's ability to operate. Examples are leaving outside furniture unattended on residence hall lawns or on adjacent sidewalks preventing the flow of traffic or the upkeep of grounds. Students may not store personal items in common areas, with the exception of using common area refrigerators (see the section on refrigerators below). Any personal items in common spaces may be removed by student or professional staff members. Violation examples include placing college bedroom furniture in the hallways and lounges or leaving shoes, bags, or trash in the hallway.
- c. Common areas must remain available for all students to use. Students may not sleep overnight in a common area, such as a lobby or study room, without permission from the Residence Life Office.

7. Community Responsibility

- a. As a member of the floor community, each person contributes to the growth and development of the floor. With that comes the responsibility to maintain a standard of living which includes, but is not limited to, a clean environment that is conducive to studying and socializing safely, free from intimidation, and that considers the unique needs and circumstances of one's neighbors. Examples of infringing behavior include college policy violations that disrupt others, such as pervasive and/or lingering smells.
- b. Noise
 - i. Because a residence hall is a home to a number of students, excessive or continual noise coming from any area will not be tolerated. During quiet hours noise from one area should not be audible in other public areas or adjoining rooms. Quiet hours are in effect from 11:00 p.m. until 7:00 a.m. Sunday through Thursday evenings and 1:00 a.m. until 7:00 a.m. on Friday and Saturday evenings. Habitual or serious violations of the noise policy may result in disciplinary action for the individual(s) involved.
 - ii. Courtesy hours are in effect twenty-four hours a day. Students are strongly encouraged to talk to peers responsible for excessive noise and those responsible are expected to immediately comply with peer or staff requests to reduce or eliminate the noise.
- c. Roommate Respect
 - i. Residents are expected to treat their assigned roommate with respect. Residents may not mistreat a roommate or create an environment that is intentionally unpleasant. Residence Life may determine what behaviors constitute a violation of this policy. Learn how you can [resolve roommate conflict or how to voluntarily find a new room](#).
- d. Trash
 - i. Residents are responsible for removing their own trash from their room. Students are encouraged to invest in a trash receptacle for personal use in their own rooms. For removal from the hall, trash, including pizza boxes, are to be taken to the trash containers in the trash and recycling rooms

designated for each floor or area. Receptacles are not to be removed from the trash and recycling rooms. Trash rooms must be kept clean and potential for overflowing trash should be reported to staff for assistance.

8. Cooking and Kitchen Use

- a. Each residence hall has kitchen facilities with a microwave, stove, refrigerator, and sink. Some buildings also have microwave nooks located on the residential floors. The kitchens and microwave nooks are the only areas in the residence hall where cooking is allowed. Students may choose to keep their appliances and cookware in these kitchens at their own risk. All items must be clearly labeled with the student's name and room number. All items should be cleaned and stored immediately after each use. Each morning custodial will discard any items that are left in the sink, on the counter or cook tops, or that are not properly stored.
- b. Sink drains are only to be used for liquids. This includes kitchen sinks, water fountains, and bathroom sinks. Food stuffs and other non-food objects clog the drains and resulting damages may be charged to offending students including a referral to the student conduct process.

9. Damages to Student Rooms

- a. Residents are responsible for the condition of their room. During check-in, each student is asked to complete a [room inventory form](#) documenting the condition of the room. The condition of the room at checkout is expected to be the same as at check-in. The room inventory will be reviewed and the Residence Life staff will inspect each room, assessing charges as necessary. As appropriate, charges will be divided among roommates, unless there is documentation indicating specific individuals responsible for the damages. Please refer to a list of [common approximate minimum damage charges](#).
- b. A student waives their right to claim room damages were present in the room prior to their occupation when they fail to submit a room inventory form.

10. Damages to Common Areas

- a. Residents of a floor, suite, apartment or building are responsible for damage done to the common areas of their building. A common area is one generally used by, or available to, all residents or a group of residents. These areas include, but are not necessarily limited to, kitchens, lounge areas, bathrooms, hallways, laundry rooms, and stairways. If damage occurs to property located on a floor or in a common area, the Residence Life staff attempts to determine who is responsible for the damage.
- b. In the event that the individual(s) responsible cannot be identified, costs of the repair/replacement will be assessed on a prorated basis to residents of the floor, suite, apartment or building involved. Residence hall damages are billed to student accounts at the end of every other month.
- c. Financial charges can be reversed from the larger community when a perpetrator is held responsible through the student conduct process. A student who is studying off-campus for Cornell College credit may be eligible to have common area damage charges waived if those damages occurred while the student was studying off campus. In those cases, the student should follow the appeals process that will be outlined in the itemized statement that will be sent to the student's Cornell email address.

- d. For information regarding the voluntary resolution of vandalism incidents, see the [Residence Hall Vandalism Restorative Incentive Policy](#).

11. Dates of Occupancy

- a. Refer to our [Important Dates page](#) for a list of opening and closing dates. Arriving earlier than scheduled or failing to vacate by the deadline may result in additional charges.
- b. For fall break, spring break, and holidays when the halls remain open for occupancy, the College reserves the right to require any students who stay in the halls during that period to register for break housing.
- c. For any dates a student occupies the residence halls outside of the dates of occupancy, a per diem occupancy charge will be applied. The rate is \$150.00 per day.

12. Decorating Rooms and Hallways

- a. Students are encouraged to personalize the interior of their assigned rooms. The following guidelines have been established for safety and to help students avoid damage charges:
 - i. Items should be attached to walls with poster putty or similar light-adhesive products approved for painted surfaces. 3M strips are not recommended because they are difficult to remove and damage painted surfaces. Double-sided tape and duct tape should not be used.
 - ii. Painting room walls or furniture is not permitted.
 - iii. Students are not permitted to run electrical cords through doorways to light hallways and door frames, as this is a fire hazard.
 - iv. Personal decorations will be limited to within 2 feet surrounding a person's door.
 - v. Decorations in the hallways should not block the hallway, nor should decorations hang from the ceiling or across the hallways.
 - vi. "Chalking" or otherwise defacing walls in the hallways is strictly prohibited.
 - vii. Floor decorations are at the discretion of the RA and Residence Life staff.
 - viii. Students posting decorations in public areas, or areas in their room visible to the public, are encouraged to be mindful of the impact of their decorations on the community. Decorations, images, and messages will be representing the floor to others. Students are encouraged to make responsible and well-reasoned decisions about content before decorating.
 - ix. College property is not an approved decoration. Possession of the following items, including but not limited to: traffic, safety equipment, college marketing (e.g. traffic cones, college banners, street/building signs) is unauthorized and should be turned in immediately to Campus Safety when found in unusual locations.
 - x. The Residence Life staff reserve the final judgment of objectionable decorations in public areas or areas visible to the public.

13. Electrical Appliances

- a. In regard to fire safety, the use of electrical appliances that have high surface temperatures, or may in any other way create a fire or shock hazard, are not permitted in residence hall rooms. The following is a non-exhaustive list of

common kitchen and heating electrical appliances and are not permitted in residence hall rooms: hot plates, coil heaters, cookers, electric woks, fry pans, halogen lighting elements, irons, toasters, indoor grills or Pizazz Pizza makers. Electrical cooking and kitchen appliances such as electric woks, hot plates, pizza makers, and toaster ovens may be used in a designated kitchen or utility room area where there is a minimum fire hazard. See [Cooking and Kitchen Use](#) for policies regarding the use of these items.

- b. In regards to electrical safety and responsible community living, the use of electrical appliances that draw a higher-than regulated power limit from our classical power grid are not permitted in student rooms. The following appliances which cause electrical breakers to overload and stop electricity from flowing to a room, floor, or building, are not permitted: air conditioners, microwaves, more refrigerators or larger refrigerators than those specified by our guideline (see [Useful items](#) for the guideline). Each instance of a College staff member responding to reset an electrical breaker when it is caused by a prohibited item may result in a referral to the student conduct process, item removal, and a \$100.00 fine.
- c. [Contact Residence Life](#) if you have a question about a specific item or where it may be used safely. Resident Assistants may be able to safely store a prohibited item in a college storage room to assist students from violating the policy further if they are unable to take them off-campus promptly and if space allows. Temporary storage can last up to the end of the current semester when the item must be retrieved and brought off-campus. This storage is limited and is not available in all housing properties. Storage areas may not be climate controlled nor monitored regularly. The college assumes no responsibility for items in college storage rooms. Students use college storage rooms at their own risk. Items can only be stored once and retrieved once. A resident must clearly label all stored items and is responsible for contacting staff to retrieve the item. Any item left in storage rooms past the current academic year will be considered abandoned and may be donated or disposed of.
- d. The Residence Life Office recommends that students use certified surge protectors in their room. Surge protectors can provide protection for computers and electronic equipment from various power problems. When equipped with a circuit breaker, they provide the added safety of protection from faulty equipment or overload conditions. Facilities Services recommends surge protectors rated for at least 10,000 joules for minimum protection. Students, however, should check with the manufacturer to ensure that their equipment is adequately protected.
- e. Microwaves
 - i. Microwave ovens are not permitted in student rooms as they may draw a higher than regulated power limit from our classical power grid. Each residence hall has microwaves in designated areas, such as kitchens or dedicated rooms, for student use. Violation of this policy may result in disciplinary action, item removal, and a \$50.00 fine.
- f. Refrigerators
 - i. Students are allowed to bring small electrical refrigerator units up to 4.5 cubic feet to campus. Larger units cannot be accommodated. Only one

small electrical refrigerator (up to 4.5 cubic feet) is permitted in each single and double occupancy student room. Two small electrical refrigerators (up to 4.5 cubic feet each) are permitted in each triple and quad occupancy student room. Residents living in a room inside a campus house, apartment or suite may choose to move the refrigerator from their student room to the common area in their unit, however, a maximum of two refrigerators are allowed in the common area due to electrical load concerns.

- ii. Most floor or building kitchens have a communal refrigerator. Students may choose to keep their food in these refrigerators at their own risk. All items must be clearly labeled with the student's name and room number. During winter break housekeeping will clear the refrigerator of all items. Each Friday during the block (and over the summer during summer housing), custodial will discard any items that are not properly labeled with a name and date or items that appear spoiled or expired.
 1. The college will not reimburse students for food items disposed of due to a student's failure to properly label food in community fridges.

14. Flyers

- a. Flyers can be an effective means of advertising campus events. Individuals and groups posting signs are encouraged to be mindful of the implication of posting flyers in public places. Flyers will be representing to others the individual who posted them, the group sponsoring them, and the College. Persons posting flyers are encouraged to make responsible and well-reasoned decisions about the flyer's content before posting.
- b. The following guidelines have been established to ensure that flyers are posted in a consistent manner in all residential areas:
 - i. Student organizations may post flyers only on designated bulletin boards near the entryways to the residence halls or on designated posting posts (posting posts are in the lobby of Merner Hall and in the main entryway to Pauley-Rorem Hall). On occasion, Residence Life may post flyers about the important floor or building events in other key locations (such as general health information, notices of floor meetings, closing procedures, etc.).
 - ii. Each event has a limit of one flyer per posting location.
 - iii. All flyers will remain posted for one week or up to one day after the event occurs. Organizations or individuals responsible for posting the flyers are required to remove ALL flyers before the expiration time.
 - iv. No flyer will advertise or imply the improper use of alcohol or drugs, or other inappropriate or illegal activities.
 - v. All flyers must clearly display the name and contact information for the sponsoring department or student organization. Off-campus businesses or organizations must receive both the sponsorship of a Cornell student organization and approval from the Residence Life Office prior to posting flyers in the Residence Halls.
 - vi. The Residence Life staff reserve the final judgment of objectionable

flyers, advertisements, and decorations.

- c. Students should also refer to our information on [political activism](#) to see some additional context for political flyers.

15. Furniture

- a. College furniture in student rooms must remain in the room at all times and cannot be removed or stored outside of the room.
- b. Furniture from lounges, landings and public areas are for use by all students in that space and cannot be moved to other areas such as public areas, student rooms, or exchanged with room furniture. Students who move common area furniture to their room are subject to disciplinary action and a \$40.00 fine per piece per notice until the furniture is returned.
- c. Items moved around in a public space should be returned to the original layout when students are finished using the space.

16. Guests

- a. Only Cornell students and employees are permitted to live on campus. A guest is any person who is not assigned to the room in which they are staying. Cornell College allows students to host guests in their residence hall rooms provided the following guidelines are met:
 - i. All roommates have agreed upon the appropriate hours of guest visitation.
 - ii. All roommates agree who is visiting and the length of the visit.
 - iii. At no time may a roommate deny other roommates access to the room.
 - iv. At no time may a roommate force other roommates to share the room with a visitor.
 - v. Overnight guests are not permitted to stay in their host's room longer than a three-day period.
 - vi. All roommates involved make reasonable concessions.
 - vii. Any student approved to live in the residence halls before the official opening of the halls ([Important dates](#)) or after the general spring closing date ([Important dates](#)) are not permitted to have any Cornell College student as a guest because only approved Cornell College students are allowed to stay in the halls. Students approved to stay in the halls during these periods are permitted to have non-Cornell students in accordance with the above guest policies.
- b. Although Cornell allows for visitation of students to other rooms, the College also expects that each student lives in their assigned space on campus and are not permitted to stay in another student's room or living space longer than a three-day period. Residence Life may use discretion to further limit guest visitation on a case-by-case basis.

17. Hallways and Stairwells

- a. Hallways and stairwells must be kept clear at all times for safety reasons. Students are not permitted to leave or store items in the hallways or stairwells including but not limited to shoes, bags, welcome mats, shoe caddies, laundry baskets, home decorations. The college staff may dispose of personal items left in these spaces that interfere with employee tasks and/or pose a safety risk where unobstructed egress is required for emergency evacuation. The College is not responsible, liable, nor will reimburse students for personal belongings left in hallways or

stairwells that are removed or disposed of by staff.

18. Health and Safety Standards

- a. Rooms must be free of fire hazards, cleanliness risks, complaints, and/or mechanical and facility concerns. Staff are permitted to set minimum health and safety standards for the community. Residents must comply with the standards. Annual [health and safety checks](#) occur in the residence halls and rooms can be checked outside of this schedule at the discretion of Residence Life.

19. Keys and ID Cards

- a. All students are issued an ID card and key to their room (and, if applicable, a key to their suite, apartment or building). Students are responsible for their keys and ID card and should carry them at all times. Keys and ID cards are not to be loaned to others. The Residence Life Office should be notified immediately if a student loses a key or ID card.
- b. Students will be charged a minimum of \$100.00 for a lost key and \$15.00 for a lost ID card. Keys that open multiple doors, including residential keys for apartments, houses, and suites, will result in all impacted locks needing to be changed. Students who are locked out of their building or room should contact an RA or Campus Safety. A lockout fee of \$10.00 may be charged. Please refer to [ID cards page](#) and the [key and electronic card access policy](#) for a complete list of expectations.

20. Lofts

- a. Personal, non-college lofts are not permitted due to the safety issues they present. Most student rooms are furnished with R. T. London stackable furniture.

21. Maintenance and Housekeeping

- a. Students provide their own housekeeping in their rooms, including removing trash and recycling to the designated trash and recycling collection room. Rooms may be inspected for compliance with health and safety standards. The furnishings of each room are expected to be maintained in good condition.
- b. The College reserves the right to have its authorized representatives enter and inspect any room and its furnishings at any time. All repairs beyond normal wear and tear are the responsibility of the student. A student who has maintenance problems should contact an RA or the Residence Life Office who will report the request. Maintenance work is performed on a weekly basis in each building.

22. Needle Disposal

- a. All individuals using injection needles are required to properly dispose of them to prevent students, visitors and custodial staff from accidental needle-sticks and injury. Refer to [Student Health Services](#) for information on [proper needle disposal expectations](#).

23. Pets

- a. Fish are the only permitted pets inside the residence halls, college-owned student houses, and college-owned student apartments. Fish tanks must not exceed 10 gallons per assigned room. Mount Vernon uses chloramines to chlorinate the water. If you have fish you will need to remove the chloramines from the water with a product that you can purchase from a pet supply store.
- b. Guests are not permitted to bring pets into the residence halls. Pets or strays will be removed from the buildings and the owner(s) may be subject to disciplinary

action and a fine of \$40.00 per animal per day. Students are discouraged from feeding stray animals outside of the residence halls. Call [Campus Safety](#) to report stray animals.

- c. College-approved service and emotional support animals are not considered pets. Students with college-approved service and emotional support animals must abide by [policies, responsibilities, and rules](#) related to these animals and also [student conduct relating to these animals](#).
- d. The mistreatment of animals on campus is strictly prohibited.

24. Recycling

- a. Students are encouraged to recycle. Recyclables, including boxes, are to be taken to the containers in the trash and recycling rooms designated for each floor or area. Receptacles are not to be removed from the trash and recycling rooms. Recycling containers are not permitted in the hallways. Residents are responsible for removing their own recycling from their room. Recycling areas in the residence halls are not permitted in stairwells or hallways. Recycling areas must be kept clean.

25. Relocation and Room Changes

- a. A student may not be permitted to change rooms until the completion of Block 1 due to the administrative load and census counting occurring during that time of year.
- b. The Residence Life office conducts consolidation on a continual basis. An occupant of a room with unassigned beds does not have the right to refuse a roommate and, in some cases, the student living in the room may not be contacted until after the assignment has been made.

26. Room Designations

- a. A single room is defined as a room designated by Residence Life to accommodate one person. A double room accommodates two people, a triple accommodates three people, and a quad accommodates four people. Residents are not permitted to change designations of rooms such as by adding or removing furniture.

27. Solicitation and Other Door-to-Door Activities

- a. Soliciting, including solicitation by students and student groups, is not permitted in the residence halls without prior written authorization from Residence Life. Recognized student groups that wish to fundraise by going door-to-door in the residence halls should contact the Director of Residence Life with details of the organization, the cause and the scope of the request (general time frame, how many students would be going around, which floor(s) or building(s), etc.). If the request is approved, the student organization will be given certain parameters, most notably the day(s) and the time frame in which the door-to-door fundraising is permitted.
- b. Students who have difficulty with solicitors should contact an RA or Campus Safety immediately.

28. Sport Activities Indoors

- a. No sports activities inside the halls. This includes, but is not limited to, throwing footballs, golf discs, hitting golf balls, kicking soccer balls, operating remote control toys in hallways, lounges, or stairwells.

29. Student Room Responsibility

- a. All students are responsible for their room and the activities that go on in it. Students may be held accountable for policy violations that occur in their room regardless if the student was not present at the time of the policy violation.
30. Sublease
- a. A student may not assign sublet their room or any part thereof, or permit the use or occupancy of the premises or any part thereof by anyone other than the student. Short-term guests are permitted in accordance with the guest policy listed above.
31. Vandalism & Destruction of Property
- a. Vandalism and destruction of property are serious offenses against the college community and will not be tolerated. Students found in violation of this policy may be subject to disciplinary action, a minimum \$25.00 fine, cleanup costs and possible removal from the residence hall(s).
 - b. If a student comes forward to admit fault prior to being found responsible through a college investigation, the college may exhibit the Residence Hall Vandalism Restorative Incentive Policy, as outlined below. Accidents such as illness-related damage (fluids) may be considered for leniency as well.
 - i. When a person doesn't come forward and, through an investigation, Residence Life learns the identity of the one responsible for the damage, the person engages in the student conduct process. The person is charged the cost of repairing or replacing the item, associated cleaning and labor, and a flat vandalism fee.
 - ii. If a person comes forward about the vandalism prior to the conclusion of an investigation, they will be charged the cost of repairing or replacing the item. They may be charged a reduced cost for associated cleaning and labor. They will not be charged a flat vandalism fee.
 - iii. If the person comes forward and we determine it was an accident that couldn't be avoided, the student may be charged the cost or a reduced cost of repairing or replacing the item. They may be charged a reduced cost for associated cleaning. They will not be charged the cost of labor nor a flat vandalism fee.
32. Water Furniture
- a. Waterbeds, inflatable hot tubs, pools, water slides, and other traditionally outdoor water-based recreational devices are not permitted in residence halls or inside student houses and apartments. This is to prevent possible irreparable water damage.
33. Windows
- a. Windows and window sills should be kept clear of any items other than the window covering(s) provided by the college. No items (including, but not limited to, lights, flags, banners, posters, and/or other decorations or objects) may be placed in the window ledge area. Additionally, no items (including, but not limited to, lights, flags, banners, posters, and/or other decorations or objects) should be hung from, attached to or hung outside of a window.
 - b. Chalking or painting windows is prohibited.
 - c. Students are not permitted to remove window screens, nor are they permitted to throw items from windows. Students are not permitted to enter or exit buildings through windows.

- d. Windows should be kept closed during periods of freezing temperatures.

Meal Plans and Dining Policies

Since Cornell is a residential college, all students, with limited exceptions, are required to take the full board plan. Additional information about Cornell's dining services, meal plans, and policies can be found on the [Cornell Dining Services](#) website.

CAMPUS & PROPERTY

Care for Our Campus

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

Chalking

Chalking is only allowed on sidewalks and must be done in areas which will eventually be washed away by rain. Spray chalk is not to be used anywhere on campus. Chalking cannot violate [harassment, hate speech](#), or other campus policies.

Distribution of Literature

Students and other members of the Cornell community may distribute appropriate literature through campus mail, e-mail, and at approved and designated places for posting such literature. Before posting literature in campus buildings, consult with the appropriate building manager or the [Residence Life handbook](#) for specific procedures. Individuals and groups posting information about services and events are encouraged to include the name of the event/sponsor, a contact person, and date of event. To guard against litter problems and defacement of College and personal property, posters may not be placed on external portions of buildings (walls, doors, windows, etc.), lamp posts, trees, vehicles, and the like.

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

Keys

All residential students are issued the appropriate keys for their room and building (this includes a room key and, depending on the building, a key for their suite, apartment, and/or building). Some students may also receive keys to select academic or administrative buildings.

Keys are not to be duplicated, loaned, or used for any purpose other than that approved in advance by the authorizing person. All students are expected to keep keys in a safe location. Lost keys are to be reported immediately to the Residence Life Office. Any lost key will require that the locks be changed; a rekeying charge will be applied to the student's account. Refer to the

[Residence Life website](#) for more information on keys.

Painting

Painting for decorative purposes and advertising is permitted only on the Rock and on the Kiosk. Painting in other areas will be considered vandalism and subject to the conduct process. Painting cannot violate [harassment](#), [hate speech](#), or other campus policies.

Please consult with the Info Desk regarding the most up-to-date paint disposal information. Failure to follow proper paint disposal may be seen as a conduct violation. Students should work with Facilities (with advance notice) or Campus Safety for access to water to properly dispose/rinse paint buckets, trays, brushes, rollers, etc.

Parking and Vehicle Policy

The layout and landscape of Cornell's historic campus provides a beautiful walking campus. Due to the College's setting on a hilltop and in a residential area, parking facilities are limited. Therefore, cooperation by all students and their guests in abiding by parking and motor vehicle regulations is expected. Information regarding college motor vehicle and parking regulations can be found on the [Campus Safety](#) website.

Students and visitors can also find information regarding bicycle registration and parking policies on the [Campus Safety](#) website.

Theft of College or Personal Property

The College considers theft a serious offense which subjects a student to College as well as civil action. Attempted or actual theft of property belonging to the College, a student organization, a member of the College community or a campus visitor is a violation of College policy. For their own protection students should keep individual rooms and vehicles locked. Students should be aware that the College will prosecute students involved in theft. The College is not responsible for replacement or reimbursement of stolen or missing personal property.

Vandalism/Destruction of Property

Vandalism, damage to, and/or destruction of College or personal property are serious offenses against the college community and will not be tolerated. Students found in violation of this policy may be subject to disciplinary action, a minimum \$25.00 fine, cleanup costs and possible removal.

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

COMMUNITY EXPECTATIONS

Abuse, Harassment, Bullying, and Retaliation

Cornell College defines abusive or harassing behavior as any verbal, written or physical conduct

that is sufficiently serious (i.e. severe, persistent or pervasive) as to limit or deny an individual's ability to participate in or benefit from the college's programs. Bullying involves repeated physical, verbal or psychological attacks or intimidation directed against a person. This includes abuse, harassment, and bullying through online platforms and includes [doxxing](#) - to publicly identify or publish private information about someone, especially as a form of punishment or revenge.

This policy extends to retaliation against a person who reports, is accused of, or participates in a conduct investigation. Any behavior that intimidates, threatens, causes harm, or discourages a reasonable person from engaging in activity protected under College policy may be considered to be retaliation. Acts of retaliation may include, but are not limited to: adverse changes in employment status or opportunities; adverse academic action; adverse changes to academic, educational, and extra-curricular opportunities; harassment or intimidation; and seeking out or attempting to discover the individuals and witnesses involved in a report or complaint process for the purpose of influencing their participation or testimony or taking adverse action against them. Retaliation can be committed by any individual or group of individuals, not just by a Respondent or Complainant. This behavior is prohibited regardless of whether it occurs on or off campus, in person, or through social media, email, or other forms of communication.

Acts of abuse, harassment, bullying or retaliation should be reported to the [Dean of Students](#) or in an [incident report](#). For information about incidents involving bias-related abuse or harassment see the [Bias-Related Incident Policy](#).

Assembly/Disruptive Behavior

The College retains the right to determine the appropriate time, place, and manner of assembly. Behaviors that disrupt or obstruct normal College activities (including, but not limited to teaching, research, study, work, business operations, or sleep) are not permitted.

Bias-Related Behavior

Cornell College, as a liberal arts institution, has a dual responsibility to both create an environment of inclusion and safety for its students and to protect [freedom of expression](#). We also include among our [community expectations](#) that we “respect the dignity of all persons,” and “maintain a caring, safe environment.” Cornell students, as well as other members of our community, have the right to study, work and live in a campus environment that is free from the fear of intimidation, discrimination, harassment or physical harm based on their actual or perceived identity(ies). For these reasons, we have elaborated this set of policies concerning bias-related behaviors.

Bias-related behaviors include speech or other behaviors which have the purpose or effect of unreasonably or substantially interfering with an individual's safety, security, or educational opportunities by creating an intimidating, hostile, or offensive educational or working environment based on an individual's actual or perceived identity. Those identities include, but are not limited to, a person's race, ethnicity, gender identity or expression, sexual orientation, ability, or religion. Prohibited conduct includes, but is not limited to, epithets, slurs, intimidation, stereotyping, threats, assault, or any physical interference with the individual's normal work or movement. This conduct may occur through:

- Direct oral expression and/or physical gestures or actions;
- Notes, letters, and other forms of written communication distributed via U.S. mail, campus mail, or otherwise made visible to the public;
- Phone calls, phone messages, or other forms of electronic verbal communication; E-mail, text messages, instant messaging, social networks, or other means of electronic communication regardless of whether Cornell College's network or equipment is being used;
- Graffiti and property damage

When considering whether an incident constitutes potentially sanctionable bias-related behavior both the intention of the respondent as well as the extent of the impact on the complainant and/or community will be taken into account.

Allegations of student harassment, discrimination or other bias-related behavior will be investigated and addressed through the Student Conduct Process. Processes for addressing possible harassment, discrimination or other bias-related behavior by Cornell College faculty or staff can be found in the Faculty and [Employee](#) Handbooks. Sex and/or gender based harassment or discrimination will be addressed through the [Sexual Misconduct Policy](#) for all students and employees.

Definitions

Bias-Related Behavior: Bias-related behavior broadly encompasses actions that may involve the use of images, language or behaviors that directly or indirectly demonstrate hostility or contempt toward a person or group on the basis of actual or perceived identity. Discrimination, harassment and hate crimes are specific examples of types of bias-related behavior.

Discrimination: Discrimination is conduct that involves inequitable treatment of a person based on that individual's actual or perceived identity.

Harassment: Harassment is conduct based on an actual or perceived identity that creates or contributes to a pervasively hostile or demeaning environment. Harassment includes behavior, speech, or writing that demeans or stereotypes individuals in a harmful way. Harassment deprives individuals of access to or full and free participation in the life of the college.

Hate Crime: A hate crime is an act which violates state or federal criminal law and is motivated by the offender's bias against an actual or perceived identity. Definitions of what constitutes criminal acts and their enforcement are determined by state and federal entities. While all hate crimes are bias incidents, not all bias incidents involve criminal acts. Cornell College's investigation and adjudication of a bias incident is not dependent upon whether an incident has been classified as a hate crime, meaning both that incidents which are not criminal in nature may still violate College policy and that criminal acts may be subject to both legal and College processes.

Bias-Related Behavior & Speech

Because bias-related behaviors frequently involve speech, it is necessary – as well as possible – to distinguish such speech from the open and respectful expression of ideas and opinions. Some points to consider when differentiating bias-related behavior from protected speech

include the following:

- Speech that conveys reasoned opinion, principled conviction, political satire, or speculation is not harassment, even though it may challenge people’s perspectives or comfort.
- Speech and consideration of concepts that are pertinent to a class’s subject but which some students may find offensive do not constitute bias-related behavior.
- Claiming that the speech is merely an expression of ideas or opinions is not a sufficient defense against a charge that the behavior is bias-related when that speech unreasonably or substantially interferes with an individual's safety, security, or educational opportunities by creating an intimidating, hostile, or offensive educational or working environment.

Bias-related behaviors fall outside the bounds of civil discourse and are not tolerated on Cornell’s campus.

Reporting

Students who have experienced an incident that they believe involves bias-related behavior are encouraged to complete a [Bias-Related Incident Report](#). This report may be completed anonymously, but students should be aware that filing an anonymous report significantly limits the ability of the college to follow up or investigate the incident.

Students may also initiate a report of a potentially bias-related incident by contacting the [Dean of Students](#), Coordinator [of Campus Safety](#) and/or [Intercultural Life](#), or other members of the college faculty or staff. If an incident involves a possible crime, students may also directly contact the Mount Vernon-Lisbon Police Department (319-895-6141) or other law enforcement or civil agencies.

Outcomes & Sanctions

Reports of bias-related behavior, other than sex and/or gender harassment and discrimination, that involve allegations of policy violation by an identified Cornell student or student organization will be adjudicated through the student conduct process as described in the Compass. Sex and/or gender based behavior will be adjudicated through the [Sexual Misconduct Policy](#). The conduct process is based on the assumption that disciplinary procedures, when required, should be a means to both uphold institutional expectations and also be an educational process. The standard of proof for findings of responsibility is that the preponderance of evidence indicates responsibility for violation of College policy.

Both parties will be informed in writing of the outcome of any investigation or subsequent conduct findings. The College will strive to provide simultaneous notification

to both parties. In the event that the respondent is found to have violated a policy, the complainant will be informed of any sanctions that are directly related to the complainant (e.g., no contact order, suspension of respondent).

If a policy violation is found, the sanctions will be based on the nature of the incident; any prior conduct violations; sanctions resulting from prior, similar cases; and any other relevant facts. Possible sanctions of student respondents include: no contact orders, disciplinary probation, suspension (removal from Cornell College for a minimum, designated length of time), and expulsion (permanent removal from Cornell College), educational activity and reflection, or counseling and/or any other sanction set forth in the [Sanctions section of the Compass](#). Both the student respondent(s) and complainant(s) have rights to appeal, as described in the [Appeals section](#) of the Compass.

Resources

Students who feel they may have been the victim of any form of discriminatory or harassing conduct may wish to seek confidential counseling or support. The following individuals are designated as confidential resources; they will seek to ensure that information received as private remains private and will not share confidential information with college officials or others, unless required to do so by law:

- Cornell College Health and Wellbeing Center; *Ebersole*; 319-895-4292
- Cornell College Chaplain; *Old Sem (3rd floor)*; 319-895- 4402

Additional support and information regarding options for addressing bias-related behavior can be found through the following services and organizations:

- Office of Intercultural Life; *OC Level Commons Suite and Stoner House*, 319-895-4484
- AVP/Dean of Students Office; *Old Sem (1st floor)*, 319-895-4234
- Campus Safety; *Ebersole*, 319-895-4518
- Student Engagement and Leadership; *Thomas Commons*, 319-895-4542

Additional Issues & Information

Confidentiality

Cornell College will make every effort to safeguard the identities of students and other College community members who seek help and/or report complaints of discrimination or harassment. While steps are taken to protect the privacy of individuals involved, the College may need to investigate an incident and take action once an allegation is known, whether or not the complainant chooses to pursue a complaint. Files related to complaints of discriminatory or harassing conduct will be kept confidential to the extent possible, consistent with the need for a thorough investigation. Should the complainant publicly discuss the complaint, the College shall be relieved of its confidentiality obligations related to the information disclosed by the complainant. In order to protect the privacy rights of all parties involved, including any student respondents, detailed information regarding conduct cases and their outcomes will not be publicly released.

Group Infractions

When members of a student group, team or organization, or individuals acting as a group, violate the bias-related behavior policy, they may be charged as a group and a hearing may proceed against the group as joint respondents. Sanctions would be individually determined based on each person's involvement and level of responsibility for the incident, and may also be applied to the student group, team, or organization.

Retaliation

Retaliation against a person who reports, is accused of, or participates in a conduct investigation of bias-related behavior is prohibited. Any behavior that intimidates, threatens, causes harm, or discourages a reasonable person from engaging in activity protected under College policy may be considered to be retaliation. Acts of retaliation may include, but are not limited to: adverse changes in employment status or opportunities; adverse academic action; adverse changes to academic, educational, and extra-curricular opportunities; harassment or intimidation; and seeking out or attempting to discover the individuals and witnesses involved in a report or complaint process for the purpose of influencing their participation or testimony or taking adverse action against them. Retaliation can be committed by any individual or group of individuals, not just by a Respondent or Complainant. This behavior is prohibited regardless of whether it occurs on or off campus, in person, or through social media, email, or other forms of communication.

Acts of retaliation should be reported to the [Dean of Students](#) or in an [incident report](#).

Microaggressions: Microaggressions are the everyday verbal, nonverbal, and environmental slights, snubs, or insults, whether intentional or unintentional, which communicate hostile, derogatory, or negative messages to target persons based solely upon their marginalized group membership or identity. It is important to note that those who inflict microaggressions are often unaware that they have done anything to the other person or people. Cumulatively, microaggressions have the potential to create a “chilly climate” in which members of a group feel marginalized or unwelcome based on their identity. Repeated acts of microaggression could constitute harassment and be grounds for conduct action as described earlier in this policy.

Additional Resources

Inquiries or complaints concerning bias-related incidents may be also referred to the United States Department of Education's Office for Civil Rights:

Regional #5 Office
500 West Madison St., Suite 1475
Chicago, IL 60661
312-730-1560

Campus Visitors

Students assume responsibility for the safety and behavior of their guests who are visiting campus. Neither students nor visitors are permitted to sleep in lounges or other public areas of

campus. Visitors should be aware of safety policies (i.e. fire alarm evacuation) and College policies (i.e. alcohol, noise). If a campus visitor behaves inappropriately and/or violates a College policy, the student host will be held responsible and the visitor may be restricted from returning to campus. See the section on [Residence Life Policies](#) for policies specifically related to residence hall guests.

Disorderly Conduct

Disorderly conduct is the unreasonable or reckless behavior by an individual or group that creates a potentially unsafe situation for members of the community or damages property; disrupts the peace or interferes with the normal operation of the College or College-sponsored events; and/or infringes on the rights of others.

Disorderly conduct includes, but is not limited to: reckless driving; interrupting or interfering with the carrying out of the duties of a university or public official, including law enforcement; and vomiting and/or urinating in public.

Disruptive conduct is any behavior by an individual or group that interferes with the normal operation of the College and the overall educational experience. It hinders or prevents others and/or self from carrying out their educational responsibilities.

Failure to Comply

Students are expected to comply with directions of College officials, including Campus Safety officers, who are carrying out the performance of their duties. Failure to comply with such directions or otherwise hindering a College official from the performance of her/his duties is grounds for conduct action.

Financial Policies

Please visit the [Financial Aid](#) website and [Student Accounts](#) website for information and financial policies.

Good Samaritan Statement

The welfare of students in our community is of paramount importance. At times, students on- and off campus may need assistance. Cornell College encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help a student who may have been sexually assaulted or who is at risk of alcohol overdose). Cornell College pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the College will focus on educational responses to those who offer their assistance to others in need, serve as witnesses to an incident or make a good faith report of alleged misconduct.

Hazing

Cornell College forbids hazing, whether on or off campus, or whether committed by a recognized or unofficial group or entity. Cornell defines hazing as any action taken or situation created to produce excessive mental or physical discomfort, fatigue, or harassment; any morally degrading activity; and/or any activity which encourages the violation of civil, state, or federal

law, College regulations, or the rights and privileges of others as part of joining, being initiated into or affiliating with a group or organization. Reports of suspected hazing can be made through the [Cornell College Incident Report Form](#).

Students are also responsible for following the **Iowa Statutes on Hazing** which can be found in the [Iowa Code 2021, Section 708.10 \(13,0\)](#).

Honesty

Students are expected to demonstrate honesty in their academic and non-academic behaviors. Forgery, alteration or misuse of any College documents, records or identification are violations of policy. Furnishing false information to any College official or office is also a violation of College policy.

IDs

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

Jurisdiction

Generally the jurisdiction of these policies begin when an individual is admitted to the College and shall be limited to conduct that occurs on College premises (including property beyond the Mt. Vernon campus), as part of a College-sanctioned activity (e.g., off campus study) or which adversely affects the College community and/or the pursuit of its objectives. Cornell students are responsible to the College for certain actions committed off campus when, in the judgment of the Dean or designee, the conduct is likely to interfere with the educational process or orderly operation of the College; or the continued presence of the student on campus is likely to endanger the health, safety or welfare of the College community; or when the conduct has an adverse effect on the College's pursuit of its mission. The action of the College with respect to any conduct shall be made independently of any off-campus authority. The prospect of criminal charges does not preclude the possibility of College jurisdiction over the case. College policies not only apply to the rights and responsibilities of individual students but also to those of student organizations.

Students participating in an off-campus study program must recognize that they are subject to the laws of the location in which they are studying in addition to course expectations.

Personal Relationships in the Professional Setting

Cornell College has established policies regarding intimate relationships between students and members of the faculty/staff. The consensual relationships policy can be found in the [Employee Handbook](#).

Solicitors and Vendors

Soliciting, including solicitation by students and student groups is not permitted in the residence

halls without prior written authorization from the Residence Life office. Students who have difficulty with salespeople should contact an RA or Campus Security immediately.

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

Whistleblower Policy

The College whistleblower policy, as outlined below, can be found in the [Cornell College Employee Handbook](#).

Student Conduct Procedures

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

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

The purposes of the conduct process are:

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

The Dean of Students has the responsibility for administration of the conduct process. The Dean appoints Administrative Hearing Officers who are trained to manage conduct proceedings. Administrative Hearing Officers will have the authority to act as the Dean's designee. In the following policy, "Dean" shall indicate either the Dean of Students or the Dean's designee.

The Dean shall manage the conduct process in such a way as to resolve cases in as expeditious a manner as possible. More information about the conduct process can be found below.

Steps in the Conduct Process

1. An allegation of a student violation of College policy ("respondent") is initiated by an individual ("complainant") filing a complaint with the Dean, or by the Dean of Students in response to an incident or report. *Note: The process for investigating and adjudicating*

cases involving sexual harassment or assault is described in the [Sexual Misconduct Policy](#).

2. The Dean may do some preliminary investigation of the charges, shall contact individual(s) in writing, and instruct the respondent(s) to make an appointment with a designated Administrative Hearing Officer. Respondent(s) will be notified of the charges and conduct procedures in writing.
 - a. In the notification, the respondent(s) will be assigned an Administrative Hearing Officer. The respondent(s) has one opportunity to request an alternate Administrative Hearing Officer by contacting the Dean of Students office within three business days of being notified.
 - b. If the respondent fails to schedule an appointment or request an alternate Administrative Hearing Officer within three business days of being notified, the respondent(s) forfeit their right to participate in the remainder of the conduct process.
 - c. If a student is in need of accommodations or accessibility services, contact Disability Services at disability_services@cornellcollege.edu for support.
3. The Dean of Students may issue interim sanctions pending the outcome of a hearing. These sanctions may include, but are not limited to: loss/change of housing, no contact directive, or temporary suspension.
4. The respondent shall admit or deny responsibility for the alleged actions during the appointment with the Administrative Hearing Officer.
 - a. If the respondent accepts responsibility for the conduct charges, sanctions shall be determined by the Administrative Hearing Officer and/or the Dean.
 - b. If the respondent denies responsibility for the conduct charges, the Administrative Hearing Officer and/or the Dean will determine responsibility based on the preponderance of evidence.
 - c. If the respondent does not schedule an appointment and/or request an alternate Administrative Hearing Officer by the communicated deadline, the assigned Administrative Hearing Officer and/or the Dean will determine responsibility without the respondent(s) participation based on the preponderance of evidence.
 - d. The Dean reserves the right to direct matters to a Conduct Board instead of an Administrative Hearing Officer.
5. Respondent(s) will be notified in writing of the outcome of the case and any sanctions. The investigation is considered open until the respondent(s) have received written notification of the decision.
6. An appeal may be filed by the respondent(s) in writing to the Dean of Students within five business days. Conditions under which appeals may be considered are described in the section on [Appeals](#).

Administrative Hearing Procedures

1. The Administrative Hearing Officer will discuss an overview of the College's student conduct proceedings and the Family Educational Rights and Privacy Act (FERPA).
2. The Administrative Hearing Officer and the respondent will discuss the details of the alleged policy violation including known evidence.
3. The Administrative Hearing Officer will determine responsibility of the respondent and, if responsible, recommend sanctions.

4. The respondent will be notified in writing of the outcome of the case and any final sanctions. Typically outcomes are communicated within seven business days.
5. Individuals are not permitted to audio or video record administrative hearings.

The Conduct Board

1. The Conduct Board is only convened upon the recommendation of the Dean.
2. The Conduct Boards shall be composed of:
 - a. One administrative staff member, one faculty member, and one student.
 - b. The Conduct Board members are trained on Cornell College student conduct proceedings.
3. The faculty member on the Conduct Board serves as the Chair.
4. The Dean or designee will be present to oversee the conduct proceedings. The Dean or designee does not determine responsibility.

Hearing Procedures for Conduct Board

1. The respondent shall be provided with written notice of the hearing at least three business days prior to the hearing.
2. The respondent is expected to be present at the hearing, where they will have the opportunity to hear and respond to evidence regarding the charges. If the respondent does not attend the hearing, they forfeit the right to respond to evidence. *Note: The process for investigating and adjudicating cases involving sexual harassment or assault is described in the [Sexual Misconduct Policy](#).*
3. The respondent may be accompanied by one support person. This person may not participate in the hearing, but may consult with the respondent privately during the hearing. The support person must be Cornell faculty, staff, or student.
4. All procedural questions shall be determined by the Chair of the Conduct Board.
5. Conduct Board hearings shall be audio recorded and the recording will be the exclusive property of the College. Students are not permitted to record Conduct Board hearings.
 - a. Conduct board hearings will be retained by the College per the College's record and retention policy.
 - b. Students may request supervised access to the hearing audio by contacting the Dean of Students Office at dean_students@cornellcollege.edu or 319-895-4234.
6. The respondent will be excused from the room for the Conduct Board to meet in a closed session. The Conduct Board will determine responsibility and possible sanctions to recommend to the Dean.
 - a. Determination of responsibility shall be made on the basis of the preponderance of the evidence that the respondent violated College policy.
 - b. A majority vote of the Conduct Board determines responsibility.
 - c. If there is a finding of responsibility in a Conduct Board hearing, the Dean or designee will provide relevant information about past violations by the student, if any, to consider for sanctions and about sanctions assessed against others in similar cases.
7. Following the closed session to determine responsibility, the respondent will be brought back into the room to discuss the decision and sanctions, if relevant.
8. The Conduct Board will notify the Dean of the final determination of responsibility and of any sanctions. The Dean of Students will notify the respondent in writing of the

decision and of any sanctions.

Sanctions

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

1. **Education and Reflection.** Activities with the intent of providing opportunities for students to learn about and reflect on issues related to College policies, their behaviors, and impacts on the community of these behaviors.
2. **Service.** Designated work performed for the benefit of the College or the community.
3. **Restitution.** Charge for repair or replacement costs resulting from the violation.
4. **Fine.** A monetary penalty for property damage, theft, or other violations that result in cost or inconvenience to others.
5. **Warning.** Written notification that College policy has been violated and that further violation could result in more severe disciplinary action.
6. **Disciplinary Probation.** A written reprimand for a specified period of time for violation of regulations. Probationary status may include requirements or restrictions. Failure to meet the requirements or further violation of College policy during the period of probation may result in suspension or expulsion from the College.
7. **Disciplinary Suspension.** Immediate exclusion from classes, residence and campus for a specified period of time. Application for readmission following the period of suspension shall be handled through the College's readmission procedures.
8. **Deferred Disciplinary Suspension.** Exclusion from classes, residence and campus for a specified period of time, that may not begin immediately. During this deferred time, you may continue your enrollment and participation in college activities. If at any point during this time you are reported to have engaged in any activities that violate Cornell College policies, you will be suspended effective immediately. Application for readmission following the period of suspension shall be handled through the College's readmission procedures.
9. **Disciplinary Expulsion.** Permanent separation from the College.

Suspension/Expulsion

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

Appeals

The respondent may file a written appeal within five business days following the first written notification of the outcome and sanctions. The request shall be submitted to the Dean. The Appeals Board reviews all written documents provided by the Dean of Students to determine the outcome of the case. These documents include, but are not limited to, the incident report(s), any investigation statements, written notification letter, determination/charge letter, and the respondent's appeal letter. The Appeals Board may request any prior conduct information about the student or summary information of similar violations only if that information is relevant to their findings in the appealed case.

1. **Appeals Board.** The Appeals Board shall consist of one faculty member, one staff member, and one student. The faculty member shall be designated as Chair. No member of the Appeals Board will have served as an Administrative Hearing Officer or Conduct Board member for the conduct proceedings currently being appealed. Each member shall vote. A majority vote of the Appeals Board determines whether to uphold the original decision or grant an appeal.
2. **Basis for Appeal.** The Appeals Board Chair shall decide whether or not to grant a request for appeal. Conditions for consideration of an appeal are:
 - a. New evidence that has become available since the hearing;
 - b. Procedural Aerrors in the hearing; and
 - c. Sanctions that are disproportionate to the violation. Please note that the Appeals Board will neither reconsider the facts of the case, nor overturn the decision of responsibility. To appeal on these grounds, the respondent must argue that the sanction(s) is excessive or lenient and explain why.
3. **Disposition of Appeals.** The Board may:
 - a. Refer the case back to the Dean for re-assignment and a new hearing, if the Appeals Board determines that there is new evidence or procedural error(s);
 - b. Modify the sanction if the Appeals Board determines that it is disproportionate;
 - c. Determine that the original sanction(s) shall stand.
4. **The respondent will be notified in writing of the decision of the Appeals Board. Decisions of the Appeals Board are final**

Student Conduct Records

Privacy and Release of Information

1. The Dean of Students is responsible for maintaining student conduct records. Release of information contained in student conduct records shall comply with the Cornell policy on [Confidentiality of Student Records](#).
2. Names of students being investigated or charged with violations of College policy shall not be released.
3. The Dean of Students shall also compile a report in compliance with specifications in the Clery Act, file the report with the federal government, and distribute it to the campus community by October 1 each year.
4. A student's parent(s)/family may be notified when a student is suspended or expelled

from the College.

How could having a conduct record affect a student's time at Cornell College?

To determine if students are eligible to hold certain campus leadership positions or to participate in some programs, campus offices routinely request information from the Dean of Students office about students' conduct records. This includes the following positions and programs:

- [Off-Campus Study](#)
- [Student teaching](#)
- [Resident Assistants](#)
- Staff for New Student Orientation and [other student leaders](#)

The Dean of Students will generally share a summary of a student's complete conduct record at Cornell (that is, those incidents where a student has been found in violation of a College rule, regulation or policy). It is up to the office requesting the information to make the final determination about a student's eligibility to participate in the program or position.

Generally speaking, students who have serious or repeated conduct and/or academic violations or who are placed on any kind of probation that extends into the period in which they would study abroad or hold a position will have their records reviewed by the requesting office and may be deemed ineligible for the program or position.

Will a conduct record affect a student's future plans?

In most cases it should not, but some incidents may have longer-term effects.

According to Cornell's [Confidentiality of Student Records policy](#), a student's conduct record will not be reported to external third-parties (employers, licensing agencies, etc.) except with the student's (or alum's) permission unless the student is seeking to enroll at another institution or we are legally required to do so.

Non-academic disciplinary action is not included on a student's transcript, even if the incident results in suspension or expulsion.

Concurrent Legal Proceedings

Because students are also members of larger communities such as city, state and nation, their conduct may also be subject to review within another jurisdiction(s), when such conduct violates the laws of those jurisdictions. Criminal prosecution in the court system is designed to be punitive and to provide social consequences for convicted offenders. Therefore, disciplinary action according to Cornell College's Student Rights and Responsibilities is not and cannot be a substitute for judicial mechanisms of the larger community. Students charged under the College's policies may also be held responsible for violating existing local, state, and federal law. Because the purposes and consequences of the two processes are so different, such concurrent reviews are mutually exclusive and do not create double jeopardy for charged students. Conduct action at the College will, in most cases, proceed without regard to the status of criminal proceedings and will

not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed, reduced or not decided.

Student Government & Organizations

Student Senate

Details about Cornell College's student government, including positions, membership, and policies, can be found on the [Student Senate website](#).

Student Activities Fee

Most student organizations are financed through the Student Activities Fee which is annually allocated by Student Senate. The fee is included in the College's educational costs.

Organization Accounts

Each campus organization approved by the Student Senate must maintain its account in the College's Division of Business and Enterprise Services. The organization conducts its financial affairs through the Division of Business and Enterprise Services after being approved by the advisor. To begin a transaction or ask questions about account use, contact the [Student Affairs Office](#).