

# Student Policies and Information

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

## Affirmative Action Statement

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

In carrying out this policy, Cornell College shall:

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

## Alcohol Use

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

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

## Cornell College Alcohol Policy

Cornell students are expected to:

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

The responsible use of alcohol means:

1. complying with state statutes regarding alcohol use, possession, and distribution;
2. making an informed decision about whether and/or when to use alcohol;

3. knowing your alcohol tolerance limits and not exceeding them;
  4. behaving in a way that is not disruptive or otherwise harmful to you or others when you are consuming alcohol;
  5. assuming accountability for your actions while under the influence of alcohol;
  6. not engaging in binge drinking. The Harvard School of Public Health has established a nationally accepted definition of binge drinking as:
    - a) for women, drinking 4 or more alcoholic beverages per drinking occasion,
    - b) for men, drinking 5 or more alcoholic beverages per drinking occasion.
- One alcoholic beverage is defined as one 12 oz. can/bottle of beer, one 5 oz. glass of wine, or one shot (1.5 oz.) of hard liquor;
7. not coercing or forcing anyone of any age to consume alcohol;
  8. not coercing or forcing anyone to engage in sexual activity when either or both of you have been consuming alcohol;
  9. refraining from engaging or participating in drinking games.

### **Iowa Statutes on Alcohol Use**

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

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

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

### **Cornell College Alcohol Regulations**

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

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

### **Sanctions**

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

### **Parent Notification**

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

*Approved by the Faculty: May 16, 2000*

### **Campus Communication**

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

## Care for Our Campus

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

## Drugs

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

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

## **Drug-Free Workplace Policy**

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

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

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

## **Explosives and Weapons**

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

## **False Representation**

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

## **Fire Safety**

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

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

Misuse of fire safety equipment (including smoke detectors, fire alarms, extinguishers, sprinkler heads and other protection equipment) constitutes a serious threat to the safety of the occupants of a building

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

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

## **Guests**

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

## **Hazing**

Cornell College forbids hazing, whether on or off campus, defined as follows: any action taken or situation created to produce excessive mental or physical discomfort, fatigue, or harassment; any morally degrading activity; and any activity which encourages the violation of civil, state, or federal law, College regulations, or the rights and privileges of others.

## **IDs**

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

## **Inclement Weather**

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

In the event of heavy snow, listen to local news and radio broadcasts for information regarding class cancellations. Students may also view announcements via e-mail, on the College's web page, or contact The Commons Information Desk. Due to our residential campus, it is a rare occurrence that classes at

Cornell are cancelled due to snow. When snow is present on campus, Facilities Management makes a concerted effort to clear walkways and stairs immediately after snowfall while considering the possibility of continued snowfall. Due to this responsibility, assistance in removing snow from, on, or around vehicles cannot be provided.

## **Information Technology Policy**

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

## **Legal Use of Software**

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

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

*Adopted: October 1988*

## **Insurance**

Students are required to have valid health insurance which covers them for the entire academic year. Students not providing documentation of proof of primary coverage will be required to purchase the insurance policy made available through the College. All students entering with a primary insurance already in place need to carry a copy of their insurance card and be familiar with the terms of their policy. The College does carry an accident insurance policy on all Cornell students. All student-athletes participating in Cornell College athletics are required to show proof of a primary insurance policy during the competition season. This policy may be part of their parent's/guardians primary insurance policy or may be in their own name. Student-athletes will not be allowed to participate in any practice or competition until proper insurance documentation is presented to the athletic training staff. Questions may be directed to the Office of Student Affairs or Business Office.

## **Meal Plans and Dining Policies**

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

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

4) Students who live in the 8th or 10th Avenue apartments or Harlan House may select the full or partial (7 meals per week) board plan. These students may not opt out of the board plan.

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

### **Dining Room Policies:**

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

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

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

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

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

### **Painting**

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

### **Parent Notification**

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

### **Parking and Motor Vehicle Regulations**

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

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

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

## **Eligibility and Requirements**

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

## **Registration**

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

## **Student Parking Policy**

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

1. Sophomore, junior, and senior students will be assigned to the All Student Zone. Parking anywhere else on College property is prohibited.
2. First year students will have a First Year Parking permit which will entitle them to park in Lot A, Lot D and Lot J. Parking in other lots or anywhere else on College property is prohibited.
3. Students who change residence halls, as verified by the Residence Life Office throughout the year, must obtain a new sticker to change from one zone to the other. Original permit must be returned, or a replacement fee will be charged

4. Commuter students with cars must register their vehicles with the College. Commuter students are allowed to park in all student parking zones after purchasing the appropriate permit. Students who do not live on campus are considered commuter students and are not eligible to use visitor parking.
5. During winter and spring breaks, student parking may be consolidated to allow Campus Safety staff to more closely monitor vehicles left on campus and Facilities Management staff to remove snow or complete maintenance tasks as necessary. Students will be notified via e-mail in advance of the break to move vehicles to designated lots by a specified time and date. Failure to cooperate will be considered a parking policy violation.
6. As a safety and security precaution vehicles may not be covered by tarps or car covers at anytime.

### **Violations and Penalties**

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

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

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

### **Towing/Impounding and Immobilizing**

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

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

Vehicle owners, when possible to identify, will be notified via email when they have accumulated five tickets and are subsequently eligible for receiving the wheel locking device for any additional offenses.

Any individual found to have tampered with or removing a wheel-locking device will be subject to having their vehicle towed off campus and college parking privileges revoked.

### **Appeals**

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

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

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

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

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

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

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

### **Accidents**

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

### **Parking Accommodations for Temporary Disabilities**

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

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

### **Loading Zones**

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

The Commons Circle (2 spots)

Library lot (2 spots)

Upper F lot (3 spot)

M Lot (2 spots)

O Lot (3 spots)

### **Library Parking**

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

### **General Services**

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

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

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

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

### **Visitors**

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

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

### **Ped Mall Information**

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

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

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

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

### **Personal Accidents or Injury**

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

### **Personal Abuse**

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

### **Personal Relationships in the Professional Setting**

#### **I. Members of the administrative and support staff.**

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

#### **II. Members of the faculty**

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

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

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

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

## **Pets**

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

## **Property Damage and Vandalism**

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

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

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

## **Residence Life Policies**

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

## **Residence Requirement**

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

1. Students living with parents who reside in or very near Mt. Vernon.
2. Students who apply for admission and are accepted after College housing is full.
3. Married students.

4. Students who have children.
5. Students who have completed eight semesters in residence.
6. Students who are 24 years of age by September 1.
7. Students who have been authorized to live off-campus when sufficient space is not available to house all students in the residence halls. Seniors are given preference through the off-campus lottery, and if spaces remain a junior off-campus housing lottery may be conducted.
8. Students with special medical needs, as verified by a doctor's completion of the Documentation of Medical/Psychological Conditions form ([http://cornellcollege.edu/residence\\_life/pdf/medform.pdf](http://cornellcollege.edu/residence_life/pdf/medform.pdf)) and recommended to the Director of Student Health Services or the Director of Counseling. The Director of Residence Life makes the final decision.

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

## **Sexual Misconduct Policy**

### **Statement of Intent**

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

### **Alcohol and Other Drugs**

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

### **Applicability**

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

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

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

## **Questions**

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

## **Explanation of Terms Used in Sexual Misconduct Policy**

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

“Consent” includes actions or words that indicate a willingness to participate in mutually agreed upon sexual activity. Consent can be withdrawn at any time. There is no consent when sexual contact or intercourse results from force, threat, coercion, or intimidation. There is no consent when sexual contact or intercourse is with a person who is unable to give consent, say “no,” or otherwise resist for any reason. Such reasons may include, but are not limited to, the effects of alcohol or other drugs, because the person is asleep or unconscious, is disabled, or has other mental or physical conditions.

“Victim,” “complainant” and “accused” are gender-neutral terms used in this policy. Sexual misconduct can be committed by a person of any sex against a person of any sex. Sexual misconduct can be committed by current or former lovers, friends, or acquaintances.

## **Categories of Sexual Misconduct**

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

### **1. Sexual Assault**

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

#### **A. non-consensual sexual contact includes**

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

#### **B. non-consensual sexual intercourse includes**

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

### **2. Sexual Harassment**

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

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic, extracurricular or employment status;
- b. submission to or rejection of such conduct by an individual is used as the basis for academic, extracurricular or employment decisions affecting that individual, including but not limited to grades, academic assignments, promotions, tenure, performance evaluations, pay adjustments, discipline, work assignments, or receipt of education- or employment-related benefits; or

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

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

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

### 3. Sexual Exploitation

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

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

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

### Obtaining Support

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

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

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

#### 1. Current On Campus Confidential Resources

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

#### 2. Current Off Campus Confidential Resources

- Waypoint Rape Crisis Services, Cedar Rapids - 363-5490
- Rape Victim Advocacy Program, Iowa City 1- 800-284-7821
- Foundation II Crisis Line, Cedar Rapids - 362-2174

- Emma Goldman Clinic, Iowa City - (319) 337-2111

### 3. Medical Resource Information

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

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

Current Area Hospitals:

- Mercy Medical Center, Cedar Rapids - 398-6041
- St. Luke's Hospital, Cedar Rapids - 369-7105
- University of Iowa Hospitals and Clinics, Iowa City - (319) 356-1616
- VA Medical Center, Iowa City - (319) 338-0581

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

### Reporting Sexual Misconduct

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

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

Individuals currently authorized to receive reports are:

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

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

## **Confidentiality**

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

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

## **Limited Immunity for Complainants and Witnesses**

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

## **Retaliation Prohibited**

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

## **False Reporting**

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

## **Legal Action**

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

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

## **Response to Sexual Misconduct Allegations Against Students**

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

### **1. Informal Grievance Procedures**

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

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

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

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

## **2. Formal Grievance Procedures Initiated by the Complainant**

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

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

## **3. Formal Grievance Procedures Initiated by the College**

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

## **Student's Rights**

### **Statement of Student Complainant's Rights**

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

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

- rescheduling of academic requirements
- health withdrawal from a course
- leave of absence from the College
- to be notified of available counseling, mental health, or student services for complainants of sexual misconduct, both on campus and in the community

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

### **Statement of the Accused Student's Rights**

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

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

### **Annual Updates**

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

*Approved by the Faculty: May 27, 2003*

*Approved by the President of the College:*

### **Smoking**

In accordance with the State of Iowa Smokefree Air Act, smoking is prohibited at Cornell College. All indoor and outdoor spaces are smoke free. More information is available at Cornell College's Smokefree Iowa Air Act.

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

## **Solicitors and Vendors**

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

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

## **Space Allocation and Distribution of Literature**

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

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

## **Theft of College or Personal Property**

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

## **Vending Machines**

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