

## 6.0 UNIVERSITY POLICIES APPLICABLE TO FACULTY (AND OTHERS)

*NOTE: In many cases, policies governing the Joan and Sanford I. Weill Medical College and Graduate School of Medical Sciences of Cornell University differ from policies governing Cornell's Ithaca campus. Faculty at the Medical College and Graduate School of Medical Sciences should consult with the Office of the Provost for Medical Affairs for the relevant policies.*

This section presents some of the policies that are directed at and thus affect all members of the university community—faculty, students and employees. The University Policy Office (<http://www.dfa.cornell.edu/treasurer/policyoffice/>) maintains web pages that house the most current versions of all standardized university policies and should be referred to for current language and for policies not included.

### **Alcohol and Other Drugs**

The university seeks to uphold federal, state, and local laws regarding the use of alcohol and controlled substances, and to foster a collegial environment through compliance with the Campus Code of Conduct. The Campus Code of Conduct, which sets forth disciplinary procedures and sanctions for violations of alcohol and other drugs, has jurisdiction over activities and events that occur on university property, at any property or facility used by the university for educational purposes, or in university-related residences (e.g., residential fraternities and sororities on or off campus). See [http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/governance/upload/vol4\\_8.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/governance/upload/vol4_8.pdf) for the complete policy.

### **Bias Activity**

See **Discrimination and Protected Status** policy at [http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/humanresources/upload/vol6\\_4.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/humanresources/upload/vol6_4.pdf) and/or **Human Relations** in this section.

### **Business Expenses**

The university receives, from a variety of sources, funds in support of its missions that carry fiduciary responsibilities. Inherent in these responsibilities is the requirement to operate the institution under guidance set forth by the Board of Trustees, to follow Generally Accepted Accounting Principles (GAAP), and to comply with all federal, state, and local rules and regulations. It is the responsibility of faculty, staff, and students to expend all university funds in a manner consistent with the missions of the university and the conditions specified by external sources. The Business Expenses Policy promotes the proper stewardship of these funds by providing general guidelines for the appropriate and legal uses of Cornell funds. Refer to

[http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/finance/upload/vol3\\_14.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/finance/upload/vol3_14.pdf) for the policy.

### **Business Income Taxes**

Units of the university that have activities that generate unrelated business income would be charged all applicable income taxes.

Cornell University is required by law to pay tax on net taxable income generated from business operations that, under the Internal Revenue Code, are considered unrelated to the university mission. Guidelines for units to plan for Unrelated Business Income Taxes (UBIT), and procedures to calculate UBIT are available at [http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/finance/upload/vol3\\_15.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/finance/upload/vol3_15.pdf).

### **Campus Code of Conduct**

The university is required by law to have, and to enforce regulations for the maintenance of public order. These are incorporated in the Campus Code of Conduct, which also includes general principles regarding the university's governance of community conduct, regulations for the maintenance of the educational environment, an explanation of the university judicial structure and procedure, and institutional policy concerning responsible speech and expression. The code applies equally to students and to faculty and staff, to the extent that faculty and staff conduct arises outside the scope of employment. (Alleged misconduct that arises in the course of employment will be addressed by the appropriate university administrative office or department head.) Where applicable, the code specifies means of enforcement, penalties that may be applied, and the jurisdiction of hearing and review boards. The current version of the Campus Code of Conduct appears online at <http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/governance/upload/CCC.pdf>.

### **Cornell Name, Logos, Trademarks, and Insignias**

The name "Cornell University" connotes a proprietary interest in activities housed at or sponsored by the institution. For that reason, Cornell has adopted principles and procedures to ensure that the use of Cornell's name and marks reflect the standards and values that are vital to the university's well-being and that it seeks to uphold. Use of the Cornell seal is strictly regulated and questions regarding its use should be directed to the Secretary of the Corporation. (See [http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/governance/upload/vol4\\_10.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/governance/upload/vol4_10.pdf).)

### **Cornell Vehicles**

The proper utilization of university vehicles minimizes university transportation costs and liability, and helps ensure the safeguarding of university personnel and resources. Cornell's policy seeks to provide for the safe operation of motor vehicles as well as their appropriate stewardship. Refer to the policy website at [http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/finance/upload/vol3\\_4.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/finance/upload/vol3_4.pdf).

### **Cost Sharing**

The university may provide resources in a "cost-sharing" arrangement to support a sponsored project. Contribution of such resources are reimbursed costs to the university and must be carefully considered and approved by the party with budgeting authority. Once committed, it is important to document the fulfillment of the university's responsibilities for cost sharing, and to maintain compliance with government and other regulations. The Cost Sharing Policy can be accessed online at [http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/academic/upload/vol1\\_1.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/academic/upload/vol1_1.pdf).

### **Credit Cards to Conduct University Business**

The university allows credit cards as payment for services. This practice improves customer service, and may increase the sales volume of some types of transactions. In addition, the use of technology provides easy access for many and the use of credit cards is essential when sales are conducted electronically. It is strongly encouraged to work with your unit's business service center to establish the credit card process since there are federal regulations regarding the security of the credit card data. The policy governing this practice can be accessed at <http://www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/informationtech/responsibleuse.cfm>

### **Discrimination and Protected Status**

Cornell's commitment to diversity and inclusiveness is grounded in providing an environment that is free from all prohibited discrimination, protected status harassment, and bias activity, in particular when such actions are directed at a member or group of the Cornell community because of that individual's or group's actual or perceived age, color, creed, disability, ethnicity, gender, gender identity or expression, marital status, national origin, race, religion, sexual orientation, veteran status, or any combination of these or related factors .

Acts of prohibited discrimination and protected status (including sexual) harassment constitute violations of federal law. Although bias activity may not rise to the level of a

federal violation, it is prohibited by state and local law. Cornell equally condemns such activity and aims to respond to such incidents when they occur in its jurisdiction.

The complete policy can be located at

[http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/humanresources/upload/vol6\\_4.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/humanresources/upload/vol6_4.pdf).

See also **Human Relations** in this section.

### **Effort Planning and Confirmation**

The university receives significant funding for sponsored projects from federal and state governments, private foundations, organizations, and industry. There must be accurate effort planning and confirmation when these funds are expended for the salaries and wages of faculty and staff. The university's policy in this area can be accessed at [http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/finance/upload/vol3\\_11.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/finance/upload/vol3_11.pdf).

### **Electronic Communications**

Cornell University expects all members of its community to use electronic communications in a responsible manner. It seeks to enforce its policies regarding harassment and the safety of individuals; to protect the university against seriously damaging or legal consequences; to prevent the posting of proprietary software or the posting of electronic copies of literary works in disregard of copyright restrictions or contractual obligations; to safeguard the integrity of computers, networks, and data, either at Cornell or elsewhere; and to ensure that use of electronic communications complies with the provisions of the Campus Code of Conduct for maintaining public order or the educational environment. The Responsible Use of Electronic Communications Policy provides guidelines in this area. (See <http://www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/informationtech/responsibleuse.cfm>)

### **Environmental Compliance**

Cornell University expects all members of the university community to conduct university operations in compliance with applicable federal, state, and local environmental laws and regulations in an effort to prevent pollution and continuously improve the university's environmental compliance. For the policy, refer to [http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/facilities/upload/vol2\\_9.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/facilities/upload/vol2_9.pdf).

## **Ethical Conduct**

An environment that encourages the highest level of integrity from its members is critical to the university. Therefore, adherence by executive officers, faculty, staff, student employees, and others acting on behalf of the university to the Standards of Ethical Conduct is an integral part of the university's long-range goals of attracting quality students, faculty, and staff; ensuring proper stewardship of its resources; and attracting gifts, grants, and other forms of support. The policy can be found at [http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/governance/upload/vol4\\_6.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/governance/upload/vol4_6.pdf).

A practice will not be condoned on the grounds that it is "customary," "easy," or "expedient" if it does not meet the standards of ethical conduct; condoning such practices may compromise the integrity and reputation of the university. If asked to act against these standards, one should decline. Members are empowered to say something such as the following: "University policy doesn't allow me to do this. Please discuss this matter further with..." or "I'm uncomfortable with what you've asked me to do and I'd like to discuss the matter with..." If one acts in good faith, the university will act to protect one from being disciplined or suffering reprisal for making such a statement.

See also **Romantic and Sexual Relationships Between Students and Staff** in this section.

## **Faculty Mailing List**

Use of the faculty mailing list is under the jurisdiction of the Office of the University Faculty and cannot be used without prior clearance from that office. On October 30, 1985, the Executive Committee of the Faculty Council of Representatives adopted a policy stating that use of the list is normally available to official committees and agencies of the faculty and administrative offices. Requests from other Cornell groups not in the above category will normally be sent as an enclosure with a regular faculty mailing with costs associated with duplication of materials borne by the group making the request. Announcements of workshops, lectures, seminars, etc., must be general in nature and have no fee associated with the activity unless such fee is associated with a curricular event. Solicitation of contributions is not permitted.

## **Financial Irregularities**

Financial irregularities may be criminal acts and subject to prosecution under the law. The university must safeguard its assets and protect its funds from theft and misappropriation. All members of the Cornell University community have a responsibility to report known or suspected financial irregularities. The Financial Irregularities Policy, available on the University Policy Office website, provides

information on the proper procedures that should be followed to report known or suspected irregularities and to achieve confidentiality and consistency ([http://www.dfa.cornell.edu/dfa/cms/treasurer/policyoffice/policies/volumes/finance/upload/vol3\\_6.pdf](http://www.dfa.cornell.edu/dfa/cms/treasurer/policyoffice/policies/volumes/finance/upload/vol3_6.pdf)).

### **Gifts to the University**

Cornell University depends upon the generosity of gifts from alumni and friends to support its mission, programs, and purposes. Gifts must be solicited, accepted, processed, recorded, and acknowledged in a manner that protects the interests of both the institution and its donors. The Gift Processing Policy ([http://www.dfa.cornell.edu/dfa/cms/treasurer/policyoffice/policies/volumes/finance/upload/vol3\\_1.pdf](http://www.dfa.cornell.edu/dfa/cms/treasurer/policyoffice/policies/volumes/finance/upload/vol3_1.pdf)) was established to accomplish this goal.

### **Graduation Requirements**

The university has only two requirements for graduation that must be fulfilled: the swim test and physical education courses. A student's college determines degree requirements such as residency, number of credits, distribution of credits, and grade averages. See *Courses of Study* for further information.

### **Health and Safety**

At Cornell University, safety is everyone's responsibility. All members of the university community should be thoroughly familiar with their safety responsibilities, strive to follow safety practices at all times, act proactively to prevent accidents and injuries, communicate hazards to supervisors, and be prepared for emergencies that may occur in the workplace or on campus.

The Health and Safety policy reaffirms the university's commitment to safety and establishes a uniform system and process to help individuals, departments, and units meet their health and safety responsibilities. The complete policy is accessible online at [http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/facilities/upload/vol2\\_4.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/facilities/upload/vol2_4.pdf).

### **Health and Safety Policies, International**

Cornell University has substantial international connections and interests that are expressed through its faculty, students and staff who may teach, conduct research or other university business abroad. Accordingly, Cornell has established procedures designed to increase access to information about international health and safety conditions and to assist members in avoiding health and safety risks in foreign

locations. See [http://www.osp.cornell.edu/Policies/intl\\_safety.html](http://www.osp.cornell.edu/Policies/intl_safety.html) for the policy on international health and safety.

## **HIV Infection and AIDS**

The university acknowledges that HIV infection and AIDS are disabilities covered by federal, state, and local statutes. Because of the serious nature of HIV infection, and the climate of fear and urgency that has developed around the AIDS epidemic, the university recognizes the unique nature of these disabilities and has issued a policy ([http://www.dfa.cornell.edu/dfa/cms/treasurer/policyoffice/policies/volumes/humanresources/upload/vol6\\_1.pdf](http://www.dfa.cornell.edu/dfa/cms/treasurer/policyoffice/policies/volumes/humanresources/upload/vol6_1.pdf)) on this topic.

## **Human Relations**

### *Affirmative Action and Equal Employment Opportunity*

Cornell University is firm in its commitment to affirmative action and equal employment opportunity, and the office designated by the provost, and the Office of Workforce Diversity and Inclusion in the Division of Human Resources Resources, have the responsibility of ensuring that qualified persons are recruited, hired, trained and promoted in all job titles without regard to race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age, disability or veteran status. Implementation of this policy requires the cooperation of the entire university community.

The university is committed to diversity and nondiscrimination and supports the full employment of qualified individuals with disabilities in its workforce in accordance with state and federal laws and regulations, including the Americans with Disabilities Acts of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the New York State Human Rights Law.

To ensure equality of access for employees with disabilities, reasonable accommodations, including auxiliary aids, should be provided to enable employees to perform the essential functions of their jobs and participate in all university programs and activities.

This Disability Accommodation Process Policy (which can be accessed at [http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/humanresources/upload/vol6\\_13.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/humanresources/upload/vol6_13.pdf)) applies to all academic and non-academic university employees, including full-time regular, part-time regular, bargaining-unit, and temporary employees.

### *Equal Educational and Employment Opportunity*

The university statement of policy on equality of educational and employment opportunity, as approved by the Board of Trustees on May 26, 1990 is as follows:

It is the policy of Cornell University actively to support equality of educational and employment opportunity. No person shall be denied admission to any educational program or activity or be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age, or disability. The university is committed to the maintenance of affirmative action programs, which will assure the continuation of such equality of opportunity.

Fulfillment of the specific legal requirements is no substitute for, and does not detract from, the basic principle of freedom of opportunity and action which has characterized Cornell University since its founding. Association with Cornell, either as a student or staff member, involves participation in a free community where all persons are recognized and rewarded on the basis of individual performance rather than any personal convictions, appearance, preferences (including sexual or affectional orientation), or happenstance of birth.

Concerns regarding equal employment or education, including sexual harassment, can be addressed through the University's policy,

[http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/humanresources/upload/vol6\\_4.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/humanresources/upload/vol6_4.pdf).

*Open Doors, Open Hearts, and Open Minds: Cornell's Statement on Diversity and Inclusiveness*

During the 1999-2000 academic year, the Faculty Senate (December 8, 1999), the Employee Assembly and University Assembly (December 1, 1999), the Student Assembly (December 3, 1999), the Graduate and Professional Student Assembly (January 24, 2000), and the Board of Trustees (January 29, 2000), all endorsed the following Statement on Diversity and Inclusiveness:

#### **Open Doors**

"I would found an institution where any person can find instruction in any study." This statement, made by Ezra Cornell in 1865, proclaims Cornell University's enduring commitment to inclusion and opportunity which is rooted in the shared democratic values envisioned by its founders. We honor this legacy of diversity and inclusion and welcome all individuals, including those from groups that have been historically marginalized and previously excluded from equal access to opportunity.

#### **Open Hearts**

Cornell's mission is to foster personal discovery and growth, nurture scholarship and creativity across a broad range of common knowledge and affirm the value to individuals and society of the cultivation of the human mind and spirit. Our legacy is

reflected in the diverse composition of our community, the breadth of our curriculum, the strength of our public service, and the depth of our commitment to freedom, equity, and reason. Each member of the Cornell community has a responsibility to honor this legacy and to support a more diverse and inclusive campus in which to work, study, teach, research, and serve.

### **Open Minds**

Free expression is essential to this mission, and provocative ideas lawfully presented are an expected result. An enlightened academic community, however, connects freedom with responsibility. Cornell stands for civil discourse, reasoned thought, sustained discussion and constructive engagement without degrading, abusing, harassing, or silencing others. Cornell is committed to act responsibly and forthrightly to maintain an environment that opens doors, opens hearts and opens minds.

### **Identification Cards**

The Cornell University identification card is used to identify current members of the Cornell community. Depending on the relationship to the university, and services signed up for, the card may be used to access a variety of facilities or services on campus, including athletic events, dining halls, door access, fitness centers, libraries, and transportation. The card is the property of the university, must be carried at all times, and is non-transferable. This card must be presented and/or surrendered upon demand by a university official.

For complete information about obtaining a card, replacing a lost or stolen card, and the university policies, contact the Office of the University Registrar or visit <http://registrar.sas.cornell.edu/Student/idcards.html>.

### **Legal Defense and Indemnification**

Cornell University provides legal defense and indemnification to eligible individuals with respect to claims that arise from activity within the scope of university employment and/or in the performance of authorized duties. To qualify, an individual must also request such defense and/or indemnification and cooperate in the defense of any action or proceeding as provided in the University's Legal Defense and Indemnification Policy (available on the University Policy Office website at [http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/governance/upload/vol4\\_9.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/governance/upload/vol4_9.pdf)).

### **Minority Educational Affairs (<http://omea.cornell.edu/>)**

The Office of Minority Educational Affairs (OMEA) is a central administrative office responsible for the facilitation of the recruitment, enrollment, transition to Cornell, retention and timely graduation of eligible students from low income families and first generation college students, as well as under-represented and targeted student groups.

The OMEA is charged with the planning, implementing, and evaluating programs designed to increase enrollment and ensure optimal academic success, retention and graduation of these undergraduate students. The OMEA also works collaboratively with the seven undergraduate schools and colleges, the Dean of Student's Office, and other administrative units to fulfill its charges.

*OMEA's Goals/Objectives:*

- Design programs and services to meet students' needs and interests to increase retention and facilitate timely graduation.
- Provide developmental counseling to teach life skills.
- Offer leadership skills-building opportunities to students through service learning programs, conference attendance, workshops, and student organization involvements.
- Mount a campaign to promote intra and cross-cultural competence for students, staff and faculty to address campus climate.
- Work collaboratively with colleges and other campus offices to ensure seamless navigation of services and programs for students' academic success and enrichment.
- Develop initiatives to expose students to out-of-classroom interactions with faculty, staff and alumni.

## **Nepotism**

In order to reduce potential conflict of interest, applicants will not be considered for employment in a position in which they would be subject to supervision by a relative.

## **Pets on Campus**

Pets, both running free and brought to campus, pose a significant liability risk to the university and its community members. The university prohibits individuals from bringing dogs or other pets inside any university-controlled buildings, except for those animals that are exempted from the Pets on Campus policy available at [http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/facilities/upload/vol2\\_8.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/facilities/upload/vol2_8.pdf).

## **Political Process**

The Executive Committee of the Board of Trustees in 1970 adopted a statement of policy setting forth the elements of an appropriate relationship between Cornell University and those political activities in which the university's students, faculty and staff may become involved either on or off campus. Its purpose is to preserve the impartial status of the university as an educational institution (vis-a-vis particular political causes or candidates) while providing maximum freedom of thought and action to individuals. The details of this policy are available in the Office of the University Counsel.

## **Records Retention**

The university is committed to effective records retention to preserve its history, meet legal standards, optimize the use of space, minimize the cost of record retention, and ensure that outdated and useless records are destroyed. See [http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/governance/upload/vol4\\_7.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/governance/upload/vol4_7.pdf).

## **Registration**

University registration is the official recognition of a student's relationship with the university and is the basic authorization for a student's access to services and education.

The university does not allow persons who are not registered with the university in a timely manner to attend classes. Completion of registration is essential to enable the university to plan for and provide services and education, guided by the highest standards for efficiency and safety. Unauthorized, unregistered persons who use university services and attend classes have the potential to use university resources inappropriately and to displace properly registered students. In addition, New York State health requirements must be satisfied to safeguard the public health of students.

Registered students may attend a class in which he or she is not enrolled only at the discretion of the faculty member or instructor teaching the course.

The complete policy on university registration can be found in the *Courses of Study* (<http://www.cornell.edu/academics/courses.cfm>).

## **Religious Symbols**

The university does not sponsor nor provide direct support for the display of religious symbols. Celebratory and/or educational displays utilizing religious symbols may be allowed in appropriate campus display areas subject to the approval of regular administrative procedures. Individuals may privately display symbols in their work areas or living quarters subject to the limitations set forth each year.

## **Rifles, Shotguns and Firearms on Campus**

Both New York Penal Law and the University Regulations for the Maintenance of Public Order prohibit the possession, carrying or use of firearms (including rifles or shotguns), ammunition, explosives, or other dangerous weapons, instruments, or substances in or upon university premises, except by law enforcement officers or except as specifically authorized by the university. The Cornell University Police should be contacted for further information.

## **Romantic and Sexual Relationships Between Students and Staff**

The following resolution was adopted by the Faculty Council of Representatives on November 8, 1995, and approved by the president and provost as Cornell University policy on September 18, 1996:

The relationships between students and their teachers, advisors, coaches, and others holding positions of authority over them should be conducted in a manner that avoids potential conflicts of interest, exploitation, or personal bias. Given the inherent power differential, the possibility of intentional or unintentional abuse of that power should always be borne in mind. For example, a conflict of interest arises when an individual evaluates the work or performance of a person with whom he or she is engaged in a romantic or sexual relationship.

Romantic or sexual relationships between students and persons in positions of authority compromise the relationship between students and the university. No member of the university community should simultaneously be romantically or sexually involved with a student whom he or she teaches, advises, coaches, or supervises in any way. Individuals in such positions of authority must not allow these relationships to develop or continue.

In unusual circumstances the supervising dean\* of the person in a position of authority may grant an exemption from this policy when full severance of the university relationship would create undue academic or financial hardship for the student.

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\*The supervising dean shall mean the dean of the school or college of the staff member's primary appointment, the dean of the Graduate School in the case of graduate students, the vice provost for research for staff members holding appointments in centers, and the vice president for student and academic services for staff members holding appointments in that division.

## **Sexual Assault**

Cornell University will not tolerate sexual abuse, rape, or other sexual assaults of any kind against students, staff, faculty, or visitors. In an on-going effort to prevent sexual assaults on the Cornell campus, the university provides education and prevention programs for the Cornell community. All complaints of sexual assaults will be pursued and appropriate disciplinary action will be taken. Information will be provided on pursuing criminal or other legal action. The Sexual Assault Policy can be accessed at [http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/humanresources/upload/vol6\\_3.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/humanresources/upload/vol6_3.pdf).

## **Sexual Harassment**

See **Discrimination and Protected Status** policy at [http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/humanresources/upload/vol6\\_4.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/humanresources/upload/vol6_4.pdf) and **Human Relations** in this section.

## **Smoking Policy**

Individuals are prohibited from smoking or carrying lighted cigars, cigarettes, or pipes in any indoor facilities, enclosed bus stops and university-owned or controlled vehicles, as well as within twenty-five feet of the entrance to any university-owned or controlled building, as defined in the Smoking Policy at

[http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/facilities/upload/vol2\\_3.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/facilities/upload/vol2_3.pdf).

## **Student Information**

Cornell University maintains present and former students' personal information and records, and is responsible for their custody, release, and alteration. The Family Educational Rights and Privacy Act of 1974 (FERPA) requires that students be advised of their rights concerning certain personal or educational records maintained by an institution or by a party acting on behalf of that institution. Improper maintenance, disposal, or release of information about a present or former student exposes the university to significant risk. Persons should become familiar with and review annually, the Student Record Privacy Statement: Annual Notification Under FERPA (<http://www.cornell.edu/academics/courses.cfm>) as well as the Access to Student Information Policy prior to releasing any information ([http://www.dfa.cornell.edu/dfa/cms/treasurer/policyoffice/policies/volumes/governance/upload/vol4\\_5.pdf](http://www.dfa.cornell.edu/dfa/cms/treasurer/policyoffice/policies/volumes/governance/upload/vol4_5.pdf)) prior to releasing any information.

## **Student Leaves**

A leave of absence must be requested from the college in which the student is enrolled. A leave of absence is granted for a specified time, after which the student is expected to return to resume course work. Students should inform their college of intent to return.

Students may withdraw from the university at their own discretion. In addition, a college may withdraw a student who fails to return at the end of a period of authorized leave.

Medical leaves are granted by the student's college upon recommendation by Gannett Health Services.

For more information, please review 7.1, the Voluntary Leave of Absence for Students ([http://www.dfa.cornell.edu/dfa/cms/treasurer/policyoffice/policies/volumes/student/upload/vol7\\_1.pdf](http://www.dfa.cornell.edu/dfa/cms/treasurer/policyoffice/policies/volumes/student/upload/vol7_1.pdf)) and 7.2, the Involuntary Student Leave for Reasons of Personal or Community Safety policies at

[http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/student/upload/vol7\\_2.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/student/upload/vol7_2.pdf).

## **Students on Assistantships**

The University is committed to an equitable, supportive, and professional environment for graduate education and will maintain and enforce uniform policies governing the terms and conditions of the work life of graduate students on assistantships ([http://www.dfa.cornell.edu/dfa/cms/treasurer/policyoffice/policies/volumes/academic/upload/vol1\\_3.pdf](http://www.dfa.cornell.edu/dfa/cms/treasurer/policyoffice/policies/volumes/academic/upload/vol1_3.pdf)).

## **Subsidiary or Affiliated Corporation**

The university imposes tight controls on the creation of subsidiary and affiliated corporations in order to exercise responsible stewardship over its tangible and intangible assets, to manage risk exposure, and to facilitate compliance with reporting and other legal requirements. See the University Policy Office website at [http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/governance/upload/vol4\\_11.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/governance/upload/vol4_11.pdf) for the complete policy.

## **Travel Policy**

The online travel policy is available at [http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/finance/upload/vol3\\_2.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/finance/upload/vol3_2.pdf).

Departments may be even more restrictive and it is the traveler's responsibility to be aware of those restrictions.

## **Tuition Proration**

Upon the recommendation of the appropriate academic dean, and with the approval of the university registrar, any student registering in any undergraduate division, the Law School, the College of Veterinary Medicine, or the Johnson Graduate School of Management for fewer than twelve credit hours in a regular term will be charged the student service charge, plus one-twelfth of the remaining full tuition and administrative fee per credit hour. (This policy does not cover students enrolled through the Graduate School for masters or doctoral studies.) Specific eligibility requirements must be met and certain procedures followed. A complete copy of the policy can be obtained from the Office of the University Registrar (<http://registrar.sas.cornell.edu>).

## **University Property**

Staff members in the Student Activities Office (SAO) are available to consult with faculty, staff, and students who wish to hold events on campus. SAO staff members

review and process over 2,000 Use of University Property (event registration) forms annually and chair the University Events Management Planning Team (EMPT). EMPT is made up of representatives from SAO, CU Police, Office of Risk Management and Insurance, Environmental Health and Safety, Transportation Services, and Community Relations who consult directly with event planners about proposed events on campus. EMPT meets on Thursdays at 3:00 p.m. on an as-needed basis.

To get an upcoming EMPT meeting agenda, call 255-4169 or email [rme4@cornell.edu](mailto:rme4@cornell.edu).

To register an event on campus, complete an on-line Use of University Property Form at: <https://activities.cornell.edu/EventReg/>.

### **Video Surveillance Systems**

Cornell University aims to provide its community with a secure environment, which is enhanced by using video surveillance systems technology to monitor its campus, while being sensitive to the privacy, freedoms of expression, and assembly of its members. The complete policy is available at [http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/riskandsafety/upload/vol8\\_1.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/riskandsafety/upload/vol8_1.pdf).

### **Visitors to Cornell**

Cornell faculty frequently invite foreign colleagues to give a lecture or otherwise visit Cornell and want to pay an honorarium as a token of appreciation. Caution: units should contact the Office of Tax Compliance well in advance of the visit by any foreign national because regulations under both Immigration Law and Tax Law are complicated.

### **Volunteers**

University volunteers are uncompensated individuals who perform services directly related to the business of the university, to support the activities of the university, or to gain experience in specific endeavors. The university recognizes the need for balance among several factors: the desirability of volunteer service; the need to protect volunteer interests; and the need to minimize risk to the volunteer and the university. The Volunteer Policy addresses the disparate issues one may encounter when seeking to engage university volunteers (available on the University Policy Office website at [http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/humanresources/upload/vol6\\_5.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/humanresources/upload/vol6_5.pdf)).

### **Weather**

During inclement weather, the Executive Vice President for Finance and Administration will make a decision regarding the operating status of the university. The decision will be based on forecasts from a number of meteorological services; reports on local and campus road conditions from the Cornell Police, Grounds Care, Transportation Services, and the Tompkins County Sheriff's Department; and advice from senior executive staff and the deans. The Inclement Weather Policy can be found at [http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/riskandsafety/upload/vol8\\_2.pdf](http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/riskandsafety/upload/vol8_2.pdf).