

in writing the final decision and any conditions to the student. If academic performance is not a factor, the academic dean will, nonetheless, inform the student of the decision by the Director of the Student Primary Care Clinic or the Director of the Counseling and Psychiatric Service regarding medical eligibility for re-enrollment.

4. When a request for re-enrollment is denied, an appeal of that decision may be made in writing within seven (7) days to the Provost, who will review the decision of the Director of the SPCC or of CAPS and/or the academic dean. The decision of the Director of the SPCC or of CAPS and/or the academic dean will be affirmed if supported by substantial information. The decision of the Provost will be final.

#### **Confidentiality**

All records concerning medical leaves of absence are considered confidential and will only be kept by the appropriate office(s) at the University. The notation, "Leave of Absence," will be placed on the student's transcript. Where appropriate, and in accordance with University policy, such records will be destroyed upon the student's graduation from the University.

| [top](#) |

### **12. Intellectual Property Policy ([pdf version](#))**

#### **13. Off Campus Orientation Policy**

The University requires all undergraduate students living off campus to attend the annual Off Campus Orientation.

| [top](#) |

#### **14. Outdoor Event Guidelines**

Guidelines stipulate the conditions under which members of the University community may host events at outdoor locations on the Main Campus. Copies of the guidelines are available from the Office of Campus Activity Facilities, 1507 Leavey Center.

| [top](#) |

#### **15. Outdoor Noise Policy**

The following was adopted in the fall semester 1999 and governs events which occur on campus and which feature amplified sound:

It is the responsibility of event organizers to schedule events at times and in locations that will not disrupt residents of the local neighborhoods or members of the university community who are not event participants. As you plan an event, we ask you to be sensitive to the peace and privacy concerns of your colleagues, students and local residents.

To this end, events which take place outdoors and which feature amplified sound will end at 11:00 p.m. on evenings prior to a work day and such events will end at 1:00 a.m. on evenings not prior to a workday. Adequate controls will be in place to monitor excessive noise and to respond to complaints.

| [top](#) |

#### **16. Policy Statement on Harassment**

This policy on Harassment will be widely disseminated to members of the University community, and will be consistently enforced. The policy will be reexamined, updated as appropriate, and distributed regularly to all students, faculty, and staff.

It is the policy of Georgetown University to prohibit harassment on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, political affiliation, source of income, pregnancy, disability or other factor prohibited by law.

##### **1) Sexual Harassment**

For the purposes of this policy, sexual harassment is defined as any unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic advancement; or
- B. Submission to or rejection of such conduct is used as a basis for making an employment or academic decision affecting an individual; or
- C. Such conduct has the purpose or effect of interfering with an individual's work or educational performance, or of creating an intimidating, hostile, or offensive environment for work or learning.

Sexual harassment may occur between persons of the same or opposite gender.

Sexual harassment subverts the University's mission, diminishes the dignity of both perpetrator and victim, and threatens permanent damage to the careers, educational experience, and well-being of our students, faculty and staff.

Sexual harassment is especially serious when it occurs between teachers and students or supervisors and subordinates. In such situations, sexual harassment unfairly exploits the power inherent in a faculty member's or supervisor's position. Although sexual harassment often occurs when one person takes advantage of a position of authority over another, the University recognizes that sexual harassment may also occur between people of equivalent status. This includes peer sexual harassment. Regardless of the form it may take, the University will not tolerate conduct of a sexual nature that creates an unacceptable working or educational environment.

##### **2) Harassment Other Than Sexual Harassment**

Harassment, other than sexual harassment, is verbal or physical conduct that denigrates or shows hostility or aversion to an individual because of gender, race, color, religion, age, pregnancy, national origin, disability, veteran's status, sexual orientation, marital status, family responsibilities, political affiliation, personal appearance, source of income or any basis prohibited by law, when such conduct has the purpose or effect of: unreasonably interfering with an individual's academic or work performance; creating an intimidating, hostile, or offensive educational or work environment; or otherwise adversely affecting an individual's academic or employment opportunities. Harassment may include, but is not limited to: verbal abuse or ridicule, including slurs, epithets, and stereotyping; offensive jokes and comments; threatening, intimidating, or hostile acts, and displaying or distributing offensive materials, writings, graffiti, or pictures.

### 3) National Origin and Accent Harassment

The Equal Employment Opportunity Commission (EEOC) has taken the position that harassment of employees on the basis of their national origin or their accent or manner of speaking is a violation of Title VII of the Civil Rights Act of 1964 as amended. Under EEOC guidelines, ethnic slurs and other verbal or physical conduct relating to an employee's national origin, surname, skin color or accent would constitute unlawful harassment when such conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive working environment;
- has the purpose or effect of unreasonably interfering with the employee's work performance; or
- has the purpose or effect of adversely affecting his or her employment opportunities.

| [top](#) |

## 17. Procedures for Hosting a Guest

The right of a student to live in reasonable privacy takes precedence over the right of a roommate to entertain a guest in the room. In determining when guests should be invited to the room, common sense and mutual respect should prevail. Student rooms are for use by the Georgetown University student assigned to that room and may not be used by other students or by those who are not members of the University community without the prior approval of all of the assigned students. Multiple guests may only be accommodated with the prior permission of Residence Life.

Visitors to a Georgetown University residence hall must have a host who is a resident of that building, present identification, sign the guest book at the security desk in the residence hall office and use the available telephone to call the resident. While a non-Georgetown guest is anywhere on University owned property, the student host is responsible for the behaviors of the guest. Guests are expected to abide by all Georgetown University rules and regulations.

Guests are not permitted to stay overnight unless accompanied by a designated host for a maximum of three days. Guests may not stay in unoccupied beds without the consent of the student whose bed is to be used. For safety reasons, Resident Assistants must be informed if an overnight guest is expected. No one may sleep in University lounges.

| [top](#) |

## 18. Request for Accommodation Based on a Disability

Georgetown does not discriminate or deny access to an otherwise qualified disabled student on the basis of disability, and students with disabilities may be eligible for reasonable accommodations and/or special services in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. However, students are responsible for communicating their special needs to the Academic Resource Center. The University is not responsible for making special accommodations for students who have not requested an accommodation and adequately demonstrated their disabilities. Also, the University need not modify course or degree requirements considered to be an essential requirement of the program of instruction.

To request an accommodation on the basis of any disability, whether a physical, psychological or learning disability, a student must take the following steps:

1. Declare his or her disability by submitting appropriate written documentation regarding that disability from a qualified professional to the Academic Resource Center.
  - a. In the case of a **physical** or **psychological** disability, this documentation must be current medical documentation from a qualified professional that provides a specific diagnosis, describes symptoms, demonstrates an impact on a major life activity (i.e. learning, walking, sight), lists recommended educational accommodations, and provides a rationale for each accommodation.
  - b. With respect to documentation of **learning disabilities** or **attention deficit disorder**, Georgetown follows the guidelines developed by the Association on Higher Education and Disability (AHEAD) and the Consortium on ADHD Documentation, as adopted and modified by the Educational Testing Service (ETS). These guidelines describe the documentation that is necessary to validate a learning disability or attention-deficit/hyperactivity disorder and the need for reasonable accommodations. In general, testing must be current (within three years), comprehensive, and include a specific diagnosis. Each accommodation recommended by the evaluator must include a rationale. Complete guidelines are available through the Educational Testing Services website at <http://www.ets.org/disability/index.html>, or students may request copies of the documentation guidelines by contacting the Academic Resource Center.

The documentation and information regarding the student's disability will remain confidential and will be released only if and to the extent that the student provides the Academic Resource Center with written authorization to release such information, or in the unlikely event that disclosure is compelled by legal process. The University reserves the right to request a second professional evaluation (at its own expense) of the student's disability. Based upon the materials submitted by the student and a review by the appropriate University personnel, the University will determine the appropriate reasonable accommodation.

Students are advised to register with the Academic Resource Center upon enrollment and at the beginning of each semester for which they are requesting services. A reasonable amount of time is required to evaluate the