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STUDENT AFFAIRS AND RELATED POLICIES

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1. Access to Benefits

Georgetown University is built on a two hundred year commitment to a Jesuit, Catholic understanding of higher education. As a Catholic and Jesuit university, Georgetown is committed to an understanding of education that embraces the transmission of knowledge as well as the formation of character.

It is the University's intention that its extra- and co-curricular programs will provide opportunities for the development of knowledge and skills and the cultivation of virtues. They should be the source of community building and an opportunity for celebration. Through the content of the activities the members share, through the process of leading and managing a club, through the shared experiences of the members, these hopes can be realized.

The Catholic and Jesuit identity of the University informs its policies and practices, including the organization and governance of

student organizations. For this reason, the University has developed the Access to Benefits policy, which identifies benefits granted to student organizations, as well as the criteria that student organizations must meet in order to be granted these benefits. This policy strives to respect the multiple expectations of our community, honoring our commitment to a robust discourse about the wide-ranging, diverse ideas that form the basis for student interests and respecting the identity and traditions of Georgetown as a Catholic and Jesuit university.

Granting of benefits through the Access to Benefits policy does not imply endorsement by Georgetown University, but rather identifies and articulates the resources which the organization is granted by the University, herein defined as "benefits." Five Advisory Boards (Center for Social Justice Advisory Board for Student Organizations; Media Boards; Performing Arts Advisory Council; Student Activities Commission; and the Advisory Board for Club Sports) are charged with evaluating requests and making recommendations regarding whether new groups whose activities fall within their areas should be granted access to benefits pursuant to this policy. Each board includes student representation and is predicated on a charter or constitution that outlines its mission. The five boards are advisory to the Vice President of Student Affairs, who may accept or deny their recommendations.

There are other forms of student assembly that may be granted access to benefits from an entity separate from a student advisory board, such as a university department. For example, certain groups of students are granted access to benefits by a department when that university department has unique knowledge of its activities. Hence, New Student Orientation is granted access to benefits only through the Center for Student Programs, and all varsity athletic teams have access to benefits only through the Department of Athletics. Organizations granted access to benefits by a university department are encouraged to abide by this policy and the Student Organization Standards, established by the Vice President of Student Affairs.

Access to benefits is open to any groups which meet the following criteria:

- Have open membership, unless they have obtained special permission from an advisory board or department to employ an appropriate selection criteria, for example musical talent or athletic skill
- Have at least twelve currently enrolled full time students as members
- Do not duplicate any existing group
- Are governed by a formal constitution
- Agree to comply with all relevant university policies, including policies applied by the relevant and applicable advisory board or university department
- Complete the requirements set forth in the new organization development program, as dictated by the applicable advisory board or department

A group is not eligible if, in its mission or practices, it:

- Is unlawful or in violation of university policy
- Endangers the safety of anyone or of university facilities
- Threatens to disrupt or obstruct university functions
- Fosters hatred or intolerance of others
- Directly and substantially advocates positions inconsistent with Roman Catholic moral tradition
- Conducts business secretly
- Represents an affiliation with a national or local social fraternity or sorority
- Is purely commercial or financially profitable to group members.

Several types of resources are granted routinely when access to benefits is granted. These include:

- Funding from student activity fees, student tuition dollars, residual contract fees, alumni donations, or other sources of university revenue
- Ability to reserve campus spaces and equipment, including programming and event space, as well as meeting and storage space
- Technological support, including access to a university website and an email alias to assist in organization communication
- A mailbox and use of the university mailing system
- Access to the weekly student programs broadcast email, university calendar system, and other official communication channels
- Inclusion in annual Student Activities Commission Fair, and other university ceremonies
- Inclusion in the university financial accounting system, including a dedicated cost center and ability to transact financial business under the auspices of Georgetown University, with oversight of a professional staff advisor
- Access to advising support in order to negotiate organizational development or university business
- Access to other university services and resources, including legal counsel and technological support

Resources granted separately from the Access to Benefits Policy

In keeping with the philosophy and purpose of a university in the Catholic and Jesuit tradition, and the spirit of the Speech and Expression Policy, there are certain resources available to students wishing to advance the exchange of ideas. These resources are provided to facilitate the student's role as an active member of the academic community, and are made available provided that the student does not violate university policy and abides by the Student Code of Conduct. The resources granted to individual students are:

- The ability to reserve a classroom for the purpose of discussing an idea or issue. The use of a classroom to provide a

- The ability to reserve a classroom for the purpose of discussing an idea or issue. The use of a classroom to provide a forum for such discussion is subject to the University Registrar's guidelines for acceptable use of a classroom space.
- The ability to use Red Square or, in inclement weather, the Leavey Center Lobby, to express one's viewpoint publicly on an issue or topic.

Students who use classroom spaces as public space for the free exchange of ideas bear responsibility for acknowledging the following at the beginning of their program:

This program is hosted by (individual student(s)), and is not sponsored by Georgetown University. Any views expressed in this forum are the views of the individual, and do not imply endorsement or support by Georgetown University. The space for the forum has been made available because of (host's name) role as a student at Georgetown University.

Students will need to affirm their responsibility for making this statement on the University Registrar's Classroom Request form. Failure to make this statement may result in consequences that include being denied the ability to reserve a classroom space in the future. Students are encouraged to acknowledge this provision on publicity and marketing materials for such events.

In summation, the Access to Benefits policy is in place to allow and encourage students to assemble around a common interest or experience. It makes available a common set of University resources to support their effort and enhance the University community to those groups that meet the stated criteria. This policy is consistent with the Catholic and Jesuit commitments to the unfettered search for truth and the formation of character. Questions about the Access to Benefits policy can be directed to the Vice President of Student Affairs.

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2. Advertising Policy for Student Media (-student publications, the student press and student radio, and TV stations)

As publisher/manager, the University retains the right to:

1. Exclude advertisements for abortion services, (contraception, sperm donors) of any kind from any and all student media.
2. Deny use of funds from any University budget for any media containing such advertisement.
3. Take action through the procedures outlined below against any member of any editorial board approving such advertising.
4. Exclude advertisements paid through an exchange of goods and/or service other than cash unless involved in a promotion approved by the media's editorial board and cleared by the Center for Student Programs.
5. Exclude advertisements of research papers or research assistance services of any kind.
6. Exclude any advertising that promotes violation of the intention and spirit of the DC Code and/or Georgetown University regulations.

The University also reserves the right to specify further types of advertisements that it considers to be grossly unjust or inconsistent with the conscience of Georgetown as a Catholic, Jesuit educational institution and to prohibit such advertisements from student media. Any such future prohibitions must be made with the advice and consultation of the Media Board, must be specified in writing to all student media and must be added to the exclusionary rights of this policy on student media before denial of any allotted funds.

Only for proper and stated causes will editors and members of editorial boards be subject to sanctions and then only by orderly and prescribed procedures stated herein. No editor may be retroactively subject to sanction for previously unspecified transgressions.

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3. University Alcohol and Other Drugs Policy

For the 2011-2012 University Alcohol Policy, please see the Office of Student Conduct web site at <http://studentconduct.georgetown.edu>.

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4. Bias-Related Conduct

Philosophy

Georgetown values the unique and vital contributions that diverse members of the community bring to the educational endeavor. We believe that exposure to and learning from individuals with different backgrounds, perspectives, and experiences are essential to the education of citizens and future leaders in a global society. Creating an open and inclusive community and protecting the right of every individual and group to engage fully in a free exchange of ideas and mutually respectful dialogue requires a safe and welcoming environment that is free of hostility and intimidation. We

recognize that part of ensuring rights to free speech and academic freedom is the creation and protection of such an environment.

For these reasons, the Georgetown student community strives to be inclusive, where all students are viewed as equals, sharing the same rights, opportunities, and responsibilities. Any act that has the purpose or effect of unreasonably or substantially interfering with an individual or group's safety and security by creating an intimidating, hostile, or offensive educational, living, or working environment will not be permitted.

I. Relevant Definitions and Policies

While Georgetown's policies overall are imbued with this philosophy, of particular importance are the Speech and Expression policy (see Section 3: Policies) and the Student Code of Conduct (see Section 4: Student Conduct). This policy is also guided by the Policy on Affirmative Action, the Policy on Sexual Harassment, and the Ethos Statement.

The Speech and Expression Policy states:

"All members of the Georgetown University academic community, which comprises students, faculty and administrators, enjoy the right to freedom of speech and expression. This freedom includes the right to express points of view on the widest range of public and private concerns and to engage in the robust expression of ideas... As is true with society at large, however, this freedom is subject to reasonable restrictions of time, place and manner, as described herein, although such restrictions shall be applied without discrimination toward the content of the view being expressed or the speaker."

Guidelines for bias related infractions (see Section 4: Student Conduct)

Bias-related Student Code of Conduct (Code) violations are especially intolerable in view of the University's commitment to respect for all members of the community. The term "bias-related" refers to Code violations that include language and/or behaviors which demonstrate bias against persons because of, but not limited to, others actual or perceived: color, disability, ethnicity, gender, national origin, race, religion, and/or sexual orientation.

By its very nature, bias will be deemed an aggravating circumstance to any violation of the Code, regardless of its category. Consequently, bias-related violations will result in a more serious sanction up to, and including, permanent separation from the University.

Examples of bias-related code violations include:

Actions that result in the defacement of another's personal property or University property (thereby constituting defacement under the Code), which make use of slurs, phrases, symbols, or conduct, or which are directed at specific property that signifies group affiliation, in such a way as to make an individual or group feel intimidated or unwelcome because of their actual or perceived color, disability, ethnicity, gender, national origin, race, religion, and/or sexual orientation.

Any intimidating, hostile, coercive, and/or offensive act which is intentional or persistent (thereby constituting harassment under the Code), which makes use of slurs, phrases, symbols, or conduct, or which is directed at specific individuals or groups of individuals, in such a way as to make an individual or group feel intimidated or unwelcome because of their actual or perceived color, disability, ethnicity, gender, national origin, race, religion, and/or sexual orientation.

Examples of acts that would not be considered a bias-related violation include:

Posting flyers for public events on campus that use speech that may be considered offensive or inflammatory by another individual or group, where the posting is done in a way that does not deface or destroy personal or University property.

Expressing ideas, thoughts, and feelings in public events (such as speeches, dialogues, panel discussions, rallies, etc...) that may be considered harsh or extreme by another individual or group, where the expressions do not amount to harassment.

II. Procedures on Responding to Hostile or Unwelcome Behavior

The following suggestions will assist students in deciding how to respond when an individual or group acts in a way that would cause them to feel uncomfortable. Such behavior could be bias-related, but these guidelines apply both to instances where bias is a component and where it is not a component. In all cases, the University community provides services and resources that will assist students in processing and responding to hostile or unwelcome behavior.

Students should be aware that as empowering as it may be to advocate for themselves, such advocacy is not always the best or most appropriate choice in every situation. No incident that involves physical violence or the threat of physical violence should be addressed without the assistance of a professional University staff person, the Department of Public Safety (DPS), or the Metropolitan Police Department. You should always seek help if you are feeling unsafe or

threatened.

a. Informal procedures tend to concentrate on conciliation, not sanctions, and stop short of filing a formal complaint with the Office of Student Conduct. This is often the best way to handle a situation that is not overtly threatening and where the individual is open to discussion or to exploring resolution. Some methods might include: face-to-face conversation or writing a letter. These are only suggestions. University staff is available to consult with students prior to any communication and to assist them in planning to utilize any informal procedure.

Mediation is another possibility for resolution. Mediation seeks to increase both parties' ability to communicate and increase their understanding in order to resolve the conflict in a mutually agreeable manner. The staff members in the offices of Residence Life, Student Conduct, Center for Minority Educational Affairs, Health Education Services, and Off Campus Affairs are trained and available to assist students through a mediation process.

With any of these methods, should the response be extremely hostile or if the behavior does not desist, there are University officials trained and able to assist you. The following people could assist you in assessing the situation and determining your next course of action: any Residence Life Senior Staff person; Carolyn Hurwitz, Sexual Assault Services Coordinator; Judy Johnson, Director of Student Conduct; or Jeanne Lord, Associate Dean of Students and Director of Off Campus Student Life.

b. Procedures for Initiating a Formal Complaint Although some situations can be worked out informally, this is not always the case. Some situations should receive a formal review to determine the most effective course of resolution. Incidents that place an individual and/or the community at risk of physical or emotional harm warrant the direct involvement of University staff. In its section, How to File a Complaint (See Section 4: Student Conduct), the Code of Student Conduct details a step-by-step outline of the University's process.

All students of Georgetown University should also be aware of their rights, responsibilities, and duties under local law. District of Columbia law provides enhanced penalties for certain crimes in which bias plays a role.

It is the policy of Georgetown University Department of Public Safety (DPS) to contact all relevant local or federal law enforcement agencies in all cases where bias-related crimes may have taken place. These agencies will make their own independent determinations of how to proceed with investigations and/or referrals for prosecution. The decisions of the relevant law enforcement agencies should not be viewed as a replacement for Georgetown University's procedures under the Student Code of Conduct. Students may face penalties under the Student Code of Conduct, regardless of the outcome of any criminal investigation by public official. However, Georgetown, at its sole discretion may allow any pending criminal investigation to be concluded before it proceeds.

a. Reporting to the Community Georgetown publishes crime statistics annually, including bias-related conduct, in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. A copy may be acquired by contacting the Department of Public Safety. Further, as required by the Act, the University provides timely warnings to the campus community of certain crimes if they represent a threat to students and employees.

III. Services and Resources

The University encourages all students to make use of appropriate resources and will assist all persons involved in an allegation of bias-related crimes. The primary resources are the Associate Dean of Students and the Director of Residence Life, both of whom are located in the Office of Student Affairs, 530 Leavey Center. The Director of Special Programs, located in the Office of the Provost, 650 Bunn Intercultural Center, is also a primary resource, especially if the allegation involves an employee of the University.

Structures are in place within Affirmative Action, Residence Life, Counseling and Psychiatric Services, the Women's Center, the Center for Minority Educational Affairs, Health Education Services, Campus Ministry, Student Conduct, the Department of Public Safety, the Student Primary Care Clinic, and the Vice President of Student Affairs Office to support students throughout the process. Each office is prepared to offer assistance to students both on an emergency and an ongoing basis. In addition to the previously mentioned resources on campus, referrals for off-campus counseling and support services can be provided for both the Complainant and the Respondent upon request. All offices respect and support students' right to privacy.

IV. Prevention and Educational Programs

In addition to providing policies, protections and sanctions related to acts and incidents of bias, Georgetown has created a range of programs and educational resources designed to create and promote the kind of open and inclusive climate to which the University is committed. These programs include: The Center for Minority Educational Affairs, Women's Center, Affirmative Action Office, Diversity Working Group, Georgetown University Incident Response Team, Safe Zone, and Diversity Ambassadors.

V. Oversight

Oversight of this policy is provided by the Office of the Vice President for Student Affairs through the Disciplinary Review Committee in collaboration with the Director of Special Programs (Diversity Working Group and the Incident Response Team).

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5. Computer Systems Acceptable Use Policy

Revised: October 28, 2005

Approved by the Faculty Senate January, 2006

STATEMENT:

This policy is designed to establish acceptable and appropriate use of computer and information systems, networks and other information technology resources at Georgetown University. More importantly, it is meant as an application of the principles of respect and reverence for every person that are at the core of Georgetown's Catholic, Jesuit identity.

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APPLICABILITY:

Anyone using Georgetown University information technology resources. This includes all students, faculty and staff, fellows, visiting scholars, affiliates, campus visitors, Georgetown University Hospital employees when they use GU resources, et al.

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GUIDING PRINCIPLES:

The Georgetown University community is encouraged to make innovative and creative use of information technologies in support of education and research. Access to information representing a multitude of views on current and historical issues is allowed for the interest, information and enlightenment of the Georgetown University community. Consistent with other University policies, this policy is intended to respect the rights and obligations of academic freedom. The University recognizes that the purpose of copyright is to protect the rights of the creators of intellectual property and to prevent the unauthorized use or sale of works available in the private sector. Also consistent with other University policies, an individual's right of access to information technology resources and materials should not be denied or abridged because of race, creed, color, age, national origin, gender, sexual orientation, or disability.

Georgetown University computing and network resources are to be used only for University-related research, instruction, learning, enrichment, dissemination of scholarly information, and administrative activities. The computing and network facilities of the University are limited and should be used wisely and carefully with consideration for the needs of others. Computers and network systems offer powerful tools for communications, education and research among members of the University community and communities outside the University. When used appropriately, these tools can enhance dialog and communications. When used unlawfully or inappropriately, however, these tools can infringe on the beliefs or rights of others.

DISCLAIMER:

The University cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic resources and communications are warned that they may come across or be recipients of material they find offensive.

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RESPONSIBILITIES:

The University encourages all members of its community to use electronic communications in a manner that is respectful to others. The following examples, though not covering every situation, specify some of the responsibilities that accompany computer use at Georgetown and/or on networks to which Georgetown is connected.

1. Functionality and Availability

You must ensure that your actions and the computers you own or that are assigned for your use do not negatively impact the functionality and availability of the Georgetown University computer systems, enterprise and application systems, and network services. You must ensure that your computer is properly maintained, including having up-to-date anti-virus protection and operating system patches. Responsible use of computing and network resources requires users to realize that any attempt to modify or extend resources could result in degradation of systems or performance elsewhere on the network. You must not disrupt routine operations by tampering with any hardware, networks, applications, system files or other users' files without authorization or permission; circumventing or altering software or physical protections or other restrictions placed on computers, networks, software, applications or files (other than your own files or applications you manage). Similarly, you may not make resources available to circumvent or alter software protections or other restrictions placed on computers, networks, applications or files (other than your own files).

2. Computer Accounts

You must use only your own computer account(s), and may not attempt to impersonate the identities of others. You may not supply false or misleading data, nor improperly obtain another's password in order to gain access to computers or

not supply raise or misleading data nor improperly obtain another's password in order to gain access to computers or network systems, data or information. The negligence or naiveté of another person in revealing an account name or password is not considered authorization of use. You should not use the convenience of file or printer sharing as justification for sharing a computer account. You must not attempt to subvert the restrictions associated with your computer accounts or network access.

3. Information Security

You are responsible and accountable for all use and security of the electronic resources you own or use, including but not limited to computer account(s), passwords, personal computer(s), electronic data, and network access. You should make appropriate use of the software, system and network-provided protection features and take precautions against others obtaining access to your computer resources. You are responsible for the security of all NetIDs, accounts and passwords assigned for your use. Passwords must never be shared. You are expected to abide by the Georgetown University University Information Security Policy.

4. Shared Resources

You may not encroach on another's use of computer resources. Such activities would include, but are not limited to, tying up computer and network resources for illegally downloading or sharing music, movies, software or other files, or other non-University related applications; sending harassing messages; sending frivolous or excessive messages, including chain letters, junk mail, spam, and other types of broadcast messages, either locally or over the Internet; using excessive amounts of storage; launching attacks or probes, or otherwise attempting to subvert the security of any system or network at Georgetown University or on the Internet; intentionally or irresponsibly introducing any computer viruses, worms, Trojan Horses, spy ware, or other rogue programs to hardware, software, systems or networks at Georgetown University or on the Internet; or physically damaging systems.

5. Intellectual Property

You are responsible for making use of software and electronic materials in accordance with copyright and licensing restrictions and applicable university policies. You may not use Georgetown University networks, equipment and software to violate copyright or the terms of any license agreement. No one may inspect, modify, distribute, or copy proprietary data, directories, programs, files, disks or software without proper authorization.

6. Publication

You should remember that information you distribute through the University's web or other computing and networking facilities is a form of publishing and many of the same standards apply. For example, any web publication attributed to Georgetown, even with disclaimers, represents you and the University and appropriate language, behavior and style is warranted.

7. Personal Information

You should be cautious about making information about yourself and others available on the Internet. The University cannot protect you from invasions of privacy, identity theft and other possible dangers that could result from the individual's distribution of personal information.

ADMINISTRATION AND IMPLEMENTATION:

While respecting confidentiality and privacy, the University reserves the right to examine all university owned and operated computer systems and electronic/digital resources. The University takes this step to enforce its policies regarding harassment and the safety of individuals; to prevent unauthorized reproduction or distribution of proprietary software or digital texts, images (moving and still) or music; to safeguard the integrity of computers, networks, and data either at the University or elsewhere; and to protect the University against seriously damaging consequences. The University may restrict the use of its computers and network systems for electronic communications when faced with evidence of violation of University policies, or federal or local laws. The University will comply with, and respond to, all validly issued legal process, including subpoenas. The University reserves the right to limit access to its networks through University-owned or other computers, and to remove or limit access to material posted or distributed on University-owned comput

ENFORCEMENT:

All members of the University community are bound by federal and local laws relating to civil rights, harassment, copyright, security and other statutes relating to electronic media. It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America or the District of Columbia. All users are expected to conduct themselves consistent with these responsibilities and all other applicable University policies. Abuse of computing and/or network privileges will subject the user to disciplinary action, as established by the applicable operating policies and procedures of the University. Abuse of networks or computers at other sites through the use of Georgetown University resources will be treated as though it occurred at the University. When appropriate, restrictive actions will be taken by system or network administrators pending further disciplinary or legal action.

RESOURCE(S) AND OTHER APPLICABLE POLICIES AND PROCEDURES:

[Guidelines for Systems and Network Administration](#)

Guidelines for Systems and Network Administrators

<http://uis.georgetown.edu/policies/technology/snaguidelines.html>

Procedures in Support of the Computer Systems Acceptable Use Policy

<http://uis.georgetown.edu/policies/technology/acceptableuseprocedures.html>

Reporting incidents of electronic abuse

abuse@georgetown.edu

Spam may be forwarded to spam@georgetown.edu

Hate and Bias Reporting

<http://www.georgetown.edu/student-affairs/biasreporting>

University Information Security Policy and Security Resources

<http://uis.georgetown.edu/policies/technology/secpol.html>

<http://security.georgetown.edu/>

Copyright in the Information Age

<http://www.georgetown.edu/policy/copyright/>

DMCA Information Site

<http://uis.georgetown.edu/policies/technology/p2p.html>

Broadcast Communication Policy

<http://uis.georgetown.edu/policies/technology/masscomm.html>

Incidental Personal Use of Electronic Resources Guidelines

<http://uis.georgetown.edu/policies/technology/personaluse.html>

Georgetown University Human Resources Manual; including but not limited to:

Policy Number 302, "Disciplinary Actions and Dismissals"

http://www.georgetown.edu/hr/employment_services/policies.html

Policy Number 401, "Professional Conduct"

http://www.georgetown.edu/hr/employment_services/policies/gu401.html

Policy Number 403, "Confidential Information"

http://www.georgetown.edu/hr/employment_services/policies/gu403.html

Online Resources

E-mail: <http://uis.georgetown.edu/email/>

Anti-Virus and other software, general information: <http://uis.georgetown.edu/>

Technical Assistance

help@georgetow.edu

APPROVAL:

Adopted ad interim June 3, 1996

Modified: November 14, 1996

Approved by the Faculty Senate June 23, 1997

REVISION REVIEW AND APPROVAL:

Revision begun: October, 2004

Reviewed by the Information Services Management Council

Reviewed and approved by University Counsel April 22, 2005

Reviewed and approved in principle by the Computing Services Advisory Committee May 12, 2005

Revised: June 22, 2005

Approved by the Vice President for Information Services and CIO and University Counsel, June 22, 2005

Approved by the Vice President for Student Affairs, October 7, 2005

Approved by the Faculty Senate, December 14, 2005

REVIEW CYCLE:

This policy will be periodically reviewed and updated as appropriate.

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6. Concessions and Student Businesses

In order to protect students from undue harassment, no one may act as an agent or sales representative for a person or business not affiliated with the University, solicit orders for or sell goods or services, deliver products, or collect funds for any purpose (including charitable purposes) whatsoever on the University campus (including in the residence halls) without prior written permission. Requests for such permission must be submitted to the Director of Student Programs, who will make decisions consistent with this policy in consultation with the Vice President for Student Affairs, the Vice President for University Facilities and Student Housing, and other University officials as appropriate.

In addition, students living in any housing owned by the University may not operate a private business or otherwise engage in commercial activities from these premises. This prohibition includes using a room address, room telephone, or University network connection to conduct any type of business activity, such as acting as an agent for an outside company, soliciting or collecting orders for goods or services, or selling or delivering products. Questions regarding whether an activity comes within this prohibition should be directed to the Director of Student Programs.

No unauthorized student group or individuals involved in a private enterprise are to use the name of "GEORGETOWN" or any other University trademark (including "GEORGETOWN UNIVERSITY," "GU," "HOYAS," the University seal, the stylized "G," or the Jack the Bulldog head design) in any manner. Furthermore, should a student or student group engage in a private enterprise or commercial activity, that enterprise or activity cannot conduct its business in any manner that would lead the University community, alumni, parents, or the public to believe that the enterprise is a student activity officially endorsed by the University, its student association or the Center for Student Programs.

Violation of this policy may result in referral for discipline under the Code of Conduct; termination of or other action under the Residence Hall & Townhouse Occupancy Agreement (where the prohibited conduct takes place in University housing); and/or legal action.

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7. Consensual Sexual Relationships

Policy on Consensual Sexual Relationships Between Senior and Junior Members of the University Community

I. Introduction

There are various approaches an institution could take to address the issue of consensual sexual relationships between a "senior" and a "junior" person. (See definitions below.) One extreme is to ban all such relationships. The other is to pretend such relationships do not exist. The University has taken a middle ground in this policy.

The policy not only points out the potential legal and ethical pitfalls of consensual sex in the University setting, but also, and more specifically in the section called "Standards and Procedures," asserts the University's right to protect the integrity of its own operations from the conflicts of interest and disruptions in the academic and employment environments that can arise from consensual sexual activity involving members of the University community.

II. The Nature of the Problem

Consensual sexual relationships between "senior" and "junior" members of the Georgetown community - that is, between two persons where one party (the "senior") possesses direct academic, administrative counseling, or extracurricular authority over the other (the "junior") - do not violate laws prohibiting sex-based discrimination. Nevertheless, such relationships are a matter of significant concern to the University because of the ethical and administrative problems they can pose. Those problems are most severe when a consensual relationship takes place between a teacher (e.g., professor, teaching assistant, clinical fellow) and a student and the student is enrolled in one of the teacher's courses for which the student will receive a grade, or when the student is likely to be enrolled in such a course in the future. These problems can also be very severe in a counseling setting between counselors and counselees. Given the potential for such problems, the University strongly recommends that members of the University community avoid any senior-junior consensual sexual relationships. This recommendation has particular force with regard to undergraduate students. At Georgetown University, virtually all undergraduate students are between the ages of eighteen and twenty-two, and many are living away from home for the first time. Because of the unique susceptibility of these young men and women, teaching professionals are under a special obligation to preserve the integrity of the teacher-student relationship in situations involving undergraduate students. If members of the community choose by mutual consent to enter into such relationships, however, the University requires that they take specific steps to minimize the problems that may arise from them. Sanctions shall be commensurate with the magnitude of the harm, if any, caused.

III. The Problems

There are many ways problems can arise when a senior member of the Georgetown community engages in a consensual sexual relationship with a junior member. First, when one person has the ability to grade, advance, promote, recommend, or otherwise influence the employment or academic status of the other, there is the possibility that what appears to be a consensual relationship is falsely perceived to be so. Some recipients of sexual advances may fear that refusal will result in loss of an employment or academic benefit. They may go along with the requested relationship even though it is

in fact unwelcome to them (and may even cause them psychological harm). The United States Supreme Court has ruled that such a person is a victim of illegal sexual harassment, and that a school can be liable for monetary damages for a teacher's coercive intercourse with a student. Apart from a policy of avoiding legal liability for such conduct, the University wants to ensure that it provides an environment free from sexual coercion and intimidation in which to study and work.

The person in the position of authority who may desire a sexual relationship with a junior nevertheless has strong reasons to avoid it, since what seems initially to be consensual may turn out to be unwelcome or coercive from the perspective of the junior participants. The junior participant may file an internal grievance or a formal lawsuit, creating a risk that the person in authority will suffer negative career consequences and may have to pay damages to the victim. Because of the serious consequences to the senior participant, that person also subjects himself or herself to the possibility of coercion or blackmail.

Even when such a relationship is genuinely consensual (and therefore does not constitute sexual harassment or raise the other concerns noted above), the relationship can cause problems for both parties and harm the academic and work environment at the University. There is the appearance and often the reality of a conflict of interest on the part of both parties to the relationship. Others may believe that the senior favors the junior because of the sexual relationship, thus creating an atmosphere of suspicion and resentment among other juniors who think the junior in the relationship is obtaining undeserved benefits. The junior person's professional reputation or academic standing may be injured because of the perception that the benefits were due to the sexual relationship, rather than to the junior's own work or study.

There is also a serious risk that either party may exploit the other. The senior person may be interested in the junior solely for purposes of sexual gratification, but the junior may construe that attention as related to the junior's intellect, as revealed through his or her studies or work. If the junior participates in a sexual relationship and then discovers the true situation, there is a potential for a damaging loss of self-esteem by the junior (especially where the two are teacher and young student and there is a significant age disparity between them). There is also the risk of the junior exploiting the senior. For example, a junior might seek out a relationship solely because of a desire to obtain some academic or employment benefit from the relationship (such as a higher grade or a promotion.)

IV. Standards and Procedures

For the reasons expressed in the previous section of this Policy, the University strongly urges members of the University community to refrain from engaging in consensual sexual relationships with another member of the University community when one person possesses direct authority over the other, whether that authority is used by one who is a teacher, counselor or supervisor of the other or by someone who can directly influence the academic or work status of the other (e.g., a senior professor serving as a member of the tenure committee for a junior professor, a professor serving as the thesis advisor for a graduate student, a senior student on the editorial board of a newspaper or journal voting whether a junior student should attain the same status, a supervisor filling out a performance evaluation for his or her subordinate.

If the two nevertheless commence such a relationship, the University requires that they take the following measures, in order to lessen or minimize the conflict of interest and disruption of the academic and employment environment that can arise in such situations. The University emphasizes that the following measures cannot eliminate entirely the substantial likelihood of conflict and disruption, and that the course of action strongly preferred by the University would be for the two to refrain from engaging in consensual sexual relations for as long as necessary to prevent conflict and disruption.

1. Relationships between Teachers and Students

The University has determined that there is an inherent conflict of interest when a faculty member and a student simultaneously maintain both a direct student-teacher relationship and a consensual sexual relationship, and therefore prohibits simultaneous participation in both roles. Thus, if one party to a consensual sexual relationship is a student of the other person in a course for which the student will receive a grade, the student should immediately withdraw from the course and should never again take a course with that teacher. In such case it is the duty of the teacher to take all steps, including if necessary consultation with the appropriate Dean, to assure that the student's enrollment in the course is promptly terminated. If the student is not currently enrolled in any of the teacher's courses when the relationship begins, the student should refrain from taking any future course with the teacher. The policy of not taking courses with the teacher should continue even after the relationship has ceased.

2. Counselors and Counselees

Because of the potential for emotional harm, individuals should not engage in both a consensual sexual relationship and an official counselor/counselee relationship. If a consensual sexual relationship commences during an official relationship, the official relationship should immediately be terminated and never be started again. Similarly, individuals in, or who have been in a consensual sexual relationship should thereafter never enter into an official counseling relationship.

3. All Other Senior-Junior Relationships

In any other situation where a senior has direct authority over a junior, and can thus advance, promote, recommend, or in any other way directly influence the academic or work status of the junior, the senior person should recuse himself or herself from any decision involving the status of the junior. If the fact of refusal causes the senior to experience difficulty with a superior, the senior should explain the reason for the refusal to the person in authority. The senior's obligation to explain also exists where an unexplained failure to participate might create an inference of a negative evaluation of the junior by the senior.

VI. Sanctions for Violations of this Policy, Review, Other Limitations

1. Any teaching professional who violates the procedures in Part III of this Policy, or any other individual engaged in a consensual sexual relationship who violates any of the procedures in Part III of this Policy, shall be subject to sanctions commensurate with the severity of the offense. The sanction shall be determined in the case of a teaching professional, by the appropriate Dean or Executive Vice President, after consultation with the chair, if any, of the teaching professional's department; and in the case of other individuals covered by this section, by the appropriate director or other supervisory official, including the Senior Vice President. However, in the case of a student violating these procedures sanctions shall be determined by the appropriate Dean on that student's campus.

2. The imposition of any sanction imposed under this Policy may be subject to review under any applicable provision of an established University grievance procedure.

(Revised 5/8/98)

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8. Illegal Drugs District of Columbia Law

The possession, use, manufacture, and/or distribution of illegal drugs (known under the law as "controlled substances") is strictly prohibited at all times on University property, in University vehicles, or in connection with any University activity or University business by D.C. law, federal law, and University policy.

D.C. Law

The term "controlled substance" is defined in the D.C. Code, and includes, among many other materials, cannabis (both marijuana and hashish), cocaine, PCP, LSD and many narcotics.

Individuals who are found to have violated D.C. laws relating to controlled substances are subject to fines of up to \$200,000, and/or imprisonment for a term of up to 25 years. Anyone who is found to have enlisted or encouraged an individual under the age of 18 to distribute or sell any controlled substance, is subject to the same fines and term of imprisonment and an additional fine of \$10,000 and 10 years in prison. Any person over 21 years of age who is found to have distributed a controlled substance to someone under 18 years of age is likewise subject to a fine of up to \$200,000 and imprisonment for up to 50 years. A finding that an individual has attempted to commit any of these offenses makes the individual subject to the same fines and terms of imprisonment as if the crime were actually committed.

Individuals may also be subject to a \$1,000 fine or six-month imprisonment for using, possessing, selling, or delivering drug paraphernalia. Drug paraphernalia means items used in connection with illegal drugs and includes, but is not limited to, scales and balances designed for measuring a controlled substance, blenders, bowls, containers, spoons, and other devices used for mixing or compounding a controlled substance; capsules, balloons, envelopes, and any other containers used to package, use, or store a controlled substance. The term also embraces pipes (including chamber, carburetor, electric and air-driven pipes), tubes, roach clips, cocaine spoons and vials, bongs and ice pipes or chillers.

University Policy

As noted above and in the University's Alcohol and Other Drug Policy (see <http://www.georgetown.edu/student-affairs/handbook/policies/alcoholanddrugs.html>), the University's Student Code of Conduct also strictly prohibits the use, possession, transfer and/or sale of illegal drugs (see <http://www.georgetown.edu/student-affairs/handbook/conduct>). In addition to whatever sanctions are imposed by D.C. law enforcement authorities, students who violate the University policy will be subject to disciplinary action. The severity of the imposed sanction will be appropriate to the violation, but may include suspension and/or expulsion.

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9. Georgetown University Student Organizations: Eligibility for University Benefits

Georgetown University is built on a two-hundred year commitment to a Jesuit, Catholic understanding of undergraduate education. In this tradition the appropriate context for undergraduate education is a community. A community is characterized by an ethos, a shared, common vision, in our case as a shared set of moral commitments and a shared understanding of the nature of undergraduate education. As a Jesuit, Catholic university Georgetown is committed to an

understanding of education that comprises not merely the transmission of knowledge and skills, but the cultivation of virtues and the formation of character respectful of the Catholic vision.

It is our hope that our extra and co-curricular programs will provide opportunities for the development of knowledge and skills, the cultivation of virtues and the formation of character. We hope they will be the source of community building and an opportunity for celebration. Through the content of the activities the members share, through the process of leading and managing a club, through the shared experiences of the members, these hopes can be realized.

The following guidelines intend to provide a framework for the responsible distribution of University resources while building a community that is consistent with the moral vision upon which this University was founded.

Eligibility Criteria

Student organizations wishing access to university benefits must meet the following eligibility criteria. Access to student club and organization benefits does not indicate University recognition or endorsement of the merits of any activity or objective.

Open Membership

Because of the University's commitment to inclusiveness, membership in a student organization must be nondiscriminatory and open to the entire Georgetown University undergraduate student community.

An exception to this policy will be granted for performing arts groups that wish to select members for performances based on special criteria such as talent and individual merit, academic councils which require enrollment in a particular college, or class committees which require attainment of a particular class standing. Any other group that believes selective membership is warranted must receive the approval of the Director of Student Programs and the appropriate advisory board. All such groups will be required to demonstrate that their selection process is integral to the success of the group, is openly advertised and fair and is non-discriminatory. This process will be reviewed annually.

Organization Size

A group must have a minimum of 12 currently enrolled full-time undergraduate student members in order to be considered eligible for benefits. In order to preserve opportunities for undergraduate students to gain leadership experience, other individuals within the University academic community may participate in a group's activities or programs but may not be members or otherwise attempt to direct, lead or inappropriately influence the group's activities. Only members of the University academic community are eligible for participation in a student organization.

Non-Duplicative

A group may not duplicate the purpose and/or activities of an existing student organization. This provision safeguards limited resources and encourages students to work cooperatively when their interests and intentions are similar.

Constitution

In order to provide for basic democratic principles and ensure the integrity of the organization, a group must demonstrate that it has developed a sound constitution as shown by inclusion of the following:

- * purpose clearly articulated and accurately descriptive of the group's function
- * free election of officers
- * clearly articulated election process
- * clearly articulated procedure for removal of officers
- * voting membership and officers limited to currently enrolled students
- * specific definition of voting members
- * procedure for amendment of the constitution
- * reference to bylaws or other relevant documents that will govern the group's activities or functioning

Compliance with University Policy

Groups must agree to comply at all times with any and all relevant University policies, procedures, rules, regulations and guidelines. Since the views and activities of student organizations are not necessarily reflective of the University, all organizations are expected to include in all publications issued (newsletters, brochures, pamphlets, etc.), except those specifically approved, an appropriate disclaimer. For example, an appropriate disclaimer would read: "The views expressed in this publication do not necessarily reflect those of the administration, faculty or student body of Georgetown University unless specifically stated."

Groups will not be eligible for access to benefits if their purpose or activities:

- * are unlawful or in violation of University policy;
- * endanger or threaten to endanger the safety of any member of the University community or of any of the University's

- * endanger or threaten to endanger the safety of any member of the University community or of any of the University's physical facilities;
- * disrupt or obstruct the functions of the University or threaten such disruption or obstruction;
- * foster hatred or intolerance of others because of their race, nationality, gender, religion or sexual preference, or are inconsistent with acceptable conduct at an American university committed to the Roman Catholic moral tradition;
- * are conducted secretly or as a fraternity or sorority (e.g. groups with discriminatory, secret or ritualized membership practices);
- * are purely commercial or financially profitable to group members.

University Benefits

The following benefits are available to student groups that meet the eligibility criteria and are given access by the appropriate advisory board (PAAC, Media, SAC, CSJ-Advisory Board for Student Organizations [ABSO], or Advisory Board for Club Sports.) Special eligibility requirements or conditions on the scope or nature of a group's activities may be imposed by each advisory board, or the Vice President of Student Affairs, where appropriate.

Standard

Benefits which are routinely granted when access is granted:

- * Advice and counsel from the appropriate board
- * A mailbox in the SAC Office
- * Access to the university mailing service
- * Use of computers, copier, and fax machine in the SAC Office
- * Information about opportunities and events for student organizations
- * Inclusion in the SAC Fair and applicable university ceremonies

Administrative

Benefits which require an application and administrative staff approval:

- * Ability to apply for CSJ-ABSO vehicles
- * Access to university computer label service
- * Ability to apply for fund raising project
- * Privilege to apply for a liquor license
- * Support for events scheduled off campus
- * Access to university facilities (indoor and outdoor) for events and activities
- * University hosted website

The process and criteria used to determine access to administrative benefits are published in the Student Organization Guide.

Board

Benefits which require an application and Board or Lecture Fund approval and final approval of the Vice President of Student Affairs:

- * Annual organizational budget allocation
- * Office space
- * Approval for selective membership
- * Mid-year funding requests
- * Budget revisions

If you would like to gain access to benefits for your group, visit the Center for Student Programs web page to obtain information on the New Club Development Process including guidelines for, and a sample constitution, etc.,.

Georgetown University Constitution Guidelines

The following outline and questions are designed to help you write or update a constitution for your organization. The constitution should contain statements concerning enduring aspects of the organization. Items that are subject to frequent revision should be included in the By-Laws.

PREAMBLE

This section should be a statement of the group's establishment. The preamble should contain the name of the organization. The preamble should include the date on which the Constitution was ratified or amended.

Article I. Name

Section 1: What is the exact title of this organization?

Article II. Purpose

Section 1: What is the purpose? Is it fostering a broad educational goal? Does it have a social, cultural or political aim? Why was the group founded? Be precise enough so that a non-member would understand the group.

Section 2: This section should be a statement of the group's willingness to abide by all university policies.

Article III. Membership

Section 1: How does one become a member? How are voting members identified? Voting members must be full-time undergraduate students at the University. What is the date in any one year by which one must join to still be able to vote? Who keeps the official membership list?

Section 2: Voluntary withdrawal of membership may be provided for. Can a member remain in the organization if she/he fails to pay dues?

Section 3: Membership must be open to all Georgetown University full-time undergraduate students.

Article IV. Officers

Section 1: How many officers are there? What are their titles and duties? Will the officers constitute an executive committee? Will your structure be hierarchical or flat?

Section 2: Officers must be full-time undergraduate students at the university.

Section 3: The only officer required is a Treasurer.

Article V. Operations

Section 1: How are officers elected? What constitutes a quorum? What type of ballot? Who may vote? When are they elected, and for what period? Who is eligible for office? When do officers assume office? How may officers be removed? How will mid-year vacancies be filled? You may wish to clarify the role of your advisor.

Article VI. Finances

Section 1: Will there be membership dues?

Section 2: The organization will seek funding by application to the appropriate advisory board (Select the appropriate one: SAC, Media Board, CSJ-ABSO, PAAC or Advisory Board for Club Sports.)

Section 3: The group must express willingness to comply with all financial policies, including placing all funds in its University account.

Article VII. Amendments

Section 1: How are amendments to be proposed and by whom? Usually they are proposed at one meeting and voted on at the next after notifying members. What majority is needed for amendments to pass? What is a quorum for this meeting?

BY-LAWS (optional)

Your constitution may also include a "Provision for By-Laws" article or a clause pertaining to the establishment of by-laws. The by-laws might include some of the following items:

- * Standing committees of the organization
- * Ad-hoc committees of the organization which are established for a single purpose, or 1-year commitment. Such committees will be eliminated from the by-laws once abolished or defunct.
- * Policies pertaining to the time and location of organizational meetings.
- * Structures/purposes of committees.

Center for Student Programs Sample Constitution

A Constitution reflects the policies and procedures of organizations. Since every organization is different, constitutions will vary in their content. The following sample constitution contains areas typically addressed in constitutions and possible wording. When writing a constitution, however, student organizations should be sure that their constitution reflects the policies and procedures of their particular organization

reflects the policies and procedures of their particular organization.

CONSTITUTION OF "Name of Organization"

Preamble

We, the members of "Name of Organization" do hereby establish this Constitution on (date ratified or amended.)

Article I. Name

The name of the organization will be "Name of Organization," henceforth referred to as "Name of Organization."

Article II. Purpose

1. "Name of Organization" is established for the purpose of developing leadership skills and an awareness of the responsibility to participate in public affairs.
2. "Name of Organization" understands and is committed to fulfilling its responsibilities of abiding by Georgetown University's policies.

Article III. Membership

1. Voting membership shall be limited to persons officially connected with the University as enrolled full time undergraduate students. In addition, the following requirements are necessary to constitute voting membership.
 - * Payment in full of financial obligations as determined by organization.
 - * Attendance at 75% of all meetings during a given semester.
 - * Active participation in all activities sponsored by "Name of Organization" unless the activity interferes with either a class or job.
2. "Name of Organization" openly admits undergraduate students to its membership and does not discriminate on the basis of race, color, disability, gender, ethnicity, national origin, religion or sexual orientation.

Article IV. Officers

1. Officers of "Name of Organization" must be full-time undergraduate students enrolled at Georgetown University.
2. Name of Organization" will be governed by the following means:
 1. An elected President (or other designated officer) will preside at all meetings of "Name of Organization." The President will maintain the power to appoint all committee chairpersons, shall present all motions to the body present, and shall be present at 90% of the meetings of "Name of Organization." The President is responsible for communication between "Name of Organization," its advisory board (insert name,) and the Office of Student Programs.
 2. "Name of Organization" shall also maintain a Vice President. The Vice President's duties shall be to preside at all meetings and functions that the President cannot attend.
 3. Club members shall also elect a Treasurer who will keep the lists of voting and active members, handle all dues, accounts, expenditures, new members, rule observances at stated meetings, protocol, etc.

Article V. Operations

1. Voting Eligibility

Those members meeting all requirements of active membership by (date during the year) as set forth in Article III will be eligible to vote.

2. Election Process

1. All officers shall be elected by a majority vote of eligible voting members of "Name of Organization." All elections will be held on an annual basis by February 15 of each academic year, at a meeting comprised of quorum (50% + 1) of "Name of Organization's" members.
2. The President will take nominations from the floor, the nomination process must be closed and the motion seconded. The nominated parties will be allowed to vote if they are eligible voting members.
3. All voting shall be done by secret ballot to be collected and tabulated by the Secretary-Treasurer and one voting member of "Name of Organization," to be appointed by the outgoing President.
4. Newly elected officers will assume office on (date), except in the case of mid-term elections. Officers elected mid-term will assume office immediately after their election.
3. Removal
 1. Any officer of "Name of Organization" in violation of the Organization's purpose or constitution or failure to fulfill duties as stated may be removed from office by the following process.
 2. A written request by at least three members of the organization.
 3. Written notification to the officer of the request, asking the officer to be present at the next meeting prepared to speak in their own defense.
 4. Written notification to the membership.

5. 75% of the voting membership must be in attendance to vote on removal of an officer. A two-thirds (2/3) majority is necessary to remove the officer.

4. Replacement

Should an officer resign or be removed, a special election will be held one week after written notification to all voting members. Mid-term elections shall be conducted as specified in Article IV, Section 2.

5. Meetings

All meetings will occur on a weekly basis or other regular basis at a time selected by "Name of Organization" and will follow the procedure set forth below:

- * Attendance
- * Report by the President
- * Committee Reports
- * Vote on all committee motions and decisions
- * Any other business put forward by members of the club
- * Dismissal by the President

Article VI. Finances

"Name of Organization" will finance the activities it engages in by the following means:

1. Membership dues (appropriate amount set by "Name of Organization".)
2. "Name of Organization" will submit a budget to the (insert one-SAC, CSJ-ABSO, Media Board, PAAC or Advisory Board for Club Sports) on an annual basis and request funding appropriate for the effective operation of the organization for each year.
3. "Name of Organization" will conduct all financial activities in accordance with university policy and place all funds in its university account.

Article VII. Amendments

1. Amendments to the constitution may be proposed in writing by any voting members of "Name of Organization" at any meeting at which 2/3 of the voting members are present.
2. These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.
3. Proposed amendments will become effective following approval of two-thirds (2/3) majority vote of voting members.

BY-LAWS

(Date ratified or most recently amended.)

[Georgetown University Student Organization Standards](#)

PREAMBLE

Central to the character of Georgetown University is a rich and diverse campus life outside of the classroom. Students come together to pursue interests, gain leadership skills and serve the community. Extracurricular life should be characterized by the same commitment to excellence reflected in academic life at Georgetown.

Authority over student organizations and activities is vested in the Vice President of Student Affairs. The Vice President is assisted by the Center for Student Programs and is advised by student and faculty boards. Student organizations may receive access to benefits not available to the individual student; in turn student leaders are responsible for meeting all policies, rules and standards associated with the access. The advisory boards (Media Board, Performing Arts Advisory Council, Student Activity Commission, Center for Social Justice's Advisory Board for Student Organizations or Advisory Board for Club Sports) serve and monitor student organization activities. It is the responsibility of the boards to act in the best interests of both the organizations and the community, addressing violations of standards in an educational manner. The ultimate authority over all matters concerning student organizations, including all violations by student organizations of any University or board policy, rule, or standard is the Vice President.

The following prescribes the standards to which leaders and their organization members are held. An important part of assuming a leadership position is understanding the responsibilities of leadership and communicating these effectively to members.

STANDARDS

Respect for Others

Respect for every person is at the core of Georgetown's Catholic, Jesuit identity. In a university it is particularly necessary that this respect encompass diversity and difference of opinion. A student organization may be held accountable for actions that violate the dignity of another member of the university community.

The following actions are specifically prohibited:

1. Discrimination. (Any act that distinguishes or excludes an individual on any criterion other than individual merit.)
2. Hazing. (Any ritual of membership that demeans, humiliates, injures or weakens a student or otherwise interferes with the pursuit of an education by a student.)
3. Interfering with another group's freedom of expression. (Protesting an event or activity in such a manner that the speaker's right to free speech or others' right to see and hear a speaker is violated.)
4. Disruption. (Activity that endangers or imminently threatens to endanger the safety of any member of the community or of any of the community's physical facilities, or any activity that disrupts or obstructs or imminently threatens such disruption or obstruction.)

Use of University Resources

Through student organizations, University resources are used to enrich the university community and reflect its diversity. Student leaders agree to follow university procedures in the use of university resources and not to misuse those resources.

The following actions are specifically prohibited:

1. Spending organization funds for purposes other than those authorized; incurring unauthorized financial obligations.
2. Failing to deposit revenue according to the cash handling procedures.
3. Making payments from undeposited cash. (All revenue must first be deposited and accounted for in the University system.)
4. Failing to adhere to proper financial procedures as outlined in the Student Organization Guide.
5. Maintaining outside bank accounts. (Student organizations that receive university funding and/or operate from University accounts are expressly forbidden to maintain any financial resources outside of the university account, and all resources must be deposited into their university account.)
6. Providing partisan political support. (Using university resources or the university name to fund a political campaign or political action group or committee is strictly prohibited.)
7. Using university vehicles for other than the specifically approved vehicle request.
8. Advertising off campus without permission. (University facilities and resources are intended primarily for the use of the members of the university community, and special authorization must be received to advertise off campus.)
9. Using the name or privileges of a student organization to conduct a non-university profit-making enterprise.
10. Damaging university property through negligence or intentional action.
11. Taking organizational or university resources without permission.

Organizational Integrity

Georgetown University is committed to fostering the integrity of its student organizations. Groups are encouraged to follow their own constitutions, to remain true to their purpose, and to represent their activities to others properly.

The following are specifically prohibited actions.

1. Signing someone else's name without authorization.
2. Supplying false or misleading information on an application or request form.
3. Knowingly accepting or using false identification.
5. Allowing non-members to direct, manipulate or improperly influence an organization's structure, activities or decisions.
5. Failing to follow the organization's constitution.
6. Holding improper elections; attempting to give any candidate an unfair advantage in an election.
7. Failing to comply with the directive of a university official.
8. Misrepresentation. (Any attempt to use the name or privileges of a student organization for other than the expressly stated purpose of an organization or its activity or event.)
9. Fronting. (Misrepresentation specifically designed to gain access to university benefits, especially facilities, for any person or group that would be otherwise ineligible for such benefits or eligible at a less favorable rate.)
10. Soliciting outside funding without prior approval. (Development efforts must be coordinated through the Center for Student Programs and the Office of Alumni and University Relations.)

Specifically Prohibited Groups

The freedom to associate with others who share common interests is an important part of the university community, and students are free to join and form lawful associations. Some types of groups have either activities or principles that are inconsistent with accepted values at the University. For this reason, the following types of organizations are expressly

prohibited from having access to university benefits, and existing groups that are found to represent any of these types of organizations will be subject to loss of benefits.

1. Organizations with discriminatory membership practices: any organization that excludes members on an illegal basis. (Exceptions will be granted for performing arts groups that wish to select members for performances based on special criteria such as talent and individual merit.)
2. Fraternities and sororities: single sex groups with ritualized, demeaning or secret membership practices, and specifically those organizations affiliated with the national Intrafraternity Council, Pan Hellenic Association, and Pan Hellenic Council.
3. Secret societies: groups that do not disclose their purpose, membership or activities, or whose purpose, membership or activities are discriminatory.
4. Commercial groups: groups whose purpose and activities are designed as private profit-making endeavors for the benefit of their members.
5. Groups that endanger or threaten to endanger the safety of any member of the University community or any of the University's physical facilities.
6. Groups that foster hatred or intolerance of others because of their race, nationality, gender or sexual preference, or are inconsistent with acceptable conduct at an American university committed to the Roman Catholic moral tradition.
7. Groups that are unlawful or in violation of University policy.

Compliance with University Policies

Many policies govern the activities and events of student organizations. Leaders and organizers are expected to be familiar with all relevant policies. Copies of all policies may be obtained in the center for Student Programs. All members are expected to comply with all university policies, including, but not limited to:

- * alcohol and substance abuse policy
- * outdoor events policy
- * policy on speech and expression
- * facilities use policies
- * vehicle regulations
- * risk management regulations
- * revenue management policies

The University reserves the right to modify and to add policies and to hold students accountable for abiding by such policies. The University also reserves the right to hold groups or individuals accountable for inappropriate actions not specifically listed in these standards.

VIOLATIONS OF RULES AND POLICIES BY STUDENT ORGANIZATIONS

The Vice President for Student Affairs has the authority to investigate student organizations and their conduct and to sanction organizations for violations of the above-referenced rules and policies. In any given case at the Vice President's discretion, the Vice President may delegate this authority, for example, to the Director of Student Programs or may request a recommendation from the Director or other designated University official.

Sanctions:

Sanctions for violations may, without limitation, include the following:

- * short term loss of some or all benefits
- * long term loss of some or all benefits
- * permanent loss of benefits
- * community service projects
- * fines
- * removal of individuals from the office
- * other sanctions as deemed appropriate

Authority for selection of specific sanctions is vested ultimately with the Vice President for Student Affairs.

Hearings:

In cases in which the Director of Student Programs will make decisions, the following guidelines will apply:

1. Complaints may be filed in the Center for Student Programs by students, faculty, staff (including the Director) or community members.
2. For alleged violations in which the conduct is not contested, the Director or other designated University official may fashion a procedure on case-by-case basis to discuss concerns and to impose sanction(s).
3. For alleged violations in which the conduct is contested, the case will be referred to the appropriate advisory board. The board will conduct a hearing according to procedures that it devises consistent with this paragraph to make

The board will conduct a hearing, according to procedures that it devises consistent with this paragraph, to make recommendations to the Director or other designated University official concerning factual determinations, responsibility, and sanction(s).

4. Notice of the hearing will be given to the respondent through at least one of its officers at least three working days before the hearing. Both the complainant and the respondent organization will have the opportunity to present information and argument at the hearing.
5. Formal rules of evidence will not apply. Legal counsel will not be permitted to participate in the hearing. The advisory board will provide its recommendations to the Director or other designated University official within two working days after the hearing. The Director or other designated University official can accept, reject or modify the recommendation.
6. When an alleged violation by a student organization also involves conduct of any student in violation of the Student Code of Conduct, referral may be made to the Student Discipline System. Such referral will not preclude sanctions against the organization as outlined above.
7. For organizational violations, generally the aim of any response to such violations will be to preserve the integrity of the group and educate the group or individuals involved. Violations of Student Organization Standards and sanctions imposed by the Center for Student Programs or advisory boards will not become part of any individual's student record.

Questions about this and other policies or programs regarding student organizations may be addressed to:

Erika Cohen Derr
 Director of Student Programs
 316 Leavey Center
 Georgetown University
 Washington, DC 20057
 (202) 687-3704

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10. Family Education Rights and Privacy Act of 1974

The Family Education Rights and Privacy Act of 1974 ("FERPA") is a federal law which states that universities must establish and annually disseminate a written policy that describes the university's policy and procedures governing student education records and the privacy rights accorded to student education records under FERPA.

Georgetown University accords to its students all rights under FERPA. Georgetown University's Student Records Policy is contained in the Undergraduate Bulletin and available online.

Please note that the University encourages students dependent on their parents to disclose to them academic and other personal information; however, it is the policy of the University not to provide academic and other personal information to parents without the student's consent. An exception to this policy will be made when the University determines, on the basis of all circumstances, that disclosure to parents is warranted because of compelling academic, health, safety or disciplinary matters. When the University determines that disclosure is warranted, and there is no emergency, students will first be given a reasonable period of time within which to inform their parents and to request that their parents acknowledge such notification by contacting the appropriate University office.

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11. Guidelines on Medical Leave of Absence

The following guidelines implement Georgetown University's policy that students may be granted a leave of absence for medical reasons. The guidelines outline the University's procedure on the main campus for granting a leave of absence. These guidelines are intended to provide a mechanism whereby an ill student will not be penalized for seeking treatment for his/her illness.

The University may also mandate a leave of absence if the student's illness or behavior, apparently resulting from illness, is so severe that it threatens serious or permanent injury, illness, or death; or interferes with the academic pursuits of the student or others; or interferes with other regular activities of the University community.

When a student is placed on a medical leave of absence, the student may receive a letter from the Director of the Student Primary Care Clinic or the Director of the Counseling and Psychiatric Service outlining the conditions and requirements that the student must meet for re-enrollment at Georgetown University. Tuition reimbursement will be determined in accordance with established University policy.

Voluntary Medical Leave of Absence

A student can be granted a medical leave of absence from the University in those cases in which the student's health is impeding normal academic progress. The student must submit written documentation establishing the need for leave to the academic dean from a legitimate health care professional such as a Student Health clinician, or the student's private or family physician. The academic dean will decide whether to grant the leave of absence, and may do so in consultation

or family physician. The academic dean will decide whether to grant the leave of absence, and may do so in consultation with Student Health and/or private health care professionals. It is preferable, but not mandatory, that Student Health be involved before a student departs on a voluntary medical leave of absence. The academic dean will inform the Registrar of a voluntary medical leave and will forward a letter to the student advising him/her of re-enrollment procedures.

In the event that a student is injured or becomes ill away from the University, a student may submit a written request to the academic dean for a medical leave of absence and include documentation on the need for a medical leave from the treating physician.

Denial of a request for a medical leave of absence may be appealed in writing to the Provost, whose decision will be final.

Emergency Administrative Action for Medical Cause

Emergency Administrative Action for Medical Cause to remove an individual from the University community may be taken in those cases in which a student's illness, or behavior apparently resulting from illness, is so severe that it threatens serious or permanent injury, illness, or death; or interferes with the academic pursuits of the student or others; or interferes with the regular activities of the University community. Within three working days of the Emergency Administrative Action, a request must be filed with the Vice President for Student Affairs to convene the review committee for an Involuntary Medical Leave of Absence. If the Vice President for Student Affairs concludes that the request is appropriate, the Vice President will convene a hearing, as outlined by the policy on Involuntary Medical Leave of Absence, within seven days of the request.

These administrators may take this administrative action:

Vice President for Student Affairs
 Director of Student Health
 Director of Counseling and Psychiatric Services
 Associate Vice President for Student Affairs/Director of Residence Life
 Assistant Dean of Students
 Associate Director of Residence Life

Involuntary Medical Leave of Absence

A student may be required to take a medical leave of absence from the University in those cases in which a student's illness or behavior apparently resulting from illness is so severe that it threatens serious or permanent injury, illness, or death; or interferes with the academic pursuits of the student or others; or interferes with other regular activities of the University community.

The following process will guide involuntary medical leaves of absence:

1. A request for an involuntary medical leave of absence is made to the Vice President for Student Affairs. An academic dean, faculty member or Student Affairs official is eligible to make such a request. The request should state the events, conditions, illness, and/or behavior that prompt the request.
2. If the Vice President for Student Affairs concludes that the request is appropriate, he/she will convene a committee of three members of the University community chaired by the Director of the Student Primary Care Clinic or the Director of the Counseling and Psychiatric Service. At the discretion of the student's academic dean, a representative or designate of that dean may serve on the committee. At the discretion of the Vice President for Student Affairs, other members of the committee may include staff of the Office of the Vice President for Student Affairs, faculty, or staff of the Office of Campus Ministry.
- The committee will be charged with conducting an investigation of the case and submitting a written recommendation to the Vice President for Student Affairs. Such investigation, at the discretion of the Committee, may include consultation with, or an evaluation of the student by, physicians or other appropriate individuals from outside the Georgetown University community.
3. The Vice President for Student Affairs will notify the student and the student's academic dean when a committee is to be convened. The student will be given an opportunity to meet with the committee and to submit information to the committee during the course of its deliberations. The student may refuse to cooperate with any or all aspects of the committee's investigation. However, such refusal will in no way limit the right of the committee to recommend a leave of absence nor limit the right of the University to mandate a medical leave of absence.
4. After review of the committee's written recommendation, the Vice President for Student Affairs will decide whether to grant or deny the request for an involuntary leave of absence. The Vice President for Student Affairs will inform the student in writing of his/her decision, along with a brief summary of the reasons for the decision.
5. If an involuntary leave of absence is mandated, the Vice President for Student Affairs will inform the student's

5. If an involuntary leave of absence is mandated, the Vice President for Student Affairs will inform the student's academic dean, who will provide appropriate notification to the Registrar.

6. If an involuntary leave of absence is mandated, it will be effective immediately. However, the student may submit, within 24 hours, a written appeal of the Vice President's decision to the Provost, who will review the written record only and will not allow for an oral presentation by any concerned party.

7. A decision to affirm or reverse the Vice President's decision will be rendered within 48 hours. The decision of the Vice President will be affirmed if supported by substantial information appearing in the record of the case. The decision of the Provost will be final.

Re-enrollment Following Involuntary Medical Leave of Absence

When a student is placed on medical leave of absence, a letter from the Director of the Student Primary Care Clinic or the Director of the Counseling and Psychiatric Service to the student will outline the conditions for re-enrollment and will be forwarded to the academic dean. Along with any particular conditions for re-enrollment outlined in the letter, the following process will guide re-enrollment for all students placed on a medical leave of absence.

1. The student must contact in writing both the academic dean and the Director of the Student Primary Care Clinic or the Director of the Counseling and Psychiatric Service to request re enrollment no less than four (4) and no more than six (6) weeks prior to the fall or spring semesters or the summer school sessions.

2. The student's health status must be reviewed by the Director of the Student Primary Care Clinic (SPCC) or the Director of the Counseling and Psychiatric Service (CAPS) or his/her designate. When feasible, the student should be examined by the Director or his/her designate. When making an additional trip to the University for such an examination poses an unreasonable hardship on the student, the Director will examine other evidence to ensure that there has been significant and sustainable improvement in the medical or mental health condition sufficient to merit re-enrollment. This evidence may include a report from the treating physician, a letter from the student citing evidence of improvement, activities while on leave of absence, or plans for ongoing treatment after re-enrollment. Reports from health professionals should be directed to the Director of the SPCC or of CAPS.

3. A decision regarding medical eligibility for re-enrollment will be made by the Director of the Student Primary Care Clinic or the Director of the Counseling and Psychiatric Service and will be forwarded to the student's academic dean. The academic dean will determine academic eligibility for re-enrollment and will communicate 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.

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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.

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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.

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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.

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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.

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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.

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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 documentation, review the request and determine the appropriate accommodations.

review the request, and determine the appropriate accommodation.

2. If the University determines that an accommodation is appropriate, the student shall consult with administrators in the Academic Resource Center and the appropriate University personnel, including in cases of academic accommodations, the student's academic dean's office, to identify what services will be provided as a reasonable accommodation. In most cases, the Academic Resource Center will provide the student a letter describing the nature of the accommodation he/she requires as a result of his or her disability.

a. To facilitate this process, a student must complete and sign a release of information form provided by the Academic Resource Center. This form gives the Academic Resource Center permission to share, as necessary, information about the student's disability with the University personnel who will be involved in providing the accommodation to the student.

3. After these steps are completed, the student is responsible for meeting with the University personnel who will be arranging for the accommodation to discuss the recommended accommodations. In the case of academic accommodations, the student should plan to meet with his or her professors at the beginning of each semester. The student should give the letter from the Academic Resource Center that verifies the student's disability and the recommended accommodations to the faculty or staff members with whom they meet.

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19. Room Change Policy

Because housing at Georgetown University is in high demand and there are few vacancies, student room assignments cannot be changed without serious cause. When a room change is appropriate, everyone involved must follow the guidelines listed below.

- Any room or roommate changes must have the approval of the Hall Director in the building where the student was originally assigned, the Hall Director in the building to which the student wishes to move, and the Office of Housing Services. It is to the student's advantage to obtain approval and complete all the steps involved in order to ensure against any error in the handling of records or accounts.
- A student may not initiate a room change during the first two weeks of the semester.
- Room changes are approved only if it can be clearly demonstrated that a change in room assignments is the only solution to a problem that has arisen. Other means of addressing the problem—for example, mediation between the parties—generally must be exhausted before a Hall Director will approve a switch.
- When a student moves, the appropriate adjustments in rent will occur.
- The Office of Housing Services reserves the right to fill all vacancies that occur throughout the academic year. The remaining student(s) must accept the roommate assigned by the Office of Housing Services.

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20. Searches, Room Entry and Inspections

The University reserves the right to enter a student's room or apartment for health, safety and administrative purposes. University Officials may also enter a student's room to investigate suspected violation of University Policy. Students are reminded they are expected to comply with the directions of those members of University, including, but not limited to, campus police officers, residence hall staff, etc., who are performing their official duties as assigned by University

authorities. Typically, student's room may be entered with the consent of the resident or under the following circumstances:

1. Members of the University staff may enter a student's room for administrative purposes, such as safety inspections, facility repairs and general housekeeping. After knocking and waiting for a reasonable period of time, entry may be made. If a resident is not present, a note will be left indicating the name(s) of the person(s) entering and the reasons for doing so. It is practice for staff/ employees to lock the door upon leaving regardless if the room was unlocked or locked upon entering. See also "7. Search and Seizure & 8. Room Entry and Inspections" sections of the Residence Hall And Townhouse Occupancy Agreement.

2. Except as provided below, members of the Student Affairs staff will enter a student's room without obtaining prior consent to conduct a search only when there is clear evidence or strong suspicion of an emergency that warrants immediate entry. For example, the presence of smoke, flooding, screams for help or danger to others demands entry.

(a) A search, given reasonable suspicion of illegal conduct, pursuant to an investigation that may become the basis for disciplinary action may be performed upon authorization of either the Director of Student Conduct, the Vice President for Student Affairs, Associate Dean of Students, or the Associate Director of Residence Life. Authorization may be provided orally. This search may be conducted in the presence of the person against whom the evidence is being gathered and an official of the Office of the Vice President for Student Affairs, but such presence is not required.

(b) The person who issues a written authorization for a search to be conducted shall state in the authorization the time

and location of the search, shall provide a brief statement of the reason that the search is to be conducted and is responsible for filing a copy of such authorization with the Office of Student Conduct within 24 hours or the next business day. If authorization for a search is provided orally, the person providing the authority shall document the authority in writing (including a statement of the time and location of the search and a brief statement of the reason that the search was conducted) and see that a copy of such documentation is filed with the Office of Student Conduct within 24 hours or the next business day.

(c) If, in searching a room pursuant to a search warrant, a University official or employee has reasonable cause to suspect that a student in the room is concealing on his person either (1) a narcotic substance or other material obtained or possessed in violation of University regulations, or (2) any object which poses a threat of imminent harm to persons or property on the campus, the official or employee may conduct a search of the student's person.

(d) Evidence gathered in the course of a search may be provided to the Metropolitan Police Department of the District of Columbia.

(e) If, as a result of the search, the University has reasonable cause to believe that a student present in the room has committed a crime or is committing a crime, then the student may be placed under arrest by an officer of the University's Department of Public Safety. The student may be transferred to the custody of the Metropolitan Police of the District of Columbia.

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21. Serving Alcoholic Beverages at Student Organization Events

Any student group that plans to make beer or wine available during an activity or event, with or without charge, is required to get approval for the activity or event from the Center for Student Programs located in 316 Leavey Center. Assistance in this process is provided by the staff of the Center for Student Programs. Review and approval of such plans will be based on the criteria outlined below.

I. Introduction

The proportion of Georgetown students of legal drinking age, 21, is a fraction of the community, requiring innovative approaches to event planning and management. It is imperative that event planners demonstrate a thorough understanding of the risks and liabilities associated with serving alcoholic beverages and that they respect alcohol-related health issues when planning events.

II. Open Events

Open events are events at which alcoholic beverages will be available for purchase, included in an admission price, or included as part of a registration fee. Such events may be classified as small scale or large scale (see letter "K" below).

A. Supervision - The sponsoring organization must designate a person to supervise each event at which alcohol is served. This person is responsible for the management of the event and must be present at all times. The supervisor must be at least 21 years old and must be the person whose name appears on the liquor license. The president of the sponsoring organization must also take full and complete responsibility for compliance with District of Columbia law and the provisions of the University's alcohol policy, including ensuring that no one who is already intoxicated is served and no one underage has access to alcoholic beverages. The president of the organization and the supervisor are also responsible for ensuring that no alcoholic beverages are taken out of the designated location/area of the event.

In addition to the supervisor, the organization must have a university employee present. The university employee must be present at all times to monitor the organization's compliance with District of Columbia law and the provisions of the University alcohol policy. Public Safety officers must be present at any event where alcohol beverages are served. The number of officers is determined by the Department of Public Safety based on factors such as the facility used, the number of participants expected, etc.

B. Identification - The organization must take adequate measures to confirm the identification and age of those wishing to drink. It is illegal to serve alcohol to or purchase alcoholic beverages for a minor. A Georgetown University picture ID and/or a valid Government issued ID will be required of any person wishing to consume alcoholic beverages. Information provided by the Registrar's Office will be used for verification of proof of age. Wristbands will be applied immediately after proof of age is ascertained.

C. Guest - Procedures for inviting and identifying guests of Georgetown University students must be approved in advance by the Center for Student Programs, whose representative will review such request on a case-by-case basis. Guest identification procedures must be consistent with the risk management controls outlined here.

D. Publicity and Advertisement - All publicity for an event at which alcoholic beverages will be served must be reviewed and approved by a full-time staff member in the Center for Student Programs. Under no circumstances will the Center for Student Programs approve publicity that encourages the overindulgence of alcohol or promotes alcohol abuse.

Student Programs approve publicity that encourages the overindulgence of alcohol or promotes alcohol abuse.

Furthermore, if alcohol is a part of the publicity at all, the publicity must also include other non-alcoholic beverages and food or snacks.

E. License - District of Columbia law requires that a license be obtained for the sale of any alcoholic beverages. Selling includes charging for admission, a registration fee, or any direct means of collecting money to fund the event. A District of Columbia Class "F" license is required for any event at which beer or wine will be served for a cost. The District of Columbia Class "F" license requires at least ten(10) days for approval and should be requested from the Alcoholic Beverage Regulation Administration 14 days in advance. The Board will not consider late applications. A license must be obtained for each event by the event supervisor.

F. Servers - Guests may not serve themselves; events are required to have servers who are at least 21 years old. Students must complete a server training course before becoming eligible to serve at student events. Servers may not drink any alcoholic beverages during the event. Servers must check for proof of age and may serve only one drink to a person at any time. EACH SERVER ASSUMES RESPONSIBILITY NOT TO SERVE PERSONS ALREADY INTOXICATED.

G. Alcohol Quantities - Every student is expected to plan carefully and not purchase excessive amounts of alcohol. The amount of alcohol served at a registered party must be proportional to the number of expected guests of legal drinking age and the length of the party. Hosts should plan a maximum of one drink per person of legal drinking age per hour at the event. The following formula should be sufficient for any event:

To calculate the number of servings of alcoholic beverages, multiply the number of hours of a party by the expected number of guests in attendance who are of legal age to drink. For example, a total of 800 individual 12-ounce servings of beer would be permitted for 200 guests of legal drinking age at a 4-hour party. By way of calculation, a half-keg of beer holds approximately 150 12-ounce servings. A serving of wine should be approximately 4 ounces per person, or 16 servings per half-gallon container.

H. Non-alcoholic Beverages and Food - Any group serving alcoholic beverages is required to provide non-alcoholic beverages and some type of food, (e.g., soft drinks and light snacks) which are easily accessible. Non-alcoholic beverages should be provided in an amount equal to the number of alcoholic beverages provided but proportional to the number of guests expected to be under legal drinking age. Event sponsors must work out the specific quantities and formula with the Center for Student Programs or other designated Student Affairs officials. If the supply of non-alcoholic beverages is exhausted at any time during the event, serving of alcoholic beverages must also be terminated until more non-alcoholic beverages can be obtained.

I. Alcoholic Beverages - Standard policy prohibits hard liquor from being served at student sponsored events at Georgetown University. No "all you can drink" or open bar events will be allowed at University sponsored events, either on campus or off. Rare exceptions require prior approval from the Center for Student Programs or designated Student Affairs officials.

J. Serving of Alcoholic Beverages - Events should not focus on alcohol or facilitate over-consumption. Therefore it is recommended that all alcoholic beverages be purchased by the drink and not included in the admission price. If beverages are included in the price of admission, the "one (1) drink, per person, per hour" rule must be applied.

A sign must be clearly displayed at the serving area which reads: "District of Columbia law prohibits the sale or serving of alcoholic beverages to anyone under the age of 21 to any person who is intoxicated or appears to be intoxicated."

K. Event Type and Location

1. Small Scale Events - Small scale events are those which will not exceed 100 persons at any one time and which can be appropriately managed by one event manager who will ensure compliance with identification and serving procedures. The following locations are available for small scale events with alcohol: Nevils Community Room, Village A Community Room, and Copley Formal Lounge. (Freshman residences will not be approved for events with alcohol.)

2. Large Scale Events - Large scale events aimed at attracting a large number of students from a cross section of classes will be required to establish and monitor a "beer garden," the exact dimensions will be determined by the sponsoring organization and the Center for Student Programs. The beer garden will be a separate self-contained area where those who are of legal drinking age will be able to purchase and consume alcoholic beverages according to standards set forth in the University's alcohol policy and these guidelines. The beer garden must have entrances and exits monitored by University approved personnel to confirm that alcohol consumption takes place solely and completely by those of legal drinking age within the beer garden's confines. Procedures for identification and determination of a student's age will be conducted in an area adjacent to but separate from the entrance of the beer garden. Due to the size and safety requirements of a beer garden, beer gardens will be allowed in the following facilities: New South cafeteria, McDonough Gymnasium, and Leavey Center Ballroom, Center Grille, Leavey Commons and Leavey Esplanade.

3. Closed Events - Closed events are special receptions, class events or student/faculty get-togethers at which all

guests are specifically invited and known in advance, there is no admission price, and beverages are served free of charge. The following differences must be noted:

1. License - A District of Columbia Class "F" license will not be required, but a special Alcohol Approval will need to be obtained from the Center for Student Programs.
 2. Publicity - General publicity such as flyers, posters, or mailings will not be allowed. Guests must be specifically invited in advance.
 3. Tickets - Depending upon the nature of the event, complimentary tickets may be required to be distributed to guests in order to limit over-consumption.
 4. "All-21" Events - Planners of events whose expected participants can be shown to consist entirely of students of legal drinking age may propose a process for event management different from, but consistent with the management procedure outlined here. This proposal will be subject to the approval of the Center for Student Programs.
- L. Serving Alcoholic Beverages - Any group or organization sponsoring an event in public lounges or open areas must properly control the distribution of alcoholic beverages including checking for proper identification. In short, guests may not serve themselves. The sponsoring group or organization must take full and complete responsibility for compliance with District of Columbia law and the provisions of the University's alcohol policy. A sign must be clearly displayed at the serving areas, which reads, "District of Columbia law prohibits the sale or serving of alcoholic beverages to anyone under the age 21 and to any person who is intoxicated or appears to be intoxicated."
- M. Identification - Proof of age is not required for general admission to a University event. However, proper identification or valid government issued ID, with picture and birth date, is required of any person served alcoholic beverages. It is illegal to purchase alcoholic beverages for or to serve alcoholic beverages to any person who is under the age of 21.
- N. Publicity and Advertisement - All publicity for an event where alcoholic beverages will be served should be carefully reviewed. Under no circumstances should the publicity encourage overindulgence in alcohol or promote alcohol abuse. Furthermore, if alcohol is part of the publicity at all, the publicity must also mention other non-alcoholic beverages and food or snacks.
- O. Violations - Persons found in violation of this policy will be subject to individual or organizational fines and/or disciplinary action in accordance with the Student Code of Conduct as administered by the Office of Student Conduct. Violators may jeopardize the privilege of their club, organization, or group to host other events during the academic year.
- P. Security - Student groups, organizations or clubs must always arrange for security guards at functions or events when alcoholic beverages will be served. The Department of Public Safety is responsible for determining the appropriate security arrangements for each event. The group sponsoring the event must pay all security costs.
- Q. Improper Behavior - Individuals who appear intoxicated or who exhibit drunken behavior will not be admitted to registered functions on campus. Moreover, individuals demonstrating such behavior while attending any registered function will be promptly removed by security, a bartender or official sponsor of the function.
- R. Charity - No events may be held whose sole purpose is to raise money for charity. This means no cover charge may go to charity when the only activity at the event is drinking. This includes both on and off-campus locations.

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22. Georgetown University Sexual Misconduct and Sexual Assault Policy

Statement of Purpose

Georgetown University is committed to promoting an environment which supports its educational mission and Jesuit heritage and which preserves the safety and dignity of its members. In particular, the university views, with the utmost seriousness, offenses against the individual such as stalking, sexual harassment, inappropriate sexual touching, sexual assault and any other form of non-consensual sexual activity.

A university is a place where learning to make wise choices is a constant concern for students, faculty and staff. At Georgetown University, choices are framed by a moral commitment to honesty, to the dignity of the individual and to responsibility to others.

Definition of Sexual Misconduct – Category B

Sexual Misconduct is engaging in, or attempting to engage in, any one or more of the following sexual or offensive acts with or directed at another person without obtaining his or her consent:

- a. Intentionally indecent and/or offensive actions that are of a sexual nature including, but not limited to, voyeurism

a. intentionally indecent and/or offensive actions that are of a sexual nature including, but not limited to voyeurism, exposure, sexually explicit communication (i.e., electronic and voice messages, photos, pictures, graphics, etc.)

b. Sexually explicit touching, or attempt of such touching

For the purposes of the Sexual Misconduct and Sexual Assault violations, the following definitions shall apply:

Consent is an understandable exchange of affirmative words or actions that indicate a willingness to participate in mutually agreed upon sexually explicit touching or sexual penetration. Consent must be informed, and freely and actively given. It is incumbent upon each individual involved in the activity to either obtain or give consent prior to any sexual activity, and again, prior to sexual penetration. If at anytime during the sexual interaction any confusion or ambiguity should arise on the issue of consent, it is incumbent upon each individual involved in the activity to stop and clarify, verbally, the other's willingness to continue.

- A verbal "no," even if it may sound indecisive or insincere, constitutes lack of consent.
- When consent is requested verbally, absence of any explicit verbal response constitutes lack of consent.
- It is expected that, after consent has been established, a person who changes his/her mind during the sexual activity will communicate through words or actions, his/her decision to no longer proceed.
- Past consent to sexual activity does not imply future ongoing consent, and the fact that two persons are in an on-going relationship shall not preclude the possibility that sexual misconduct or sexual assault might occur within that relationship.
- A student's use of alcohol and/or other drugs shall not diminish a student's responsibility to obtain consent.

Sexually explicit touching is the unwanted touching of another person in a sexual manner. Examples of sexually explicit touching include, but are not limited to, the touching, either directly or through clothing, of another person's genitalia, breasts, inner thigh, or buttocks of any person with a clothed or unclothed body part or object.

See also Sexual Assault – Category C, the University Main Campus Sexual Assault and Sexual Misconduct Policy at <http://www.georgetown.edu/student-affairs/handbook/policies/sexualmisconduct.html>, and the University's Policy Statement on Sexual Harassment at <http://www.georgetown.edu/student-affairs/handbook/policies/sexualharassment.html>.

Definition of Sexual Assault – Category C

Sexual Assault is engaging, or attempting to engage in, any one or more of the following sexual acts with or directed against another person:

- a. sexual penetration without the consent of the other person;
- b. sexually explicit touching through the use of coercion or where the person is incapable of giving consent because of her/his temporary or permanent mental or physical incapacity;
- c. sexual penetration through the use of coercion or where the person is incapable of giving consent because of her/his temporary or permanent mental or physical incapacity;

For the purposes of the Sexual Misconduct and Sexual Assault violations, the following definitions shall apply:

Consent is an understandable exchange of affirmative words or actions that indicate a willingness to participate in mutually agreed upon sexually explicit touching or sexual penetration. Consent must be informed, and freely and actively given. It is incumbent upon each individual involved in the activity to either obtain or give consent prior to any sexual activity, and again, prior to sexual penetration. If at anytime during the sexual interaction any confusion or ambiguity should arise on the issue of consent, it is incumbent upon each individual involved in the activity to stop and clarify, verbally, the other's willingness to continue.

- A verbal "no," even if it may sound indecisive or insincere, constitutes lack of consent.
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- Past consent to sexual activity does not imply future ongoing consent, and the fact that two persons are in an on-going relationship shall not preclude the possibility that sexual misconduct or sexual assault might occur within that relationship.

- A student's use of alcohol and/or other drugs shall not diminish a student's responsibility to obtain consent.

Coercion is the use of force, or the threat of force, the use of a threat of immediate or future harm, or the use of physical or severe and/or pervasive emotional intimidation to cause or attempt to cause another person to engage in or submit to certain activities. Coercion also includes the administration of a drug, intoxicant or similar substance that impairs the faculties of a person.

Incapacity – a person is considered incapable of giving consent if he/she is asleep, unconscious and/or losing and regaining consciousness, or clearly mentally or physically incapacitated, for example, by alcohol and/or other drugs (signs of being incapacitated include, but are not limited to, difficulty walking, inability to speak in a coherent manner, vomiting or the presence of vomit, etc.).

Sexually explicit touching is the unwanted touching of another person in a sexual manner. Examples of sexually explicit touching include, but are not limited to, the touching, either directly or through clothing, of another person's genitalia, breasts, inner thigh, or buttocks of any person with a clothed or unclothed body part or object.

Sexual penetration is defined as any degree of insertion of a penis, hand, finger, tongue, or any object into a person's anus or vulva, or any degree of insertion of genitalia into the mouth.

See also Sexual Misconduct – Category B, the University Main Campus Sexual Assault and Sexual Misconduct Policy at <http://www.georgetown.edu/student-affairs/handbook/policies/sexualmisconduct.html>, and the University's Policy Statement on Sexual Harassment at <http://www.georgetown.edu/student-affairs/handbook/policies/sexualharassment.html>

Communication

Clear communication is required by Georgetown University's Sexual Misconduct and Sexual Assault definitions, which require each participant to obtain and give consent before engaging in any sexual activity. Relying solely upon nonverbal communication can lead to miscommunication. Communication is a foundational process that affects all of our relationships and interactions. Basic elements of communication take on even greater significance when they pertain to intimate and possible sexual relationships. Healthy communication demonstrates a respect for the dignity of each person, allows mutual self-expression and requires careful listening. Individuals take responsibility to communicate effectively by articulating their thoughts and feelings and asking for clarification when they are uncertain or where they do not understand. The effectiveness of communication increases when individuals are aware of their own personal motivations and when individuals are sensitive to the meaning intended by another. Open, honest and direct communication requires courage and commitment to the process of communication and to each other.

Clarity in communication, both verbal and non-verbal is essential during a sexual encounter. Physical expression between two individuals marks the integration of thoughts, feelings and actions in a way that values, esteems and respects the dignity of oneself and another. This expression should reflect the depth of intimacy shared in the context of a relationship. Any sign of reservation or hesitation should be clarified verbally, before proceeding.

Alcohol and Other Drugs

Students are urged to exercise caution if they choose to use alcohol or drugs. The consumption of alcohol and/or the use of drugs often lowers inhibitions, causes some people to become more aggressive, and always impairs judgment. Sexual activity with someone who has consumed alcohol or drugs creates the potential for later confusion over questions of consent. Sexual activity with a person who is thus impaired may be considered a violation of the Student Code of Conduct.

Support and Resources

The University encourages students to make use of appropriate resources and will assist all persons involved in an allegation of sexual assault. The primary resource for those who believe a violation has occurred is the Sexual Assault and Health Issues Coordinator, located in Health Education, 2nd floor, Village C West. Other support structures include the Student Primary Care Clinic, Georgetown University Hospital, Residence Life, Counseling and Psychiatric Services, the Women's Center, Campus Ministry, Student Conduct, the Department of Public Safety, and the Office of the Vice President for Student Affairs. Each office is prepared to offer assistance to students both in an emergency and on an on-going basis. In addition to the previously mentioned resources on campus, referrals for off campus counseling and support services can be provided for both the complainant and the accused at the student's request. All offices respect and support the students' right to privacy. More detailed information is available in the Women's Center, Health Education, and Student Affairs.

Prevention and Education

The University sponsors a variety of educational programs that seek to raise awareness of sexual assault issues and maximize the possibility of prevention. New Student Orientation includes a dramatic presentation that depicts a sexual assault scenario as a means of raising consciousness. Programs for first year students continue in the residence halls

assault scenario as a means of raising consciousness. Programs for first-year students continue in the residence halls, presented by the Resident Assistants, university staff, and Peer Educators. Publications concerning risk reduction and prevention, as well as the university's response to sexual assault are issued by the Sexual Assault Working Group. Many members of the Georgetown community can provide information and referrals to anyone seeking such services. Additionally the Women's Center, Sexual Assault Services, and the Student Take Back the Night Group sponsor events which focus on violence against women, including the annual Take Back the Night rally each fall.

Reporting

When a student is sexually assaulted she/he has reporting options. One option is to file an anonymous incident report with the Sexual Assault and Health Issues Coordinator or other University Official. Anonymous report is a way for a victim to seek personal assistance and information without entering the judicial system, as the university will not initiate proceedings under its student disciplinary process as a result of an anonymous report. Another option is to file an incident report with the Department of Public Safety. The Department of Public Safety will investigate the incident and report its findings to the Office of Student Conduct. An additional option is for a victim to contact the Metropolitan Police Department and file a criminal report. Victims may file reports with both the Department of Public Safety and the Metropolitan Police Department as the two systems operate independently. Finally, students may also choose to pursue claims as sexual harassment claims, and file a complaint of sexual harassment with the Office of Affirmative Action Programs. One of the primary roles of the Sexual Assault Services Coordinator is to help a student clarify reporting options.

Enforcement

The University enforces this policy by means of the student discipline system and through penalties for violations of the Student Code of Conduct. Sexual offenses are viewed as a major violation of the Student Code of Conduct, subjecting the persons responsible to sanctions up to and including permanent separation from the University. Complainants will be informed promptly of all available resources and options, as well as the result of any disciplinary action taken.

A student charged with sexual assault may also be prosecuted by the District of Columbia under D.C. criminal statutes and disciplined by Georgetown under the University's Student Code of Conduct. A victim may also choose to file civil charges. The commencement and outcome of these actions are independent of one another.

Oversight

The Student Affairs Disciplinary Review Committee is a standing committee charged with the regular review of the discipline and conduct system. This committee, in consultation with the Georgetown University community, established a new definition for consent, sexual misconduct, and sexual assault in the Spring of 2004, which specifically defined consent. This committee will continue to modify the code when necessary and to review sections in response to community concerns.

The Sexual Assault Working Group is devoted to improving the community's awareness of sexual assault issues on campus and continuing to improve the university's response to students affected by these cases. Organized in January of 1995, it is composed of students, faculty, and staff interested and committed to the issue. Interested parties may contact the Office of Student Affairs for more information.

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23. Smoking Policy

It is the policy of Georgetown University to achieve an environment as close to smoke-free as practically possible. The University is concerned about the health and safety of all faculty, staff, students and visitors. Smoke is offensive to many non-smokers, and a significant percentage of faculty, staff and students do not smoke. In accordance with the requirements of the statutory law of the District of Columbia, this policy is intended to protect non-smokers, while recognizing the needs of smokers.

Smoking is prohibited in all indoor locations. In accordance with the laws of the District of Columbia which prohibit smoking in public areas, and in order to ensure the health and safety of residents, smoking is prohibited in all residence hall rooms, apartments, and townhouses, including common areas and private residential spaces. Members of the community who choose to smoke must do so in designated areas outdoors at a distance from the building that does not block entrances, transmit smoke into buildings, or cause others to be exposed to second-hand smoke. Smokers are responsible for disposing of their cigarette ashes and butts appropriately.

The Office of Student Conduct is responsible for ensuring compliance by students. Faculty, staff and students are responsible for enforcing the policy with visitors and are encouraged to direct other to designated smoking areas.

Signs designating "NO Smoking Areas" will be in accordance with District of Columbia law. Signs will be visible in sufficient number and in a manner that gives notice to the public of the policy.

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24. Speech and Expression Policy

Preamble

In January 1989, the following guidelines on speech and expression for the Main Campus of Georgetown University were implemented. They were developed by the Committee on Speech and Expression and presented to the University community after widespread consultation with faculty, students and administrators. The Committee on Speech and Expression, composed of four faculty members and four undergraduate students, is a standing committee that advises the Vice President for Student Affairs on matters relating to speech and expression. The Vice President for Student Affairs is responsible for administering these guidelines.

The policy guiding speech and expression is intended to ensure the "untrammelled expression of ideas and information." Reverend James Walsh, S.J., wrote the following statement to provide an appropriate context for understanding the policy:

"The following policy on free speech and expression derives from a certain understanding of what a university is and of what Georgetown University is. I will attempt to articulate that understanding.

1. The nature of a university. A university is many things but central to its being is discourse, discussion, debate: the untrammelled expression of ideas and information. This discourse is carried on communally: we all speak and we all listen. Ideally, discourse is open and candid and also-ideally-is characterized by courtesy, mutual reverence and even charity.
2. The university teaches by being what it is. What the university takes seriously as an institution imparts (to its students especially but not exclusively) important lessons. The fundamental lesson it imparts-just by being what it is-has to do with the nature of the intellectual life. Rigor of thought and care in research; the willingness to address any question whatever; the habit of self-critical awareness of one's own biases and presupposition; reverence for fellow members of the university community and openness to their ideas, which is reductively a concern for the truth itself-the list could be prolonged. These habits of mind and attitude have a powerfully shaping influence on all members of the academic community. A university that sends contrary "signals" to any of its members (as, obviously, by tolerating plagiarism, violence, intellectual shoddiness, or any sort of special pleading in the interest of ideology or vested interest) betrays its mission.
3. "Free speech" is central to the life of the university. The category "free speech" suggests another realm of life and argument, that of American constitutional law. Indeed, members of a university community exercise "dual citizenship": we are academics and we are Americans. The rights and obligations that flow from our participation in each of the two orders--academic and constitutional--are not reducible to those of either one, nor superceded by one or the other, but neither are they in conflict. At the same time, the body of legal principles elaborated from the First Amendment is usefully applied to particular problems. For example, "free speech", in the constitutional sense, may be limited by, and only by, reasonable and non discriminatory considerations of "time, place and manner." These legal categories are most helpful in resolving the problem of how to reconcile the absolute openness of expression proper to a university with other considerations: numbers of people, multiplicity of activities, scheduling, space available and so on. The long and short of the matter is that "time, place and manner" are the only norms allowable in governing the expression of ideas and sharing of information that is the very life of the university.
4. More is better. Discourse is central to the life of the university. To forbid or limit discourse contradicts everything the university stands for. This conviction proceeds from several assumptions. Besides those sketched above, there is the assumption that the exchange of ideas will lead to clarity, mutual understanding, the tempering of harsh and extreme positions, the softening of hardened positions and ultimately the attainment of truth. Some ideas, simply by being expressed, sink without a trace; others cry out for the intervention of reflection, contrary evidence, probing questions. None of that happens when one cuts off discourse. John Henry Newman's formulation applies here: "flagrant evils cure themselves by being flagrant." The remedy for silly or extreme or offensive ideas is not less free speech but more.
5. The tradition of Georgetown University demands that we live up to these ideals. In this whole question, matters of history and of convictions central to the Catholic and Jesuit tradition come into play. The historical precedent of the medieval Catholic university, with its lively practice of the "disputation," and its role in the formulation, clarification and development of doctrine, the Catholic teaching that between faith and reason there can be no fundamental conflict, the Catholic teaching about the autonomy of reason, certain Jesuit principles about putting the most favorable construction on your neighbor's argument and especially about reverence for conscience; the vision of our founder, John Carroll, of a "...general and equal toleration, . . . giving a free circulation to fair argument," and of an Academy that would be the "first in character & merit in America"-these and many other fundamentals of the tradition in which Georgetown stands prohibit any limitation upon discourse. Georgetown's identification with the Catholic and Jesuit tradition, far from limiting or compromising the ideal of free discourse, requires that we live up to that ideal.

6. Violation of these principles, by whatever parties, must have consequences. This is a corollary of the principles themselves and necessary to vindicate the nature of the University itself. The offenses envisioned in the following section

themselves and necessary to vindicate the nature of the University itself. The offenses envisioned in the following policy amount to cutting off discourse. Making it impossible for others to speak or be heard or seen, or in any way obstructing the free exchange of ideas, is an attack on the core principles the University lives by and may not be tolerated."

Rev. James Walsh, S.J., Department of Theology

I. General Policy

Georgetown University is committed to standards promoting speech and expression that foster the maximum exchange of ideas and opinions. This statement of policy outlines principles that ensure these standards.

First, all members of the Georgetown University academic community, which comprises students, faculty and administrators, enjoy the right to freedom of speech and expression. This freedom includes the right to express points of view on the widest range of public and private concerns and to engage in the robust expression of ideas. The University encourages a balanced approach in all communications and the inclusion of contrary points of view. As is true with the society at large, however, this freedom is subject to reasonable restrictions of time, place and manner, as described herein, although such restrictions shall be applied without discrimination toward the content of the view being expressed or the speaker.

1. The right of free speech and expression does not include unlawful activity or activity that endangers or imminently threatens to endanger the safety of any member of the community or any the community's physical facilities, or any activity that disrupts or obstructs the functions of the University or imminently threatens such disruption or obstruction.

2. Moreover, expression that is indecent or is grossly obscene or grossly offensive on matters such as race, ethnicity, religion, gender, or sexual orientation is inappropriate in a university community and the University will act as it deems appropriate to educate students violating this principle.

Obviously and in all events, the use of the University forum shall not imply acceptance or endorsement by the University of the views expressed.

II. Guidelines

The following guidelines implement the foregoing propositions:

1. Events - An individual member or group of members of the academic community may invite any person to address the community. For purposes of this document, an event is any public meeting organized by such an individual or group primarily for the dissemination or exchange of ideas. "Public meeting" shall not be construed to include formal academic convocations, regularly scheduled classes, or regular business meetings of University organizations.

The individual or group hosting such an event must reserve the place where it will occur, in accordance with registration requirements. However, the area adjacent to the ICC ("Red Square") and Leavey Lobby (in inclement weather) shall be available, without prior arrangement, for individuals and groups during daylight hours for the purpose of exchanging ideas. Because of the proximity of Red Square to classrooms, sound amplification in conjunction with any presentation in Red Square is prohibited, as is disruption of classes in any other way.

2. Costs - An individual hosting an event is responsible for all costs (including security if such is deemed necessary by the University administration) associated with the event; no University subsidy will be available unless by prior arrangement. A group hosting an event is also responsible for all costs associated with the event, but a University financial subsidy may be available through the Center for Student Programs to pay a certain proportion of security costs for group-sponsored events. A group is defined as: (a) a continuing student organization, (b) an academic department or any continuing faculty or administrative organization, (c) an ad hoc group established by a petition of twelve signatures of members of the academic community. Petition forms are available in the Center for Student Programs.

3. Access to Events - Any event that receives financial support or other benefits of any kind from the University must be open to members of the academic community. If seating is expected to be limited, an equitable means of ticket distribution must be approved by the appropriate campus office. Such events ordinarily shall allow for a period of questions from the audience.

4. Protest of Events - An individual or group wishing to protest at an event may do so as long as any speaker's right to free speech and the audience's right to see and to hear a speaker are not violated

5. Literature and Publicity - Georgetown University encourages the community to promote their events and activities responsibly through a full range of available media. These information and communication outlets include flyers and posters on bulletin boards, chalk messages on plaza in Red Square, banners, newspaper ads and calendars, Web pages, the University electronic calendar, University radio and television stations, information tables in Red Square and the Leavey Center, and word of mouth.

Communication and publicity should be conducted in a manner that is respectful of others' rights to share information and

recognizes one's part in the University community. The foremost issue in this policy is the safety and security of the University community and visitors. Georgetown also strives to be environmentally responsible. Many of the restrictions exist to ensure safety and respect for all.

Interior Flyers and Posters

Only members of the Georgetown University academic community may hang posters or distribute handbills and pamphlets. No student organization other than one granted access to University benefits may use Georgetown in its name, or for any other reason except to identify the location of an event.

All posters and flyers placed on campus inside buildings must be in compliance with the following guidelines:

1. All materials to be posted on campus may be placed only on unenclosed public bulletin boards or kiosks. People may place only one flyer/poster per bulletin board to allow for ease of reading and to give others equal opportunity to post. Flyers/posters should never be hung where they cover up any previously posted current materials. Departmental bulletin boards are not intended for public announcements and may be used only by the appropriate department or school.
2. Due to the distinct nature of some locations, specific requirements are posted at those sites.
3. If posting in inappropriate locations results in damage to University property, restitution will be required from the responsible party.
4. Interior bulletin boards exist in the following Main Campus locations: Leavey Center, Intercultural Center, Reiss Science Building, Walsh, New North, and Old North. Residence halls also provide bulletin boards for general announcements.
5. Due to fire and safety codes it is illegal to post flyers in stairwells and on doors.

Exterior (outdoor) Flyers and Posters

1. Flyers and posters may be posted at outdoor locations up to one week before an event. The flyers and posters should be removed immediately following the event.
2. Materials may be posted only on walls (not windows and doors) and only in designated areas: Red Square (not on walls adjacent to the ICC main entrance), Damall, New South, Alumni Square, and at the arches of Henle. Flyers and posters should be posted using only masking tape.
3. Lampposts: Flyers/posters may be placed only within specially defined and designed places on the posts and may not be taped to the lampposts.
4. Flyers may not be posted on trees, benches, recycling or trash containers, on Healy Gates (or the Gatehouses), or on the pavement (including all sidewalks, streets, Red Square, etc.).
5. Removal of flyers: Individuals must remove their flyers/posters following an event. Grounds staff will remove all exterior flyers/posters every Monday before 10 a.m.

Chalking

Chalking is permitted on the brick pavers of Red Square. The chalk must be water-soluble "sidewalk" chalk, which wears away with water or foot traffic. Chalking on the exterior walls of any campus building (academic, administrative or residential) is prohibited.

Banners

Banner space exists on the Leavey Center (3 banners) and at Red Square (2 banners). Banner space in Leavey may be reserved by the week through the Student Activity Facilities Office (1507 Leavey). Banner space in Leavey is not reservable. Banners may only be hung in approved locations.

Campus radio and television

WGTV, the campus radio station, and GUTV, the campus television station, offer opportunities for publicity and promotion including ads, public service announcements, and special interest pieces.

Campus newspapers

Publicity and promotion can occur by utilizing the campus newspapers through advertisements, stories, and a weekly calendar. The weekly calendar is offered free of charge by the Hoya and the Voice offers free unclassified ads.

Technology

Technology offers many underutilized alternatives for communication and publicity. Technology is usually free and reaches a broad audience.

1. Email: If an event has appeal for a specific population (i.e., the members of a student organization, a class), an email listserv may be utilized to promote the event. The email message will reach the people most likely to attend. Mass emails are not acceptable.
2. Web pages: Individuals and groups can create a Web page to promote their events or their group. Web pages can be informative and interactive. For more information on this option, visit uis.georgetown.edu/web.
3. Campus calendar online: Information to be included on the campus calendar and in Today at Georgetown can be submitted to the Information Booth at Healy gates or online.

Handbills and Pamphlets

Handbills and pamphlets may be distributed to any location on campus except classrooms or offices in use. When handbill distribution is associated with a particular event, whether indoor or outdoor, the location of indoor handbill distribution may be restricted on occasion to preserve safety and security at events and convocation, but distribution in these cases may not be wholly prevented or unnecessarily restricted.

This policy and information is designed to assist individuals and groups in the Georgetown University community in effectively sharing information with the rest of campus in respectful and creative ways.

Entrance into University Building of Protestors

Protestors who are members of the university community will be allowed entrance into any university building unless they are disturbing university activities such as class or office work. They will be able to stay in the building until the building is closed for the day, or until the office or area closes for business that day. Entrance into the building does not mean entrance into any or all offices. The departments of Student Affairs, the Registrar, Protocol and Events, and Public Safety will confer to determine whether a protest may continue.

Protestors may not enter a building if that space has been secured for a speech to be given in that building. For example, the Healy lobby is often used for entrance to speeches in Gaston Hall. In that case, the protestors must remain outside the building in a space previously designated by the Center for Student Programs, the Office of Campus Activity Facilities, the Department of Public Safety and the Office of Protocol and Events. This policy applies to any buildings where a major event or speaker is hosted.

The Vice President for Student Affairs has the responsibility for administering these guidelines. Only in extreme cases of violation of these guidelines can the Vice President prohibit speech and expression before it occurs. In administering these guidelines, the Vice-President shall be advised by a Committee on Speech and Expression, composed of students, faculty and administrators. The Vice President and the Committee may consider and implement revisions and improvements to these guidelines in a manner consistent with the ideals articulated at the beginning of this document.

Disciplinary Procedures - Violations of the policy and/or guidelines by students will be handled through the disciplinary system administered through the Office of Student Conduct. If an administrative action is taken in cases involving the restriction of one's speech and expression, an appeal may be taken to a Hearing Board. That action may be modified or reversed by the Hearing Board for the same reasons as are allowed in the disciplinary system, as well as on grounds that the administrator acted in an unreasonable and arbitrary manner or contrary to this policy governing speech and expression and thus unnecessarily restricted speech and expression on campus.

Nothing herein shall be construed to confer rights on any person not a part of the academic community as defined herein.

The University will make every effort to accommodate groups who wish to schedule an event. Those groups who invite someone to speak on the Main Campus should reserve a space in advance of the event with the appropriate office, in accordance with that office's regulations. Contact the Registrars Office for scheduling classrooms, the G.U. Conference Center for ballrooms and salons in the Leavey Center, and the Office of Campus Activity Facilities for all other space on campus.

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25. Student Right-to-Know and Campus Security Act

In compliance with the Student Right-to-Know and Campus Security Act, it is the policy of Georgetown University to make readily available information concerning the completion or graduation rate of all certificate or degree-seeking, full-time undergraduate students entering the University, as well as the average completion or graduation rate of students who have received athletically related student aid. This information is available from the Director of Athletics, McDonough Gymnasium, Georgetown University, Washington, D.C., 20057 (202) 687-2435. The Crime Awareness and Campus Security Act of 1990 requires that the University prepare information on current campus law enforcement policies, crime

Security Act of 1990 requires that the University prepare information on current campus law enforcement policies, crime prevention programs and campus security statistics. This information is available upon request from the Director of Public Safety, 116 Village C, Georgetown University, Washington, D.C., 20057 (202) 687-4343.

26. Temporary Injuries

Georgetown University is committed to supporting the academic success of all students, but recognizes that certain life events may inhibit this progress. Students who suffer a temporary injury (e.g., a broken arm or leg) and require assistance are encouraged to immediately contact their academic dean's office. In the event the injury occurred while the student was participating in a Georgetown intercollegiate athletic event, the student should also notify the Department of Athletics.

While the Americans with Disabilities Act (ADA) does not recognize temporary disabilities as a disability for which accommodation is legally mandated, the academic deans' offices, and when appropriate, the Department of Athletics, are available to provide support as a courtesy, and wish to be informed about injuries promptly so that parties can effectively collaborate and coordinate reasonable support efforts. In particular, the academic deans' offices wish to be informed about any injury that will impact a student's academic responsibilities, so that they may collaborate with the student to develop a management plan for the convalescent period. The Academic Resource Center is available as a resource to administrators advising students with temporary injuries.

27. Vehicle Policy

POLICY

.1 PHILOSOPHY This policy establishes the basic requirements and procedures for driving a University vehicle that is owned or leased in connection with University related business or sponsored activities; for using personally owned vehicles in connection with University-related business or sponsored activities; for safely operating a University vehicle; for using a University vehicle for personal use; and for reporting accidents and damage. The term "University vehicle" includes automobiles, 12-passenger vans, and golf carts but not commercial vehicles.

.2 STATEMENT The University expects that any employee or student driving a University vehicle in connection with University-related activities will operate the vehicle in a safe and responsible manner with respect for other drivers and due consideration for acting as a representative of Georgetown University.

.3 PROCEDURES

1. Authorized Driver Standards

A driver must meet the following minimum standards in order to become an "authorized driver", and operate a University vehicle that is owned or leased. Approval as a driver is a privilege rather than a right, and authorization to drive University vehicles may be revoked for reasons deemed appropriate by the University, as explained below:

1.1. Authorized Drivers

1.1.1. Must have a valid U.S. drivers license for at least one (1) year issued by the Department of Motor Vehicles (or equivalent) from the state of residence or the District of Columbia.

1.1.2. Must have the correct license for the vehicle type that they will be driving, including any endorsements.

1.1.3. Must be a minimum of 18 years of age.

1.1.4. Must complete a Georgetown University Driver Authorization Application before driving, and annually thereafter. The application must be submitted to, and approved by, the Office of Risk Management prior to driving.

1.1.5. Must agree to have a Motor Vehicle Record check prior to using University vehicles and annually thereafter. This report must show a driving record that meets the standards of the University's insurance carrier set forth below:

1.1.5.1. Minimum criteria acceptable for operation of a University vehicle:

a) No more than three (3) moving violations and/or chargeable accidents in the most recent three (3) years.

b) No more than two moving violations and/or chargeable accidents in the most recent year.

c) Drivers should have no "major convictions" within the last five (5) years.

1.1.5.2. Major convictions include:

- a) Driving while intoxicated or „under the influence? (DWI or DUI).
- b) Leaving the scene of an accident.
- c) Careless or reckless driving violations.
- d) Homicide or assault through use of motor vehicle.
- e) Attempting to elude a police officer.
- f) Racing
- g) Permitting a minor to operate a vehicle.
- 1.1.6. Any driver whose driving record does not meet these standards will not be permitted to operate a University vehicle until such time as the driving record conforms to these standards.
- 1.1.7. Must complete Risk Management's driver training and/or van certification if:
 - 1.1.7.1. You are an employee and operating a vehicle is an essential function of your job.
 - 1.1.7.2. Students and employees if you operate a 12-passenger van or tow items.
- 1.1.8. Must meet the federal regulations applicable for drivers when driving a vehicle that weighs between 10,001 pounds and 26,000 pounds.
- 1.1.9. Must report any incident to the supervisor or Risk Management that would render an employee ineligible to drive under this policy.

2. Loss of Driving Privileges

In addition to the situations listed in Section 1 as resulting in revocation of driving privileges, the following actions may result in suspension or termination of driving privileges for those operating University vehicles or other vehicles while on University business:

- 2.1. Operating a vehicle outside of the scope of the destination and school related activity.
- 2.2. Operating a vehicle in a reckless or unsafe manner.
- 2.3. Failing to report an accident involving a University-owned or leased vehicle to the appropriate law enforcement agency, the employee's supervisor (where applicable), DPS, and Risk Management.
- 2.4. Operating a vehicle while under the influence of alcohol or drugs.

These actions may also result in appropriate disciplinary action consistent with the University's applicable policies and procedures.

3. Vehicle Operation

All drivers are expected to safeguard and maintain University vehicles. In addition to restrictions and requirements placed upon University vehicle drivers by individual departments, drivers must also:

3.1. Always

- 3.1.1. Use University vehicles for authorized University-related activities only, unless your individual employment contract specifies otherwise.
- 3.1.2. Prevent any unauthorized person from driving the vehicle.
- 3.1.3. Be aware and prepared for special weather and emergency situations. Do not drive in hazardous conditions unless necessary.
- 3.1.4. Use seat belts or other available occupant restraints and require all occupants to do likewise in accordance with state laws.
- 3.1.5. Ensure that under ALL circumstances the number of passengers does not exceed the number of seat belts, if provided.
- 3.1.6. Follow the safety guidelines as discussed in the driver training course, where applicable.
- 3.1.7. Operate vehicles in accordance with applicable local and federal laws and University regulations.
- 3.1.8. When traveling over 150 miles from Georgetown recommend that, either (1) stay overnight before or after the event/activity that is the purpose of the trip or (2) name an additional, approved driver designated for driving responsibilities who is not a participant in the event/activity.
- 3.1.9. Immediately report all accidents to the appropriate law enforcement agency, the employee's supervisor (where applicable), DPS and Risk Management.

3.2. Before Driving

- 3.2.1. Be aware of the load and handling characteristics associated with the vehicle(s) you are driving.
- 3.2.2. Before leaving the parking area or garage, inspect the vehicle for safety issues; check the tires, wipers, lights, and other safety equipment for observable defects; and report any defects immediately to the departmental fleet coordinator or their designee to determine if the vehicle is safe to operate.

3.3. After Arrival

- 3.3.1. Turn off the vehicle, remove the keys, secure all windows, lock the vehicle, and arm the security system (if applicable) whenever the vehicle is left unattended, even if only for a moment.
- 3.3.2. Return all vehicles in good clean condition, removing all garbage, food items, and

personal items.

4. Special Restrictions:

4.1. Golf Carts

4.1.1. Golf carts must be treated with the same respect and care as any larger motor vehicle. Drivers of golf carts must undergo the authorization process described above. Drivers must take care in the operation of these vehicles and follow all applicable rules for operation of the cart and personal safety.

4.2. Fifteen Passenger Vans

4.2.1. Due to safety issues identified by the National Transportation Safety Board, fifteen passenger vans will not be rented, leased or purchased by the University and may not be used for University-related activities.

4.3. Towing Items

4.3.1. Only employees authorized to drive University vehicles may use a University vehicle for towing items. These drivers must first contact Risk Management to receive training on towing. Risk Management must approve all towing before it takes place.

4.3.2. No students will be allowed to tow items with University vehicles.

4.3.3. No personal vehicles will be used to tow items on University business. Only specific designated University vehicles may be used in towing, and only approved items may be towed.

5. Personal Use of University Vehicles

Special IRS regulations apply to the personal use of University automobiles that are garaged at home. Therefore, for all University vehicles that are authorized for personal use by University employees, the following rules will be observed:

5.1. Personal use of University vehicles is a taxable fringe benefit, and an appropriate amount will be included in the gross income of each employee receiving this benefit. See Financial Affairs Policy 1013 for more information on the tax treatment and reporting of University-provided vehicles.

5.2. The University's office of Purchasing and Contracts policies will govern the acquisition of vehicles.

5.3. Only employees who have undergone the driver authorization process described above are permitted to drive a University vehicle.

5.4. Only the employee may use a University vehicle as a primary vehicle. Use by a spouse may be permitted on a limited basis if the spouse becomes an authorized driver pursuant to the standards listed above. No other individuals including children and other family members may drive a University-owned vehicle for personal use.

5.5. Modifications or alterations to the vehicle will not be permitted unless they are authorized as necessary for safety reasons and the work is completed by a trained professional.

5.6. Regular maintenance of the vehicle must be completed as required per the University's motor vehicle policies and procedures.

6. Use of Privately Owned Vehicles

6.1. Use of privately owned vehicles is generally discouraged for conducting University business or sponsored activities. It is recommended that individuals seek alternative transportation options such as rental cars, public transportation or charter services.

6.2. Faculty and staff who transport students, faculty, staff or affiliates in their private vehicles on University business outside of the Washington, D.C. metropolitan area must become authorized drivers and are subject to the requirements of this policy. For the purposes of this provision, faculty who transport students on a trip that is a course requirement or at the direction of their department chair or other University administrator, are considered to be on "University business."

6.3. Students who transport other students in their private vehicles outside of the Washington, D.C. metropolitan area for University-sponsored activities must become authorized drivers.

6.4. All employees or students who drive their private vehicles on University business or sponsored activities are responsible for:

- Maintaining automobile liability insurance in accordance with state law.
- Maintaining current state vehicle inspections when required.
- Maintaining own vehicle in safe operating condition.

6.5. Insurance

Faculty, staff and students using their private vehicles on University business or sponsored activities are required to carry auto liability insurance with minimum limits as required by the state where the vehicle is registered. In an accident involving a privately-owned vehicle, the owner must use his/her individual automobile insurance coverage as the primary insurance.

The University's excess liability coverage will apply when the driver was an authorized driver on University business at the time of the loss, and the vehicle owner's policy has been exhausted. The University will not reimburse an employee, or other private owner, or his/her insurer for any deductible or liability claim paid by their personal auto insurance policy or for any damage to the vehicle.

If any personal property is damaged or stolen as a result of being transported or stored in a privately-owned vehicle, the property is not covered by the university's insurance. Employees should consult with their personal lines insurance provider to determine if coverage for property in vehicles is included in their homeowner's insurance policy.

Authorized drivers conducting University business in a privately-owned vehicle shall be reimbursed for mileage at the annual Standard Rate found on the Financial Affairs/Payroll website, as well as parking and toll expenses.

7. Acquisition, Lease, Rental and Disposal of Vehicles

7.1. Required Approval for Acquisition

7.1.1. The University's office of Purchasing and Contracts policies will govern the acquisition and lease of vehicles.

7.2. Short-Term Rental of Vehicles

7.2.1. Students who rent vehicles for use in University-related or sponsored activities must become authorized drivers.

7.2.2. Employees or students who rent vehicles for use in University-related activities, insurance for liability and physical damage (collision damage waiver) must be purchased through the rental company. All other coverages should not be purchased. If an employee or student fails to purchase the insurance for physical damage and causes damage to the rental vehicle, the department sponsoring the activity will be responsible for the costs of repair.

7.2.3. Depending upon the rules of the individual rental agency, persons under the age of 25 may not normally be able to rent vehicles at a commercial agency. Rental agencies may waive the age requirement if the University agrees to cover the individuals on its automobile liability policy and provide evidence of insurance coverage to the agency.

7.3. International Rental of Vehicles

7.3.1. If Departments or organizations find it necessary to rent vehicles from an agency in a foreign country for approved University functions or business on a short-term basis, the vehicle should be rented in the name of the University. Because of the difference in insurance requirements in other countries, departments should always purchase all available insurance provided by the rental agency.

7.4. Disposal of Vehicles

The Office of Property Accounting Policies and Procedures govern the disposal of a University vehicle. Vehicles may be disposed of in a number of ways, but it is important to notify the Office of Property Accounting whenever this takes place. Any of the following situations constitutes a disposal of property, and should be processed accordingly:

7.4.1. Vehicles not needed by a department but still in good working condition must be listed on the Excess Property Bulletin for two weeks before donation or sale outside the University. Contact Property Accounting to list an item on the bulletin. For the first two weeks it is listed, the item may only be made available to other Georgetown University departments for University use. After that, any buyer may purchase the vehicle for any use.

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7.4.2. Vehicles that are sold must be identified to the Office of Property Accounting before the transaction takes place. Please provide Property Accounting with an Equipment Disposal Form.

7.4.3. Vehicles that are totaled must be identified to Property Accounting and the Equipment Disposal Form must be provided.

7.5. Transfer/Donations of Vehicles

Vehicles which are being transferred or donated to another department or institution must be identified to the Office of Property Accounting before the transaction takes place. Please provide Property Accounting with an Equipment Transfer Form.

8. Accidents, Damage, Claims, and Insurance

For any accident involving a University owned, leased or rented vehicle, drivers must follow the procedures outlined below:

8.1. Check for personal injury and seek medical attention if necessary by calling (911).

8.2. Activate hazard lights to prevent further damage or injury.

8.2. Activate hazard lights to prevent further damage or injury.

8.3. Contact the appropriate law enforcement agency for assistance and request that an accident report be completed.

8.4. Check for the University's insurance ID card in the glove compartment of University-owned vehicles. The ID card is required by law and provides evidence of the University's fleet insurance coverage.

8.5. Report the accident to your supervisor (when applicable) as soon as possible.

8.6. Report the accident to DPS.

8.7. Report the accident to Risk Management and complete a Georgetown University Vehicle Accident Report.

8.8. Do not discuss what happened with anyone except with the police, the supervisor, DPS, and Risk Management.

8.9. Do not admit responsibility for the accident or sign a statement.

8.10. The department will be responsible for paying applicable insurance deductibles for every claim submitted.

9. Parking and Moving Violations

9.1. Parking tickets or similar fines and related penalties and interest are the personal responsibility of the authorized driver and should be paid promptly to the appropriate jurisdiction to avoid further penalties.

4 RESPONSIBILITY

1. Department Fleet Coordinator

Every department that uses University vehicles should designate a fleet coordinator who oversees all issues related to the vehicles used by the department. It is the responsibility of the fleet coordinator to comply with state and local regulations and University procedures pertaining to the registration, inspection and use of such vehicles, and in granting driving authority to employees and students. The name of the fleet coordinator must be given to the Office of Risk Management. The duties of the fleet coordinator include:

1.1. Implement the University's motor vehicle use policies for the department and develop department-specific procedures where necessary (i.e., a key check out system).

1.2. Provide individuals who apply for driving privileges with the following policies:

1.2.1. Georgetown University Vehicle Policy

1.2.2. Department Vehicle Policy (if applicable)

1.3. Coordinate the driver authorization procedure by ensuring that the following documents are received by Risk Management, and drivers are approved prior to operating a vehicle:

1.3.1. Driver Authorization Application

1.3.2. Motor Vehicle Report Authorization

1.3.3. Legible copy of a valid U.S. driver's license

1.4. Maintain a current inventory of University-owned and leased vehicles and notify Risk Management of changes.

1.5. Notify Risk Management of a vehicle purchase, leased vehicle contract or trade-in, transfer or disposal.

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1.6. Forward vehicle titles to Risk Management.

1.7. Ensure that vehicles are maintained in safe operating condition.

1.8. Maintain the following documents in each University-owned or leased vehicle:

1.8.1. Vehicle Registration (a copy should be retained in the department).

1.8.2. Vehicle Accident Report Form

1.8.3. Insurance Identification Card

2. Supervisor

2.1. Report all accidents to Risk Management within 24 hours of being notified of the event and ensure that the driver completes a Vehicle Accident Report.

2.2. If the employee is injured, complete a Supervisor's Report of Injury and submit it promptly to Risk Management.

2.3. Report any information received from an employee as it pertains to Section 1, item 1.1.5.3.

3. Office of Risk Management

3.1. Perform routine checks of the Motor Vehicle Record for drivers as required.

3.2. Provide a list of authorized drivers.

- 3.3. Provide a list of van certified drivers.
- 3.4. Conduct Driver Safety Awareness training.
- 3.5. Process all accident reports and oversee the settlement of claims.
- 3.6. Identify and understand the range of vehicle uses on campus.
- 3.7. Communicate criteria for permitting vehicle use. Maintain, distribute and revise this policy as needed.
- 3.8. Review accidents involving campus vehicles and determine the necessary course of action to minimize losses.
- 3.9. Ensure adequate resources are made available for obtaining motor vehicle records, conducting driver education and maintaining and repairing vehicles.
- 3.10. Ensure the procedures for obtaining Motor Vehicle Records remain in accordance with the requirements of the Fair Credit Reporting Act.

.5 RESOURCES

1. Questions concerning the reporting of accidents or injuries should be directed to the Office of Risk Management.
2. Questions concerning claims should be directed to the Office of Risk Management.
3. Questions concerning the purchase, lease or rental of a vehicle should be directed to the office of Purchasing and Contracts in Financial Affairs.
4. Questions regarding reimbursement of expenses while driving a University-owned vehicle or a personal vehicle should be directed to Payroll in Financial Affairs.

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